



NORTH GEORGIA  
CHRISTIAN ACADEMY

2019/2020  
Parent/Student  
Handbook

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## Table of Contents

<p>2.....Welcome</p> <p>3.....Mission Statement</p> <p>4.....Statement of Faith</p> <p>5.....Statement of Position</p> <p>6.....Philosophy of Education</p> <p>7.....Board of Directors, Faculty, Staff</p> <p>8.....Accreditation</p> <p>8.....Admissions Policy and Procedures</p> <p>9.....Non-Discrimination Policy</p> <p>9.....Admission Requirement</p> <p>9.....Parent/Student Interviews</p> <p>9.....Registration</p> <p>10.....Placement Testing</p> <p>10.....School Age</p> <p>10.....School Hours</p> <p>10.....Inclement Weather/School Closings</p> <p>10.....School Board Meetings</p> <p>10.....Spiritual Life</p> <p>11.....Chapel</p> <p>11.....Bible Classes</p> <p>11.....Religious Studies Policy</p> <p>11.....Website</p> <p>11.....Parent’s Web</p> <p>11.....Smoke Free Environment</p> <p>11.....Field Trips</p> <p>12.....Harassment Policy</p> <p>13.....Bullying Policy</p> <p>13.....Potential Threat Policy</p> <p>14.....Social Media Policy</p> <p>14.....Cell Phone/Electronic Device Usage</p> <p>15.....Telephone Use</p> <p>15.....Drug Testing Policy</p> <p>15.....Complaint or Problem Procedures</p> <p>16.....Financing Options</p> <p>16.....Financial Agreement</p> <p>17.....Parent Teacher Fellowship/24 Service Hours</p> <p>17.....Withdraws and Dismissals</p> <p>18.....Re-enrollment Procedures</p> <p>18.....<b>Academic Policy</b></p> <p>18.....Academic Discipline</p> <p>19.....Student Athletes</p> <p>19.....Grading Scale</p> <p>20.....Progress Reports and Report Cards</p> <p>20.....Promotion and Retention Policy</p>	<p>20.....Meeting with Teachers and Staff</p> <p>20.....Standardized Testing Program</p> <p>21.....Awards</p> <p>22.....Homework Responsibilities</p> <p>22.....Academic Integrity</p> <p>22.....<b>Attendance Policy</b></p> <p>23.....Absences</p> <p>23.....HS &amp; MS Attendance Policy</p> <p>24.....Family Vacations/Special Events</p> <p>24.....Tardy Policy</p> <p>25.....Early Dismissal</p> <p>25.....Drop-Off / Pick-Up</p> <p>25.....Pick-Up for Pre-K’s Half Day</p> <p>25.....After School Care</p> <p>26.....<b>Discipline Policy</b></p> <p>26.....Philosophy of Discipline</p> <p>26.....Attendance at NGCA is a Privilege</p> <p>26-28.....Discipline Policies</p> <p>28.....Behavior Probation</p> <p>28.....Search and Seizure</p> <p>28-30.....Student Standards of Conduct</p> <p>30.....Classroom Management – School Wide</p> <p>31.....<b>Dress Code Policy</b></p> <p>31.....General Dress Code Guidelines</p> <p>32.....Regular/Daily Wear for Boys</p> <p>32.....Chapel Wear for Boys</p> <p>33.....Regular/Daily Wear for Girls</p> <p>33-34.....Chapel Wear for Girls</p> <p>34.....Casual Dress Wear Policies</p> <p>35.....Boys &amp; Girls Hair and Appearance</p> <p>35.....Field Trip Attire Policy</p> <p>36.....Uniform Violations Policy</p> <p>36.....Illness/Medication Policy</p> <p>37.....Lunch Policy</p> <p>38.....Cleaning Policy</p> <p>38.....Birthday Celebrations</p> <p>38.....Emergency Drills</p> <p>38.....Health Certificates</p> <p>38.....Holiday Celebration Guidelines</p> <p>38.....Lost and Found</p> <p>38.....Student Drivers</p> <p>39.....Visitors</p> <p>40.....Curriculum Map</p>
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Dear Parents,

Welcome to North Georgia Christian Academy. It is a privilege to partner with your family in the education of your child.

It is common knowledge that the easiest time in life to capture a person's heart for Christ is during the childhood years. At NGCA, education is a partnership between home, church, and school to equip a child to learn about and serve Christ.

It is our goal to impact the lives of our students in such a way that causes them to seek after God and desire to follow Him. We are committed to empowering students by helping them discover and seek their God-given purpose by preparing them both academically and spiritually in a supportive and nurturing environment.

Because we are living in a culture that is quickly abandoning Biblical principles; our goal is to help students think biblically and critically about every aspect of their lives. We train our students to see the world as God sees it. This allows them to gain a better understanding of God's character and how He designed creation for His purposes. We want students to develop and live with a Biblical worldview.

We provide excellent academic instruction while striving to instill in student's hearts Christ-like character qualities. It is our mission to teach students Biblical responses to conflict and how to apply scripture to their daily lives. We want our students to know **truth** and be confident in the truth to keep their faith when it is challenged. We teach God's word at all grade levels as we prepare future generations to live as overcomers in this world and prepare for His kingdom come. We want students to be prepared for any career field they choose while training them to become life-time followers of Christ.

NGCA is a place where children and parents alike, can feel safe, loved, and confident in the educational and spiritual experience they will receive.

I know your time and talents will never be wasted here.

Mary Pierce,  
Administrator

## MISSION STATEMENT

*We strive to instill in our students the knowledge that God and the scriptures are relevant to every facet of their lives. We do this by providing a Godly atmosphere for learning, which enables our students to recognize their God-given potential and helps them grow “in wisdom and stature, and in favor with God and man.” (Luke 2:52)*

The GOALS of that MISSION are expected to result in the students exhibiting the following:

Salvation: A lifetime commitment to Jesus Christ as Savior and Lord (John 3:3; Rom 12:1, 2)

Vision: A commitment to God’s specific calling in their lives (Gal 1:15, 16; Rom 12:3 – 8; Prov. 29:18)

Competency: Evidence of having the knowledge, skills and abilities to fulfill their calling by providing a quality, scholarly education integrated with Biblical truth as it applies to all areas of life and learning (Rom 12:6-8; 1 Cor. 10:31; Col 3:23)

Character: Evidence of the self-discipline, work ethic and servant mentality as necessary to bring honor and glory to the Lord as they are faithful in their calling (1 Tim3, Gal 5:22,23)

## STATEMENT OF FAITH

*The Statement of Faith, which all parents must read and agree to adhere to before applying for any child to be enrolled, is the basic framework of Christian teaching and learning at North Georgia Christian Academy.*

- We believe that the 66 books making up the Old and New Testaments of the Holy Bible were written by men divinely inspired and are the record of God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. The criterion by which the Bible is to be interpreted is Jesus Christ. (II Tim. 3:16, II Peter 1:21)
- We believe in God, the Father Almighty, the creator of heaven and earth, and in Jesus Christ, His only Son, our Lord: who was conceived of the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried. He descended into hell. The third day He arose again from the dead. He ascended into heaven and sits at the right hand of God the Father Almighty, whence He shall come to judge the living and the dead. We believe in the Holy Spirit, the holy Christian church, the communion of saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen.
- We believe God is a triune God-the Father, Son and Holy Spirit. (Luke 3:22, Matt. 28:19)
- We believe in the majesty and sovereignty of God. (Luke 1:37, Rev 1:8)
- We believe that God spoke and purposefully created the universe out of nothing. (Gen. 1:1)
- We believe that God created man in His own image. At the fall of Adam, this image was broken, resulting in man's total depravity. Through their relationship to Adam, all men are sinners by nature. (Gen. 3:1-24)
- We believe in God's gracious plan of redemption through Jesus' atoning bloodshed on Calvary, as described in The Holy Bible. (Eph. 2:8, I Peter 18-19)
- We believe the Lord Jesus Christ, "The Word made Flesh," is the eternally existing; only begotten Son of the Father, conceived by the Holy Spirit and born of the Virgin Mary. As God, He became flesh, dwelt among us, and knew no sin; as man He was God. (Luke 1:35, Heb. 4:15, John 1:14)
- We believe that Jesus Christ is the only Savior of sinners, the only way to the Father. He died as a substitute for sinners and was raised from the dead so that they might be reconciled to God. (John 14:6, I Cor. 15:12-21)
- We believe that all who receives by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God and are eternally secure in Christ. (John 1:12) (Romans 8:38-39)
- We believe that eternal life is a free gift that is received through faith in Jesus alone. Eternal life is neither deserved by anyone, nor can it be earned by good deeds. (Eph. 2:8-9)
- We believe Jesus Christ died for our sins, was buried, and on the third day rose from the dead; we believe that He appeared to men who touched Him and knew His bodily presence and that He ascended to His Father and is now acting as High Priest and Advocate. (Rom. 5:8, Matt. 28:5-10, Heb. 4:15)
- We believe that persons not under the covenant of God's saving grace are condemned to a literal place of eternal punishment and separation from God. God's word reveals that there will be a final judgment of man the consequences of which lead either to heaven or hell. (Rom. 2:5-11)
- We believe in the actual existence of Satan who is the father of all evil and the adversary of God and man. He is a liar and the truth is not in him. (John 8:44)(Matt 10:10)
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.
- We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)
- We believe that Biblical marriage is limited to a covenant relationship between one biological born man and one biological born woman (Matthew 19:4-6).

- We believe that God’s Word clearly condemns homosexuality and abortion as sinful activities and are not considered alternate lifestyles or life choices that should be embraced or taught as acceptable behavior. (Romans 1:24-28, Prov. 6:16-17)
- We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139.)
- We believe that the chief end of man is to glorify God and be with Him forever. (Ps. 61:7-8)
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of NGCA.

#### **Final Authority for Matters of Belief and Conduct:**

**This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of North Georgia Christian Academy, Inc’s faith, doctrine, practice, policy, and discipline, our Board of Directors is NGCA’s final interpretive authority on the Bible’s meaning and application as pertaining to the operation and function of the organization in whole or in part.**

**Policies and procedures are created and amended by the Board of Directors and may be amended or given exception; based solely as a case by case basis when circumstances arise within the interpretation or validity of any policy without setting precedent on that policy or any other policy given the approval of the majority of the school board.**

#### **Statement of Position and Policy of Facilities Use**

As the concept – that “sexual liberty” trumps religious freedom – continues to sweep across our nation impacting schools, churches, ministries, and Christians, North Georgia Christian Academy, Inc declares the following position on transgender facility use.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one’s biological sex is a rejection of the image of God within that person.

*Biological sex* means the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level.

***Facilities Use Policy:*** Notwithstanding any other board policy, student, faculty, and guest restrooms, locker rooms, and showers that are designated for one biological sex shall only be used by members of that biological sex. In any other school facilities or settings where a student, staff member, or guest may be in a state of undress in the presence of other students or adults (that is, changing costumes during school theatrical productions, arrangements on overnight fieldtrips, athletic events and so forth), NGCA shall provide separate, private areas designated for use by students, staff, and visitors according to their biological sex.

## PHILOSOPHY OF EDUCATION

The philosophy of education at *North Georgia Christian Academy* is that God, in Deuteronomy 6, gives the primary responsibility for the education of children to the *parents*. The parents may not abdicate this responsibility to anyone else. They may, however, enlist others to assist them in their educational task. The function of this school is to *help parents educate their children*. Therefore, we work very closely with parents. We strongly encourage and expect parental involvement and input in the educational process.

We believe all learning must be focused on Jesus Christ and integrated with the Holy Bible. He is the Creator and Sustainer of the Universe and the Source of all Truth. All things find their true focus on Him (Colossians 1:15-19). The Bible is God's inerrant revelation and the only unchanging foundation in a rapidly changing world. The training of children should be individualized. Each child is unique and receives from the Lord his/her own particular set of gifts that needs to be developed for the good of the whole Body of Christ. The school uses an approach to teaching the individual child, bearing in mind his/her particular gifts.

**Our school's vision is for every student to know "what is the good, and acceptable, and perfect, will of God" for their lives.** We believe as a Christ-centered school of academic excellence that we must help our children apply Romans 12:2 to their Christian training, "And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God." Our students are not to be molded from without by the pressures of this world, but they are to be changed from within by the presence of the Lord. We feel it is imperative for our students to read the Word of God and hide it in their hearts so they are not conformed to this world. As Christians, we cannot transform our own minds, only the Holy Spirit can do this, but we are to make ourselves available to the Holy Spirit so that He can renew our minds. It is only through the Bible that the Holy Spirit can work in the lives of our children. We seek to give our students a sure foundation to build upon as they pursue their goals and careers.

The motive of North Georgia Christian Academy is love for God and love for students. **Our great desire is, first, to love God totally** (Matthew 22:37-39). We seek to please Him in everything we do, avoid anything that would be displeasing to our Lord, and desire his favor and blessing on our ministry. Secondly, **we are motivated by love for the students**. Christ had a self-sacrificing love for us so we must love others enough to sacrifice ourselves for their welfare. Our teachers exercise their God-given gifts. Teaching is an important gift of the Holy Spirit and involves not only effective communication, but also the imparting of Spiritual Truth (Eph. 4:11).

The goal of North Georgia Christian Academy is **to bring glory to God**. Paul instructs us, in I Corinthians 10:31, "Whatsoever ye do, do all to the glory of God." We must govern our actions by determining from Scripture what will glorify God the most. This is done by trusting in His promises (Romans 4:20), by publicly praising Him (Psalms 50:23), and by bearing the fruit of righteousness (John 15:8). We want the students to achieve academic excellence as well as learn to live according to the standards of the Word of God as revealed in the Bible.

## BOARD OF DIRECTORS AND STAFF

### Board of Directors

Mr. Rick Mabry, Chair  
Mr. Jon Jones, Vice-Chair  
Mrs. Amy Richards, Secretary  
Mr. Daniel Lopez  
Mr. Kris Stancil  
Mr. Bron Stanley

### Office Staff

Mrs. Mary Pierce, Administrator [mpierce@ngca.net](mailto:mpierce@ngca.net)  
Mrs. Alicia Nelson, Administrative Assistant [anelson@ngca.net](mailto:anelson@ngca.net)  
Mrs. Beth Cheatham, Receptionist [bcheatham@ngca.net](mailto:bcheatham@ngca.net)  
Mrs. Tori Perigo, Bookkeeping [bperigo@ngca.net](mailto:bperigo@ngca.net)

### Faculty

Mrs. Salena Roland	Instructional Coordinator	<a href="mailto:sroland@ngca.net">sroland@ngca.net</a>
Mrs. Meshelle Putnam	MMO	<a href="mailto:mmo@ngca.net">mmo@ngca.net</a>
Mrs. Crystal Hyatt	Pre-Kindergarten	<a href="mailto:chyatt@ngca.net">chyatt@ngca.net</a>
Mrs. Carla Perry	Pre-Kindergarten	<a href="mailto:cperry@ngca.net">cperry@ngca.net</a>
Mrs. Tammy Nicholson	Kindergarten	<a href="mailto:tnicholson@ngca.net">tnicholson@ngca.net</a>
Mrs. Julie Greene	First Grade	<a href="mailto:jgreene@ngca.net">jgreene@ngca.net</a>
Mrs. Faith Dean	Second Grade	<a href="mailto:fdean@ngca.net">fdean@ngca.net</a>
Mrs. Leslie Gaitanoglou	Third Grade	<a href="mailto:lgaitanoglou@ngca.net">lgaitanoglou@ngca.net</a>
Mrs. Erica Williams	Fourth Grade	<a href="mailto:ewilliams@ngca.net">ewilliams@ngca.net</a>
Mrs. Graison Panter	Fourth Grade	<a href="mailto:ewilliams@ngca.net">ewilliams@ngca.net</a>
Mrs. Tara Garland	Fifth Grade	<a href="mailto:tgarland@ngca.net">tgarland@ngca.net</a>
Mr. Ian Conrey	Middle School/ High School	<a href="mailto:iconrey@ngca.net">iconrey@ngca.net</a>
Ms. Karen Williford	Middle School/High School	<a href="mailto:kwilliford@ngca.net">kwilliford@ngca.net</a>
Mrs. Vicki Christensen	Teacher/ Media	<a href="mailto:vchristensen@ngca.net">vchristensen@ngca.net</a>
Mr. Matt Henderson	Middle School/High School	<a href="mailto:mhenderson@ngca.net">mhenderson@ngca.net</a>
Mrs. Sandra Simpson	Middle School/High School	<a href="mailto:ssimpson@ngca.net">ssimpson@ngca.net</a>
Mrs. Mary Densmore	Middle School/High School	<a href="mailto:mdensmore@ngca.net">mdensmore@ngca.net</a>
Mrs. Betsy Kobin	Fine Arts	<a href="mailto:finearts@ngca.net">finearts@ngca.net</a>
Mrs. Beau Lowman	Family Consumer Science	<a href="mailto:beaulowman@ngca.net">beaulowman@ngca.net</a>
Mrs. Katrina Nix	Athletic Director/PE Coach/ Bus Driver	<a href="mailto:knix@ngca.net">knix@ngca.net</a>
Kristen Sanford	Support Staff	
Lana Riggle	Support Staff	
Nanette Logan	Janitorial/ Maintenance	
John Bramlett	Janitorial/Maintenance	



## **Accreditation**

North Georgia Christian Academy is fully accredited by the **Georgia Accrediting Commission (GAC)** and holds membership with the Association of Christian Schools International (ACSI).

This program is not a licensed child-care facility. Also, this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements.

## **Admissions Philosophy and Policies**

### **Philosophy**

North Georgia Christian Academy exists to provide Christian education for Christian families. Because our spiritual purpose is based upon biblical guidelines (Deut. 6: 1 – 9 and Eph. 6: 1 – 4), we seek throughout the admission process to be discerning in the area of Christian belief and practice. We are not concerned with denominational preference or affiliation, but we are concerned with the personal profession and practice of biblical Christian faith among those who make up the school family. We define a Christian as a person who by faith has received Jesus Christ as personal Savior and rightful Lord (Eph. 2:8, 9 Rom. 10: 9, 10). NGCA is a religious institution providing an education in a distinct Christian environment, and it believes that its Biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within particular families is counter to or in opposition to the Biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; homosexual acts or sexual orientation; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4–6). NGCA believes that Biblical marriage is limited to a covenant relationship between a biological born man and a biological born woman (Matthew 19:4–6). We believe that those who will benefit most from our program know the Lord as personal Savior and desire that their children be educated with a biblical world view.

It is our experience that families who do not share a biblical world view will be uncomfortable with the expectations we have and the philosophy we practice. “Can two walk together, except they be agreed?” (Amos 3:3, KJV).

It is understood that being a student at North Georgia Christian Academy is a privilege and not a right. The school reserves the right to refuse enrollment to any student or students of families who have demonstrated disharmony regarding the statement of faith, purpose, objectives, standards, policies, rules, or regulations of the school. Any student whose conduct, attitude, or lack of progress, in the opinion of the administration, makes it inadvisable for that student to remain in the school may forfeit this privilege.

The biblical and philosophical goal of North Georgia Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a

Christ-like life. While enrolled at North Georgia Christian Academy, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior that would reflect negatively on the individual student or institution as a whole.

North Georgia Christian Academy believes that in order to provide the best academic and spiritual training, we must make certain exclusions. We, therefore, choose not to accept for enrollment students who are not in good standing with the institution in which they are presently and/or previously enrolled, middle school or high school students who do not wish to attend NGCA, or any student whose needs cannot be met academically, behaviorally, or spiritually. We believe the standards of NGCA are easier to maintain when the students' and parents' attitudes are in agreement with the school philosophies and policies. This cooperation helps ensure the best learning environment possible for the students enrolled.

### **Non- Discrimination Policy**

North Georgia Christian Academy will admit students of any race, color, nationality, biological gender, or ethnic origin to all the rights, privileges, programs and activities generally made available to students at the school. We do not discriminate on the basis of race, color, nationality, biological gender, or ethnic origin in administration of admissions policies, educational programs, hiring policies, tuition assistance programs, athletics, and other school-administered programs.

### **Admission Requirement**

Admission will be limited to Christian families in which at least one parent expresses a clear testimony of salvation through Jesus Christ and agreement with the Scriptural principals which are enunciated in the NGCA's Statement of Faith. NGCA reserves the right to refuse admittance to any family it believes may cause disruption to the community spirit that exists among the families currently involved in the school.

### **Parent/Student Interviews**

An interview of the applicant's parents and student will be conducted by the school administrator and one school board member upon receiving all required application and enrollment forms. The purpose of the interview is to ensure that:

- at least one parent believes in and is committed to the Scriptural principles enunciated in NGCA's Statement of Faith;
- the parents' desire is for a Christian education for their child;
- family beliefs and practices are consistent with the standards and values of NGCA
- the child, if of appropriate age, expresses a desire to attend NGCA and agrees to live in harmony with school standards and policies
- academic records and/or transcripts of previous school- work, health records, and references are reviewed and found to be acceptable under the standard set by NGCA;
- questions that parents/students may have are answered

## **Registration**

An application for enrollment is considered properly submitted when the application forms provided by NGCA are completed and returned along with the appropriate non-refundable application fee. No child will be assigned a position on enrollment lists until the admission process is completed. All academic records from previous schools must be received along with proper identification and immunization documents.

## **Placement Testing**

Students seeking admissions into North Georgia Christian Academy in grades 1<sup>st</sup> -8<sup>th</sup> may be baseline tested to ensure proper placement. All students entering high school may be base line tested or must submit acceptable testing information before enrollment can be granted. High school students must also produce an official school transcript and most recent report card, along with previous school records that would indicate any standardized testing. NGCA administration will determine the appropriateness of the information received and the level of testing required.

## **School Age**

All students must demonstrate age appropriate behavior. In certain individual circumstances, administration may allow exceptions to the school age policy based upon demonstrated abilities and teacher recommendations.

- Kindergarten students must be five (5) years old on or before September 1.
- First Grade students must be six (6) years old on or before September 1.

## **School Hours**

**The school office hours are from 8:00 am to 4:00 pm.**

The school day begins at 8:00 am for all students. School ends at 11:30 for the 3 & 4- year old half-day programs and 3:30 pm for all others. Drop off begins at 7:30 am. **All students must be in their classrooms by 8:00 am.**

**Morning care is now available from 7:00am to 7:25am for a daily charge of \$3.00 per student.**

**After school care is available from 3:50 to 5:30pm for a daily charge of \$6.00.**

## **Inclement Weather/School Closing**

As a general rule, NGCA follows the Gilmer County Public School System on the first day of inclement weather. After the first day, weather conditions or other situations will be investigated to best determine the safety for staff and students. Determination to close school will be coordinated with the Administrator and the Board. Once a decision has been made, staff, students, and parents will be notified by email, text, or phone call. A message will be left on the school answering machine as well. Always use personal discretion to determine whether road conditions where you live are safe for driving.

## **School Board Meetings**

The School Board meets monthly throughout the year on the third Monday of each month at 5:00 pm at the school. Parents are welcome and encouraged to attend these meetings. Any parent that

would like to be placed on the Agenda for a Board Meeting must submit a written request to the Chair of the Board at least 2 weeks before the scheduled Board Meeting.

### **Spiritual Life**

NGCA wants to instill in every student that the knowledge of God and the scriptures are relevant to every facet of their lives. We do this by helping students understand a biblical worldview. Biblical worldview integration is more than integrating a Bible verse into the academic rigors of a classroom. A biblical worldview defines our personal ethos by taking the Scriptures and making them the template by which we view all life decisions and the world around us.

### **Chapel**

The school hosts a weekly school-wide chapel service on Wednesday mornings from 8:10am to 8:55am. Students participate in singing praises to God and receive Biblical instruction from faculty/staff members and invited guest speakers. Attendance is mandatory, and all students are expected to attend and participate in the activities. Chapel will only be interrupted for dismissal in the event of an emergency. Chapel is an important time of reverence and worship together. Parents are always invited to attend our chapel programs.

### **Bible Classes**

Bible classes are taught at every grade level on a daily basis. North Georgia Christian Academy has chosen to use the King James Version (KJV) of the Bible for purposes of standardization of school work and memorization requirements of scripture in the classroom setting. However, students may use any mainstream version of the Bible they prefer to aid them in their study of God's Word. Furthermore, chapel speakers may also use any mainstream Bible translation in their presentation of a message.

### **Religious Studies Policy**

Some of the materials used at NGCA will include references to Christian denominations as related to the history of the "church". Teachers and faculty will neither promote nor condemn any particular Christian denomination.

### **Website**

Parents and students can keep up-to-date on school news and events by visiting our school website at [www.ngca.net](http://www.ngca.net). This site will be updated on a regular basis so please check it out regularly for new information and announcements. Please follow our FaceBook page as well.

### **Parent's Web**

NGCA offers parents with a great communication tool known as Parent's Web at [www.renweb.com](http://www.renweb.com). On this site, you will be able to access account information, announcements, lunch menus, grades, and much more. Our district code is **NGCA-GA**.

### **Smoke Free Environment**

North Georgia Christian Academy is a smoke and tobacco-free campus. Parents and visitors are requested not to smoke while on school grounds.

## **Field Trips**

Field trips will be scheduled throughout the school year to enrich learning. In order for a student to participate in a school field trip, the multi-event permission form must be completed by the parent/guardian. A field trip fee of \$50.00 per child and is added to the enrollment fee. This fee will cover all classroom field trips for the year. (Separate fees to participate in the overnight field trips will be assessed based on activity and destination. This fee will be due at the time of the trip.) If for some reason a student chooses not to attend a field trip he or she must come to school or be counted absent. If an assignment is made in correspondence to that field trip, an alternate assignment will be given.

\*When a school bus is available and is feasible to drive all students Kindergarten –High School are required to ride the bus to the fieldtrip destination. Parents may follow the bus. Parents may sign out students to ride with them on the return. \*When needed parent drivers will be utilized to help transport students. Student safety will be the number one priority in all fieldtrips.

NGCA relies on parent volunteers for chaperons and transportation. To ensure the safety of the students and that each student benefits equally from the educational experience, parents attending are asked not to bring younger siblings and are expected to follow all teacher guidelines.

**\*\*Siblings from other classes or schools will not be allowed to attend NGCA sponsored field-trips. Only students registered in the classroom(s) for each fieldtrip may attend.**

**\*Refunds will not be given for lunches ordered on Fieldtrip days, when parents were properly notified. Parents will be notified by email or class newsletters before lunch ordering begins for the time period of the upcoming scheduled trip.**

## **Harassment Policy**

North Georgia Christian Academy, Inc is committed to an environment where staff and students treat each other with kindness and respect, free from offensive social behavior and all forms of harassment including verbal and non-verbal intimidation, exploitation or sexual harassment. Harassment, whether intentional or unintentional, that subjects another person to unwanted attention, comments, bullying, or actions because of race, national origin, age, biological sex, physical characteristics, or disability is not permitted.

NGCA seeks to a unifying the body of believers (Ephesians 4:1-6) by ensuring the work environment constructively pursues harmony among all students, staff, faculty, regardless of race, color, age, ethnic origin, or denominational background. Our desire, as one being conformed to the image of the Lord Jesus Christ (Romans 8:29) should be to look at the heart of man and not on outward appearances (I Sam. 16:7). The unity and harmony that we exhibit as a body will allow the world to see a dynamic difference in us. Unity and harmony is such a joy, and our prayer is that it will be evident throughout the environment at NGCA.

The school will take action to prevent and correct any violations of this policy by measures deemed appropriate for the situation including suspension and termination from position.

Any student who believes he or she has been subjected to harassment should report it immediately to an appropriate teacher or administrator. Each report will be given serious consideration and investigated thoroughly.

### **Bullying Policy**

Bullying, according to Georgia Law 20-2-751.4, means an act which occurs on school property, on school vehicles, at designated school bus stops, or at school related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local system, that is:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm, or
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm or visible bodily harm;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

The administration will respond to any allegations made by parent, student, or staff member of bullying with thorough investigation and appropriate corrective action when bullying is found to have occurred. Such corrective action will include, though not be limited to, disciplinary consequences for students who have committed bullying behavior. Furthermore, after investigation of bullying allegations, the administration will provide a response to those who brought the allegations explaining what was concluded about the validity of the allegations and what corrective actions have been applied. Bullying is a serious infraction of the student code of conduct and may warrant suspension or expulsion from NGCA.

### **Statement of Abuse**

We believe abuse can be defined as any act or failure to act resulting in imminent risk, serious injury, death, physical, emotional or sexual harm, or exploitation of another person. North Georgia Christian Academy, Inc condemns all forms of physical, sexual and/or verbal abuse. We believe

that abuse is not only a sin but is also a crime. According to Georgia Law all staff, teachers, and coaches are mandated to report any abuse to civil authorities.

### **Potential Threat Policy**

North Georgia Christian Academy, Inc believes that school safety is our first priority and one of our biggest responsibilities. Along with our other school safety procedures and policies, we will seek to identify students, staff, or parents that pose potential threats to school safety. Students will be informed about State and Federal laws governing threats of harm to school facilities, students, and staff through verbal, written, implied, and social media communications. Any persons identified as a safety risk through behavior, threats through verbal or non-verbal communication will be evaluated and may be asked to seek counseling or mental health services. Refusal to discuss identified concerns with administration may lead to suspension, expulsion, or termination of a student, parent, or staff member.

### **Social Media Policy**

North Georgia Christian Academy strives to use the principles of Matthew 18 in communication and conflict resolve. In fulfilling this principle, care should be taken at all times when school families, staff, board, or affiliates discuss other NGCA students, families, staff members, or affiliates.

If at any time a conflict arises within the school, with or between staff, students, parents, or affiliates regarding policies, procedures, or any related business or activities of the school and said party chooses to use forms of social media such as but not limited to; email, websites, Facebook, Snapchat, blogs, twitter, or Instagram to negatively portray or damage the reputation of the students, school families, staff, policies, procedures, situations, or individual representatives of the school; said party may be subject to a meeting with the school board or possible dismissal from the school.

All staff, students, and families should be mindful of posts on Social Media as they reflect of personal reputation and character. As members of the NGCA family by enrollment or employment you have the responsibility to portray your school and yourselves in a positive manner at all times.

All students and staff will be required to exhibit God honoring Christian character in word and deed both at school and in social life. All students and staff are expected to maintain a high degree of moral integrity and self- respect. Students and staff should not post or play explicit language, pictures, music, or comments contrary to the standards, beliefs, and attitudes of Christian character on social media or on electronic devices. Students and staff should not post or share inappropriate language, pictures, videos, or jokes on social media pertaining to the use or promotion of drugs, alcohol, or tobacco including holding containers, risqué or sexually charged posts and pictures, and posts that negatively portray or contain derogatory comments about NGCA as a school, board members, staff, coaches, or other students.

### **Cell Phone/Electronic Device Usage**

The use of student cell phones is prohibited during school hours for many reasons. Students that bring cell phones to school MUST keep them in their backpacks or purses and not on them. Cell

phones must be powered off. If a cell phone is heard or seen, it will be collected by the teacher and may be taken to the Administrator to keep until the parent comes to collect it. Teachers or Administrators may ask the students to verify if the phone was in use by a student and to verify unethical content, photos, or videos.

Students will receive a warning for the first offense. Second offense will result in parent communication. Further violations will result in a meeting with the Administrator or School Board to determine why policy is not being followed.

Any collected cell phones will be returned at the Teacher's or Administrator's discretion.

### **Telephone Use**

Students are permitted to make outgoing telephone calls during lunch breaks or when an emergency exists. The teacher must grant permission. Parents are asked to give routine instructions to their child prior to school to avoid having to make phone calls during the day. Please do not call and request to speak with your student or classroom teacher during school hours.

### **Drug Testing Policy**

**Compliance with State Law:** This policy is intended to comply with all State and Federal laws governing drug testing and is designed to safeguard student privacy rights to the fullest extent of the law.

**Report of Suspicion of Drug Usage:** The School may, at the discretion of the Administrator, request a drug test upon any reported drug use or suspicion of drug use.

**72 Hour Deadline to Provide a Clean Test:** If a Student or (NGCA participating guests) is asked to submit to a drug test the student or (NGCA participating guests) **has up to seventy-two (72) hours** in which to comply and provide a clean test from an approved professional medical provider.

**Absence of a Clean Test is Deemed a Positive Result:** If the Student or (NGCA participating guests) fails to provide a clean test result within seventy-two (72) hours, then this will be treated as a positive test result.

**Suspension from Athletics & Extra Circulars:** Upon a positive test result, the Student or (NGCA participating guests) will be suspended from any sport and/or extra-curricular activities for the remainder of the current school year.

**Suspension, Expulsion, and Other Punishments:** A NGCA student will be disciplined in accordance to the school policies and may be subject to additional punishments, including but not limited to probation, suspension, and expulsion from NGCA.

**Case by Case Basis:** All punishments due to the violation of this policy other than those specifically laid out will be treated as a "one on one" case and will not set precedence for future violations.

### **Complaint or Problem Procedure**

**Our goal is to create an environment of open communication between parents and teachers to work together to resolve issues that may arise.** All school families, staff members, and



affiliates are expected to follow the Biblical principle of Matthew 18 and seek a resolution privately among believers.

If misunderstandings or problems arise between the teacher and a student, teacher and parent, parent and the school, or any of several possible areas it is often the result of lack of communication between those involved. The NGCA communication policy is based on Matthew 18: 15 – 17 and should be used for handling communication.

1. All questions, problems or complaints should be brought directly to the **teacher first** before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, (95% of them are!), it should then be brought to the Administrator.
3. If it is still not solved at this point, it should be presented to the Chairman of the Board in writing for his/her consideration.
4. Finally, but only when all of the above steps have been exhausted, in order and without satisfactory resolution, does the problem find its way to the School Board through written approval.

### **Financing Options and the Financial Agreement**

Financing a Christian school education is a sacrifice. For many, the desire for an excellent education for their children exceeds their ability to pay for it. We want to be able to offer financial assistance to those families who desire a biblical worldview education but could not otherwise afford to attend NGCA. Families seeking financial aid must be able to demonstrate objective financial need. Families must fill out and submit required information on the financial aid application. In order to help as many families as possible, financial aid awards are limited to 50% of tuition and do not cover any additional fees. All students K – 12<sup>th</sup> may apply according to the criteria listed on the application. Scholarships are awarded for one year and applicants must reapply every year. Re-applicants must consistently maintain high standards of citizenship and be in good financial and academic standing. Financial Aid scholarships may be revoked by the Finance Committee for families that are not honoring their monthly financial commitment to NGCA. NCGA also offers scholarships from the Georgia Tax Credit program and the Anchor Club scholarship fund.

- Georgia Tax Credit Scholarship Program: This program is funded by taxpayers redirecting a portion of their Georgia income tax to provide tuition scholarships to eligible students.
- KNIGHT Club scholarships will be awarded based on financial need assessment and available funding.

### **Financial Agreement**

Tuition is set for a yearly amount and may be paid monthly or yearly.

Tuition will be billed monthly from August to May and monthly statements will be emailed.

Tuition payments are not pro-rated for illness, vacation, inclement weather, etc.

- All monthly payments are due on the 1<sup>st</sup> day of the month.
- Payments not received by the 10<sup>th</sup> are subject to a \$30.00 late fee
- A fee of \$35.00 will be charged on all returned checks

- A 5% family discount will be given for the second child and 10% for the third and thereafter
- A 3% pay in full discount will be given for yearly tuition paid in full by August 10<sup>th</sup>.

In the event that the family account including tuition, fees, and charges becomes 45 days past due an email will be sent or a phone call will be made from the finance office. If contact is not made with the NGCA finance office within 10 days from the date of the contact, further action may be taken as follows:

- You may be required to meet with the school board to discuss possible solutions or
- Your child (ren) may be released from the school
- You may be sent to collections or other options of recourse as determined by the school board

All past due accounts will be reviewed at monthly board meetings. Please direct all communication and correspondence to the finance office at 706-635-6422.

### **Parent Teacher Fellowship (PTF) and 24 Service Hours Commitment**

Families are automatically enrolled as members of the PTF. Parents will be contacted and asked to help with various PTF projects throughout the school year.

**The purpose of the PTF is to:**

- Support NGCA by being available for the many volunteer and service opportunities.
- Encourage fellowship among parents, students, and staff.
- Promote NGCA in the community

Families of NGCA agree to 24 Service Hours during the course of the school year and agree to support the school by involvement in special events, work- days, and all fund- raising activities.

Families that are unable to fulfill the 24 service hour commitment may elect to be charged for the hours to pay the fee of \$10.00 per service hour and any unfulfilled hours will be billed to Family Accounts at the end of the school year.

**Service hours may be fulfilled by serving at NGCA or the NGCA owed THRIFT store in various capacities throughout the school year and summer or by donating items.**

### **Withdrawals and Dismissals**

When accepted as a student of North Georgia Christian Academy, the agreement that is entered into between the school and the student and his/her family is expected to be a yearly commitment. If parents wish to withdraw their child, they should formally do so with the school office by completing a Student Withdrawal Form. If a student is withdrawn, voluntarily or otherwise after 7/31 for 1st semester or 12/15 for 2nd semester, tuition will be due for the entire semester regardless of how many days enrolled. Enrollment Fees are not refundable. Material Fees if paid in advance may be refunded with the exception of \$50.00. There is not a monetary refund after 7/1.

School records (i.e. report cards, transcripts) will only be released if the student's account is current. Official records will only be released to another school.

## **Re-enrollment Procedures**

Re-enrolling students must be in compliance with all requirements for enrollment. The school reserves the right to refuse re-enrollment or re-admission to any student or students of families who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules and regulations. In addition, no family may be re-enrolled unless all financial obligations have been met from the previous year schools.

## **Academic Policy**

Our goal is to prepare our students to live as representatives of Christ in any career field to which God calls them by providing them with a Christ-centered high-quality education. Our goal of academic excellence in a Christ-centered environment empowers students with a biblical worldview and enables them to use this perspective as they are challenged to make decisions, raise questions, and examine real-life problems.

We understand that God is the source of all truth, and true education must be based on His spoken, inerrant Word (Proverbs 4:4-7). Education will determine a child's worldview. The academic program is designed to provide students with the best possible program of study to challenge each student in his reasoning and critical thinking skills using Biblical worldview integration as the means to this end. The goal is to develop the minds of the students to be like Christ's (Philippians 2:5) so that God's Truth becomes inseparable in their lives and in the way our students think about information they are given. We want them to grow in their appreciation of the unity of all knowledge and understand that all disciplines are related to and under the Lordship of Jesus Christ.

We offer a biblically integrated curriculum, which includes Bible, English, Mathematics, History, Science, and with required courses in Foreign Language, the Fine Arts, and health/physical education.

## **Academic Discipline**

A quality academic program places legitimate demands on students on a regular basis so that, while academic lessons are being learned, the student is also developing character through discipline. This is especially true in the Christian context. We have the opportunity to instill character in our students that will bear the fruit of glorifying God.

### ***The Academic policy is designed to accomplish the following:***

- First and foremost to promote a high level of accomplishment for students contributing to a healthy self-esteem and setting in motion a life-long practice of diligence.
- To ensure student and parent awareness of the student's academic standing in the school.
- Ensure the academic standard of excellence that is set forth by the school.

Students receiving below a 75 average in Math, Language Arts, Science, History, Spelling, or Bible shall be put on "Academic Notice."

Parents of students on **Academic Notice** are expected to do the following:

Meet with the teacher to discuss areas needing improvement including testing and tutoring as well as hold their child accountable for doing their homework and any additional work assigned by the teacher to aid improvement.

If no improvement is made by the end of the next nine weeks then the student is placed on **“Academic Probation.”** Parents of students on ***Academic Probation*** are required to meet with their child’s teacher and Administrator to develop a plan of action. A student with a 75 or less in two areas that does not improve on the developed plan may be released from the school based on the following objective criteria:

1. *Overall* grade average
2. Testing results administered by a certified professional
3. Standardized test scores
4. Student’s discipline record (as this pertains to academic performance)
5. Student and parent cooperation fulfilling the developed plan of action

Students on Academic Probation must improve their grade back to the expected level or may be released from the school.

A student ending the school year on Academic Notice will be placed on Academic Probation at the start of the following school year.

### **Student Athletes**

North Georgia Christian Academy sets a high standard for academics. All student athletes should be able to maintain a balance between academics and athletics knowing that academics should be first.

Students must maintain a 75 average in each class to try out for any sports team and must maintain the average of 75 in each class as reported to the coach, in order to play in games. Students falling below the 75 average will be suspended from games for two weeks. Students/players must continue to abide by the practice rules as far as attendance, etc... during the “suspension from game” time.

Non-NGCA students who have been accepted into the sports program will be held to the same academic policies and standards as NGCA students. An exception may be made for a student with an IEP classification to maintain a 70 average in each class.

### **Grading Scale**

#### Pre-K's and Kindergarten Classes

The pre-kindergarten and kindergarten students will receive a skills check list for each nine weeks grading period.

#### Grades One through Twelve

Report cards for grades one and above are available on Renweb at nine week intervals. The academic grading scale is as follows:

A+ (97 - 100)	B+ (87 - 89)	C+ (77 - 79)	F = Failure
A (93 - 96)	B (83 - 86)	C (73 - 76)	(Below 70)
A- (90 - 92)	B- (80 - 82)	C- (70 - 72)	

Some courses at various grade levels are considered participatory and will be graded as:

E = Excellent, G = Good, S = Satisfactory, N = Needs Improvement, and  
U = Unsatisfactory

### **Progress Reports and Report Cards**

Each teacher will post grades and other information on Parents Web, which parents may access 24/7. Our teachers may be contacted via their school email or by written notes and will contact you at their planning time. Teachers will establish other methods such as folders and agendas to provide feedback about your student's progress.

Parents are encouraged to contact the teacher with any questions they have about student progress at the first sign of concern. The earlier a problem is addressed the easier is the solution.

### **Promotion and Retention Policy**

Promotion/retention will be determined in the following manner:

- In the pre-kindergarten and kindergarten levels, the teacher will determine the appropriate grade placement for the student for the following year.
- In grades one through three, students will be promoted to the next grade level if, in the judgment of the teacher, they will be able to successfully complete the work and have the maturity level expected for the next grade
- In grades four and up students will be promoted if they have a cumulative yearly average of 75 or above in the following subjects: Language Arts, Math, Bible, Science, or History. Students who fall below 75 in two or more of these subjects for the year will be recommended for retention for the next school year. Exceptional cases will be considered on an individual basis.

North Georgia Christian Academy will seek to work closely with the parents to provide the best educational opportunities for all students. We feel that if the student will exercise proper study habits, pay attention in class, and receive proper motivation from home, the promotion/retention policy will rarely need to be enforced.

\*The final decision regarding promotion/retention at the school level rests with the Administrator and will be decided on a case by case basis without setting precedent for any future decisions. Parents have the right to appeal any decisions to the NGCA school board.

### **Meeting with Teachers and Staff**

Between the hours of 7:30 and 3:30 all teachers and staff have campus responsibilities. Parents should schedule an appointment to meet with teachers and staff during planning periods or afterschool. Parents should not distract teachers and staff from their responsibilities by talking to them in the classroom, hallway, or gym. Students or parents should never be in a classroom unattended by a teacher.

## Standardized Testing Program

North Georgia Christian Academy administers the Iowa Test Basic Skills to all students first grade and above. Additionally, a Cognitive Ability Test will be administered at grades 3,5,7,9.

## Term Awards

***“How much better it is to get wisdom than gold! And to get understanding is rather to be chosen than silver.” Proverbs 16:16***

North Georgia Christian Academy will recognize the academic achievements of the students in grades 1 – 12 at the end of each nine week grading period by issuing certificates for honor roll.

**“A” Honor Roll-** The student has an “A+”, “A” or “A-” in all academic courses and no grade lower than “S” in all participation courses.

A certificate for perfect attendance will be given at the end of each term at all grade levels to students with perfect attendance.

## End of the Year Awards

North Georgia Christian Academy will have an Honors Program at the end of the school year to recognize outstanding achievements by our students. The following is a list of the awards that our students may strive to earn.

- **“A” Honor Roll Medal:** Students in grades 1-12 with a **yearly average** of “A+”, “A” or “A-” in all the academic courses and no grade lower than “S” in all participation courses.
- **Perfect Attendance Medal:** Given to the student(s) who have been present every day of the school year.
- **Solomon Award: (3<sup>rd</sup> grade – High school)** This award will be presented to each student in 3<sup>rd</sup> – High school that has a year-end average of “97” or higher in **each** academic subject and no participation grade lower than “S”.
- **Timothy Award:** Teachers at all grade levels and departments have the option to choose students in their classroom who excels in the Christian character described in 1 Timothy 4:12, “Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.”
- **Second Mile Award:** Teachers at all grade levels and departments have the option to choose students in their classroom who best portrays the attitude, toward school work and school responsibilities, that our Lord calls for in Matthew 5:41, “And whosoever shall compel thee to go a mile, go with him two.”
- **Apostle Paul Award:** Teachers at all grade levels have the option to choose students in their classroom who best demonstrates the greatest transformation in character, academics, and/or spiritual growth from the beginning of the school year. Romans 12:2 states “And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God”
- **Scripture Memorization Award:** This award will be presented to students that go above and beyond with memorizing scripture including the monthly school-wide memory verses.
- **Administrator’s Award:** This award may be given by the Administrator to student that have shown great effort in spiritual character, work ethic, academic success, and school spirit.

## Homework Responsibilities

The purpose of homework is to complete basic and enrichment assignments. Generally, homework given will be in proportion to the grade level of the student. If the student has any work that he did not finish during the day, it automatically becomes homework. **Students are expected to be responsible and have all assignments ready to be turned in at the beginning of class on the due date.** *Late Assignments: Students 1<sup>st</sup>- 5<sup>th</sup>:* Late homework assignments will be accepted with a deduction of 5 points the first day past the due date and 10 points the second day and then will not be accepted after that for a grade.

**6<sup>th</sup> –High School:** Late homework assignments will be accepted with a deduction to be determined by the class teacher. Each class/subject teacher may determine the deduction based on the content of the subject matter and assignment. A syllabus will be provided by each teacher at the beginning of the school year to determine classroom procedures and guidelines for class and homework assignments.

**Major Assignments and Projects-** Late Projects and Major Assignments will be accepted with a deduction of 10 points the first day and not be accepted after that for a grade. Special academic projects such as the Wax Museum, Science Fair, etc... require mandatory student participation and attendance.

## Academic Integrity

Honest behavior is an expectation for all students at North Georgia Christian Academy. Our goal is to create and maintain an ethical academic atmosphere. Acts of academic dishonesty which will not be tolerated at NGCA are listed below:

- Cheating or the intent to cheat on any classroom assignment, test, or quiz
- Plagiarism – the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work. Copying or representing another’s ideas, words, or work as one’s own without properly citing the source. Plagiarism includes the misuse of published material, electronic material, and/or the work of other students. The original writer who intentionally shares his/her work for another to copy, without the permission of the teacher, is also engaged in plagiarism. Plagiarism, like all forms of cheating is unacceptable at NGCA. Students are expected to do their own work.
- Fabrication (any falsification or invention of date, citation, or other authority in an assignment)
- Theft or alteration of materials
- Unauthorized collaboration
- Unauthorized use of electronic devices

## Attendance Policy

Georgia’s Compulsory Attendance Law requires students to attend a public school, private school, or home-study program for a minimum equivalency of 180 educational days per year until the age of sixteen. The school is charged with maintaining complete and accurate attendance records for our students. We believe regular attendance in class is essential to the success of a student’s educational experience. Even if make-up work is arranged and completed it never fully bridges the gap caused from missing class discussions and explanations.

**5 ABSENCES** will result in parental contact by email

**7 ABSENCES** will result in a parent contact by email with warning of consequences of 10th absence.

**10 ABSENCES** will result in a parent meeting with the school board at the next scheduled board meeting. The meeting with the Board will be mandatory for parents or legal guardians. Refusal to attend the meeting will be considered a violation of school policies and the family will be considered to be out of harmony with North Georgia Christian Academy, which could result in expulsion. High school student drivers will have driving privileges revoked upon the 10<sup>th</sup> absence.

(\*an exception to the policy may be made by the Administrator for excused as listed in Handbook, medical conditions with a Doctor's excuse, or pre-approved family vacations or mission trips.)

### **High School and Middle School Attendance Policy**

Attendance will be taken by class in middle school and high school. High school students that miss more than 6 days of any individual class period in a school year may risk losing credit for the particular class.

High school students will be given a mid-term and final exam that will count for 10% of the final grade.

Middle school students that miss 3 days or less in the school year and have a 90 or higher average may exempt the final for the classes given. If they are able to exempt and decide to take it; it will not lower the current grade.

3 tardies or early withdraws from the same class will equal an absence

Consideration will be given for student injuries or illness with a Doctor's excuse. Pre-planned family vacations or special events or ceremonies will also be given consideration with proper notification and documentation.

**Students who are in attendance until 11:30 a.m. on a "full day" of school are counted present for the entire school day. Students who are late, but arrive by 11:30 a.m. are counted present for the entire day. Middle school and high school students will receive absences by classes.**



## **Excused Absences**

The following shall constitute a valid excused absence for non-attendance of part or all of the school day for a student, provided satisfactory evidence of the excuse is provided to the school office in writing by the parent.

- Personal illness or injury to the student
- Death or family emergency within the immediate family
- Instances where attendance would be hazardous
- School related activities
- Validated student doctor/dentist appointment
- Validated appointment for driver's license test
- College visit by high school student
- Special and recognized religious holidays observed by one's faith

We strongly encourage appointments to be made outside of normal class time when possible. Parents must notify the school in writing as to the reason for an absence upon the student's return to school. The note should be given to the teacher and brought to the office. Teachers will provide students an opportunity to make up missed work for absences.

Work assigned for an absence, must be completed by the student in the same number of days he/she was absent. For example, if a student misses two school days for sickness, he/she will have two school days after he/she returns to make up the work. Long-range assignments, tests, and projects which were announced and scheduled before the absence will be due on the assigned date, or on the first day the student is back in school. It is the responsibility of the student/parent to ask for missed work and return to teacher for grading.

## **Family Vacations / Special Events**

Absences for family vacations/special circumstances are recorded as unexcused absences. The teacher must be notified **at least one week in advance of the trip or event.** Make-up work for the time missed will be allowed. The teacher will use his or her discretion regarding the issuing of make-up work prior to and after the trip. Any homework given prior to the vacation must be completed and turned in on the day the student returns, otherwise, no credit will be given for that assigned work.

All other makeup work must be completed within one week of the first day back or receive no credit.

## **Tardy Policy**

Punctuality is a matter of primary importance in the education process. Students, who are tardy to school, even just a few minutes late, lose valuable instruction and affect the instruction of others when they come into the class late.

**All students will be dismissed from the gym at 7:45 to report to homeroom and will be considered tardy if not in a classroom by 8:00am. Please note that students should be classroom at 8:00am not in the drop off-Line or on the parking lot.**

**Any student arriving at school after the designated homeroom time must be signed in by a parent, stating the reason for the tardiness.**

**5 TARDIES** will result in parental contact by email

**7 TARDIES** will result in a parent contact by email with warning of consequences of 10th tardy.

**\*\*10 TARDIES** -Parents will also be required to attend the next scheduled board meeting to explain the reason for the continued delays in getting to school on time. The meeting with the Board will be mandatory for parents or legal guardian. Refusal to attend the meeting will be considered a violation of school policies and the family will be considered to be out of harmony with North Georgia Christian Academy, which could result in expulsion.

High school student drivers will have driving privileges revoked upon the 10<sup>th</sup> tardy.

### **Early Dismissal**

Students are expected to remain in school for the entire school day. Parents who need to pick-up a student before the end of the school day must report to the office and sign their child out and give the reason in writing. Early dismissal reasons should fall under one of those defined as an excused absence or excused tardy in this handbook. Chronic or frequent early pick-up is unacceptable. If the student leaves more than twice in the same month (unexcused) the student may receive a grade deduction of 10 points for missed work and assignments given after they leave.

**If anyone other than the parent is going to pick up a child from school, written approval from the parent should be sent to the teacher or school office.** Please advise anyone who will pick-up a student to have picture identification for verification on hand.

### **Drop-off/Pick-up Guidelines**

Drop off begins at 7:30 am. Please do not drop off students before 7:30 am.

**Please respect the speed limit of 5mph on the school campus especially at the drop-off and pick-up route.**

**Students should not be dropped off or picked up at any door except the main entrance doors between 7:00 am - 8:00am and 3:30pm- 3:50pm.**

If a parent desires to enter the school, please first drop your child off at the main entrance and then park to walk into the school through the main office. The office opens at 8:00am.

**Pick-Up for PMO and Pre-K's Half Day-** Half-day students will be picked up between 11:30-11:45. Parents will need to park and come in for their child. Pre-K students have the option of adding on the remainder of a half day for an additional charge of \$9.00 per day.

## After School Care

After school supervision is available for students of working parents who cannot make other arrangements for pick-up. The cost for this service is \$6.00 per student per day for any length of time utilized and will be billed monthly as used. Students in afterschool must be picked up by 5:30 pm or be charged a late fee of \$1.00 per minute per student.

Any student still at school after the normal 3:30-3:50 pm school dismissal time is automatically placed in after school care.

Morning care is available from 7:00am to 7:25am for a daily charge of \$3.00 per enrolled student.

## Discipline Policy

### Philosophy of Discipline

In the Bible, discipline has a positive and essential place in the lives of God's people. Successful discipline resulted in a life pleasing to God. The earliest setting for discipline was the family (Deut. 6:20-25). In the New Testament, Paul wrote a letter to the Hebrews admonishing the Ephesians to bring their children up "in the nurture and admonition of the Lord" (Ephesians 6:4b). Paul instructed, "Fathers, provoke not your children to wrath" (Ephesians 6:4a).

The very last thing Jesus Christ did on the earth was to command His followers to make disciples of all people (Matt. 28:19). Inasmuch as the words "disciple" and "discipline" come from the same root word, it is clear that disciples are not made without discipline. It is, therefore, the policy of NGCA to maintain loving, but firm disciplinary procedures. The key principles which provide the basis for NGCA standards of conduct are **RESPECT, RESPONSIBILITY, and INTEGRITY.**

In order to be a school of the highest quality, NGCA must continually establish policies, which enhance the Christian educational process. NGCA cannot allow one student, either because of discipline or disability, to hinder the education of other students. For this reason, only those students whose academic, physical, and emotional needs can be met by NGCA will attend. In a Christian environment, NGCA promotes a high level of literacy and academic achievement for students. NGCA also reserves the right to positively affect the climate and peer influence in each class by limiting admission to or removing from class any student whose influence would be detrimental to the goals of the classroom environment or school as a whole.

**Attendance at North Georgia Christian Academy is a privilege and not a right.** Any student who does not conform to the policies, procedures, and standards of the school may forfeit this privilege. The school may, at any time, request the parents to withdraw a student, who, in the opinion of the administration and school leadership does not fit the spirit of the school, regardless of whether or not he conforms to specific rules and policies of the school. **North Georgia Christian Academy is not an institution to reform children, nor do we seek to take the place of the parents who have had difficulty fulfilling their God-given role of discipline; therefore, we ask that parents do not enroll their students with the idea that we will reform them.** Students and parents are reminded that the Lord Jesus Christ expects us to be disciplined in all of life. "Let every soul be subject unto the higher powers." (Romans 13:1a). When parents enroll their children at NGCA, they are placing their children under our authority with the expectation that we will exercise authority for the benefit of their children. Parents are therefore

expected to be supportive of those they have chosen to serve in positions of authority over their children. Parents can expect their children to receive caring discipline. North Georgia Christian Academy personnel will not administer corporal punishment.

## **DISCIPLINE POLICIES**

Although the punishment for some offenses is specific, no student or parent should automatically expect to receive the minimum or maximum disciplinary action when he/she is involved in a problem. Disciplinary action may be determined on an individual basis based on a wide range of variables such as, but not limited to, the age of the student, past record of behavior, student attitude, the severity of the infraction, and the severity of the problem as it exists in that particular setting, unique factors preceding the misbehavior, and the degree of involvement by the student. The administration has the right to adjust the discipline to meet unusual circumstances and situations. School administration and leaders will exercise professional judgment in these decisions. They will retain the right to treat each occurrence on an individual basis without creating a precedent in any future case and to suspend any disciplinary action that they deem appropriate. Each incident of inappropriate behavior is unique in terms of situational variables. No student is allowed to disrupt the class with words, actions, or a negative attitude. North Georgia Christian Academy will use one or more of the following options when it becomes necessary to show our students that we love them:

- Non-verbal and verbal warnings
- Denial of in school and extracurricular privileges including PE time, Art, and fieldtrips
- Silent lunch or appropriate cleaning duties around the school
- Detention or removal from a class with loss of grades or credit
- ISS (In-school suspension) or OSS (Out-of-school suspension) Work missed during any suspensions will be completed, but any quizzes or tests missed during an out of school suspension will be an automatic zero. Exceptions may be extended for students being suspended for tardiness. Any student who receives three suspensions in one school year will be considered for dismissal. If a student is assigned ISS, the parent's account will be billed a fee of \$50 per day.
- Restitution – This is used in cases of theft or destruction of property. It is expected that anyone found guilty of an offense of this nature will return what has wrongfully been taken or replace what has been lost or damaged.
- Police, counselor referral and/or arrest if warranted
- Expulsion- Expulsion is used in rare instances where a child is consistently antagonistic to school standards/authority and is non-responsive to other forms of discipline. It is also used when a child is having a significant negative influence on the school or other students. The school board, upon recommendation of the Administrator, decides if and when expulsion is warranted

- North Georgia Christian Academy personnel will not administer corporal punishment.

Actions leading to possible suspension or expulsion include, but are not limited to: Bullying/fighting/harassment; conviction of a felony; gambling; involvement in the occult; plagiarism/cheating; possession or representation of a knife/firearm; premarital sexual activity; proclamation or acts of non-heterosexual orientation; stealing; vandalism, use, possession, or representation of using alcoholic beverages, tobacco, drugs, or use, possession, or representation of inappropriate images, pictures, texts, social media posts, pornography and vulgar communications; Students found to be distributing inappropriate images or messages via any means verbal, written, expressed, via any form of technology will be disciplined. Discipline may include verbal and written warnings as well as possible suspension or expulsion. Engaging in any sexual activity by NGCA students is not permitted. Sexual activity includes heterosexual or homosexual acts. Behavior of this nature is punishable by possible suspension or expulsion because it does not represent the teachings or reputation of NGCA as a Christian Institution. Thus, NGCA retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual or transgender, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:24-28, Proverbs 6:16-17).

Some offenses show blatant disrespect for authority, directly disobeys, violates Biblical moral conduct, or seriously threatens the safety of others. **Any action of this nature will be immediately referred to the Administrator.** The Administrator will determine the proper disciplinary action based on the situation including suspension, expulsion and/or contacting of legal authorities when warranted.

### **Behavioral Probation**

A student that is suspended for behavioral reasons may be placed on probation. Behavioral probation will last six weeks from the date of suspension. During behavioral probation, should the student behave in a manner that warrants another suspension, his/her status will be reviewed by the school board for alternative options for behavior improvement and/or consideration for expulsion.

The Administrator may bring any discipline matter before the Board for review when he/she deems it necessary.

**SEARCH AND SEIZURE** According to Georgia Laws, schools have access to student lockers, automobiles, and personal belongings while on the school campus when there is reason to suspect that the welfare of students and other personnel may be threatened. The search shall be made in the presence of at least one witness, except in emergency situations or if dangerous or illegal materials are in plain view. Discovery of dangerous or illegal materials shall be reported to proper authorities. Delegated search officials are the principal and certified employees who are responsible for students who are away from school before, during, or after regular school hours.

## Student Standards of Conduct

1. Students must display an attitude of reverence for God and the things of God.
2. Students must show respect during the pledge of allegiance to the American flag, Christian flag and Bible.
3. Students must exhibit respectful obedience to authority (parents, teachers, etc.) and school regulations, even when the person in authority is not immediately present. Such obedience should be willing and immediate. This respect is to extend to any member of the school staff, even if that person is not the student's own teacher.
4. Students should develop responsibility in doing assigned or expected tasks
5. Students should never leave their classroom, assigned area, or the school campus without permission from a teacher or office personnel.
6. Conversations held on the NGCA campus are not to infringe on the rights of others, and they are to relate constructively to the time and place. Within class discussion a student may speak when he/she has been properly recognized and "has the floor." At other times he/she should remain quiet, attentively and respectfully listening to the contributions of others. Conversations, private or public, are expected to be positive, constructive, and respectful. Provocative, dirty, or suggestive language, drawings, or stories, pornography of any sort, gossip, misuse of God's name or spiritual terms, suggestive "sign language," "degrading names," "putting others down" by telling them to "shut up," "get lost," etc., even if "done in fun," are examples of conduct which are unacceptable at North Georgia Christian Academy (NGCA) and are causes for immediate disciplinary action.
7. Unnecessary bodily contact, whether it is affectionate, playful, or hostile, is not acceptable conduct while at school. Such incidents, which may seem harmless, often expand rapidly and tend to detract from the development of proper relationships and a constructive educational atmosphere.
8. All property, personal or other, is to be treated with due respect. Damaged or destroyed property belonging to others is to be replaced by the student or students responsible. Each student is personally responsible for cleaning up after using a desk, table or study area.
9. Students are to refrain from bringing or listening to secular music while on campus or attending school functions.
10. Tobacco, alcohol, drugs in any form are not allowed at school, athletic events, school functions, or while on school sponsored field trips. Possession of tobacco, alcohol and illegal or improper use of prescription drugs on campus or at school functions is cause for immediate suspension and/or expulsion. In addition, misusing legal substances like nail polish, paint, or any other substance is ground for expulsion.
11. Internet usage is a privilege that will be removed if abused. Any student caught trying to access websites with pornography, foul language, etc. will be subject to loss of all internet privileges and suspension from school.
12. Weapons are not allowed on school grounds or at school-sponsored events. The term "weapons" includes, but is not limited to, rifles, shotguns, handguns, pellet guns, BB guns, paintball guns, bow and arrows, stun-guns, blank pistols, air soft or replica guns, knives (including Bowie, switchblade, pocket, hunting), razors, chemical defensive devices, martial arts devices, or other items which school staff could reasonably conclude as being a violation of the intent of this restriction. Students shall not have any explosive device,

- including bullets, spent cartridges, other ammunition, fireworks, smoke bombs, matches, lighters, paint bombs, paint balls, or any item which gives the appearance of these. Possession of weapons is grounds for immediate suspension and/or expulsion.
13. Cheating or plagiarism in any form is not tolerated at NGCA. In elementary school, cheating results in a grade of 0 on the assignment/test and communication with the parents. In grades 6 and up, cheating results in a grade of 0 and may be cause for immediate suspension and/or expulsion.
  14. In order to best promote the goals and purposes of the school, students are asked to leave **all toys, electronic games, I-pods, I-pads, kindles, nooks, non-educational magazines, and questionable books at home, unless requested by the teacher.** If the above items are found on school premises, the school reserves the right to collect the item to be returned at Administrators discretion.
  15. Students must not steal, which includes borrowing without permission.
  16. Student actions must not include assault and battery, intimidation or bullying, coercion, other behavior detrimental to learning, verbal and / or physical abuse.
  17. Each student is expected to come to class prepared. This includes bringing the correct books and materials to school/class, completing assigned homework and projects on time, and participating in class discussions.
  18. Students are expected to follow the school dress code policy.
  19. It should be remembered that the school not only hopes to contribute much to the student, but the student is expected to contribute much towards the school. A student who counteracts the goals and purposes of the school by indifference, overt action, willful action or lifestyle choices that damages the reputation of the school will be subject to discipline or expulsion.
  20. Students should conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school.

*It is impossible to list every behavior that would go against the spirit and goals of North Georgia Christian Academy. Therefore, the school reserves the right to establish additional standards and guidelines as needed to maintain a proper Christian school environment.*

### **Classroom Management- School Wide**

Classroom discipline management will be maintained by using an HONOR system. Often redirecting a child's attention to something else in the classroom or reminding him/her of a certain classroom manner is all that is necessary. After a verbal or non-verbal correction or immediately for warranted incidents a student will be asked to fill out a Response Sheet based upon which HONOR code they broke.

**Honor God with my words and deeds**

*And whatsoever ye do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by him. Colossians 3:17*

**Obey school rules and procedures**

*Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you. Hebrews 3:17*

**Need to show self-control**

But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law.

Galatians 5:22-23

**Offer my best in all I do**

*And whatsoever ye do, do it heartily, as to the Lord, and not unto men; Colossians 3:23*

**Respect myself and others**

*Let nothing be done through strife or vain glory; but in lowliness of mind let each esteem other better than themselves. **Philippians 2:3***

*And the second is like unto it, Thou shalt love thy neighbor as thyself. Matthew 22:39*

To be respectful, responsible, and accountable is a goal every student should desire to achieve. NGCA students will be expected to exhibit and make a habit of these behaviors.

Students in grades 6<sup>th</sup> – 12<sup>th</sup> grade will use the same HONOR system as outlined above and will be expected to increase in character, respect, responsibility, and integrity. Students will be expected and accountable for exhibiting proper honor and respect to God, self, and others, as well as keeping a positive attitude, being on time to school and class, abiding by the school dress code policies, and respecting property of the school and others.

### **Dress Code Policy**

The standards of the school are apparent by the personal appearance of its students. Styles that are extreme or that sacrifice decency, good taste, or Christian standards are not conducive to spiritual and academic growth. We must have an institutional standard in order to be consistent in our enforcement. Scriptural guidelines for students, staff, and volunteers to follow in reference to personal appearance are as follows:

1. Modesty (I Timothy 2:9; II Timothy 2:22)
2. Distinction between the sexes (Deuteronomy 22:5; I Corinthians 11:14 –15)
3. In a manner pleasing to the Lord (I Timothy 4:12; Romans 12:1-2; I John 2:15-16)
4. Appropriate dress for the occasion (I Corinthians 14: 40)

The uniform dress code applies to all students and is in effect for all school days and NGCA after-school sponsored activities, including field trips, sporting events, and ceremonies. **We respectfully ask that you follow casual dress day guidelines for any school-sponsored function.**

### **General Dress Code Guidelines**

**Approved uniform items are purchased through Lands' End. [www.landsend.com/school](http://www.landsend.com/school)**  
**You may call them at 1-800-469-2222 and use the preferred account #9000-9472-3.**

**You may also purchase gently worn school uniforms at THRIFT.**



- Always refer to this list before placing an order from Land’s End or any other retail stores to ensure correct color and style.
- Uniforms should be appropriately sized (not too large, too small, tight, or too short) for the student. Uniforms should always be clean, neat, and in good repair.
- Chino style pants and shorts may be purchased from other retail stores as long as they are the same color and style.
- All skirts, skorts, and jumpers must be ordered from Land’s End to ensure approved styles and colors.
- All uniform shirts, blouses, sweaters, and jackets must be ordered from Land’s End and be monogrammed with the school name/logo.
- School colors for polo tops: Hunter Green, Navy, Maize Yellow, Light Blue, Gray, and White
- School colors for bottoms: Navy, Khaki, Gray, and Land’s End White Plaid (skirts, skorts, and jumpers)

### **Regular/Daily Wear for Boys:**

- Polo shirts with logo (navy, hunter green, maize yellow, light blue, gray, and white)
- Navy, gray, and khaki chino pants or shorts (pleated or flat-front styles) no exterior pockets, (younger students may wear shorts/pants with elastic waist band.)
- **Belts-** Brown or Black Leather- Plain or Braided-plain belt buckle
- Belt must be worn whenever pants have loops (exceptions are made in PreK and Kindergarten)
- Uniform shirts must be tucked in at all times
- **Shoes: Solid Brown, Black, or Navy –Slip on, mock or loafer style without laces or Sperry style shoe \*\*shoes may be purchased from Land’s End or from other sources but must follow style guidelines listed above.**
- Athletic shoes for P.E only
- Socks are to be worn at all times. Socks that are visible must be a solid khaki, black, navy, or white.
- **Approved monogrammed uniform jacket may be worn with the uniform indoors.** All other coats and sweaters are to be put away while in the school building until needed for PE or dismissal.
- No hats, scarves, or additional clothing accessories are permitted

### **Required Chapel Uniforms for Boys**

**All students are required to wear a Chapel uniform on Wednesdays.**

**All Boys: Pre-K – 12<sup>th</sup>**

**Top: White or Light Blue Easy Care Oxford Shirt- with Logo (short sleeve or long sleeve)**

**Tie- in White Plaid** (Pre-tied or to be tied) must be worn all day on Wednesday's

**Bottom: Khaki Chino pants (shorts are not allowed on Wednesdays)**

**Belts-** Brown or Black Leather- Plain or Braided-plain belt buckle

**Shoes: Solid Brown, Black, or Navy –Slip on, mock or loafer style leather or suede shoes without laces or Sperry style shoe with smaller laces \*\*shoes may be purchased from Land's End or from other sources but must follow style guidelines listed above.**

### **Regular/Daily Wear for Girls:**

- Polo shirts with logo (navy, hunter green, maize yellow, light blue, gray, and white)
- Navy, khaki, gray chino pants or shorts (pleated or flat-front styles) no exterior pockets, (younger students may wear shorts/pants with elastic waist band.)
- **Belts-** Solid Brown, Navy, Black, Plaid- Plain or Braided
- Belt must be worn whenever pants have loops (exceptions are made in PreK and Kindergarten)
- Shorts and skorts (**Length must not be shorter 3 inches from the top of the knee**)
- Dresses and skirts (**Length must not be shorter than two inches from the top of the knee**) \*\*Girls are encouraged to wear solid black or navy blue shorts under their dresses and skirts.
- **Navy blue** full length leggings (not sweat or athletic pants) will be allowed under skirts and dresses. Leggings may not be worn as pants.
- Shirts must be tucked in at all times
- **Shoes: Solid Brown, Black, or Navy –Slip on, mock or loafer style leather or suede without laces or Sperry style shoe with smaller laces \*\*shoes may be purchased from Lands End or from other sources but must follow style guidelines**
- Athletic shoes for P.E only
- Socks are to be worn at all times when the legs are not covered. (Girls do not have to wear socks if they are wearing leggings or tights under their skirt or jumper. Socks and tights that are visible must be a solid khaki, black, navy, or white.
- **Approved monogrammed uniform jacket may be worn with the uniform indoors.** All other coats and sweaters are to be put away while in the school building until needed for PE or dismissal.
- No hats, scarves, or additional clothing accessories are permitted.

### **Required Chapel Uniforms for Girls**

**All students are required to wear a Chapel uniform on Wednesdays.**

**Girls: Pre-K and Kindergarten**

**Top: Approved white or Light Blue shirt with Logo** (short sleeve or long sleeve)

**Bottom: White Plaid Jumper**

**White or Navy; short or knee socks or optional navy blue leggings or tights**

### **Required Chapel Uniforms for Girls**

**All students are required to wear a Chapel uniform on Wednesdays.**

#### **Girls: 1<sup>st</sup> -12<sup>th</sup> grade**

**Top: Approved white or light blue shirt with Logo** (Short Sleeve or Long Sleeve) **and Sweater Vest- in Navy or Hunter with Logo**

**Bottom: White Plaid A-line Skirt (not the skort)**

**White or Navy; short or knee socks or optional navy blue leggings or tights**  
**(no athletic socks for girls)**

**Shoes: Solid Brown, Black, or Navy –Slip on, mock or loafer style, Mary Jane, or ballet style shoes without laces or Sperry style shoes** \*\*shoes may be purchased from Land's End or from other sources but must follow style guidelines listed above

### **Friday Spirit Wear Policies**

All students may wear a school designed spirit shirt with plain blue jean pants, shorts, capris or regular uniform bottoms every Friday. Students may wear sneakers, boots, or sandals. No flip flops allowed. A school monogrammed jacket is required on Spirit Days.

### **Casual Dress Wear Policies**

The last Friday of every month will be designated as a Casual Dress Day. Students will be allowed to dress in non-uniform attire on these days. Even in this more relaxed dress code, students are expected to exhibit a Christian example, by dressing neatly, and in a clean and modest manner. The casual dress day code is the minimum dress permitted at extra-curricular school events, such as clubs, fieldtrips, and athletic events, on and off campus. More specific guidelines are listed below:

**Casual dress day guidelines are required for any school-sponsored function.**

- Jeans are acceptable. (Appropriately sized & pulled up.)

- Shorts are acceptable. (Length must be no shorter than 3 inches above the top of the knee)
- Dresses and skirts (Length must be no shorter than two inches from the top of the knee)
- T-shirts / sweatshirts are acceptable. (Symbols, pictures, slogans or patches must not take away from a positive Christian with environment graffiti and/or unacceptable symbols; all shirts must be of a tuckable length.) Sleeveless shirts must be at least 3 inches in shoulder width
- Tennis shoes with socks are acceptable and boots with a heel of two inches or less, open – toed sandals with a back strap are allowed (no flip flops)
- Hats are permitted.

**The following are prohibited on casual dress days and at all school events: Low cut, midriff, spaghetti strap, strapless, t-back, or backless shirts or dresses; crop tops, spandex or yoga pants. Leggings may not be worn as pants. Leggings may only be worn under a skirt or dress.**

### **Fieldtrip Attire Policy**

All students are required to wear the school issued fieldtrip T-shirts on all fieldtrip unless given specific dress guidelines by supervising teachers. Students should wear fieldtrip T-shirts, jeans, and appropriate shoes on fieldtrips.

### **Boys and Girls Hair and Appearance Policies**

Boys' hair should be clean, neatly styled, and combed. Boy's hair should not be extreme in cut or style. Extreme hair for boys includes unnatural colors, hair styles that are long (hanging below the collar or below the ears) bushy, shaggy, or hanging in the eyes. Mohawks, ponytails, buns, dreadlocks, or shaved designs are not allowed. No hair accessories allowed.

Boys must be clean-shaven at all times. No beards or mustaches are allowed. Sideburns may not extend below the bottom of the earlobe.

Girls' hair should be clean, neatly styled, and brushed. Girl's hair should not be extreme in cut or style. Extreme hair for girls includes unnatural colors, hair styles and cuts with extremely short or shaved hair, shaggy or hanging in the eyes. Hair styles and cuts must be a distinguishable feminine style. All hair accessories should be uniform colors and not distracting to the learning environment.

Cultural / ethnicity consideration: Hairstyles which are traditional and common among the students own culture and/ or ethnicity may be worn to school, provided:

- No unnatural hair color is worn (a color which does not occur as a hair color naturally, not necessarily the students own hair color).
- The hairstyle is commonly and readily accepted as feminine within the students own culture and ethnicity. Synthetic braids are acceptable for female students; however, they must be a naturally occurring hair color.

- The hairstyle is not extreme: excessive in length, height, or otherwise calls too much attention to the student and therefore defeats the intent of the uniform policy.
- Nothing in this policy shall require any student to alter their natural hair, other than to maintain proper grooming habits and length.

Makeup is to be used with discretion and taste. Makeup should not be extreme and should not draw undue attention. Makeup should not represent any fad or be reflective of any extreme trend.

Jewelry must be worn in good taste. Visible piercing of any part of the body other than the ears is prohibited.

No earrings of any description are permitted for boys.

Visible tattoos are not allowed, permanent or temporary.

Students who arrive on campus in violation of hair and appearance policies may expect to be sent home immediately to remedy the problem and their subsequent absence treated as unexcused.

### **Uniform Violations Policy**

It is expected that parents will abide by the Uniform Policies and Guidelines as set forth in the Parent/Student Conduct and Cooperation Agreement.

#### **Uniform Violations:**

- 1<sup>st</sup> offense- Student will receive a warning. The warning will be placed in ParentsWeb and emailed home to the parents.
- 2<sup>nd</sup> offense- Student will lose privilege of the next casual dress day or spirit wear day, whichever comes first
- 3<sup>rd</sup> offense and every violation afterward- Parents will be called to bring the appropriate uniform attire to correct the violation. Students will remain in the office until parents arrive at school with the corrected uniform item(s). Time spent in the office will be considered unexcused from class.

The Administrator and School Board will have final discretion on subjective interpretation of the dress code and appearance policies. *Note: If there is any question concerning particular attire or appearance, call the school office prior to coming school. Dress code violations on Casual Dress Day are subject to immediate remedy.*

### **Illness/Medication Policy**

Keeping a healthy environment is important to all our students. We certainly commend a student's desire to come to school every day, but we desire our school to have the healthiest environment possible. Please keep your child(ren) at home if they have any of the following symptoms:

- Fever- defined as having a temperature of 100 degrees or higher. Students should be fever-free (without fever-reducing medications) for at least 24 hours prior to returning to school.
- Diarrhea
- Vomiting- within a 24-hour period
- Body rash with fever
- Sore throat with fever and swollen glands
- Eye discharge- pink eye
- Head lice and Scabies
- Any communicable disease
- Child is irritable, continuously crying, or requires more attention than we can provide without compromising the health and safety of other children in our care.

If your child has been sent home with one of the above issues, they will not be permitted back to school for **24 hours**. With your child's best interest, as well as the interest of the entire school population, it is imperative that these guidelines are followed.

NGCA does not have the facilities or staff to supervise sick children, therefore students who develop these symptoms at school will need to be picked up within one hour. It is routine policy to require parents to pick up their child with any of the above symptoms.

### **Medication Policy**

When at all possible, we encourage you to administer your child's medication at home. However, we realize that this may not always be possible. No medication of any kind, prescription, non-prescription, cough drops, or anything else, will be given to the child that can be taken internally unless there is a parent or physician signed permission form authorizing this procedure. We do this to protect children from potential allergy or other reaction to medication.

**Prescription medicine must, by law, be sent in the prescription bottle with a label in the student's name and specific dosage and time for administration. Medication will be administered by the school office when necessary. Medication must be provided by the parent in a new, up-opened original package accompanied by a Medication authorization form signed by a parent. All medication should be taken to the office upon arrival at school and will be kept locked in a medical cabinet in the school office. All medication includes cough and throat drops, eye drops, and all over-the-counter medications.**

### **Lunch Policy**

Full day students will need to bring a lunch or may purchase a catered lunch in advance from the school vendors. Lunch menus may be viewed on ParentsWeb and desired lunches should be ordered one month in advance by the 10<sup>th</sup> of each month beginning in August. Orders are not subject to change or credit for any reason. **Microwave or Refrigerator use is not available for student lunches**

**In the event that a student forgets their lunch a standard lunch will be provided to the student at a charge of \$5.00 a lunch that will be billed to Family Account each month.**

Parents will not be called about lunches for any reason. All students must have an ordered lunch or arrive with a lunch. If you plan to bring lunch in later, your child's teacher must be notified by you by 8:00am and lunch must arrive before your child's scheduled lunch time or they will be charged a standard lunch. Parents are welcome to join students in lunchroom.

A variety of snacks and milk, juice and water are available for purchase at lunch to supplement lunches. Students in 5th grade and up may purchase drinks from the vending machines.

### **Cleaning Policy**

NGCA does have full-time custodial staff, but students, parents, and staff members are expected to do their part in keeping the building and grounds clean and neat. Middle/high school students may be asked to help with appropriate tasks.

In an effort to keep the buildings and grounds clean and attractive for all, there is a **"No Gum"** policy at NGCA. Students and teachers will refrain from chewing gum. Parents and visitors are requested to abide by the same standard.

### **Birthday Celebrations**

Birthday celebrations may be conducted for our students at a time prearranged with the teacher and must not interrupt the instructional program of the class.

Invitations to parties outside of the school setting should not be distributed at school unless every student in the classroom is invited to attend. This will help to avoid the possibility of hurt feelings.

### **Emergency Drills**

Our primary concern is always for the safety of our students. Plans and procedures have been established for emergencies such as fires, tornadoes, and lock downs. We will hold regular drills, both announced and unannounced, throughout the school year.

### **Health Certificates**

Georgia law requires a current Georgia certificate of immunization for all students in all grades. In addition, a certificate of hearing, dental, and vision screening must be on file for all students 5 years old and up. The official certificates can be obtained from any Georgia licensed doctor or health department.

### **Holiday Celebration Guidelines**

**North Georgia Christian Academy will celebrate Holidays with the intent of honoring Jesus.** All class activities will honor Christ in teaching and décor. For example, October = Fall Festival with autumn and harvest themes; Christmas=birth of Christ; Valentine's Day=love of Jesus and others; Easter=Resurrection.

## **Lost and Found**

Lost and found items are kept in a designated area in the gym. Parents and students are invited to check for lost items at their convenience. Unclaimed items will be taken to 'THRIFT'.

## **Pets at School**

Students should not bring pets, reptiles, or any other critters to school unless prior approval has been granted by the teacher and administration.

## **Student Drivers**

NGCA allows high school students with a valid Georgia driver's license and proof of insurance to drive their vehicle to school. All vehicles must be registered with the school office. Any student failing to show a responsible and cooperative spirit may lose his driving/parking privilege. After arriving at school, students should not return to their cars until school is dismissed. Students are not allowed to leave campus during their lunch period or any other time during school hours without written permission from the parent.

## **Visitors**

We are always happy to have visitors at the school. Please enter the building at the administration office before going to the classrooms. Parents and visitors are required to sign in, giving reason for visit, and wear a badge unless being escorted by a staff member. **Parents should not make unannounced visits to a classroom in order to prevent interruptions to the instructional program.** Parents must make appointments to meet with Administrator or teachers.



## Curriculum Map

**Pre-K & Kindergarten:** ABeka Curriculum, BJU Press, Saxon & Sing, Spell, Read, and Write

	<u>First Grade</u>	<u>Second Grade</u>	<u>Third Grade</u>
<b>Bible:</b>	ACSI/ABEKA	ACSI	ACSI
<b>Reading:</b>	BJU	BJU	BJU
<b>Language:</b>	Shurley English	Shurley English	Shurley English
<b>Spelling:</b>	ACSI	ACSI	ACSI
<b>Math:</b>	Saxon	Saxon	Saxon
<b>History:</b>	BJU	BJU	BJU
<b>Science:</b>	BJU	BJU	BJU
	<u>Fourth Grade</u>	<u>Fifth Grade</u>	<u>Sixth Grade</u>
<b>Bible:</b>	ACSI	ACSI	BJU
<b>Reading:</b>	BJU	BJU	BJU
<b>Language:</b>	Shurley English	Shurley English	Shurley English
<b>Spelling:</b>	ACSI	ACSI	
<b>Math:</b>	Saxon	Saxon	Saxon
<b>History:</b>	BJU	BJU	BJU
<b>Science:</b>	BJU	BJU	BJU
	<u>Seventh Grade</u>	<u>Eighth Grade</u>	<u>High School</u>
<b>Bible:</b>			
<b>English/Reading</b>	BJU	BJU	BJU
<b>Language:</b>	Shurley English	Shurley English	BJU/TMU
<b>Math:</b>	Saxon/Glencoe	Saxon/Glencoe	Saxon/Glencoe
<b>History:</b>	BJU	BJU	BJU
<b>Science:</b>	BJU	BJU	BJU/ABEKA/TMU

Teachers will include any approved books or materials that enhance the lesson and help cover academic content as outlined in the Georgia Performance Standards. Teachers will integrate Biblical worldview into all subjects.