

Holy Ground Baptist Academy

Student Handbook

2021-2022



Kindergarten- 12th Grade

2021-2022 School Year

www.hgstallions.org

Holy Ground Baptist Academy is a ministry of
Holy Ground Baptist Church

Train up a child in the way he should go: and when he is old, he will not depart from it."

Proverbs 22:6

Contents

Statement of Purpose	4
Statement of Faith	4
Administration	5
Admissions	6
Attendance	6
Dress Code/Appearance	8
Activities Uniform	11
Academic Policies	12
Participation in Athletics: Grades 6-12	13
Internet Usage	13
Miscellaneous	14
School Safety	17
Personal Items	18
Food/Gum/Drink Policies	19
Code of Conduct	19
General Demerits Information (K5-12)	22
Financial Information	26

Statement of Purpose

The purpose of *Holy Ground Baptist Academy* is to teach children how to live and to equip them for success. Proverbs 22:6 admonishes parents to, “Train up a child in the way he should go: and when he is old, he will not depart from it.”

Holy Ground Baptist Academy is an extension of the home in training young people. *The school staff and the parent will work together to train the students. Ecclesiastes 4:12 says, “A threefold cord is not quickly broken.” The goal of HGBA is to train youth of every ability in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. Holy Ground Baptist Academy is a ministry of Holy Ground Baptist Church. Attendance at HGBA is a privilege and not a right. *HGBA stands without apology for high standards of morality, wisdom, and Godliness. Enrollment in our school is a privilege that may be revoked at any time at the sole discretion of the school's administration. HGBA reserves the right to interpret the rules and standards set forth in this handbook and to make appropriate changes as needed without notice.

Statement of Faith

We believe in the infallible, verbal inspiration of the Word of God and that the Bible is the final authority of faith and practice. The King James Version shall be the official Bible used by the church and school. *1. Cor. 2:13; 10:11 Psalms 119:160, 2 Timothy 3:16-17, II Peter 1:21*

We believe in the Holy Trinity: God the Father, God the Son, and God the Holy Ghost; equal in divine perfection. *Matthew 28:19, 1 John 5:7*

We believe in the virgin birth, vicarious death, and victorious resurrection of our Lord Jesus Christ. *Matthew 1:18-20, Isaiah 53:6, Hebrews 2:9, 1 Peter 2:24, 1 Peter 3:18, Matthew 28:1-7*

We believe in the deity of our Lord Jesus Christ. *John 10:30, John 1:1, John 1:14, 2 Corinthians 5:19*

We believe a sinner is saved wholly by grace through faith in Jesus Christ, and the requisites to regeneration are repentance toward God and faith in the Lord Jesus Christ. *Luke 13:3-5, John 3:16-18, Acts 20:21, Romans 6:23, Ephesians 2:8-9*

We believe the Holy Spirit convicts sinners, regenerates, seals, secures, and indwells every believer. *John 3:6, John 16:8-9, Romans 8:9-11, Ephesians 4:30, Titus 3:5, 1 Corinthians 6:19-20*

We believe in eternal salvation for all born-again believers. *John 3:36, John 5:24, John 10:27-30, Romans 8:35-39, Hebrews 10:39, 1 Peter 1:5*

We believe the Lord established his church during his ministry while on earth to carry out the Great Commission, and that it is a local, independent, and visible assembly of scripturally baptized

(immersed in water) believers. *Matthew 4:18-22, Matthew 16:18, Romans 6:4, Matthew 28:19-20, Ephesians 3:21, Acts 8:12, 38*

We believe that God has commanded that no intimate sexual activity should be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. Gen. 2:24; Gen. 19:5, 13; Gen.26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9, I Thess. 4: 1-8; Heb. 13:4

We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth, population control, or the mental well-being of the mother are viewed as unacceptable. Job 3:16 Psalms 51:5, 139: 14-16; Isa 44:24, 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:44

Administration

I. History

HGBA was founded in 2005 by members of Holy Ground Baptist Church who shared a vision of providing a Christian education to their children.

II. Relationship of the School to the Church. Holy Ground Baptist Academy is a ministry of Holy Ground Baptist Church.

III. School Board

Chairman, Bart Gillespie	Chris Farmer
Dwight Hurston	Slade Jenkins

IV. Principal

The Principal has the primary decision-making authority and his/her decisions are final in all matters except in those where the school board, and/or church leadership must take action.

V. Personnel Requirements

Very high standards are required of all staff members at Holy Ground Baptist Academy. The same code of conduct required of students is also expected of personnel. We require background checks on all employees. No person having an unsatisfactory criminal records check may be an employee of HGBA. First Aid and CPR Training is provided for all employees. We expect staff, including volunteers, to conduct themselves in the most decent and respectful manner possible, at all times, and in all situations. We also require uniform dress code for staff, encouraging modesty, discretion, and professional appearance. School employees and school volunteers are operating in a ministerial capacity and are performing ministerial functions.

Admissions

Holy Ground Baptist Academy admits students of any race, gender, sex, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally made available to the students at the school. While HGBA does not discriminate on the basis of race, sex, color, national and ethnic origin in administration of its educational policies, admission policies, athletic and other school-administered programs, as a religious institution it reserves the right to deny admission or to terminate the enrollment of persons whose lifestyle, words, actions, or otherwise do not align with the school's statement of faith, code of conduct, or other policies.

I. Admissions Process

- a. The enrollment form should be submitted to the school with all necessary forms. Forms include school records, social security card, birth certificate, immunization forms, enrollment forms, and parental agreement of handbook.
- b. The school will contact the applicant to set up an interview time. Please notify the school as soon as possible if you will not be able to make your scheduled interview.
- c. After all information has been received, applicants will receive a letter of notification about acceptance/rejection.

II. Re-enrollment

Students re-enrolling must do so earlier than general registration in order to guarantee acceptance. All applications for re-enrollment are subject to approval by the school administration/board.

Attendance

I. Statement of Expectation

Regular and punctual attendance at HGBA is a requirement of enrollment. Frequent absenteeism is a major cause of poor academic progress, and continual tardiness are disruptive to the teacher and other students in the class. Chronic absences may result in academic, and/or athletic penalty. Every effort should be made by parents to have children in regular attendance at the appointed time. School begins at 8:00am and ends at 3:00pm.

II. Absenteeism

- a. Excessive absences will be addressed on an individual basis. As a guideline, unexcused absences in excess of 10 per semester will be reviewed by administration and the student may be retained in the current grade. School-sponsored absences will not be included in these absences. Parents must call the school office before 10am if their child will not be in school. This notification is a precaution to help protect all parties involved and to facilitate our record keeping. A note or email from the parent or guardian to the school office must follow all absences immediately upon the student's return to class. Perfect

attendance is being present every day that school is in session. A student must attend four academic periods in order to be considered present for that school day or to participate in extracurricular/interscholastic events that day.

- b. Students who show evidence of a communicable disease and/or illness will not be permitted to class.
- c. Excuses must be provided on paper or e-mail to the office. Text messages will not count as a written excuse for an absence.
- d. If a student misses only the day of a test or the day an assignment is due, but was present when the test or assignment was announced and was in class for all the work done in preparation for the test or assignment, the student should be prepared to take the test or turn in the assignment immediately upon returning to school.
- e. A student is considered absent from a class if he misses 20 minutes of a regular class.

III. Excused Absences: Absences will be determined excused or unexcused by the administration based on the following reasons:

- a. Doctor or dental appointment (written excuse from doctor).
- b. Death in the immediate family (must be verified with a note from parent).
- c. Sickness (must be verified with a note from parent). If chronic sickness persists, a doctor's excuse may be required.
- d. Church sponsored event (may require written verification)
- e. Other similar reasons considered appropriate by Administration.
- f. Freshman and Sophomores are allowed one excused absence for college visitation. Juniors are allowed two excused absence for college visitation. Seniors are allowed three excused absence for college visitation. Parents must provide the office with prior notice of a scheduled college visit.
- g. Planned absences may be excused if requested in advance by the parent or legal guardian to the school Administrator, subject to approval by the Administration. Student will be held accountable for all assignments, tests, quizzes, and projects during the absence.

IV. Unexcused Absences:

- a. Students may receive a grade of zero (0) on missed classwork, tests, and quizzes. Each day a student is suspended is automatically considered unexcused.
- b. Absences are unexcused until the office receives a written note from parents. Text messages will not count as a written excuse. Must be handwritten or provided by e-mail to teacher for elementary classes.
- c. If student is absent, homework assignments must be requested before 10 A.M. and may be picked between 3:15-3:30 in the school office.

V. Tardiness

- a. Tardiness is extremely disruptive to the operation of school and has an adverse effect on a child's educational progress. Chronic tardiness is unacceptable. Any student who is not seated in the classroom 8 am or by the time the class bell rings is considered tardy.

If tardy, student and parent must present to the office for a tardy slip. High school students must present to the office for tardy slip if not in the classroom prior to class bell ringing.

- b. A student who accumulates seven (7) tardies, per semester, will serve an afternoon detention period. There will be a \$20.00 fee for any student serving a detention period.

VI. Early Dismissal from School

Please limit the early dismissal of your student. It is a disruption to the other students and the teacher. In the event that early dismissal is necessary, the parent must see the school secretary and sign the child out. No parent is allowed to bypass the secretary and go directly to the child's classroom.

VII. Closed Campus Policy

- a. All students are to be in assigned places at all times. Students may not leave the school grounds during school hours without permission from the Academy personnel and written permission from the student's parent or guardian.
- b. Students needing to leave the school early (funerals, doctor/dental appts, etc...) must present a note of written permission from their parent/guardian, or a parent may check them out in the school office. Verification of the appointment may be requested. Students should not leave school early for personal matters.
- c. Parents should provide the school written notification if a child is placed in the care of another person's care while out of town.
- d. No students should get into the vehicle of another student without the school office having written consent from both student's parents (this includes school-sponsored events).
- e. Anyone picking up the student, whether for early dismissal or after school must be on the student transportation list. At the beginning of the year, parents must provide a list of approved people to both the office and the student's homeroom teacher. If the person picking up the student is not on the list, the parent must call or email the school office prior to the student being picked up. Picture ID may be requested.

Dress Code/Appearance

Holy Ground Baptist Academy mandates a uniform dress code in order to minimize distractions and promote unity and modesty among students. All students are **REQUIRED** to dress in accordance with their biological genders. Uniforms must be worn from the time the student arrives on campus in the morning until the student leaves campus after school. Parents are asked to partner with HGBA in the enforcement of the dress code prior to students leaving home in the morning. Uniforms may be purchased from any store, as long as they meet HGBA guidelines listed below. Dress code infractions warrant demerits. The approved HGBA logo is available at Lexi Lou's, Ozier Products, or Scrubs 'n More, all in Carrollton.

School Uniform

I. All Boys—Every Day Wear

- a. Shirts
 - i. Solid color polo shirt with HGBA logo
 - ii. Boys shirts are to be tucked in at all times.
- b. Pants - Navy or khaki pants with no rips, slits, tears, or holes, NOT sagging; no skinny leg or tight-fitting pants; no cargo pockets or denim material.
- c. Shoes
 - i. Dress shoes or dress boots required—dark brown, khaki, or black in color—boots must be clean and approved by the Administrator, may NOT be lace-up work boots. If boots are worn, pants must be wide enough to fit completely over the boot.
 - ii. No athletic shoes or open shoes (sandals/flip flops)
- d. Accessories
 - i. Belts - Boys must wear a belt that matches shoes— brown or black.
 - ii. Hair - Hair must be kept neat and cut so that it does not touch the collar, the ears, or the eyebrows.
 - iii. Hats - No hats/caps permitted unless some type of spirit day and those days will be announced in advance.
- e. Chapel Dress - Boys must wear dress pants and may wear any color dress shirt. Brown or black belt and shoes to match. Tie of choice (neck tie or bow tie). Suits may be worn. No hoodies or jackets may be worn during Chapel time. When entering the church building, jackets and hoodies must be taken off. Sweaters may still be worn, but must have the HGBA logo on them.
- f.
- g. Miscellaneous
 - i. Socks must be dress socks that match outfit.
 - ii. No body piercing of any kind—If a student wishes to enroll at HGBA and has a piercing, the piercing must first be taken out and the hole allowed to close before the student is eligible for enrollment.
 - iii. No tattoos—If a student wishes to enroll at HGBA and has a tattoo, it must be covered at all times, including academic or athletic events and any school activity. If a student receives a tattoo while enrolled at HGBA will be subject to disciplinary action.
 - iv. Good personal hygiene is required at all times.
 - v. Jackets must be navy, royal blue, red, gray, or black with HG logo, or the approved school letterman jacket, or any issued school sports jacket.
 - vi. Only school hoodies and/or sweatshirts are permitted.
 - vii. No sunglasses are to worn at school.

II. All Girls—Every Day Wear

- a. Shirts
 - i. Solid color, polo shirt with HGBA logo or peter pan collar blouse, jumpers, and uniform dresses (where sizes are available).
 - ii. Must not be form fitting.
- b. Skirts
 - i. Navy, khaki, black, brown, gray, denim, or plaid uniform skirts may be worn. Maxi skirts are allowed in the colors previously mentioned. (K5 through 6th Grade may wear skorts)
 - ii. All skirts and skorts must *COVER* the knee while standing and sitting.
 - iii. Must not be form fitting.
- c. Shoes
 - i. Dress shoes and dress boots must be brown, navy, khaki, gray, or black
 - ii. No lace-up boots, athletic shoes, or open-toed shoes of any kind
 - iii. Heels must not exceed 2”
- d. Accessories
 - i. No excessive jewelry
 - ii. Piercings are allowed in the ear lobes only; no more than two earrings in each ear lobe. Dangling earrings are not to extend down more than 1 inch from the ear.
- e. Chapel Dress
 - i. K5 through 12th grade: Sunday dress. Girls must wear skirts or dresses that cover the knee when standing or sitting. Dresses must be modest, not tight, with a high neckline. Skirts and dresses may be any color. Dress shoes and dress boots must be brown, navy, khaki, gray, or black
 - ii. No lace-up boots, athletic shoes, or open-toed shoes of any kind
 - iii. Heels must not exceed 2”
- f. Miscellaneous
 - i. Socks are not required with shoes. However, students may choose to wear the following: knee high, mid-calf, or ankle socks; stockings; or tights. These should be either white, navy, brown, or black to match outfit. Athletic socks are not to be worn with uniform.
 - ii. Leggings may be worn with uniform. Leggings must match and only solid colors of brown, navy, or black allowed.
 - iii. Hair must be kept neat with no extreme hair colors, highlights, or styles (HGBA administration will determine what is extreme)
 - iv. No tattoos—If a student wishes to enroll at HGBA and has a tattoo, it must be covered at all times, including academic, athletic events, and any other school activity. If a student receives a tattoo while enrolled at HGBA will be subject to disciplinary action.
 - v. Good personal hygiene is required at all times.
 - vi. No hats/caps permitted unless some type of spirit day and those days will be announced in advance.

- vii. Jackets must be navy, royal blue, red, gray, or black with HG logo, or the approved school letterman jacket, or any issued school sports jacket.
- viii. Only school hoodies and/or sweatshirts are permitted.
- ix. No sunglasses are to be worn at school.

III. Dress Code Violations

- a. Dress Code Violations may result in the student being dismissed from class and the parent called to bring appropriate clothing item. The student will receive a zero for any class assignments, tests, or quizzes given during their absence from the class.
- b. Additional consequences to any dress code violation may result in demerits, or suspensions/expulsions as deemed appropriate by Administration.
- c. Administration has the authority to deem if any clothing item is inappropriate for HGBA.

Activities Uniform

- I. School-related Activities** - During school related activities, (games, athletic practice, club activities, etc.) a Christ-like spirit of appropriateness and modesty must reflect the highest standards of our school environment. Casual attire must be neat and modest. Clothing with writing that exhibits innuendos, sexual comments, music groups that do not reflect a biblical lifestyle, or anything of a questionable nature are not permitted. Girls, leggings must be worn under skirts or shorts.

- II. Field Trip Uniform** - Each student is required to have a field trip uniform. Any student not wearing field trip uniform will not be allowed to go on trip and must be picked up immediately by parents. Such student will receive a zero-participation grade for that day. There may be times this uniform needs to be altered due to the location of field trip. In that case, the uniform changes will be announced by teacher/Administration.
 - a. Boys must have a red polo shirt with HGBA logo, khaki pants, and dress shoes with matching belt.
 - b. Girls must have a red polo shirt with HGBA logo, navy, khaki, black, brown, gray, denim, or plaid skirts, (must cover the knee cap while standing), and dress shoes.

- III. Physical Education / Weight Lifting**
 - a. Students 6th-12th grades taking P. E. and Weight Lifting classes are required to dress out every day and participate. Participation and dressing out will be a part of the student's grade each nine weeks.
 - b. The P.E. uniform for this school year is the following:
 - i. Shorts: knee-length, loose fitting black athletic shorts (black only) (no pants)
 - ii. Shirts: Gray t-shirt with the HG logo (may be purchased at school), cost \$10
 - iii. Clean athletic shoes, appropriate for gym floors.

I. Spirit Day

Students may wear HG Spirit t-shirts every Friday. All spirit wear should be neat in appearance

and in good condition (no fading, holes, etc.) Administration has the authority to restrict any clothing item deemed inappropriate.

Academic Policies

I. Accreditation

Holy Ground Baptist Academy is accredited by the Georgia Accrediting Commission.

II. Grading Scale

- a. A-90-100
- b. B-80-89
- c. C-70-79
- d. F-below 70
- e. Any grade below 70 is consider failing at HGBA.

III. Curriculum

HGBA uses ABeka Book curriculum, which is unashamedly Christian and traditional in its approach to education for all grades. Its publications are built upon the firm foundation of scriptural truth and are written by dedicated and talented Christian scholars who are well grounded in the practical aspects of classroom teaching.

IV. Bible

Students must bring a KJV Bible to Chapel meetings and have available for Bible classes. The first subject of each school day is Bible, which is the most important way for students to begin their day.

V. Pledges to the US Flag, Christian Flag, and the Bible

Each day begins with a salute to the American flag, Christian flag, and the Bible. This is very important for children to learn about faithfulness to God as well as patriotism to our country. It is mandatory that students respect and recite the pledges.

Chapel

Every Wednesday - Each week Chapel services are held in the Church sanctuary to reinforce the student's education with Biblical principles and wisdom. Students are required to attend weekly Chapel services and must dress in appropriate Chapel uniform attire. Students will also attend special services such as revivals/camp meetings. Parents, please do not schedule appointments during this important time. Parents and grandparents are welcome to attend our chapel services. Missing chapel services will result in disciplinary actions, detention, suspension/expulsion.

Participation in Athletics: Grades 6-12

Any student who participates in extracurricular sports should strive for academic excellence. Student athletes must remember they are students first. To remain eligible to participate in sports, students must pass 5 out of 6 subjects per Nine Weeks. If a student fails to pass 5 out of 6 subjects, he is ineligible to participate in sports for the next Nine Weeks. If the grade is passing at the end of the ineligible Nine Weeks, the player becomes eligible to return to sport the following Nine Weeks. There may be additional consequences from the coaching staff due to failing grades. Students in grades 9-12 must recover the credit during summer school to meet requirements for high school graduation.

Joint Enrollment / Work Study

Any student enrolled in joint enrollment and/or work study program must maintain a 2.0 GPA and must not fail more than ONE subject per semester. If a student fails more than ONE subject per semester, that student will be placed on Probation and will have until the end of the following nine-week period to bring up the grade(s) to passing. If at the end of the probationary period, the student has not pulled up his grade(s) to passing, he will be deemed academically ineligible for one year from the end of the probationary period. See Principal for more guidelines.

Dual Enrollment students must have all schedules approved by school Administration and must follow all guidelines for the program set forth by HGBA. It is a privilege to participate in the Dual Enrollment program and that privilege may be revoked if a student does not cooperate with the Dual Enrollment guidelines established by HGBA.

Work study students need to complete all necessary paperwork and a student can only enter this program at the beginning of a semester.

Internet Usage

I. Philosophy

The school's computers, networks, and internet usage must be used in a manner that conforms to the school's educational philosophy and may not violate the code of conduct or the statement of faith. Access to the internet allows students to reach out to many other people, to share information, to learn concepts and to research subjects. With this educational opportunity comes responsibility. Access to the internet is a privilege and not a right. As such, inherent with this privilege, are responsibilities with which the school expects full and complete compliance. Breach of these responsibilities may result in complete loss of access privileges. The school has the right to monitor all network activity.

II. Guidelines

- a. Use of internet is for educational purposes only, including classroom and individual research.
- b. Teachers must be present in the classroom when students are accessing the internet.
- c. Parents/guardians and school personnel may revoke internet access privileges at any time.

- d. School officials are permitted to access network storage of student files or any school provided portable storage files.
- e. Students should not access social media, blogs, or chat sites. Students should not send or receive personal emails on school devices.
- f. Students are prohibited from using the school internet or computers to transmit material that violates US or state laws, including illegal activities or violations of copyright.**
- g. Students are prohibited from attempting to circumvent the school's internet filters.
- h. Students are prohibited from using school internet to harass, personally attack, and/or post private information about a person.
- i. Students may only print from the school computers for classroom assignments.
- j. Students should not reveal personal information about themselves or others including addresses, telephone numbers, and credit card numbers.
- k. Students should protect personal password given for computer use.
- l. All technology use at the school is determined by the classroom teacher or other school authority.
- m. Students should respect the school equipment provided for their use by not vandalizing, disrupting, or harming equipment. They are not to change any configuration settings of any school owned device. Parents will be responsible for any damages incurred to school equipment.
- n. No food or drink allowed in the computer lab.

III. Social Media

Students and parents are prohibited from posting negative information online about the school, administration, faculty, policies, events, or activities. Such postings may result in the dismissal of a student from HGBA.

Miscellaneous

I. Communication

The SchoolWorx system will be the main mode of communication for school information.

Please check this system often for school information and student's academic progress.

Elementary students also use the student planners. Please notify the front office if you have a change in your e-mail address.

II. Makeup Work

- a. After an absence, it is the **student's** responsibility to immediately check with his teacher concerning missed assignments. In the event that work is assigned during the absence, the student will be allowed one day for each day missed to make up assignments.
- b. Assignments/tests/quizzes announced prior to the absence are due or taken on the first day back to school or the original due date. Work not made up will be recorded as a zero.
- c. A student who fails to turn in an assignment will have one letter grade deducted for each

day that the assignment is late.

- d. The student will not be allowed to make up work missed due to an unexcused absence or tardy.

III. Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Homework is given for reinforcement, practice, and for remedial activity. Special projects are also assigned for homework. Homework is part of the student's grade. Parents please support and check daily for assignments that need to be completed at home.

IV. School closing

In the event of school closings or altered school hours, please tune in to Fox5 News (Atlanta) 92.1 Radio (Carrollton), and check SchoolWorx messages.

V. Building, Grounds, Furniture, & Equipment

- a. All students are expected to use the building as carefully as they would any other public or private facility. Abuses of any building, its equipment, or its fixtures will require immediate correction at the parent's expense. This includes both deliberate damage as well as damages resulting from carelessness.
- b. Desk and chairs are to be used for the proper task for which they were intended. Students are not allowed to sit on top of desks. Damages beyond normal wear and tear will require immediate correction at the parent's expense. Students are expected to respect the fact that the desks and chairs are to be used by all students and therefore must not be damaged.

VI. Field Trips

Field trips may be taken throughout the school year by different classes. Parents are welcome to participate in field trips, though guidelines and limits may apply. Information and permission slips will be sent home in advance with students to notify parents of the details of each trip. All parents/guardians attending field trips must adhere to school guidelines, expectations, and dress code.

VII. Medication

When at all possible, parents should administer their child's medication at home. However, when necessary, medicine may be administered by the office upon parental request, if it is in prescription bottle with prescription label accompanied by a specific time for administration. Over-the-counter medication is given at parental request if it is in a sealed container and accompanied by the name of medication and a specific time of administration. All such requests must be made on the Medical Authorization Form, and signed by parent. All medications will be kept in the school office.

VIII. Lockers

Hallway lockers are provided for high school students. Stickers and markings will not be allowed on exterior or interior surfaces. Each student will be assigned a locker to store items brought to school each day. Lockers may not be shared by students. Students are not permitted to enter another student's locker. Administration may conduct periodic locker inspections to ensure lockers are kept neat and do not contain unauthorized items. Students must respect the contents and privacy of other student's lockers. No food or drinks are allowed in the lockers.

IX. Backpacks

High school students: Due to limited space in the classrooms, backpacks may not be carried from room to room (this includes book bags, large handbags, or tote bags). Backpacks may be stored in student lockers each day. Students are expected to visit lockers between classes and bring only course materials into the classroom.

X. Senior Information

- a. Valedictorian/Salutatorian Guidelines: For a student to be eligible for the Valedictorian or Salutatorian award, he must have been enrolled in three consecutive school years at HGBA and must have taken at least four classes at HGBA per semester (excluding dual enrollment) during the Junior and Senior school years. A student must have a 3.5 GPA or higher to be eligible for either award and must have taken all rigor courses. This is at the discretion of Administration and/or Board members.
- b. An additional graduation fee of \$150.00 is due from Senior students by March 1st of their Senior year.

XI. Cleaning

- a. HGBA has custodians who clean the school on a regular basis. However, it is up to the students to help maintain the school in a proper manner. We expect all students to do their part in keeping the building and grounds clean and neat.
- b. Littering is prohibited.
- c. Unless pre-approved, no food or drink are allowed anywhere in the building except in designated eating areas.

XII. Transcripts

Official transcripts are available by request through the front office. Parents should allow 24 hours to prepare the transcript. Transcripts are normally sent directly to the institution that requires the transcript. HGBA will not release transcripts unless the school bill is up to date and the student is in good standing. Each senior will be issued two copies, then there will be a \$10.00 charge for each additional copy.

School Safety

I. To ensure the safety of each child at HGBA, all arrival and departure guidelines will be strictly enforced.

II. Arrival and Departure

- a. The regular school day begins at 8:00am. Parents may drop off children as early as 7:30am. There will be no drop off allowed prior to 7:30am. Children should be dropped off in front of the School Cafeteria, where there will be staff members to provide care for them until the regular school day begins. A parent must accompany late students to the Office to obtain a tardy slip. A student is considered tardy if he is not seated in the classroom before the 8:00am bell rings.
- b. Parents may begin picking up their children at the end of the school day (3:00pm). The departure line begins in front of the School Cafeteria. Only those individuals whose names are listed on a child's Enrollment Application may pick up that child. Identification should be provided to staff to ensure each child's safety. When "pick up signs" are given, they must be displayed in a visible place on each car to help the departure line run more smoothly and to ensure that each child is picked up by an authorized person. Please leave name cards visible to staff through the entire pick up line. The staff should be notified in advance of any changes in transportation. To ensure the safety of everyone, family members should not get out of the car during drop off or pick up.
- c. If a parent needs to pick up their child other than normal designated times, they should park their car in front of the Academy building and come inside to the Academy office. All visitors must check in with the HGBA Secretary or Administrator and then wait for assistance. (O.C.G.A 20-2-1180). A staff member will locate that child and bring them to the parent.

III. Parking Privileges

- a. Each student vehicle must be registered in the office with *Parking Agreement Form* by student driver and parent. Cars and drivers must meet State of Georgia Regulations in regards to license and insurance. A copy of student's driver's license must be attached to the Parking Agreement Form. Permit cost are \$10 per school year. Permit hanger should be displayed in vehicle during school hours and students must park in designated parking places.
- b. Having a parking permit is a privilege, not a right, and it may be lost if the student has consistent discipline problems or because of academic ineligibility. Any student permitted a parking pass shall not fail more than ONE subject per semester. If the student fails more than ONE subject per semester, that student will be placed on Probation and will have until the end of the following nine-week period to bring up the grade(s) to passing.
- c. When the student driver arrives on school grounds, he/she should collect materials needed for the day. Students may not go back to student parking lot during the day

without permission from Administration or Secretary. Students must operate their vehicles in accordance with state and local laws and obey common rules of courtesy and consideration of others. Students who drive reckless, fast, play loud music, use a cell phone, cause accidents, or carries an unauthorized passenger will be subject to immediate loss of parking permit by Administration.

IV. Extended School Day

- a. Extended School Day is offered to students from 3:30pm-6:00pm as a convenience to working parents. Children who remain at school at 3:30pm will be placed into ESD. There will be a \$5 fee for every 15 minutes after 6:00pm that the child remains. ESD will be held each day that school is held, unless there is early dismissal or otherwise notified. This is a structured time supervised by Academy staff unless students may work on homework, play education games, play outdoors, etc... Parents interested in enrolling their child in Extended School Day should do so through the Academy office.
- b. The monthly rate for ESD is \$145, which should be paid a month in advance. Should a student need to stay in ESD only occasionally, payment should be made to Academy office in the amount of \$10 per day for K5-12th grades. If parents know that their child will need to stay in ESD in advance, please pay the morning of. If an emergency arises and parents need ESD, please pay by the Friday of that week.

Personal Items

I. Personal items

Items such as toys, games, or any other items should not be brought to the classroom. No electronic devices, such as cell phones, iPod's, smart watches, etc. are allowed at school for any reason. HGBA is not responsible for the loss or damage to personal items brought to school.

II. Cell phones

- a. Students can leave their cell phones in their vehicle or turn them in to their Homeroom Teacher.
- b. No cell phones are allowed by students at any time during school hours or during Extended School Day (O.C.G.A. 20-2-1184). This law gives the school the right to allow or not allow electronic devices on school grounds by students. HGBA has chosen to restrict the possession of or use of cell phones during school hours to call, text, or communicate with others, unless given permission by the Principal. Administration reserves the right to review the student's cell phone for the following reasons: suspected communication with parents or other students while at school; known postings on social media sites during school hours; cheating on tests or assignments during school; suspicion of causing I.T. problems. Any student caught with a cell phone during school hours will incur demerits and will have their phones confiscated.
- c. Cell phones, smart watches, and other electronic devices may not be used to record, transmit, or post photographic images or videos of a person or persons on campus

during school activities or school hours. Any student caught breaking this rule that refuses to give up his cell phone or any other electronic device to a teacher or any other staff member will be suspended for three days, receiving a zero on all work missed while under suspension.

- d. Said student will not be allowed back to school until a meeting is held with student, parent/guardian, and the Principal.
- e. A student that has parking privileges will be allowed to leave his phone locked in his vehicle. Under no circumstance will a student be permitted to go to the parking lot to make a phone call.
- f. Students caught with a cell phone, using a smart watch, and other devices will automatically have their device taken up by school personnel. A parent must be present to pick up the device from the school office. Abuse of this rule may lead to suspensions.

Food/Gum/Drink Policies

- I. Lunch** - Lunch with a drink will be offered each school day at a cost of \$4.00 per student per day. A monthly lunch menu will be given out in advance so that the student and parent may choose to participate. If a child does not choose to purchase a school lunch, then lunch should be brought from home.
 - A. Students are not permitted to leave school to eat lunch or to pick up lunch and bring back to school without written consent from the student's parent, and permission from the Principal.
 - B. Lunch charges shall not exceed 5 days.
 - C. Elementary - Lunch money must be paid a week/month in advance to the student's teacher.
 - D. High School – Lunch money must be paid for each meal upon arrival at the lunch line.
- II. No Gum.**
- III. Energy drinks are not permitted.**

Code of Conduct

I. Goal

- a. It is our goal to encourage students to behave in a Christ-like manner at all times. The behavior of each student is expected to reflect the high ideals and beliefs of the Word of God. Any student refusing to behave or cooperate spiritually, morally, or scholastically is subject to dismissal. Students must agree to strive toward unquestionable character in dress, conduct, and attitude. Any student observing questionable activities or overhearing conversations, which are contrary to policies of HGBA, should immediately discuss the matter with a teacher or the Administration. This is NOT tattling. It has been said, "The only thing necessary for the triumph of evil is for good men to do nothing." In James 4:17, the apostle James states, "*Therefore to him that knoweth to do good, and doeth it not, to him it is sin.*" This code of conduct applies to all activities that take place on HGBA premises. Any HGBA student whose conduct away from HGBA school

premises that brings discredit, embarrassment, or unfavorable attention upon the school will be disciplined as if that conduct happened at HGBA and may be disciplined at the Administration's discretion. This behavior includes postings that are negative or unfavorable towards HGBA students or staff on social networking sights or any other type of media outlet.

- b. The following code of conduct is based on the ministry's statement of faith, which has its authority in the Bible, as well as policies determined by the Administration designed to facilitate and foster a Bible-based educational environment. A student may be dismissed or expelled from school or asked not to return the following year if he is out of school, whether on or off the property, as determined in the sole discretion of the Administration. Re-admission considerations following dismissal will be determined on a case-by-case basis.
 - i. Students should be reminded that God expects us to be disciplined in all areas of life.
 - ii. **Colossians 3:20**: Children obey your parents in all things: for this is well pleasing unto the Lord.
 - iii. **Romans 13:1**: Let every soul be subject unto the higher powers. For there is no power but of God; the powers that be ordained of God.
 - iv. **Hebrews 13:17**: 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.
 - v. **Proverbs 6:23**: For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life.
 - vi. **Proverbs 10:17**: He is in the way of life that keepeth instruction: but he that refuseth reproof erreth.
 - vii. **I Corinthians 14:40**: Let all things be done decently and in order.

II. Expectations of Students and Parents

- a. HGBA has a love and commitment to its school families to maintain high standards and requirements for all students. Attendance at HGBA is a privilege and not a right; the privilege may be forfeited by any student, parent, or legal guardian who does not conform to the standards and regulations of the school. The school may request withdrawal of any student at any time if the school guidelines are not met. Therefore, HGBA reserves the right to suspend or expel any student if the attitude or actions of the student and/or parent/guardian- **including on social media**- does not conform to the spirit and standards of the school.

III. Acceptable Student Behavior

The parent and school partnership can only succeed when there is clear communication and mutual agreement regarding student behavior. Our standards regarding behavior are based upon the framework of Christian character, mutual respect, and common courtesy.

IV. Christian Character

HGBA has as its foundation the goal of presenting a Christian educational program to our students and a Christ-like model to the community. In light of this goal, lifestyle is an important consideration. A Christian lifestyle cannot simply confine itself to the school day; it must be a consistent practice in life. Standards of conduct and character extend beyond the school day to all activities and events.

V. Mutual Respect

- a. Respect for Authority: All authority figures must be shown respect. Any form of disrespect will result in disciplinary action. All school office staff, custodians, lunchroom personnel, substitute teachers/, coaches, or referees are to be shown the same respect required as administrators and teachers.
- b. Respect for Students: Teachers and staff members should show respect to students at all times.

VI. Common Courtesy

- a. Classroom: Be punctual, prepared, and participate.
- b. Hallway: Students are expected to change classes in an orderly manner. Playing during the rotation will not be tolerated. There should be no yelling or running when rotating classes.
- c. Lunchroom: Food must be eaten at the lunch table only. Students must clean up their own food area. Students must obtain permission to leave the lunchroom area during the lunch period.
- d. Chapel: Chapel is a time set for worship and praise. Students help set the tone for genuine worship by observing the following:
 - i. Bringing their Bibles to chapel
 - ii. Paying full attention to the program; no interruptions by talking or with other distracting behavior
 - iii. Practicing proper posture and etiquette in Chapel
 - iv. Entering and leaving Chapel in an orderly manner.

VII. Locker Room/Restroom Behavior

- a. Absolutely no horseplay in the locker rooms or restrooms
- b. No food or drink allowed
- c. Respect the privacy of others
- d. Store clothing neatly and off the floor.

VIII. Off-Campus Conduct

Conduct that is prohibited at school is equally prohibited away from school. Godly character should be displayed in all areas of everyday life. Students are subject to discipline, including expulsion, for actions away from school.

IX. Discipline

This Academy is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that “all things should be done decently and in order,” and that our students should be taught to accept the responsibility to “walk honorably before all men.” At HGBA, a level of discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff will maintain standards of behavior in the school through kindness, love, and a genuine regard for each student. Disciplinary problems will be corrected primarily through our demerit system, corporal punishment, and suspension/expulsion.

X. Demerits

The primary source for the demerit system is to have a method of documenting unfavorable behavior patterns or character traits in students. The demerits themselves are not a form of punishment. The demerit is calling attention to an undisciplined area in the life of a student. Hopefully, this will cause the student to be introspective, and out of a desire to be all that he can be for the Lord, learn to discipline himself to overcome the problem.

Every student is encouraged to develop strong, Christian character. For this reason, a firm but reasonable and just system of discipline will be maintained. This may be in the form of demerits issued, restriction from certain privileges, suspension from school, or expulsion. The teacher will maintain all classroom discipline. Teachers and staff members may recommend demerits at any time there is an infraction of the rules. The Principal will review the recommendation and issue demerits if warranted. Demerit records are kept by the School Office and are issued separately for each semester. Please keep in mind that attending HGBA is a privilege and not a right. Should a student violate what the school considers to be common, Christian rules of etiquette, HGBA reserves the right to deal with each student as seems fit.

General Demerits Information (K5-12)

Three - Five Demerits Offenses:

- Unprepared for class
- Report cards not signed and turned in on time
- Unsigned and unreturned agenda sheets
- Being out of one’s seat without permission
- Incidental touching
- Failure to follow procedures
- Unacceptable behavior
- Tardy to class (not in seat before 8 am bell rings)
- Unnecessary talking and/or noises
- Passing and/or reading notes
- Throwing or shooting objects
- Changing seats without permission
- Littering
- Eating without permission

- Working on unrelated material
- Attending class unprepared
- Gripping
- Insults or name calling
- Teasing
- Rudeness
- Not following directions
- Not bringing a King James Bible to school and/or chapel
- Chewing gum
- Dress code violation
- Other acts of misbehavior

Ten – Twenty-Five Demerit Offenses:

- Cheating or participating in a cheating scheme
- Lying or withholding the truth
- Using vulgar language or gestures
- Direct disobedience
- Bringing or having inappropriate literature at school
- Defacing school property (parents/guardian will be responsible to pay for damages students cause to buildings, furniture, grounds, or fixtures.)
- Worldly conversations
- Disrespect to students or staff member
- Threatening to harm or saying to harm another student
- Bad attitude that causes problems or distractions
- Striking another student or fighting
- Inappropriate touching or action with another student
- Leaving the campus without permission
- Showing outright disrespect to any staff member
- Being in a building or classroom without authorization and/or supervision of a staff member
- Lying to a teacher or administration
- Skipping school without parents' approval (student will receive zeros)
- Inappropriate or unauthorized use of a computer
- Reckless driving or loud music on campus
- Bringing cell phones or any other electronic device to school
- Gambling in the classroom
- Direct contact with the opposite gender
- Demonstration of romantic involvement between students on school property is forbidden. Handholding, embracing, or any other contact that would contribute to undue familiarity will not be tolerated. This type of behavior will result in demerits, suspension, or expulsion. Behavior should be above reproach.
- Possession of inappropriate music material

- Inappropriate language or conversation (cursing, using the Lord's name in vain, vulgar and slang expressions)
- Entering or exiting building or a classroom by any other means than an unlocked door

Fifty – Expulsion Demerit Offenses:

- Committing acts of vulgarity toward any staff member
- Striking or attempting to strike any staff member
- Fighting or assault against another student
- Possession of or use of any tobacco products, illegal drugs, misuse of legal drugs (Including, but not limited to cigarettes, e-cigarettes, vapes, etc...)
- Drinking or possession of alcoholic beverages
- Lying about or making false accusations against a staff member
- Witchcraft activities of any kind including possession of books at school
- Disruption of school (ex: fire alarms, stink bombs, etc.)
- Stealing or conspiring to steal, or receiving stolen goods
- Possession of any item that is dangerous or inappropriate (ex: knives, weapons, homemade shanks)
- Willful or malicious destruction or defacement of school property or personal property of a student or any staff member (parent or guardian will be billed for any damages)
- Pornography of any kind
- Sexual immorality
- Any homosexual acts
- The term “identifying statement” is one in which a student identifies him or herself as sexually active or claims he or she is a homosexual, bisexual, transgender, or otherwise immoral or words to that effect or language or behavior, including by dress or other appearance, that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts.
- Examples: “I am gay.” “I am homosexual.” “I have a homosexual orientation.” “I am transgender.” “I am sexting.” “I am sleeping with my boyfriend.”
- Homosexual or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at HGBA and is a basis for dismissal. All students must be treated with dignity and respect, free of threats or harassment.
- Involvement in criminal activity; administration must be notified immediately (within 24 hours) and has the right to require any and all details about the activity, including whether or not charges will be brought. This matter will be brought before Board of Trustees, with possibility of expulsion.
- Use, possession of, or transferring of any controlled substance. Selling controlled substance
- Bringing or having at school a weapon that fires a projectile
- Terroristic threats.
- Gang activity

Parents should inform the school immediately in the event a child attending the school has been

arrested by law enforcement. The school reserves the right to assess the situation and assign consequences independent of any finding by law enforcement or formal legal adjudication. HGBA reserves the right to conduct random searches of student lockers, electronic devices, storage files and may also search a student's person, vehicle, and his belongings in the event the school suspects the student possesses an unapproved item. A search may be conducted without the student or parent's permission because the enrollment of the child constitutes parental consent to such searches.

*****Administration retains the right to interpret the above infractions, as well as the right to expel any student for any other reasons deemed necessary.*****

When a student has accrued in one semester:

- a. **25 Demerits** – A one hour in house detention will be given. Administration will determine the date that detention will be served. A parent or guardian is responsible for paying the required \$20 detention fee, due on date of assigned detention. Students will not be allowed to return to school or any school activity until the fee is paid. Parents are responsible for immediate pickup for non-driving students. Any consequences because of detention, whether from academic or extracurricular activities, may be incurred from that student's teacher or coach.
- b. **50 Demerits**—a conference with parents, teacher, and administrator; one-day suspension
- c. **75 Demerits**—a conference with parents, teacher, and administrator; two-day suspension
- d. **100 Demerits**—a conference with parents, teacher, and administrator; three-day suspension
- e. **125 Demerits**—expulsion from school (based on administration's review)

Suspensions

Suspensions are unexcused absences and the student will receive 0 for all quizzes, tests, exams, assignments, or projects during the suspension. The student will also forfeit any extracurricular activities he/she may be involved in for that day. Any student that is expelled or withdraws from HGBA must wait one full calendar year before allowed to reapply for admission.

Cheating

Cheating is defined as any unauthorized communication before or during a graded event or any attempt to receive unauthorized assistance before or during a test, quiz, homework assignment, or project.

Cheating will result in a zero on the assignment/test, demerits, communication with the parents, and possible suspension.

Plagiarism

Passing off someone's work as your own is known as plagiarism. Students must cite the sources of information used in student work, including text, pictures, graphics, animations, and sounds. Failure to do so is unethical. Plagiarism will result in a zero on the assignment/test, demerits, communication with the parents, and possible suspension.

Harassment

HGBA intends to provide teachers and students an environment that is free from offensive social behavior. Harassment, whether intentional or unintentional, that subjects another person to unwanted attention, comments, bullying, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, HGBA expects all persons to treat each other with respect because they are made in the image of God and have a common heritage in Jesus. These are the features of the policy:

HGBA does not condone or allow harassment of others.

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

Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of immediate expulsion.

Corporal Punishment (Paddling)

For actions requiring discipline in the form of corporal punishment, (at the Administrator's discretion) the Academy Administrator will administer discipline before the child may leave school for that day. If a parent or guardian feels that the school's punishment is too harsh on their child, and/or the student refuses to accept corporal punishment (paddling), the parent or guardian will be asked to withdraw their child from Holy Ground Baptist Academy.

Financial Information

I. Fees

- a. Enrollment fee is due at time of registration; this fee is non-refundable.
- b. Book and Supply Fee (including testing, technology) are due by June 1st. These fees are non-refundable.
- c. Remember, all enrollment forms and fees must be submitted together to the Academy office in order to complete the registration process and to reserve a place for your child.
- d. No reservation will be held for any child registered whose fees/tuition are not paid in full by July 1st. After this date, if vacancies exist, applications will be accepted on a first

come, first serve basis in grades with openings.

- e. A \$25 charge will be assessed on all returned checks.
- f. There is a 10% discount on annual **tuition** that is paid in full by July 1st.
- g. Athletic/Sports activities
- h. Lunches
- i. School photos/class pictures
- j. Yearbook
- k. Field trips/class activities
- l. Graduation Fees

II. Tuition Payment Plans:

- a. 10 monthly payments
- b. August Tuition is due July 1st, then each month's tuition is due on the 20th of the month prior (ex: September tuition is due August 20th).
- c. Remember, paying on time is a requirement and will be strictly enforced by the above-mentioned guidelines. HGBA operates strictly from tuition funds to pay operational costs, maintenance, and teachers' salaries. When tuition accounts go unpaid, the finances of the school are jeopardized. For the sake of honesty and testimony, the expenses of a Christian school must be paid on time; therefore, it is necessary that fees and tuition be paid on time.
- d. SSO scholarships must be applied from the day check is received by the school forward. HGBA is a member of the Georgia Student Scholarship Organization, Inc. (GaSSO).

Health

I. Health

- a. To ensure that all students remain healthy and happy in school, HGBA requires the following:
 - i. Georgia law requires children attending school (5-year-old kindergarten through 12th grade) to be age appropriately immunized with all required vaccines at first entry into school.
 - ii. Please notify HGBA of any allergies your child has upon enrollment or as soon as the allergy develops. This also applies to food allergies and diet restriction. Each child's safety is always of the utmost priority.
 - iii. Please DO NOT bring a child to school if you suspect he/she is ill or running a fever (above 100 degrees). Please refer to the chart on the following pages for guidelines of exclusion from school.
- b. Parents will be called and expected to pick up their child immediately if he has a temperature above 100 degrees.
- c. Please notify the school in the event of an absence due to illness as soon as possible, so that other parents may be notified if necessary of a contagious disease.

II. Communicable Disease

- a. HGBA reserves the right to make final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control spread of these diseases within the school. Below is a list of common infectious illnesses and recommendations. This is not a complete list but rather a representation of such diseases.
- b. These diseases should have been vaccinated against, if immunizations are up to date. Chicken pox may still occur, but usually in milder form.
- c. These diseases may be of concern to staff members who are pregnant or trying to become pregnant. Follow up with obstetric health care provider is recommended after known or suspected contact.
- d. Exceptions to the exclusion/return to school guidelines listed on this chart may be made by local health department personnel on the individual case by case basis.
- e. For all diseases: Good hand washing and hygiene; proper disposal of soiled tissues, avoid sharing linens; proper disinfection of surfaces and toys; cough into elbows or clothing when tissues are unavailable.
- f. To reduce the spread of diseases in the classroom or child care center, it is recommended that similar illnesses (greater than three in the center or classroom) be reported to your county health department.
- g. Exceptions to the exclusion/return to school guidelines listed on this chart may be made by local health department personnel and/or primary care physician on an individual case by case basis.
- h. Adequate hand washing facilities, policies, and procedures are the keys to excellent hygiene that will eliminate or minimize transmission of these diseases and keep students in school.
- i. Our desire at HGBA is to provide a safe and healthy environment for all students, so please take time to familiarize yourself with the above information and guidelines.
- j. Should a child require medication, a Medication Authorization Form, available through the office, must be completed. No staff member will be allowed to administer any medicines without parental authorization in writing. Exact times should be on form (ex. 8:00 & 12:00, not “every four hours”). Medicine must be in its original container and have child’s name, doctor’s name, date issued, and exact dosage instructions. Over-the-counter medications must be included on this form as well. Please provide a spoon or dropper and place in plastic zipper bag with medication. All medication must be kept by office personnel and should never be left in a child’s book bag, as this could pose a danger to children. Medications given on a daily basis should also include a note from physician.
- k. If a staff member reasonably suspects that a student or employee has a communicable disease, he/she shall immediately notify the Administrator.
- l. Any student or employee with a communicable disease for which immunizations is required by law or is available shall be excluded from school while ill and during recognized periods of communicability.
- m. Any student or employee with a communicable disease for which immunizations is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, and independent physician’s examination of the student or

employee may be required to verify diagnosis of communicable disease. Again, please refer to chart on the following pages for recommended guidelines of exclusion from school.

- n. In the event of minor injury to a child, first aid will be administered. An incident report will be sent home with the child that day and a copy will be kept in the student file in Academy office. In the event that medical attention is necessary parents will be notified by a staff member of the situation. If parents cannot be reached, the person designated on the Enrollment Application as the emergency contact will be notified. Parents will assume responsibility for payment of medical treatment.
- o. A copy of the Academy's emergency plan is posted in the front lobby of the Academy building.

Info provided by Georgia Dept. of Human Resources, Division of Public Health, Children's Health care of Atlanta & Georgia Association of School Nurses - 2004 Georgia School Health Source Manual Ch. 4

Disease, Illness, Organism	Incubation Period	How is it spread?	When is child most contagious?	Return to school?
Chicken Pox* # (Varicella)	10-21 days	Airborne or direct contact with droplets from nose, mouth and skin lesions of infected individuals	From 2 days before rash, until all lesions are dry and crusted	When all lesions have crusted (usually 7-8 days)
Disease, Illness, Organism	Incubation Period	How is it spread?	When is child most contagious?	Return to school?
Cold Sore (Herpes Simplex)	2 days - 2 weeks	Direct contact with infected oral lesions or secretions	While lesions are present	After lesions are scabbed over
Common Cold (upper respiratory infection)	1-5 days	Contact with droplets from nose, eyes or mouth-virus can live in environment 24 hours	Variable - from day before symptoms, until symptoms resolve	No exclusion, unless fever, or child too ill to attend
Conjunctivitis (Pinkeye) (may be viral, bacterial or allergic)	Variable, depending on cause	Contact with secretions from eyes or contaminated surfaces	Variable — (allergic conjunctivitis is not contagious)	When cleared by physician, after 24 hrs treatment if bacterial
Croup (viral respiratory infection) causes “barky” cough	Variable, Usually 2-6 days	Contact with droplets from nose, eyes or mouth	Variable—usually from day before symptoms and for 3 days of illness	When breathing comfortably, cough improved, and no fever for 24 hours
Diphtheria*	2-5 days	Contact with discharge from nose, eyes, mouth or skin lesions	Onset of sore throat until 4 days after treatment begins	After 2 negative cultures are obtained
Ear Infection (Otitis media) Sinusitis	Variable	Not contagious	Not contagious	No exclusion unless child too sick to attend
Fever (100 degrees or higher) no specific reason known or identified	Unknown, until illness diagnosed	Unknown until illness identified, safe to assume it may be spread by contact with any secretions	Unknown, assume child is contagious while fever is present	After 24 hours without fever, and child behaving normally
Fifth Disease (Parvovirus) “Slapped cheek” appearance & lacy rash	4-21 days	Contact with droplets from nose, eyes or mouth	During the week before the rash develops	No need to restrict once rash has appeared

Disease, Illness, Organism	Incubation Period	How is it spread?	When is child most contagious?	Return to school?
Gastroenteritis, bacterial (E. coli, Salmonella, Shigella, Campylobacter, Yersinia) usually have vomiting/diarrhea	6 hours to 7 days, depending on organism	Contact with stool of infected individual; from contaminated food, beverages or water (especially raw eggs or improperly cooked meats	When diarrhea is present	When diarrhea is resolved- E coli and Shigella require 2 negative cultures

Disease, Illness, Organism	Incubation Period	How is it spread?	When is child most contagious?	Return to school?
Gastroenteritis, viral (Adenovirus, rotavirus, Norwalk virus)	Varies with organism, usually 1-5 days	Contact with stool, saliva or vomit of infected individual; directly or from contaminated surfaces	From 2 days before, until vomiting and diarrhea improve	When no fever or vomiting for 24 hours, and fewer than 5 stools/day
German measles (Rubella) * #	14-21 days, usually 16-18 days	Contact with droplets from nose, eyes, mouth of infected person; may be transmitted to fetus across the placenta	From 5 days before until 7 days after rash appears	7 days after rash appears
Giardia (a parasite which causes diarrhea)	1-4 weeks	Contact with infected stool; consuming contaminated water or food	When diarrhea is present	When stools are formed, or less than 5/day
Hand, Foot & Mouth Disease (Coxsackie virus) (causes sores in these areas)	3-6 days	Contact with stool, oral or respiratory secretions	May be contagious for several weeks after infection	When no fever for 24 hours, & child behaves normally
Head Lice (Pediculosis)	Eggs (nits) hatch in 6-10 days	Close contact with infested individuals and sharing combs, brushes, hats or bedding	When there are live insects on the head	After treatment, if crawling lice are gone. Nits need to be removed, however nits alone not reason for exclusion
Hepatitis A	2-7 weeks	Eating contaminated food/water; close contact with infected individuals contact with infected stool	From 2 weeks before the illness until 1 week after jaundice (yellow skin) has begun	After 1 week from onset of jaundice (yellow discoloration of skin)
Hepatitis B * #	2-6 months	From contaminated needles, blood, bloody secretions, ear piercing, tattooing, sexual activity	Virus can be spread at any time, with the listed contact	After cleared by physician

Disease, Illness, Organism	Incubation Period	How is it spread?	When is child most contagious?	Return to school?
Impetigo (Staphylococcus/streptococcus) skin infection	1-10 days	Person-to-person skin contact, especially nasal discharge or hands	Until active lesions are gone/after 24 hours on antibiotics	After at least 24 hours of topical/ oral antibiotics
Influenza	1-3 days	Contact with droplets from nose, eyes or mouth of infected person	Variable, from the day before, until the first 5 days of illness	After 24 hours without fever and symptoms are improving
Measles (Rubeola) *	7-18 days, usually 8-12 days	Airborne or direct contact with droplets from nose, eyes or mouth of infected person	From 4 days before the rash begins until 4 days after the rash appears	At least 5 days after the appearance of the rash
Meningitis, bacterial (infection of fluid lining the brain and spinal cord, causing fever, headache, neck stiffness, rash)	1-10 days	Contact with droplets from nose, eyes or mouth of infected person	Unknown, probably from several days before symptoms, until at least 24 hours of antibiotic treatment	After at least 24 hours of antibiotic treatment, including antibiotics to eliminate carrier state
Meningitis, viral (Enterovirus)	Usually 3-6 days	Contact with droplets from nose, eyes, mouth or stool of infected person	From the day before the illness, until fever has resolved	After 24 hours without fever, and child is behaving normally
Mononucleosis (Mono) Epstein-Barr virus	5-7 weeks	Close personal contact with droplets from nose, eyes or mouth of infected person	Probably several days before the illness, until the fever has stopped	After 24 hours without a fever, unless too sick to attend
Mumps *	12-25 days (usually 16-18 days)	Contact with droplets from nose, eyes, mouth of an infected person	Peak infectious time begins 2 days before swelling, but may range 7 days before to 9 days after	9 days after parotid gland swelling begins
Pneumonia (viral or bacterial) lower respiratory infection	Variable, numerous causes	Contact with droplets from nose, eyes, mouth of infected persons. Some viruses can live on surfaces up to 24 hours	Variable, from day before through the first 3 days of the illness	No exclusion needed unless there is fever, or child is too ill to attend

These diseases may be concern to staff members who are pregnant or trying to become pregnant Follow up with obstetric health care provider is recommended after known or suspected contact

Disease, Illness, Organism	Incubation Period	How is it spread?	When is child most contagious?	Return to school?
Poison Ivy (not infectious) Reaction to sap on leaves of poison ivy, poison oak and poison sumac	2-3 days after contact with sap	Child is not contagious, only direct contact with sap may cause rash	Sap may be on clothes or skin for 12-24 hours after contact with leaves, or until child bathes	No exclusion
Ringworm (Tinea capitis, corporis, pedis) Fungal infection of scalp, body or feet	Unknown	Direct skin contact with infected people or animals, with surfaces contaminated with fungus; scalp lesions from contact with barber clippers or shared brushes	From onset of lesions until treatment begins	After treatment begins—scalp infection usually requires medication by mouth, others may be treated topically
Scabies (mites which burrow under skin, causing severe itching)	Usually 4-6 weeks, 1-4 days after re-exposure	Skin contact with infested individuals; contact with bedding or clothes infested	From up to 8 weeks before skin rash appears until it has been treated	The day after adequate treatment is completed.

Disease, Illness, Organism	Incubation Period	How is it spread?	When is child most contagious?	Return to school?
		person		
Strep Throat / Scarlet Fever (Group A Streptococcus) Scarlet fever is strep throat infection with a rash	1-5 days	Contact with droplets from nose and mouth, close crowded contact.	From onset of symptoms until 24 hours after treatment begins	After at least 24 hours of antibiotic treatment and no fever for 24 hours
Tuberculosis	Some infected persons do not develop disease, but risk highest 1-2 years after exposure	Airborne or contact with droplets from nose and mouth of infected person (children usually contract TB from close contact with an infected adult)	Children with TB usually are not infectious to others	Only when Health Department gives permission
Whooping Cough * (Pertussis)	5-21 days	Contact with droplets from nose, eyes or mouth of infected person	Most infectious before cough onset (with onset of runny nose), continuing until child is on antibiotics 5 days—infectious for 3 weeks after cough begins, if not treated	After antibiotic treatment for 5 days

* These diseases should have been vaccinated against, if immunizations are up to date. Chicken pox may still occur, but usually in a milder form.