

NHA

Student & Parent Handbook

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Welcome To North Henry Academy

One of the most important decisions you will make as a parent will be to provide your child with the best education possible. North Henry Academy is presently in its 26th year of providing Christian education to families. It has been and will remain our goal to provide a standard of excellence in the educational ministries that we offer to the communities surrounding our church. We count it a privilege to work in cooperation with your family as we endeavor together to bring up a new generation of godly men and women. We trust that the information provided in this handbook will be of assistance to you during the school year. Included here are documents about our foundational beliefs, faith, mission, vision, core values, educational goals, expected student outcomes, and Philosophy of Christian Education which are consistently applied to the curriculum, all operations, and programs. All documents as well as the entire handbook are reviewed annually by the Ministry Team, Head of School, Principal, teachers, and selected students and parents.

STATEMENT OF FAITH

The following statements represent what North Henry Academy holds and teaches in classroom Bible curriculum. All staff members must subscribe to and teach these truths. For a more complete treatment of each statement of faith, see the academy office for a copy of the document entitled *The Baptist Faith and Message*.

📖 North Henry Academy believes the Holy Bible – 66 Books of the Old and New Testaments – was written by men divinely inspired and is the record of God's revelation of Himself to man. It is a perfect treasure, with salvation for its end, and truth, without any mixture of error, for its matter. It is the supreme standard by which all human conduct, creeds, and religious opinions should be tried. (*Exodus 24:4; Psalm 19:7-10; 119:11; Luke 21:33; John 5:39; Romans 15:4; II Timothy 3:15-17; Hebrews 1:1-2; 1 Peter 1:19-21*)

📖 North Henry Academy believes there is one and only one living and true eternal God to whom we owe the highest love, reverence, and obedience. God reveals Himself to us as Father, Son, and Holy Spirit with distinct personal attributes but without division of nature, essence, or being. (*Genesis 1:1; Deuteronomy 6:4; Psalm 19:1-3; Isaiah 43:3; Mark 1:9-11; John 1:1-18; Romans 1:3-4; Ephesians 1:20; Revelation 1:13-16; Acts 1:8; Galatians 4:6*)

📖 North Henry Academy believes that man was created by God, in His own image, and is the crowning work of His creation, and though in the beginning, he was innocent of sin, by his free choice sinned against God and brought sin to the human race. Only the grace of God can bring man back into His holy fellowship and enable him to fulfill the creative purpose of God. (*Genesis 1:26-30; Psalm 1; Isaiah 6:5; Matthew 16:26; Romans 1:19-32; Ephesians 2:1-22*)

📖 North Henry Academy believes 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.

📖 North Henry Academy believes that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

📖 North Henry Academy believes 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.)

📖 North Henry Academy believes that in order to preserve the function and integrity of North Henry Academy as the local Body of Christ, and to provide a biblical role model to the North Henry Academy members and the community, it is imperative that all persons employed by North Henry Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

📖 North Henry Academy believes 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.)

📖 North Henry Academy believes 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 North Henry Academy.

📖 North Henry Academy believes that salvation involves the redemption of the whole man and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer who turns from sin and trusts in Christ. (*Genesis 3:15; Exodus 3: 4-17; Matthew 1:21; John 1:11-14; Romans 1:16-18; I Corinthians 1:18*)

📖 North Henry Academy believes that the New Testament Church of the Lord Jesus Christ is the local body of baptized believers who are associated by covenant in the faith and fellowship of the Gospel. North Henry Academy believes in baptism by immersion which symbolizes the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of his old life, and the resurrection to walk in newness of life in Christ Jesus by the power of the indwelling Holy Spirit. North Henry Academy further believes the Lord's Supper to be a symbolic act of obedience whereby the body assembles and partakes of Christ's body and blood. (*Matthew 16:15-19; Acts 2:41-42; 5:11-14; Romans 1:7; I Corinthians 1:2; Ephesians 1:22-23; 2:19-22; Colossians 1:18; Revelation 2-3*)

📖 North Henry Academy believes that God in His own time and in His own way will bring the world to its appropriate end and according to his promise. Jesus Christ will return personally and visibly in glory to the earth. North Henry Academy believes the dead will be raised and Christ will judge and rule in righteousness. The unrighteous will be assigned to the place of everlasting punishment and the righteous will in their resurrected and glorified bodies receive their reward, dwelling forevermore in Heaven with the Lord. (*Isaiah 2:4; Matthew 16:27; 18:8-9; Luke 12:40; Acts 1:11; Romans 14:10; I Corinthians 4:5; II Corinthians 5:10; Philippians 3:20-21; I Thessalonians 4:14-18; II Thessalonians 1:7ff; I Timothy 6:14; Titus 2:13; Hebrews 9:27-28; II Peter 3:7ff; Jude 14; Revelation 1:18; 20:1-22:13*)

MISSION STATEMENT

North Henry Academy exists as a ministry of North Henry Baptist Church to partner with parents to provide an excellent quality, Christ-centered education.

VISION STATEMENT

By God's power, North Henry Academy is changing the world one child at a time.

CORE VALUES

- We are committed to lead our families in kingdom growth.

- We are committed to academic excellence.
- We are committed to developing Godly leaders.
- We are committed to hiring excellent, gifted teachers and staff and to encouraging their continuing personal and professional development.
- We are committed to building relationships that result in effective communication.
- We are committed to providing excellent service to our families.

EDUCATIONAL GOALS

1. To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it.
2. To teach the basic doctrines of the Bible.
3. To teach the student to treat everyone with love and respect as unique individuals created in God's image.
4. To provide a strong foundation for academic excellence, as well as a safe, healthy, clean, nurturing and loving environment for each child to learn and play.

Expected Student Outcomes

The school shall place all of its emphasis on the outstanding preparation of its students for High School by producing young men and women:

- who know, love and serve Jesus Christ;
- who have a superior academic preparation for any further education they choose;
- who are teachable and exhibit a love for learning;
- who are well-read;
- who effectively communicate, both verbally, and in writing, and persuasively present their point of view;
- who can think critically, work on teams cooperatively, and solve problems;
- whose experiences foster understanding of the diversity of the human race and prepare them for a life of evangelism reflecting the grace and truth of Christ to all people;
- who commit to a life of loyal, servant-leadership in the local church;
- whose participation in athletics (interscholastic or intramural) equips them with a Christian approach to wellness and who are capable of exhibiting their faith and Christian character in competitive situations;
- who apply biblical principles to their family, church, and work;
- whose work ethic, skills and loyalty demonstrate that Christians are to be relied on for the integrity of their work and the quality of their thinking; whose actions reveal genuine Christian character;
- who live as disciplined, culturally different men and women, and as Christian leaders, engage their world and change it.

PHILOSOPHY OF CHRISTIAN EDUCATION

Education has been defined as the process by which children and youth develop knowledge, skills and character, especially through formal instruction, training and study. Philosophy is literally the “love of wisdom.” All true wisdom comes from God, and wisdom is seeing everything from God’s perspective. Christian education is grounding everything we do and teach on God’s Word and the Gospel of Jesus Christ. Therefore, all members of the educational process at NHA are personally committed to Jesus Christ. Our goal is to lead the students to know Christ as Lord and Savior, as well as to love His wisdom and truth. Since the Christian education process is accomplished by the power of the Holy Spirit, our students will not develop fully spiritually, socially, and academically without knowing Christ and being taught by the Holy Spirit. (I John 2:27)

The pursuit of knowledge is more than the collection of information. We are committed to lead students to have competence and character so that we develop world changers for the glory of God. This is in line with our vision statement, “By God’s power, NHA is changing the world, one child at a time.”

The Source of Truth –

The philosophy of Christian education starts with God as the Source of all truth, because He is truth. He sets the standards by which all value judgements are to be made. He has revealed Himself and His will most clearly through His Son and His Word; therefore, Christ and the Bible must be central to every legitimate subject or activity in life. This means that the Biblical world-view should permeate the entire school program, including curriculum, co-curricular activities, athletics, business, and the inter-personal relationships of all who are associated with NHA. (Hebrews 1:1-2; II Timothy 3:16-18; Isaiah 55:8-9)

The Primary source of truth for man is the Bible. In teaching truth about any subject, it is necessary to teach in conformity with the Word of God. (John 17:17; I Corinthians 2: 9-16)

In making curriculum and other policy decisions, it is necessary to look to the Scriptures for specific guidance and for controlling principles and guidelines. (Psalm 119:130)

NHA ENROLLMENT / REENROLLMENT POLICY

NHA admits students of any creed, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of creed, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic or any other school-administered programs. NHA’s biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting any practices outside of NHA’s statement of faith; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27.)

STUDENT MORALITY POLICY

The biblical and philosophical goal of North Henry 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. Even though a student’s parents may personally believe differently, while enrolled at North Henry Academy, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and the Bible and to refrain from certain activities or behavior. Thus, North Henry Academy 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, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

PARENT MORALITY POLICY

North Henry Academy's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. We also reserve the right to expect the student's parents or grandparents to conduct themselves according to the school's foundational beliefs while attending any on or off campus school-sponsored or school participating event.

GENERAL INFORMATION

ADMISSION REQUIREMENTS

Parents/guardians are required to complete all registration forms for students, including setting up a Gradelink account, and setting up a FACTS account and creating a FACTS payment plan agreement each school year. We also require a teacher recommendation form(s), authorization for release of educational records, all school records, ministry referral form, an interview with administration, & entrance testing and placement. Once the student has been accepted, we require immunization, birth certificate, eye, ear, & dental forms, etc. as well as payment of all applicable fees. Enrollment and re-enrollment opens in the following order:

- North Henry Academy students (approximately February 1st)
- Open enrollment to the community (approximately March 1st)

Children entering preschool or grade school must have had appropriate birthdays by September 1st. For example, a child seeking admission to K4 must have had his/her fourth birthday by September 1st of the year admitted.

North Henry Academy admits students of any creed, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of creed, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic or any other school-administered programs.

ASSIGNMENT TO CLASSES

The assignment of students to classes or teachers is the sole responsibility of the principal of North Henry Academy. The Academy does not accept requests from parents/guardians who might wish to help in this process. Children may not transfer from one class to another because of a preference for a particular teacher or classmate.

ATTENDANCE POLICIES

Attendance and Absences

The philosophy of our attendance policy was developed to teach students the value of punctuality and good attendance in the workplace.

The school is the student's workplace. Parents, please help us by reinforcing this character-building philosophy.

All students shall be punctual and regular in attendance. Every absence is entered on the student's permanent record.

These are the kinds of absences that will be excused:

- if a student is ill
- if someone in a student's family is seriously ill or dies
- if a student needs to observe a religious holiday
- if bad weather or other conditions make it unsafe for the student to come to school
- if a student has a doctor or dentist appointment with an excuse
- if a student is ordered by government to be somewhere else
- if a student is going on a trip or to an event with significant educational value (must be approved before absence)

Homework and make up assignments, should be discussed with the teacher. Approval forms for planned absences of three or more days, should be obtained from the school office, given to the teacher to request schoolwork and homework, and then submitted to the principal for approval, two to four weeks in advance.

Students returning to school following an absence must present a written excuse to the teacher. It must be signed by parents, regardless of prior oral communication, to be filed in the student's records. This written excuse must explain the reason for the absence and give the correct date(s) of the absence. All medical professionals are able to provide verification of office visits upon request at the time of the visit.

A student must remain in school for a minimum of four (4) classroom clock hours in order to receive credit for a full day of school attendance. Any student in grades K5-12th accumulating more than thirty (30) days of absences (excused or unexcused) during the course of the school year may not receive credit for that year.

PLANNED ABSENCE - A written note from the parent should be submitted to the principal at least one month prior for approval when a student is requesting permission for educational and extended absences (3+ days) especially when it involves a family visit/vacation, vacation days outside of school breaks, medical procedures, or student specific activities such as participating in a competitive sport or talent identified events. These absences may or may not be excused. Factors used to determine approval include: the academic condition of the student, student conduct, purpose of the trip, previous tardies & absences, and any other pertinent factors and considerations. All excused and unexcused absences require missed work to be completed. Appropriate deadlines for completion will be determined between the student's teachers and the principal, with input from the parents and student. This agreement should be in writing and determined prior to the planned absence with appropriate signatures.

Tardies and Early Checkouts

Pre-school students are expected to be in their seats by 8:00 AM. Any student who is tardy must be signed in through the school office.

Elementary students should be dropped off at the Chapel by 7:55 AM. Elementary students not in their classroom by 8:00 AM will be considered tardy. Any student that is tardy must be signed in by the parent through the school office and get a tardy slip for admission to class. The office staff will notify the teacher that the student is coming to class. Parents are only allowed to walk their student to the beginning of the

classroom hall and not to the classroom itself.

Middle and High School students should arrive at school between 7:30 – 7:40 AM so that they have time to visit their locker and be prepared for classes. Middle School students not in their homerooms by 7:45 AM will be considered tardy. Any student that is tardy must sign in through the school office and get a tardy slip before going to their classroom. Parents are only allowed to walk their student to the school office and not to their classroom.

Students, who are not in their classrooms on time, will be considered tardy. Unexcused tardies and unexcused early checkouts are detrimental to the academic success of students. Students should arrive at school on time and should remain in school for the entire school day. Acceptable excuses for tardies to school or early checkouts are the same as excused reasons for full-day absences. Therefore, excessive unexcused tardies and checkouts may be referred to the Henry County Courts for consideration. Multiple unexcused tardies will result in an administrative conference and may result in discipline measures.

Truancy

Please be aware that based on Georgia law (20-2-690.1) and State Board of Education rule (JB), any child between the ages of 6 and 16 who during the school calendar year (180 days) has more than 5 days of unexcused absences from school will be considered truant.

Truancy Penalty

The legal penalties and consequences for truancy include referral of parents, guardians, or custodians to State Court and referral of juveniles to Juvenile Court for prosecution. Any parent, guardian, or other person residing in this state who has control or charge of a child or children who violates the Mandatory Attendance Code section in Georgia law, shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties per absence. Each day's absence from school is a violation of this provision and shall constitute a separate offense.

BIBLE

Bible study and scripture memory is a required subject at NHA and is recognized as being fundamentally imperative. Knowledge of the Bible is one of the greatest educational assets anyone can have. One of the most important works of NHA is aiding parents in developing Christian character in their children through God's Word and the principles found in scripture.

CHILD ABUSE AND NEGLECT

Georgia law requires that school employees report to the local Department of Family and Children Services any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the school employee. Employee confidentiality is protected at all times by the school administration. Employees of NHA, the academy itself, nor North Henry Baptist Church may be harassed or sued for following Georgia's law of mandated reporting.

Once a report has been made, official representatives of the Department of Family and Children Services have the right and may come to the school to interview the student. Parental permission need not be obtained by the department or the school.

COMMUNICABLE DISEASES

NHA desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term *communicable disease* shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons.

A staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school's administration.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. NHA reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

CONTACT INFORMATION

In the interest of students, it is critical that the school be able to contact parents at any time the student is at school. Therefore, it is essential that the school have on file parents' current address as well as cell, home, and business contact numbers. Emergency contacts with telephone numbers are also needed in case a parent cannot be reached. If parents move or change jobs, they should contact the school immediately to update this important information.

CURRICULUM

North Henry Academy uses a variety of curriculum from *A Beka*, Purposeful Design, and BJU Press, written from a Christian perspective. NHA may incorporate other approved resources to support the curriculum as it sees fit.

CUSTODY/COURT ORDERS

Parents shall provide to the school a certified copy of any and all court order(s) regarding the custody of the child. Student enrollment forms, as well as other official documents of the school, must be signed by the natural parent or legal guardian with whom the child resides. Educational decisions concerning the child are reserved for the enrolling parent, although both parents can be involved in the enrollment process. If there is a disagreement between the parents, the educational decision of the enrolling parent shall supersede the educational decision of the non-enrolling parent. If there is a disagreement and both parents have enrolled the child, then the parent with primary physical custody shall have the educational decision-making authority, unless the parties have a court order that directs otherwise, such as a parent holding educational custody. Under O.C.G.A. § 20-2-780, it is a crime for any person to make or attempt to make a change of custody of a minor child by removing the child from school without permission of the person who enrolled the child in school, even if the person attempting to remove the child has a court order granting that person custody. Court orders that specifically authorize or direct the release of custody by the school will be followed. The school will not interject itself in custody or visitation disputes between parents. NHA encourages all parents to discuss educational decisions with each other prior to notifying the district of educational changes regarding their student.

Guardianship

If a student resides with any person other than a natural parent, a certified copy of the court documents that establish legal guardianship will be required at the time of enrollment. Any person who has assumed responsibility for the care and custody of a child shall be expected to begin the process of seeking legal guardianship before enrollment of the child, and an approximate completion date must be given. The school will contact and meet only with the legal guardian of the student unless written consent from the enrolling guardian is given. If not provided at the time of enrollment, a certified copy of the final Court Decree for guardianship is required within 30 days of enrollment.

DISCIPLINE POLICIES

Discipline Philosophy

The privilege of attending North Henry Academy automatically implies that every student will strive to maintain the highest standards of personal conduct. Every student is expected to adhere and follow biblical principles and ideals related to conduct and relationships. Maintaining an orderly atmosphere is critical to the learning process. Teachers are expected to manage their classrooms with Christian love and firmness.

“Do not be misled. Bad company corrupts good character.” I Cor. 15:33

“ . . . Discipline yourself for the purpose of godliness...” I Tim 4:7

“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Heb. 12:11

The Bible clearly indicates that parents are responsible for the discipline (that is, training or instruction) of their children. North Henry Academy exists to assist parents in their God-given responsibilities. Therefore, NHA seeks not to assume the task that God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child training process, in a limited way. In formulating a philosophy of education and discipline, NHA has attempted to align itself as closely as possible with the Bible's instructions to parents so as to provide the utmost consistency for the child between Biblical training to be taught at home and training received at NHA. In that same spirit, NHA likewise assumes parents will direct and discipline their children accordingly. If parents have chosen to follow a different course in directing and disciplining their children, then parents and students should realize that NHA may not be the choice in education that suits their needs. Discipline may be correctly viewed as both a process and a product. God expects parents or other authorities to discipline children so as to produce a child who consistently becomes a more self-disciplined person, requiring less supervision as he or she matures. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within His spiritual family, and to respond to Him with respect and obedience on the basis of their former training by their parents. The school's philosophy of education and discipline exists to serve and further this ultimate spiritual goal. God-given responsibilities in the discipline process exist not only for parents and teachers; they exist likewise for students. Students are expected to respond to NHA faculty and staff members with appropriate respect and courtesy. Any failure to maintain a Biblical attitude of respect and obedience toward NHA authority that manifests itself in improper behavior or violated standards will result in disciplinary action appropriate for the violation. NHA expects that parents will support the administration in such disciplinary action by encouraging obedience and respectfulness to the action of NHA. Only while operating within the above philosophy of discipline can the educational process reach its maximum potential. NHA is committed to the philosophy and principles of Christian education. Student conduct that works against NHA philosophy will not be condoned. The guidelines listed in this book are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We trust that our students would respond with positive attitudes and conduct.

CLASSROOM DISCIPLINARY GUIDELINES:

1. No talking in class without being recognized (raise your hand).
2. Do not leave your seat without permission.
3. Keep your hands, feet, and other things to yourself.
4. Be kind in what you say to others and to your teacher.
5. Accept and obey any instruction or discipline from a teacher.
6. Care for NHA property with respect and proper usage, as a matter of stewardship.
7. Do not prop outside doors open as a matter of security.

Conversations held within the classroom and on campus are not to infringe on the rights of others. Such conversations are to relate constructively to the time and place. During classroom discussion, all students should listen attentively and respectfully to the contributions of others. Conversations should be positive, constructive, and respectful. Foul, dirty, or suggestive language, drawing, or stories, gossip, misuse of God's name or spiritually meaningful terms, suggestive sign language, degrading names, putting others down by telling them to shut up or get lost, etc., even if done in fun, are examples of conduct which are not acceptable and can result in immediate disciplinary action. This includes electronic and digital communication (e.g., blog sites, email, Facebook, Twitter, etc.). Any piece of technology used in the above-mentioned infractions can and will be confiscated or held by NHA for the purpose of determining the extent of the infraction and the students and persons involved.

DISCIPLINARY GOALS:

1. Respect authority - Someone has said, "Consequently, he who rebels against authority is rebelling against what God has instituted and those who do will bring judgment on themselves."
2. Use time wisely - "Teach us to number our days aright, that we may gain a heart of wisdom." Ps. 90:12
3. Be considerate of others - "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." Eph. 4:29, 32

STUDENT BEHAVIOR:

To accomplish these goals, certain behavior by students cannot be tolerated and will result in action by the administration and /or the teacher. Examples are:

1. Use of physical force or verbal intimidation;
2. Leaving school property without permission;
3. Defacing any property of the school or of another student (damage caused by the student will be paid for by the student);
4. Bringing to class any article that distracts another (i.e. cell phones, toys, etc.);
5. Being disrespectful toward fellow students, teachers, or staff, in attitude, words or actions, including disrespect done in person or in social virtual environments.
6. Using or sharing crude, profane or vulgar language or images and/or inappropriate use of God's name whether verbally, written, in social media, music, videos, etc.;
7. Lying, stealing, cheating, plagiarism, vandalism, or bullying which will be handled on a case by case basis & could, depending on the severity, result in afterschool detention, Saturday detention, suspension, or expulsion;
8. Inappropriate public displays of affection (PDA) such as kissing, hand holding, embracing, etc.;
9. Involvement or the impression of involvement in immoral activities or activities that are contrary to the philosophy of North Henry Academy;
10. Obscene body language, gestures, or images;
11. Possession on their person, in their locker, or in their cars of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, alcohol, or pornography; and
12. Blatant disrespect toward others.

North Henry Academy maintains the right to remove any student from its enrollment if NHA feels that the parent(s)/student(s) are not in harmony with the NHA philosophy. NHA desires to cooperate with the home and promote the nurturing of the student(s); and NHA reserves the right, that if at any time and at the NHA's sole discretion, if NHA feels it can no longer assist the family in the nurturing of their children, NHA can remove the student(s) from its enrollment.

METHOD OF DISCIPLINE:

Preschool: Teachers will use a variety of methods to encourage obedience and orderliness in the classrooms. If students do not comply, they may forfeit some free time or lose a privilege. If there is a recurring problem with obedience, the following steps will be taken:

- The teacher will make contact with the parents.
- A conference will be set up with parents, teacher and/or principal.
- Parents will be called to the school.
- Child will be sent home for the remainder of the day and/or suspended for the next day.

The following offenses can result in immediate removal from the classroom, as well as suspension:

- Biting, kicking, hitting, scratching, aggressive pushing, inappropriate touching, dangerous or threatening behavior with the intent to hurt someone (child, teacher, or self)
- Total disrespect for the teacher-refusal to obey, defiance/temper tantrums
- Leaving the authority of a teacher-includes refusal to leave an area or running away from the teacher

If the behavior cannot be corrected, the child will be withdrawn from the school.

Elementary: Elementary students are expected to respond to discipline and procedures in a way that follows biblical teaching; thus, being an example to those coming behind them. Preferably, discipline issues should be handled in the classroom; however, with a serious or repeated issue, the administration will assist. Discipline procedures will be carried out for offenses such as teasing, cheating, face to face or cyber bullying, physical violence, lying, stealing, hitting, fighting, etc. Every effort will be made with students for forgiveness and restoration to take place between students, their classmates, and their teachers. Restitution will also be applied when appropriate. Because we partner with parents, NHA faculty will communicate discipline concerns through a variety of ways such as texts, emails, and phone calls. Once a student is suspended for behavior, he/she will be placed on behavioral probation. Behavioral probation will last four weeks from the date of suspension. During behavioral probation, should the student behave in a way that warrants another suspension, his/her status will be reviewed by the administration for a decision on dismissal or other methods of improvement in his/her behavior. The parent/legal guardian will be asked to have a conference with the principal and may be required to withdraw the child.

Student discipline applies to all NHA events that are held on or off campus. If a student is found to be insubordinate to the policies and/or personnel of NHA and is out of harmony with the mission of the ministry and cause of Christ, a council will meet to determine the consequences of the offense, which could include demerits, detention, suspensions, or even withdrawal. Weekly conduct grades will be determined by the teacher. A suspension will automatically lower a child's conduct grade for that grading period.

Although generally progressive in nature, discipline must be appropriate for the misbehavior and must be age appropriate. For example, students who engage in more serious acts of misbehavior such as fighting are **not** automatically entitled to a warning before any other disciplinary action is taken.

The academy has adopted a "zero tolerance" policy towards violence, fighting, or threats of any kind. This includes possession of anything that could be used as a weapon. In such cases, suspension or expulsion will be immediately considered.

Middle and High School: Students in 6th-12th grade are given demerits for misbehavior. An accumulation of demerits will result in after-school detention, Saturday detention, suspension, or dismissal depending upon the offense or multiple offenses or the gravity of the offense. Please note that the principal may, at their discretion, due to the gravity of the offense, the attitude of the student and/or parent, and/or a student's multiple offenses, choose a disciplinary action beyond what the normal discipline code indicates. Students who receive a Saturday detention will be responsible for paying the supervising teacher of the detention a fee of \$30.00.

MIDDLE SCHOOL/HIGH SCHOOL HONOR CODE:

The purpose of the honor code at North Henry Academy is to remind students of their responsibility to build and maintain a strong system of integrity in their academics and behavior. This applies to all academic work (inclusive of elective classes) and interactions with others. It is NHA's belief that all students are committed to an environment of honor and are willing to do everything possible to prevent honor code violations. The Honor Code pledge will be signed by each student, grades 6-12, during a chapel assembly. The pledge is as follows: "I pledge on my honor not to bully, cheat, lie, plagiarize, steal, vandalize or use profane/vulgar language and gestures. I realize that my violation of this code will result in suspension or dismissal." **The Honor Code will succeed only if the staff seeks its enforcement and the students care enough about their peers and school to take the responsibility for enforcing the Honor Code.** Reporting an honor violation does not destroy a fellow student's life; rather, it presents the person with an opportunity to learn from his or her mistake and to build stronger moral character. If students choose to ignore Honor Code violations, the Honor Code will be sputtering on one cylinder. If students support the Honor Code, then they will be able to take tremendous pride in the high standards of NHA.

Honor Code Violations and Consequences:

1 Demerit

- 3 Written Violations = Dress code, incomplete homework, not returning forms, unprepared for class, general irresponsibility
- Disrespect (any type of fit or open disgust [i.e. rolling of the eyes], back talking or arguing, challenging authority) after a warning
- Profanity / obscene gesture

2 Demerits

- Repetition of a 1 demerit offense
- Blatant defiance – direct disobedience
- Disrespect to Teachers

4 Demerits

- Disrespect to Administrators
- Cheating or Plagiarism

Consequences:

4 Total Demerits earns 1-hour Afterschool Detention

6 Total Demerits earns an additional 1-hour Afterschool Detention

8 Total Demerits earns 2 hours Saturday Detention (held the last Saturday of the month)

DISCOUNTS

- **Church Member**

Active, tithing church members of North Henry Baptist Church may be eligible to receive a 20% discount off the total amount of tuition. (An active, tithing church member is one who is actively enrolled in the functions of North Henry Baptist Church and has been tithing consistently for three consecutive months or longer.) This is decided solely by NHBC's Financial Ministry Team. Should the parent/guardian receiving the 20% discount withdraw membership from North Henry Baptist Church, the 20% tuition discount will be discontinued. Pastoral & missionary families may be eligible for a ministerial scholarship which can award up to a 20% discount.

- **Multiple Children**

Discounts are given to families with more than one child enrolled in North Henry Academy in the same school year. A \$150.00 discount per year off of tuition is given to all subsequent children enrolled. Sibling discounts cannot be applied to fee's.

- **Prepayment**

A 10% discount may be chosen for tuition paid in full for the year on or before July 1st. Students enrolling after July 1st, are eligible for the 10% discount if paid in full upon enrollment.

Note: Discounts may not be combined. Only one of the above discounts may be chosen per school year.

DISRUPTION OF SCHOOL

No parent may enter a classroom **unannounced at any time**. Classroom visits/observations must be pre-arranged with the teacher or administration. Parents must sign in at the office and obtain a visitor's pass.

Also, at no time will the insulting or abusing of any North Henry Academy school teacher or staff member by students or adults be tolerated. Respect and regard must be given, even in difficult or trying moments.

DRESS CODE AND UNIFORMS

BASIC UNIFORM GUIDELINES

Personal hygiene is important for all students. Being clean and neat helps the student stay healthy, feel better, and work better at school. Below are the basic uniform guidelines that apply to all grades.

- All embroidered logo uniforms should be purchased from Everyday Image
- **Approved Outerwear*** may be worn inside the classroom on cool weather days
- Non-uniform winter coats can be worn outside of the classroom during the Winter months but must be removed upon entrance into the classroom.
- Students should dress appropriately for the weather conditions
- No colored hair such as purple, blue, pink, green, etc.
- No Mohawks, coloring, or extreme hairstyles
- No man buns or ponytails for boys
- Boy's style must be neat and on the top no longer than 3-5 inches long
- Afros are not to be taller than 2 ½ - 3 inches
- Hair should not distract your vision
- Both boys and girls must have neatly styled hair
- The hair on any student should not fall below the eyebrow line when in a normal wearing position and should be conservative and attractively groomed
- Earrings (boys), body piercing, visible tattoos, excessive make-up, or distracting/symbolic (anti-Christian) jewelry or clothing will NOT BE allowed at NHA
- If inappropriate attire is worn to school, parents will be called to bring other clothes to the student

PRESCHOOL UNIFORM POLICY

Our preschool uniform policy encompasses Infant – K4.

- Shorts with words on the rear of the clothing are NOT permitted
- Clothes that are too tight, too big, or too short may not be worn
- Clothes with inappropriate writing or pictures may not be worn
- Waist and midriff must be covered at all times
- Tank tops and spaghetti straps are NOT permitted at any time
- No tears or holes in clothing at any time
- No oversized or sagging pants or shirts
- No one-piece rompers or outfits
- Closed toed shoes only, no sandals or flip flops
- Preschool students must have a clean change of clothes and undergarments available at the Academy at all times (either kept in their book bag or kept in their classroom) They must be in a Ziploc bag and labeled with the student's name
- Children that are potty training must wear easy to remove bottoms that they can manage themselves – No onesies or one-piece outfits, hard to remove buttons, etc.
- Babies and Ones should have bibs and multiple outfit changes in case of accidents
- All basic uniform guidelines must be met as well

ELEMENTARY UNIFORM POLICY

Everyday Uniform Guidelines:

Uniforms may be purchased from Everyday Image

FOR THE BOYS:

- White or maroon embroidered polo uniform shirt or maroon vest with polo or white oxford underneath
- NHA embroidered sweatshirts (not hoodies) may be worn with a polo shirt underneath
- Khaki uniform shorts or pants may be purchased from anywhere
- Brown or black belt worn with any bottoms that have belt loops
- Socks must be brown, black, maroon, or white only
- Brown leather shoes (no canvas or tennis shoes)
- Fridays = Jeans, NHA t-shirt, & athletic or tennis shoes are allowed for \$1.
- NHA Hoodies may only be worn on Fridays with an appropriate shirt underneath
- All basic uniform guidelines must be met as well

FOR THE GIRLS:

- White or maroon embroidered polo uniform shirt or maroon embroidered vest with polo or white peter pan blouse underneath
- NHA embroidered sweatshirts (not hoodies) may be worn with a polo shirt underneath
- Khaki uniform skirt, skort, shorts, capris or pants may be purchased from anywhere
- Plaid uniform skirt
- Plaid uniform jumper with white peter pan blouse

- Skirts and jumpers must be no shorter than fingertip length and you must wear shorts underneath, skirts and shorts must be fingertip length
- Brown or black belt worn with any bottoms that have belt loops
- Socks must be brown, black, maroon, or white only
- Brown leather Sperry-type shoes or Black Mary Janes (no canvas or tennis shoes)
- Any hair item must be maroon, khaki, or white only - Everyday Image hair items are acceptable
- Fridays = Jeans, NHA t-shirt, & athletic or tennis shoes are allowed
- All basic uniform guidelines must be met as well

OUTERWEAR:

- Maroon or Grey Cardigan (embroidered with the NHA emblem/logo) -- V-neck or Crew
- Maroon Fleece Vest or Jacket – Embroidered with NHA emblem/logo
- Maroon or White **Crew Neck** Sweatshirt with polo underneath – Embroidered with NHA emblem/logo (not hoodie style)

MIDDLE AND HIGH SCHOOL UNIFORM POLICY

HAIR STYLES:

- Hair must be neat, well kept, & not distract from vision.
- Hair may be dyed a natural hair color or highlight.
- Boy's style must be no longer than 3-5 inches on top and afros are not to be taller than 2 ½ - 3 inches.

FOR THE BOYS:

- Any color or business casual style pant they want as long as it's not denim or workout pants/material.
- Collared shirt (either a pullover polo style or button-down dress shirt)
- **Crew Neck** Sweatshirts are permitted with polo underneath.
- No writing or images are allowed on any shirt, sweatshirt, or outerwear.
- Any conservative color closed toe shoe is allowed.
- PE uniform shirt & shorts must be worn along with athletic socks and shoes.
- Fridays = Jeans & NHA t-shirt are allowed for \$1. NHA hoodies are only allowed to be worn over an appropriate shirt.
- Chapel wear (Black polo or button dress shirt embroidered with white NHA emblem/logo, khaki pants, black belt & leather shoes) must be worn on chapel days.

FOR THE GIRLS:

- Any color or loose-fitting business casual style pant they want as long as it's not denim, leggings, lycra, or workout pant material. Skirts must be no shorter than 2" above the knee.
- Any color or style shirt or blouse to match their pants....no t-shirts or spaghetti straps.
- **Crew Neck** Sweatshirts are permitted with polo underneath
- No writing or images are allowed on any shirt, sweatshirt, or outerwear.
- Any conservative color closed toe shoe is allowed.

- PE uniform shirt & shorts must be worn along with athletic socks and shoes.
- Fridays = Jeans & NHA t-shirt are allowed for \$1. NHA hoodies are only allowed to be worn over an appropriate shirt.
- Chapel wear (Black polo or button dress shirt embroidered with white NHA emblem/logo, khaki pants or skirt, black belt & leather shoes) must be worn on chapel days.

Outerwear worn in the classroom doesn't have to be embordered but must be black, white, or maroon.

Old uniforms are acceptable for both every day in the classroom & for chapel.

DROP OFF/DISMISSAL

Please consult the separate COVID-19 policy manual for changes to drop off and dismissal.

Infants – K4 students, follow the small white paw prints to the drop off and dismissal area.

Infants – K1 students should be dropped off and picked up in their classroom on the preschool hall.

Students K2 – K4 will be dropped off at the multipurpose room on the preschool hall before 7:45am or dropped off in carline from 7:45 until 8:00am.

K2 – K4 classes dismiss from 12:00-12:15. Students will be dismissed in car line only. If your child is not enrolled in extended care you will be charged \$10.00 for any portion of an hour after 12:15 p.m., and after the 3rd occurrence, the \$85.00 registration will be applied to that student's account.

Students K5-5th grade will be dropped off and dismissed through the Chapel car line. NO EXCEPTIONS. Follow the white paw prints.

Elementary classes dismiss from 3:00-3:15. Students will be dismissed in car line only. If your child is not enrolled in extended care you will be charged \$10.00 for any portion of an hour after 3:15 p.m., and after the 3rd occurrence, the \$65.00 registration will be applied to that student's account.

Students 6th - 11th grades will be dropped off and dismissed at the side gym door under the overhang. Follow the maroon paw prints.

Middle and High School classes dismiss from 3:30-3:45. Middle school students will be dismissed in car line only. If your MS student is not picked up and doesn't have a scheduled place to be (sports practice, tutoring, etc.) and is not enrolled in extended care you will be charged \$10.00 for any portion of an hour after 3:45 p.m., and after the 3rd occurrence, the \$65.00 registration will be applied to that student's account. HS students will need to have a purpose to stay on campus after school hours. Pre-approval from Mr. Hassert & parents is required to stay in the HS areas.

Students needing to leave school early must be checked out by a parent or authorized adult in the school office by 2:30 p.m., no checkouts between 2:30p.m. to 3:15p.m. For safety reasons, teachers will not be permitted to release a child from the classroom without authorization from the school office. Adults (other than the parent/guardian) who check a student out must be listed on the student's current release form. Identification will be required by teachers and other school personnel at any time. Thank you for your cooperation as we strive to preserve the safety of our school community.

EARLY DISMISSAL

School will dismiss at 12:00 pm on the last day of school in December and May.

EARLY DROP OFF

Early drop off is for working parents who need to get to work first thing in the morning. This program is a service for which parents must register their children to participate. Please register in the school office. There is no charge for early drop off. Early drop off begins at 7:00 A.M.

EMERGENCY MEDICAL PROCEDURES

If an accident occurs involving a student, every effort will be made to contact the parent of the student and to take action at the parent's direction. If a parent cannot be contacted, school administration will take whatever means necessary to preserve the health of the child.

EXTENDED CARE POLICIES

This service is offered on a first-come, first-serve basis because of state regulations on space.

Parents are required to pay a monthly tuition for afternoon care. This program begins immediately following school and is available until 6:00 P.M. A \$25.00 late fee will be charged after 6:00 P.M. for the first 15 minutes and \$50.00 after that time period. Activities for this program are directed by school employees and are designed to provide care for the children of working parents.

Students are released only to persons who are authorized to pick them up as indicated on the enrollment application. If someone other than the authorized persons listed on the enrollment application is going to pick up a student, prior written permission is required stating the name and telephone number of the person who will pick up the student. All persons picking up students may be required to present photo identification.

There will be no extended care on days that NHA is not in session.

FIELD TRIPS

Due to the safety issues involved in transporting children K4 and under, NHA will only be able to provide in house field trips. These programs will be done at the school by people of interest groups chosen by the administration. For all other grade levels, educational field trips will be selected by the teacher and administration.

Educational field trips to nearby locations are scheduled by elementary, middle, and high school teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents are allowed to attend a field trip by invitation only. Siblings are not allowed.

A "*Field Trip Agreement*" must be signed by the student's parent/guardian and turned in with the packet at the time of registration. This form applies to all approved filed trips and may be used in the event that your child must be transported for emergency reasons.

FIRST DAY OF SCHOOL

Your child's first day of school is monumental. Please document this with a photo of your student; however, do not linger in or outside the classroom so that your child may quickly transition into the learning environment.

GRADING SYSTEM (Elementary, Middle, and High School)

The school year is divided into four nine-week periods. Using our online grading system, parents may review student progress at any point during the grading period on Gradelink. Progress reports are sent home halfway through each semester. Semester grade reports will be issued two times per year at the end of the first and second semesters.

Parents are encouraged to schedule conferences with teachers to discuss a student's progress at any time during a grading period. A paper report card will be issued at the end of the year and will be mailed or sent home. Grades will be recorded as follows:

K4 Students are evaluated on an individual basis throughout the year.

Kindergarten - A+ - D

Middle & High School

		Quality Points
A = 90 -100	(Excellent)	4.0
B = 80 - 89	(Good)	3.0
C = 74 - 79	(Satisfactory)	2.0
D = 70 - 73	(Poor)	1.0
F = Below 70	(Failing)	0.0

Conduct Grades: S = satisfactory, N = needs improvement, U = unsatisfactory

GUM CHEWING

There is to be **no** gum chewing during school hours.

HEAD LICE

Due to the fact that head lice are so easily spread from one student to another, any student who has head lice will be sent home and cannot return to school until the student's parent can show proof of effective treatment. The student's hair must be completely free of **all** lice and **all** nits (eggs). **This is determined solely by the administration, not the parents.** If head lice becomes a reoccurring problem, clearance from the health department or doctor may be necessary.

HEALTH AND FIRST AID

In the event a student becomes ill or is injured at school, the parent/guardian will be called to arrange the pickup of the child by an authorized person within one hour. Symptoms of illness include a fever of 100.4 degrees or higher, vomiting, diarrhea, undiagnosed rashes, pinkeye, and lice. Children with any of these symptoms may not remain at school or return to school for a 24-hour period. Also, if the administration determines that a child is too sick to be at school, the parent will be called to pick him/her up immediately. The school will issue a Health Concern Form for readmittance to class.

Students will go outside daily as weather permits. Students should be dressed accordingly. **Parents/guardians should not ask for students to be kept inside, since there will not be proper supervision when students are at PE/recess unless there is a legitimate medical issue. As a general rule, students too sick to go outside should be kept at home.**

HISTORY

North Henry Academy began in 1991 as a ministry of North Henry Baptist Church with 75 students. It experienced its strongest growth between 1992 - 1994 when enrollment doubled. North Henry Baptist Church then agreed that God was leading the academy ministry to expand with elementary grades and middle school. Now, after our 25th year, the Lord is again challenging the Academy to expand its outreach in the creation of a High School.

God has blessed us with a wonderful student body and cooperative families. Together, we are praying that the Academy will be a ministry of learning that will exalt God the Father, magnify the Son, and rely on the Holy Spirit for guidance.

HOMEWORK PHILOSOPHY 1st – 12th

We do request parent's full cooperation in seeing that the assignments given each night are completed.

The average student should spend the following amount of time on his homework:

1st - 30 min., 2nd - 40 min., 3rd - 45 min., 4th - 50 min., 5th - 55 min., 6th - 12th - 20-30 minutes per subject assigned.

Homework must be complete, on time, and written properly. The only acceptable excuses for incomplete homework are the student's illness or an emergency, explained in a written note, which prevented the homework from being finished.

Kindergarten and elementary teachers will send home a folder each week containing the student's completed assignments and a form to be signed by the parent(s) after reviewing the child's work. This folder is to be returned to the teacher on the next scheduled school day. Parents are encouraged to praise their child's work.

HONOR ROLL AND NON-ACADEMIC AWARDS

As of the first Friday in May, students who have an overall 4.0 GPA for the year are placed on the A Honor Roll. Students who have an overall 3.0 GPA or greater for the year are placed on the B Honor Roll. During End of Year Awards Assembly, students with an overall GPA of 4.0 and 3.0 or greater will receive an award of recognition. Highest GPA, the Lion Award for character, and other meaningful awards and certificates are also awarded at the NHA Awards Ceremony at the end of the school year.

INCLEMENT WEATHER

In the event of inclement weather, parents and students should tune their radios and televisions to local stations or channels for reports of school closings. If NHA is not specifically listed, note the status of the Henry County School System, as we will follow the procedure of the local public schools. During poor weather conditions the school may: 1) dismiss early, or 2) close for the day.

KINDERGARTEN GRADUATION

The kindergarten classes (K5) of NHA take part in a graduation ceremony each year. At this time, we ask our students' families and friends to join us as their students present a special program.

A graduation fee of \$50.00 was included in K5 registration. (No student will graduate unless tuition and all fees are current.)

The parents of graduating kindergartners will receive detailed information during the second semester of the school year.

LOST AND FOUND

Students are responsible for their personal property; the school does not accept any responsibility for lost items. All personal items used at school should be clearly marked with the student's name. Please check the Lost and Found Box located in the gym.

Lost articles, which are not claimed within a reasonable time, will be given away.

LUNCH AND SNACKS

North Henry Academy complies with all local and state regulations regarding school lunch service. Our lead staff is trained in ServSafe methods which are faithfully practiced in our school's kitchen. Our facilities are regularly inspected and graded by state officials. Our goal is to provide quality meals at affordable prices for our students and staff. We offer a hot lunch program for all elementary and middle school students, as well as preschool children who stay for extended care. Children also have the option of bringing a lunch from home. No microwaveable items please.

Lunch costs \$4.50 per day including a beverage and is optional. A menu is sent home monthly for you to choose what days your student will purchase lunch and it will be billed monthly on the 20th through FACTS Incidentals. Each menu will have a return deadline, if the menu is not returned on time there will be a higher cost per lunch that is charged and will be noted on the menu. Day of add on lunches are for EMERGENCIES ONLY and will be charged to your FACTS account the following month at a higher cost per lunch. The Emergency Lunch will consist of a ham and cheese sandwich, chips, fruit, vegetable, and milk.

Carbonated beverages may be available for purchase for school fundraisers on selected Fridays. We ask parents to avoid packing drinks colored with red dye which are known to contribute to focus and/or health concerns.

Preschool children will need to bring one healthy snack for morning snack time and one more for an afternoon snack if they stay for extended care past 3:00pm. Please also send a bottle of water daily. It is best if the snacks are kept healthy and simple. Lunch is offered for all preschool students for a fee or they must bring a lunch from home. They may purchase the main entrée or a snack to accompany their lunch from home, but cannot eat a "snack lunch" purchased from the lunchroom, i.e. just eating a slice of pizza and pickles for lunch or fries and carrots. Our hope is to partner with parents in providing all students with nutritious and healthy lunches.

Examples of healthy snacks:

- Pretzels
- Yogurt
- Graham crackers
- Raisins
- Grapes (cut length wise), apple, banana, orange
- Whole-grain crackers
- Cheese stick
- Granola bar

Healthy snacks promote good health and focus.

Additional items may be available to be purchased for a minimal cost as add-ons at the counter:

- Side Salad, Fruit of the day, Veggie of the day, Juice, Ice Cream, and Candy
- White Milk
- Extra main entrée with Hot Lunch
- Extra main entrée without Hot Lunch

*This is not guaranteed, and options may vary.

Students need to be courteous and display proper table etiquette while in the lunchroom. The lunchroom should be kept neat and clean at all times.

MEDICATION

If your child is sick, has a fever, or is contagious, please keep them home. If medicine needs to be administered, you must come to the office and complete a *Medicinal Form*. You must provide the prescription number and dispensing instructions, and sign and date it. Medicine can only be dispensed with written medical instructions or, in the case of non-prescription medicine, instructions from parents. All

medicines (prescriptive and non-prescriptive) must be dispensed from the original container. Please mark student's name clearly on non-prescriptive medicine bottles. Forms for medicines must be renewed every two weeks.

PARENT-TEACHER CONFERENCE

All NHA teachers appreciate and encourage parent conferences. Please, email the teacher directly to set up a conference or leave a message with the school office and the teacher will return your call by the end of the next business day to set up an appointment. Please, avoid conferencing with your child's teacher during car line. Also, children who require support will have more frequent conferences requested by parents or teachers as needed.

Teachers will not be allowed to leave a classroom during their regular instruction hours to take phone calls. Any parent wishing to speak to a teacher must leave a message and the teacher will return his/her call.

PARTIES

Parents may send refreshments for a class to honor their child's birthday; the refreshments can be served during morning snack time or at lunch. Birthday parties cannot be held during regular instruction hours. Please check with the teacher to accommodate students that have a diet or allergy restriction.

***Special note: Due to COVID-19, only pre-packaged or store prepared items may be sent.**

We invite parents to participate in our Christmas and End of the Year parties. We encourage parental participation in the organization and preparation of class parties.

Note:

Christmas – As a Christian school, North Henry Academy does not emphasize the secular celebration of the Christmas season (Santa Claus) but neither does the Academy offend children or parents/guardians who choose to celebrate in this way at home. As a school, North Henry Academy emphasizes only the spiritual aspect of Christmas, and seasonal classroom activities generally include the Christ Child. Christmas parties are planned with this in mind.

Easter – An Easter celebration party is held on the date directed by the administration. Again, as a Christian school, North Henry Academy does not emphasize the secular celebration of the Easter season (Easter Bunny) but neither does the Academy offend children or parents/guardians who choose to celebrate in this way at home. Seasonal activities and programs in the school at this time of year emphasize the risen Savior as much as possible.

PINKEYE

The current policy at North Henry Academy is that no student may remain at school with red or matted eyes unless he/she brings a statement from the doctor or the Health Department saying that he/she is under treatment and is not contagious or is just dealing with allergies. This is in the best interest of all students at North Henry Academy.

PLEDGE OF ALLEGIANCE AND AMERICAN FLAG

To encourage good citizenship and show our patriotism for God and country, all NHA staff and students will honor and respect those who have served our country, past and present, by standing and placing their right hand over their heart for the Pledge of Allegiance to the Flag and the National Anthem.

REFUNDS

Should a student need to withdraw once registration is complete, registration, books, and technology fees will be due before the withdrawal process can be completed and cannot be refunded or transferred. Exception: Military transfers with a copy of transfer orders.

REGISTRATION CHECKLIST

Preschool

In completing Registration for each student, the following items are needed:

- Enrollment Packet & Fees
- FACTS Account set up
- Copy of Birth Certificate
- Immunization Form 3231

Elementary, Middle, and High School

In completing Registration for each student, the following items are needed:

- Enrollment Packet and fees
- FACTS Account set up
- Immunization Form 3231
- Eye, Ear, and Dental Form
- Copy of Birth Certificate
- A social security number for all High School students
- A student email address that is not the parents that the student will keep for years to come
- Copies of past school records, i.e. report cards, ITBS test records

SCHOOL HOURS

Office Hours

The school office is open from 7:30 A.M. until 4:00 P.M., Monday through Friday; it is closed on holidays and on days during the school year when school is out.

School Hours

K2-K4 Classes	8:00 A.M.- 12:00 P.M.
Elementary	8:00 A.M. – 3:00 P.M.
Middle & High	7:45 A.M. – 3:25 P.M.

SCHOOL SUPPLIES

Parents are responsible for all school supplies, see list in registration packet or online.

TEACHERS

All teachers must be born-again Christians in compliance with the Statement of Faith of North Henry Ministries. They are required to participate in specialized training dealing with the curriculum, first aid/CPR,

health safety, and other courses (at the discretion of the administrator). North Henry Academy believes that God has given the responsibility for a child's education to his/her parents/guardians. As a school, North Henry Academy serves to assist parents/guardians in this task. In order to support the education process and be an encouragement to the student, parents/guardians are asked to take an active part in the North Henry Academy program. As in any activity that children undertake, the interest and involvement of parents/guardians has a tremendous positive influence on the student's performance.

TECHNOLOGY / SOCIAL NETWORK

Technology will be permitted in the classroom or in any elective with the teacher's permission. This may be used with cellphones, tablets or laptops. Students will sign a Technology Use Policy that covers all areas of the school.

Any communication that takes place using cell phones, email, and internet that contains inappropriate language, communication regarded as bullying, and/or inappropriate content/pictures/messages, will be addressed by administration in line with NHA discipline policies.

TRANSCRIPTS

Transcripts and other information from a student's permanent records will be released by NHA to educational institutions in compliance with their admissions requirements only upon receipt of a written request or consent from the student's parents. Also, all school accounts must be current.

Transcripts of a student transferring from another school will be considered on an individual basis.

TRANSPORTATION CHANGES

Any changes made in the way a student usually goes home from school may not be made unless the NHA office receives a phone call from the parent or guardian or a signed note from home. Any student planning to take a fellow student home from school must also present written permission to the office.

TUITION & PAYMENT POLICIES

North Henry Academy tries to keep tuition rates low. The school does not receive governmental assistance with tuition and is not subsidized by outside organizations. Prompt payment of tuition is vital and essential to the ongoing operation of NHA. All payments must be paid through the FACTS account (fees may apply).

Student Registration Fees (Non-refundable and Non-transferable) are between \$50.00 - \$400.00 based upon age of student and timing of registration.

Parents must set up an account with FACTS Management. You can go online to sign up at <https://online.factsmtg.com/signin/3SJJR>. Please set up your account with either the **Yearly Agreement** or the **Monthly Agreement**. You are not officially registered until your FACTS account has been set up. **Returning Students FACTS accounts will be auto renewed with the same plan as the previous year.** If you would like to make a change to that plan, please contact the school office to make those changes before finalization. A yearly \$50 fee will be charged for the monthly agreement and a \$20 fee will be charged on the yearly agreement. The fees are paid directly to FACTS and will be billed once your account has been finalized by the office. Due to the amount of time invested and commitments made based on enrollment, the first month's tuition payment is **NON-REFUNDABLE** should the student be withdrawn for any reason. Also, if a student withdraws mid-year, the full month tuition for the month of withdrawal is due regardless of the date of withdrawal and all additional fees will be immediately due at the time of withdrawal and will prevent records and report cards from being released.

Tuition may be paid with our yearly agreement with payment in full due by July 5th or with our monthly agreement in twelve equal payments. If you sign up for the yearly agreement and payment is not made by

July 5th, your agreement will be changed to a monthly agreement, the discount removed, and the extra FACTS fee will be billed. The twelve payments listed above are approximate and will be calculated by FACTS when your agreement is finalized. The twelve payments will be auto drafted on the 5th of each month with the first payment due on June 5 and the last payment will be due on May 5. If the tuition auto draft is unsuccessful, a \$30.00 NSF fee will be charged from FACTS and a \$25.00 late fee per student will be added to your account from NHA. If tuition and late charges are not paid in full by the 15th day of the month, your child will be dismissed from school. All fees must be paid in full by cash or money order for your child to be able to return. **Subsequent late charges may be applied.** FACTS will attempt to redraft the payment 15 days after the original due date.

NO ACCOUNT will be allowed to become overdue beyond the 15th of the month.

Separate invoices will be sent through FACTS for incidental expenses not included in your payment plan balance. The incidental expenses will be for lunches, sports fees, field trips, and other incidentals that come up throughout the year. They will be billed as needed and you will be informed when an incidental is billed. These fees will be due on the 20th of each month, paid through FACTS. A late fee of \$5/month will be added to any incidental bill that is not paid on time. At the end of the school day, if a student is not enrolled in extended care and is not picked up by the allotted time for their grade, the student will be sent to Extended Care and their account will be charged \$10 per hour for any portion of an hour that they are in EC. After the 3rd occurrence, the students account will be charged the EC Registration Fee.

Lunch costs \$4.50 per day at NHA and is optional. A menu is sent home monthly for you to choose what days your student will purchase lunch and it will be billed monthly on the 20th through FACTS Incidentals. Each menu will have a return deadline, if the menu is not returned on time there will be a higher cost per lunch that is charged and will be noted on the menu. Day of add on lunches are for EMERGENCIES ONLY and will be charged to your FACTS account the following month at a higher cost per lunch.

If there is a time when you are writing a check to NHA, please make all checks payable to “North Henry Academy” or “NHA”. **NHA does not accept postdated check for any reason.**

VISITORS

North Henry Academy is always happy to have visitors, but it is important to be careful not to disturb the academic climate of the classroom. Therefore, it is the policy of our academy that parents/visitors must stop by the office, state the purpose and intended length of the visit. If it is determined that such a visit will not interrupt the academic teaching of the classroom, a visitor's pass will then be given.

The staff at North Henry Academy is instructed to send anyone that they see in the building without a visitor's pass to the office to sign in.

*Please refer to the COVID policy for changes during COVID-19.

VOLUNTEERS

Parents/guardians are encouraged to volunteer to help in a variety of ways and families are required to serve 15 hours per school year. This includes, but is not limited to, chaperoning field trips and assisting with class parties. Other opportunities are available from time to time and parents/guardians should complete the NHA *Parent Volunteer* form and the *Service Hours Log* in order to get credit for their hours.

WHAT NOT TO BRING TO SCHOOL

Pre-school children should avoid bringing the following items to school:

- Pacifiers (OK for age 1 and under)
- Personal toys (Subject to teacher's discretion; however, discouraged due to potential loss or breakage)
- Blankets (Permissible, if they are for infants or Preschoolers staying for Extended Care; however, they must stay in their backpack until nap time)

Elementary students should avoid bringing the following items to school:

- Personal toys (Bay Blades, etc.)
- Phones & technology devices (unless instructed to do so)

Middle and High School students should avoid bringing the following items to school:

- Money or personal items of value
- Any items for pranking students or teachers
- Weapons of any kind

Individual teachers must approve any above items being brought to class for "Show and Tell" or used as project illustrations.

WITHDRAWALS

All withdrawals from school must go through the school office. If the withdrawal of a student happens after registration is complete, registration fees, book fees, tech fees, and sustaining fees are non-refundable and due immediately. When parents withdraw a student at any time after school has started, tuition through the end of the final month that the student attends, all fees, and incidental costs are non-refundable and due immediately. **School records and report cards will be held until your account is paid in full.**

STATEMENT

The NHA Student Handbook is subject to change at any time and any updated paperwork or policies that are newer will override what is written in this handbook. Parents are responsible for making sure that they are up to date on the latest policies and procedures. If a change is made, parents will be notified with an email and an updated copy will be posted to the website.

A separate COVID-19 policy manual will override anything in this handbook.

Updated 7/28/20