

THE SCHOOL

AT HIGHER GROUND

PARENT/STUDENT HANDBOOK

Table of Contents

Table of Contents	2
OVERVIEW OF THE SCHOOL	5
OUR PHILOSOPHY	6
STATEMENT OF FAITH	7
OVERVIEW	8
DISMISSAL AND EARLY DISMISSAL	8
PARENT-TEACHER MEETINGS	8
SCHOOL COMMUNICATIONS	8
VISITS OF PARENTS OF DIVORCED/SEPARATED FAMILIES	8
NON-DISCRIMINATION POLICY	8
ORGANIZATION	9
PREKINDERGARTEN (K4) AND KINDERGARTEN (K5)	9
THE SCHOOL: FIRST-FIFTH GRADE	9
HOURS OF OPERATION	10
BEFORE AND AFTER SCHOOL	10
EARLY STAY: ARK	10
SCHOOL VERSE	10
SCHOOL COLORS	10
POLICIES	10
CHILD ABUSE	10
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	10
SOLICITATIONS & PETITIONS	11
CLOSED CAMPUS POLICY	11
PROCEDURES	11
PARENT EMERGENCY GUIDE	11
PARENT RESPONSIBILITY DURING A LOCKDOWN	12
ACADEMICS AT THE SCHOOL	12
GRADING SYSTEM	12
TRANSCRIPTS	13
REPORT CARDS AND PROGRESS REPORTS	13
INCOMPLETE GRADES	13
INCOMPLETE GRADES DUE TO ILLNESSES	13
PROMOTION AND RETENTION	13
ACADEMIC PROBATION	13
NEW STUDENT MONITORING PERIOD	14
ACADEMIC TESTING	14
STANDARDIZED TESTING	14
FIELD TRIPS	14
ATTENDANCE AT THE SCHOOL	14
K4-5th GRADE	14
PRE-ARRANGED ABSENCES	15
EARLY DISMISSAL	15

DISMISSAL DUE TO FAMILY EMERGENCY	15
DISMISSAL DUE TO ILLNESS OR INJURY	15
MIDDAY DISMISSAL	16
TARDY POLICY	16
CONDUCT AND BEHAVIOR	16
STUDENT STATEMENT OF HONOR	16
CONDUCT	16
COOPERATION	16
INTEGRITY	16
LIBRARY BOOKS	17
LOCKERS	17
POSTERS	17
PHYSICAL CONTACT	17
ACADEMIC INTEGRITY	18
VIOLATIONS OF ACADEMIC INTEGRITY	18
HONOR CODE	18
ACADEMIC HONOR CODE	18
CONDUCT HONOR CODE	18
VIOLATIONS OF THE HONOR CODE	18
SECOND OFFENSE	19
CONFLICT RESOLUTION	19
RESOLUTION PROCEDURES	19
DISCIPLINE	20
CLASSROOM MANAGEMENT	20
EXPULSION	20
HARASSMENT AND BULLYING	21
DRESS CODE	21
PARENTAL RESPONSIBILITY	21
MISCELLANEOUS	21
K4-5TH GRADE STUDENTS	21
DRESS CODE VIOLATIONS	22
FIELD TRIPS	22
PERSONAL DEVICE POLICY	22
SCHOOL LIFE	22
TEACHER COMMUNICATION	22
LUNCH PROGRAM	22
HEALTH RELATED ISSUES	23
COMMUNICABLE DISEASES	23
EMERGENCY RECORDS	23
IMMUNIZATION RECORDS	23
INCIDENT REPORTS	23
MEDICATIONS	23
MEDICATION POLICY	23

Prescription oral medicine can only be given by written permission and from the original container. Parents must walk medication into the Office and sign it over to the office staff for dispensing to your child (Students should never bring medications to school in lunch boxes or any other container. This includes throat lozenges.)	23
A Medication Form with dispensing instructions must be obtained from the office. Medications, when dispensed, are recorded by office personnel.	24
OVER-THE-COUNTER MEDICATION	24
PRESCRIPTION MEDICATION	24
LONG TERM MEDICATION	24
MEDICATION ERRORS	24
Emergency Medical Plan	24
SAFETY POLICIES & PROCEDURES	24
PHOTOGRAPHS AND PUBLICITY	25
BIRTHDAYS	25
NON-SCHOOL PARTY INVITATIONS	25
TEACHER RECOMMENDATIONS	26
BEST FIT POLICY	26
SCHOOL BAGS	26
MONEY SENT TO SCHOOL	26
ADMISSIONS	26
POLICY	26
ADMISSIONS PROCESS	27
APPLICATION	27
ADMITTANCE	27
FAMILY INTERVIEW	27
ENROLLMENT PACKET	27
K4, K5	27
TRANSFER CREDITS	27
RE-ENROLLMENT	27
WITHDRAWALS/DISENROLLMENT	27
FINANCIAL, TUITION, AND FEES	28
POLICIES	28
PAYMENT PLANS	28
LATE PAYMENTS	28
PAST DUE POLICIES	28

OVERVIEW OF THE SCHOOL VISION

ACADEMIC EXCELLENCE WITH CHRISTIAN VALUES

MISSION

*OUR MISSION IS TO PROVIDE SPIRITUAL AND
ACADEMIC OPPORTUNITY FOR ALL OF GOD'S
CHILDREN IRRESPECTIVE OF RACE, COLOR, OR
FINANCIAL ABILITY*

PARENTS AS PARTNERS

Christian education requires a partnership between THE SCHOOL, parents, and the students. THE SCHOOL, its faculty, and staff must depend on the parents if we are to accomplish our mission and glorify God. We ask all parents to support THE SCHOOL and pledge full cooperation with our mission and vision as well as its policies, practices and goals.

OUR PHILOSOPHY

WE SEEK TO PROMOTE THE STUDENT'S ACADEMIC, SPIRITUAL, SOCIAL, EMOTIONAL, AND PHYSICAL DEVELOPMENT. EXCELLENCE WILL BE ACHIEVED THROUGH QUALITY INSTRUCTION AND CHRISTIAN STANDARDS. CHALLENGING EXPECTATIONS WILL INCREASE INDIVIDUAL PERFORMANCE. THE SCHOOL WILL PROVIDE A SUPPORTIVE LEARNING ENVIRONMENT TO BEST DEVELOP THE INTELLECTUAL AND CREATIVE GIFTS OF EACH STUDENT IN A WAY PLEASING TO THE LORD. WE SEEK TO ESTABLISH PERSONAL RELATIONSHIPS WITH STUDENTS AND PARENTS TO PROMOTE RESPECT, DIGNITY, INTEGRITY, AND ACCOUNTABILITY AMONG FACULTY, STAFF, PARENTS, AND CHILDREN.

STATEMENT OF FAITH

The School of Higher Ground Baptist Church and its ministry base all that we do on this Statement of Faith in order to honor and bring glory to our Lord and Savior, Jesus Christ.

WE BELIEVE:

That the Bible is the inspired, infallible and authoritative word of God.

That there is one God existing in three persons: Father, Son and Holy Spirit.

WE BELIEVE:

In the deity of Jesus Christ; His virgin birth and sinless life.

In His miracles and His atoning death on the cross for the sins of mankind.

In His bodily resurrection and ascension to the right hand of God the Father and we believe He will return in power and glory.

WE BELIEVE:

That all men have sinned and have fallen short of God's aspirations and face judgment.

That Jesus Christ is the answer, the only way of salvation.

That repentance of sin and faith in Jesus Christ brings regeneration by the Holy Spirit.

That same Holy Spirit indwells and enables all of God's children to live a life more pleasing to our Lord.

WE BELIEVE:

That all true believers are united as members of His body, the Church, under the leadership of Jesus Christ.

That all Christians have been commissioned and empowered to engage in sharing the message of salvation by grace through faith in Jesus Christ.

That all Christians, being empowered, have a duty to help others grow in their knowledge of and service to their Lord and Savior, Jesus Christ.

That we pray constantly, serve our Lord and His Church and submit our lives to His leadership.

That all human life is sacred from conception until its natural end.

That monogamous marriage between male and female was instituted by God as the family foundation and the basic structure of human society.

That in all we say and do, our Lord and Savior, Jesus Christ, deserves our very best as we continue His ministry until He returns and bring honor and glory to His name.

OVERVIEW

DISMISSAL AND EARLY DISMISSAL

No student will be released to any person other than a custodial parent unless written permission is first given to THE SCHOOL by the custodial parent, or a valid, legally-binding document granting release to someone other than the custodial parent is on file with THE SCHOOL. A parent cannot ask the school to withhold release of his or her child to the other parent or parent's representative without legally binding documentation.

PARENT-TEACHER MEETINGS

THE SCHOOL will provide separate parent-teacher conferences for custodial and non-custodial parents if requested and if the school is notified within a reasonable period of time.

SCHOOL COMMUNICATIONS

It is the custodial parent's responsibility to communicate to THE SCHOOL what school information (newsletters, activities, report cards, etc.) will be shared with the non custodial parent.

VISITS OF PARENTS OF DIVORCED/SEPARATED FAMILIES

THE SCHOOL is responsible to the individual who has legal custody of the student. Any deviation to this policy must be submitted in writing and filed with the student's records by the person having legal custody. If another individual wishes to have any information regarding a student (copies of report cards or other records of the student's performance, a conference, etc.) the individual with legal custody is to be notified prior to any arrangements being made by the requestor.

NON-DISCRIMINATION POLICY

THE SCHOOL admits students of any ethnicity, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. THE SCHOOL does not discriminate on the basis of ethnicity, color, biological gender, national or ethnic origin in the administration of its educational policies, scholarship, and school administered programs.

ORGANIZATION

The Board of Trustees is a policy recommending and strategic planning board and does not typically involve itself in daily school administration. THE SCHOOL stands upon the foundations of Biblical truth and is supported by academics, fine arts, and service.

PREKINDERGARTEN (K4) AND KINDERGARTEN (K5)

THE SCHOOL's comprehensive education is age appropriate and based on solid child development principles. It addresses the child's development in the following areas: spiritually, socially, emotionally, physically, and cognitively. In our setting, along with the established curriculum, the student will have a stable environment and the opportunity to:

- Learn to work and play with others.
- Develop large and small muscle dexterity.
- Receive stimulation for creative mental development.
- Learn to deal with emotions in a developmentally appropriate fashion.
- Develop an understanding of God, Christ, loving, sharing, and other Christian values.

We believe that play, small and large group activities, inquiry-based instruction, and project-based learning are among the primary mediums for a child's learning. The SCHOOL provides a group setting in which the child can feel secure and can separate easily from parents.

The beginning of school should be a safe, fun, and age-appropriate educational experience. The School offers these experiences and more in a Christian environment with hours to meet the needs of all families. Students will be loved and nurtured by teachers who recognize that children develop differently, acknowledging that every child will go through a cycle of developmental stages, but at a rate and pattern of growth particular to him or herself.

THE SCHOOL: FIRST-SIXTH GRADE

THE SCHOOL consists of our Kindergartens and 1st-6th Grades. In an effort to cultivate a successful school experience, faculty and staff members integrate Christian principles and a Christian worldview throughout all aspects of the school day. We believe that God uniquely designed each child; therefore, all learn differently, and our desire is to embrace these differences. Through a combination of collaborative and creative teaching, we embrace learning through developmentally-appropriate activity, technology, and traditional teaching.

HOURS OF OPERATION

Office Hours: 7:45-2:45

THE SCHOOL Hours: 8 AM – 2:30 PM

Morning Carpool*: 7:45- 8 AM

Afternoon Carpool*: 2:15-2:30 PM

*Carpool information will be provided to parents prior to the school year.

BEFORE AND AFTER SCHOOL

The ARK provides daily before and after school care. This is separate from the School and fees are charged for this service and registration is required. Fees schedule and registration forms are available in their office.

EARLY STAY: ARK

Students enrolled in the before and after school program may arrive at 6:30 AM and will be escorted to class at 7:40. Those students enrolled in the after school program may remain at school until 6 PM.

SCHOOL VERSE

I can do all things through Christ who gives me strength. (Philippians 4:13)

SCHOOL COLORS

The school colors are red, white, and blue.

POLICIES

CHILD ABUSE

Employees are obligated by law to report any incidents of suspected child abuse directly to the THE SCHOOL administration. In the event that such a report is made, administration will notify the Department of Social Services, and an investigation may be conducted by the school and governmental authorities. The reporting individual is immune to any civil consequences and/or liability insofar as they follow procedure.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Throughout the school year, THE SCHOOL may release for publication a student's name, class, participation in officially recognized activities, and sports, degrees, and honors awards without the consent of the student or parents. Under FERPA, parents have the right to inform the school within a reasonable time that they do not wish certain information to be released without prior consent.

SOLICITATIONS & PETITIONS

No solicitation or petition of any kind will be permitted on THE SCHOOL's property at any time for any reason. Exceptions may be made only at the discretion of the administration. Failure to abide by this policy may result in legal action and/or harassment charges against the offending person(s).

CLOSED CAMPUS POLICY

THE SCHOOL operates as a closed campus during regular school hours. This means that once the school day has begun, no student may leave THE SCHOOL property unless accompanied by a

parent, by parental consent, or in attendance of a school-sponsored event. A closed campus also means that no visitor may be present on school grounds unaccounted for or unsupervised for any reason. This applies to anyone not attending or not employed by THE SCHOOL.

PROCEDURES

The following safety procedures will ensure that all students are afforded the most secure, distraction-free learning environment possible, and your compliance is appreciated. THE SCHOOL requires that any visitor to our campus, including parents of current students, adhere to the following procedures during regular school hours, regardless of the nature of the visit.

- Make your presence known by signing in with the front office.
- Identify yourself by displaying your name on an official visitor tag during your visit.
- Be accompanied by a school personnel member or appropriate designee while on campus.
- Give notice of your departure by signing out with the front office at the conclusion of your visit.

PARENT EMERGENCY GUIDE

THE SCHOOL has taken every step to ensure the safety of all students, including limited access door locks, emergency bar exits on all exterior doors, fire suppression equipment in the kitchen, alarm systems, smoke detectors, and security cameras. In spite of these precautions, there could arise a situation in which THE SCHOOL would have to be locked down. THE SCHOOL strives to keep the students, faculty, and staff safe while they are on campus. Parents and students should be familiar with all emergency procedures and comply in case of a school lockdown. In the event of a lockdown, the police will work together with the staff to ensure the safety of everyone on campus. Once the situation has stabilized, parents will receive information in the following ways:

- An email notification will be sent to all families
- General information may be posted to THE SCHOOL's Facebook page and/or ClassDojo.
- In the event of a large, more critical incident, THE SCHOOL will notify local media as the situation develops.

PARENT RESPONSIBILITY DURING A LOCKDOWN

- Check your email and phone as these will be the easiest way for THE SCHOOL to contact you during an emergency situation. Please refrain from calling THE SCHOOL directly as additional calls may hinder the ability of officials and administration to help keep everyone safe.
- Watch the local news media for updates.
- Refrain from coming to campus. Your child is in a secure area during a lockdown. School officials and law enforcement officials are working together to keep everyone safe. No one is allowed to enter or exit the school.
- Once the all-clear is given, parents will be notified and students and staff will be permitted to enter and exit the school buildings.

ACADEMICS AT THE SCHOOL

GRADING SYSTEM

In 1st – 6th Grade, THE SCHOOL permanently records grades on a numerical scale and grades are assigned letter value based on the following scale:

Letter Grade	Numeric Grade	GPA Weight
A	100-90	4.0
B	89-80	3.0
C	79-70	2.0
D	69-65	1.0
F	64-0	0.0

To receive a passing grade and earn it in any yearlong course, a student must earn a two-semester average of 70 or above. Any student who receives a final grade of 64 or below in any non-elective course may be required to satisfactorily repeat that course in an approved summer school program; exceptions will only be made at the discretion of the administration.

Students in K4-K5 will be assessed using a grading system determined by the teacher, which will be reviewed with parents.

Students may receive grades using the following scale:

E (Excellent)

S (Satisfactory)

N (Needs improvement)

U (Unsatisfactory)

This grading system (ESNU) will also be used for enrichment courses, also known as electives.

TRANSCRIPTS

All final grades earned will be permanently recorded on a student's academic transcript. All THE SCHOOL transcripts will show course title and level, along with the grade earned. Requests for copies of transcripts may be made directly with the front office.

Student records will not be released unless all applicable accounts are current, with no outstanding fees of any kind.

REPORT CARDS AND PROGRESS REPORTS

THE SCHOOL school year consists of two semesters of approximately equal length with a reporting period every nine weeks. Report cards are issued at the end of each quarter. A final hardcopy of the report card will be mailed home at the conclusion of the school year.

INCOMPLETE GRADES

Incomplete grades must be completed prior to the end of the following quarter or a failing grade will be recorded. Any incomplete grade received during the fourth grading quarter must be turned in before the last day of school.

INCOMPLETE GRADES DUE TO ILLNESSES

Any incomplete grade resulting from extended illness must be completed before the end of the following grading quarter or a failing grade will be assigned. Exceptions may be made in the case of extenuating circumstances at the discretion of the administration.

PROMOTION AND RETENTION

THE SCHOOL will annually review all student records to assess whether sufficient individual progress has been made, determining whether advancement to the next grade level of study is appropriate. Students in 1st-6th Grade must pass all core subjects with a cumulative grade of 70 in order to be promoted to the next grade. Core subjects are identified as separate from enrichment/elective courses.

ACADEMIC PROBATION

Any student who scores below 70 in any course during a semester may be subject to academic probation. This period is intended to promote personal responsibility and demonstrate the realities of consequence. Students will be given a 9 week period to improve their grades. If the student fails to improve after this time, a written plan for academic improvement will be implemented for the student and progress will be monitored for an additional 9 weeks. If after a semester the student is still unable to maintain a 70, the student may be dismissed from THE SCHOOL.

Our hope is that this period will provide our students with valuable lessons in time-management, and empower them with essential tools for college. A pattern of continued course failure and unacceptable academic performance for two consecutive quarters may warrant consideration as to the appropriateness of continued enrollment at THE SCHOOL.

NEW STUDENT MONITORING PERIOD

All new students to THE SCHOOL will be monitored closely for the first month of school. Students who enter THE SCHOOL on probation will be monitored for the first semester and be required to meet with administration to check progress.

ACADEMIC TESTING

STANDARDIZED TESTING

This testing is administered each year in the fall and spring semester along with a mid-year assessment to gauge student progress and grade-level performance. A national normative exam, the standardized test compares the academic progress of THE SCHOOL student with other students across the country. Through these evaluations, we are provided with a comprehensive

scope of our students' capabilities at the national level and can better prepare them for a future of academic success.

FIELD TRIPS

Field trips are generally educational in nature and students are expected to attend. Parental involvement during field trips is encouraged and parents may be asked to volunteer as chaperones or drivers. Participating parents will be asked to sign an agreement of understanding relating to their duties and responsibilities while on the trip. Sibling participation will be determined by the Administration. Students will not be permitted to attend field trips unless parent permission is obtained.

ATTENDANCE AT THE SCHOOL

Attendance will be taken at the start of every school day and/or class period. THE SCHOOL will provide information and notification regarding student attendance, but it is ultimately the responsibility of the parents/legal guardians to monitor the number of days their student is in attendance. Too many absences will affect your child's academic performance in detrimental ways. There is no substitute for a child in class.

K4-6th GRADE

- The official record of attendance will be kept by the office staff.
- Students will be allowed ten (10) absences that may be excused, unexcused, or a combination of both. Any student who exceeds ten absences may be required to repeat a grade. Every absence in excess of ten must be excused. Excused absences are defined as:
 - Doctor's visit, accompanied by a note from a physician.
 - Serious, chronic, or extended illness verified by a doctor's statement within three (3) days of a student's return to school.
 - Death in the immediate family.
 - Extreme hardships at the discretion of the administrator.
- Students will have up to one week from the date of return to class to make up assignments, quizzes, tests, etc. when the absence is excused.
- All parent notes, regardless of reason, count against the 10 day absence guideline.
- Always bring a doctor's note, if applicable.
- **Students must check in with the office staff if he/she arrives after the start of class.** Office staff will announce the student's arrival and escort him/her to class. Always turn in excuse notes within three days of returning to school.

PRE-ARRANGED ABSENCES

Many times students know they are going to be absent due to family trips or personal enrichment. In order to be granted a pre-arranged absence, please follow these procedures:

- At least five days prior to the absence, the parent/guardian should write a note explaining the reason for the absence, the date of the absence, contact numbers, and a parent signature.
- It is the student's/parent's responsibility to make arrangements for make-up work.

NOTE - A pre-arranged absence still counts as an unexcused absence (unless otherwise deemed "excused" by the administration), but it does allow the student to make up work and tests.

EARLY DISMISSAL

DISMISSAL DUE TO FAMILY EMERGENCY

In the event of a family emergency, please contact the appropriate school office and THE SCHOOL will coordinate with your student to ensure that they are dismissed from classes and prepared to meet you in the necessary school office. Family emergency will warrant dismissal without disciplinary penalty.

DISMISSAL DUE TO ILLNESS OR INJURY

Early dismissals may be granted due to illness, injury, or fever. If a student becomes ill and feels that he/she is no longer able to function in the classroom, he/she should request permission from his/her teacher to visit the office so his/her parents may be contacted. Parents should notify the School Office of their child's early dismissal prior to picking him/her up. Parents may not enter the classroom directly, but should pick up their child from the School Office and sign them out. Students must be signed out by their parent/legal guardian in order to be dismissed; verbal notification to a teacher does not constitute parental authorization or receipt. Students should plan to take make-up work with them upon dismissal. Early dismissals will not be permitted during standardized testing.

MIDDAY DISMISSAL

In the event of a midday dismissal due to inclement weather or unexpected emergency, parents will be notified by email, television announcement, and/or additional means of communication. Students will remain in their classrooms until parent/legal guardians have arrived.

TARDY POLICY

School starts at 8:00 AM each day. The beginning of a school day is important to the success of each day. Please make every effort to have your child in class on time. Chronic tardiness will be addressed by the administration.

CONDUCT AND BEHAVIOR

Students are responsible for their behavior and conduct both on and off campus during and outside of school hours. Students may be held accountable at school for offenses which occurred elsewhere. While THE SCHOOL expects parents to manage their students' behavior off campus, THE SCHOOL reserves the right to seek further disciplinary action for off campus behavior.

STUDENT STATEMENT OF HONOR

THE SCHOOL strives to provide an environment in which students develop intellectually, socially, and spiritually, and expects that all students behave with honor. As an enrolled member of THE SCHOOL, students acknowledge their commitment to the THE SCHOOL's standards of behavior by familiarizing

themselves with this Parent/ Student Handbook and acknowledge their cooperation with the following statements:

CONDUCT

I understand that I am a representative of THE SCHOOL and that my actions and behavior reflect upon the school. I understand that bullying in any form, including harassment via the internet, will not be tolerated by THE SCHOOL, and I agree that I will treat my fellow students with dignity and respect at all times. I will adhere to the dress code as established by THE SCHOOL, and agree to abstain from immoral action and unwholesome talk. I will strive to behave in a Christ-honoring way at all times.

COOPERATION

I understand that my education is a cooperative undertaking among THE SCHOOL, my parents, and me. I pledge my full cooperation to the mission and philosophies of THE SCHOOL. I agree that I will familiarize myself with the Parent/Student Handbook, abide by all school policies, and submit myself willingly to the authority of THE SCHOOL.

INTEGRITY

I agree that I will not lie, cheat, steal, or copy the work of others. I understand that plagiarism will not be tolerated and that taking from copy-written material or electronic property, including websites and individual blogs, without permission is illegal. I agree that I will strive for academic excellence in all things.

LIBRARY BOOKS

Students are permitted to check out library books from individual classroom libraries. If a student loses or damages a library book, please contact the teacher as soon as possible. Parents will be notified in advance of any damage fees added to their account.

POSTERS

During the academic year, students may need to post information on campus for events. All posters should look neat and presentable, in keeping with the guidelines set forth by the office. Posters should be in good taste and use proper spelling and grammar. The administration must approve posters that are placed in the halls.

PHYSICAL CONTACT

There should be no inappropriate physical contact on campus during school-sponsored activities and any other school event. Inappropriate physical contact includes, but is not limited to the following: hitting, biting, holding hands, embracing, displays of affection, kissing, and sitting on another's lap. Students should apply cautious judgment in the exercise of physical contact, regardless of whether the contact is romantic or violent in nature.

ACADEMIC INTEGRITY

Academic honesty and integrity are essential to excellence in education. Each student, parent, and faculty member has a responsibility to promote an academic culture that demonstrates this concept.

VIOLATIONS OF ACADEMIC INTEGRITY

Cheating is misleading an instructor in some way so as to receive or attempt to receive credit for work not originated by the student or work performed with unauthorized assistance. Cheating includes, but is not limited to:

- Copying from another student's exam, assignment, test, or other coursework with or without his/her permission
- Unauthorized collaboration that violates the teacher's established expectations
- Allowing another student to copy his/her work
- Having another person take an exam, write a paper, or complete an assignment in your name.
- Using unauthorized 'cheat sheets,' notations on desk, clothing, self, or personal technological devices (such as graphing calculators or cell phones)
- Revealing/receiving exam content, questions, answers or tips from another student
- Using technology inappropriately to complete coursework or exams
- Forgery of signatures or tampering with official records

HONOR CODE

Students in K4-1st Grade will be instructed in the importance of honor and integrity. All other students may be asked to sign an honor code verifying that submitted work is the result of their efforts alone and that help was neither accepted nor provided to another.

ACADEMIC HONOR CODE

On my honor, I have not given, nor received, nor witnessed any unauthorized assistance on this work.

CONDUCT HONOR CODE

On my honor, I will uphold the values of THE SCHOOL- honesty, integrity, responsibility, respect, and love- in my interactions with all members of THE SCHOOL, community, and all others.

VIOLATIONS OF THE HONOR CODE

All violations of the Honor Code have consequences appropriate to the circumstances. Similar violations will merit similar consequences. Violations of the Honor Code will accumulate across all subjects throughout the academic school year.

FIRST OFFENSE

- Parent/guardian notified
- Zero points or F grade equivalent on the assignment
- Students and parents will be required to meet with the administrator and sign a behavioral contract accepting responsibilities and consequences

SECOND OFFENSE

If deemed appropriate by THE SCHOOL administration, the student will be expelled with forfeiture of all paid tuition.

CONFLICT RESOLUTION

RESOLUTION PROCEDURES

1. If an issue arises regarding THE SCHOOL or a classroom situation, please speak to the person(s) directly involved first. THE SCHOOL recommends a face-to-face meeting to resolve all conflicts. Electronic communication, whether by phone or email, is an alternative method of communication and should be pursued only if a face-to-face meeting is impossible to schedule.
2. If a satisfactory solution cannot be reached through initial communication or conference, an appointment should be arranged for the person(s) directly involved to meet with the appropriate administrator, at which point an amicable solution should be reached.
3. If the issue remains unsolved and the previous two steps have been taken, only then should the person(s) seek the involvement of the Head of School. An appointment to meet with the Head of School must be made by the appropriate third party Administrator.
4. If a resolution remains absent after following the above steps, the last recourse for the unsettled concern would be a request from the person(s) directly involved to meet with the Trustee Board, where both parties would be available to present their written concerns; concerns will not be presented orally. Requests to meet before the Trustee Board must be made in writing and submitted to the Administration for approval; the submission of a request does not guarantee that such a meeting will be granted. In the event that a meeting with the Trustee Board is awarded, please note that THE SCHOOL's Trustee Board refrains itself from typical involvement in daily school administration. The Board will direct all inquiries, complaints, or suggestions to the appropriate staff member or Administrator for action; matters can be satisfactorily and expeditiously handled when addressed to the objective faculty or staff member who is closest to the concern. Concerns, conflicts, complaints, and disputes brought before the Trustee Board must keep with the following process:
 - The concerned person(s) must put their concern into writing and place it in a sealed envelope, addressed to the Chairman of the Trustee Board.
 - The Chairman, in consultation with the Board, will examine the submitted issue and may take one or more of the following steps:
 - Direct the matter to the Head of School for action and response
 - Invite the person(s) who submitted the concern to appear before the Board for an interview.

Please note that in the event of a conflict or dispute, all person(s) involved should pursue a resolution with the purpose of genuine reconciliation and harmony.

DISCIPLINE

CLASSROOM MANAGEMENT

In the event that a student is behaving in such a way which violates the appropriate standards of behavior, and warrants disciplinary action on the part of the teacher, the following steps will be exercised:

- Teacher will address the student away from all other students (preferably outside of the classroom), explaining why the behavior was inappropriate and reinforce the qualities of good behavior.
- Teacher will remove the student from the class activity and repeat step 1 in greater detail, additionally supplying a note home (via email or hard copy) about the incident.
- Teacher will contact parents directly and arrange for a parent/teacher conference to discuss the issue. Administration will be notified.

If the inappropriate behavior continues, and the student repeatedly demonstrates that previous corrective measures have failed, THE SCHOOL reserves the right to pursue academic suspension, at the discretion of the administration. In addition, behavior may result in expulsion.

EXPULSION

A student may be expelled at the discretion of the Administration. Expulsion demands that the student be removed from the student body and continued attendance at THE SCHOOL is refused. The administration and Board of Trustees reserve the right to expel any student from the school. Expulsion is only considered after all elements of discipline have been exhausted and the student has continued to demonstrate an unwillingness to adhere to the procedures and policies of THE SCHOOL.

Any student may be automatically expelled at the discretion of the Administration for any of but not limited to the following inappropriate behaviors:

- The student's conduct is not in keeping with the best interest of the school and/or hinders the accomplishment of the school's mission.
- The student continually engages in open defiance or disrespect of authority, flagrant use of foul, profane and/or abusive language or gestures, theft, fighting, inappropriate sexual behavior, or harassment.
- The student is found to be in possession of or under the influence of alcoholic beverages, tobacco products, vapes, or illegal substances.
- The student is charged or convicted of violating a county, state, or federal criminal law.
- The student demonstrates a pattern of inappropriate behavior, be it in word, deed, or attitude.
- The student has a scholastic and/or behavioral record not in keeping with the high standards of the school.
- The student engages in physically or verbally violent behavior against another.
- The student is found to be in the possession of, or threatening the use of, a harmful weapon.

HARASSMENT AND BULLYING

Any student engaged in any act of bullying or harassment, whether it be physical, verbal, virtual (cyberbullying) or visual, occurring on or away from campus will be subject to immediate disciplinary

action, including expulsion. Any reported instances will be investigated and disciplinary action will be taken by the Administrators. THE SCHOOL will not tolerate harassment, including that of an online nature, in any way.

DRESS CODE

The dress code applies to all students during the school day. Additional dress code guidelines may be issued for field trips, class trips, or other school functions. Uniforms and enclosed shoes should be worn throughout the school day.

PARENTAL RESPONSIBILITY

It is important for the parents to ensure their child is dressed in compliance with the published THE SCHOOL Dress Code. The school administration views this as a parental commitment and responsibility and believes that dress code issues should be addressed and corrected at home rather than school.

MISCELLANEOUS

- Makeup is not permitted. Undergarments should not be visible.
- Hats or hoodies pulled over your head and sunglasses are not permitted to be worn in the building.
- Earbuds and headphones may not be worn during the school day unless expressly permitted by the classroom teacher or administration (this includes lunch, break, and class changing time).
- Extreme hairstyles are not permitted. Hair should be neatly trimmed and well kept.
- Female students may have their ears pierced. Visible body tattoos are not permitted.

K4-6TH GRADE STUDENTS

- Hemmed khaki or navy pants/shorts/skirts/skorts/jumpers no more than 3 inches above the knee.
- Collared tops that are solid white, red, or navy. Tops can be short or long-sleeved.
- Girls may also wear jumpers (white, red, or navy). All tights and leggings worn under items needed to be solid school colors.
- Students must wear closed-toed shoes or boots (no higher than 1 inch heel) at all times.
- Coats and sweaters intended to be worn in the classroom should be in school colors.
- Jackets and coats for outside play do not need to be in school colors.
- No hats may be worn during the day, unless for special dress occasions.
- Fridays are “Spirit Wear” days (school t-shirts and sweatshirts are acceptable).
- Jeans may be worn on Fridays and should be free of rips, tears, and holes as long as the student is in his/her school shirt.

DRESS CODE VIOLATIONS

The Violations of Dress Code are as follows:

- 1st Offense- Verbal Warning
- 2nd Offense- Verbal Warning and phone/email communication to parents

FIELD TRIPS

Students should be dressed in campus-appropriate attire, as determined for student safety, even when participating in off-site field trips. Variations may be made at the discretion of the administration. Students must understand that even on field trips they are “in” school and must adhere to all the guidelines of THE SCHOOL.

PERSONAL DEVICE POLICY

THE SCHOOL is committed to preparing students to be literate, responsible citizens in a global economy. We seek to encourage technology as an accessible tool used to facilitate learning in a variety of ways. THE SCHOOL expects technology to be used in a responsible manner. THE SCHOOL has established policies and procedures for the use of all technology systems, along with rules governing the behavior for accessing the system. THE SCHOOL has a right to protect its network and technical resources. Student cell phone use is not allowed at any point or for any reason during school hours.

SCHOOL LIFE

TEACHER COMMUNICATION

All THE SCHOOL teachers are committed to community with families in a personal way. Our goal is to make sure that parents are not surprised by a grade or discipline issue. For our means of communication with parents, we will use emails, phone calls, notes and/or other forms of communication.

LUNCH PROGRAM

THE SCHOOL may provide student lunches by means of outside sources. Various local restaurants will provide meals on designated days, and students will have the option to order meal items. Students are also able to bring their lunches from home. Order forms are available in the front office and lunch fees must be paid at the beginning of the month to participate in optional meals

Students in K4-6th Grade eat lunch in the Fellowship Hall. Exceptions may be made at the discretion of the administration. Students should submit their lunch orders and payments in advance. Please do not send caffeinated or carbonated beverages in student lunches. Students should bring meals that require little or no microwave use. **This is also the staff’s time to eat, so excessive times for warming up items takes away from that time. We want to be respectful of everyone’s time.** Parents are welcome to attend lunch with their student; please adhere to the campus visitation policies prior to entering the school.

HEALTH RELATED ISSUES

Any student who is absent from school due to illness should not return to THE SCHOOL until the student is free from fever, repeated diarrhea, or vomiting for a minimum period of 24 hours. If prescribed an antibiotic, THE SCHOOL asks that the student refrain from returning to school until the medication has been administered for a minimum of 24 hours. Illnesses such as conjunctivitis (pink eye), impetigo, pediculosis (head lice), ringworm, and similar conditions must be treated before a student is permitted to return to school.

COMMUNICABLE DISEASES

THE SCHOOL recognizes the importance of providing and maintaining a school environment which minimizes the risk of transmitting significant communicable diseases. Any child with a diagnosed communicable disease will not be permitted to attend the regularly scheduled school day.

EMERGENCY RECORDS

In order to attend classes at THE SCHOOL, the Emergency Contact and Information section must be completed.

IMMUNIZATION RECORDS

Immunization records must be current at the time of admittance to THE SCHOOL, in accordance with the Georgia Department of Health. It is the responsibility of the parents/legal guardians to maintain current immunization records on the student. All students, new and returning, must have current immunization records on file to attend classes at THE SCHOOL.

INCIDENT REPORTS

In the event of a minor accident or injury, an incident report will be made and maintained in the appropriate school office. Minor incidents may not warrant priority notification to the parents on the part of the school. In the event of a major accident or injury, parents will be notified as indicated in the Emergency Contact information.

MEDICATIONS

No student is permitted to carry medication of any kind while on school property. A medical log will be maintained in each school office. Medications will only be returned to the parent/legal guardian and will not be sent home with the student. Any medication not picked up by the end of the school year will be discarded.

MEDICATION POLICY

Prescription oral medicine can only be given by written permission and from the original container. **Parents must walk medication into the Office** and sign it over to the office staff for dispensing to your child (Students should never bring medications to school in lunch boxes or any other container. This includes throat lozenges.)

A Medication Form with dispensing instructions must be obtained from the office. Medications, when dispensed, are recorded by office personnel.

OVER-THE-COUNTER MEDICATION

THE SCHOOL will secure a select amount of over-the-counter medications, including hand sanitizer, on campus. Parents must provide consent in order for a student to be eligible to receive over-the-counter medication on campus.

PRESCRIPTION MEDICATION

Prescription medication needing to be dispensed to the student during the school day must be supplied to the appropriate school office by the parent/ legal guardian, in the original container, with the student's name clearly identified. All prescription medications will be maintained by the appropriate school office and will only be administered with written permission from the parent/legal guardian.

LONG TERM MEDICATION

Any student taking medication for a period longer than three (3) weeks must have permission from the parent/legal guardians.

MEDICATION ERRORS

Should a medication error occur, we will contact Poison Control for instructions, then, notify the parent/guardian by phone as to the status of the situation.

Emergency Medical Plan

Should a medical emergency occur with your child THE SCHOOL will:

1. Call 911 immediately upon recognizing signs and symptoms that require immediate emergency attention.
2. Notify parents/guardians concerning the child's condition and assure them that steps have been taken to secure emergency medical attention. First aid will be administered until emergency assistance arrives.

SAFETY POLICIES & PROCEDURES

Sick Child Checklist

Your child should remain home if he or she has one or more of the following:

- Auxiliary temperature of 100°
- Conjunctivitis (pink eye)
- Impetigo
- Diarrhea
- Vomiting
- Yellow or green discharge from nose or throat that has not been treated for 24 hours
- Open sores
- Head Lice
- Covid-19

Diseases such as chicken pox, impetigo, pink eye and diarrhea are considered by the Health Department to be highly contagious. **Children should not come to school until a doctor's certification states that they are no longer contagious.**

No child is to attend school with a fever, nausea, diarrhea, suspicious rashes, or complaints of not feeling well.

Please call THE SCHOOL when your child is out due to illness. Report promptly all contagious diseases so that classmates may be alerted. Children who are ill need to be kept home for their own sake as well as their classmates.

Fever: When a child has a fever of 100° he/she must remain home for 24 hours. When a child develops a temperature of 100° at school, he/she is considered to have a fever and will be sent home.

Diarrhea: A child with two or more loose stools in a one-hour period is considered ill. The child will be sent home immediately.

Head Lice: Head lice are human parasites which require blood to live. Any child with head lice will be sent home immediately. Children may not return to school until they are "nit free." For information and treatment go to www.headlice.org.

Illness at School: If a child becomes ill or is sent to school ill, he/she will need to return home as soon as possible. The parent or emergency contact will be called so that arrangements can be made to send the child home or to another place of care.

PHOTOGRAPHS AND PUBLICITY

Throughout the year, photographs of the children participating in our program may be taken and published in newspapers, brochures, magazines, and in online sites promoting the school. If you do not want your child's picture taken or used, it will be your responsibility to notify the Office within 10 days of the first day of school. If no notification is given, it will be assumed that your permission is granted. School pictures will be taken in the fall.

BIRTHDAYS

Birthdays are important to children. Parents may send a special treat (i.e. cookies, cupcakes, party napkins, etc.). Please contact your child's teacher to schedule birthday parties so as not to disrupt the academic schedule. We urge you to keep refreshments as simple as possible.

NON-SCHOOL PARTY INVITATIONS

Party invitations for out-of-school parties may not be distributed or verbalized in school unless there is an invitation for each child in the class.

TEACHER RECOMMENDATIONS

Many physicians, counselors, testing centers and private schools require that a student's teacher complete forms evaluating his/her academic development, conduct, and absentee rate. Our teachers are happy to complete any forms necessary. These forms should be submitted by the parent to the teacher for completion. Once complete, the forms will be sent directly to the requesting party from the school office. The completed forms will not be returned to the parents.

BEST FIT POLICY

Every effort is made to accommodate the needs of every child. Once your child has been in attendance for one month, he or she will be assessed to determine how best to meet his or her individual needs. At that time, we reserve the right to recommend other options or placements for your child.

HOMEWORK/COMMUNICATIONS FOLDERS

Each child is provided with a folder with a front pocket with his/her name on it. This folder is to go with your child back and forth from school to carry all notes and class work. All notes to and from the school should be placed in the folder. Parents/guardians are asked to check the folder each night.

MONEY SENT TO SCHOOL

Any money sent to your school for any reason should be placed in an envelope in the front pocket of your child's school folder with a note of explanation.

ADMISSIONS

Enrollment at THE SCHOOL is a privilege. THE SCHOOL reserves the right to refuse enrollment, reenrollment, or continued enrollment to any student who fails to support the mission, policies, procedures, and programs of the school. Additionally, failure on the part of the parent to likewise support THE SCHOOL and its mission, policies, and procedures may incur dismissal of the student. It is the expectation of this school that all members of THE SCHOOL family cultivate a spirit of respect and support, both at and away from campus.

POLICY

Admission is open to any student regardless of ethnicity, color, national or ethnic origin who demonstrates qualities such as, but not limited to, the potential to succeed within THE SCHOOL's rigorous curriculum, an appropriate level of social maturity, the desire to partner with THE SCHOOL in fulfilling its mission, and the ability to satisfy required standards.

ADMISSIONS PROCESS

APPLICATION

Applications for enrollment at THE SCHOOL are accepted throughout the year as long as there is space available. To be considered, families must first attend a school tour before completing and

submitting a New Student Application along with the application fee. After the application has been received, the front office will request school records from the student applicant's current school.

ADMITTANCE

THE SCHOOL does review past academic performance, standardized testing results, and behavioral records for every applicant. We recognize that grades earned elsewhere are unique to each student and program, and this is taken into consideration during the evaluation process. THE SCHOOL reserves the right to administer additional testing during the application process if deemed necessary for appropriate placement.

FAMILY INTERVIEW

At THE SCHOOL, we desire to partner with the family in the educational experience. Accordingly, a family interview may be part of the final phase of the application. This time of fellowship ensures that every family is engaged in the mission and continued success of our school, and most importantly, our incredible students.

ENROLLMENT PACKET

Upon acceptance, parents must complete the Enrollment Packet and pay the applicable fees. Students will not be enrolled in classes until the Enrollment Packet has been completed and the enrollment fee has been paid.

K4, K5

Children enrolled in any of our classes must have turned the appropriate age by September 1st.

TRANSFER CREDITS

THE SCHOOL reserves the right to determine the merit of transferred credits earned elsewhere based upon compatibility with the requirements of THE SCHOOL curriculum.

RE-ENROLLMENT

The opportunity to re-enroll in THE SCHOOL for the following year will become available in early spring. Until an intent letter has been received, the student will be ineligible to select or register for courses for the following year.

WITHDRAWALS/DISENROLLMENT

It may become necessary for a student to withdraw from THE SCHOOL during the academic year. Should a parent/legal guardian choose to withdraw a student for any reason, the parent and/or guardian should request a meeting with their child's administrator. All financial obligations must be fulfilled before official records are released.

Please see the financial policy section of this handbook for more details.

FINANCIAL, TUITION, AND FEES

POLICIES

- The New Student Application fee is due upon submission of the New Student Application.
- The New Student Enrollment fee is due upon acceptance, submission of the New Student Enrollment Packet, and prior to the beginning of classes.

- Annual payments and/or annual memberships refer to the annual schedule and calendar of THE SCHOOL's academic year, running August-May.
- All monthly tuition payments must be pre-arranged.
- There will be no refunds made for temporary absences.
- All fees, including application and enrollment/re-enrollment fees, are non-refundable.
- Additional programs, extracurricular options, academic electives, and enrichment activities may incur additional costs.
- Online payments may incur a fee equal to 3% of the amount charged.
- There will be a \$35 charge for returned checks.

PAYMENT PLANS

THE SCHOOL provides three separate plans for tuition payments; parents may choose to pay in advance annually, each semester, or monthly. All plan selections must be arranged with the front office and indicated upon enrollment. Additional arrangements may be made at the discretion of the administration. For detailed information regarding payment options, contact the Office.

LATE PAYMENTS

Due dates for all fees are firm, and students will not be assigned classes until all applicable fees are paid and a payment plan has been agreed upon with the Office. Failure to meet established payment deadlines for tuition will result in a \$50 weekly late fee until all accounts are brought current. Failure to meet payment deadlines for field trips will result in the student not participating in the trip.

PAST DUE POLICIES

Accounts that are 30 days past due will necessitate a Letter of Notification to the financially responsible parent(s)/guardian(s). The student(s) will not be permitted to attend classes, take semester exams, receive progress reports or report cards, participate in any school functions, including graduation exercises and/or athletics until the account is made current.

Accounts that are 60 days past due will require the withdrawal of the student(s). THE SCHOOL is under no obligation to provide educational services or activities after payments become 60 days past due. The student(s) cannot re-enroll until the account is made current. No records, recommendations, or transcripts of any student(s) will be released to any person or institution until all debts due to the school have been paid in full.

Accounts that are 60 days past due may be turned over to a collections agency. The financially responsible parent(s)/guardian(s) will be responsible for any fees or interest charged by the collections company.

A student re-enrolling for the subsequent school year will not be accepted, nor will a space be reserved, until the previous year's account is paid in full.

Any request for financial aid will not be considered unless the student's account is current.

