PARENT AND STUDENT HANDBOOK

2025 -2026

REVISED

July 2025

INDEX

Welcome 2
History..... 2
Mission Statement..... 2
Vision Statement 2
Statement of Faith..... 2
Core Values 3
Educational Goals 3
Philosophy of Christian Education 4
NHA Enrollment/Reenrollment Policy 4
Morality Policy..... 5
Safety..... 5

General Information

Accreditation..... 6
Admission Requirements 6
Assignment to Classes..... 6
Attendance Policies..... 6
Bible 7
Businesses and Fundraisers..... 8
Chapel..... 8
Child Abuse..... 8
Communicable Diseases 8
Contact Information..... 9
Curriculum..... 9
Custody 9
Discipline Policies 10
Discounts..... 17
Disruption of School 17
Dress Code and Uniforms..... 18
Drop Off/ Dismissal 20
Emergency Medical Procedures 20
Field Trips 21
First Day of School..... 21
Grading System 21
Head Lice..... 22
Health and First Aid 22
Homework Philosophy 23
Honor Roll and Non-Academic Awards 23
Inclement Weather..... 23
Kindergarten Graduation 24
Lost and Found..... 24
Lockers..... 24
Lunch and Snacks 24
Medication..... 25
Parent-Teacher Conferences 25
Parties..... 25
Pinkeye 26
Pledge of Allegiance to the American Flag..... 26
Refunds..... 26
Registration Checklist 26
School Hours 26
School Supplies 26
Teachers 27
Technology/Social Network 27
Transcripts 27
Transportation..... 27
Tuition and Payment Policies 28
Visitors 29
Volunteers..... 29
What Not to Bring..... 29
Withdrawals 29
Commitment Form 30

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. Our goal at North Henry Academy (NHA) has been and will remain to provide 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 try together to bring up a new generation of godly men and women. We trust that the information provided in this handbook will assist you during the school year. Included are documents about our foundational beliefs, faith, mission, vision, core values, educational goals, expected student outcomes, and philosophy of Christian education. NHA applies these to the curriculum, all operations, and programs.
We review these documents annually.

HISTORY

North Henry Academy began in 1992 as a ministry of North Henry Baptist Church with 75 students. It experienced its strongest growth between 1993 and 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, the Lord is challenging the Academy again to expand its outreach into High School.

God has blessed us with a wonderful student body and 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 for many years into the future.

CORE BELIEFS

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.

STATEMENT OF FAITH

The following statements represent what North Henry Academy (NHA) holds and teaches. All faculty must subscribe to and teach these truths. For a more detailed 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 humanity. 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; II 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 humans were created by God, in His image, as the crowning work of His creation. Though in the beginning, the first man and woman were innocent of sin, by their free choice, they sinned against God and brought sin to all humanity that followed them. Only the grace of God can bring a person back into holy fellowship with God 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 salvation involves the redemption of the whole person and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His blood obtained eternal redemption for the believer who turns from sin and trusts in Christ (Genesis 3:15; Exodus 3: 14-17; 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 church 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 will bring the world to its proper end in His own time and in His own way. 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).

CORE VALUES

· We are committed to exalting Jesus Christ in all our interactions.
· We are committed to the Bible as the inspired and the only infallible, authoritative Word of God.
· We are committed to absolute truth as defined by the Old and New Testaments of the Bible.
· We are committed to coming alongside our families in Christian 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.

EDUCATIONAL GOALS

1. To teach attitudes of love and respect toward the Bible.
2. To teach the basic doctrines of the Bible.
3. To teach the student to love God and 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 in which each child can learn and play.

EXPECTED STUDENT OUTCOMES

The school shall place its emphasis on the outstanding preparation of its students for a life of learning and service by producing young men and women:

- Who know, love, and serve Jesus Christ.
- Who have superior academic preparation for any further education they choose.
- Who are teachable and exhibit a love for learning.
- Who are well-read.
- Who communicate effectively, 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 humanity and prepare them for a life of evangelism reflecting the grace and truth of Christ to all people.
- Who commits 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 can exhibit 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 reliable 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 for positive change.

PHILOSOPHY OF CHRISTIAN EDUCATION

Experts define education as the process by which children and youth develop knowledge, skills, and character, primarily through formal instruction, training, and study. Philosophy is 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 North Henry Academy are personally committed to Jesus Christ. Our goal is to lead students to know Christ as Lord and Savior and to love His wisdom and truth. Since the Christian education process is accomplished by the power of the Holy Spirit, our students cannot 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 leading students to have competence and character to become world changers for the glory of God, in line with our vision statement, "By God's power, NHA is changing the world, one child at a time."

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 judgments 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. Thus, the Biblical worldview 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 humans is the Bible. It is necessary to teach truth in any subject 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 at the Scriptures for specific guidance and controlling principles and guidelines (Psalm 119:130).

NHA ENROLLMENT / REENROLLMENT POLICY

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

Re-enrolling students must comply with all requirements for enrollment. The school reserves the right to refuse re-enrollment or re-admission to any student or students of families who have demonstrated

disharmony regarding NHA's purpose, objectives, standards, policies, rules, and regulations. In addition, no family may re-enroll their child unless they have met all financial obligations from the previous schools. If re-enrollment takes place after an extended period when the student is physically away from NHA, the Academy may choose to retest the student for grade placement.

The Academy reserves the right, within its sole discretion, to refuse an applicant's admission or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the student's activities are counter to or are in opposition to the biblical lifestyle the school teaches. Such activities include, but are not limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or any deviant sexual activity; promoting any practices outside of NHA's statement of faith; or being unable to support the moral principles of the school (Leviticus 20:13 and Romans 1:27).

MORALITY POLICY

STUDENTS

North Henry Academy strives 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 show the qualities of a Christ-like life espoused and taught by the school and the Bible and to refrain from certain activities or behaviors. Thus, NHA students should not post or play explicit language, pictures, music, or comments contrary to the standards, beliefs, and attitudes of Christian character on social media or on electronic devices. Students should not post or share inappropriate language, pictures, videos, or jokes on social media pertaining to the use or promotion of drugs, alcohol, murder, or tobacco, risqué or sexually charged posts and pictures, racist posts, and posts that negatively portray NHA, its board members, faculty, staff, coaches, or other students. NHA retains the right to refuse enrollment or re-enrollment or to expel any student who engages in sexual immorality, including any student who professes to be homosexual lifestyle of any kind as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

PARENTS

North Henry Academy's biblical role is to work with the home to mold students to be Christ-like. Occasionally, the atmosphere or conduct within a particular home may oppose the biblical lifestyle the school teaches. This unbiblical lifestyle includes but is not limited to sexual immorality, homosexual orientation, or the inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission to any applicant or to stop enrollment of a student. ("How can two walk together unless they be agreed?" – Amos 3:3. All quotations in this manual are ESV.) We also reserve the right to expect the student's parents, guardians, relatives, friends, or acquaintances to conduct themselves according to the school's foundational beliefs while attending any on- or off-campus school-sponsored or school-participating event.

SAFETY

NHA takes the safety and protection of our community very seriously. To protect our students, staff, and visitors, NHA reserves the right to ask outsiders to leave the premises. All legitimate visitors, including parents, relatives, and friends, should go to the office and check-in before visiting any other part of the campus, including the lunchroom. Visitors will find doors locked outside. The premises are under video surveillance, and Academy personnel survey the buildings and grounds regularly.

GENERAL INFORMATION

ACCREDITATION

North Henry Academy is accredited through the Association of Christian Schools International (ACSI). As their website (https://www.acsi.org/about/5) explains so well, they "develop

· Schools that contribute to the public good through effective teaching and learning and that are biblically sound, academically rigorous, socially engaged, and culturally relevant; and

· Educators who embody a biblical worldview, engage in transformational teaching and disciplining, and embrace personal and professional growth."

ADMISSION REQUIREMENTS

Parents and guardians must complete all student registration forms, including setting up a FACTS account and payment plan agreement each school year. We also require teacher recommendation form(s), authorization to release educational records, all school records, ministry referral form, an interview with administration, and entrance testing and placement. Once NHA accepts the student, we require their immunization record, birth certificate; eye, ear, dental, and any other applicable forms; as well as payment of all applicable fees. By enrolling a student, the parents or guardians are allowing North Henry Academy to photograph and use their child's likeness in Academy publications, including, but not limited to, classroom bulletin boards, promotional materials, and websites. Enrollment and re-enrollment open in the following order:

· North Henry Academy students, approximately February 1st.

· Open enrollment to the community, approximately March 1st.

Typical of many school-age policies throughout the US, first-grade students must be six (6) years old on or before September 1st; second-graders, seven (7) by September 1st, and so on up the grades.

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 or 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.

The administration will consider requests to jump grades or hold back on a case-by-case basis. Demonstrated ability (or lack thereof) and teacher recommendations will play an integral role in any decision to jump grades or hold back. Since our curriculum is rigorous, jumping grades is rare.

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. All students shall be on time and in attendance regularly. Parents, please help us by reinforcing this character-building philosophy. Every absence, tardy or early checkout is entered on the student's permanent record.

These are examples of absences that will be excused:

· If a student is ill
· If someone in a student's family is seriously ill or dies
· If severe 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 the government orders a student to be elsewhere

· If a student is participating in a talent-identified event
· If a student is going on a trip or to an event with significant educational value. *Such a trip must be approved before the absence.*

Students returning to school following an absence must present a written excuse to ***the front office printed or via email.*** Teachers can collect these during the first period class and send them to the office *as well.* Parents must sign it, regardless of prior oral communication, and fill in the student's records. This written excuse must explain the reason for the absence and give the correct dates. All medical professionals can provide verification of office visits or hospitalization upon request at the time of the visit.

A student must remain in school for a minimum of four (4) classroom clock hours to receive credit for a full day of school attendance. Any student in grades K5-12th accumulating more than thirty (18) days of absences (excused or unexcused) during the school year may not receive credit for that year.

A written note from the parents should be sent to the principal at least one month prior for approval when a student is requesting permission for educational and extended absences of three days or more. 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 and absences, and any other pertinent factors and considerations. All excused and unexcused absences require the completion of missed work. Students and parents must discuss homework and make up assignments with teachers before the absence.
Appropriate deadlines for completion will be determined between the students' teachers and the principal, with input from the parents and students. Students with unexcused absences shall be subject to the timing of the missed assignment. The "Late Work" Policy will be enforced. Parents and guardians can obtain an approval form for planned absences of three or more days from the office. Next, they (or in Upper School, the student) take it by the teachers to request homework and assignments. Finally, they submit it to the principal for approval two to four weeks in advance. This agreement should be in writing and determined prior to the planned absence with appropriate signatures.

Tardies and Early Checkouts

Students who are not in their classrooms on time will be considered tardy. Unexcused tardies and unexcused early checkouts are detrimental to academic success. 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. If a student accumulates three unexcused tardies to school, three unexcused checkouts, or any combination of the two, this will constitute one unexcused absence for truancy purposes.

K5 – 12th grade students should be dropped off at the chapel door by 7:45. At 7:45, students in K5 -12th will have morning assembly in the chapel. At 7:55 students are dismissed with their teacher to go to their designated class. After that time, they will be considered tardy. The parent or guardian of any tardy student must check the student in 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 may only walk their students to the school office, not their classroom. As an extra measure of safety, all building doors are locked all day. Any person with building code should NEVER release these codes to children or any other unauthorized individual.

Tardy students are not allowed to disturb class by knocking on those doors to gain entry to the building; they should report to the front office and wait for an administrator or an administrator designee to accompany them across the courtyard and open a door for them.

Preschool students are to be in their seats by 8:00 AM. While tardies to preschool does not contribute to any truancy record, they do disrupt class. We ask parents to do their best to sign their child into class by 7:55.

Truancy

Please be aware that based on Georgia law (20-2-690.1), any child between the ages of 6 and 16 who, during the school calendar year (180 days), has more than **five days** of **unexcused absences** from school will be considered truant. 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. Please visit https://gadoe.org/whole-child-supports/attendance/ for more information on Georgia attendance laws.

BIBLE

Bible study and scripture memory are required at NHA and are recognized as 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; therefore, Bible classes are "real" classes. Upper School Bible classes may include homework, tests, projects, and grades that count toward students' GPAs.

BUSINESSES and FUNDRAISERS

Students may not do extracurricular business toward the goal of personal profit on academy property. Similarly, NHA does not allow solicitation of our students, staff, or visitors without express permission from the head of the school. However, there may be times when students want to have a fundraiser for a specific event. If the principal has approved the event and the fundraiser, it may proceed.

CHAPEL

There are two mandatory chapel services every Thursday morning, one for Elementary and one for Upper School. During those services, students will sing age-appropriate worship songs and listen to teaching from the Bible on many aspects of life and godliness. Chapel services do not substitute for church attendance. As a ministry of North Henry Baptist Church, the theology, Bible versions, and music styles chosen will reflect those held forth at the church.

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 the prosecution of the school employee. The Academy administration will always protect employee confidentiality. No one may harass or sue North Henry Academy (NHA), North Henry Baptist Church (NHBC), or any NHA or NHBC administrator, pastor, deacon, ministry team, or employee for following Georgia's mandated reporting law.

Once a report has been made, official Department of Family and Children Services representatives may come to the school to interview the student. Neither the Department nor the Academy need to obtain parental permission for such an interview.

COMMUNICABLE DISEASES

North Henry Academy takes the spread of infectious diseases seriously. Therefore, we will follow any directives of the Georgia Department of Public Health carefully. Furthermore, NHA is careful to take measures to keep the campus clean and sanitary. Some of the measures our custodians use include

fumigating with Virex during weekend nights, using a state-of-the-art scrubber for tough mopping, cleaning all surfaces of the buildings thoroughly on a schedule, changing carpets regularly, and keeping all chemicals out of reach of children. Preschool teachers sanitize toys often, and all teachers reinforce proper hand washing throughout the day.

A staff member who suspects that a student or employee has a communicable disease shall notify the school's administration immediately. At the confirmation of a fever, the ill student or employee will be prayed over and sent home as an excused early release. The sick person may return to school upon written clearance by their doctor. NHA reserves the right to make all final decisions necessary to enforce its communicable disease policy and take all necessary action to control the spread of communicable diseases within the school.

COMMUNICATION

NHA uses email through Gradelink as a general communication tool. Please ensure that all responsible guardians have current contact information in Gradelink. Always promptly update when things change. Upper school students should also have an email address in Gradelink. This allows them to get information from their teachers directly.

CONTACT INFORMATION

In the interest of students, the Academy must be able to contact parents and guardians at any time the student is at school. Therefore, it is essential that the school have on file the parents' or guardians' current addresses and email addresses 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 or guardians move or change jobs, they should contact the school immediately to update this critical information.

To contact the Academy, call 770-389-1591 during business hours or email admissions@northhenryacademy.com. Our website is northhenryacademy.com.

CURRICULUM

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

CUSTODY

Court Orders
Parents shall provide North Henry Academy with a certified copy of all court orders regarding the custody of a child. Student enrollment forms, as well as other official documents of the Academy, must be signed by the natural parent or legal guardian with whom the child resides. Educational decisions concerning the child are reserved for the parent enrolling. However, 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 OCGA § 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 Academy will not interject itself in custody or visitation disputes between parents. NHA encourages all parents to discuss educational decisions with each other prior to notification of educational changes regarding their students.

Guardianship
If a student resides with any person other than a natural parent, a certified copy of the court documents that establish legal guardianship shall 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 must give an approximate completion date. The school will contact and meet only with the student's legal guardian 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. Chaos can often be a symptom of underlying sin; therefore, NHA expects teachers 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 looks 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 formulating a philosophy of education and discipline, NHA has attempted to align itself as closely as possible with the Bible's instructions to parents to provide the utmost consistency for the child between Biblical training at home and training received at NHA. NHA assumes parents will direct and discipline their children according to biblical precepts. 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 is both a process and a product. God expects parents or other authorities to discipline children to produce a child who consistently becomes more self-disciplined, requiring less supervision as he or she matures. God's ultimate purpose in charging parents with this task is to prepare children to enter and mature within His spiritual family, and to respond to Him with respect and obedience based on their former training at home. The school's philosophies of education and discipline exist to serve and further this ultimate spiritual goal.

God-given responsibilities in the discipline process exist not only for parents and teachers but also 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 corrective action by encouraging obedience and respect.

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's philosophy will not be condoned. The guidelines listed in this book are based on Christian principles, biblical standards of conduct, and common sense grounded in God's Word. Guidelines provide boundaries for security and freedom; we trust our students to respond with positive attitudes and conduct.

Classroom Disciplinary Guidelines
Like everything we do at North Henry Academy, student discipline is an element of Christian ministry. The hope is always to reach the heart of the child, encouraging them to turn from sinful, destructive, or foolish attitudes and behavior to those who are godly and respectful. Even a sad or difficult period of facing consequences can be a learning experience for a child through which God can speak to the heart.

Practically speaking, student discipline is based on five principles: maturity of the student, severity of the infraction, frequency of misbehavior, degree of defiance, and the need for prayer. Young students do not yet know much about the world, while older children and teenagers should be able to consider their actions more appropriately. Furthermore, the spiritually mature student who has walked with the Lord for some time can be expected to act according to biblical wisdom.

Of course, the severity of an infraction will have much to do with the consequences. Stealing a pencil is a lot different from fighting. As the severity of an infraction increases, punishments are more severe, involve more adults, and invoke higher authorities. The same pattern occurs regarding the frequency of unruly behavior (Matthew 18:14-17); repeating an offense is foolish biblically (Prov. 26:11). A second offense is worse than a first; a third is worse than a second, and so on. Finally, a teachable, compliant response to biblical rebuke will yield a more gracious consequence than an angry, defensive retort (Prov. 15:1). As it works out in North Henry, we rarely see students push the rules extremely far.

As rebellious or unacceptable behavior escalates, the need for prayer becomes more apparent. As more adults are involved in a case, more Christians become active in directed prayer. As we pray, God might give us insight into the origin or motivations involved. We recognize that no teacher, administrator, or school can change the attitudes of the heart, but God can.

Foul Language
In recent decades, foul language has moved from the fringes of society to the mainstream, accepted in some circles. Christians should stand up for the good, wholesome use of language. We must use our words properly. During classroom discussions, all students should listen attentively and respectfully to the contributions of others. Conversations should be positive, constructive, and respectful. Foul, dirty, or suggestive language, drawings, or stories; gossip; misuse of God's name; foul sign language; degrading names; putting others down, even if done in fun, are examples of conduct that is not acceptable and can result in immediate disciplinary action (Col. 3:8). This includes electronic and digital communication (e.g., blog sites, email, Facebook, Twitter, etc.). Any piece of technology used in the infractions mentioned above can and will be confiscated by North Henry Academy to determine the extent of the offense and the students and people it involves.

Disciplinary Goals
Each teacher will post in his or her room three to five reasonable, developmentally appropriate classroom rules that emphasize the Academy's behavioral expectations. These rules should reflect the biblical disciplinary goals below.

1. **Respect God.**
   "You shall love the LORD your God with all your heart and with all your soul and with all your might" (Deut. 6:5).

2. **Respect 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).

   "Therefore, whoever resists the authorities resists what God has appointed, and those who resist will incur judgment" (Rom. 13:2).

3. **Respect the Christian educational process.**
   "Teach us to number our days aright, that we may gain a heart of wisdom" (Ps. 90:12).

   "And these words [of the Lord] that I command you today shall be on your heart. You shall teach them diligently to your children and shall talk of them when you sit in your house, and when you walk, and when you lie down, and when you rise" (Deut. 6:7).

4. **Respect for property.** "Thou shalt not steal" (Ex. 20:15).

Student Behavior
To accomplish these goals, NHA will not tolerate certain behaviors. They will result in action by administration or the teacher. Examples are:

1. Fighting 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 (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 virtual social environments.
6. Using or sharing crude, profane, or vulgar language or images, or inappropriate use of God's name, whether verbally, written, in social media, music, videos, etc.
7. Lying, stealing, cheating, plagiarism, vandalism, or bullying.
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.
12. Blatant disrespect toward others.

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. If a parent or student behaves in such a way that administration of North Henry Academy finds them out of harmony with our mission, vision, statement of faith, core values, goals, or philosophy of education, NHA maintains the right to remove any student from its enrollment; however, NHA desires to cooperate with the home and promote wholesome nurturing of students. NHA reserves the right that if at any time, and at the sole discretion of the administration of NHA, we feel we can no longer assist the family in nurturing their children, NHA may remove the student(s) from its enrollment.

NHA students are expected to respond to all corrective statements with one of two replies: ***"Yes Ma'am" or "Yes Sir".*** There should be no debate regarding why the correction took place such as "But I was only…" The teacher's word is the final authority and the final word.

NORTH HENRY ACADEMY HONOR CODE CREED

Having a desire to honor God, my family, my school, and my friends, I willingly commit myself to a daily lifestyle that reflects honesty, integrity, trust, and respect for God, authority, peers, and property.

L – Leadership
"Let no one despise you for your youth, but set the believers an example in speech, in conduct, in love, in faith, in purity." — 2 Timothy 4:12

- I vow to lead with integrity, courage, and faith, just as Christ leads His people.

I – Integrity
"Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things." — Philippians 4:8

- I will strive to live honestly and uprightly, reflecting Christ's character in all I do.

O – Opportunity
"So then, as we have opportunity, let us do good to everyone, and especially to those who are of the household of faith." — Galatians 6:10

- I will treat each day as an opportunity to grow in faith, serve others, and glorify God.

N – Nobleness
"But you are a chosen race, a royal priesthood, a holy nation, a people for his own possession, that you may proclaim the excellencies of him who called you out of darkness into his marvelous light." — 1 Peter 2:9

- I am called to live with honor and purpose, representing the Kingdom of God with dignity and grace.

S – Strength
"Fear not, for I am with you; be not dismayed, for I am your God; I will strengthen you, I will help you, I will uphold you with my righteous right hand." — Isaiah 40:31

- My strength comes from the Lord, empowering me to stand firm in every challenge.

Methods of Discipline

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

1. The teacher will contact the parents.
2. The teacher will set up a conference with parents and perhaps the administration.
3. The parents will be called to the school.
4. The child may be sent home for the remainder of the day 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 of hurting someone (child, teacher, or self).
- Total disrespect for the teacher-refusal to obey, defiance, temper tantrums, or screaming.
- 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.

Preschool children should avoid bringing the following items to school:

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

Lower Elementary (K-2): 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, teachers should manage discipline issues in the classroom; however, administration will assist with any severe or repeated problems and will align with the

Discipline procedures will be conducted for offenses such as but not limited to:

- Teasing
- Cheating, lying, stealing.
- Bullying (includes cyberbullying)
- Physical violence,
- hitting, fighting, pranking, etc.

Every effort will be made with students for forgiveness and restoration between students, their classmates, and their teachers following the Matthew 18 principal to guide for Biblical reconciliation.

Restitution will also be applied when appropriate. Because we partner with parents, NHA faculty will communicate discipline concerns in numerous ways, such as written communication, Gradelink behavior referral, and phone calls.

Once a student is suspended for behavior, they 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, administration will review their status for a decision on dismissal or other methods of improvement in his or her behavior. The parent or 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 on or off-campus. If a student is found to be insubordinate to the policies 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. The teacher will determine weekly conduct grades. A suspension will automatically lower a child's conduct grade for that grading period.

Upper Elementary (3-5th), Middle (6-8th), and High School (9-12th): As Christians, each one of us must conduct ourselves in a way that brings honor and glory to our Lord. To help students develop into young adults He desires them to be, we have developed a set of guidelines for the students to follow.

If a student goes against the guidelines of the school, a category offense system is used to help them understand the school's expectations. Serious offenses could bring an immediate suspension or expulsion.

Please note that administration may, at their discretion, choose a disciplinary action beyond what the normal discipline code indicates due to the gravity of the offense, the attitude of the student or parent, or a student's multiple violations. Students who receive Saturday detention will be charged for $40 to their FACTS Account to help offset the cost to pay for supervision of the student.

The North Henry Academy administration reserves the right to add, modify or delete any policy or guidelines as administration sees it as beneficial for the benefit of the student body as a whole.

The following is a list of rule infractions and the consequences which result from those infractions. This list is not intended to be all-inclusive.

Category Offense Discipline

NHA operates a category offense discipline model for the Upper School that considers the gravity and frequency of an offense and the attitudes of students and parents. Because human circumstances can vary, the following are general guidelines, not contractual obligations.

Category Zero Offenses

NHA incorporates a "Responsibility Log" to help the student account for minor infractions that can disrupt the classroom learning environment. The student will be asked to sign the log if a category zero offense occurs.

Below is a list of common offenses, however it is not all encompassing.

- Tardy to Class
- Incomplete assignments
- Dress code violation
- Disrupting class
- Littering
- Wandering Halls/Classroom
- Chewing Gum
- Eating or drinking in halls or classrooms (except water)
- Littering
- Blurting Out

Consequences: If the student disrupts the classroom in any way, the teacher will instruct the student to sign the responsibility log. After **three offenses**, the teacher will write the student up in Gradelink and follow **Category One** consequence procedures.

Category 1 Offenses

- Three Category Zero Offenses
- Violation of NHA cell phone policy
- Disrespect to peers
- Horseplay
- Inappropriate display of affection (ex. Hand holding, kissing, etc.)

Consequences: A warning and correction by the teacher and Gradelink referral sent to the parent. The teacher also has the discretion to remove the student from the classroom if the behavior disrupts the learning environment. Following the warning by the teacher and Gradelink parent notification, a conference with an administrator will be held if the student has not corrected the behavior.

Administrative actions may include but not limited to:

- *Student Conference with guidance*
- Parent Conference
- *Lunch Detention*
- *Saturday detention*
- *In-school suspension*

Category 2 Offense

Repeating category 1 offenses after corrective action has been taken…

- Use or possession of tobacco products
- Use or possession of vapes
- Bullying/Cyber-bullying
- Cheating/Plagiarism/Misuse of AI
- Leaving the campus without permission
- Skipping all or any portion of a class
- Disrespect in any form toward a school employee
- Harassment in any form
- Profanity/Vulgarity
- Violating the school technology policy
- Going outside without permission
- Habitual Truancy

Consequences: Correction by the teacher and immediate Gradelink referral to an administrator. The teacher also has the discretion to remove the student from the classroom where a conference will be held with an administrator.

Administrative actions may include but not limited to:
- *Saturday Detention*
- *In-school suspension*
- *Out-of-school suspension*
- *Behavior probation*

Category 3 Offense

Repeating category 1 and/or 2 offenses after corrective action has been taken.
- Aggressive behavior/fighting
- Possession/Use of alcohol or drugs
- Possession/Use of a weapon
- Theft/Vandalism
- Any school threat made toward the school as a whole, personnel, or student(s) on or off campus using any social media platform in person, phone, etc.
- Other behavior deemed a level 3 offense by a school administrator

Consequences: Immediate removal from the classroom, teacher write up in Gradelink, followed by a conference with an administrator. At that time, the student will receive an out-of-school suspension. A discipline committee may also be convened to review the behavior and decide whether the student should remain a student at NHA.

Administrative actions may include but not limited to:
- *Report to Civil Authorities*
- *Out-of-school suspension*
- *Expulsion*

Detention: To be held during lunch or Saturday depending upon the level of offense. After three lunch detentions, the students will then have Saturday Detention. Students who receive Saturday detention will be charged for $40 to their FACTS Account to help offset the cost to pay for supervision of the student.

*After **two** Saturday detentions, the next student offense will result in ISS (in-school suspension) and Behavior Probation. After two in-school suspensions, administration has the right to dismiss the student from North Henry Academy as deemed appropriate.*

In-School Suspensions (ISS)
Students who are assigned to In-School Suspension (ISS), are removed from the classroom to work on thought provoking essays pertaining to their offense. Teachers will also provide students with work to complete throughout the day. Students are allowed to make up assignments at home to turn in the following day. Late work will not be accepted. The student may not participate in extracurricular activities the day they serve ISS. Students will also be placed on Behavioral Probation.

A substitute will be assigned to supervise the in-school suspension, and the student will be required to pay ***$95 per day*** to offset the cost to pay for a substitute. This will be charged to the student FACTS account.

Out of School Suspension (OSS) – Students are allowed to complete homework/classwork missed assignments at home during the assigned OSS time. Any missed assessments, projects, etc. are to be taken

upon the students' return and scheduled with the teacher accordingly. The student will only be able to earn a maximum of 70% on each assignment. Late work **will not** be accepted.

A parent conference is also required. The student is not allowed to attend or take part in any academic, class, or athletic competitions for a period established by administration. The student will also be placed on Behavioral Probation.

Behavioral Probation – A student on probation will be closely monitored by their teachers and administration for (4) weeks and specific changes in behavior are expected. If any Level 2 or Level 3 offense is committed during probation, it will be a cause for recommendation for expulsion. At any time during the probation, if administration determines that necessary behavior changes have not occurred, a recommendation for expulsion may be given. Behavioral probation may be assigned for any new students with previous disciplinary problems.

NOTE: Behavioral probation is considered as a condition for enrollment or re-enrollment. Any students with Level 2 or Level 3 offenses will be re-evaluated prior to re-admittance the following year.

Expulsion – Students may be expelled from NHA or refused permission to return the following year for continual disobedience, or for offenses which threaten the safety, order, or moral and spiritual well-being of NHA. Students expelled from NHA will not be permitted admission into any NHA activities (all sporting events, concerts, prom, etc.) for the remainder of the school year in which they were dismissed. Expulsions may be issued for the remainder of a school year or may be permanent.

DISCOUNTS

Church Member
Active, tithing church members of North Henry Baptist Church (NHBC) 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 NHBC and has been tithing consistently for three consecutive months or longer.) This is decided solely by NHBC's Financial Ministry Team. Should the parent or guardian receiving the 20% discount withdraw membership from North Henry Baptist Church, the 20% tuition discount will be discontinued. Pastoral and missionary families may be eligible for a ministerial scholarship which can award up to a 20% discount.

Multiple Children
A $150.00 discount per year off tuition is given to all subsequent children enrolled at NHA during the same school year. Sibling discounts cannot be applied to fees.

Prepayment
Parents or guardians may choose a 10% discount 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. Parents or guardians may choose only one of the above discounts per school year.

DISRUPTION OF SCHOOL

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

Also, the administration of NHA will not allow anyone to insult or abuse North Henry Academy teachers or staff members. NHA is their workplace. Respect and regard must be given, even in difficult or trying moments.

DRESS CODE AND UNIFORMS

General 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. Uniforms tend to diminish any interest in socio-economic differences and prepare students for a professional life of proper attire.

1. Polos may be purchased anywhere (except for maroon polo), please see allowed colors in your student's appropriate grade level policy below.
2. All embroidered logos must be purchased at Everyday Image.
3. Any uniform pants, skirts, shorts, skorts, jumpers may be purchased anywhere.
4. If a student wears inappropriate attire to school, parents may be called to bring other clothes.
5. Students should dress appropriately for the weather conditions.
6. No student may wear body piercings (earrings for ladies is okay), visible tattoos, or excessive make-up, as determined by administration.
7. On Fridays, jeans ***(no holes, rips, or tears)*** and NHA T-shirts are allowed for a mission fundraiser fee of **$30** for the entire school year. ***All proceeds are used to support local missions (ex. homeless, food banks, etc.). The $30 is billed through your FACTS account.***
8. T-Shirts that are in accordance with a theme day, are permitted on these days at no cost.
9. Jewelry should be modest as to not distract self or others. The school is not responsible for lost or stolen items.
10. Pants or shirts are so tight that they accentuate body parts are not allowed.
11. Other uniform questions, concerns, or issues will be determined at the discretion of the academy principal on an individual basis.
12. No light up or skate shoes are permitted.

Preschool Uniform Policy (K3 – K4)

Our preschool uniform policy encompasses K4 and under. Although we do not require preschool students to adhere to the NHA uniform policy, we do have a dress code that promotes modest healthy interaction between young children and should always align with the mission and vision of the academy.

- If a student wears inappropriate attire to school, parents may be called to bring other clothes.
- There may be inappropriate hair and dress styles not addressed here that would be handled on a case-by-case basis.
- 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.
- The waist and midriff must be always covered.
- 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.
- Children must be potty trained—no onesies or one-piece outfits, hard-to-remove buttons, etc.
- No light up or skate shoes are permitted.

Preschool students must always have a clean change of clothes and undergarments available in the classroom in a Ziploc bag and labeled with the student's name. Children must be potty trained. All basic uniform guidelines must be met as well.

Elementary, Middle, & High School Uniform Policy (K5 – 12th Grade)

Chapel Policy
Students should follow the same uniform policy as other school days excluding Friday Spirit Day attire.

Non-Chapel Days

1. **Outerwear**
    a. Maroon or Black sweater/cardigan (embroidered with the NHA emblem/logo)
    b. Maroon or Black fleece Jacket (embroidered with the NHA emblem/logo)
    c. Solid black, solid grey, solid navy-blue full zip-up sweatshirt jacket with no other color or design but the NHA embroidered emblem/logo.
    d. V-neck or Crew neck Embroidered sweatshirt with NHA embroidered polo shirt underneath **(not hoodie style)**
    e. NHA Hoodies may **only** be worn on **Fridays** with an appropriate NHA T-shirt/polo underneath.
    f. During winter months non-uniform jackets/coats are allowed to be worn to school but must be removed upon entering the classroom
    g. No other outwear will be allowed to be worn inside the classroom.
2. **Hair**
    a. Both male and female students shall have neatly styled hair, as to not distract self or others.
    b. Hair shall remain or resemble a natural color hair tone; this includes highlights.
    c. No mohawks or extreme hairstyles are allowed.
    d. Afros are not to be taller than three inches.
    e. Hair shall not distract the vision.
    f. For male students, hair shall be cut before reaching the collar.
    g. Male students shall not wear any hair style normally considered feminine (ponytails, buns, etc.)
3. **Tops**
    a. **Males** –
        i. White, maroon (**purchased from Everyday Image**), or black NHA embroidered polo uniform shirt.
        ii. Maroon embroidered vest with polo or white oxford underneath.
        iii. NHA embroidered sweatshirts **(not hoodies)** with a polo shirt worn underneath.
    b. **Females** –
        i. White, maroon (**purchased from Everyday Image**), or black NHA embroidered polo uniform shirt.
        ii. Maroon embroidered vest with polo or peter pan blouse underneath.
        iii. NHA embroidered sweatshirts **(not hoodies)** with a polo shirt worn underneath.
4. **Bottoms**
    a. Males –
        i. Khaki or black uniform shorts **(No shorter than 3 inches above the knee)**
        ii. Khaki or black uniform pants
        iii. Pants are to be worn at the waistline, no sagging allowed.
        iv. Black or brown belt must be worn with any bottom that has belt loops.
    b. Females –
        i. Khaki or black uniform shorts **(No shorter than 3 inches above the knee)**
        ii. Khaki or black uniform pants
        iii. Khaki, black, or plaid uniform skirts
        iv. Khaki or black uniform skorts
        v. Plaid uniform jumper with white peter pan blouse.
        vi. Pants are to be worn at the waistline, no sagging allowed.
        vii. Shorts, skirts, skorts and jumpers must be no shorter than **3 inches** above the knee **(front and back).**
        viii. If wearing skirts or jumpers you must wear **shorts underneath**
        ix. Black or brown belt must be worn with any bottom that has belt loops.

5. **Shoes**
    a. Solid black closed toe shoes.
    b. Solid brown closed toe shoes.
    c. Solid white closed toe shoes.

DROP OFF/DISMISSAL

Three- and four-year-old preschool (K3 and K4) students follow the small white paw prints to the drop-off and dismissal area. Working parents on their way to work may drop their child off at the door marked "Academy Office" in the back of the main building as early as 7:00 AM and walk their child to class. K3 and K4 classes dismiss from 12:00-12:15 at the friendship room double doors past the academy office. Students will only be dismissed in the car line, and only authorized adults. If a child is not enrolled in extended care, the parents will be charged $10.00 for any portion of an hour after 12:15 PM; after the third occurrence, registration fees will be applied to that student's account. When dropping off or picking up, if a parent wants to stay longer than a few minutes, we ask that they please park their vehicle so that the carline can proceed smoothly. Teachers and other school personnel may require identification at any time. Thank you for your cooperation as we strive to preserve the safety of our school community.

Students K5 – 12th grade drop off between 7:00 and 7:55 AM through the chapel car line following the white paw prints. However, At 7:45, students in K5 -12th will have morning assembly in the chapel so it is important for students to attend for a time of pledges, prayer, and devotion. At 7:55 students are dismissed with their teacher to go to their designated class. After that time, they will be considered tardy. The parent or guardian of any tardy student must check the student in 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.

K5 – 5th dismiss from 3:00 to 3:15 PM through the chapel car line following the white paw prints. Students will only be dismissed in the car line and may only be picked up by authorized adults. Accounts of elementary children not enrolled in extended care who are on campus past 3:15 will be charged $10.00 for any portion of an hour after 3:15. After the third occurrence, registration fees will be applied to that student's account. Teachers and other school personnel may require identification at any time. Thank you for your cooperation as we strive to preserve the safety of our school community.

Dismissal for students in 6-12th are picked up on the side of the gym following the maroon paw prints from 3:20 to 3:40. Students will only be dismissed in car line unless the parents have given written permission for them to walk or drive home. Accounts of any upper school student who does not have a scheduled activity (sports practice, tutoring, etc.) or extended care enrollment will be charged $10.00 for any portion of an hour after 3:40 PM that they remain on campus. After the third occurrence, the registration fee will be applied to that student's account. Upper School students need to have a purpose for staying on campus after 3:40; pre-approval from the principal and parents is required. Teachers and other school personnel may require identification at any time. Thank you for your cooperation as we strive to preserve the safety of our school community.

Students needing to leave school early must be checked out by a parent or authorized adult. For safety reasons, teachers may not release a child from the classroom without authorization from the school office. Adults who check a student out must be listed on the student's current release form. After checking the student out at the office, the office will authorize the teacher to release the student, and the parent will drive to the gym dismissal door to meet their child. Teachers and other school personnel may require identification at any time. Thank you for your cooperation as we strive to preserve the safety of our school community.

Early Drop Off

Beginning at 7:00 AM each school day, early drop-off is a free service for working parents of NHA students. Teachers and staff of NHA shall adhere carefully to this starting time. NHA's hours of operation are from 7:00 AM to 6:00 PM; outside of those times, there will *not* be adequate Academy staff available

for the safety of academy children. If there are no parents interested in dropping off at 7:00, NHA may move the start time for early dismissal later. (North Henry Baptist Church, however, does sponsor evening activities for youth or children on our shared facilities directly under their auspices. Contact the church office and website, nhbaptist.org, for more information.)

Extended Care Policies

Extended care is offered on a first-come, first-served basis because of state regulations on space. Academy employees' direct activities for this program, which is designed to provide care for the children of working parents. There will be no extended care on days that NHA is not in session.

Tuition is required for afternoon care. This program begins immediately after school and is available until 6:00 PM. A $25.00 late fee will be charged after 6:00 PM for the first 15 minutes and $50.00 for every fifteen-minute period thereafter.

Students are released only to people who are authorized to pick them up as indicated on the enrollment application. If someone other than the authorized person 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 people picking up students may be required to present photo identification.

EMERGENCY MEDICAL PROCEDURES

If an accident occurs involving a student, we will make every effort to contact the student's parents or guardian and act in their direction. If we cannot contact a parent, the school administration will take whatever means necessary to preserve the child's health.

FIELD TRIPS

Due to the safety issues involved in transporting children K4 and under, NHA will only provide on-campus "field trips" for those ages. The administration may choose interesting people who can relate to the very young. The teacher and administration shall select appropriate educational visits for all other grade levels.

Elementary and upper schoolteachers schedule educational trips to nearby venues throughout the school year. They design these trips to supplement various aspects of the classroom curriculum and introduce students to the community's resources. Parents are allowed to attend a field trip by invitation only. Siblings are not allowed.

A parent or guardian must sign and turn in the "Field Trip Agreement" packet at the time of registration. This form applies to all approved filed trips and may be used if your child must be transported for emergency reasons.

FIRST DAY OF SCHOOL

Your child's first day of school is monumental. Feel free to document this occasion with a photo of your student; however, do not linger inside or outside the classroom so that your child can transition quickly 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. Semester grade reports are downloaded to Gradelink two times per year at the end of the first and second semesters.

Parents, please set low-grade alerts on Gradelink and check your student's grades at least weekly. Feel free to schedule conferences with teachers to discuss your students' progress at any time during a grading

period. A report card will be published to Gradelink at the end of the year. Grades will be recorded as follows:

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

Promotion –
K4 to K5 or from kindergarten to the first grade is determined by the kindergarten teacher and based on her appraisal of the child's academic and emotional readiness for the more intense demands of the next academic level.

Kindergarten and Elementary: Grade A+ - D

Promotion – Promotion from one grade to the next is determined by the student's teacher and is based on the appraisal of his academic readiness for the next grade. A student will not be promoted if he/she has failed 2 or more subjects.

Upper School (Middle and High School 6-12th Grades)

		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

6-8th Grades
Promotion – Promotion from one grade to the next is determined by the student's teacher and is based on the appraisal of his academic readiness for the next grade. A student will not be promoted if he/she has failed 2 or more subjects.

9-12th Grades
Promotion - To advance to the next grade level, high school students must earn at least 5 credits per year:

To advance to the 10th grade, at least 6 total credits must have been earned.
To advance to the 11th grade, at least 12 total credits must have been earned.
To advance to the 12th grade, at least 18 total credits must have been earned.

HEAD LICE

Since head lice spreads easily, any student who has lice will be sent home and may not return to school until the student's parent or guardian shows 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. If head lice become a recurring 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 NHA administration will call the parent or guardian to arrange the pickup of the child by an authorized person as soon as possible. Examples of symptoms of illness include a fever of 100.4 degrees or higher, vomiting, diarrhea, undiagnosed rashes, and pinkeye. Children with any of these symptoms may not remain at school or return to school until they are healthy.

Students will go outside daily as the weather permits. Students should be dressed accordingly. Parents and guardians should not ask for students to be kept inside, since there will not be proper supervision inside when students are at PE or recess. Students who are too sick to go outside should be kept at home.

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 Grade- 30 min.
2nd Grade- 40 min.
3rd Grade- 45 min
4th Grade- 50 min.
5th Grade - 55 min.
6th- 12th Grade – 20 to 30 minutes per subject assigned **not to exceed 2 hours.**

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.

It is important that students make their homework a priority from the very beginning of the academic year; that they carefully record all assignments and take home everything that is necessary to complete those assignments. If parents discover that it is not possible for their child to complete a particular homework assignment on time, they must send a note of explanation and a request for a reasonable extension to the teacher or discipline will be administered. Students are responsible for all homework assignments during absences.

Students have one day for one day absent to make up their work/assignments/tests. i.e. Students who miss 2 days then have the next 2 days to make up their work/tests; if they miss 1 day then they have the next day to make up their work/test not to exceed 10 days.

Late Work Policy
If a student does not turn in their assignments the following policy will be enforced:
1 day late = 11% (one letter grade, i.e. an A becomes a B) and an email to parents
2 days late = 21% (two letter grades, i.e., an A becomes a C) email to parents and detention
3 days late = 31% (three letter grades, i.e. an A becomes an F) email to parents, administrative referral, and becomes a category 2 offense.
All work for seniors must be completed a week prior to graduation.

Kindergarten and elementary teachers will send home a folder each week containing the student's completed assignments and a form to be signed by a parent or guardian 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 excellent 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 the End of Year Awards Assembly, students with an overall GPA of 4.0 and 3.0 or greater will receive an award of recognition. Students with perfect attendance, including no tardies, will receive an award at the end of the year. NHA will also award the Highest GPA, the Lion Award for character, and other meaningful awards and certificates during the 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, 2) open late, or 3) close for the day.

KINDERGARTEN GRADUATION

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

LOCKERS

Lockers are NHA property, and as such, are subject to search by Academy personnel. Upper School students may leave their school supplies, books, PE clothes, a lunch or snack, and perhaps some personal items in their lockers. For safe keeping **a padlock (preferably combination) and keep it locked**; NHA is not responsible for lost or stolen items from lockers. NHA teachers and administrators do not have the time to search the campus for items that should have been kept in locked lockers or not brought to school. Lockers are *not* intended as safe deposit boxes for high-value items, nor as laundry baskets for mounds of dirty clothes waiting for washing. Students should deal with any leftover food and dirty items each day. During the school day, students should plan which items they will need for each class so that they will not have to interrupt their classes to go to their lockers. Use of the locker is a privilege for student convenience, not a right.

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. If your child does lose something, please check the Lost and Found Box in the gym. After a reasonable time, we will give away any unclaimed articles.

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 lunch from home. No microwaveable items for preschool children please.

Lunch costs $5.50 per day including a beverage and is optional. The lunch coordinator sends home a menu monthly for you to choose what days your student will purchase lunch. Each month on the twentieth, you will receive a bill 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. 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, vegetables, and milk.

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 3:00 PM. Please also send a bottle of water daily. It is best if snacks are kept healthy and simple. You may purchase a lunch for your preschooler, or they may bring one from home. For preschool children, please do not send any chicken on the bone, hotdogs, or nuts of any kind. Our hope is to partner with parents in providing all students with nutritious and healthy lunches.

Healthy snacks promote good health and focus. Examples of healthy snacks:

- Pretzels
- Yogurt
- Grapes, apple, banana, orange
- Whole-grain crackers

- Graham crackers
- Raisins
- Cheese stick
- Granola bar

For children under five years of age, we follow state guidelines for choking hazards.

The lunchroom should always be kept neat and clean. To that end, teachers have developed lunchroom rotations for wiping tables and sweeping floors that include all students. Helping in lunchroom cleanup not only tidies the area for the next lunch shift but also builds character and responsibility.

MEDICATION

If your child is sick, has a fever, or is contagious, please keep them home. If they need medicine during school hours, you must come to the office and complete a *Medicinal Form*. You must provide the prescription number and dispensing instructions, sign, and date it. NHA staff can only dispense medicine with written parental approval and instructions from a doctor or, in the case of non-prescription medicine, instructions from parents. All medicines (prescriptive and non-prescriptive) must be in their original containers for Academy staff to dispense. Please mark the student's name clearly on non-prescriptive medicine bottles. Forms for medicines must be renewed every two weeks.

PARENT-TEACHER CONFERENCES

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 carline. Also, children who require support will have more frequent conferences requested by parents or teachers.

There will also be a Parent-Teacher Night about a month before the end of each semester. During this time, you can come to the Academy, hear from administration, and meet each of your child's teachers.

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 or her call.

PARTIES

Parents may send refreshments for a class to honor their child's birthday to be served during morning snack time or at lunch, but not during regular instruction hours. Please check with the teacher to accommodate students who have dietary restrictions or allergies.

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.

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 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 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 who choose to celebrate in this way at home. Seasonal activities and programs in the Academy 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 they bring a statement from a doctor or the Health Department saying that they are under treatment and not contagious.

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.

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. The only exception is 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
· Gradelink Account set up
· FACTS Account set up
· A copy of Birth Certificate
· Immunization Form 3231
· Eye, ear, and dental screening, Form 3300

Elementary and Upper School

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

· Enrollment Packet and fees
· Gradelink Account set up
· FACTS Account set up
· Immunization Form 3231
· Eye, Ear, and Dental Form
· A copy of Birth Certificate
· A copy of the student's Social Security card
· 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 and Campus Hours

The school office is open from 7:30 AM until 4:00 PM, Monday through Friday; it is closed on holidays and on days during the school year when school is out. The entire Academy is closed from 6:00 PM, when the last aftercare student should have left, until 7:00 AM, when early care begins, except for athletic matches when the gym or fields would be open. Unaccompanied children found on campus when school is out of session and when there is no church activity will be reported to the Georgia Division of Family and Children Services.

SCHOOL SUPPLIES

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

TEACHERS

All teachers must be born-again Christians in compliance with the Statement of Faith of North Henry Academy. 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 or her parents or guardians. As a school, North Henry Academy serves to assist the family in this task. To support the education process and be an encouragement to the student, parents and guardians should take an active part in North Henry Academy's programs. As in any activity that children undertake, the interest and involvement of their family have a tremendously positive influence on the student's performance. The most significant indicator of academic success is parents who care about and reinforce academic discipline at home.

All questions, problems or complaints should be brought directly to the teacher first before anyone else is involved (Matthew 18:14-17). If a situation is not cleared up at this level through direct contact, (95% of them are!), it should then be brought to an administrator.

TECHNOLOGY and SOCIAL NETWORKING

Technology will be permitted in any classroom only with the teacher's permission for that class. They may include cellphones, tablets, or laptops. Upper School students will sign a Technology Use Policy that covers all areas of technology in the school.

Any communication that takes place using cell phones, email, and internet that contains inappropriate language, communication regarded as bullying, or inappropriate content, pictures, or messages, will be addressed by administration congruent 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 Academy accounts must be current. Transcripts of a student transferring from another school will be considered on an individual basis.

TRANSPORTATION and PARKING

Parents must communicate any changes in the way a student usually goes home from school with the NHA office. Any student planning to take a fellow student home from school must present written permission to the office. In the case of unrelated high school students driving home together, both the driver's and the passenger's parents must approve of the pick-up or drop-off in writing, and the driver must follow all Georgia DDS rules concerning carrying passengers.

Driving a vehicle and parking at NHA is a privilege and responsibility for licensed drivers only. Students wishing to drive to school must register their vehicle and license with the Gradelink and Admissions office, which will charge a $15.00 fee to the student's FACTS account. Upon receipt, a parking permit must be prominently displayed. Students must adhere to the 5-m.p.h. speed limit on campus. Students who fail to comply with the following regulations will be subject to disciplinary action and may forfeit their driving privileges at the sole discretion of the NHA administration.

1. Parking is a privilege, not a right. That privilege will be revoked for violation of parking procedures. Students must obey all directions of the school administration, teachers, and North Henry Baptist Church leaders.
2. Parking lots are part of the school and church campus. Vehicles and their contents may be searched if, in the opinion of the school administration, reasonable suspicion exists. Students must not have items in their vehicles that cannot be brought into the building.
3. Students may not park any motorized vehicles on campus without a valid student parking permit. Permits may be purchased in the FACTS and Admissions office.
4. All permits must be displayed clearly and turned in upon withdrawal of graduation.
5. Students shall park in assigned spaces only.

6. All cities, county, and state driving laws and regulations must be followed while on campus. For the safety of all students, the speed limit on campus for all vehicles is 5 m.p.h. When coming or going from school, student drivers should avoid driving past the Academy Office and afternoon care doors, as parents of young children often use these doors for drop-off. Obey the one-way traffic pattern in the parking lots.
7. Jackrabbit starts, spinning wheels, reckless operations, or any other dangerous driving practice is prohibited.
8. Offensive tags, signs, or bumper stickers are prohibited. Remember, we are a ministry of North Henry Baptist Church and share their parking lots.
9. The school will not be held liable for any loss or damage that occurs to student vehicles.
10. Students are not allowed to go to their vehicles during school hours without administrative approval.
11. Park in the assigned student parking space along the northeast edge of the softball parking lot. Vehicles must remain parked until you leave campus. This includes athletic practices and games.
12. Students may only drive the vehicle they have registered with the school; students may not drive a vehicle belonging to another student.
13. Students may NOT drive to field trips or sporting events.
14. The student's vehicle must meet all state, county, and municipal guidelines, including those regarding lighting, window tint, and sound systems.
15. Upon arrival on school property, students must promptly exit and lock their vehicles and enter the school building on the northwest side of the gym. Rules for tardies and early check-outs apply.
16. No student or passenger is permitted to return to the vehicle during the school day for any reason, including during lunch and break periods, unless an administrator grants permission.

TUITION and 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 the NHA. All payments must be paid through the FACTS account (fees may apply).

Parents must set up an account with FACTS. You can go online to sign up at https://online.factsmgt.com/SignIn.aspx . 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. A yearly fee will be charged for the monthly agreement. The fees are paid directly through FACTS. 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's 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. Parents or guardians of students expelled for disciplinary reasons will receive no refunds of any payments. Records and report cards will not be released until all payments are final.

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 extrafee will be billed. The twelve payments listed above are approximate and will be calculated by FACTS when your agreement is finalized. FACTS will auto-draft the twelve payments on the fifth of each month, with the first payment due on June 5th and the last on May 5th. If the tuition auto draft is unsuccessful, a $30.00 NSF fee will be charged and a $25.00 late fee per student will be added to your account. If tuition and late charges are not paid in full by the fifteenth 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. After the first failed attempt, parents will need to login to FACTS to make their payment. NO ACCOUNT will be allowed to become overdue beyond the 15th of the month.

FACTS will invoice 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 and paid through FACTS. A late fee of $5.00 per 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 (EC), and their account will be charged for any portion of an hour that they are in EC. After the third occurrence, the student's account will be charged the EC Registration Fee. Lunch costs $5.50 per day at NHA and is optional. See page 22 for more details on lunch choices.

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 checks 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 and exercise careful security procedures. Therefore, it is the policy of our Academy that visitors, including parents, stop by the office and state the purpose and intended length of the visit. If the Academy staff determines that such a visit will not interrupt the academic atmosphere of the classroom, they will issue a visitor's pass and allow the visitor to proceed. The staff at North Henry Academy is instructed to send anyone that they see in or around the buildings without a visitors' pass to the office to sign in.

VOLUNTEERS

Parents and 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 and guardians should complete the NHA *Parent Volunteer* form and the *Service Hours Log* to get credit for their hours.

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; furthermore, there is an early withdrawal feel of $170.00 for preschool and $250.00 for kindergarten through twelfth grade. 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 the account is paid in full.

STATEMENT

It is the policy of North Henry Academy not to discriminate against students of any race, color, or national or ethnic origin. All students have the same rights, privileges, programs, and activities made available to other students at the school. Our desire, as those being conformed to the image of the Lord Jesus Christ (Romans 8:29), should be to look at the heart of a person and not on outward appearances (I Sam. 16:7).

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 by email, and an updated copy will be posted to the website.

North Henry Academy Parent and Student Handbook Commitment Form

I understand and will abide by the expectations and policy in this handbook. I further understand that any violation of the policy in this handbook will result in disciplinary action. Parents and students must support the policies and decisions made by NHA.

Berating the school or making any form of inappropriate, hateful, divisive, or inflammatory comments about the school or school staff on any social media can be grounds for dismissal from the school.

I, _____, the parent or guardian of _____,

acknowledge receipt of this Handbook and agree to abide by the policies and procedures

found herein. To the best of my ability, in the sight of God, I will encourage my child to

do so as well. In attestation thereof, I affix my signature this_____ day of

_____in the year of our Lord 20_____.

Student Signature: _____
(parent may sign on behalf of K5-2nd)

Parent Signature: _____

Please return this signed agreement to your classroom or first period teacher during the first week of school.