

# Praise Academy

*“Christ First, Self-worth, Academics”*



## Parent - Student Handbook

[www.praiseacademy.com](http://www.praiseacademy.com)

Accredited by:



Revised: October 6, 2009  
Subject to change without notice

# Praise Academy

*“Christ First, Self-worth, Academics”*



## School Hours

K3 – K4	8:20 – 12:00
K5 – 6 <sup>th</sup>	8:20 – 3:00
7 <sup>th</sup> – 12 <sup>th</sup>	8:00 – 3:20

4052 Hiram Lithia Springs Road  
Powder Springs, GA 30127  
Phone 770-943-2484 Fax 770-943-9458  
[www.praiseacademy.com](http://www.praiseacademy.com)

A ministry of Praise Tabernacle

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## STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto

the resurrection of condemnation (John 5:28–29).

**6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).**

**7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).**

### **VISION STATEMENT**

**“Growing Disciples to make Disciples through Christian Education”**

(Luke. 2:52; Matthew 28:19)

### **MISSION STATEMENT**

**Partnering with Christian families to provide a Christ centered educational system where students can achieve academic excellence, a life long commitment to Christ, and a passion for success.**

### **PHILOSOPHY STATEMENT**

**Christ First** (Colossians 2:3, 6-10)

**Self-Worth** (Psalm 139:13-16; Jeremiah 29:11)

**Academics** (Colossians 2:3; Proverbs 4:5, 7; Proverbs 9:10)

### **CORE VALUES**

#### **Love:**

We believe that each person should love God and love others as they love themselves. It is our goal at Praise Academy to demonstrate the love of God through a life-style of love and caring for each other.

#### **Family:**

We believe in the family as the most important institution that God has created. It is our goal at Praise Academy to partner with our parents in the education of their children.

#### **Biblical Worldview:**

We believe that the Bible is immutable, inerrant, and infallible. That all education should begin with God’s Word as its foundation. It is our goal to teach all subject matter from God’s point of view ... a Biblical Worldview.

#### **Kingdom Education:**

A life-long, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ!

Glen Schultz, *Kingdom Education* (Nashville: LifeWay Press), 1998

## **ADMISSIONS POLICY**

The family should agree without reservation with the Statement of Faith, Vision, Mission, Philosophy, and Core Values of Praise Academy.

Praise Academy requires at least one parent and the child(ren) applying to be faithful to a local church and to be a follower of Jesus Christ.

### **Enrollment Process:**

Contact the school office for the initial interview with the principal and/or the administrator. The child(ren) applying for acceptance should be at the interview with their parents.

### **Parents should bring:**

1. Completed application or complete at the initial interview
2. A copy of transcript
3. Discipline records (Behavioral report).
4. Most recent report card (please include current quarter or semester grades).

Upon acceptance to Praise Academy the family must provide the following information:

- Certified copy of student's Birth Certificate. Students entering K3 (must be 3 years of age), K4 (must be 4 years of age) or K5 (must be 5 years of age) before September 1st to enroll in the appropriate Kindergarten program.

- Copy of student's Social Security Card
- Georgia Certificate of Immunization - Form #3231 (K3-12<sup>th</sup> Grades)
- Georgia Certificate of Ear, Eye and Dental Exam - Form #3300 (K5-12<sup>th</sup> Grades)
- Pastor Recommendation Form
- Administrator / Counselor Questionnaire
- Release Authorization Form for students entering grades 1 - 12
- Copy of student's most recent report card, discipline and testing records (Stanford, SAT or other accepted testing data).
- 7<sup>th</sup> – 12<sup>th</sup> Grade Student Agreement Form
- Emergency Card

Once records are received, the administration will review the application. Middle School and High School applicants will also be interviewed by the Administrator. Notification of acceptance or denial will be made as soon as possible after all steps of the application process have been completed. All newly enrolled families/students are accepted on a one (1) semester probationary period.

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

## **GENERAL POLICIES**

### **ACCREDITATION**

Praise Academy is accredited with SACS (Southern Associations of Colleges and Schools) and ACSI (Associations of Christian Schools International).

### **ACCIDENT INJURIES**

Any child injured during the school hours will be sent to the office to be checked and a report will be filed. Please notify the office if your child reports an injury that took place while at school. Accidental injury insurance is provided to every student at Praise Academy with a \$10,000 maximum. The insurance provided is a secondary coverage. Claims must be filed with the family insurance coverage first. Then we will submit any balances due to the school's insurance company. If the family does not have accidental coverage then the school's insurance will become primary. Please note that the accidental school insurance coverage maximum is \$10,000. All students involved in any sport requiring a Sports Physical must provide a photo copy of their insurance card to verify accident coverage. Otherwise the family must purchase separate accident coverage and provide proof to the athletic office. All copies will be on file in the athletic office.

### **ADVERSE WEATHER CONDITIONS**

If there is a possibility of inclement weather which may affect school openings, parents should listen to the news on ABC, NBC, OR CBS for specific announcement regarding Praise Academy inclement weather closings. PLEASE DO NOT CALL THE SCHOOL STAFF REGARDING SCHOOL CLOSING.

### **CHAPEL**

Chapel is viewed as a very important part of spiritual development of the students. Parents are welcome to visit Chapel programs at any time. Pastors and Youth Pastors interested in doing a chapel may contact the school office.

### **CHURCH AFFILIATION**

Praise Academy is a ministry of Praise Tabernacle, congregational Methodist Church. Praise Academy students and one parent are to be actively involved in a Bible believing church on a regular basis.

### **PROBLEM SOLVING**

During the school year there are often questions, or perhaps a problem will arise. Praise Academy strives to deal with these individual issues according to the principles in the chapter 18 of Matthew. We apply Matthew 18 in the following order: Parent/Teacher, Lead Teacher, Principal, Administrator and finally School Board.

### **SEXUAL HARASSMENT**

It is the policy of Praise Academy that students shall be able to enjoy an educational environment free from all forms of discrimination, including sexual harassment. Sexual harassment is unlawful under federal law and is specifically prohibited by Praise Academy and will not be tolerated.

### **WORK PROGRAM**

Seniors on the work program must turn in a work

permit before going to work. A CVTP Employer Rating Sheet must be turned in two weeks before the end of the nine (9) week period to receive a grade and return to work. If a student is out of school because of illness, he will not be allowed to work that day.

## **FINANCIAL POLICIES**

### **SCHOOL INSURANCE**

Secondary accidental insurance is provided to every student at Praise Academy. The insurance provided is a secondary coverage. Claims must be filed with the family insurance coverage first. Then we will submit any balances due to the school's insurance company. If the family does not have accidental coverage then the school's insurance will become primary. The limit of the school's coverage is up to \$10,000.

### **TUITION POLICY**

Praise Academy recognizes the absolute necessity for prompt payment for all school fees which is not only Biblical but also produces integrity. In order to pay faculty and staff, improve and maintain our campus and guarantee the school's future, all financial obligations are expected to be fulfilled.

Tuition fees are scheduled in 10 equal payments. Payments are due the first of each month. First month tuition payment is due July 1<sup>st</sup> and the last one is due April 1<sup>st</sup>.

There will be a \$20.00 service charge for any returned check. After the second return check,

tuition and all other fees must be paid in cash or money order.

There are no deductions from tuition for vacations, holidays or absences.

Deductions from a student's tuition for absences are not allowed during the school year regardless of cause unless approved by the School Board.

**Payments not received by the 5<sup>th</sup> of the month are delinquent, and a service charge of \$10.00 will be added to past due accounts. Tuition and all other fees must be paid by the 15<sup>th</sup> of the month or the student will not be allowed to attend class until the full balance is paid.**

No grades may be given until satisfactory arrangement has been made.

Registration and matriculation fees are non-refundable.

If a student withdraws from the school for any reason their account balance must be paid in full before any records are released. Paid in full is defined as paid in cash or two weeks after the deposit of a payment made by check. There is a \$500.00 withdrawal fee for early withdrawal for any reason.

All withdrawals are required in writing and considered effective when the notice is received by the school office and acknowledged by the administration.

Since the accounts of all students in a family are combined, the joint obligations must be paid before a diploma, or school records will be released.

New student enrollment requires registration fee to be paid on day of registration, matriculation paid on day of registration, and first months

tuition must be paid by July 1<sup>st</sup>. Enrollment after July 1<sup>st</sup> requires registration and matriculation fees paid at enrollment with first tuition payment paid by July 1<sup>st</sup>.

Note: New student registration begins February 1<sup>st</sup> for the next school year.

**Re-Enrollment Fee (Current Students Only):**

January to February 1.....\$ NO FEE, if Matriculation Fee is paid in full per child

February 1 to February 28.....\$50.00 per child + Matriculation Fee paid in full

After February 28.....\$100.00 per child + Matriculation Fee paid in full

**ANY UNPAID BALANCE AT THE END OF SCHOOL WILL PROHIBIT THE ISSUANCE OF THE REPORT CARDS OR ANY OTHER SCHOOL RECORDS UNTIL THE BALANCE IS PAID IN FULL. STUDENTS MAY NOT BE ENROLLED FOR NEXT YEAR’S TERM WITH AN UNPAID BALANCE.**

**TUITION AND FEE PAYMENTS**

Tuition payments may be turned into the office or mailed. Tuition and fees may be paid online on the RenWeb parent website (convenience fees apply).

Praise Academy  
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Powder Springs, Ga. 30127

When sending in a payment for field trips, sports, or

ASP, please note on the check the reason for payment. Please make separate checks for each program or specify each category payment.

**TEXTBOOKS**

All textbooks are on loan to students. These textbooks are owned by Praise Academy. If a book is damaged or has unusual wear, a prorated fine will be assessed. If the book is lost or damaged beyond repair, the student will be assessed the current purchase price of the book upon replacement. We ask parents to encourage their student to keep books well covered and to take good care of them.

**OFFICE POLICIES**

**DRIVING PERMIT**

All students driving to school must apply for parking permits at the school office. When applying for a parking permit you must show your drivers license, proof of insurance, and tag receipt. Drivers will have assigned parking places. Students must sign a form stating they will abide by the following rules. Students must be in homeroom no later than 8:00 a.m.

If a student has five (5) tardies in any nine (9) week period, driving privileges will be lost for one (1) week, beginning the next school day after the fifth tardy.

A student will then lose a week’s driving privilege for each five (5) tardies for the rest of the nine (9) week period.

If students lose their driving privileges for a total of 4 weeks during the entire year, their driving privileges will be revoked and student and

parents must go before the School Board to have it reinstated.

Drivers must have a written note from their parents and the parents of the passenger to carry any passenger off campus. This note must be given to the school office.

Students cannot take anyone home from school even on emergency basis unless both parents have been contacted and it has been approved. Any violation of rules five (5) and six (6) will result in immediate revocation of driving privileges.

Any student driver who leaves campus without permission will be suspended. A student's second offense will result in having their driving privileges revoked. Parents and student will be required to meet with the school board to have the student's driving privileges reinstated

#### MEDICAL INFORMATION CARDS

Each student is required to have an emergency information card in the school office. No medical assistance can be provided without that information.

#### MEDICINE

All medicine must be brought into the office and kept during the school day. A note must be sent from home indicating dosage and time for medicine to be administered. The office cannot dispense medicine without written consent from the parents. Over the counter drugs must be maintained in the original container. Prescription drugs must be in original container, bearing the name of patient, the name of physician prescribing the medication and the name of the pharmacy filling the prescription. NO medicine will be allowed to remain with the student during the school day.

#### SCHOOL VISITORS

All parents and visitors to the school must check in at the school office to receive a visitor's badge. Prior permission must be obtained from the school before parents or visitor can spend a significant amount of time in the classroom or on school campus. Pastors and youth pastors are welcome to have lunch with the students on school campus after receiving a visitor's badge.

#### STUDENT DROP-OFF AND PICK UP

Student pick-up in the afternoon will be as follows:

K5 - 6<sup>th</sup> Grade, line up in the car line. Students are dismissed at 3:00 pm.

7<sup>th</sup> - 12<sup>th</sup> Grade, line up in the car line to the far right lane until 3:20 pm. Students are dismissed at 3:20 pm.

If you have students in lower and upper levels to pick up, please line up in the far right lane. If you pick up a K5-6<sup>th</sup> student and have a 7<sup>th</sup>-12<sup>th</sup> student to pick up as well, you will be asked to circle back around the line until 3:20 pm. We ask that all parents please be patient and courteous.

**PLEASE, DO NOT PARK TO PICK UP YOUR CHILD ... PLEASE STAY IN THE CAR LINE!!!**

Students will not be allowed to cross the line of traffic in the parking lot. We ask that all parents stay in the car line to pick up their child. This will provide safety to all students. Parents of K3 through sixth grade will be issued a gold ID card for pickup. ID cards must be placed in clear view when going through the car line. If you have limited time and must pick up

your child early you must come in the school office and sign your student out by 2:45. Students will not be dismissed before 3:00 for elementary and 3:20 for 7th – 12th grade without parental sign out. Please do not park in the student parking spaces. They will be numbered numerically.

### **TELEPHONE CALLS**

The school cannot take or deliver personal messages for students except under very special and specific circumstances. These circumstances are listed below:

Notification of death, serious illness, or disaster in the family.

Medical appointments that have changed unexpectedly.

An unexpected change in work schedule for a student enrolled in the work program.

Students are not to use the phone unless an administrator or secretary is present. After-school plans should be made before coming to school; the phone will not be used for social purposes.

### **TRANSCRIPT PROCEDURE**

Transcripts of students will be sent directly to institutions when requested by parents or the institution. All financial obligations to the school must be cleared before any records or transcripts will be released. After two transcripts have been requested there will be a \$2.00 charge.

### **WITHDRAWAL POLICY**

Parents withdrawing a student from school for any reason will be required to pick up a withdrawal form from the school office. Each teacher must sign the

withdrawal form. All textbooks, library books, and sports uniforms must be turned in to the teacher and all financial obligations to the school must be completed before the withdrawal form will be finalized. Also, there is a \$500.00 withdrawal fee for any reason.

## **ACADEMIC POLICY**

### **CURRICULUM**

Praise Academy offers a Christ Centered Curriculum from a Biblical Worldview for grades K3 through twelve.

### **Academic Programs and Course Offerings:**

**Praise Academy offers four (4) preparatory programs of study:**

- College Preparatory with Distinction (CP+) (4.0 GPA)
- College Preparatory (CP)
- General Preparatory with Distinction (GP+) (4.0 GPA)
- General Preparatory (GP)

### **High School Course Offerings:**

**Bible:** Old Testament Survey, New Testament Survey, Life of Christ, Behold Your God (A Study about God), Church History, Timeless Truths

(Apologetics), Portraits of a Leader (Leadership Studies). Christ / Culture (Worldview/Ethics)

**Mathematics:** Algebra 1, Algebra 2, Geometry, Senior Math, Advanced Math (Calculus and Trigonometry), Algebra 1A, Algebra 1B, Basic Math, Personal Finance, Consumer Math, General Math

**English:** Grammar and Literature, World Literature and Composition, American Literature and Composition, British Literature and Composition, Journalism, Christian Literature

**Science:** Physical Science, General Science, Environmental Science, Biology, Chemistry, Physics

**History:** Geography, World History, US History, US Government, Economics, Church History

**Foreign Language:** Spanish 1, Spanish 2

**Fine Arts:** Band, Drama, Chorus, Photography, Art

**Computer/Technology:** Introduction to Computer, Key Board, MS Office Applications

**Physical Education:** Personal Fitness, Team Sports, Health 1 and 2, PE 1 and 2, Weight Lifting 1 and 2, Aerobic Dance

**Electives:** Yearbook, Life Skills, Christian Etiquette, Study Skills, Aide (Teacher, Library, Office, Lunchroom)

NOTE: Course offerings are subject to change without notice. Some courses are on a rotation basis. Not all courses are offered every year.

### **GRADUATION REQUIREMENTS**

**Praise Academy meets and exceeds the state of Georgia guidelines. If the state of Georgia requires a change in student credits, Praise Academy will adhere to the new requirements.**

#### **Praise Academy Graduation Requirements for Class of 2011 and Earlier**

Existing Praise Academy requirements, in effect for graduates 2011 and earlier, include:

- Four (4) credits in Bible
- Four (4) credits in Mathematics
- Four (4) credits in English/Language Arts
- Three (3) credits in Science
- Three (3) credits in Social Studies
- Two (2) credits in Foreign Language\*\*
- One (1) credit (½ credit in PE and ½ in Health)

## **Praise Academy Graduation Requirements for Class of 2012 and Later**

Praise Academy's new Graduation Rule goes into effect for **first-time freshman for school year (2008-2009) and future freshmen**. Under the new requirements, all students must have 28 credits to receive a diploma, which include:

- Four (4) credits in Bible
- Four (4) credits in Mathematics
- Four (4) credits in English/Language Arts
- Four (4) credits in Science
- Four (4) credits in Social Studies
- Two (2) credits in Foreign Language\*\*
- One (1) credit in Fine Arts
- One (1) credit (½ credit in PE and ½ in Health)
- Four (4) electives

\*\* Any student going to a University System of Georgia college or university must take at least two years of the same foreign language to meet admission requirements.

## **The New State of Georgia Graduation Requirements**

Georgia's new Graduation Rule goes into effect for first-time freshman for school year (2008-2009). The state sets the minimum requirements for graduation. Local systems can add requirements above and beyond the state requirements. Under the new requirements, all students must have 23 credits to receive a diploma, which include:

- Four (4) credits in Mathematics

- Four (4) credits in English/Language Arts
- Four (4) credits in Science
- Three (3) credits in Social Studies
- One (1) credit in Health/Physical Education
- Three (3) credits in Foreign Language\*\* and/or Fine Arts and/or Career/Technical/Agricultural Education\*\*\*.

- Four (4) electives

\*\* Any student going to a University System of Georgia college or university must take at least two years of the same foreign language to meet admission requirements.

## **HOMEWORK POLICY**

**Homework is considered in determining a student's grade; therefore, students should make this a priority during the early evening hours. Homework is not given on Wednesday evening in order to allow children to participate in mid-week church services.**

Praise Academy uses an agenda so parents can monitor class work, behavior, and homework assignments. **Parents are to read, evaluate, and sign the agenda daily.** Parents can view grading and assignments on the internet at [www.renweb.com](http://www.renweb.com). Please contact the school office for sign up information.

## **PARENT/TEACHER CONFERENCE**

**At least one parent will be required to attend a conference after the first mid term grades are issued. Midterm grades will go out every 4 1/2 weeks after the nine week quarter starts. Please call the school office to set up an appointment for a conference.**

If the need arises and a parent desires a conference with a teacher, we ask that you call the school and make an appointment. Likewise the teacher may also require a conference with a parent.

### REPORT CARDS

Report cards are issued every nine weeks. Progress reports are issued at the mid-quarter (4 ½ weeks). Report cards and mid-term report may be accessed through Renweb. or you can call the school office and request a hard copy.

#### Grade Scale

A	90 -100	C	74 – 79	NI	69 - Below
B	80 - 89	D	70 – 73		

#### Conduct Areas:

1 – Satisfactory    2 – Needs Improvement

All seventh through twelfth grade students will take mid-term exams (9 weeks) and semester finals (18 weeks). Students who have an “A” average and no more than “3” absences will be exempt from MID-TERM FINALS.

**All students are required to take semester finals. No student will be exempt from semester finals.**

The following criterion is used to determine eligibility for honor roll status.

High Honor Roll	All A’s – All 1’s (conduct)
School Honor Roll (conduct)	All A’s & B’s – All 1’s

### STUDENT – ATHLETE ACADEMIC POLICY

GISA extracurricular activities for Grades 9-12 will be determined as follows:

Students must pass five (5) or more subjects to be eligible for the following semester. Seniors must take at least 4 subjects. Coaches may require more stringent rules.

Non-GISA extracurricular activities will be determined as follows:

### STUDENT – ATHLETE ACADEMIC POLICY

Student-Athletes must maintain at least a 70% overall average in core classes. That is an average of all core subjects combined to participate in games. Grades are averaged each 4½ weeks. If a student’s average falls below 70% they will be ineligible for the next 4 1/2 weeks. The Athletic Director may allow the student to participate if the average is brought up before the 4 1/2 weeks; however all exceptions must have prior approval from the Athletic Director and the administration.

### TEST SCHEDULE

- Monday – quiz only
- Tuesday – Science and Language Arts
- Wednesday – Social Studies
- Thursday – Math
- Friday – Bible, Spelling, Electives

### TESTING

SAT (Stanford Achievement Tests) and OLSAT (Otis Lennon School Ability Tests) are administered the second semester of alternate years to all students.

PSAT testing is offered to sophomores and juniors in house during the month of October.

### **DISCIPLINE POLICY**

**Attending Praise Academy is a privilege not a right, and is based on the continued acceptance and support by students and parents of school regulations.** Any parent or student that expresses to other individuals or to the school staff a blatant disregard for the school, its standards or its teachers will be asked to withdraw from the school. Parents and students are expected to acquaint themselves with the school's rules and to abide willingly and cheerfully within them. Students expressing that they want to attend another school will be asked to withdraw from Praise Academy.

### **DEMERIT – DETENTION PROGRAM Grades 7-12**

Detentions are served each Wednesday 3:30 to 4:30 pm.

With 6 demerits accumulated in one week (Monday-Friday), a 60 minute (one hour) detention will be issued to be served on the following Wednesday.

Failure to attend detention will result in a paddling or a suspension. **Only exception is a written doctor's excuse and administration approval.**

Each Monday all students have a clean slate. Demerits do not carry over to the next week.

6 demerits = one hour detention

7 demerits = a paddling or one day suspension

Over 7 demerits = Parent conference

Demerits will be recorded in the student's agenda to inform the parents. Note: please sign the agenda each day so you will be informed about your child's progress.

1 (one) demerit is issued for the following:

Disturbing others

Gum (No Gum on campus)

Candy/Food in classroom

6" Rule / Horseplay

Dress Code Violation (See Dress Code)

Unexcused Tardy to Class

Breaking classroom procedures

2 (two) demerits for no Agenda or agenda signed by parent.

Also, any blatant or repeated violations could result in more than one demerit given for any offense.

### **PHYSICAL CONTACT**

No physical contact between students will be permitted at school or school-related activities. Students are to insure that there is a visible distance between themselves and other students at all times. This is known as the "6 inch rule."

### **PROPERTY DAMAGE**

Any property damaged will be replaced at the expense of the student (family).

### **GUM**

Gum is not permitted on the school grounds at any time. If gum is brought to school it will be confiscated and the responsible student will be disciplined accordingly.

### **TOBACCO, DRUGS, AND ALCOHOL**

The use or possession of drugs or alcoholic beverages on or off campus will result in an automatic expulsion. The possession or use of tobacco on or off campus will result in an automatic suspension. A student will be expelled from Praise Academy on a second offense. The school shall reserve the right to search students or their property, including their vehicles, book bags, purses, or other items at any time without prior notice.

### **GUNS, KNIVES, OR ANY TYPE OF WEAPON**

Guns, knives, or any object that could be used as a weapon on campus is strictly prohibited. Students will be suspended or expelled according to the discretion of the administration.

### **ITEMS NOT ALLOWED ON CAMPUS**

The following communication and electronic devices are not allowed on campus or at school functions including home and away athletic events. All other devices must be approved by the school administration:

Cell phones (items must be turned into homeroom teacher)

Gameboys

Ipods/MP3's/shuffles

Blackberries/palm pilots

Radios /Tape Recorders

CD's/ Tapes

Magazines

Paperback Books (Unless authorized by teacher)

**\*\*Any object could be used as a weapon**

**\*\*Any item deemed unacceptable by the administration.**

**\*\*Items are not allowed on the school premises or at any school related functions.**

Any of these items that do appear on campus will be confiscated and returned to the parents upon their visit to the office. Students will be disciplined accordingly.

### **DISCIPLINARY PROCEDURES**

The disciplinary procedures includes the following

Student/Teacher Conference

Parent/Student/Teacher Conference

Administrator Conference

Detention

Corporal Punishment (padding)

Behavioral Probation Contract

Suspension

Expulsion

Students are expected to exhibit a genuine, submissive, and obedient spirit in their lives. The following are actions that may result in corporal punishment, suspension, expulsion, or a combination.

Defiance

Disrespect to Faculty or Fellow students

Cheating (including copying homework)

Fighting

Defacing of School Property

Profanity, Racial Slurs, or Sexual

Harassment

Lying

Repeated violation of school or classroom rules

Leaving school early without checking out properly

Unauthorized phone use

Unauthorized items

Dress Code violations

Tardies

Excessive detention  
Failure to serve detention  
Skipping school or class

### **CORPORAL PUNISHMENT**

The following are guidelines for the staff of Praise Academy in handling specific disciplinary problems:

The administrator or teacher will make sure that the student knows what he/she did wrong and what they should have done to uphold the standard God has placed before them.

Parents will be notified by phone before any corporal punishment is administered.

We encourage parents to come to the school and administer the corporal punishment.

A corporal punishment form will be sent home at the end of the day after a corporal punishment has been administered to be signed by a parent.

The student and the teacher will pray together asking God to help him/her in the future.

The students should have confidence that through Christ's help they can change their behavior.

The teacher will in future weeks praise the student for proper behavior.

### **ABSENCES**

Regular attendance and promptness are essentials for successful students. Frequent absences result in poor achievement, even if the student is conscientious about making up work missed. We regard the training of pupils in the habits of punctuality and dependability, which are demanded by business and

industry, as a prime responsibility.

Absences are categorized in the following manner.

Students must be in school 4 1/2 hours to be counted present for that school day.

Excused Absences – In accordance with the State Compulsory School Attendance Law, the following reasons may temporarily excuse children from school:

Students who are personally ill and whose attendance in school would endanger their health or the health of others.

Students in whose immediate family there is a serious illness or death which would reasonably necessitate absence from school.

Students on special and recognized religious holidays observed by their faith.

When absence is mandated by order of governmental agencies, e.g. pre-induction physical examination for service in armed forces or court order.

Students may be excused from school attendance when prevented from such attendance due to conditions rendering school attendance impossible or hazardous to their health and safety.

Any student serving as a Page in the Georgia General assembly is to be counted present for those days absent while serving in that capacity.

Parents may request pre-arranged excused absences for their child. Permission will be granted if the reason is sufficient.

Unexcused Absences – Students absent with parent

consent for any reason other than those listed above are categorized as “unexcused.”

**Truancy –** When a student is sent to school and his parents expect him to be in school, but he does not attend school for other than excused reasons, he is considered truant.

**Cutting (skipping class) Classes –** When a student is on campus but not in the assigned class, he is considered to be cutting class-unless he has administrative approval.

When a student is absent from school, his parents will be called to ascertain the cause of absence.

A student returning from an absence must bring a written note to the office from the parent or guardian indicating the reason for the absence, the dates (s) of the absence, and a phone number at which the parent may be reached.

Absences that exceed fifteen (15) days per semester or thirty (30) days per school year will result in no credit being given for that school year. Appeals to the School Board will be heard.

**EARLY DISMISSAL**

If a student is planning to check out of school early:

Student must bring a written note to the school office before homeroom.

All notes from home must include the student’s name, date, check out time, a brief explanation why the student checking out early, parent signature and phone number (to verify with the parent) before check out time.

The student will then be issued an early dismissal slip which must be signed by each teacher of the

classes the student will miss. The classes missed will be counted as an absence. If a student has more than 15 absences in a class per semester the student will not receive credit for that class.

At the designated time of release, the student must go to the school office and be signed out by a parent or an authorized adult. (Authorized adult must be listed on the student’s records.)

Parents will be called immediately for any student who leaves campus without permission. Student will be suspended.

**TARDY POLICY**

Any elementary student arriving after 8:20 a.m. is considered tardy. Students with five (5) unexcused tardies will have a note mailed to parents plus a phone call to notify them of action taken.

Any student in grades 7th—12th arriving after 8:00 a.m. is considered tardy. Students with five (5) unexcused tardies will have a note mailed to parents plus a phone call to notify them of action taken.

Five (5) unexcused tardies count as one day’s absence

Unexcused tardies include but not be limited to:

- Oversleeping
- Parents bringing you to school
- Stopping for breakfast
- Going to see someone

**MAKE-UP WORK**

A student may make up work missed during absence if the absence is excused or prior arrangements are made by administration. A student has 5 school days

to make up work. For students returning to school only to be absent again immediately, there is no extension of the original 5-day deadline for the first absence. Only in extreme circumstances would that be a consideration. Chronically absent students will be referred to the Administrator. When scheduled tests are missed, they should be made up immediately upon a student's return with reasonable teacher discretion.

### DRESS CODE

We would like to express our hearts concerning the whole concept of a dress code. Most successful organizations do have a dress code or dress standards. It is not our intention to be legalistic or controlling. Our goal is to provide the best environment possible for learning. Christ has stated in Luke 16:10, "he who is faithful in a very little thing is faithful also in much; and he who is unrighteous in a very little thing is unrighteous also in much". Even though a Dress Code may seem like a small issue, and it is in light of the whole concept of Christian Education. If a student decides to manifest rebellion over an insignificant issue such as hair or clothing, they usually end up being rebellious when a major issue does come up. On the other hand, if they faithfully submit to the dress/hair code, then we can all work together, without having to battle over this small area. Therefore, we are asking each parent and student to work with us in every area to build their lives for the glory of God.

Parents are asked to insure that their children dress in compliance with the school's dress/ hair code each

day. The administration is responsible for interpretation and enforcement of these policies.

### DRESS CODE: First through Twelfth Grade

All shirts, skorts, pants, shorts, and skirts must be purchased from the authorized uniform store. NO EXCEPTIONS WILL BE ALLOWED. See School Uniform Criteria/Requirements for items that require school logo and flag emblem. [www.praiseacademy.com](http://www.praiseacademy.com) has link to uniform store.

### Girls Dress Code:

1. Skirt and jumper colors are navy blue, khaki or plaid. Skirts and jumpers are to be worn to the knees.
2. Khaki or navy blue pants (No jeans)
3. First through third grade only may wear Khaki or navy blue shorts or skorts.
4. Privacy shorts may be worn under jumper and skirt recommended for privacy. (optional)
5. Knit shirts are red, white and navy blue with school logo. Girls are NOT required to tuck their school shirts in; however, the shirts must be neat and with an appropriate length ... not too long or short.
6. Chapel day, girls must wear a navy blue, khaki or plaid jumper or skirt.
7. First through sixth grade only. White oxford style shirts or Peter Pan style shirts may be worn with jumper only on chapel day.
8. Girls may have pierced ears of a modest style. No more than two modest earrings

in each ear. Make up should appear natural. Girls may not wear black or dark color finger nail polish or lipstick.

9. Socks, hose and tights are to be solid white, red, or navy blue. Hose may be of a natural flesh color.

#### Boy's Dress Code:

1. Khaki or navy blue pants. Belts must be worn fourth through twelfth grade. Black, brown, or blue. No spike belts.
2. First through third grade only may wear Navy Blue or Khaki shorts.
3. Shirts are red, white, navy blue with school logo. Shirts must be tucked in at all times while on the school campus.
4. Light blue or white oxford style shirts with tie must be worn on Chapel day.
5. Boys may not wear earrings or fingernail polish. Only small modest necklaces will be allowed. No other jewelry allowed.

#### Boy's Hair Code:

Parents are asked to insure that their children dress in compliance with the school's dress/ hair code. Our administration is responsible to interpret and enforce these policies.

#### Boy's Hair Code:

Hair shall be NEAT and well groomed of a conservative style. (Note: Determinations as to what is considered, "Neat and well groomed of a

conservative style" will be left to the judgment of the school administration.

When hair is combed straight down:

1. Hair must be out of the eyes.
2. Hair must be off the collar.
3. Hair must be no longer than to the middle of the ear.

No radical hairstyles or cuts are permitted. Haircuts which are unusually shaved or spiked are not allowed. No bushy hair styles, braids, or tails are allowed.

No unnatural two tones dying of the hair is permitted. No unnatural hair colors are allowed.

No beards or mustaches are permitted. Facial hair must be clean shaven each day.

Sideburns are allowed to the middle of the ear.

Failure to comply with these standards will result in the student being issued a demerit, and sent home to correct the dress code violation if it is not correctable immediately. The parent may be called to correct it immediately to prevent the student from missing class.

At any rate, the child will not be allowed to return to class unless the dress code violation has been resolved with the administration.

#### General Dress Code Requirements for Boys and Girls:

All hair must be of a modest, neat style. Natural highlights are acceptable. No unnatural two tones dying of the hair is permitted. No unnatural hair colors are allowed.

1. Hats and bandanas are not allowed on campus.
2. Sunglasses are not to be worn inside.
3. Blazers, sweaters, and vests must be solid red, navy blue, white, khaki or school colors (maroon or gold). No other color dress coordinates will be accepted.
4. Jackets, coats, sweatshirts (hooded or not) must be solid red, navy blue, white, khaki or school colors (maroon or gold). No other color dress coordinates will be accepted. Only school emblem sweatshirts are allowed. School emblem sweatshirts (with or without hoods), light weight jackets, and sweaters may be worn in the classroom; however, no hoods can be worn inside buildings. Light weight jackets and sweaters must be button-up or zippered. Sweaters and jackets may not be worn around the waist. Overcoats and heavy jackets must be removed upon entry to the classroom. Coats and jackets must be neat and conservative, no radical styles allowed.
5. Light weight jackets, coats, and sweaters (must be button-up or zippered, solid red, navy blue, white, khaki or school colors (maroon or gold) may have any writing or emblems on them; however, writing and emblems must be modest, non-offensive to the Christian faith, and may have common manufacturers' logos. (Example: Nike, Holister, Abercrombie, etc.)
6. No body piercing with the exception of girls ears which must be of a modest style. No more than two modest earrings in each ear.
7. No soccer sandals (flip flops) may be worn.

8. No tattoos allowed. If a student already has a tattoo it must be covered at all times.
9. Boys and Girls pants CANNOT be cut off or slit up the seams at the bottom of the pant legs. The pants must be hemmed and neat.
8. Pants are required to fit properly no oversized pants, no baggy pants. Pants must be worn at the proper place on the waist. Standard black, brown or dark blue belts required for boys grades 4-12. No spike belts allowed.
9. Dress shoes or standard tennis shoes are required. No radical shoe styles.
10. School uniforms cannot be altered in any way without approval from the school administration. See note 7 above.

**PE Uniforms:**

1. PE shirts and shorts must be purchased from Uniform Depot for 7th -12<sup>th</sup> grade. Tennis shoes must be worn in the gym.

**Casual Dress:**

Occasionally, Praise Academy does have casual day. A notice will be sent home to notify you about these days. Students may wear modest blue jeans and modest casual shirts. (Christian T-Shirts will be allowed). Casual Day will be no more than once per month unless approved by School Board. Students may have one casual day per year for their birthday. No casual day dress on Wednesday because of chapel. Seniors may have other special days, which will be determined by the school administration.

Failure to comply with these standards will result in the student being issued a demerit, and sent home to correct the dress code violation if it is not correctable immediately. The parent may be called to correct it immediately to prevent the student from missing class.

At any rate, the child will not be allowed to return to class unless the dress code violation has been resolved with the administration.

## **SCHOOL PROGRAMS**

### **EARLY MORNING CARE AND AFTER SCHOOL CARE**

We understand the need for parents to have safe environment for their child to stay until they are ready to pick them up from work. We offer programs we hope will meet your needs.

#### **Earl Morning Care**

**K5 - 12th Grade 7:00 - 7:30 am**

#### **After School Care**

**Kindergarten from 12:00-3:00 (K3 & K4)**

**First grade through twelfth grade with divided classes 3:00-6:00 pm**

If a student is picked up after 6:00 pm a late fee will be assessed per minute. Seventh through Twelfth grade students remaining at school after 3:30 will report to after school care. **NO STUDENT** will be allowed unsupervised on campus.

### **LUNCHROOM**

Lunch Cards are to be purchase from the school

office. These cards are used to buy any item in the lunchroom. No cash is exchanged in the lunchroom. Students are not to borrow or use another student's lunchroom card.

### **Warm-up Policy:**

1. All items should be ready for the microwave.
2. No can food item to be open by lunchroom staff.
3. No glass dishes or containers.
4. No refrigeration provided.
5. All items must be in microwaveable containers ready for heating.
6. All items must be turned in to lunchroom with name and grade on the item by 9:00 am.
7. No condiments or utensils provide. We do provide mustard, ketchup, salt & pepper.

Please understand our lunchroom staff is limited and can only warm up so many items each day. It would greatly assist us if parents would send their children with lunches that **DO NOT** require warm up from time-to-time. All parents/visitors must get a visitors pass before going to the lunchroom.

### **LUNCHROOM GUIDELINES FOR WARM UPS**

**REFRIGERATION:** The school does not allow students the use of the refrigerator.

If they have something that needs to be kept cold, they need a freezer pack for their lunch box.

**FOOD ALLERGIES:** Please notify the school office if your child has food or drink allergies.

### **WARM UPS**

All food sent in to the lunchroom should already be prepared, placed in a microwaveable container, and ready to be warmed up.

Please place food in a microwaveable container with a lid on it.

Please do not send food wrapped in foil or saran wrap. If a container is wrapped in saran wrap we cannot stack containers in the bins or warmer. A zip lock bag is better to view the contents and students name should be written on the zip lock bag.

We cannot place foil in the microwave.

### **FOOD NO LONGER ALLOWED IN LUNCHROOM UNLESS PREPARE AS STATED BELOW:**

#### **EXAMPLES:**

**EASY MAC** should be prepared at home and placed in a container with a lid ready to be warmed up.

**RAMON NOODLES** should be prepared at home and placed in a container with a lid ready to be warmed up.

**MARUCHAN INSTANT LUNCH** should be prepared at home and placed in a container with a lid ready to be warmed up.

**Yakisoba Noodles** should be prepared at home and placed in a container with a lid ready to be warmed up.

**Betty Crocker Bowl Appetite:** These should be prepared at home and placed in a container ready to be warmed up.

**LUNCHABLES** are ready to eat and should not be warmed up, if your child likes these type of lunches, but would like them warmed up, they need to be opened at home and placed in a microwave container and placed in the class bin to be warmed up.

### **FIELD TRIPS**

To enrich the educational program, field trips are regularly planned. There may be some trips, local or extended, that will require extra funds for admission, transportation, food, or lodging. View these trips as valuable opportunities for children and as an extension of the learning process. Parents sign a permission slip on the student application and an individual slip for each field trip. All students are expected to attend field trips. The school does not have the personnel to monitor students not attending field trips. Field trips are a regular part of the academic program. All students not attending field trips will be counted absent for the day.

### **SPORTS PROGRAM**

Praise Academy offers a wide range of athletic opportunities for the student body. A list of sports is listed below; however, we can't guarantee that all sports will be offered each year. Team sports require a specific number of students to field a team.

**Tackle Football – Varsity and Middle School Boys**  
**Basketball – JV / Varsity Boys and Girls**

Softball – Varsity Girls  
Baseball – Varsity Boys  
Cheerleading – Kindergarten/Elementary/ JV /  
Varsity Girls  
Flag Football for lower grades  
Intramural Soccer for lower grads

All students are required to have a sports physical to verify that they are fit to participate in sports.

An athletic fee will be charged for each sport. All uniforms belong to the school.

#### **STUDENT – ATHLETE ACADEMIC POLICY**

GISA extracurricular activities for Grades 9-12 will be determined as follows:

Students must pass five (5) or more subjects to be eligible for the following semester. Seniors must take at least 4 subjects. Coaches may require more stringent rules.

Non-GISA extracurricular activities will be determined as follows:

#### **STUDENT – ATHLETE ACADEMIC POLICY**

Student-Athletes must maintain at least a 70% overall average in core academic subjects. That is an average of all the core subjects combined to participate in games. Grades are averaged each 4½ weeks. If a student's average falls below 70% they will be ineligible for the next 4 1/2 weeks. The Athletic Director may allow the student to participate if the average is brought up before the 4 1/2 weeks; however all exceptions must have prior approval from the Athletic Director and the administration.

#### **P.E. P.**

The P.E.P. (Parents, Educators & Pupils) supports the school. PEP has been instrumental in raising funds for many programs. At least one parent is requested to attend the meetings.

Please note that this handbook is subject to change without notice. Praise Academy will endeavor to inform families of any change as soon as possible. See [www.praiseacademy.com](http://www.praiseacademy.com) for the latest updates.

Revised: October 6, 2009  
Subject to change without notice