

**NATHANAEL GREENE
ACADEMY**

**Parent-Student
HANDBOOK**

2018-2019

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Nathanael Greene Academy Mission Statement

Nathanael Greene Academy encourages students to be followers of Christ, equipping them with a biblical and academic foundation to prepare them for adult lives lived in excellence to the glory of God Almighty.

Alma Mater

*Nathanael Greene Academy, we
Love your dear name,
Like Patriots of old we will
Hold high the flame
Of knowledge and truth, and
Of freedom and right,
We'll stand by your colors
Of green and of white.*

*Your ideals are worthy,
Your standards so grand,
The noblest, the greatest in all
Our fair land.
True daughters and sons, we
Always will be,
To you Alma Mater, we
Pledge our loyalty.*

School Colors

Kelly Green and White

Mascot

Patriots

School Purpose

Nathanael Greene Academy is a Christian school. The purpose of the school is to grow its students, parents, and faculty into a closer relationship with Christ our Lord and Savior. This will manifest itself into a school becoming the hands and feet of Jesus serving the community with the love of Christ. We will steadfastly adhere to our core beliefs.

Core Beliefs

While we seek to be respectful of minor differences in theology, these are our non-negotiable beliefs regarding the Christian faith:

- The 66 books of the Bible are the inerrant word of God.
- God exists in union with the three divine persons of the Godhead...God the Father, God the Son, and God the Holy Spirit.
- Each of us is born with a sin nature which separates us from God.
- Jesus Christ came to earth, was born of a virgin, lived a sinless life, and died a substitutionary death for our sins. He rose from the dead on the 3rd day, defeating sin, death and hell for those who believe. He ascended into Heaven and sits at the right hand of the Father.
- The gift of eternal life with God is given freely to those who believe that Jesus' sacrificial death and resurrection paid for all our sins and gave us a right standing with God. Our salvation is a gift of God given by grace through faith alone and not by our works.

Nathanael Greene Academy Notice of Nondiscriminatory Policy as to Students

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

Nathanael Greene Academy's Board of Trustees and Administration reserve the right to dismiss at any time any student who in the opinion of the Board of Trustees and Administration does not meet the academic standards established by the Academy or has become a disciplinary problem or will not abide by the rules and regulations set forth in the NGA Student-Parent Handbook and other school policies. Upon dismissal, the student forfeits all fees and tuition.

Accreditation

Nathanael Greene Academy is a member of the Georgia Independent Christian Association (GICAA) and is accredited by the Georgia Accrediting Commission (GAC).

Board of Trustees

A nine member Board of Trustees govern the school. The members of the Board of Trustees are elected by parents for staggered three-year terms to serve as representatives of the families whose children attend the school and to govern and establish policies for Nathanael Greene Academy. The election for available seats on the Board of Trustees is held each year during the Fall Open House. The Board of Trustees meets the second Tuesday of each month. Parents or interested parties wishing to bring an issue before the Board of Trustees must provide a written request to the Head of School or Chairman of the Board at least one (1) week prior to the next scheduled Board meeting. The request should include specific information on the topic to be addressed to the Board of Trustees.

School Office

The school office is open from 7:30 am until 3:30 pm Monday through Friday during the school year. Nathanael Greene Academy's telephone number is 706-467-2147 and the fax number is 706-467-2147. The school's mailing address is P.O. Box 109, Siloam, GA 30665. The school's physical address is 4731 Hwy. 15 South, Siloam, GA, 30665. Nathanael Greene Academy's website address is www.nathanaelgreeneacademy.com .

School Hours

The school day officially begins at 7:50 am and ends at 3:06 pm. Elementary students are dismissed at 2:55 to facilitate car line. Students should arrive between 7:40 am and 7:50 am. Arriving on time should be a priority for each parent..

Nathanael Greene Academy Calendar 2018-2019 (170 days—traditional Schedule)

Open House	Aug 13
First Day of School	Aug 14
Labor Day	Sept 3
Fall Semester 4 Week Progress Reports go home	Sept 19
Teacher Work Day	Oct 5
Columbus Day	Oct 8
1 st Quarter Reports Cards go home	Oct. 22
Thanksgiving Break	Nov 19-23
Fall Semester 13 Week Progress Reports go home	Nov 27
Exams (half day)	Dec 17/18/19
Christmas Together (half day)	Dec 20
Christmas Break	Dec 21-Jan 1
Teacher Work Day	Jan 2
Spring Semester Begins/Students Return	Jan 3
2 nd Quarter Report Cards go home	Jan 8
MLK Day	Jan 21
Spring Semester 4 Week Progress Reports go home	Feb 11
President's Day	Feb 15/18
Quarter 3 Report Cards go home	Mar 13
Teacher Work Day	Mar 15
Weather Make Up (if needed)	Mar 18
Spring Break	Apr 1-5
Spring Semester 13 Week Progress Reports go home	Apr 22
ITBS	April 15-19
Honors Night	May 7
Kindergarten Graduation	May 10
HS Baccalaureate	May 12
HS Graduation	May 13
Exams (half day)	May 13/14/15
Last Day of School	May 15

General Information

Student Drop-off and Pick-up Procedures

Students should arrive at school no earlier than 7:30 A.M. each school day. Supervision for all students begins at that time. All students should arrive no later than 7:50 A.M. each day. Students may be dropped off either at the front entrance to the school or at the gym entrance to the school. Pre-School students must be dropped off at the gym entrance and report to their classroom.

After-school Pick-up Procedures: All students in grades K3 through grade 5 will be dismissed at 2:55 P.M. each day. They will be dismissed to their designated pick-up person from the front circle drive only. Middle school and high school students should be picked up in the front circle at 3:06. Only athletes going to practice should go to the gym parking lot.

Please do not park and leave your vehicle in the car line. Likewise, please do not carry on a conversation while in the car line. Move to a parking space and then walk up.

If you are picking up a combination of elementary, middle and/or high school students we ask that you pick-up those students from the front circle.

The speed limit on the school's campus is 5 mph.

Your cooperation in this procedure will assist us in ensuring the safe and timely pick-up of your child each day.

Chapel will be held weekly on Wednesdays from 8am-8:30 am. Parents are welcome to attend.

Christian Service/Missions

Each high school student and middle school student is required to perform measured amount of community service. The requirement per grade level is as follows:

11/12 6 hours per semester

9/10 4 hours per semester

6-8 2 hours per semester

The student must fulfill these requirements to receive semester credit. The student may pursue many avenues to receive this credit (service around their church, participation in charitable events, local or distant missions). Everyday things that you would normally do (babysitting your little sister) do not qualify. The time credited must be signed by an authorized person, and dated, with a referenced phone number. .

Lunch Procedures

During their designated lunch times, students will proceed to our cafeteria located in the gym. Students may bring their own lunch; however, the cafeteria offers a variety of items for purchase at a reasonable price. Microwavable foods such as pizza, hamburgers, chicken sliders, macaroni and cheese, and hot pockets provide choices for a hot lunch. Snacks and drinks are also available. Arrangements can be made to have lunches refrigerated before school.

Attendance

Students are expected to report to school each day for all classes. Excessive absenteeism by a student may result in the student having to repeat the academic year. It is the responsibility of the **parent** to provide the school a note from home stating the reason for the absence. This written note should be provided to the school's office the morning of the day upon returning to school. It is the student's responsibility to contact the teachers of the classes missed for any make-up work.

All make-up work (including exams) must be completed within two weeks upon the student's return to school or as otherwise stated in teacher's syllabus.

Illness- Please note that a student should NOT return to school until they are 24 hours fever free.

Class field trips are mandatory- Students may not opt out of a field trip without receiving a grade of 0. If the student is absent for an excused reason, then he/she will be able to make up the field trip by completing an alternate assignment

The following reasons will be acceptable for an absence to be considered as an "excused" absence:

1. personal illness or when attendance in school would endanger the student's health or the health of others;
2. a serious illness or death in a student's immediate family;
3. celebrating special, recognized religious holidays observed by their faith;
4. a court order or an order by a governmental agency, including pre-induction physical examinations for service in the armed forces;
5. conditions rendering school attendance impossible or hazardous to student health or safety;
6. Nathanael Greene Academy will allow absences resulting from students visiting prospective colleges to be counted as excused absences if the student receives approval from the Head of School prior to the visitation.

The Head of School or a designee will determine if absence(s) are excused or unexcused on an individual basis. **Absences due to out of school suspensions shall be unexcused.**

Nathanael Greene Academy will employ the following attendance/awarding of course credit policy: **Any student who has more than ten (10) unexcused absences in a semester will not be awarded credit for any course taken during that semester in which a passing grade has been attained by the student. This also pertains to elementary level students who miss in excess of 10 unexcused days per semester.** The student and their parent(s) may appeal to the Board of Trustees and the Head of School in order to have credits awarded for the semester. The Board of Trustees decision on any appeal is final.

ATTENDANCE POLICY FOR ATHLETIC PARTICIPATION

In order to participate in a competitive event, students must be present the full day (four/five classes) and the full day following (four/five classes) the competitive event (athletics, literary, etc.). A student may be excused for up to but no more than ½ day **if** he/she has a written doctor's or dentist's excuse or prior approval from the Head of School or at the Head of School's discretion. Failure to comply will result in the student being barred from play in the next competition. **A doctor's note is required to be excused the day after a competition.**

1. A student must be in attendance for at least a half day in order to participate in a game.
2. A student may not participate in a practice or a game on a day that he/she has served out-of school suspension (OSS). (Out-of-school suspension is effective from the time the disposition is assessed until the beginning of the first day that the student is back in school.)
3. A student who goes on a field trip is not considered absent.

STATE DRIVING REGULATIONS FOR STUDENTS 15 YEARS OR OLDER

Under Georgia law, students with ten (10) unexcused absences will be reported to the State Department of Motor Vehicles. Students will lose their license for a period of time or be delayed in the process of obtaining a license.

Attendance Sheets for Drivers License

1. Students must complete the request form in the Attendance Office.
2. Completed attendance sheets will be available for the students 24 hours after the request and may be picked up in the Office.
3. The first attendance sheet is free. Additional ones cost \$3.00 each.
4. Students must make the request in person.

Academic Standards (Board Policy 703)

Nathanael Greene Academy seeks to educate today's youth to meet and face challenges of our world. Our goal is to motivate students and help them to perform at their optimum level. We require that **ALL** students complete assignments for each class, showing their best efforts and showing responsibility for being on time, organized and ready to learn for each and every class. Therefore, we require the following **minimum** academic standards for all students:

- All students are expected to maintain an overall **70** average for each nine weeks;
- Any student earning lower than a **70** overall average in a given nine weeks will be placed on academic probation for the following nine weeks;
- If a student fails to meet the required **70** average during the probationary nine weeks, the students and parent(s) must meet with the Head of School to review the problem and discuss a plan of action to improve the student's success. HE/She will again be placed on academic probation for nine weeks and also sign an Academic Contract; and
- If a student has a third nine weeks in which he does not meet the **70** average, he and the parent(s) must meet with the Head of School to discuss withdrawal or dismissal from the school.

Refund Policy (Board Policy 313)

Refund of payment made to Nathanael Greene Academy may be made only under the following three conditions:

1. The Family moves out of the service area.
2. The Family and the Head of School agrees that a change is best for the child and/or the Academy. This shall be done prior to the withdrawal.
3. Death of the student.

All other requests for refunds shall be taken to the Board of Trustees.

An **early withdrawal fee of \$300.00** will be assessed each student withdrawing early in the year from Nathanael Greene Academy.

Tardy Policy

Students are expected to be on time to school and to class each day. Nathanael Greene Academy will maintain and enforce the following unexcused tardy policy:

The first four tardies are free per semester. Five or more tardies per semester automatically incur detention.

4 tardies:	verbal warning
5-10	written notice will be sent to parents
11 or more tardies:	Parent meeting with Head of School to discuss options

School Closings

In the event of emergency or weather-related situations that would require the closing or cancellation of school, families should listen to DOCK 103.9 FM radio in Greensboro and/or WSB TV for information. For circumstances that might require students to leave school during the school day, a telephone-calling system has been established to notify parents to pick up students or make them aware of what pick up procedures and locations the school is using in an emergency evacuation situation.

Medications

All medications, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by this policy. All medications must be taken by the parent to the school and must be in the original container, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for the dosage. Students are not allowed to have prescription or over-the-counter medication in their possession during school hours without prior permission as set forth by the following guidelines.

In the event that a student needs to carry an inhaler, wear a medication patch or carry any self-administered medication needed for the management of a chronic disease, such as but not limited to, diabetes or life threatening allergies, a parent must provide: (1) a written statement from the doctor detailing medication administration details and confirming that the student is able to self-inject; (2) permission for the school to talk to the doctor if questions arise, and (3) a release of the school from liability if the student suffers an adverse reaction as a result of self-administration. Parents are encouraged to provide to the school duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Any student possessing, misusing or abusing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the school's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

The office staff will not dispense over-the-counter medication unless the medication is provided to the office by the parent(s) with specific written instructions.

Telephone Use

Students should not use school telephones except in the case of an emergency or a call of extreme importance. Students must have permission from the office staff before using school telephones

Cellphones

Cell phones may not be turned on, may not be used and may not be visible for the time the student enters the school campus in the morning until he/she leaves the campus that afternoon (7:50 am- 3:06 pm) unless special permission is granted by a teacher or the Head of the School. Teachers are allowed to check all student phones in class to see that they are turned off. If a cell phone vibrates, rings or is visible during school hours, then the phone will be taken up and sent to the office. **The phone will be turned over to the Head of School and the parent/guardian will need to pick it up.**

No other electronic devices will be allowed at school by any student K3-12 grades such as, but not limited to, game boys, PSP's, DVD players, CD players, I-pods, laptop computers, etc. unless approved by the teacher for a project in the classroom.

Student Parking

Parking by students on the school campus is a privilege and not a right. Students who wish to drive a vehicle to school must possess a valid Georgia Drivers' License and have valid motor vehicle insurance in force on the vehicle(s) that are driven to school. Students must park in the designated student parking lot only. **Upon arriving on school campus, students are required to exit their vehicles and report promptly to the school building. Students may not go to the student parking lot during the instructional day without permission from the office. A student who abuses the driving rules on campus may lose this privilege.**

Any student who chooses to drive to school and park on the school campus at any time should understand and agree that the vehicle may be searched by law enforcement anytime there is a reasonable suspicion that the law is being broken. A student who chooses to park on the school campus will be considered to be in control of the vehicle and all of its contents. Any search of a vehicle on campus is designed to ensure a campus that is free of weapons, alcohol, drugs and other items that may pose a danger or risk to students, faculty and staff or other persons who might be visiting our school.

Other rules that apply to students while driving on or parking on the school campus are as follows:

1. Reckless driving will not be tolerated. Such actions will be reported to proper law enforcement officers and, at the Head of School's discretion, the student may also be subject to appropriate school disciplinary action. This may include the revocation of on campus driving privileges to a student.
2. The speed limit on campus is 5 mph.

Fundraising

The Head of School and the Board of Trustees must approve all fundraising. All fundraising requests should be made to the Head of School and should be placed on the school master calendar after approval to make sure that there are no conflicts.

Standardized Testing

In April, students in chosen grades will take the Iowa Test of Basic Skills. This is a nationally norm-referenced achievement test that will allow our administration and faculty to determine the achievement levels of our students in reading, math and other subject areas as compared to students across the state and the nation. In addition, this will allow our administration and faculty to assess both areas of strengths and weaknesses in our instruction and curriculum.

Student Visitors

Non-NGA students are not allowed on campus during lunch or any time during school hours without prior permission from the Head of School.

Parent Conferences

It is the desire of Nathanael Greene Academy's administration and faculty to have strong parental involvement in their child's education and that parental involvement is a part of a team effort between the school and home. Parents are encouraged to seek conferences with their child's teachers in order to monitor their academic progress.

The faculty of Nathanael Greene Academy will be available for parent by appointment by individual teacher.

Parent – Teacher Organization (PTO)

The Nathanael Greene Academy PTO serves as an organization to assist the school in various ways. The organization serves as the major fundraising group for the school through the sponsorship of several major fundraising activities throughout the school year. It also serves as the sponsor organization for the grade mothers program. This program provides adults (parent/guardians) for each grade level to assist with parties, fundraising, etc. for that grade. The PTO also coordinates the parent volunteer program to recruit individuals to assist teachers with a wide variety of identified tasks.

The PTO is an integral part of the school as a support organization. Membership in the PTO is encouraged in order to identify individuals and families who wish to become involved in the overall school family and those who wish to volunteer their time in a wide variety of ways. All parents and teachers are strongly encouraged in joining our PTO.

Spirit Wear

The NGA Athletic Department will have Patriot spirit wear and spirit items available throughout the year. Contact the Athletic Director or the Athletic Boosters Chairperson for more information.

Grandparent's Club

The Grandparent's Club is a support organization formed by grandparents of NGA students and it supports the school in a wide variety of ways. Any grandparent who wishes to become a part of this organization should contact Mrs. Beth Crumbley.

Academics

Nathanael Greene Academy is committed to providing a rigorous academic curriculum that will challenge students to reach their intellectual potential. A rigorous curriculum is reflected in high expectations for students and teachers design and deliver instruction that reflect: (a) meaningful standards for learning, (b) consideration for individual student needs, (c) providing students with positive learning experiences in order to promote intellectual and social progress and (d) a requirement of the mastery of content and objectives by students.

General Academic Policy Information

All secondary students at Nathanael Greene Academy will study a rigorous college preparatory curriculum. All colleges and universities emphasize the following three (3) criteria for admission consideration: (1) grade point average, (2) a rigorous college preparatory curriculum, and (3) SAT or ACT scores. The curriculum at Nathanael Greene Academy is designed to enhance each student's opportunity to gain admittance to a post-secondary school of their choice upon satisfactory completion of the established course of study.

All rising Seniors and their parents may schedule an academic conference with the Head of School and/or Guidance Counselor in August of their Senior year. The purpose of the conference is to review and discuss the student's academic progress toward graduation and post secondary options.

GOAL Scholarship Program

NGA is a participant in the GOAL Scholarship Program. For more information about GOAL and how to participate in GOAL, please see the inside of the back cover of this handbook.

Grading Scale

Letter Grade	Numerical Scale
A	90 – 100
B	80 – 89
C	70 – 79
F	69 and below
I	Incomplete

Dual Enrollment Policy

Nathanael Greene Academy offers qualifying juniors and seniors the opportunity to participate in dual enrollment program that allows students to accumulate college credits while completing their high school course of study. In choosing to participate in this program, the parent needs to be advised of the following:

Participation in the dual enrollment program is a choice. A student can meet all graduation requirements without participating in this program; however, the student is challenged by taking the dual enrollment courses and will enter college on par with many other college freshmen who have received these credits.

All courses will count towards Nathanael Greene's GPA. A numerical bonus of 5 points will be added to the student's final grade. The 5 points will not be recognized by colleges or the Georgia Finance Commission. The GSFC add a weight of .5 to the student's GPA not to exceed 4.0.

While dual enrollment offers a variety of courses, and each student is encouraged to individualize their course of study, Nathanael Greene reserves the right to approve the courses taken that apply to their high school credits. Also note that dual enrollment classes at NGA are taken in addition to their regularly scheduled classes, not in place of them (unless, as a transfer student, the counselor advises differently).

Students withdrawing from a course will be subject to the college policy; however, the withdrawal will not count against their NGA standing, and it will also not count against their HOPE GPA except as follows: If the withdrawal affects their SAP (satisfactory academic progress) standing, it can affect their HOPE eligibility. To prevent such an occurrence, students must obtain approval from the counselor before withdrawing from a class.

HOPE Scholarship

In order for a student to be eligible for the HOPE scholarship a student must carry a 3.0 GPA on all high school course work taken in Language Arts, Mathematics, Science, Social Studies and Foreign Language. The HOPE calculations are computed based on the official transcript grades reported by the school to the Georgia Student Finance Commission.

Virtual High School

Georgia Virtual High School is a Georgia Department of Education Online course program. Students who qualify can take up to one unit per semester during the regular school day. Students who qualify and choose to take an online course through Georgia Virtual High School should plan on a minimum of 8 – 12 hours per week to complete assignments. Nathanael Greene Academy only considers Juniors and Seniors for Georgia Virtual High School courses. For more information see the Counselor or the Head of School for questions about eligibility regarding opportunities with Georgia Virtual High School courses.

After-School Tutorial Program

Nathanael Greene Academy provides tutorial assistance for any student who needs additional academic help in any subject area. All teachers have office hours between 3:00 and 3:25 each day. During that time, students may go to their teacher(s) to receive tutorial help. Parents may also visit teachers during that time to discuss their child's academic progress. We ask that parents make appointments to see teachers during their office hours so that the teachers may coordinate their tutorial time with parent conferences.

Eligibility for Interscholastic/Extracurricular Activities

Eligibility for Extracurricular (including Literary, Athletics, Choral Productions and Musical)

Elementary, middle and high school students must pass 6 out of 7 academic classes per semester in order to be eligible to participate in any of the following extracurricular opportunities. Athletic Director will provide each student athlete an Athletic Handbook containing rules and regulations. Students at Nathanael Greene Academy are provided opportunities to participate in a variety of both scholastic and athletic competition opportunities as follows:

Athletics

Boys:

Football (C-Team, grades 2 – 5; Middle School, grades 6 – 8; Varsity, grades 9 – 12);

Basketball (C- Team Intramurals, grades 2 – 5; Middle School, grades 6 – 8; Jr. Varsity, grades 8 – 10; Varsity, grades 8 – 12);

Baseball (Middle School, grades 6 – 8; Jr. Varsity, grades 8 – 10; Varsity, grades 8 – 12);

Track and Field (Middle School, grades 6 – 8; Varsity, grades 8 - 12);

Golf (Varsity, grades 8 – 12);

Tennis (Varsity, grades 8– 12)

Girls:

Football Cheerleading (C-Team, grades 2 – 5; Middle School, grades 6 – 8; Varsity, grades 9 – 12);

Softball (Middle School, grades 6 – 8; Varsity, grades 8 - 12);

Basketball (C- Team Intramurals, grades 2 – 5; Middle School, grades 6 – 8; Jr. Varsity, grades 8 – 10; Varsity, grades 8 – 12);

Track and Field (Middle School, grades 6 – 8; Varsity, grades 8 - 12);

Golf (Varsity, grades 8 – 12);

Tennis (Varsity, grades 8– 12)

Volleyball (Varsity, grades 8– 12)

Scholastic / Literary/Fine Arts

Students may participate in the following scholastic / fine arts opportunities:

One – Act Play; Literary; GICAA Middle School Spelling Bee, Quiz Bowl, choral productions for elementary and high school students; Spring Musical for elementary, middle and high school students as well as several additional academic and fine arts programs for all grade levels throughout the school year.

Youth Leadership Greene (YLG) 10th grade only- Leadership Program

Beta Club

All students in grades 9 –12 must meet the following criteria for membership in Beta Club:

1. The student must have attained an overall 90 average for one term in their academic courses.
2. The student must maintain an overall 85 average each term in their academic courses to remain a member in good standing.

Members must pay annual dues and maintain a good discipline record to retain membership.

Student Code of Conduct

Nathanael Greene Academy believes that all students should conduct themselves in proper conduct, attitude, work habits and should conform to the school's codes and traditions while on campus as well as off campus. NGA students are expected to recognize that they are responsible for their conduct and that they are at **all times** ambassadors for the school. Discipline codes are designed to assist young people in making the right choice and decision for their actions. Disciplinary consequences are designed to help students understand that wrong choices do not go unnoticed and seeks to promote growth in understanding how to correct the action. Students should conduct themselves in the appropriate manner at all times because they are representing our school.

Nathanael Greene Academy reserves the right to allow Law Enforcement agents to search/examine lockers, vehicles, bags, cell phones and any other personal items at any time. Drug dogs may be used throughout the year to check vehicles and/or lockers for possible illegal drugs. No weapons, including guns and knives, will be allowed on the NGA campus at **any time**.

The school reserves the right to use discretion in the consequences for an infraction of the following violations for the code of conduct and discipline will be issued on a progressive scale accordingly. Punishments may include, but not limited to, warnings, detention (after school), probation, silent lunch, out of school suspension and/or expulsion.

*****Law enforcement officers will be notified for serious infractions such as, but not limited to, vandalism, alcohol, drugs and/or weapons. Student(s) who are in possession of, use of or selling of alcohol, drugs and/or weapons or participate in acts of vandalism may be suspended up to 10 days out of school and brought before the Board of Trustees for an expulsion hearing. Students who are suspended out of school may not attend or participate in any school related function or activity during the suspension. If the student is not expelled from the school, the student will be placed on probation with an academic/behavior contract for a minimum of two semesters.**

Behaviors that must be referred to the Administration:

Bullying
 Cheating/dishonesty
 Disrespect for the dignity, rights, safety and well being of others
 Disruption of the school day
 Electronic devices
 Excessive and unexcused tardies and absences
 Fighting
 Gambling
 Hazing
 Harassment
 Insubordination

Profanity
Reckless driving on campus
Sexual misconduct on campus
Skipping class/skipping school
Substance abuse (alcohol, drugs and tobacco)***
Theft***
Truancy of any nature
Vandalism*** (restitution for damages will be required)
Weapons***

Student Dress Code

Nathanael Greene Academy seeks to provide the best possible environment for academic achievement and success. We believe that students should dress in a manner that reflects an attitude for success and for learning. Clothing should always be neat, clean and appropriate. The school's administration reserves the right to judge what is and what is not appropriate for school. Students are expected to adhere to dress code for all school events, such as field trips and athletic events, since the students are representing the school in the community and in the state. All students in grades 6-12 are required to wear appropriate clothing (as defined by the P.E. teacher) for physical education classes. Girls are not permitted to wear extremely short shorts in physical education classes (must be two inches above the knee) and boys are not permitted to wear tank tops or shirts without sleeves in physical education classes. Clothing should not contain any advertisements of alcoholic, tobacco or any distasteful (as defined by Head of School) logos.

NGA will have designated spirit days and PTO fund raising days that may differ from the dress code listed below.

The faculty and administration reserve the right to determine if a student is appropriately dressed, and to ask the student to take corrective action.

Two dress code infractions will be allowed to be corrected at school, but on the third infraction, the student will not be allowed to return to class until the dress code infraction is resolved.

Allowed:

Crew neck, collared polo or oxford-style shirts are permitted. (Small brand emblem only) Shoulders must be covered. Shirts will be tucked in at all times. Khakis or jeans (no rips!!) are fine but a belt is required for students 4th grade and up. 3rd grade and below are allowed to wear elastic band pants.

Full zip jackets are acceptable if they are solid color with a small brand emblem or NGA logo.

Sweatshirts are acceptable if they meet the above criteria and are worn over a dress code approved shirt.

Non-hooded ¼ zips are considered the same as a sweater and are acceptable.

NGA T-shirts and NGA hoodies are allowed on Fridays at the discretion of the Head of School.

For girls, leggings are **NOT** pants and are only to be worn under a dress or knee length shirts

Shoes	Sneakers, tennis or running shoes Dress shoes Boots Birkenstock-style sandals and/or cros Dress sandals/leather sandals—slip on or lace up
Hair	Girls, Neat and well groomed Boys, neat and well groomed, not in the eyes or below shirt collar Cleanly shaven each morning, with sideburns not extending below the lower edge of the ear opening Boys and girls, no facial piercing allowed.
Hats	Outside only

Students are free to “dress up” at any time as long as the “not allowed” rules are not violated. Students are to follow instructions to dress for awards/banquet activities, game day dress, etc.

Not allowed for girls and boys

- Girls may NOT wear any attire that is off shoulder at any school day event
- **No hoodies** may be worn in the classrooms (except as above)
- Dresses, skirts, skorts or shorts shorter than two inches above the knee
- Athletic pants, sweat pant or athletic shorts
- Midriff, cleavage, belly or lower back exposure-all tops must overlap the waistband of the bottom when sitting, standing, bending or moving
- Objectionable words, slogans, pictures or symbols on any article of clothing
- Halter tops, tank tops, spaghetti tops or strapless tops
- Extreme or faddish hair cuts—includes no Mohawks and ponytails for boys and colored hair for girls or boys
- Exposed piercing other than ears
- No visible tattoos
- Mustaches, unshaven beards and/or beards
- Sideburns below the ear
- Undergarment exposure
- No sagging pants
- Beach or sport sandals (No plain flip-flops)

Grievances

If a student is having an academic problem, the parent should first schedule a conference with the teacher of the subject in question to discuss the matter. If further assistance is needed, the parent should contact the school’s guidance counselor. If the problem has not been resolved with the previous steps, then the Head of School should be contacted. If after meeting with the Head of School and the problem still is not resolved, then the parent should contact the Chairman of the Board.

Steps for a Grievance:

1. Contact the teacher
2. Contact the Guidance Counselor
3. Contact the Head of School
4. Contact the Chairman of the Board of Trustees

**If the above steps are not followed, then the person will be referred back to the appropriate step in the grievance process.

Athletic Handbook

Nathanael Greene Academy is a member of the Georgia Independent Christian Athletic Association and participates in region and state competition in football, softball, basketball, baseball, track, tennis, volleyball, cheerleading, and golf. The following GICAA and school rules govern participation at Nathanael Greene Academy. Each student-athlete, parent, and coach will adhere to the guidelines in the Nathanael Greene Academy Athletic Handbook. This includes all conduct and attendance policies set by the Board of Trustees and the Head of School.

Mission Statement:

At Nathanael Greene Academy, athletics are a significant part of the educational process. We strive to prepare our students for athletic competition in a Christian environment where integrity and character are the highest of priorities. Our athletic teams will relentlessly pursue victory while displaying good character, strength, and honor at all times.

The coaches at NGA will pass fundamental skills and knowledge to their players so that they will have the opportunity to experience success. This is not, however, the cornerstone of our program. It is our desire for each student-athlete in our program to be a better person for having been a part of our athletic program. Our commitment to our players is for life.

The student athletes at NGA will be expected to compete at the highest level possible while displaying good sportsmanship at all times. Our goal is to be competitive and exciting, year after year. The winning tradition that we develop will be a by-product of all the hard work that our players, coaches, and supporters invest into this program

Spring Sports: Athletes at NGA will be able to run track and participate in ONE other varsity sport (Baseball, softball, tennis, or golf). Each athlete at NGA must participate in at least two (2) meets, matches, or games to be eligible for any post-season tournaments (region or state).

Attendance Policy:

Planned and polished practice is imperative at any sport or skill. Attendance at practice is MANDATORY! Excused absences **MUST** be cleared with the head coach prior to the absence. The physical part of practice will be made up whether the absence is excused or unexcused. Excused absences carry no further penalty. Showing up late to practice or a game will be considered as an unexcused absence. However, unexcused absence penalties are as follows:

- First – Sit out ½ of next competition
- Second – Sit out next competition (must attend game)
- Third – Sit out next 2 competitions (must attend games)
- Fourth – Dismissal from team

Fees will be determined by the head coach prior to the start of each season and will be based on the cost of that particular sport. Fees must be paid before the first game/match. Fundraising will be a huge part of our athletic program.

Physicals and Medications:

Each participant must have a current (within the last 12 months) physical before he/she participates in the first game/match. It is the responsibility of all participants who have health conditions that require medications (asthma, diabetes, allergies...) to have their own medication with them at all practices and games.

General Guidelines:

1. Respect and be loyal to all coaches, teachers, staff, and chaperones.
2. Work hard at your academic courses. Participants will be evaluated for eligibility each grading period.
3. Display good sportsmanship at all times. At the end of the games, shake hands with each member of the opposing team.
4. When a team is practicing, no one else is allowed on the field or in the gym.
5. All participants should report for all practices and games on time. Your schedule must be worked around practices and games.
6. Work hard daily without having to be pushed.
7. Be cooperative with your teammates.
8. Be respectful to all officials.
9. Be courteous to visiting teams and spectators.
10. All participants will ride the team bus or school-sanctioned transportation to every away game.
11. Any participant who walks away from the team bench during a contest, unless due to injury, or out of practice without a coach's permission will be dismissed from the team.
12. No parents or spectators are allowed on team benches during games, except in case of injury.
13. No parents are allowed in locker rooms at pre-game, halftime, or post-game team talks except in case of injury.
14. In order to participate in games the participant must arrive at school before 11:30 A.M. on that day.
15. If a participant is injured or ineligible, he/she must sit the bench in street clothes for all home games.
16. In order to receive a varsity letter or an award in any sport, the participant must be an active member of the team, demonstrate good teamwork, team spirit, sportsmanship, and finish the season in good standing with the coach.
17. Doctor or dentist appointments, funerals, or other excused emergencies must be cleared with the head coach.
18. Varsity Football eligibility: Must complete high school in eight semesters after entrance into the ninth grade.
19. Eligibility for all other Varsity sports: Must complete high school in ten semesters from the date of entrance into eighth grade.
20. A student must not have reached his/her 19th birthday prior to May 1st preceding the school year of participation.
21. Student-athletes must not have failed more than one course in the fall semester to be eligible for the winter/spring semester.
22. Junior varsity and elementary participants must also meet eligibility requirements.
23. Summer workout policy: All participants must be registered and be in good financial standing with the school in order to attend summer workouts.
24. All athletes are responsible for the care and return of equipment and uniforms that belong to Nathanael Greene Academy.

The Administration reserves the right to handle any and all exceptions to these rules and guidelines on an individual basis.

Athletic Severe Weather Policies

Heat Index Warning Level Guidelines:

- These guidelines apply to both indoor and outdoor practices (whether they take place during the week or on weekends, on or off campus, or as split sessions).
- These guidelines address the three GICAA points of concern: (1) time of practices, (2) workout to rest ratio, and (3) heat index level and practice termination.
- The Athletic Director will be responsible for reading and communicating the heat measurement findings. Once that person has determined the heat level, only the head of School can override the predetermined adjusted practice schedule. The Head of School or designee may take a second reading at 6:00 pm from the Internet.
- During the months of July, August and May, If the heat index is above 105°, there will be no outside extracurricular activities and/or practices until a second measurement can be taken @ 6:00 pm. The Head of School or designee will make the final decision as to whether outdoor activities and/or practices will be allowed. If the heat index is below 105° at this reading, outdoor activities and/or practices may take place.
- The Head of School or designee should continue to monitor the heat index at regular intervals throughout the practice/activity. Measurements should be taken at the practice/activity site. Whenever conditions warrant, all outdoor activities will be required to document the heat index measurements taken prior to and during practice.
- An unlimited supply of cold water or other liquids shall be available to participants during practice games. Coaches shall inform all participating athletes that hydration is available and accessible at any point during practice. Hydration and fluid replacement is an on-going process. Students should hydrate themselves before, during, and after practice. Meals should include an appropriate amount of fluid intake in addition to a healthy diet. Educating parents on proper hydration (water, sports drinks, caffeinated and carbonated drinks) is an excellent heat illness prevention practice.
- Give adequate rest periods. Remove excessive equipment or clothing when possible. Exposed skin cools more efficiently. During rest periods, players shall be allowed to remove hats or helmets. Excess pads should be removed if conditions warrant.

LIGHTNING SAFETY GUIDELINES FOR ATHLETIC EVENTS:

Due to the alarming rise in lightning casualties in recreational and sports settings in recent decades, the National Athletic Trainers Association (NATA) has released the following guidelines to follow when participating in outside athletic or recreational activities.

1. Establish a chain of command that identifies who is to make the call to remove individuals from the field.
2. Name a designated weather watcher. (A person who actively looks for the signs of threatening weather and notifies the chain of command if severe weather becomes dangerous.)
3. Have a means of monitoring local weather forecasts and warnings. Know weather definitions. (**Watch** indicates conditions are favorable for severe weather. **Warning** means severe weather has been detected in the area and all persons should take the necessary precautions.)
4. Designate a safe shelter for each venue.
5. In the absence of a lightning detector, use the flash-to-bang count to determine when to go to safety. Once the flash-to-bang count approaches **thirty seconds**, all individuals should evacuate to a safe shelter.

6. Once activities have been suspended, wait at least thirty minutes following the last sound of thunder or flash of lightning before resuming an activity or returning outdoors.
7. Avoid being on, in contact with, or in proximity to, the highest point in an open field, or being on or in open water when conditions for lightning are present. Do not take shelter under or near trees, flagpoles or light poles.
8. If you feel your hair stand on end, skin tingle or hear "crackling" noises, assume the lightning safe position, i.e., crouched on the ground, feet together and weight on the balls of the feet, head lowered, and ears covered. Do not lie flat on the ground.
9. Observe the following basic first-aid regulations in managing victims of a lightning strike:
 - o Survey the scene for safety
 - o Activate local EMS
 - o Evaluate airway, breathing, circulation and begin CPR if necessary
 - o Evaluate and treat for hypothermia, shock, fractures and/or burns
 - o Lightning victims are safe to touch and may carefully be moved to a safer location if necessary
10. If an individual feels in danger of impending lightning activity, he has the right to leave an athletic site in order to seek a safe structure without fear of reprisal.

The Head of School shall designate a school system employee to be responsible for reading and communicating the lightning distance findings. Once that person has determined the lightning threat, only the Head of School can override the predetermined evacuation guidelines.

STUDENT ACCIDENT INSURANCE

NGA does not have accident insurance on individual students. Families are expected to insure their own children. NGA only carries catastrophic insurance on students involved in GICAA interscholastic activities.

Hints For Success at Nathanael Greene Academy

1. Go to class. Regular attendance is the first and most effective way to help ensure academic success. Absence from class results in missed direct instruction and falling behind on assignments. This can have a negative impact on your grades.
2. If you must be absent from class take the initiative and responsibility to ask your teachers for your make-up work. Complete make-up work within the allotted time so that missed assignments do not turn into zeros.
3. Active participation in class enhances your learning experience and will help you remember content and concepts that are presented by your teacher.
4. Do not hesitate to ask for help. Every student has some material that is difficult to grasp the first time. Your teachers are there to assist you in being a successful student and will gladly provide you with additional help whenever you need it. In addition, your teachers are available for tutoring and additional help before and after school. Our after-school tutorial program may be of assistance as well.
5. Organization is of critical importance to academic success. Use an agenda book to keep up with assignments, projects, tests and important due dates. Keep assignments and notes in a notebook in an organized manner ---- not "stuffed" in your locker, etc.

6. Take 45 minutes to an hour each day to do homework and / or review the day's class material. This will assist you in understanding material better and it will keep you from having to "cram" for tests.
7. Find out what is your best method to study --- what works for you. Also, when you are studying, find a place that will allow you to focus on your studying without distractions.
8. In testing situations ---- relax. If you have properly prepared for the test you will be ready to answer the questions. Do not rush. Answer the questions that you definitely know first and then go back to questions that you need to think and spend more time on to answer. Trust yourself.
9. It is not uncool to learn and make good grades. Develop healthy "competition" and support with your classmates so that everyone encourages each other to do their best. In this environment everyone will succeed.

AHERA NOTICE

TO: PARENTS/LEGAL GUARDIANS/TEACHERS/EMPLOYEES/ORGANIZATIONS

This notification is being sent to you pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA) October 22, 1986; EPA Rule 40 CFR 763, Asbestos Containing Material in Schools, Subpart E, et seq. effective December 14, 1987. These regulations are defined in the United States Environmental Agencies Regulations. Specifically, 40 CFR §763.84 (c) which requires that the local education agency (we) notify you at least once a year of asbestos inspections, response actions and any post-response action activities, including periodic re-inspections and surveillance activities that are planned or in progress at our campus.

We have documented through a thorough asbestos survey, conducted by an AHERA accredited asbestos inspector, where asbestos containing, suspect asbestos containing and/or assumed asbestos containing building materials are located on our campus. The Asbestos Management Plan documents plans for managing and maintaining the asbestos containing materials in place and/or plans for removal activities. The reports associated with the asbestos inspection, 3-year re-inspections, periodic surveillances and operations and maintenance recommendations are all documented in the Asbestos Management Plan.

The Asbestos Management Plan is available for your review in our office. Should you have any questions or desire further information, please contact the school at 706-467-2147 or come by the school's office.

**Affirmation of Receipt of Parent / Student Handbook/Athletic Handbook
Nathanael Greene Academy 2017-2018**

I, _____,
(Student's Last Name) (First Name) (Middle Name)

have received a copy of the Nathanael Greene Academy Parent and Student Handbook 2017 – 2018. It contains important information regarding policies and procedures for Nathanael Greene Academy. I have read and understand the policies, procedures, and directives set forth in this handbook. Furthermore, I agree to abide by these policies, procedures, and directives. I understand that the Nathanael Greene Academy Board of Trustees and the school's Administration reserves the right to amend any or all parts of the handbook. Written notification to the student and/or parent/guardian will follow.

(Student's Signature)

(Date)

We have received a copy of the Nathanael Greene Academy Parent and Student Handbook 2017– 2018. It contains important information regarding policies and procedures for Nathanael Greene Academy. I have read and understand the policies, procedures, and directives set forth in this handbook. Furthermore, we expect our son / daughter to abide by these policies, procedures, and directives. I understand that the Nathanael Greene Academy Board of Trustees and the school's Administration reserves the right to amend any or all parts of the handbook. Written notification to the student and/or parent/guardian will follow.

(Parent(s) / Guardian Signature)

(Date)

Parent's Email Address: _____

Internet Usage Agreement and Publishing of Photographs

We understand that the use of computers and the Internet at Nathanael Greene Academy is a privilege that is afforded to students who abide by the rules and regulations for such use. Any student who abuses the privilege of use of computers and the Internet at Nathanael Greene Academy by engaging in non-instructional activity and accessing unauthorized websites or unauthorized records will be subject to outlined school level consequences and restriction or prohibition of future use of computers and / or Internet access at Nathanael Greene Academy.

I hereby give my permission to Nathanael Greene Academy to publish a photograph of my son/daughter on any of the school's websites and periodicals. I understand that the information on the World Wide Web, including photographs, is accessible to persons throughout the world with access to the Internet.

Student's Name _____

Parent's Name _____ Date _____

**** Please sign, date, and return to school to your Homeroom Teacher no later than the first Friday of the school year.**

Behavior Policy at Athletic Events

Nathanael Greene Academy, The GICAA, and its member schools have made a commitment to promote good sportsmanship by students, athletes, coaches, and spectators at all GICAA sanctioned events. Any profanity, degrading comments, or intimidating actions directed at officials, competitors, coaches, or other spectators will not be tolerated. Engagement in these behaviors will result in automatic ejection from the event site. A second violation will result in a ban from the sport for the remainder of the season. The player of the parent will also be suspended from the current contest and the following contest. Spectators are not allowed to enter the competition area or locker rooms at any time during the event. By signing this document, you agree to abide by the rules above and understand the results if the rules are not followed. If you choose not to sign this document, the student will not be able to participate in sports for Nathanael Greene Academy for the calendar school year. Thank you for your cooperation.

Parent Signature

Student Signature

Date _____