



**LOWER SCHOOL
PARENT/STUDENT HANDBOOK
2021-2022**



HOME OF THE STALLIONS!

“I saw heaven standing open and there before me was a white horse, whose rider is called Faithful and True.”

Revelations 19:11a

www.sugarhillchristian.org

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Dear Academy Parents,

It is an honor and a privilege to partner with your family for the 2021-2022 school year. Thank you for entrusting your child's education to Sugar Hill Christian Academy. Our mission is to offer an excellent academic and Christian education while developing a lifelong relationship with Jesus Christ. We believe SHCA meets all these criteria with our ongoing character development, Bible application, rigorous academic standards, and our outstanding faculty.

Please take a few moments to familiarize yourself with the policies and procedures included in this handbook. If you have any questions, please feel free to contact me.

Again, thank you for your support of the Academy and I am looking forward to a great year together!

Blessings,
Lyn Cantrell
Principal

Academy Vision Statement

The Vision of Sugar Hill Christian Academy is to enable children to grow in character and faith and to be successful in the modern world while living as Disciples of Christ.

Mission Statement

The mission of SHCA is to offer excellent academic and Christian education while developing a lifelong relationship with Jesus Christ.

Academy Philosophy

Sugar Hill Christian Academy assists parents in educating children so that the child can reach full potential spiritually, physically, mentally, emotionally, and socially. Students will understand the importance of making good choices for God and be encouraged to seek His guidance through prayer, worship and study. “Teach me knowledge and good judgment for I believe in your commandments.” Psalm 119:66

Sugar Hill Christian Academy is an outreach ministry of Sugar Hill United Methodist Church. The Academy, hand in hand with parents, lays a foundation for a life long relationship with Jesus Christ. The Academy provides a nurturing foundation for children to experience God through a Christ centered and Bible based educational environment upheld through academic excellence. “But the wisdom that comes from heaven is first of all pure; then peace-loving, considerate, submissive, full of mercy and good fruit, impartial and sincere.” James 3:17

Academy and Sugar Hill United Methodist Church Core Values

WORSHIP (Father)

Inspiring worship

- Worship is a lifestyle

Practical, biblical teaching

- Transformation is > information

GROW (Family)

Following Jesus

- More of Him; less of me

Real Friendships

- We’re better together

SERVE (Forgotten)

Genuine hospitality

- Love makes room

Serving together

- Service, not serve us

Academy and Sugar Hill United Methodist Church Statement of Faith

Statement of Faith

As a ministry of SHUMC, SHCA adheres to the principles and beliefs of the United Methodist Church, which affirms, “that sexuality is God’s good gift to all persons. We call everyone to responsible stewardship of this sacred gift.” While “all persons are sexual beings whether or not they are married, sexual relations are affirmed only with the covenant of monogamous, heterosexual marriage.”

“We affirm the sanctity of the marriage covenant that is expressed in love, mutual support, personal commitment, and shared fidelity between a man and a woman. We believe that God’s blessing rests upon such marriage, whether or not there are children of the union. We reject social norms that assume different standards for women than for men in marriage. We support laws in civil society that define marriage as the union of one man and one woman

We affirm with Scripture the common humanity of male and female, both having equal worth in the eyes of God. We reject the erroneous notion that one gender is superior to another, that one gender must strive against another, and that members of one gender may receive love, power, and esteem only at the expense of another.

Scripture teaches that humans are created in God’s image and that we are accountable to God through right relationship. We oppose all forms of pornography and consider its use a form of sexual misconduct. Pornography is sexually explicit material that portrays violence, abuse, coercion, domination, humiliation, or degradation for the purpose of sexual arousal. Pornography sexually exploits and objectifies both women and men. Any sexually explicit material that depicts children is abhorrent and victimizes children. Pornography can ruin lives, careers, and relationships.”

While the United Methodist Church does not condone the practice of homosexuality and considers this practice incompatible with Christian teaching, we equally “affirm that God’s grace is available to all people. Thus, we will seek to live together in Christian community, welcoming, forgiving and loving one another, as Christ has loved and accepted us.”

You and your family are welcome in our school and will not be judged, condemned, or treated unfairly in any way by our staff or faculty.

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God contains all things necessary for salvation and is our rule for life and faith. Thus, Scripture is the dominant source for all that we believe. For purposes of SHUMC’s and SHCA’s faith, doctrine, practice, policy, and discipline, our Leadership Board is the SHUMC’s and SHCA’s final interpretive authority on the Bible’s meaning and application.

Sugar Hill United Methodist Vision Statement

Love God; Love People

³⁰” *Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.* ³¹ *The second is this: ‘Love your neighbor as yourself.’ There is no commandment greater than these.*”
– Mark 12: 30-31

Sugar Hill United Methodist Mission Statement

Make disciples of Jesus Christ for the transformation of the world.

History of Sugar Hill Christian Academy

Sugar Hill Christian Academy was formed in 1999 by a group of SHUMC members when the Sugar Hill United Methodist Church Council approved the business plan. The 2000-2001 school year was SHCA's charter year.

Nondiscrimination Statement

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

All programs offered by Sugar Hill Christian Academy have an exemption from Bright from the Start. If you have questions about this exemption, please contact Bright from the Start at 404-657-5562.

The Academy is currently accredited by the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and School (SACS) under the umbrella of Cognia.

SHCA will occasionally send out alerts via text message to the cell phone numbers provided. If you do not wish to receive these alerts please contact the school to be removed from the list.

Staff List, Extensions and Email Addresses

Name	Title	Email	Ext
Lyn Cantrell	Principal	lyn.cantrell@sugarhillumc.org	264
Courtney Simmons	Dean of Students Athletic Director	courtney.simmons@sugarhillumc.org	278
Kristi Burlison	Vice Principal Preschool Supervisor Before Care, After Care, and Extended Day Classes	kristi.burlison@sugarhillumc.org	237
Bill Wilson	Finance Manager	bill.wilson@sugarhillumc.org	293
Susan Hodges	Morning Receptionist	susan.hodges@sugarhillumc.org	276
Barb Morton	Afternoon Receptionist	barb.morton@sugarhillumc.org	276
Kathy Ellison	Admissions Director	kathy.ellison@sugarhillumc.org	263
Jennifer DeVaney	Director of Student Services RenWeb	Jenn.devaney@sugarhillumc.org	238
Kelley Whitesides	Parapro	Kelley.whitesides@sugarhillumc.org	
Teresa Hawkins	Kindergarten	teresa.hawkins@sugarhillumc.org	
Stephanie Tingley	Kindergarten Parapro	stephanie.tingley@sugarhillumc.org	
Michelle Mueller	Kindergarten	michelle.mueller@sugarhillumc.org	
Kathy Grimes	Kindergarten Parapro	kathy.grimes@sugarhillumc.org	
Rachel Ellis	First Grade	rachel.ellis@sugarhillumc.org	
Debbie Sullivan	First Grade Parapro	debbie.sullivan@sugarhillumc.org	
Olivia Nisi	First Grade	Olivia.nisi@sugarhillumc.org	
Christina Clark	First Grade Parapro	christina.clark@sugarhillumc.org	
Jenny Anderson	Second Grade	jenny.anderson@sugarhillumc.org	
Shannon Frazier	Second Grade	shannon.frazier@sugarhillumc.org	
Karen Coleman	Third Grade	karen.coleman@sugarhillumc.org	
Catherine Kelley	Third Grade	Catherine.kelley@sugarhillumc.org	
Heather Pruitt	Fourth Grade	heather.pruitt@sugarhillumc.org	
Kim Staples	Fourth Grade	kim.staples@sugarhillumc.org	
Lauren McMinn	Fifth Grade	lauren.mcminn@sugarhillumc.org	
Lauren Rutledge	Fifth Grade	lauren.rutledge@sugarhillumc.org	
Maria Dilella	Spanish Teacher	maria.dilella@sugarhillumc.org	
Stephen Stubbs	Upper School Math	stephen.stubbs@sugarhillumc.org	
Lisa Paciorek	Upper School Math	lisa.paciorek@sugarhillumc.org	
Suzanne Saliba	High School Advisor	suzanne.saliba@sugarhillumc.org	
Shelley Gregory	Upper School Science	Shelley.gregory@sugarhillumc.org	
Cathy Daniell	Upper School Science 8 th Homeroom	Cathy.daniell@sugarhillumc.org	
Tina Stubbs	Upper School Social Studies 6 th Grade Homeroom	Tina.Stubbs@sugarhillumc.org	
Reese Winkler	Upper School PE Bible/Worship Band	Reese.winkler@sugarhillumc.org	
Sonya Bergquist	Computer Teacher	sonya.bergquist@sugarhillumc.org	
Connie Ellis	Curious	connie.ellis@sugarhillumc.org	

	Minds/YearBook/Upper School Science		
Heather Adams	Upper School Math & Science	heather.adams@sugarhillumc.org	
Krista Feltmann	Upper School Language Arts 7 th Grade Homeroom	krista.feltmann@sugarhillumc.org	
Shawn Zinke	Coach Lower & Upper PE/Health	shawn.zinke@sugarhillumc.org	
Kim Wasden	Media Specialist	Julia.anderson@sugarhillumc.org	
Sherry Wiltshire	Music & Band Enrichment	sherry.wiltshire@sugarhillumc.org	
Kathy Reinertson	Lower School P.E. Supervisor	kathy.reinertson@sugarhillumc.org	
Stephanie Scott	Art Enrichment	stephanie.scott@sugarhillumc.org	
Cheryl Baraban	High School Advisor High School Homeroom	cheryl.baraban@sugarhillumc.org	
Sasha Rezmer	Chorus	Sasha.gill@sugarhillumc.org	

Academy Council

Sugar Hill Christian Academy is an outreach ministry of Sugar Hill United Methodist Church (SHUMC). The Academy Council is a recommendation council for SHCA. As with all SHUMC committees, the Academy Council is subject to the final authority of the SHUMC leadership council.

The Council's members are professing members of the SHUMC congregation, parents, church staff, and/or community representatives. Each member must be a Christian and attend church on a regular basis. They are expected to be Christian role models who live out the faith they profess in the school, church and community.

Nomination and membership procedures for the Academy Council

- A. Parents of students or other interested individuals may recommend candidates for the Academy Council by submitting the name to the Academy Principal. This name will be presented to the Academy administrative staff and SHUMC pastoral staff for approval. The Principal will notify the person of the decision of the staffs.
- B. Once this person is cleared for candidacy they will be given an "Academy Council Member Application" to complete. Once the completed application is received by the Principal, an interview with the Academy Council will be scheduled.
- C. The interview will be a 10-minute meeting with the Council in which the candidate will explain why they want to serve on the Academy Council, what benefits they can bring to the Council, and other statements they would like to make.
- D. After listening to the presentation, the Council will vote to determine a candidate's suitability and the Council Chair will relay the Academy Council's decision to the candidate.

Parents or other interested partners may address the Council with the stipulation they provide the Council Chair one-week prior notice in writing and submit a summary of their topic for discussion. No more than four parents will be allowed to address the Council at one meeting. Each parent will be given a ten-minute maximum with no further discussion or questions at that time. Issues with staff or Academy policies must have been addressed through the proper channels before being brought before the Council.

The Academy Council expects the Matthew 18 Principle to be followed before a person contacts the Council Chair with regards to addressing the Council.

Matthew 18: 15-17 states “If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church: and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.”

The proper chain for reporting concerns: party with issues>staff person or parent>Principal>Executive Director> Senior Pastor>Academy Council

Parent Association

All parents and guardians of currently enrolled Academy students are automatically members of our Christian Academy Parent Association (CAPA). Each representing board member must be a Christian and attend church on a regular basis. They are expected to be Christian role models who live out the faith they profess in the school, church and community. CAPA acts in support of the Academy in the following ways:

1. To assist the Academy with volunteer efforts
2. To assist the Academy with fundraising efforts
3. To assist the Academy with advertising special events
4. To support special activities with the Academy

Nomination and membership procedures for CAPA Board

- A. The staff of SHCA may recommend candidates for the CAPA Officers Board by submitting the name to the Academy Principal. This name will be presented to the Academy administrative staff.
- B. Once this person is cleared for candidacy they will be given a CAPA Board Member application to complete. Once the completed application is received the applicant will then meet with the Principal and Vice Principal.
- C. The Vice Principal will notify the person of the decision of the staff.

CAPA Requirements

CAPA board members are selected for a two-three-year term only.

Members may serve again on CAPA Board however they must first roll off for two years before being eligible for nomination again.

CAPA board terms run from June to May.

The CAPA President will also serve on the SHCA Academy Council for three years.

CAPA OFFICERS FOR 2021-2022

Tonya Lewis, CAPA President

Katie Fritz, CAPA Officer

Kristin Griffeth, CAPA Officer

CAPA sells SHCA spiritwear, sponsors the Gently Used Uniform sale, and operates the Stallion Store and Frozen Treat Friday. Be sure to read the CAPA section in The Horseman as well as the Quarterly Round-Up to see how CAPA is serving the staff and students at SHCA.

CAPA will hold family nights throughout the year. See the school calendar for dates.

SHCA
Whom Do I Ask?
A quick reference guide for parents

Main Office Number 678-745-4121

Questions About...	Name	Extension
Admissions Inquiries	Kathy Ellison	263
Change of Phone/Address	Jennifer DeVaney	238
Directory	Susan Hodges	276
Field Trips	Kristi Burlison	237
General Questions/Info	Susan Hodges	276
Lost and Found	Kelley Whitesides	265
Lunch Program	Kelley Whitesides	265
Medications	Susan Hodges	276
Principal	Lyn Cantrell	264
Records or Immunizations	Kathy Ellison	263
Extended Day Classes	Jennifer DeVaney	238
Daily Student Absences – 770-945-2845	Message only	525
Before and After Care	Bill Wilson	293
Textbooks (Lost/Replacement)	Kristi Burlison	237
Transcripts	Kathy Ellison	263
Tuition	Bill Wilson	293
Uniforms	Kristi Burlison	237
RenWeb	Jennifer DeVaney	238
Athletics	Courtney Simmons	278
Pre-approved Absences	Courtney Simmons	email
Student Discipline	Courtney Simmons	278
Preschool	Angel Richards	294

Financial Policies & Procedures

Enrollment Fees

	K\$	K – 2nd	3rd – 5th
Enrollment Fees	\$300	\$700	\$750

- A \$210 enrollment fee deposit is due when enrolling online through RenWeb. The balance is due on April 1st.
- The non-refundable enrollment fee secures class placement at Sugar Hill Christian Academy.
- Enrollment is not complete until the entire non-refundable enrollment fee has been received.
- Tuition is due on the 1st of each month and considered late on the 6th.
- Tuition is computed on an **annual basis** (June 1- May 1) and is prorated by month for a student enrolling after the school year has begun. Any portion of a month will be considered as a full month of enrollment.

Academy tuition is due on the first of each month. It is your responsibility to ensure that payment reaches the school before the 6th of each month. Payments are applied to the oldest invoice and at the discretion of the School Business Office.

The first Academy tuition payment is due June 1, and payment continues through May. If you wish to prepay the entire tuition account, it is due by June 1 of the current year.

I understand the monthly payments are due on the 1st of each month, and will be considered late on the 6th of each month. A \$50 late charge per family will be assessed each month that payment is late. A \$50 insufficient funds charge will be assessed by the Academy if checks are returned or credit card payments denied. After two returned payments, payment must be made in cash or with a money order.

A written 30-day notice must be given prior to student withdrawal. If I breach this contract by disenrolling my child/ren without a 30-day notice, I understand that I will be contractually obligated to pay one month of tuition as a penalty.

I understand that the school reserves the right to dismiss any child whose general attitude or habitual actions are contrary to the interests of the school; further, I understand that the school reserves the right to dismiss any child whose parent/guardian's actions interfere with the educational purpose of the school. I understand that should my child's behavior or academic performance lead to dismissal during the remainder of the current school year, or if the administration should decide that my child should not return for the next school year, re-enrollment will be canceled. All acceptances are conditional for 90 days.

Sugar Hill Christian Academy recognizes that family plans may change. Families disenrolling without a 30 day notice due to a unique circumstance (see below) will be exempt from the one month's tuition penalty.

Unique circumstances include:

- Moving/Relocation 50+ miles away from SHCA.
- Educational needs for the student can no longer be met at SHCA as determined by the ABC team.
- Disenrollment at the request of SHCA.
- Other circumstances as approved by the Principal/Academy Council.

If your child is voluntarily withdrawn, suspended, or dismissed, no part of the enrollment fee or tuition paid for students on the monthly plan shall be refunded. For students on the one payment plan, tuition would be refunded on a 12-month prorated basis. Report cards and/or transcripts are released to parents, or other schools, only when the student's account is paid in full. If final payment is made by check, transcripts will be released after 10 working days.

I understand that textbooks, field trips, field day shirts, and initial school supplies are included in the tuition. I understand that yearbooks, lunches, uniforms, school trips, and other school fees deemed necessary by administration are additional costs.

SHCA may be required to close due to inclement weather, natural disaster, pandemic, or any other situation deemed necessary by the SHUMC Leadership Board. In the event of this action, the following plan of action will take place: students in kindergarten – high school will participate in digital learning until the school reopens. Tuition will still be charged.

I understand the terms and conditions of this tuition contract and the 2021/22 Financial Policy and agree to abide by them.

Past Due Accounts

All fees and tuition, as set by SHCA, must be made on a timely basis. Should an account not be kept current, the following guidelines will apply:

- On the 6th of the month, a \$50 late fee will be applied.
- SHCA understands that once an account becomes 45 days delinquent, the family has made a voluntary decision to withdraw the student from classes.
- The student or siblings will not be considered for re-enrollment until the account is brought current.
- No student will participate in graduation exercises until the respective account is brought current.
- The student will not be allowed to participate in extracurricular activities, including extended care classes until the account is brought current or a payment plan has been arranged.
- Report cards and transcripts will not be released, conferences will not be scheduled, and online access will be denied until the account is brought current.
- Families that choose the one payment option must make the payment by the due date or the discount will be forfeited. The payment plan will be converted immediately to the twelve-payment plan and the late fee will be applied.
- Past due accounts will be referred to the Academy Council. All fees associated with the collection efforts will be the responsibility of the parent or legal guardian.

For your convenience, we offer several payment options.

- **Option 1 – Check payable to SHCA.** Checks can be received by mail or sent in with your child in an envelope marked "SHCA Tuition." A drop box is located to the right of the school front doors for your convenience. After two checks have been returned for insufficient funds SHCA will no longer accept personal checks as a method of payment. Payment would then need to be made with a certified check, cash or credit card. We do not accept postdated checks. If the student's last name differs from the person making the payment, please write the student's name in the memo section.
- **Option 2 – RenWeb Online payments – Electronic Check or Credit Card.** RenWeb accepts MasterCard, Discover, and Amex. The credit card companies charge a usage fee of 3.5% for each transaction.

- **Option 3 – Cash Payments.** Cash payments must be paid in person to the school, and in the exact amount. Please do not send cash in your student’s book bag. SHCA is not responsible for cash or checks lost in book bags.

The person who signs the tuition contract agrees to the terms of this financial policy and will be held legally responsible for the student/students listed. I understand the terms and conditions of this tuition contract and the 2021/2022 Financial Policy and agree to abide by them.

General Policies:

All fees and monthly tuition are nonrefundable and nontransferable.

It is the desire of the administration and staff for our students to continue enrollment year after year. However, situations may arise requiring that SHCA ask families to remove their children from enrollment. These situations may involve academic issues, behavior issues, cognitive/developmental issues, or any other situations identified by the administration and staff.

For questions concerning account status:

Please call the Finance Office between the hours of 8:00-3:00 Monday-Friday at (770)945-2845.

Mailing address: 4600 Nelson Brogdon Blvd., Sugar Hill, GA 30518

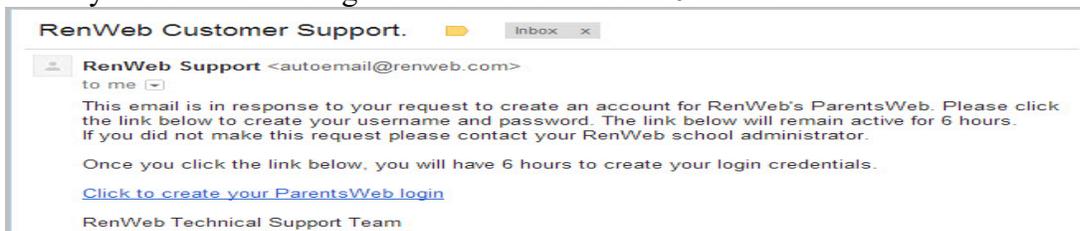
Donations:

IRS laws state donations are tax deductible only if they are not made to benefit one specific child. Donations can be designated for completing the third floor, a specific school project, classroom use, the Georgia GOAL scholarship program, or for the general scholarship fund.

RenWeb’s ParentsWeb is a private and secure parents’ portal that will allow parents to view academic information specific to their children, while protecting their children’s information from others. You may view your child’s grades, attendance, homework and conduct, as well as other useful school information. You can also communicate with teachers and other school staff online whenever necessary. All you need is an Internet-capable computer.

Here’s how to access our easy-to-use **RenWeb ParentsWeb**:

- Make sure that the school has your email address in RenWeb.
- In the Chrome browser, go to www.renweb.com and click **Logins**.
- Type the school's **District Code SH-GA**
- Click **Create New ParentsWeb Account**.
- Type your email address and click **Create Account**. An email will be sent which includes a link to create your ParentsWeb login. The link is active for 6 hours.



- Select the **Click to Create your ParentsWeb login** link.
- A web browser displays your **Name** and **RenWeb Person ID**.

- Type a **User Name**, **Password**, and **Confirm** the password.

Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password" value="*****"/>
				<input type="button" value="Save User Name and/or Password"/>

- Click **Save User Name and/or Password**.

A message displays at the top of the browser, "**User Name/Password successfully updated.**"

User Name/Password successfully updated.				
Change/Create Password				
Name	Person ID	User Name	Password	Confirm
Callie Johnston	11519	<input type="text" value="cjohnston"/>	<input type="password" value="*****"/>	<input type="password"/>
				<input type="button" value="Save User Name and/or Password"/>

- You may now log in to ParentsWeb using your new User Name and Password.
 - If you have any trouble logging in, please call the school at 678-745-4121 or email Jenn.Devaney@sugarhillumc.org.

Attendance Policies

Attendance

School attendance goes hand in hand with student achievement. Adhering to the academic calendar develops student responsibility, a strong work ethic, and good habits that will carry over in life. Good attendance correlates strongly with improved grades in school and is the responsibility of both the parent and student.

Truancy/AWOL From the time a student arrives on campus in the morning until the school dismisses, students are required to check out through the office before they leave school grounds. Students who leave campus without checking out or who are absent from school without their parent's knowledge will be considered truant. Students who skip a class or classes will be considered AWOL. Students who miss school for invalid reasons will also be considered truant. Disciplinary action may be taken.

Early Check Outs

If you need to pick up your child before the end of the school day, please report to the Academy reception desk for assistance. If you know about the early check out in advance, please send a note to your child's teacher so that homework and assignments can be gathered and the student can be prepared for early dismissal. In an effort to keep disruptions to a minimum and ensure students are ready for carline to begin on time each day, we strongly discourage check outs during the last 30 minutes of the school day (after 2:45 p.m. on regular days and 11:30 a.m. on early dismissal days). Checkouts after 2:45 will be considered an unexcused tardy for the day and will be accumulated as such. Please refer to the section below for unexcused tardies. Student drivers may only check themselves out with parent's written permission, for example doctor's appointment, physical therapy, etc. Student drivers may not leave campus for lunch.

Please note: If a child checks out before 11:45 a.m., they are absent. If they check into school after 11:45 a.m., they are also absent for the day. Students must attend 3.5 hours to be counted present for the school day.

Excused Absences

1. **Student illness**
2. **Serious illness or death in the student's immediate family**
3. **Personal absences (must be pre-approved by the Dean of Students)**
4. **Inclement weather – Absence is excused if the public-school system in the county in which the student resides is closed.**

Parents or guardians are asked to call the school by 10:00 a.m. on the day of the student absence to indicate the reason for the absence. Parents may use the message only line at 770-945-2845 x 525 or call the receptionist if further information needs to be given.

A written note from a physician is required for absences or tardies due to illness lasting longer than 3 days. **Personal Absences** (family travel, extra-curricular activities, etc.) are discouraged, but will be considered on an individual basis according to previous attendance records and academic standing. The Dean of Students must be contacted, preferably by email, at least one week in advance to obtain pre-approval for an excused absence. Approval will be given at the Dean of Student's discretion. **Please note that classwork will not be sent with your child in advance. All work may be collected upon your student's return to school.**

Absent students cannot participate in same day extra-curricular activities at school.

Unexcused Absences

All absences other than those listed above are considered unexcused. After accumulating seven unexcused absences in a school year, the Dean of Students will notify the parent/guardian in writing and may report the student as truant to the appropriate court, per Georgia law.

The state truancy law (O.C.G.A Section 20-2-690.2) defines truant as "any child subject to compulsory school attendance who during the school calendar year has more than 5 days of unexcused absences." Under Georgia law, it is mandatory for a parent to ensure that their child(ren) attend school, with failure to do so punishable by a fine not to exceed \$100, imprisonment not to exceed 30 days, community service, or any combination of the penalties. Each day's absence from school in violation of this law shall constitute a separate offense.

Students who are absent, either excused or unexcused, twenty or more days in a school year must provide official legal or medical verification of their need for absences and may not be promoted to the next grade or re-enrolled. Parents will be contacted after ten absences. After fifteen absences, a meeting with the Dean of Students is required. To be counted present for the whole day, students must attend for at least 3.5 hours of the school day.

Make Up Work Policy

Students will have two school days for every day absent to make up work. The responsibility for initiating make-up work belongs to the parent and student. ***Please note that missed work will not be sent home for your student. All work may be collected upon your student's return to school.***

Tardy Policy

Consistent tardiness is not conducive to a positive start of the school day. All students benefit from participating in their particular classroom's morning routine, from turning in homework and communication from home to putting away their belongings and attending Praise and Worship. It is imperative that students attend a full day of school in order to get the maximum benefit of their education.

Unexcused Tardy Offense Policy:

1st – 5th Offense: Warning

6th Offense: 1 day of Restricted Lunch

7th Offense: 2 days of Restricted Lunch

8th Offense: 3 days of Restricted Lunch

9th Offense: 1-hour Detention with Fee, Parking Warning, Referral to See Administrator

10th Offense: 2-hour Detention with Fee, Parking Suspension, Referral to See Administrator

11th Offense – 13th Offense: In School Suspension, Parking Suspension, Referral to See Administrator

After the 14th Offense – Consequence/Consequences issued to the student will be at the discretion of a/any administrator, Parking Suspension for the remainder of the school year may occur.

***Any excessive tardies may result in a \$20 charge per tardy to your school account.**

***Eight unexcused tardies turn into 1 absence.**

Policies & Procedures

Carline

It is imperative that all families follow the designated carline route and procedures for both morning and afternoon carlines. We have car tags printed for Academy families that hang from the vehicles' rearview mirror. Each family will receive two tags with their student's number. For more information concerning carline, please refer to the section concerning arrival and departure procedures.

Change of Address/Phone Numbers

ANY change of address, email address, or telephone number should be reported to the school office as soon as the change is made. It is important that the office records contain the correct contact information at all times.

Divorce/Child Custody Issues

It is the policy of Sugar Hill Christian Academy that staff members do not become involved in divorce or child custody issues among SHCA families. Teachers may not enter into any conversation with either parent about the divorce or custody. If a parent feels their child is in danger and does not want the other parent to pick them up from school, they should speak directly with the Principal and provide a restraining order from the courts. School communication will be sent to the primary physical custodian unless otherwise arranged.

Electronic Devices

All personal electronic devices such as but not limited to cell phones, tablets, fitness trackers, smart watches, etc are not permitted on the SHCA campus including school activities both on and away from campus. For the purpose of emergencies, cell phones are permitted on campus, but must be turned off and placed inside the student's book bag. Electronic devices including cell phones will be taken and sent to the front office if used at school or on school-sponsored activities and parents will be asked to pick them up.

Lost and Found

Each child's name should be clearly marked or labeled on all of his/her personal property. Encourage your child to be responsible for their belongings and to bring them home daily. A Lost and Found Box containing unclaimed articles will be located in the lunchroom. Unclaimed items will be taken to a local charity periodically throughout the year.

Lunch & Daily Snacks

We offer the option of purchasing hot lunches online through Campus Cuisine (www.campuscuisine.net). Information on ordering and payment can be found on their website. If you choose not to purchase lunch for your child, please be sure to pack a well-balanced lunch with a drink of milk, juice, or water. Students are not allowed to bring soft drinks for lunch or snack. Please send children with packages and containers that they can open independently when at all possible. Much valuable lunch time can be wasted waiting for a staff member to open packages. Also, send any necessary utensils so that your child can begin eating as soon as possible. We want your child to be able to take advantage of this time of relaxation and nourishment. Please be sure to send water each day.

All students are expected to conduct themselves in an orderly manner and show acceptable etiquette and table manners during lunch. Any child not doing so will sit in an isolation area while completing his/her meal. Students are expected and encouraged to clean up their immediate area after lunch.

If your child is found to have no lunch provisions, a lunch will be offered of cheese crackers, applesauce, and water and the parent will be billed accordingly. Calls cannot be made home for lunches once a student's lunchtime has started.

Each child will need to bring his/her own healthy snack each day. Snack time will differ for each classroom based on their daily schedule. Please help your child choose a healthy snack that will provide him/her with a boost of energy.

Microwaves will be available for 4th grade – high school student use. Students cannot bring microwavable popcorn. K – 3rd grade students may use microwaves with a parent only. SHCA staff is not allowed to warm food for students.

Parents are welcome to join their student for lunch on the week of their birthday.

Please note: Outside food may be brought in by Campus Cuisine and parents only. **No staff member including the office staff can sign for a food delivery.** All food deliveries (Uber Eats, Door Dash, etc.) will be sent back to the restaurant.

Please do not offer food to any student during lunch period.

****No caffeine or coffee drinks are allowed.**

Praise & Worship

Each day Academy students come together for a time of praise and worship for our Lord. Parents and guests are welcome to join us in the worship center from 8:30 a.m. until 8:50 a.m. We respectfully ask that parents assist our efforts in showing respect for this time by not allowing younger siblings to be disruptive.

Additionally, Academy students who choose to sit with their parents should be reminded to use appropriate behavior during this time. For the safety of all children, only Academy students and staff are allowed on stage or to use the microphones.

Proof of Age

The Academy follows the guidelines set forth by the state of Georgia:

Georgia law requires that students attend a public or private school or a home study program from their sixth to their 16th birthdays. Kindergarten is available in every school system; however, attendance is not compulsory. A child must be five years old on or before September 1 to enter Kindergarten. The child must be six years old on or before September 1 to enter first grade.

A student new to the Academy is required to submit a copy of his/her official birth certificate so that age verification can be made. Enrollment will not be offered without this documentation.

Publication Authorization

We promote the ministry of SHCA through a variety of mediums. Video footage and photographs may be taken of students at school and special events to share with prospective parents, church members, on our school website, and through social media. However, neither videos nor the website would include the full name of a student. If you do not agree to have your child photographed or videotaped, please inform SHCA in writing.

Recordkeeping/Reports

Private school administrators must report their enrollment to the local public-school superintendent where the student resides within 30 days of the beginning of each school year. The reports must include the name, age, and residence. In addition, a birth certificate and a current Georgia certificate of immunization or waiver must be provided. The Georgia Vision, Hearing, Nutrition and Dental screening form must also be provided to complete a student's file. All forms must be on file to receive grade reports.

Selling Items

SHCA prohibits the sale of any items by students without the prior approval of SHCA Administration.

Student Birthdays

Parents are welcome and encouraged to bring in a special snack on their child's birthday. Due to allergies, we ask that you coordinate this time with your child's homeroom teacher. These treats will be distributed in the classroom at the time of the teacher's choosing. Parents are welcome to join their child for lunch but we ask that no treats be distributed during lunch. No birthday "parties" will be held during the school day. **No party invitations may be distributed at school unless each child receives an invitation.**

*For the sake of our students who have allergies, please contact the teacher for guidance on any food limitations.

Security

After much prayer and discussion with congregation members and Academy families, Sugar Hill United Methodist Church and Christian Academy has decided to provide armed security on campus. While it is our prayer that God continues to provide us with a nurturing and safe environment, we live in a fallen world and it is our duty to ensure the safety of our families. The security team members have passed a full battery of tests and training including mental evaluations and certification in areas of unarmed and armed security. All certifications will be maintained onsite as required by Georgia statutes.

We are pleased to announce that we use the Raptor Visitor Management System to strengthen campus safety for students and faculty. Part of keeping students and faculty safe is knowing who is in our buildings at all times, and the Raptor system will allow us to do that. The Raptor system checks all visitors' name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the Raptor system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, Raptor will issue a badge that identifies the visitor, the date, and the purpose of his/her visit. The safety of our students is our highest priority and the Raptor visitor management system allows us to quickly identify those that may present a danger to our students and faculty.

Temporary Guardian Information

When parents are out-of-town and children are left in the care of another adult, SHCA must be notified in writing or via email. Information should include the name and phone numbers of the guardian authorized to pick up the child and have permission to authorize emergency care.

Toys

We prefer that all toys stay at home. However, if your child brings a toy to school for a special activity, please remind him/her that when at school, the toy needs to stay in his/her book bag unless otherwise instructed by his/her teacher. Please help us maintain an educational atmosphere by not allowing your child to bring to school any "war" related toys such as toy guns, knives, etc. or any trading card games. The Academy is not responsible for any lost or damaged toys.

Uniform Policy

Personal appearance is an important part of a Christian testimony. We expect students enrolled here to cooperate with us in maintaining a good testimony in this area. The way students dress strongly influences their behavior, self-image, and the effort they exert in school. It is our desire to encourage students in developing an attitude about their appearance, which will show a high degree of self-respect and self-worth while conforming to Biblical principles. The administration will be the final authority on any questions regarding the appearance code guidelines.

The Academy has partnered with The Target Group at www.sugarhilluniforms.com and Lands End to provide all uniform items. Please see the list provided at the end of this handbook for specific guidelines for purchases. It is required that all students have a burgundy uniform shirt (short or long sleeved) for field trips. All students must also have a chapel uniform to wear on Monday. All outerwear worn in the Academy building must be uniform with the Academy logo or mascot. It is not necessary for outerwear worn on the playground to have an Academy logo. Students will receive a notice for uniform violations consisting of:

- 1st offense – Verbal warning and written notification to the parent. Parents may be asked to bring appropriate clothing, etc.
- 2nd offense – Verbal warning, written notification to the Dean of Students and parents may be asked to bring appropriate clothing, etc.
- 3rd offense – Same as first and second offenses with additional consequences to be decided by the Dean of Students. Consequences may consist of, but are not limited to, a parent conference with the Dean of Students or suspension from clubs or the Praise Team. Should additional offenses occur, students may be sent home.

For information on special uniform days, please see the section on uniform guidelines.

Visitors

Any visitor to the Academy must report to the Academy reception desk to sign in with the Raptor Management System upon arrival at the school. A visitor nametag must be worn at all times while at the school. Academy and Sugar Hill United Methodist Church staff members will question any person in the school area without a nametag in order to ensure the safety of our children. Parents are encouraged to visit; however, please arrange such visits with your child's teacher or an administrator prior to classroom visits.

Parents will not be allowed to go to the classrooms unless they are volunteering. If you need to drop off something for your child, please leave it with the Receptionist. The Receptionist will only call into the classroom at 10:30am and 1:30pm to have items delivered to cut down on classroom disruptions. In addition, parents will not be allowed to go to rooms to check out a student. Please go to the office if a checkout is needed.

Please remember...teachers cannot conference with a parent during the day without an appointment. This includes morning arrival, afternoon drop off times, lunch, special events, and when volunteering.

Please help us to maintain a productive educational environment for our students by not bringing younger siblings into class during the school day.

Volunteers

We trust our Academy families to help make this school year a productive one. We are always looking for family members who are willing to share services, expertise, blessings, time, and talents with classroom teachers and students. Volunteers are needed in many different areas. Individuals interested in more information about volunteer opportunities should contact the Academy office or your child's teacher. Dependent upon the services provided, volunteers may be asked to submit a background check.

Parents who are volunteering should only go to the areas that you are volunteering for, i.e. workroom, library, etc. Please check in with the receptionist and wear a visitor tag if you are here to volunteer.

I agree by signing this handbook that if I choose to volunteer I will abide by the Academy Volunteer Agreement:

As an Academy parent volunteer, I will:

1. Pray for those who serve with me in parent leadership, for the school, the Principal, for the faculty and staff of the school, for the students of the school, and for this ministry's testimony in the community.
2. Be diligent in preparation for all my responsibilities.
3. Faithfully attend all meetings that are related to my volunteer duties.
4. Characterize my fellowship, speech, and manner with my fellow volunteers, school staff and school families with love, grace, and humility. I will refrain from expressing demeaning attitudes through criticism and complaint.
5. Respect divergent views and convictions expressed by my colleagues and I will express my views and differences of opinion constructively and with grace.
6. Be an encourager, acting with integrity and discretion, and will endeavor to maintain the unity in a bond of peace.
7. Keep all information that other parents might share with me confidential.
8. I will conduct myself in a professional manner and will refrain from wearing immodest and/or revealing attire when working in the school or participating in school events.
9. Agree to handle disputes with each other, school staff, and school families in accordance to the Matthew 18 Principle. This means that I will go to the person directly involved to try and resolve the issue. If that does not bring resolution, I will go to the next person on the chain of command until a resolution is reached. The proper chain for reporting concerns shall be defined as follows: party with issues>staff person or parent>Principal>Executive Director > Senior Pastor>Academy Council.

Matthew 18:15-17 "If a brother sins against you, go and show him his fault, just the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; if he refuses to listen even to the church treat him as you would a pagan or a tax collector."

Harassment Policy

SHCA will not tolerate harassment of students or employees, based on race, color, gender, nationality origin, religion, age, sexual orientation, or disability. The following are some examples of inappropriate harassment behavior.

- Threatening language of any kind
- Obscene or suggestive remarks or jokes, verbal abuse, insults
- Display of explicit, offensive or demeaning materials
- Physical or verbal hazing
- Threats
- Comments, whether written, verbal or electronic, which are demeaning with respect to race, religion, ethnic origin, gender, sexual orientation, or class. SHCA strives to maintain an environment where students and employees can study, work, and live free of harassment.

All complaints of harassment should be reported promptly to administration. An investigation will be conducted immediately and privately; and a determination of appropriate action will be made. Until that time, the person(s) making the alleged threats, remarks, etc. will not be allowed on campus. This includes the students of parents who are accused of this behavior. The complainant should not discuss the matter with others to assure privacy of all parties is maintained.

Unlawful Use of Alcohol, Tobacco, and Illegal Drugs

In recognition of the fact that the use of alcohol, tobacco, and illegal drugs reduces an individual's potential for learning and life, SHCA has established rules of conduct to discourage such behavior. For students who break these rules, the school hopes to accomplish the following goals: impose appropriate sanctions in order to deter future violations; provide the opportunity for education about the dangers and consequences of such activities; and when possible, restore individuals to the school community as positive contributors.

Policy: SHCA strictly prohibits the use and possession of alcohol, tobacco, or illegal drugs by its students both on campus and off-campus (as defined below).

“On-Campus” means the use or possession of alcohol, tobacco, or illegal drugs on school property OR at a school-related event off-campus OR use of alcohol or illegal drugs prior to coming onto school property or to a school-related event off-campus.

“Off-Campus” means the use or possession of alcohol, tobacco, or illegal drugs off school property at an event unrelated to Sugar Hill Christian Academy.

Right to Search

Sugar Hill Christian Academy is committed to ensuring that its campus is drug-free. To accomplish that goal, SHCA is allowed to search, or invite local Law Enforcement to search, any students' electronic device, emails, their lockers, vehicles, and their personal belongings for the presence of alcohol, tobacco, or illegal drugs. If a student is suspected of being under the influence of alcohol or illegal drugs on-campus, the student may be required to submit a chemical test of his or her blood, urine or saliva. Such chemical testing may be conducted either on-campus or at an appropriate medical facility off-campus.

Duty to Report

Georgia law requires SHCA to report immediately the name of any student who possesses or sells illegal drugs on campus or at any school-related function off-campus to the police or district attorney's office.

Lockers

Lockers will be assigned to each 6th – 12th grade student. The lockers are property of SHCA. The student and the student's parents must agree to:

- Reimburse the school for damage to the locker as a result of abuse
- Not allow another student to use this locker
- Not permit anyone to place any material in the locker that would be in violation of school policy realizing that the person assigned the locker will be held responsible for its contents

- Permit the school to inspect the locker from time to time as it deems appropriate
- Students are encouraged to keep lockers secured
- Clean out locker at the end of the school year

Students should not deface the lockers. SHCA is not responsible for personal items in lockers.

Students should secure all valuables in their lockers e.g. wallets, cell phones, etc.

Arrival and Departure Procedures

Sugar Hill Christian Academy classes begin each day at 8:00 a.m. and conclude at 3:15 p.m. Students will be admitted to their classrooms beginning at 8:00 a.m. Any child arriving after 8:15 is tardy and must be walked into the building accompanied by an adult for check in.

If a child checks in during Praise and Worship (8:30-8:50 a.m.), the parent will need to accompany the student to the appropriate location. Please do not drop off a child to enter the building alone. Otherwise, the student will sit with the Receptionist until Praise and Worship is over and all students have returned to their classrooms.

There are two locations for morning drop off. All K4 and 4th – 12th grade students should be dropped off at the main church doors behind the fountain. All K – 3rd grade students should be dropped off at the Academy doors. Families with children in multiple grade levels will need to drop off K4 and 4th – 12th grade students at the main church doors, merge into the carline, and drop off younger siblings at the Academy doors.

There are also two locations for afternoon pick up. Families who have students in 5th – 12th grades will pick up ALL of their children at the main church doors. Younger siblings will be brought to the main church doors for afternoon pick up. Students who do not have siblings in 5th – 12th grades will be picked up at the Academy doors.

There is an additional afternoon carline in the lower parking lot beside the playground that is designated for **ONLY** the following: families that have been designated as the “king” and “queen” of the carline for this school year. This privilege was purchased through a fundraising event and enables these families to bypass the carline in the morning and afternoons or buses from day cares.

At 3:15 p.m. each afternoon, members of the Academy staff will begin placing children in the appropriate cars in the car rider line. Please follow the directions for forming the car line to help ensure the safety of all adults and children involved.

- Leave the car tag provided to you on your rear-view mirror until any children you are picking up are in the car.
- Please help your child memorize their car rider number as soon as possible.
- If your child is to be picked up by a day care bus in the afternoons, we must receive notification by phone, note, or email in our office before the child will be allowed to board the day care bus.
- If there is a situation where you do not have time to sit through the carline, you may park in the parking area by the playground and walk to the office to pick up your child. Please keep this to emergency situations only.

You should remain in your car and in the car line at pick up time. **Do not get out of the carline and do not enter the building to get your child.** Teachers will not be permitted to dismiss children in this manner. During this time, it is necessary for our staff to give the safety of the children their undivided attention. The

safest and most effective way for us to ensure that all children leave with an approved and appropriate adult is through the car line.

Please be considerate of the Academy's car line zone and refrain from parking in it or crossing under the portico. Should you need to enter the building during car line, please do not cross where students are entering/exiting vehicles. If you need to enter the building to pick up your child(ren), do not enter the lunchroom or food court, stop at the reception desk and a receptionist will bring your child to you. **Please: for the safety of our children, there should be no cell phone usage in the portico area.** Traffic flow in the parking lot has been designed specifically to ensure everyone's safety. If you deviate from the expected patterns, you may cause an accident and perhaps injury. **Speed limits on campus are not to exceed 10 m.p.h. Upon entering our campus, please reduce speed, even if you are running late.**

If you should arrive late or need to pick up your child before the end of the school day, please call and then report to the Academy reception desk for assistance. Children will only be released to those parties who are listed as authorized pickup/emergency contacts in the office. Any time a parent/guardian wishes to add or remove people able to pick up the child from school, it must be done in writing.

If you will be delayed in picking up your child due to an emergency, please call the Academy office prior to dismissal time. Any child remaining at the Academy after 3:30 p.m. (and not enrolled in after school programming) will wait with a staff member in the reception area. Parents must park and enter the building to sign out their student. At 3:45 students will be taken to Extended Care at the daily rate of \$30.00. However, we understand occasional delays can happen and the daily rate will not be charged until parents are late a third time.

Students enrolled in the Extended Care program must be picked up by 6:00 p.m. Parents arriving after 6:00 pm will be charged \$20.00 for every 15-minute increment they are late.

Student Health & Medical

Allergy Policy

SHCA will employ the following procedures when enrolling a student with allergies:

- Parent will complete a Medical Authorization form and Medical Action Plan for emergency administration of epipen and supply current epipen in prescription labeled package for their student.
- All teachers (including enrichment) and lunchroom staff will be notified of allergy and epipen location for student.
- All epipens are kept in a central location in the school office. They are filed alphabetically and are easily and quickly accessible in case of emergency. When students leave campus on a field trip, the homeroom teacher will check out the student's epipen and return it to the front office afterwards.
- Although SHCA cannot guarantee a totally allergen-free facility, the student's homeroom teacher will notify his/her students' parents that his/her class has a student with a severe, contact food allergy and appropriate accommodations will be made in the classroom, i.e. no nut products, separate tables, etc. depending upon the type of food allergy.
- The homeroom teacher will be responsible for cleaning the table each morning and again before and after snack time in the classroom.
- At lunch, the student will sit at an "allergy-free" desk that is stationed at the end of a lunchroom table so that he/she can socialize with classmates, yet have an additional distance away from potential allergens.
- All students in the classroom are instructed to wash their hands immediately after snack and lunch.

- Enrichment teachers will ensure surfaces (keyboards, art tables, etc) are wiped clean prior to student's use.
- Paraprofessionals will clean off "allergy-free" desks before the first lunch shift and after all lunch shifts.
- Extended care staff will clean off "allergy-free" desks before extended care begins.
- The parents of a severely allergic child must notify the teacher and record on their student's Medical Authorization that their child is NOT allowed to partake in birthday cupcakes/cookies/cakes/ice cream treats, if this is applicable.
- All SHCA parents and staff are expected to follow this allergy policy.

Is Your Child Too Sick for School?

Children should stay home from school if:

- (1) he/she is too sick to be comfortable at school
- (2) there is a fever over 100 degrees, and/or vomiting, diarrhea, a very frequent cough, persistent pain (ear, stomach, etc.), or a wide-spread rash
- (3) at least one event of diarrhea or vomiting
- (4) your child was sent home the previous day

It is the policy of SHCA that a student must be symptom free and fever free for at least 24 hours before returning to school.

Other common illnesses for students include:

Strep throat – students must be fever free (without fever reducing medication) and on medication for at least 24 hours before returning to school

Head lice – students are to be treated with a lice treatment shampoo according to package directions. Upon returning to school, students will be checked by an SHCA staff member before returning to the classroom.

Pink Eye – students can usually return to school 24 hours after an antibiotic has been started if symptoms have improved.

Chicken pox - students should stay at home until all bumps are scabbed and no new bumps have shown up in two days.

Flu – students must be fever free (without fever reducing medication) for at least 48 hours before returning to school

We are required to report all notifiable disease to the Health Department with student information.

All illnesses spread quite easily, both in school and at home. Keep in mind that regular hand washing is the single most important thing you can do and teach your child to do to help prevent the spread of infections.

Whenever you are in doubt, please consult your doctor before sending your child to school.

Medical Attention

In the event of an accident, first aid will be administered by a staff member. In addition to soap and water, the following topical ointments may be administered: Bactine spray, Calamine or Benadryl ointment/spray and sting-kill ointment/spray. In addition, saline eye solution is available for an eye wash. If you do not wish for any or all of the medications to be used on your student, please notify SHCA in writing.

If a student becomes ill or injured while at school, the staff of SHCA will make all reasonable attempts to contact the parent. However, if a parent cannot be reached, only those people listed as emergency contacts on the student profile form will be contacted. *By signing the Parent/Student Handbook Signature Page, I agree to and understand that, if deemed necessary, SHCA will secure emergency medical treatment, including transportation by ambulance to a hospital in the event of an emergency illness or injury while at school or a school sponsored trip.*

Medication

When it is imperative that medications be taken during school hours, they will be administered by school administration based on instructions given by the parent/guardian. Neither the school nor its staff can guarantee that any student will take a particular medication correctly. Children cannot self-medicate with the exception of those students who have a medical release form on file for an asthma inhaler and/or ongoing maintenance medications.

Over-the-counter medications: Only cases in which the student absolutely needs the medication to attend school should the parent send over-the-counter drugs to school. The parent/guardian must complete an Authorization for Medication Form which includes: student's first and last name, grade, name of medication, date, dose and time to be given, and the reason for the medication. Medications must be received at school in the original child-proof container and include a dosage cup, spoon, etc. Medications received in anything other than the original container will not be administered. If the medication is to be administered on a long-term basis or on an on-request basis, a doctor's statement must be provided.

Prescription drugs: Taking prescription medications during school hours is discouraged. If prescription drugs must be taken at school, the parent must complete an Authorization for Medication Form. For long-term medications, this form must be updated yearly. Prescriptions must be in the original child proof prescription container. If the medication dosage changes the prescription container must be changed as well. Unused medication should be retrieved from the school office within one week after medication is discontinued and/or at the end of the school year; otherwise the school will dispose of the medication in accordance with state pharmacy regulations.

The medicine, in the original container (along with authorization form), must be taken to the school office for central storage. The parent/guardian must take the medication to school, rather than sending with your student.

If your child becomes sick while at school, the school will contact you immediately. Therefore, emergency contact information, including allergies and asthma, should be updated annually by completing the Student Profile card and/or sending the information to the school or calling the school office.

Please note: If children do not have a fever, it is at our discretion whether to call parents or send the child back to class.

Medication is a parental responsibility; school employees will not assume any liability for supervising or assisting in the administration of medication.

If medication must be taken at school, the following procedures apply.

Medication Authorization Form – The parent/legal guardian must complete an authorization and instruction form entitled *Authorization to Give Emergency Medication at School*. There are also available specific forms, *Written Authorization for Self-Administration of Asthma Medication by Minor Children at School* which applies to the self-administration of asthma medication (inhalers) and *Written Authorization for Self-Administration of Maintenance Medication by Minor Children at School* which applies to ongoing maintenance medications. Your child's physician must also sign this form.

Please note: for the safety of our students, adults must hand deliver all medication to be taken at school to the front desk and should not send with a student.

For Medication Authorization Forms, please see the receptionist.

Liability Release

By signing the Parent/Student Handbook Signature Page, I agree to and understand the following:

- I agree for my child (or myself) to participate in SHCA activities including recess, physical education, field trips or other activities (the “Activities”) that may be hazardous or otherwise involves a risk of physical injury or death to participants.
- I expressly assume any and all risks of injury or death arising from or relating to the Activities and waive and release any and all action, claims, suits or demands of any kind or nature whatsoever against Sugar Hill United Methodist Church or its corporate affiliates, contractors, vendors, officers, agents, sponsors, volunteers or representatives of any kind (collectively “Releasees”) arising from or relating in any way to my child’s voluntary participation in the Activities. I understand that the SHCA school policies acceptance agreement means, among other things, that if my child (or myself) is injured or dies as a result of his/her participation in any of the Activities, I and/or my family or heirs cannot under any circumstances sue Releasees or any of them for damages relating to or caused by my child’s (or myself) injuries or death.
- I agree to indemnify Releasees and their subrogates, if any, in the event of any loss, damage or claim arising from or relating in any way to my child’s (my participation) in any of the Activities.
- In the event of an emergency, I hereby authorize SHCA administration as an agent for me, to consent to: any x-ray examination, medical, dental or surgical diagnosis, treatments, or hospital care advised and supervised by a physician, surgeon or dentist (as appropriate) licensed to practice under the laws of the state where services are rendered, either at a doctor’s office or in a hospital. I expect my student’s family will be contacted as soon as possible.

Weather Conditions

Weather conditions are monitored to ensure the safety of our students during both hot and cold weather. The playground will be closed if the heat index reaches 95 degrees and/or the smog alert is a “code red” or higher (purple or black). Additionally, children will not use the playground during the winter months if the temperature or wind chill factor is 42 degrees or lower.

Academics

Our curriculum represents a strong core of traditional skills implemented by dedicated teachers who possess a passion for teaching and a love for their students. Our academic objectives are based on national standards of excellence and meet or exceed the Georgia Common Core Performance Standards (CCGPS). Traditional, Biblically-based values are integrated into all of our classes and daily routines.

The following policy was approved in March 2006 regarding the issue of the relationship between God and science:

Sugar Hill Christian Academy is committed to providing a balanced education to all its students. The Academy was created, and is operated, to provide students with both an excellent academic education as well as affirming atmosphere for Christian discipleship.

Our mission/purpose is to encourage students in knowing Christ and making Christ known through the personal development of a sound biblical worldview. We believe, and we teach, that God created the heavens and the earth, and that God created man in his own image. We believe and teach that God is both the Creator and Sustainer of all things in faithfulness to the Bible. These teachings are fundamental to developing our faith, and to developing our sense of ethics and morality. We also believe and teach the value of the “Scientific Method” as an instrument of discovery and knowledge, and consider this method as well as the scientific principles learned as an integral piece of the academic and educational process. We view the embrace of God as Creator and Sustainer in accordance with the scriptures, and the embrace of the “Scientific Method” to be neither

contradictory nor competitive, but rather complementary to the better understanding of all who seek to grow in knowledge and in grace.

Class and Grade Placement

The administration has the sole responsibility and discretion for placing students in the proper grade and class based on information gathered. Much prayer is used in assigning teachers to students and much prayer and time is spent in the hiring of all the staff at SHCA. Therefore, parent requests are not accepted as a means of student placement.

Accelerated Reader Program (AR)

Elementary students will participate in the AR program as a part of the Language Arts program for their grade level. Due to the standards within each grade level in Language Arts, AR requirements vary.

Communication

K4-5th grades will receive a newsletter from your child's teacher and some of your child's completed work will be sent home each Friday for K-7th grades. 6th-8th grade will receive a newsletter via email. (8th grade will receive a newsletter first semester only and high school will not receive a newsletter). Any pertinent correspondence from the Academy administration will be sent home to each family via the youngest child's folder.

Each Friday, our weekly newsletter "The Horseman" will be emailed to all families. It is imperative that parents DO NOT opt out of receiving The Horseman. Those who opt out will also not receive emergency email notifications. Parents who would like to provide an alternate email address should notify the office.

It is the policy of SHCA for all student tests to be kept onsite. If you would like to review a student test please contact your child's teacher.

Computer Use Code of Conduct

Sugar Hill Christian Academy realizes the importance of technology in the classroom and is committed to offering technology resources to help students learn both in the classroom and at home. These resources include desktop computers, laptops, projectors, tablet PCs, educational software, online research tools, and other websites. Resources such as these enrich our school's academic potential and help prepare students for the increasingly digital world we now live in. However, SHCA also understands the dangers that can be associated with the misuse of technology. Therefore, all students must abide by a code of conduct in order to operate technology resources here at the school.

The use of these resources is a privilege and not a right. All parents and students are thus held responsible for reading and abiding by such codes of conduct. Students must be responsible for their actions both on the SHCA campus and elsewhere. Parents are responsible for supervising their children when using technology tools at home. Inappropriate use of these technology resources will lead to suspension of computer privileges and can include but not limited to disciplinary action such as suspension from school, expulsion from school, and legal action.

SHCA Equipment

1. All students must be respectful while utilizing technology tools. This includes care while using hardware and avoiding programs and websites which could bring viruses and malware onto the computers.
2. There are to be no food or drink around computers and other related equipment at any time.
3. Students must not log into or alter the profiles on any other student or teacher computer or program.
4. Students are not permitted to install any software or hardware on school computers at any time.

5. Students must not pick up the laptop by the screen. Additionally, students should refrain from touching the screen, setting books on top of the laptop and closing it with objects on the keyboard.
6. If a computer or related equipment is damaged or lost, the student(s) must report it and bring the equipment to the Academy computer teacher within 24 hours. SHCA will determine the fault and cost to the parent/guardian for each individual case. This includes damages through vandalism, accident, and neglect. If the damage to the computer or equipment is too extensive to repair, the parent/guardian may be asked to pay the full replacement cost of that device.

Student Use

1. At this time, SHCA does not support Bring Your Own Device (BYOD) classroom programs.
2. The use of email by students during school hours is not permitted unless approved by the teacher in the class which the student is in, and only using Office 365.
3. No instant messaging or social networking is allowed on school computers.
4. Do not share personal usernames or passwords with anyone even if you consider them friends.
5. Students are not to make any effort to get someone else's username, password or any other personal information.

By signing the Parent/Student Handbook, you agree to hold your child to these policies.

Curriculum Night

Please make plans to attend Curriculum Night in August. This is an opportunity for parents to meet the teachers and administration to learn expectations and plans for the year. Curriculum night is a parents' only event.

Homework

Philosophy—Homework is an integral part of the school program in aiding students to advance in their studies. Each student is required, therefore, to complete homework assignments. Homework is given for several purposes:

1. for reinforcement: we believe that students require reinforcement to master material essential to their educational progress.
2. for practice: following classroom explanation, illustration, and reinforcement on new work, homework is given so that material will be mastered.
3. for remedial activity: as instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. for special projects: book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework.

All students are required to have their homework, ready to be turned in, at the time designated by their teachers. A penalty may be given for late homework.

Honor Roll

Students in grades 3-8 are eligible for Honor Roll. To be eligible for Honor Roll, students must receive all A's in their five core classes (Bible, Language Arts, Math, Science, and Social Studies). Honor Roll will be calculated each quarter.

Report Cards and Conferences

The report card is a tool to communicate a student's progress throughout the school year. Report cards and progress reports will be issued by email throughout the school year for all elementary and middle school students.

Teachers of second through middle school grades will adhere to the following grading scale when assigning assessment marks on report cards for all areas excluding handwriting:

<u>Numerical Average</u>	<u>Assessment Mark</u>
90-100	A
80-89	B
75-79	C
70-74	D
69-0	U

Students must pass 3 of the 4 academic subjects (LA, Math, Social Studies, and Science). LA and Math must be two of the 3 passed. Pass/fail is determined on a cumulative yearly average of each core subject. Promotion and retention decisions are at the discretion of teachers and administration.

Kindergarten, first grade and elementary enrichment teachers will use progress grades when awarding grades for achievement and effort on report cards:

- E - Superior performance, surpasses all expectations, stands out from the class in achievement
- S+ - Excellent progress, regularly rises higher than class expectations
- S - Satisfactory progress, meeting class expectations
- S- - Unsatisfactory progress, not consistently meeting class expectations
- N - Needs improvement, does not meet class expectations, performance is below average
- U - Unsatisfactory work, not passing

In addition, all elementary classroom teachers will use the progress grades for handwriting, penmanship, and conduct.

Parent/Teacher Conferences are scheduled during each semester. At that time, parents are encouraged to come to the school and discuss your child's progress with his/her teacher. Information will be sent home concerning the process for scheduling conferences on designated conference days. If, at any other time during the year you should have questions or concerns to discuss, please contact your child's teacher to schedule additional conference time(s). You are encouraged to review papers and weekly reports carefully as they are sent home and contact the teacher if you have concerns. Academic progress for students in Kindergarten through Middle School can also be monitored using RenWeb. Instructions and passwords will be distributed during the first two weeks of school.

Students who are suspected of an academic or behavior problem may be referred to the SHCA Academic & Behavior Concerns Team (ABC). The ABC Team consists of teachers and administrators with a common goal of supporting parents, students and teachers should concerns arise during the school year.

The ABC process follows multiple levels. Level One is an internal brainstorming meeting between the Team members and the teacher to present his/her concerns and with the help of the team, brainstorm possible

solutions. Parents may not be informed of this initial meeting. Should these concerns continue, the teacher will begin Level Two by signing up for an ABC meeting and the parent(s) will be invited to attend. At this meeting, the teacher, Team, and parents discuss the concerns and begin troubleshooting the possible causes and solutions. If necessary, the Team may refer the parent(s) for outside testing or to their pediatrician for further resource. If needed, a Level Three meeting can be held with the parent(s) to discuss test results, meet with a resource professional, or any other follow up deemed necessary by the Team.

Plagiarism/Cheating:

In an effort to encourage spiritual and academic growth and character development within our students, we expect them to exhibit honesty in all aspects of their academics. As a result, the acts of plagiarism and cheating are considered unacceptable and appropriate consequences will be administered.

School Supplies (K-8th Grades)

These are basic supplies initially provided by SHCA that will be kept at school and used as needed. **Basic supplies will need to be refurbished throughout the school year.** Your child's teacher will let you know when supplies are dwindling. Special projects may require some specific items to be sent in from time to time and your child's teacher will let you know of those well in advance.

Tutoring

SHCA has a list of teachers who tutor outside of school hours. Teachers may not tutor students currently in their class. The cost for tutoring is \$40/hour. Parents should contact their teacher for further information.

Programming

Daily Praise and Worship

Daily Praise and Worship occurs each morning. The children and staff of the Academy begin the day by raising their hearts and voices to praise our Lord. Devotions and character education are combined with song and prayer. Family members are invited to join Praise and Worship at 8:30 a.m. anytime.

Praise and Worship for all Lower School students takes place every day in the worship center. Upper School students will meet Fridays in the Youth Center for their weekly chapel service and Mondays in the worship center where the Upper School Worship Team will lead worship.

Extended Care and Classes

Academy students are welcome to join the Extended Care and Classes Program for either before school and after school, classes, or both. Before school care begins at 7:00 a.m. and aftercare is available until 6:00 p.m. Students attending morning care must be walked in and signed in. Rates for before and aftercare can be obtained by contacting the office or are available on the website. Students are also welcome to sign up for Extended Care Classes. Tuition for Extended Care Classes is cut equally over 9 months, similar to Academy tuition, and is due August – April on the first of the month. Extended Care and Classes require a 30-day notice to withdraw. No credits will be issued for before and aftercare or extended care classes for any classes missed, regardless of reason. By signing this handbook, I agree to all policies regarding Extended Care that can be found on the SHCA website. For information on before and aftercare or classes, contact the office.

Extra-Curricular Programs

SHCA offers the following programs for our students:

- Praise Team – The Praise Team is open to students in first through fifth grades with an invitation to Kindergarten students in January. Students who participate on the Praise Team work with the Praise Team Leader to lead daily praise and worship.

- All Pro Dads - All Pro Dad is the fatherhood program of Family First, a national non-profit organization dedicated to strengthening families. All Pro Dad features NFL players, coaches and alumni who speak out about the importance of fatherhood. SHCA is a proud sponsor of a local chapter. SHCA sponsors monthly meetings that engage fathers with their children in creative and impactful ways. Dates and times will be advertised.
- Traveling Praise Team (TPT) - The Traveling Praise Team is open to students in 1st – 12th grades. TPT is an exciting team of students that reaches out into the community to share the Good News of Jesus through song.

Complete details and information will be sent home throughout the year as extra-curricular programs begin.

Field Trips

Learning through personal experience is very valuable for children. Various trips and in-school enrichment opportunities will be selected and scheduled to further enhance the learning experience. These trips will occur during regular school hours. Information will be sent home in a timely manner as each date approaches. A signed permission form will be required in order for your child to attend/participate.

Transportation to and from off-site field trips is provided by the church buses. We encourage parents to accompany their children on these special trips when possible. In order for you and your child to receive the greatest enjoyment and benefit from these trips, siblings are not allowed to attend field trips under any circumstances. Only students in the attending class are allowed to attend and participate in a field trip. We are allotted limited space/tickets on some of our trips and thus will be limited to the number of chaperones we may take. Parents may only transport their own children if choosing not to ride the bus. Parents are not allowed to ride the bus with their children. Chaperone fees are non-refundable.

Media Center

The Media Center of Sugar Hill Christian Academy strives to provide materials that support the mission and vision statements while implementing, enriching, and supporting the education of our students. Materials are chosen that complement the curriculum as well as serve the needs, interests, and imaginations of students. Effort is made to provide materials that exemplify a Christian world view, meet individual learning needs, reflect different points of view that will help students develop critical thinking skills, and encourage growth in literature appreciation along with factual information. Sufficient material will be provided to help support the Accelerated Reader program for all reading levels as well.

Criteria for selection of materials

A Media Committee will meet monthly to discuss new materials entering the library. This committee shall include parents, staff and the Media Specialist. If you are interested in reviewing library materials, please contact the Media Specialist to receive additional information about joining the committee.

Library materials should support the mission and vision statements of Sugar Hill Christian Academy. The Media Center will include books that:

- Model positive character traits
- Show conclusive results of actions, whether positive or negative
- Clearly draw the line between good and evil
- Contain little or no profanity and no obscene language

However, not all books selected for inclusion in the library will be Christian. For example:

- Books of fantasy that deal with the triumph of good over evil will be considered for selection
- Books with fairies and other mythical creatures, as long as the main theme of the book is good over evil, will be considered
- Books dealing with secular customs in the celebration of holidays such as Christmas (Santa Claus), Easter (Easter Bunny) and Halloween will be considered as long as the central character is not presented as an evil figure who triumphs.
- Non-fiction books that cover topics not available from a Christian viewpoint, and that bear a disclaimer stating that some material in the book may not support our Christian principles but are being used for educational purposes.

Books dealing with the following will be considered inappropriate:

- Books with blatant and frequent objectionable language
- Books in which the main character is evil and triumphs over good; glorification of evil
- Books that support witchcraft, horoscopes and demon possession. Items that present these topics as satanic or for the purposes of comparative religious studies will be considered acceptable.
- Books that accept the following as the norm or in which they are glorified: drugs and alcohol use, abortion, immoral lifestyle, violence, child abuse, suicide and other controversial issues such as homosexuality.
- Books portraying explicit sex.
- Books that are confusing to a child as to the nature of good and evil.

Books placed in the Easy Fiction section and the Juvenile Fiction section for the use of Kindergarten through 3rd Grade readers should contain little or no inappropriate language.

Books in the fiction section for Grades 4th and higher may contain a minimal amount of inappropriate language if their other merits for acceptance outweigh the use of this language.

Overdue and Lost/Damaged Books

Lower Grade students may have two books checked out at one time, with the exception of Kindergartners who are allowed only one book at a time. Overdue notices will be sent to parents by email on Fridays. No fines will be charged for overdue books. However, books that are more than a month overdue will be considered lost, and a fine equal to the price of the book will be charged. This must be paid before a student will be allowed to check out another book. If the item is later found and returned in good condition during the same school year, the amount paid will be refunded. For books that have been damaged to such an extent that they are no longer usable, the student will be charged the price of a replacement copy. At the end of the school year, all books must be returned or paid for in order for a student to receive their final report card.

Room Representatives

Each K4-8th grade class will need one Room Representative to work with the teacher to coordinate parties and other special events. Room Reps must have good communication, organizational and delegation skills. Room Reps should not solely host all parties; other parents want to and should be involved. If being a Room Rep or a party host becomes a financial burden, please contact the Vice Principal.

Goals of a Room Rep:

- To work with the teacher, school administration and CAPA in coordinating special events
- To divide work and expenses evenly among willing parents
- To foster fellowship among parents
- To follow the Matthew 18 Principle

Selection of a Room Rep:

- Each person will be given an opportunity to volunteer for Room Rep positions at Open House. Should more than one person sign up to be the Room Rep, administration will make the final decision. All Room Reps are expected to sign and abide by the Volunteer Agreement.

General Duties:

- Send home a letter introducing yourself and provide contact information to the other families in the class before the end of August.
- Send a reminder to parents who have volunteered for a special event.
- Have the school Vice Principal proofread all communication to be sent home to parents.
- Organize a Christmas and end of the year gift for teachers and paraprofessionals.
- Ensure all class parties have a classroom representative

Please note: Room Reps and party hosts may ask for monetary donations for parties, gifts, etc. but a specific dollar amount cannot be requested. Room Reps and party hosts are encouraged to request help from all parents in the classroom before soliciting donations.

School Photographs

School pictures will be taken in the fall and spring. Class, sports, and club pictures will be taken on a separate day.

Special Events

SHCA hosts several special events throughout the school year. For dates and times, please refer to the Parent Calendar and website. While every effort is made to plan accordingly, please note some event dates or times may change. For the most up to date information on events, parents should read our weekly e-newsletter "The Horseman".

- **SHCA Open House** - Turn in forms for school, meet your child's teacher and visit the classroom, sign-up for athletics, Stallion Club, extended care and classes, and yearbook dedications. Parents can order spirit wear at the CAPA table and purchase gently used uniforms from CAPA as well.
- **Curriculum Night** - This night is an **adult only** event. Childcare is provided by Sugar Hill UMC. Curriculum Night gives you a chance to see what your student(s) will be learning this year.
- **Spirit Nights** - Spirit nights are a way for students and parents to get together outside of school while supporting the school at the same time! Participating restaurants/businesses will give SHCA a percentage of earnings for these nights. These include Skate Country, Buford Corn Maze, Ice Rink, etc. See the school calendar for exact dates.
- **SHCA Fall Harvest Party & Monster Mash** - Bring chairs and a bowl of candy as SHCA students walk around the gym in their favorite costumes and receive treats! Parents are encouraged to wear their favorite costumes as well. This event is sponsored by CAPA.
- **Book Fair Weeks** - Come and purchase books to help support our library. The book fair will be open daily in addition to Family Nights! Family Nights are one of the students' favorites. Bring your entire family out for a night of fun, food and BOOKS! More details will be available closer to these events in both The Horseman and Friday folders.

- **Holiday Parties** – Fall, Christmas, and the last day of school parties are celebrated in individual classrooms and hosted by parents who signed up at Open House. Please note: middle and high school students will not have a fall party.
- **Christmas Program** - This annual program includes all students from Full Day K4 to 5th grade. Look for more information in the newsletter and Friday Folder.
- **Step-Up Night** - Come and preview your student(s) next grade level with a presentation and question/answer time by classroom teachers. This is an adult only event and childcare available.
- **SHCA Easter Service** - Come and worship with us as we celebrate the gift and blessing of our Lord and Savior Jesus Christ.
- **Field Day** - This school wide event is a favorite among the students. They receive a new field day t-shirt every year and our PE teacher plans a day full of fun activities for each class. We conclude Field Day with the annual tug-of-war! This event is sponsored by the Physical Education Department.
- **K4 Graduation** – This ceremony honors our K4 students and sends them off to kindergarten.
- **5th Promotion Ceremony** - This ceremony honors the fifth-grade students and sends them with many blessings to middle school.

Stallion Superlatives

Each month classroom teachers will choose students based on specific character traits. Students chosen for this honor will be recognized in a special assembly and parents will be notified in advance of their student's day of recognition. There are no Stallion Superlative awards in August, December, or May.

Yearbooks

A yearbook will be available for purchase online. Please be aware there are a limited number of yearbooks and yearbooks must be purchased by the deadline to ensure receipt. Student dedication pages may be purchased for publication in the yearbook. For more information, please contact the school office.

Emergency Operations Procedures

Fire and Tornado Drills

We are required by Georgia State Law to hold regular fire drills and submit reports of those drills to the state insurance commissioner's office. Please help us by discussing the importance of calmness and cooperation during these drill times. Inappropriate and/or unruly behavior during these drills will not be tolerated in the best interest for the safety of all students and staff members.

Sugar Hill United Methodist Church and Sugar Hill Christian Academy have an Emergency Operation Plan in place should any type of weather condition or other emergency take place during school hours.

School Closings Due to Inclement Weather

In case of inclement weather, please tune to Channel 11 or Channel 2 or visit our website at www.sugarhillchristian.org to see if weather conditions make it impractical for the Academy to open and/or

operate. Parents who provide an email for school communication will receive an email should it be necessary to close. The Academy does not necessarily close when Gwinnett County Public School System chooses to do so due to weather conditions. Students living in a county where county schools are closed due to weather will be given an excused absence if they cannot get to school.

Student Safety

The Academy makes every effort possible to ensure the safety of your child. All parents and visitors should enter only at the Academy main entrance to sign-in and obtain a nametag.

Parents entering the church/preschool entrance to attend Praise and Worship are required to sign in and wear the nametag provided.

In order for your child to go home with anyone other than the parent(s)/guardian(s), we must receive written permission from the parent/guardian. For car pools, daycare centers, and other regular after-school caregivers, permission forms must be on file in the office.

Supervision of Elementary and Middle School Students While Attending an Athletic Event

Students must be supervised by their parents or by another responsible adult at SHCA athletic events. Adequate supervision must be provided throughout the event. SHCA does not have ample staff to provide this supervision or to monitor all areas on campus during events.

Social Functions

The school will not be held responsible for any social function that is not officially approved or sponsored by the school. All official school sponsored functions are posted on the school's calendar and may be viewed on the school's website.

Bullying Policy

Purpose

Georgia state law requires school districts to adopt policies to prevent student harassment and bullying. Policies must define bullying, prohibit bullying on school property, at school-sponsored activities and on school buses and state the consequences of engaging in bullying behavior. It also requires school employees to report incidents of bullying to the school principal or other school administrators as outlined. Additionally, it calls for the policy to be clearly communicated and available to teachers, parents, students, and all other stakeholders. The Academy, in compliance with this legislation, and in full support of our student body has adopted the following policy. SHCA seeks to provide the best educational setting for all its students and promotes an environment where students are able to learn, free from harassment and bullying of any kind.

What is Bullying?

Bullying is identified as any consistently directed behavior, verbal or non-verbal that is intended to cause physical, emotional, psychological or social harm. Bullying may be direct (face to face) or indirect. Bullying behaviors that are not addressed generally escalate to more aggressive behaviors over time. These are learned behaviors that can best be addressed by teachers who demonstrate and teach pro-social behaviors.

Bullying Behaviors

The following is a list of consistent behaviors that demonstrate bullying. A student who demonstrates a bullying behavior may not be a "bully" and should not be labeled as such. If bullying behavior continues the Dean of Students will address it and work with the teachers, parents, administration and the ABC team as deemed necessary to discipline and correct inappropriate behaviors. It is the goal of SHCA to reduce bullying by addressing these types of behaviors should they consistently occur.

Physical Behavior

Intentionally endangering the welfare of others. Such consistently occurring behaviors are not limited to but include the following:

- hitting
- shoving
- kicking
- spitting on
- punching
- poking
- pushing
- blocking
- tripping

Other examples of physical bullying include:

- unwanted touching
- rude gestures
- taking or damaging another's property
- extortion of money or other items
- making someone do something they otherwise would not do

Verbal behavior

Verbal bullying includes but is not limited to the following:

- name calling
- teasing
- bossing
- threatening
- making fun of another's appearance, physical characteristics, or cultural background
- making fun of another's actions

Indirect behavior

Indirect bullying includes but is not limited to the following:

- exclusion from activities or social groups
- spreading rumors
- circulating inappropriate notes or drawings
- using other people to threaten, intimidate, or humiliate another
- encouraging others to violate the anti-bullying policy

Cyber bullying

In as much as technological advances have provided opportunities for students to communicate electronically, the following behaviors will be considered bullying: sending of inappropriate or threatening emails or text messages creating or posting inappropriate or threatening information or pictures on websites (i.e. Facebook, Twitter, etc).

Reporting Bullying

It is the responsibility of all faculty and staff members to report all occurrences of bullying behaviors as outlined in this policy. Parents and students who have knowledge of such behaviors are encouraged to report this information and may do so without fear of consequences. Additionally, students who feel that they have been or are becoming the victims of bullying behaviors should notify the Dean of Students, teacher, or administration. Those parents or students who report such behaviors will not be the target of retaliation or reprisal in any way. Any individual who withholds information regarding bullying behavior or provides inaccurate or false information will be subject to disciplinary action including possible removal from school.

Prevention and Education Procedures

Notices of what constitutes bullying or bullying behavior, that bullying is prohibited, and the consequences of engaging in bullying or bullying behaviors will be posted throughout all buildings on campus. Employees, students, parents, and others are encouraged to take advantage of any opportunities to participate in programs or activities which promote the knowledge and skills needed to prevent and/or respond to bullying or bullying behaviors.

Responses to Bullying or Bullying Behaviors

SHCA recognizes that not all bullying behaviors should be considered bullying or willful violation of this policy. Bullying offenses will be handled first by the classroom teacher using the regular discipline procedures. However, if repeat offenses occur, they will be reported immediately to the Dean of Students.

Behavior Management Plan

Each teacher will clearly communicate the expectations/rules of the school to the students and parents along with a clear definition of the consequences of inappropriate behavior and post them in the classroom.

Any child engaging in behavior that might cause harm to another child or employee of the Academy will be removed from the classroom immediately and brought to the Dean of Students so that consideration can be given to placing that child on a temporary individual plan of improvement which allows that student more opportunity to take control and responsibility for his/her own behavior. Parents will be notified the same day a child has action taken on an individual plan of improvement.

The following behaviors are considered to be extremely serious and will be addressed by the Dean of Students immediately: bullying, hitting with fist, use of foul/vulgar language, presence of a weapon, threats made to seriously harm or kill, and inappropriate sexual contact. For more information, please refer to the SHCA Policy on Bullying in the Parent/Student Handbook.

Step Plan

It is our goal at SHCA to make productive citizens. When our students are accountable for their learning and behavior, their success is more meaningful. However, there are times when policies and procedures may not be followed and students must face the consequences of their actions. Should this occur, students will be put on a Step Plan allowing the student and their teacher to work together to resolve an issue. Should the issue progress beyond the teachers in-class disciplinary procedures that student will move up in the step plan resulting in the Dean of Students involvement as well as stronger disciplinary actions taken. It is at the teachers' discretion as to when a student is placed on a step plan; parents will be notified when students have issues in class prior to starting a step plan as well as when they are placed on a step plan. The Dean will be notified concerning each infraction of the step plans and will be personally involved with any student reaching a step plan. Please see step descriptions below.

Prior to step plan – Warning by the teacher with classroom consequence and parent is informed.

Step one – Student placed on step plan with consequence decided by the teacher. The teacher will work with the student and parent to make necessary corrections. Dean of students informed and will follow up as needed.

Step Two – Student referred to Dean of Students for behavior management. Parent will be contacted by Dean of Students.

Step Three – Office Referral with required parent meeting. Dean of Students will be involved in behavior management and parent contact. The Principal may be involved at this point. More serious offenses may be referred to the Academic and Behavior Concerns Team (ABC) for possible expulsion or multiple suspensions.

There is no corporal punishment in any degree or measure at the Academy.

Possible Disciplinary Actions Taken

- **Silent lunch-** The offending student will be asked to sit at a table alone during lunch to consider their actions and better ways of handling themselves in future situations.
- **Detention-** The offending student will need to remain after school or arrive before school for a 1-hour time of reflection/service. This time may involve physical labor or extra book work. A teacher will oversee this time and work. The Dean will contact the parents before scheduling this appointment to ensure an agreeable time is selected. There will be a \$20 charge added to the student's account to cover the cost of the teacher's time.
- **In-School-Suspension- (ISS) -** The offending student will be removed from the classroom for a preplanned day of extra work and physical labor/service to the school. A substitute teacher will be brought in to oversee this time and work. The Dean will contact the parents before scheduling this day to ensure an agreeable day is selected. There will be an \$80 charge added to the student's account to cover the cost of the substitute teacher's time. The student will not have contact with any other students during this time. Grades will not be affected.
- **Suspension- (Out of School Suspension) -** The offending student will be asked to remain home for a predetermined time. Any missed classwork or homework will result in a zero and any missed projects or tests may only receive up to 75% credit. The Dean will contact the parents before scheduling this day to ensure an agreeable day is selected. All afterschool and athletic events will be forfeited.
- **Expulsion-** Please see the expulsion policy below.

Expulsion Policy

It is the goal of SHCA to work with our students and their families on a case by case basis. However, SHCA reserves the right to ask any student to leave the school if behavior issues are ongoing and disruptive to the school environment. Students with continued behavior issues may be referred to the Administrative and Behavior Concerns Team (ABC). The ABC team will discuss recommendations by the Dean of Students when multiple day suspension or expulsion for students is being considered. The final outcome of these cases will be determined by the ABC team and the Dean.

Student Code of Conduct

As a student of Sugar Hill Christian Academy, I will conduct myself as an example of the love that Jesus Christ shows for me. In order to help me accomplish that, I will treat others in the same way I want to be treated and only engage in activities that are safe for my friends and me while I am at school.

As a student at SHCA I agree to abide by the following:

1. I will show God's love in my actions and words with my schoolmates and all staff members.
2. I will raise my hand in class when I want to talk or have a question I'd like to ask.
3. I respect and help take care of all property that I find at this school and church.
4. I will use proper table manners while at lunch or having snack in class.
5. I will walk quietly and in an orderly manner at all times while in the hallway.
6. I will obey all the safety rules for the playground that my teacher has reviewed in class with me.

I understand that these rules and my cooperation in following them are very important in order to make sure that I have a safe and fun place to go to school. I know that if I choose not to follow any of these rules, there are consequences for my behavior that will help me remember to make better choices in the future.

Certain offenses, such as physical contact (purposefully hurting another, fighting, vulgar language, etc.) will warrant immediate contact with parents.

Parent Code of Conduct

Conflict Resolution

Matthew 18 sets the Biblical standard for dealing with conflict. The best chance for clarifying the situation or bringing restitution is to meet with the one most directly involved. Working with the classroom teacher is often the best way to resolve a concern. If a concern is not resolved at that level, then the issue may be brought to Administration. Only after these avenues have been attempted may a parent submit a written grievance to the Principle.

Christian Conciliation Statement

As Sugar Hill Christian Academy has accepted your child into the school, we are making an agreement with you, the parent or guardian, to provide an opportunity for your child to receive a Christian education. If conflicts or disputes arise, we will make an effort to resolve these through the ordinary means of conference with teachers and administration. Recordings (audio or video) of any such meetings are prohibited. If our efforts were to fail to bring resolution to serious problems, we will follow procedures of arbitration outlined in our school by-laws. Your signature of agreement to this handbook verifies your agreement to use binding arbitration as given in SHCA's binding arbitration policy.

Submission to Arbitration

Believing that lawsuits between believers are prohibited by Scripture, all persons directly involved in SHCA agree to submit to binding arbitration in any matters which cannot otherwise be resolved, and expressly waive any and all rights in law and equity to bringing any civil disagreement before court of law, except that judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.

Notice of Arbitration

In the event of any dispute, claim, question, or disagreement arising out of or relating to these bylaws or any other school matter, the parties shall use their best efforts to settle such disputes, claims, questions, or disagreement as befits Christians. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests not to disgrace the name of Christ, seek to reach a just and equitable solution. If they do not reach such solution within a period of sixty (60) days, then upon notice by either party to the other, disputes, claims, questions, or differences shall be finally settled by arbitration as described in section 1, above, and such Procedures for Arbitration as are adopted pursuant to Section 4, below.

Limitations on Arbitration Procedures

- A. Should any dispute involve matters of church discipline, the arbitrators shall be limited to determining whether the procedures for church discipline were followed.
- B. Should any dispute involve the removal from office of the pastor or any church officer, the arbitrators shall be limited to determining whether the procedures were followed.

School Advancement

Annual Fund

The SHCA Annual Fund is vital to maintaining and improving education excellence at Sugar Hill Christian Academy. Generous tax-deductible gifts to the SHCA Annual Fund directly impact the everyday business of SHCA as well as contribute to the expansion of current student programs.

A high level of participation is critical to reach our goal. Please consider participating at any level. Regardless of the amount of the gift, we thank you in advance for your support.

“Every man shall give as he is able, according to the blessing of the LORD your God which He has given you.”
Deuteronomy 16:17

Giving can be done in many ways here at SHCA. Below you will find a few ways to help support our school Annual Fund.

- Effortless Earnings
- Endowment/Planned Giving
- Georgia GOAL Tax Credit
- Pillars/Business Partners
- Partners in Education

Uniform Guidelines

Clothing defines gender, status, beauty, ideology, and it can be found in virtually every culture since the beginning of humanity. It touches on human history, psychology, sociology, economics, aesthetics, technology, customs, laws, attitudes and values. Here at SHCA we choose to leverage what we wear to create an environment of unity and integrated purpose. We start off our week dressed in our best to set a pace of unison and success for the days ahead. We value our students and their learning environments. Therefore, we value greatly what they wear.

Girls

Bottoms

Pants/shorts: khaki or black uniform style only. No cargo pants, jeans or capri pants of any style are allowed.

Skorts: khaki, black or plaid

Skirts: khaki, black, gray or plaid

Jumper (K-4th only): Plaid, khaki, gray or black with school logo

*All skorts, skirts, jumpers and shorts should be at least fingertip length.

Younger students should wear black or gray shorts underneath skirts & jumpers

****Bottoms should not have any holes****

****Belts must be worn only IF shirt is tucked in and bottoms have belt loops****

****Leggings may only be worn under another piece of clothing. Leggings are not considered pants and may not be worn alone any day of the year****

Tops

Shirts & turtlenecks: burgundy, white, black or gray with SHCA logo

Blouses: solid white with school logo

****white camisole/bra (if applicable) ****

Sweatshirts: burgundy or black with school logo or SHCA hoodie

****must have a school uniform shirt with logo underneath****

Zip-front Hooded Sweatshirts: burgundy or black with school logo

****must have a school uniform shirt with logo underneath****

Sweater: burgundy or black with school logo

****must have a school uniform shirt with logo underneath****

Fleece or windbreaker: burgundy, grey or black with SHCA logo

****no outerwear may be worn in the classroom without a school logo****

Spirit t-shirt ****worn on Fridays only****

Accessories

Hair: khaki, black, white, burgundy, gray or plaid ONLY

Socks: burgundy, khaki, black, gray, white crew, ankle or knee. *Tights:* solid burgundy, black or white. NO PATTERNS

Belts: braided or solid leather in black or brown, including magnetic belt. NO DECORATIONS

Shoes/boots: All shoes worn to school must be closed toe. Suggested colors for both regular and athletic shoes are black, brown, tan, or white, however, these colors are not required. Students cannot wear sandals, crocs, flip flops, or any shoe that may pose a safety hazard or may be considered a distraction.

****maximum heel height for all shoes is 1 inch****

****Any hair color or style that may be distracting to the learning environment is not allowed. All decisions regarding uniforms are at the discretion of the SHCA administration. ****

Boys

Bottoms

Pants/shorts: khaki or black uniform style only. No jeans or cargo pants of any style.

****Bottoms cannot have any holes****

****Boys must tuck in shirts at all time. Belts must be worn if bottoms have belt loops****

Tops

Dress shirt: white oxford with SHCA logo

Polos & turtlenecks: black, burgundy, gray or white with SHCA logo

Sweatshirts: black or burgundy with school logo or SHCA hoodie

****must have a school uniform shirt with logo underneath****

Zip-front Hooded Sweatshirts: burgundy or black with school logo

****must have a school uniform shirt with logo underneath****

Sweater: black or burgundy with school logo

****must have a school uniform shirt with logo underneath****

Fleece or windbreaker: black, grey or burgundy with school logo

****no outerwear may be worn in the classroom without a school logo****

Spirit t-shirt ****worn on Fridays only****

Accessories

Belt: braided or solid leather in black or brown only, including magnetic belt. NO DECORATIONS

Socks: Solid khaki, black, white, or burgundy crew or ankle.

Shoes/boots: All shoes worn to school must be closed toe. Suggested colors for both regular and athletic shoes are black, brown, tan, or white, however, these colors are not required. Students cannot wear sandals, crocs, flip flops, or any shoe that may pose a safety hazard or may be considered a distraction.

****Any hair color or style that may be distracting to the learning environment is not allowed. All decisions regarding uniforms are at the discretion of the SHCA administration. ****

Uniform Free/Casual Dress Day

There may be a day that SHCA rewards students with a “uniform free” day. A uniform free day allows students to wear any clothing of their choice with the following guidelines considered: no sandals, flip flops, or crocs; no spaghetti straps or tank tops; no bare midriffs, no pants with revealing holes, no shirts with advertisements or inappropriate wording and shorts/skirts must be fingertip length. Leggings may not be worn to school as pants any day of the year. **All decisions regarding uniforms are at the discretion of the SHCA administration.**

Special Events

All special gatherings and banquets sponsored by the school will have an acceptable dress code communicated by SHCA administration. This communication will be given when all other details are given pertaining to the event. The following basics are required.

Formal Dress Code (*Homecoming, Jr/Sr Prom, Banquets, Graduation, Special Events, etc.*)

- Boys may wear dress shirts and ties with dress slacks and dress shoes. No cargo pants allowed.
- Girls may wear dressy slack outfits or dresses. Dresses and skirts should be at least fingertip length. They must be modest and with the lowest point of the neckline no lower than two inches below the collarbone. No cleavage should be visible.

Publications and Logo Wear

Individuals are not authorized to design or create SHCA logos, mascots, letterhead stationery, note paper, business cards, invitations, articles of clothing, bumper stickers, etc. SHCA’s policy on publications and logo wear concerns publication and clothing that carry the name SHCA or are produced through the use of funds, equipment, or employees of SHCA. The office may be contacted for clarification of this policy.

Please note:

Jeans for Jamaica Day - 1st Friday of each month: Students may wear jeans/shorts and their spirit t-shirt by paying a dollar. All proceeds go to ACE Ministries and our sponsored children.

Other Fridays of the month: Students may wear spirit shirts with uniform bottoms.

Uniform Free/Casual Dress Day: Students may wear any clothes within the guidelines above.

Chapel Uniform Guidelines

Chapel uniform is required every Monday and on special days as deemed necessary by SHCA administration.

Girls:

K-2nd:

White Peter Pan collar shirt with SHCA logo

Any approved plaid jumper with SHCA logo

Black or gray shorts under jumper

3rd – 5th:

White oxford shirt with SHCA logo

Plaid crosstie

Any approved plaid skirt

Black or gray shorts under skirt

6th – 12th:

White oxford shirt with SHCA logo

Plaid crosstie

Any approved khaki skirt
Burgundy blazer with SHCA logo

Boys:

K-2nd:

White oxford shirt with SHCA logo
Khaki pants
Black or brown belt if pants have belt loops

3rd – 5th:

White oxford shirt with SHCA logo
Plaid tie
Khaki pants
Black or brown belt

6th – 12th:

White oxford shirt with SHCA logo
Plaid tie
Khaki pants
Burgundy blazer with SHCA logo
Black or brown belt

Shoes:

Girls and Boys:

All shoes worn to school must be closed toe. Suggested colors for both regular and athletic shoes are black, brown, tan, or white, however, these colors are not required. Students may choose to wear athletic shoes with their chapel uniform due to PE/Recess.

Socks:

Girls: Solid white knee socks

Boys: Solid black or brown socks

***No hoodies can be worn on Chapel Uniform Dress Days**

Textbook Replacement Costs

We expect our students to be good stewards of the curriculum materials provided. If a student loses a book issued to him/her, the following fees will apply in order for a replacement book to be issued. Please note the replacement cost includes the cost of the book, sales tax, and shipping expenses.

Kindergarten

Sadlier Oxford Math - 45.00
Sadlier Oxford Phonics - 35.00
Handwriting Workbook - 25.00

First Grade

Sadlier Oxford Math - 45.00
Sadlier Oxford Phonics - 35.00
Handwriting Workbook - 25.00
Open Court Reader – 75.00
ACSI Bible – 30.00
ACSI Science – 30.00

Second Grade

Sadlier Phonics – 35.00
ACSI Bible – 30.00
Bob Jones Grammar – 30.00
Sadlier Oxford Vocabulary – 25.00
McGraw Hill Science – 65.00
Open Court Reader – 75.00
Sadlier Oxford Math – 48.00

Third Grade

ACSI Bible – 30.00
Handwriting Workbook – 25.00
Bob Jones Grammar – 32.00
Sadlier Oxford Vocabulary – 25.00
McGraw Hill Science – 67.00
Open Court Reader – 75.00
Sadlier Oxford Math – 79.00
McGraw Hill Social Studies – 65.00

Fourth Grade

ACSI Bible – 30.00
Bob Jones Grammar – 32.00
Open Court Reader – 75.00
Sadlier Oxford Vocabulary – 25.00
Sadlier Oxford Math – 79.00
McGraw Hill Science – 74.00
McGraw Hill Social Studies – 74.00
Abeka Health – 25.00

Fifth Grade

ACSI Bible – 30.00
Bob Jones Grammar – 32.00
Open Court Reader – 75.00
Sadlier Oxford Vocabulary – 25.00
Sadlier Oxford Math – 79.00
McGraw Hill Science – 74.00
McGraw Hill Social Studies – 79.00
Abeka Health – 25.00

FAMILY COMMITMENT CONTRACT

I/We _____, parent/legal guardians of _____ do hereby agree to the following Family Commitment Contracts. (Note: Please initial beside each statement.)

- _____ 1. We agree to uphold the school consistently in prayer, to support the volunteer programs and fundraising efforts and to serve the school with our time and talents.
- _____ 2. We agree that the school reserves the right to deny entrance or to dismiss any new family or re-applying family. Non-acceptance of application may be for reasons of non-cooperation in areas such as school policies, philosophy, and/or educational process. We further understand and agree that if at any time it becomes apparent to SHCA that they are unable to serve a student, then the school reserves the right to dismiss that student.
- _____ 3. We understand and accept the fact that the Administration has the responsibility and freedom to determine when it is in the student's and/or school's best interest for a student to withdraw. If this is determined in the case of our family, we will cooperate and support the decision to withdraw as quietly as possible, avoiding discussion with those not involved.
- _____ 4. We agree to provide SHCA with all required forms at time of enrollment.
- _____ 5. We agree to pay all fees and tuition, as set by SHCA, on a timely basis as established by the school. We understand and agree that if we become delinquent in payment of fees and/or tuition, SHCA may take appropriate actions in dealing with delinquent accounts. These actions may include, but are not limited to, efforts to collect any past due amounts.
Failure of SHCA to exercise any rights hereunder shall not be considered or deemed a waiver of any such rights.
- _____ 6. We agree to the school's policy that all new students are accepted on academic and behavioral probation for the first semester attending SHCA.
- _____ 7. We agree that transcripts and school records will not be released if there is an outstanding balance on our account.
- _____ 8. We agree to notify the school by signing a Withdrawal Statement and submitting to the school's main office if we choose to no longer attend SHCA.
- _____ 9. We agree to be responsible in providing the school with the most current custody or guardianship information and any vital health information that could be necessary in the proper care and safety of the student. We further agree that in the event of legal separation and/or divorce to provide SHCA with certified copies of court orders regarding custody and visitation.
- _____ 10. We agree to follow scriptural principles when questions or areas of concern arise. We agree to go through the proper channels and the Biblical example of dealing with conflict as described in Matthew 18.
- _____ 11. We understand and agree to abide by the policies and procedures in the Parent-Student Handbook.
- _____ 12. We pledge our loyalty to the aims and ideals of the Academy, agree to abide by all policies of SHCA, and will direct any criticisms to the appropriate person.
- _____ 13. We support the school's Statement of Faith and Code of Conduct beliefs.
- _____ 14. We understand this to mean that this Family Commitment Contract is also a binding financial obligation. Tuition payments are due on the date stipulated under the plan chosen on the financial policy.
- _____ 15. We understand this handbook does not serve as an offer of admission to SHCA and is subject to change without notice by the school's administration at any time.

Perpetual Contract Coverage:

By signing this contract, I agree that this contract is valid as long as I have my student at Sugar Hill Christian Academy. Future reenrollment via an online process shall not invalidate nor terminate this signed contract unless a new enrollment contract is signed, in which case the new enrollment contract will supersede any previously signed enrollment contract.

Parent/Legal Guardian's Signature _____
Date _____

Parent/Legal Guardian's Signature _____
Date _____