

GENERAL POLICIES AND PROCEDURES

ADMISSIONS

All applicants are considered without regard to race, color, creed, sex, religion, or national origin. The Admissions Committee reviews applications and decisions of the committee are final. Information concerning registration is published in area newspapers in January. Additional information about the admissions process is available in the school office.

Married students, pregnant students, fathers, mothers, or convicted felons may not attend SGA. SGA will not admit home-schooled students for placement beyond the eighth grade unless approved by the admissions committee. Grade placement of new students will be determined by the use of the school's testing program and any other measure deemed appropriate by the Admissions Committee.

ALCOHOL AND TOBACCO

The use or possession of alcohol and tobacco on the school campus or at any school-related activity is prohibited. Consumption of alcohol on the school campus will result in suspension from school. Students found guilty of possession or use of alcohol or tobacco off campus may also be subject to disciplinary action, including the loss of extra-curricular privileges according to rules set by coaches and club sponsors.

ANNOUNCEMENTS

Students are responsible for all announcements made daily. Announcements are made in homeroom via the daily announcement sheet, on the intercom system, and on the announcement board outside the main office.

ASSEMBLY PROGRAMS

During the school year students are provided with a variety of assembly programs, some for educational purposes, some for motivation and inspiration, and some merely for entertainment. Students are required to sit in assigned areas during such programs and to show respect and courtesy towards visitors who take time to share with them.

ATTENDANCE

Because good attendance is essential for academic achievement, students are expected to be present in school daily. Students must be present at least half of the school day in order to be counted present.

NUMBER OF ABSENCES: More than ten absences per semester, excluding absences for school-related activities, will result in failure for the classes missed. With the approval of the teacher and head of school, the student may be allowed to take a comprehensive exam to reinstate credit. Special consideration will be given to extenuating circumstances such as long-term illness. Students who exceed the ten absences per semester (20 per year) have the right to appeal the decision of the Head of School to the Board of Directors.

Attendance is recorded on information now. It counts total attendance and accumulates days including half days. Example: Two half days missed counts as 1 absence.

EXCUSED ABSENCES: Absences will be excused for the following reasons, if accompanied by a written note from parents:

1. illness of student
2. serious illness or death in immediate family
3. doctor's appointment
4. appearances mandated by court order or governmental agencies
5. service as pages in the legislature
6. celebration of religious holidays
7. conditions that make attendance hazardous to health or safety
8. out-of-town trips or college days approved by head of school and teachers at least two days in advance

All written excuses should list the date of and the reason for the absence, and should be signed by a parent or guardian. Notes must be presented to the attendance officer before homeroom, who will issue an admit slip allowing students to make up missed work. Absences not excused within two days of the absence will be considered unexcused.

MAKEUP WORK: Students are responsible for making up all work missed during excused absences, including school-related activities. The nature of the work and the due date will be determined by the teacher. In the case of pre-approved absences, the attendance officer will attach an assignment sheet to the admit slip so that students may complete assignments before returning to school. It is the student's responsibility to ask for assignments.

UNEXCUSED ABSENCES: Students will not be allowed to make up work missed due to an unexcused absence. They will receive a zero on any work for which the teacher records grades. In the event that no grades are taken, the student will receive a zero to be counted as a daily grade. The zero may not be dropped.

Students who are suspended from school will receive zeros in all classes for each day of the suspension. They will also receive an unsatisfactory in homeroom conduct for the grading period.

EXTRA-CURRICULAR ACTIVITIES: Unless given prior approval by the head of school, students must be present at least one-half of a day in order to participate in extra-curricular activities that day.

BUSES: SGA does not own, operate, or manage area buses that provide transportation to and from school. Parents are responsible for the observation of all rules set forth by the bus driver. Any student who fails to observe bus rules may be referred to the head of school for disciplinary action.

****CELL PHONES: (revised 8/2009)**

The Southwest Georgia Academy policy on cellular telephones is designed to ensure that the use of cell phones does not interfere with teaching and learning during the school day.

- 1) Students are permitted to use cell phones before the first bell (8:15 a.m.) of the day and after the final bell (3:25 p.m.) of the day.
- 2) The use of cell phones for any purpose-including telephone calls, text messaging, games, and other functions-is not permitted at any other time on school grounds.
- 3) Cell phones must not be visible during the school day. They should be stored in a secure location, i.e. in vehicle, pocket, purse, locker, backpack, etc.
- 4) Cell phones must be turned completely off (not simply on silent or vibrate mode) during the school day.
- 5) Students participating in field trips, extracurricular activities, and athletic events must contact their coach or sponsor for his/her rules involving cell phone use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and establish consequences involving the use and/or misuse of these devices.
- 6) The use of camera phones is **strictly forbidden in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time.** Camera phone violations may result in out of school suspension or expulsion. Such use may also be in violation of the criminal code.
- 7) **Any phone communication during the instructional day will take place on school telephones with permission from office personnel with the exception of emergency situations as deemed by the head of school. Parents should continue to call the school for any emergency situation.**

- 8) Students are encouraged to not bring cell phones into a classroom where standardized testing is taking place. Teachers will collect any student cell phones in classrooms where standardized testing (Stanford 10, PSAT, PLAN, etc.) is occurring. Phones will be collected before testing begins and returned at the conclusion of testing for that day.
- 9) Possession of a cell phone by a student is a privilege which may be forfeited by any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their cell phones. Southwest Georgia Academy shall not assume any responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.
- 10) SGA is not responsible for lost or stolen cell phones.
- 11) Using a cell phone to cheat will be subject to suspension.

Violators of the above policy will have their cell phones confiscated and will be subject to disciplinary action.

CHEATING AND DISHONESTY

SGA is committed to uphold the highest standards of honesty and integrity. Students found guilty of lying or cheating will be subject to disciplinary action.

Students who knowingly provide classmates with answers or assignments are as guilty of cheating, as are students who obtain answers in a dishonest manner. Students who try to pass off someone else's work as their own are guilty of plagiarism. Disciplinary action for students found guilty of cheating on tests, classroom assignments, or homework assignments is as follows:

- FIRST OFFENSE:*
1. A zero will be given on the work involved, whether a test or an assignment.
 2. The student will receive a "U" in conduct for that class for that nine weeks.
 3. Students must notify parents of the offense.
Parents must contact the head of school by the end of the following day.
 4. Students must inform coaches and club sponsors, who will enforce their own rules concerning cheating.
 5. **Will not be recognized on Honors Day for that class.**

- SECOND OFFENSE:* 1 – 5 Same as first offense
6. The students will spend two days in in-school suspension.
 7. The student will be declared ineligible for any academic honor for the remainder of the current school year.

THIRD OFFENSE: Further disciplinary action, including suspension or expulsion will be taken at the discretion of school administration.

COPY MACHINES

Students may have copies made in the library or lounge for .25 cents per copy.

DISCIPLINE

SGA students are expected to conduct themselves as ladies and gentlemen at all times. The ideal community is one where courtesy and mutual respect prevails. Obscene or vulgar language reflects poorly on the individual and the institution he/she represents. Acts of disrespect and vandalism directed at other schools will not be tolerated. Southwest Georgia Academy assumes that its students enter with a serious purpose. Ideally, a student's own conscience and common sense is a sufficient guide to proper conduct; however, practically speaking, we must have certain regulations regarding conduct. We strongly endorse freedom, but it must be understood that freedom does not mean complete liberty to do as an individual wishes, regardless of the effect

of his/her actions upon others. Whenever we live in a community with others, we must sacrifice certain individual freedoms in the interest of the group.

GENERAL REASONS FOR DISCIPLINARY ACTIONS INCLUDE THE FOLLOWING:

1. unruly or uncooperative behavior
2. unacceptable written or spoken language
3. disrespect towards authority
4. damage to or destruction of school or personal property
5. loitering in halls or restrooms
6. leaving class or school without permission
7. harassment
8. possession of forbidden personal items without permission
9. use or possession of alcohol, tobacco, illegal drugs, or other controlled substances
10. violation of weapons policy
11. excessive tardiness
12. violation of dress code
13. chewing gum
14. consuming food or drink in undesignated areas without permission
15. public display of affection
16. fighting
17. misbehavior on a bus
18. littering
19. cheating and dishonesty

DISCIPLINARY ACTIONS MAY INCLUDE:

1. student conference
2. parent conference
3. lunchroom cleaning duty
4. corporal punishment (see policy below)
5. after-school detention
6. in-school suspension
7. Saturday morning work detail
8. suspension from school and / or school activities
9. probation
10. recommendation of expulsion to board of trustees

MAJOR DISCIPLINE INCIDENTS: Major disciplinary incidents will be handled in the office by the Headmaster. Misbehavior that is determined by teachers or other staff members to be severe in nature will be written up on a discipline referral form and sent to the office.

CORPORAL PUNISHMENT POLICY: If a child steps outside the code of conduct, reasonable disciplinary action may include the administration of corporal punishment to the student. All corporal punishment will be subject to the following requirements:

--shall not be excessive or unduly severe; (not to exceed three licks)

--shall never be used as a first line of punishment for misbehavior unless the student was informed beforehand that the specific misbehavior could occasion its use; provided, however, that corporal punishment may be employed as a first line of punishment for those acts of misconduct which are so antisocial or disruptive in nature as to shock the conscience;

--corporal punishment shall be administered in the presence of a witness (the head of school / assistant head / another teacher); and the witness must be informed beforehand and in the presence of the student of the reason for the punishment; the teacher administering the punishment or the witness must be the same sex as the student;

--parents will be provided, upon request, with a written explanation of the reasons for the punishment, and the name of witness; provided, however, that such an explanation shall not be used as evidence in any subsequent civil action brought as a result of the corporal punishment;

--corporal punishment shall not be administered to a student whose parents have provided the school upon the first day of enrollment a written statement from a medical doctor licensed in Georgia stating that it is detrimental to the student's mental or emotion stability; and,

--corporal punishment shall not be administered to a student whose parents have filed a written statement with the head of school stating that his or her child shall not receive corporal punishment.

DEBTS AND FINES

All student records, including report cards, will be held for any outstanding debts or fines incurred during the school year.

DEMERIT SYSTEM-Teachers and administrators are expected to handle minor discipline incidents in the classroom as well as in common areas of the school such as the hallways, cafeteria and during assemblies. While verbal reprimands are usually appropriate and sufficient to correct minor misbehavior, some incidents may be disruptive enough or persistent enough to warrant interventions such as loss of privileges, staying after class or assigning of demerits.

The demerit system is designed to document and track repeated minor discipline infractions. Accumulation of demerits by students who consistently disrupt the learning environment will eventually result in administrative discipline.

1. Teachers will be given supply of demerit slips to record minor discipline infractions.
2. At the end of each day, teachers will turn in copies of demerit slips to office.
3. Teachers will maintain a log of classroom demerits given.

DEMERITS – A teacher who deems it necessary to report a student for a general rule violation should use a demerit slip and should have the student sign the slip at the time the action is being taken. The slip, with a full description and explanation of the incident and recommended demerits, is then turned in to the Headmaster who approves the number of demerits the student will receive. The first five (5) demerits a student receives each semester will not result in penalty. Each demerit a student receives following the fifth one, during a semester, **will result in loss of 7th period privileges for one day**. If a student receives fifteen (15) demerits in a given semester, the Headmaster will notify the student's parents. Also, the student will be assigned a Saturday detention if he/she accumulates fifteen (15) demerits in a semester. Every fifteen (15) demerits thereafter will result in an additional Saturday of detention. Saturday detention is held from 8:00 am to 12:00 noon as needed. During a Saturday detention students will be closely monitored and will be expected to participate in a planned academic exercise or work detail. The student will be given an option of two (2) dates in which to serve one (1) day of Saturday detention. Each student will be charged a fee of **\$30** to cover the costs incurred as a result of the detention. Students who accumulate as many as forty (40) demerits during the school year will be placed on Disciplinary Probation for the following year. Juniors who accumulate thirty (30) or more demerits during the school year will automatically lose their senior privileges for the first nine weeks of their senior year. A student on Disciplinary Probation should understand that the school expects his/her conduct to show significant improvement. If the student continues to display the type of conduct that placed him/her on disciplinary probation, he/she will receive appropriate disciplinary action. Teachers do not have time for students who resist their instructional efforts or those who attempt to disrupt the orderly procedures of the class. Students who

persist in activities of this nature are subject to disciplinary action. It is not possible to anticipate, nor is it feasible to list all the infractions of discipline that may occur. Students are expected to be familiar with the absent and tardy policies, general regulations, etc. Judgment will be exercised by faculty and administration in the handling of discipline systems. Additional violations or combinations of violations can result in corporal punishment, detention, or suspension. *Students may work off a maximum of 5 demerits per 9 weeks by attending after school detention, tutoring or *school service for one hour per demerit.*

SATURDAY SCHOOL- During a Saturday detention students will be closely monitored and will be expected to participate in a planned academic exercise or work detail. The student will be given an option of two (2) dates in which to serve one (1) day of Saturday detention. Each student will be charged a fee of **\$30** to cover the costs incurred as a result of the detention. A student who accumulates twenty-four (25) demerits in a semester will lose all exemption privileges.

The following is a guideline for the administration of discipline, but it is not to be considered definitive.

Violation	# of Demerits
Public display of affection (hugging, kissing, etc.)	1-2
CD players/computers/headphones/ IPod/I Pad	1-2
Failure to follow instructions	1-22
Disruption of class	2-12
Dress code violation	2
Eating in class, gyms, hallways, or library	1-2
Purchasing items from vending machines during school hours (other than break)	2
Gum chewing	1
Tardiness (for each after 3 in a 9 weeks)	1
Leaving campus without permission (Could result in suspension)	5-10
Profanity	5-12
Defacing school property	5-12
Hazing	5-12
Cell phone violation	6
Unexcused absence from class	6
Disrespect or discourtesy to a teacher	6-12
Using tobacco on campus or at a school function	12
Cheating (0 on assignment and 12 demerits)	12
Fighting (Suspension or corporal punishment)	10-15

DRESS CODE

Parents are expected to send children to school and all school-related activities dressed in a manner that reflects good taste and is conducive to a learning environment. Students in grades 5 – 12 are required to follow the dress code. **Students dressed inappropriately will be sent to an administrator who will provide alternate clothing.** Repeated offenders will be assigned detention or suspension. **Dress code should be followed at all sporting events including practices and games.**

THE FOLLOWING ITEMS ARE DEEMED INAPPROPRIATE:

GIRLS AND BOYS

1. shorts shorter than three inches above the knee
2. clothing worn without proper undergarments or with exposed undergarments
3. hats, caps, visors, and sunglasses
4. **visible** tattoos
5. pants or shorts with holes above the knee
6. gym shorts, cut-offs, bicycle shorts, boxer shorts, and sweat pants
7. clothing that advertises or suggests the use of alcohol, tobacco, drugs, or other controlled substances
8. clothing that contains profanity or words that suggest violence, racial overtones, or sexual misconduct
9. No hee-lies (shoes with wheels)

GIRLS

1. low-cut, revealing tops
2. tops that expose midriff when arms are raised
3. shorts, skirts, or dresses shorter than three inches above the knee
4. tight, form-fitting clothing
5. tank tops, spaghetti straps, and strapless or backless tops
6. sheer fabrics
7. no **visible** body piercing (except earrings)

BOYS

1. sleeveless shirts
2. pants or shorts with belt loops, worn without a belt
3. pants or shorts worn below the waist
4. earrings, no **visible** body piercing
5. hair that is below the collar or eyes
6. **NO MOHAWKS!**
7. sideburns extending below the bottom of the ear lobe
8. faces not clean-shaven
9. shirt tails not tucked in

DRUG USE

SGA adopted a drug-use policy which includes mandatory, random testing of all students and faculty members. A copy of the policy is available in the school office.

FOOD AND DRINK

Students are expected to take pride in the appearance of the school. **No food or drink is allowed in classrooms or hallways. Chewing gum is not allowed on campus.**

GRIEVANCES

Grievances involving school matters should be settled quickly and as close as possible to their point of origin. Students and parents are encouraged to use the following grievance procedures:

LEVEL ONE: The student or parent with the grievance should request an informal conference with the appropriate teacher(s) within five school days after the date on which the action involving the grievance occurred. This conference can be scheduled through the school counselor or directly with the teacher. If the matter is not resolved to the satisfaction of the parent or student, the grievance may be taken to level two.

LEVEL TWO: The student or parent with the grievance should request a conference with the head of school within ten school days after the date on which the action involving the grievance occurred. The head of school may request a written statement of the grievance and any pertinent information from the level one conference. The head of school will render a decision within three school days. If the matter is not resolved to the satisfaction of the student or parent, the grievance may be taken to level three.

LEVEL THREE: The student or parent may request to address the board of trustees by contacting the head of school within ten days following the decision made at level two. The board may request a written statement of the grievance and any decisions made at levels one and two, in addition to reasons why such previous decisions are considered unacceptable. The board will render a written decision which is final.

Note: The number of days specified on each level should be considered a maximum, but may be extended by mutual agreement.

GEORGIA TEENAGE AND ADULT DRIVER RESPONSIBILITY

The law requires local school districts to certify that a student's attendance and discipline records meet the TAADRA (Georgia Code Section 40-5-22) requirements to obtain or retain a Georgia learner's permit or driver's license. Local school districts are also required to report noncompliant public school students, private school students, and home study students to the Georgia Department of Education. A noncompliant student is one who:

- A. Has dropped out of school without graduating and has remained out of school for ten consecutive school days;
- B. Has ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year; or
- C. Has been found in violation by a hearing officer, panel, or tribunal of one of the following offenses, has received a change in placement for committing one of the following offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following offenses:
 - (ii) Possession or sale of drugs or alcohol on school property or at a school sponsored event;
 - (iii) Possession or use of a weapon on school property or at a school sponsored event. For purposes of this division, the term "weapon" shall have the same meaning as in Code Section 16-11-127.1 but shall not include any part of an archeological or cultural exhibit brought to school in connection with a school project.
 - (iv) Any sexual offense prohibited under Chapter 6 of Title 16; or
 - (v) Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

GUIDANCE AND COUNSELING SERVICES

A counselor is available to assist students with guidance and counseling needs such as the scheduling of courses, providing information to assist with career choices, advisement for meeting graduation requirements, assistance with personal problems, assistance with applications for admission or financial aid to college or other post-high school education, the mailing of records and transcripts, parent conferences, and coordinating testing for all grades.

GYM: Students are not allowed in the gym or coaches' office unless they are attending a P.E. class or are accompanied by a faculty member.

Students may use the vending machines in the gym only during P.E. or after school. No food or drink may be taken from the gym.

HARASSMENT

SGA believes that students have a right to an educational environment that is free of intimidation. The use of verbal, physical, or sexual harassment by students while on campus or at any school-related activity is prohibited.

INSURANCE

Student insurance is available through the school. Applications for school day and twenty-four hour coverage are given to students during the first week of school. Football coverage is not included in the regular plan and must be purchased separately.

LEAVING SCHOOL EARLY

All early dismissals must be accompanied by a written note or a phone call to the office from a parent.) Notes must be approved by the attendance officer before homeroom, who will determine if the early dismissal is excused or unexcused. Failure to sign out in the main office will constitute unexcused absences for classes missed. After signing out, students must immediately leave the campus. Students who return to campus must sign in.

LOCKERS

Lockers are issued for the year to students in grades 6-12. Only school-issued locks may be used on lockers. Lockers are subject to inspection by the administration at any time. Painting or otherwise defacing lockers is not permitted.

LUNCHROOM

Students are required to report to the lunchroom during the lunch and recess periods. High school students who finish early may remain in the courtyard or library until the period is over; however, they may not take food or drinks outside the lunchroom.

Lunches include a daily menu in addition to the regular menu. Lunches may be purchased by the day, week, or month. Students are issued a four digit pin number that they enter each day for breakfast and/or lunch. Orders for both recess (breakfast) and lunch should be placed during homeroom. When a student reaches the maximum charging amount of \$10.00, they will be given a peanut & jelly sandwich with milk, BUT their account must become current the next day!

Vending machines are available to students in grades 5-12 during recess and lunch, and to elementary students during afternoon recess. Microwave ovens are available to students as well.

MEDIA CENTER

1. The Media Center is open at least thirty minutes before school and thirty minutes after school for student, faculty and parent use.
2. Each student visiting the library should have a written pass from his teacher stating the purpose of the visit; time left classroom and time to return.
3. Students may use the library at recess and lunch without a pass from the teacher. Students may use the computer lab after school for as long as needed upon making special arrangements with the media staff.
4. Elementary grades will be assigned a time each week for the enrichment time of computer lab instruction by the media staff.
5. The computer lab is available to all students at times not scheduled for elementary enrichment of high school classes. A computer use time may be scheduled with the media staff. If the computer lab is overcrowded or students fail to do assigned work, they will be sent back to the classroom. A library pass is required to use the computer lab during a class period. No pass is required for lunch or recess.

6. Students may not check e-mail or send e-mail from the media center.
7. Students may use the internet for research only with permission. Students may not use the internet for online games and contests, etc.; fantasy baseball.
8. Library time will be on an open schedule. Teachers will schedule library time for research or checking out books with the media center staff.
9. If more than five students are sent from one class, a teacher must accompany them unless the classroom teacher and the media staff have made special arrangements.
10. Books for grades 5-12 are to be checked out for two weeks at a time. To renew this check out period, the student must bring the book with him to the library to be rechecked.
11. Lost or damaged books must be paid for before report cards or progress reports are issued.
12. Books may be checked out by teachers for general class use.
13. Teachers may place books on reserve for use by their classes.
14. Reference books may not be taken from the library.
15. Newspapers are kept on file for at least one month.
16. No food or drinks are allowed in the library or computer lab. Students are responsible for following all library and computer lab rules posted in these areas.

PERSONAL ITEMS (revised 8-01-2007)

Students are not allowed to bring personal items such as I-Pods, pagers, walkman, video games, video tapes, laser pointers, playing cards, and sports cards without permission from the head of school (grades 5-12) or teacher (grades 1-4). Books and magazines not approved for use in the classroom are prohibited. * **Cell phones-see cell phone policy on page 2 & 3.**

SAFETY DRILLS

Scheduled drills are held throughout the year. The following procedures should be followed upon the sounding of the alarm:

FIRE DRILLS

1. At the command of its teacher, each class will exit its room quietly in a single-file line. Maps showing designated exits and safety zones are posted in each classroom.
2. The last person to leave the classroom should close the door.
3. After the teacher checks the roll, students should remain in single-file formation until a bell signals the end of the drill.

TORNADO DRILLS

1. Students should move to an inside wall, away from windows and doors, and remain in a crouched position, with hands placed over the head.
2. Students should remain respectful of the closeness of the group and remain quiet until a bell sounds to signal the end of the drill.

SCHOOL-RELATED ACTIVITIES

Students are expected to follow all rules concerning conduct and dress code while on the school campus, including attendance at extra-curricular activities. Good sportsmanship and respect for athletic facilities, including picking up trash, is expected at SGA as well as at other schools' facilities.

SEARCHES

The head of school or designee reserves the right to conduct unannounced searches of students, lockers, and vehicles. Students failing to consent to searches will be suspended, with expulsion recommended. Parents and law enforcement will be notified of any contraband seized during searches.

SENIOR PRIVILEGES

Seniors in good standing will be honored with the following privileges:

1. Exemption of final exams with an average of 93 or above and satisfactory conduct
2. * Parking in front of the LIBRARY and beside the gym
3. Exiting assemblies first
4. Reporting to lunch five minutes early
5. Taking part in the senior trip
6. College campus visits—2 days under the following conditions:
 - Visits must be before May 1, not immediately before or after a school holiday without special permission.
 - The school counselor must approve the visit at least two days in advance.
 - Arrangements for make-up work must be completed with teachers in advance of the visit.
 - Upon return to school, a verification letter from the college must be presented to the school counselor.

Note: Juniors are allowed one college day, provided that the above conditions are met and that a parent accompanies the student.

STUDENT DRIVERS

Students who drive to school must have a valid Georgia driver's license and operate their vehicles in accordance with state laws.

Students are to park in assigned areas, leaving vehicles immediately upon arrival at school. Students are not allowed in the student parking lot during school hours without written permission from a faculty member.

Students are not allowed to drive between the gym and elementary building.

Section a.1 of Georgia's *Teenage and Adult Responsibility Act* of 1997 requires that schools certify whether a student's attendance pattern and discipline record allow him or her to have a Georgia driver's permit or license. Students, ages 15-18, who apply for a license or permit must present a Certificate of Attendance form. This form is available through the school office for use within 30 days of the date of issue. The school is also required by Georgia law to report information regarding student non-compliance due to excessive absences or suspensions to the Department of Public Safety. Contact the school office for more information.

STUDENT DROP-OFF AND PICK-UP

Parents who pick up children after school should enter through the east gate and exit through the west gate, exiting only after buses have done so. Parents should not leave vehicles unattended in the drive-through area.

TELEPHONES

Student use of school phones is restricted to illness or emergencies unless permission is given by a faculty member. **Parents should avoid leaving messages for students unless absolutely necessary.**

TEXTBOOKS

Lost, stolen, or damaged textbooks must be replaced. Replacement or damage costs are a minimum of \$25 per book. Student records, including report cards, will be held until the debt is paid or the textbook is returned in usable condition.

TARDINESS (revised 8-01-2011)

A student late to class or homeroom without an acceptable written excuse will receive an unexcused tardy. After a student accumulates three unexcused tardies for homeroom or any one class during the nine weeks, he or she will be assigned **one demerit for each tardy after the third for that 9 weeks.**

THEFT

Students are expected to treat school property and personal property of others with respect. Students found guilty of theft will be subject to suspension and possible expulsion.

VISITORS

SGA is a closed campus. All visitors must report to the main office. Parents must go through the main office in order to pick up or speak with students.

Student visitors are not allowed on campus without prior approval from an administrator. Permission will be granted for prospective students only.

WEAPONS

Georgia law prohibits any person to carry, possess, or have under control any weapon in a school building, at a school function, on school property, or on a bus or other transportation furnished by the school. SGA has established a weapons policy prohibiting students from possession of all knives, regardless of size, while on the school campus or at a school-related activity.

ACADEMIC PROGRAM

K3 - 5TH GRADE

Students receive instruction in reading, language, spelling, math, science, and social studies with the A Beka program, an academically advanced, Christian-based curriculum. Phonics is heavily emphasized in the pre-reading and early reading stages. Students are also offered enrichment opportunities in art, music, foreign language, computers, and P.E., as well as various topics presented by parent and community volunteers.

6TH, 7TH AND 8TH GRADE

Students are scheduled in six daily classes, receiving instruction in reading, English, spelling, vocabulary, math, health, social studies, music, and P.E.

9TH - 12TH GRADE

SGA encourages students to take high school courses that will meet the requirements for a college-prep diploma. However, a general diploma is also available. Course requirements are as follows:

NEW GRADUATION REQUIREMENTS MANDATED BY THE STATE FOR CLASS OF 2012.

English/Language Arts	4 units
Mathematics	4 units
Science	4 units
Social Studies	3 units
Foreign Language and/or	3 units
Fine Arts/Technology	
Health and PE	1 unit
Electives	4 units
<hr/>	
TOTAL	23 units

Students must be enrolled in at least five one-unit academic courses each year. Once a student is enrolled, all credits must be earned at SGA, with the exception of summer school courses taken for failed work or courses taken by special permission from the head of school and counselor.

SUMMER SCHOOL

Students who do not receive course credit may attend an accredited summer school with the recommendation of the counselor. SGA allows only two units of summer school credit per year in grades 9–12. All grades in summer school will be recorded on permanent records in parentheses. However, SGA will use a maximum grade of 70 for summer school courses in computing grade point averages.

CLASSIFICATION OF STUDENTS

High school students will be classified at the end of each year according to the following criteria:

- Freshman - promotion from the eighth grade
- Sophomore - 6 units earned
- Junior - 11 units earned
- Senior - 17 units earned
- Graduate - 23 units earned

GRADING PERIODS

The school year is divided into two 18-week semesters. Report cards are issued at the end of each nine-weeks grading period. Progress reports are issued at the mid-point of each nine-weeks grading period. Specific dates for progress reports and report cards are listed on the school calendar.

Parents should sign progress reports and report cards, and return them to school the following day. If a report card is lost, a new one will be issued for a fee, and parents will be notified that a new card has been issued.

GRADING MARKS

A	90-100	Excellent	S	Satisfactory
B	80-89	Good	N	Needs Improvement
C	70-79	Fair	U	Unsatisfactory
D	Below 70	Failure	I*	Incomplete

*Incomplete grades will be issued only in extenuating circumstances. The “I” must be cleared within the first two weeks of the next grading period unless special permission is given by the teacher and head of school. If work is not completed within the time limit, the grade will automatically be changed to an “F.”

HONOR REQUIREMENTS

HONOR ROLL: Students in grades 5-12 will be named to the Nine Weeks or Semester Honor Roll if all grading marks are 87 or above, and all conduct grades are satisfactory.

ACADEMIC LETTER: Students in grades 9-12 will receive an academic letter on Honors Day if they have a yearly average of 90 or above in each academic subject.

HONOR GRADUATE: To be named an honor graduate, a student must have a cumulative high school grade point average of 90.000 or above in math, science, social studies, and language courses and must have maintained satisfactory academic conduct.”

TRANSFER STUDENTS: Transfer students must attend SGA at least one semester to be considered for honor graduate status. Only transferred grades in math, English, science, and social studies will be used to compute the GPA. Transfer students must attend SGA at least three semesters to qualify for the academic honors of valedictorian and salutatorian.

GRADUATION CEREMONY

All eligible seniors are required to participate in the graduation ceremony in order to receive a diploma from SGA.

HOPE SCHOLARSHIP

HOPE is determined by the College Board. HOPE counts all academic subjects in grades 9-12. To be eligible, you must have a 3.0 cumulative GPA for all academic classes. For more information go to their website- www.gacollege411.org.

SEMESTER EXAMS

Students in grades 6-12 may choose to exempt one semester exam each semester on attendance provided the following conditions are met. **Students with 15 demerits will lose exemption privilege.**

1. Must have an 80 or above average in the class he/she chooses to exempt
2. Must have no more than one absence in that class for that semester and no unexcused tardies
Absences for school-sponsored events (athletic or academic competitions are approved trips) are not counted as absences. Extenuating circumstances may be brought before the Headmaster.
3. Must have a satisfactory grade in conduct for that class for the semester.

Students in grades 6-12 may choose to exempt one examination per semester on grades provided that the following conditions are met:

1. Must have a 90 or above average for the semester for that course
2. Must have a satisfactory conduct grade in that class for the semester
3. Must have no more than 5 absences in that class for that semester
4. Must have no more than 3 unexcused tardies for that semester

WEIGHTED COURSES

Beginning with the graduating class of 2008, a full grade point will be added to a student’s GPA for taking the following courses:

Advanced Placement Classes
Honors English
Physics
Pre-Calculus
ACCEL

EXTRA-CURRICULAR PROGRAMS

CLUBS AND OTHER PROGRAMS

Students are encouraged to take advantages of the many opportunities that SGA offers in order to build leadership, character, a positive work ethic, human relations skills, and a sense of teamwork. The following clubs and activities are available to students:

4-H Club	Junior Beta Club*
Annual Staff	Math Olympiad
Essay Contests	Newspaper Staff
Fellowship of Christian Athletes	Poster Contests
Field Trips	Senior Beta Club*
Geography Bee	Spelling Bee
HANDS (Community Service Club)	Student Council

*To become a member of Beta Club, a student must have a 90 or above cumulative average in math, science, social studies, and language courses. Senior Beta graduates must be a member at least one semester **prior to graduation**.

INTERSCHOLASTIC OFFERINGS

ATHLETICS

Baseball
Basketball
Cheerleading
Cross-Country
Football
Golf
Softball
Tennis
Track and Field

LITERARY

Debate
Extemporaneous Speaking
Essay
One Act Play
Oral Interpretation
Piano
Solo, Trio, and Quartet
Spelling

Minimum requirements for participation in interscholastic competition are set forth by the Georgia Independent School Association. Students must pass **five** unit subjects per semester in order to participate in GISA events.

For more detailed information go to www.gisa-schools.org/ Interscholastic Rules & Additional Resources 2011-2012 Regulations

ASSIGNMENT SHEET

Student: _____ **Date(s) of Absence:** _____

1st Period Class: _____

Assignment: _____

2nd Period Class: _____

Assignment: _____

3rd Period Class: _____

Assignment: _____

4th Period Class: _____

Assignment: _____

5th Period Class: _____

Assignment: _____

6th Period Class: _____

Assignment: _____

Due to rising cost of paper our student handbook is now online. No copies will be printed out unless requested. Please go to our website www.sgawarriors.com for any info and to read the changes made in the handbook for the 2011-12 school term. These changes have been shaded for your convenience. Once you have read the info please return the form below to your homeroom teacher or high school will return to their 1st period teacher. Thank you!

We have read the SGA Student-Parent Handbook and are especially aware of changes marked by shaded areas. We agree to abide by the rules and guidelines set forth in it.

Date: _____

Parents / Guardians: _____

Student(s): _____

SGA reserves the right to make any necessary changes in policy.

*****PLEASE DATE AND SIGN AND RETURN TO STUDENT'S HOMEROOM TEACHER BY AUGUST 19, 2011.**

