

# Holy Ground Baptist Academy Student Handbook

**Revision # 01**



**Kindergarten—12th Grade**

**2014—2015 School Year**

**[www.hgstallions.org](http://www.hgstallions.org)**

Holy Ground Baptist Academy is a ministry of  
**Holy Ground Baptist Church**

*“Train up a child in the way he should go: and  
when he is old, he will not depart from it.”* Proverbs 22:6

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## 2014—2015 School Calendar

August 1st	Preschool Orientation—7 pm
August 5th	Academy Orientation—7 pm
August 6th	First Day of School
September 1st	Labor Day Holiday—NO SCHOOL
September 10th	Grandparents Day Chapel Service
October 9th	End of 1st 9-weeks of School (Day 46)
October 10th	Teacher Workday—No School for Students
October 13th	Columbus Day Holiday—NO SCHOOL
October 14th	Start of 2nd 9-weeks of School (Day 47)
October 20th	Begin Calendar Fundraiser
November 6th	Pre-School Picture Day
November 7th	Academy Picture Day
November 24th—28th	Thanksgiving Holidays—NO SCHOOL
December 16th	Christmas Program—7 pm
December 19th	End of 2nd 9-weeks (Day 90) Early Release 12 noon
December 22nd—31st	Christmas Break—NO SCHOOL
January 1st—2nd	New Years Holidays—NO SCHOOL
January 5th	Return to School Start 3rd 9-weeks (Day 91)
January 16th—19th	Winter Holidays—NO SCHOOL
February 9th	Begin AYP Cards Fundraiser (Pre-Sale)
February 16th	Presidents Day Holiday—NO SCHOOL
March 11th	End of 3rd 9-weeks of School (Day 135)
March 12th	Start of 4th 9-weeks of School (Day 136)
March 13th	Teacher Workday—NO SCHOOL
March 21st	HGBA Auction—Preview 4pm, Dinner/Auction 5 pm
April 6th—10th	Spring Break—NO SCHOOL
April 28th—30th	Stanford Achievement Testing (Testing Only)
May 8th	Teacher Workday—Golf Tournament
May 17th	Baccalaureate Service—Church Sanctuary 6 pm
May 19th	K5 Graduation—7 pm
May 21st	Last Day of School—Early Release 12 noon
May 21st	Senior Graduation—7 pm
May 25th	Memorial Day Teachers Off
May 22nd & 26th-28th	Teachers Report for Post-planning

## **Our Purpose**

The purpose of *Holy Ground Baptist Academy* is to teach children how to live and to equip them for success. Proverbs 22:6 admonishes parents to, “Train up a child in the way he should go: and when he is old, he will not depart from it.”

*Holy Ground Baptist Academy* is an extension of the home in training young people. The school staff will work closely with parents to train the whole child. Ecclesiastes 4:12 says, “A threefold cord is not quickly broken.” The goal of HGBA is to train youth of every ability in the highest principles of moral character, self-discipline, individual responsibility, personal integrity, and good citizenship. Attendance at HGBA is a privilege and not a right. HGBA stands without apology for high standards of morality and wisdom.

HGBA reserves the right to interpret the rules and standards set forth in this handbook and to make appropriate changes as needed.

## **Admissions**

*Holy Ground Baptist Academy* admits students of any race, gender, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally made available to the students at the school. We do not discriminate on the basis of race, color, or national and ethnic origin in administration of educational, admission policies or other school programs.

## **Closed Campus Policy**

Students may not leave the school grounds during school hours without permission from the Academy personnel and that student’s parent or guardian.

## Doctrinal Statement

We believe in the infallible, verbal inspiration of the Word of God (King James, 1611) and that the Bible is the final authority of faith and practice.

*Psalms 119:160, 2 Timothy 3:16-17*

We believe in the Holy Trinity: God the Father, God the Son, and God the Holy Ghost; equal in divine perfection.

*Matthew 28:19, 1 John 5:7*

We believe in the virgin birth, vicarious death, and victorious resurrection of our Lord Jesus Christ.

*Matthew 1:18-20, Isaiah 53:6, Hebrews 2:9, 1 Peter 2:24, 1 Peter 3:18, Matthew 28:1-7*

We believe in the deity of our Lord Jesus Christ.

*John 10:30, John 1:1, John 1:14, 2 Corinthians 5:19*

We believe a sinner is saved wholly by grace through faith in Jesus Christ, and the requisites to regeneration are repentance toward God and faith in the Lord Jesus Christ.

*Luke 13:3-5, John 3:16-18, Acts 20:21, Romans 6:23, Ephesians 2:8-9*

We believe the Holy Spirit convicts sinners, regenerates, seals, secures, and indwells every believer.

*John 3:6, John 16:8-9, Romans 8:9-11, Ephesians 4:30, Titus 3:5, 1 Corinthians 6:19-20*

We believe in eternal salvation for all born-again believers.

*John 3:36, John 5:24, John 10:27-30, Romans 8:35-39, Hebrews 10:39, 1 Peter 1:5*

We believe the Lord established his church during his ministry while on earth to carry out the Great Commission, and that it is a local, independent, and visible assembly of scripturally baptized (immersed in water) believers.

*Matthew 4:18-22, Matthew 16:18, Romans 6:4, Matthew 28:19-20,  
Ephesians 3:21, Acts 8:12, 38*

## **Personnel Requirements**

Very high standards are required of all staff members at Holy Ground Baptist Academy. The same code of conduct required of students is also expected of personnel. We require background checks on all employees and volunteers. No person having an unsatisfactory criminal records check may be an employee of HGBA. First Aid and CPR Training is provided for all employees. We expect staff, including volunteers, to conduct themselves in the most decent and respectful manner possible, at all times, and in all situations. We also required uniform dress code for staff, encouraging modesty, discretion, and professional appearance.

## **Curriculum**

We use ABeka Book curriculum for all grades, which is unashamedly Christian and traditional in its approach to education. Its publications are built upon the firm foundation of scriptural truth and are written by dedicated and talented Christian scholars who are well grounded in the practical aspects of classroom teaching. Each day begins with a salute to the American flag, Christian flag, and the Bible. This is very important for children to learn about faithfulness to God as well as patriotism to our country. Also, the first subject of each school day is Bible, which is the most important way for students to begin their day.

## **Attendance Requirements**

In order to gain the most from school, each student must be in regular attendance. Parents, please call the school office before 10 am if your child will not be in school. This notification is a precaution to help protect all parties involved and to facilitate our record keeping. A note or email from the parent or guardian to the school office must follow all absences within 24 hours of the student's return to school or the absence will be considered unexcused. Perfect attendance is being present 180 full days.

If a student is absent more than **twenty (20) days** during the school year, HGBA reserves the right to retain the student at the same grade level. A student must be at school for at least 4 1/2 hours to be considered present for that school day.

### **Tardiness**

Tardiness is extremely disruptive to the operation of school and has an adverse effect on your child's educational progress. Chronic tardiness is unacceptable. Any student who is not in the classroom and in their seat by 8 am is considered tardy. A student will be permitted two (2) unexcused tardies per semester. Each additional unexcused tardy will result in demerits being issued. Tardies will be determined excused or unexcused by the school administration based on the following reasons:

1. Doctor or dental appointment (written excuse from doctor)
2. Death in the immediate family (must be verified with a note from parent)
3. Sickness\* (must be verified with a note from parent)

\*If chronic sickness persists, we may require a doctor's excuse.

4. Other similar reasons considered appropriate by the Administration

### **Makeup Work**

After an absence, it is the student's responsibility to immediately check with his or her teachers concerning the assignments missed. In the event that work is assigned during the absence, the student will be allowed one (1) day for each day missed to make up their assignments. Assignments announced prior to the absence are due upon either the first day back to school, or the original due date, whichever is later. Work not made up will be recorded as a zero (0). The student will not be allowed to make up work missed due to an unexcused absence or tardy.

## Absences

**Excused Absences:** Absences will be determined excused or unexcused by the school administration based on the following reasons:

1. Doctor or dental appointment (written excuse from doctor)
2. Death in the immediate family (must be verified with a note from parent)
3. Sickness\* (must be verified with a note from parent)

*\*If chronic sickness persists, we may require a doctor's excuse.*

4. Other similar reasons considered appropriate by the Administration

*\*Planned absences may be excused if requested in advance by the parent or legal guardian to the school Administrator, subject to approval by the Administration.*

**Unexcused Absences:** If a student is absent for any reason other than those mentioned above, the absence is unexcused, and the student receives a grade of zero (0) on all missed classwork, including quizzes and tests. Each day a student is suspended is automatically considered unexcused.

## Arrival and Departure

The regular school day begins at **8:00 am**. However, parents may drop off their children as early as 7:30 am without any additional charge. Children should be dropped off in front of the School Cafeteria, where there will be staff members to provide care for them until the regular school day begins. A parent must accompany students arriving late to the Academy office to obtain a tardy slip.

**Remember:** *A student is considered tardy if he or she is not in the classroom and in his or her seat before the 8:00 am bell rings.*

Parents may begin picking up their children at the end of the school day (3:00 pm). The departure line begins in front of the School Cafeteria. Only those individuals whose names are listed on a child's Enrollment Application may pick up that child. Identification should be provided to staff to insure each child's safety. When "pick up signs" are given, they must be displayed in a visible place on each car to help the departure line run more smoothly and to ensure that each child is picked up by an authorized person. The Academy staff should be notified in advance of any changes in transportation.



If a parent needs to pick up their child other than normal designated times, they should park their car in front of the Academy building and come inside to the Academy office. All visitors must check in with the HGBA Secretary or Administrator and then wait for assistance. (O.C.G.A. 20-2-1180) A staff member will locate that child and bring them to the parent. We want to insure the safety of each and every child at *Holy Ground Baptist Academy*.

### **Extended School Day**

Extended School Day is offered to students until 6:00 pm as a convenience to working parents. This will be held each day that school is held, unless there is early dismissal, or otherwise notified. This is a structured time, supervised by one of the Academy staff, that students may work on homework, play educational games, etc. Parents interested in enrolling their child in Extended School Day should do so through the Academy office. The monthly rate for ESD is \$145, which should be paid a month in advance. Should a student need to stay in ESD only occasionally, payment should be made to Academy office in the amount of \$10 per day for K5 - 12th grades.

### **Field Trips**

Field trips may be taken throughout the school year by different classes. Parents are welcome to participate in field trips, guidelines and limits may apply. Information will be sent home in advance with students, as well as permission slips, to notify parents of the details of each trip. Other special events may also be held at the Academy throughout the school year.

## Personal Items

Personal items such as toys, games, or any other items should not be brought to the classroom. **No electronic devices**, such as cell phones, ipods, etc. are allowed at school for any reason. HGBA is not responsible for the loss or damage to personal items brought to school.

**No cell phones** are allowed by students at any time during school hours or during after school program. (O.C.G.A. 20-2-1184) This law gives the school the right to allow or not allow electronic devices on school grounds by students. HGBA has chosen to restrict the possession of or use of cell phones, unless given permission by the Administrator and in these few cases, a form must be filled out in the office and approved. In these cases, the student must check their phone into the office as soon as the student steps foot on campus and can only get their phone when school is out or the student leaves for a school event. Any student caught with a cell phone during school hours will incur demerits and will have their phones confiscated, returned only to the student's parent after an appointment with the Administrator. Abuse of this rule may lead to suspensions.

Any student caught breaking this rule that refuses to give up his cell phone or any other electronic device to a teacher or any other staff member will be suspended for three (3) days, receiving a zero (0) on all work missed while under suspension. Said student will not be allowed back to school until a meeting is held with student, parent/guardian, and the Administrator. A student that has parking privileges will be allowed to leave his phone locked in his vehicle. Under no circumstance will a student be permitted to go to the parking lot to make a phone call. Students may use a school phone to call their parent or guardian after receiving permission from their teacher or the Academy office staff. Students who are caught breaking this rule that refuse to give up their cell phones or any other electronic device to a teacher or staff member will be suspended for three days and will receive a zero (0) on all work missed while under suspension. That student will not be allowed back to school until a meeting is held with the student, parent/guardian, and the school administrator.

### Baccalaureate Services

All graduating senior must attend their Baccalaureate Service. Failure to do so will prohibit that student from participating in the Graduation Service. They still earn their diploma, however.

## **Breakfast**

Breakfast is available to students at an average cost of \$2. Biscuits, cereal, and pancakes are some examples of choices, along with milk or juice to drink

## **Lunch**

Lunch will be offered each school day at a cost of \$3.00 per student per day, including a drink. A monthly lunch menu will be given out in advance so that the student and parent may choose to participate. Lunch money must be paid a week in advance the student's teacher. If a child does not choose to purchase a school lunch, then it should be brought from home. Students are not permitted to leave school to eat lunch to pick up lunch and bring back to school.

## **Snacks and Drinks**

All classes are given a short break in the morning, in which students may choose to bring a snack or drink. A drink machine is also provided in the school cafeteria with soft drinks and water each costing \$1. Teachers may set restrictions on drinks allowed for their students at snack and lunch, if those drinks cause the student's behavior to change in any way, especially in younger children (ex: soda, coffee, or energy drinks).

## **Participation in Athletics**

Any student who participates in extracurricular sports shall not fail more than **ONE** subject per semester. If a student fails more than **ONE** subject per semester, that student will be placed on **Probation** and will have until the end of the following nine-week period to bring up the grade(s) to passing. If at the end of the probationary period the student has not pulled up his/her grade(s) to passing, he/she will be deemed academically ineligible for one year from the end of the probationary period.

## **Valedictorian / Salutatorian Guidelines**

For a student to be eligible for the valedictorian or salutatorian award, he or she must have been enrolled in three consecutive school years at HGBA, and must have taken at least four classes at HGBA during their junior and senior school years.

## Parking Privileges

Any student that will be driving must purchase a parking permit from the Academy office. Permits must be hung on the rear view mirror. The cost for a parking permit is \$10 per school year. A copy of the **Parking Privileges Policy** is available from the Academy office. Having a parking permit is a privilege, not a right, and it may be lost if the student has consistent discipline problems or because of academic ineligibility. Any student permitted a parking pass shall not fail more than **ONE** subject per semester. If the student fails more than **ONE** subject per semester, that student will be placed on **Probation** and will have until the end of the following nine-week period to bring up the grade(s) to passing.

## Code of Conduct

It is our goal to encourage students to behave in a Christ-like manner at all times. The behavior of each student is expected to reflect the high ideals and beliefs of the Word of God. Any student refusing to behave or cooperate spiritually, morally, or scholastically is subject to dismissal. Students must agree to strive toward unquestionable character in dress, conduct, and attitude. Any student observing questionable activities or overhearing conversations, which are contrary to policies of *Holy Ground Baptist Academy*, should immediately discuss the matter with a teacher or the administration. This is NOT tattling. It has been said, "The only thing necessary for the triumph of evil is for good men to do nothing." In James 4:17, the apostle James states, "Therefore to him that knoweth to do good, and doeth it not, to him it is sin." This code of conduct applies to all activities that take place on HGBA premises. Let it be known, that any student's conduct away from HGBA that brings discredit, embarrassment, or unfavorable attention upon the school will be disciplined as if that conduct happened at HGBA and may be disciplined at the Administration's discretion. This includes postings on social networking sights or any other type of media outlet that are negative or unfavorable towards HGBA students or staff.

## Discipline

This Academy is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that, “all things should be done decently and in order”, and that our students should be taught to accept the responsibility to “walk honorably before all men.” At HGBA, a level of discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff will maintain standards of behavior in the school through kindness, love, and a genuine regard for each student. Disciplinary problems will be corrected primarily through our demerit system, and if needed, by corporal punishment.

**Students should be reminded: that God expects us to be disciplined in all areas of life.**

**Colossians 3:20** *Children obey your parents in all things: for this is well pleasing unto the Lord.*

**Romans 13:1** *Let every soul be subject unto the higher powers. For there is no power but of God: the powers that be are ordained of God.*

**Hebrews 13:17** *Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you.*

**Proverbs 6:23** *For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life:*

**Proverbs 10:17** *He is in the way of life that keepeth instruction: but he that refuseth reproof erreth.*

**1 Corinthians 14:40** *Let all things be done decently and in order.*

## **Demerits**

The primary source for the demerit system is to have a method of documenting unfavorable behavior patterns or character traits in students. The demerits themselves are not a form of punishment. The demerit is calling attention to an undisciplined area in the life of a student. Hopefully, this will cause the student to be introspective, and out of a desire to be all that he can be for the Lord, learn to discipline himself to overcome the problem.

Every student is encouraged to develop strong, Christian character. For this reason, a firm but reasonable and just system of discipline will be maintained. This may be in the form of demerits issued, restriction from certain privileges, suspension from school, or expulsion. The teacher will maintain all classroom discipline. Teachers and staff members may recommend demerits at any time there is an infraction of the rules. The Administrator will review the recommendation and issue demerits if warranted. Demerit records are kept by the school office and are issued separately for each semester. Please keep in mind that attending HGBA is a privilege and not a right. Should a student violate what the school considers to be common, Christian rules of etiquette, HGBA reserves the right to deal with each student as seems fit.

### **Demerits for Elementary School (K5 through 5th Grades)**

#### **Three Demerits Offenses:**

- Unprepared for class
- Unsigned and unreturned agenda sheets
- Talking in class without permission
- Being out of one's seat without permission
- Incidental touching
- Failure to follow procedures
- Unacceptable behavior

### **Five Demerit Offenses:**

- Tardy to class (not in seat before 8 am bell rings)
- Dress code violation
- Lying or withholding the truth
- Threatening to harm or saying to harm another student

### **Ten Demerit Offenses:**

- Cheating or participating in a cheating scheme
- Using vulgar language or gestures
- Direct disobedience
- Bringing or having inappropriate literature at school
- Defacing school property

### **Twenty-five Demerit Offenses:**

- Striking another student or fighting
- Inappropriate touching or action with another student
- Leaving the campus without permission
- Showing outright disrespect to any staff member

### **Fifty Demerit Offenses:**

- Committing acts of vulgarity toward any staff member
- Striking or attempting to strike any staff member
- Possession of or use of any tobacco products
- Possession of any item that is dangerous or inappropriate (ex: knives, weapons, homemade shanks)
- Drinking or possession of alcoholic beverages

### **Expulsion Offenses:**

- Use, possession of, or transferring of any controlled substance
- Bringing or having at school a weapon that fires a projectile
- Terroristic threats

## **Demerits for Middle and High School (6th through 12th Grades)**

### **Five Demerit Offenses:**

- Unnecessary talking and/or noises
- Passing and/or reading notes
- Throwing or shooting objects
- Changing seats without permission
- Shoving or scuffling
- Littering
- Eating without permission
- Working on unrelated material
- Attending class unprepared
- Negativism
- Griping
- Insults or name calling
- Teasing
- Rudeness
- Not following directions
- Not bringing a King James Bible to school and/or chapel
- Tardy to class (not in seat before 8 am bell rings)
- Dress code violation
- Other acts of misbehavior

### **Ten Demerit Offenses:**

- Worldly conversations
- Disrespect to students
- Bad attitude that causes problems or distractions



## **Twenty-five Demerit Offenses:**

- Being in a building or classroom without authorization and/or supervision of a staff member
- Direct disobedience
- Lying to a teacher or administration
- Skipping school without parents' approval (student will receive zeros)
- Inappropriate or unauthorized use of a computer
- Reckless driving or loud music on campus
- Bringing cell phones or any other electronic device to school
- Disrespect to a staff member
- Gambling in the classroom
- Direct contact with the opposite gender
- Possession of inappropriate music material
- Inappropriate language or conversation
- Vandalism (any property damage will be billed to parent or guardian)
- Entering or exiting building or a classroom by any other means than an unlocked door

## **Fifty Demerit Offenses:**

- Lying about or making false accusations against a staff member
- Witchcraft activities of any kind including possession of books at school
- Disruption of school (ex: fire alarms, stink bombs, etc.)
- Fighting or assault against another student
- Stealing or conspiring to steal, or receiving stolen goods
- Cheating or participating in a cheating scheme
- Possession of any item that is dangerous or inappropriate (ex: knives, weapons, homemade shanks)
- Committing acts of vulgarity towards any student or staff member

## Seventy-five Demerit Offenses:

- Willful or malicious destruction or defacement of school property or personal property of a student or any staff member (parent or guardian will be billed for any damages)
- Use or possession of any tobacco products
- Pornography of any kind
- Sexual immorality
- Drinking or having in one's possession alcoholic beverages
- Involvement in criminal activity; administration must be notified immediately (within 24 hours) and has the right to require any and all details about the activity, including whether or not charges will be brought. This matter will be brought before Board of Trustees, with possibility of expulsion.

## Expulsion Offenses:

- Bringing or having in possession any weapon that fires a projectile
- Any homosexual acts
- Selling controlled substance; use, possession of, or transferring of controlled substance or paraphernalia
- Gang activity
- Attempting to strike or striking any staff member
- Making terroristic threats against any student or staff member

**\*\*\*Administration retains the right to interpret the above infractions, as well as the right to expel any student for any other reasons deemed necessary.\*\*\***

## **When a student has accrued in one semester:**

- **25 Demerits— a thirty (30) minute in-house detention and/or paddling;** detention will be held on Tuesdays or Thursdays from 3:30 to 4:00 pm, with specific date assigned by the Administration (will be served within four school days of offenses). Parent or guardian is responsible for paying required **\$10 detention fee**, due on date of assigned detention. Students will not be allowed to return to school or any school activities until the fee is paid. Any days missed during this time will result in the student receiving zero's on all assignments. Parents are responsible for immediate pickup for non-driving students. Any consequences because of detention, whether from academic or extra-curricular activities, may be incurred from that student's teacher or coach.
- **50 Demerits—a conference with parents, teacher, and administrator; one-day suspension and/or paddling**
- **75 Demerits—a conference with parents, teacher, and administrator; two-day suspension and/or paddling**
- **100 Demerits—a conference with parents, teacher, and administrator; three-day suspension and/or paddling**
- **125 Demerits—expulsion from school (based on administration's review)**
- Any student that is expelled or withdraws from HGBA must wait one full calendar year before allowed to reapply for admission.

### **Corporal Punishment (Paddling)**

For actions requiring discipline in the form of corporal punishment, (at the Administrator's discretion) the Academy Administrator will administer discipline before the child may leave school for that day. If a parent or guardian feels that the school's punishment is too harsh on their child, and/or the student refuses to accept corporal punishment (paddling), the parent or guardian will be asked to withdraw their child from *Holy Ground Baptist Academy*.

## Dress Code

*Holy Ground Baptist Academy* mandates a uniform dress code in order to minimize distractions and promote unity and modesty among students. Uniforms may be purchased from any store, as long as they meet HGBA guidelines listed below. Dress code infractions warrant demerits. The approved HGBA logo is available at Lexi Lou's, Ozier Products, or Scrubs 'n More, all in Carrollton.

### All Boys—Every Day Wear

- Solid color, 3-button polo shirt with HGBA logo
- Navy or khaki pants with no rips, slits, tears, or holes, **NOT sagging; no skinny leg or tight fitting pants; no cargo pockets or denim material**
- Boys shirts are to be tucked in at all times.
- Boys must wear a belt that matches shoes—dark brown or black
- **Dress shoes or dress boots required—dark brown, khaki, or black in color—boots must be clean and approved by the Administrator, may NOT be lace-up work boots**
- No athletic shoes or open shoes (sandals/flip flops)
- Hair must be kept neat and cut so that it does not touch the collar, the ears, or the eyebrows
- No body piercing of any kind—If a student wishes to enroll at HGBA and has a piercing, the piercing must first be taken out and the hole allowed to close before the student is eligible for enrollment.
- No tattoos—If a student wishes to enroll at HGBA and has a tattoo, it must be covered at all times, including academic or athletic events and any school activity.
- Good personal hygiene is required at all times.

- Jackets must be navy, royal blue, or red in color with HGBA logo, or the approved school letterman jacket, or any issued school sports jacket.

- No sweatshirts, pullovers, or hoodies allowed, the only exception is when Administration gives approval on designated Spirit Days

### **All Boys—Chapel Wear**

- Boys must wear a light blue oxford shirt with button-down collar, a red tie, navy pants, black belt, and black dress shoes. (*Optional V-neck sweater vest must have HGBA logo.*)
- No boots are allowed to be worn on Chapel Day!

### **All Girls—Every Day Wear**

- Solid color, 3-button polo shirt with HGBA logo or peter pan collar blouse (where sizes are available)

- Shirts and skirts must not be form-fitted!

- Navy, khaki, black, brown, gray, denim, or plaid skirts may be worn (K5 through 6th Grade may wear skorts)

- All skirts and skorts **must touch the kneecap** while standing

- Maxi skirts will be allowed and must be solid in color: navy, khaki, black, brown, or gray

- Dress shoes and dress boots must be brown, navy, khaki, gray, or black

- No lace-up boots, athletic shoes, or open-toed shoes of any kind

- Heels must not exceed 2"

- Socks are not required with shoes. However, students may choose to wear the following: knee high, mid-calf, or ankle socks; stockings; or tights. These should be either white, navy, brown, or black to match.

- Hair must be kept neat with no extreme hair colors, highlights, or styles<sub>21</sub> (HGBA administration will determine what is extreme)

- Piercings are allowed in the ear lobes only; no more than two earrings in each ear lobe. Dangling earrings are not to extend down more than 1 inch from the ear
- No excessive jewelry
- No tattoos—If a student wishes to enroll at HGBA and has a tattoo, it must be covered at all times, including academic, athletic events, and any other school activity.
- Good personal hygiene is required at all times.
- Jackets must be navy, royal blue, or red in color with HGBA logo, or the approved school letterman jacket, or any school issued sports jacket.
- No sweatshirts, pullovers, or hoodies allowed, the only exception is when Administration gives approval on designated Spirit Days

### **Girls—Chapel Day**

- K5 through 7th grade girls must wear a light blue oxford blouse with button down collar, blue/red plaid cross tie, and blue/red plaid skirt, or navy skirt with matching navy cross tie. (Remember, skirt must touch the knee cap while standing!) Navy or white knee socks, tights, or stockings may be worn with black dress shoes. (*Optional V-neck sweater vest must have HGBA logo.*)
- 8th through 12th grade girls must wear a light blue oxford blouse with button down collar, navy skirt (Remember, skirt must touch the knee cap while standing!), and navy cross tie. Navy or white knee socks, tights, or stockings may be worn with black dress shoes. (*Optional V-neck sweater vest must have HGBA logo.*)
- No boots are allowed to be worn on Chapel Day!

## Dress Code Violations

- **1st offense:** verbal warning to student
- **2nd offense:** written warning to student, must be acknowledged by parent
- **3rd offense:** 5 demerits given for Dress Code Violation. Student will be required to change (either sent home or parent must bring appropriate uniform), must be acknowledged by parent
- **4th offense and on:** 5 demerits for Dress Code Violation with additional 25 demerits for Direct Disobedience. Student will be suspended for that school day), must be acknowledged by parent.

## Field Trip Uniform

Each student is required to have a field trip uniform. Any student not wearing field trip uniform will not be allowed to go on trip and must be picked up immediately by parent. Such student will receive a zero participation grade for that day.

- Boys must have a red polo shirt with HGBA logo, khaki pants, and dress shoes (no boots) with matching belt.
- Girls must have a red polo shirt with HGBA logo, khaki skirt (must touch the knee cap while standing), white knee socks, and dress shoes.

## Chapel

Each week Chapel service will be held in the Church sanctuary to reinforce the student's education with biblical principles and wisdom. Students are required to attend weekly Chapel services and must dress in appropriate Chapel uniform attire.. Students must bring a KJV Bible to all Chapel meetings and 6th—12th grades must take chapel notes. Parents, please do not schedule doctor or dentist appointments, etc. during this very important time. Parents and grandparents are welcome to come and observe our Chapel services.

## **Physical Education / Weight Lifting**

All students taking P. E. and Weight Lifting classes are required to dress out every day and participate. The required uniform must be purchased from the Academy and consists of shorts and a t-shirt, for \$15 per set. Compression shorts are recommended for boys to wear underneath their PE shorts. Solid colored sweat pants or athletic pants may be worn, if parents do not want their child to wear shorts. A **letter** stating such must be on file with the Administrator before school starts. Clean athletic shoes must be worn. **Any student that does not dress out in uniform and does not participate will have points deducted from their grade.**

## **Joint Enrollment / Work Study**

Any student enrolled in joint enrollment and/or work study program must maintain a 2.0 GPA and must not fail more than **ONE** subject per semester. If a student fails more than **ONE** subject per semester, that student will be placed on **Probation** and will have until the end of the following nine-week period to bring up the grade(s) to passing. If at the end of the probationary period the student has not pulled up his/her grade(s) to passing, he/she will be deemed academically ineligible for one year from the end of the probationary period. See Academy Administrator for more guidelines.

## **Grading Scale**

A = 90—105

B = 80—89

C = 70—79

D = 60—69

F = 59 and below

**Any grade below a 70 is considered failing by HGBA.**



## 2014—2015 Financial Information

- \* **Enrollment fee** is due at time of registration; this fee is non-refundable.
- \* **Book and Supply Fee** (including testing, technology, and GACS fees) are due by **June 1st**. These fees are non-refundable.
- \* Remember, **all enrollment forms and fees** must be submitted together to the Academy office in order to complete the registration process and to reserve a place for your child.
- \* No reservation will be held for any child registered whose fees/tuition are not paid in full by **July 1st**. After this date, if vacancies exist, applications will be accepted on a first come, first serve basis in grades with openings.
- \* **A \$25 charge will be assessed on all returned checks.**
- \* There is a **10% discount** on annual tuition that is paid in full by **July 1st**.
- \* **Tuition Payment Plans:** 10 monthly payments
- \* **August Tuition** is due **July 1st**, then each month's tuition is due on the 20th of the month prior (ex: September tuition is due August 20th).
- \* Remember, paying on time is a requirement and will be strictly enforced by the above-mentioned guidelines. HGBA operates strictly from tuition funds to pay operational costs, maintenance, and teachers' salaries. When tuition accounts go unpaid, the finances of the school are jeopardized. For the sake of honesty and testimony, the expenses of a Christian school must be paid on time; therefore, it is necessary that fees and tuition be paid on time.
- \* SSO scholarships must be applied from the day check is received by the school forward. HGBA is a member of the **SSO of America** only.

## 2014—2015 Financial Information

<b>FEEES</b>			
<b>Enrollment Fees</b> are due at time of enrollment <b>Non-refundable</b>		1st Child	\$200
		Each Additional	\$125
Includes Standardized Test Fee, Books & Supplies, Technology Fee, GACS Fees Due by <b>JUNE 1st</b>		Kindergarten	\$400
		1st - 12th Grades	\$475

<b>TUITION</b>			
<b>K5 - 6th Grade</b>	<b>1st Child</b>	<b>2nd Child</b>	<b>Each Add'l</b>
Regular School Day	\$360	\$330	\$300
Extended School Day	\$145	\$145	\$145
Full Day	\$505	\$475	\$445
<b>7th - 12th Grade</b>			
Regular School Day	\$385	\$350	\$320
Extended School Day	\$145	\$145	\$145
Full Day	\$530	\$495	\$465

## 2014—2015 Financial Terms and Conditions

Active, tithing members of Holy Ground Baptist Church may receive a discount on tuition. **Active** means attending at least 75% of church services, and **tithing** means giving at least 10% of your family's **gross** income to *Holy Ground Baptist Church*. . *Parents must ask for the discount, and their tithing status will be verified through the church treasurer. Parents may have to provide verification from their last pay stubs to be granted the special flat rate, if the administration requires such.*

There will be a **special flat rate** of **\$650 per month** for active, tithing members of *Holy Ground Baptist Church* for the 2014—2015 school year, K2 through 12th grades. **Active** and **tithing** are same as defined above. *Parents must ask for the flat rate discount, and their tithing status will be verified through the church treasurer. Parents may have to provide verification from their last pay stubs to be granted the special flat rate, if required.*

### **7:30 am—3:30 pm School Day—K5 through 12th only:**

- Special cap on tuition for **active, tithing members** of other churches in the area; this cap is **\$850 per family**. **Active** and **tithing** are same as defined above, and status will be verified by family's church Pastor. Pastor's information must be submitted to school administration.

### **7:30 am—6:00 pm School Day—K5 through 12th only:**

- Special cap on tuition for **active, tithing members** of other churches in the area; this cap is **\$1,100 per family**. **Active** and **tithing** are same as defined above, and status will be verified by family's church Pastor. Pastor's information must be submitted to school administration.
- \* There is a **\$50 late fee** for tuition payments received after the 30th of the month. (ex: September's tuition is due August 20th and late after August 30th)
- \* If tuition and late fees are not paid and become **45 days delinquent**, a letter will be sent home and an email with be sent to the student's parents/ guardians reminding them of the past due status.

- \* If the student's account becomes **60 days delinquent**, the student will not be allowed to attend any classes, academic or extracurricular activities, and will be given unexcused absences, until full payment and late fees for both months are paid. Also checking/savings account information may be required for monthly tuition payments to be drafted from parents'/guardians' account.
- \* Bro. Bill Scott will handle all collections of late tuition and/or fees; his email address will be: [bill.scott@hgstallions.org](mailto:bill.scott@hgstallions.org).
- \* In the event that a **student withdraws from HGBA, no records, transcripts, or copies of the student's file will be released until all financial obligations have been met.** Tuition that is paid in full is **non-refundable**.

## Health

To insure that your child and other children remain healthy and happy in our school, we require the following:

- Georgia law requires children attending school (5 year old kindergarten through 12th grade) to be age-appropriately **immunized** with all required vaccines at first entry into school.
- Please notify us of any **allergies** your child has upon enrollment or as soon as the allergy develops. This also applies to **food allergies** and **diet restrictions**. Your child's safety is always of the utmost priority.
- Please **DO NOT** bring your child to school if you suspect he/she is **ill or running a fever** (above 100 degrees). Please refer to the chart on the following pages for **guidelines of exclusion** from school.
- Parents will be called and expected to pick up their child immediately if he/she has a **temperature above 100 degrees**.
- Please notify the school in the event of an **absence due to illness** as soon as possible, so that we may notify other parents if necessary of a contagious disease.

- Should a child require **medication**, a *Medication Authorization Form*, available through the Academy office, must be completed for each instance. **No staff member will be allowed to administer any medicines without parental authorization in writing.** Exact times should be on the form (ex: 8:00 am and 12:00 noon, not “every four hours”). Medicine must be in its original container and have child’s name, doctor’s name, date issued, and exact dosage instructions. **Over-the-counter medications** must be included on this form as well. If a spoon, cup, or dropper is required for medication, it must be included in a plastic zipper bag with medication. **All medication must be kept by office personnel and should never be left in a child’s book bag, as this could pose a danger to children.**
- For medications that must be taken on a **daily basis**, a doctor’s note will be required to be on file in the Academy office in addition to the completed *Medication Authorization Form*.
- If a staff member reasonably suspects that a student or employee has a communicable disease, he/she shall immediately notify the Administrator.
- Any student or employee with a communicable disease for which immunization is required by law or is available shall be excluded from school while ill and during recognized periods of communicability.
- Any student or employee with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, an independent physician’s examination of the student or employee may be required to verify diagnosis of communicable disease. Again, please refer to chart on the following pages for recommended guidelines of exclusion from school.
- In the event of **minor injury to a child**, first aid will be administered. An incident report will be sent home with the child that day, and a copy will be kept in the student’s file in the Academy office. In the event that **medical attention** is necessary, parents will be notified by a staff member of the situation. If parents cannot be reached, the person designated on the Enrollment Application as the **emergency contact** will be notified. Parents will assume responsibility for payment of medical treatment.

A copy of the Academy’s **Emergency Plan** is posted in the front lobby of the Academy building.

## Communicable Disease

HGBA reserves the right to make final decisions necessary to enforce its communicable disease policy and to take all necessary actions to control spread of these diseases within the school. Below is a list of common infectious illnesses and recommendations. This is not a complete list, but a representation of such diseases.

\* These diseases should have been vaccinated against, if immunizations are up to date. Chicken pox may still occur, but usually in milder form.

# These diseases may be a concern to staff members who are pregnant or trying to become pregnant. Follow up with obstetric health care provider is recommended after known or suspected contact.

Exceptions to the exclusion/return to school guidelines listed on this chart may be made by local health department personnel on an individual case-by-case basis.

**For all diseases:** Good hand washing and hygiene; proper disposal of soiled tissues; avoid sharing linens; proper disinfection of surfaces and toys; cough into elbow or clothing when tissues are unavailable.

\* These diseases should have been vaccinated against, if immunizations are up to date. Chickenpox may still occur, but usually in a milder form.

# These diseases may be of concern to staff members who are pregnant or trying to become pregnant. Follow-up with obstetric health care provider is recommended after known or suspected contact.

+ To reduce the spread of diseases in the classroom or child care center, it is recommended that similar illnesses (greater than three in the center or classroom) be reported to your county health dept.

Exceptions to the exclusion/return to school guidelines listed on this chart may be made by local health department personnel and/or primary care physician on an individual case-by-case basis.

Adequate hand washing facilities, policies, and procedures are the keys to excellent hygiene that will eliminate or minimize transmission of these diseases and keep students in school.

**Our desire at HGBA is to provide a safe and healthy environment for all students, so please take time to familiarize yourself with the above information and guidelines.**

DISEASE, ILLNESS, OR ORGANISM	INCUBATION PERIOD	HOW IS IT SPREAD?	WHEN IS CHILD MOST CONTAGIOUS?	RETURN TO SCHOOL?	REPORT TO CO. HEALTH DEPT.	HOW TO PREVENT SPREADING INFECTION
<b>Bronchiolitis, Bronchitis, Common Cold, Croup, Ear Infection, Pneumonia, Sinus Infection, and Most Sore Throats</b> <i>(respiratory diseases caused by many different viruses and occasionally bacteria)</i>	Variable, numerous causes	Contact with droplets from nose, eyes, or mouth of infected person; some viruses can live on surfaces (tissues, doorknobs, etc.) for several hours	Variable, often from the day before symptoms begin up to 5 days after onset	No restriction unless child has fever, or is too uncomfortable, fatigued, or ill to participate in activities	NO +	
<b>Influenza*</b> <i>(influenza virus)</i>	1 to 3 days	Highly contagious; contact with droplets from nose, eyes, or mouth of infected person; virus may live on surfaces (tissues, doorknobs, etc.) for several hours	Variable; from the day before until the first 7 days of illness	After 24 hours without fever and child's symptoms are improving	NO +	Illnesses caused by influenza virus or pneumococcal bacteria can be reduced by timely immunization.  <b>ADDITIONAL COMMENTS:</b> <b>Influenza:</b> Annual influenza vaccine recommended for children ages 6
<b>Respiratory Syncytial Virus (RSV)</b>	2 to 8 days	Highly contagious; contact with droplets from nose, eyes, or mouth of infected person; virus may live on surfaces (tissues, doorknobs, etc.) for several hours	Variable, from the day before until 3 to 8 days or longer	After 24 hours without fever and child's symptoms are improving	NO +	months to 18 years, as well as caregivers of young children; cover coughs and sneezes  <b>RSV:</b> Avoid sharing linens; toys

DISEASE, ILLNESS, OR ORGANISM	INCUBATION PERIOD	HOW IS IT SPREAD?	WHEN IS CHILD MOST CONTAGIOUS?	RETURN TO SCHOOL?	REPORT TO CO. HEALTH DEPT.	HOW TO PREVENT SPREADING INFECTION
<b>Pinkeye</b> (Pink or red eye; eyelid swelling; tearing and/or discharge)	Variable, depending on the cause—bacterial, viral, or allergic	Highly contagious; contact with secretions from eyes or an infected person or contaminated surfaces	Depending on the cause, up to 2 weeks	On recommendation of physician; bacterial conjunctivitis requires antibiotic treatment	NO +	
<b>Cold Sore</b> ( <i>Herpes simplex virus</i> )	2 days to 2 weeks	Direct contact with infected oral secretions or lesions (drooling, kissing, thumb-sucking)	While lesions are present	After lesions are scabbed over and drooling controlled	NO +	<b>Cold Sore:</b> Avoid kissing, sharing drinks, or utensils
<b>Diphtheria*</b> ( <i>corynebacterium diphtheria bacteria</i> )	5 to 21 days (usually 7 to 10 days)	Contact with discharges from the nose, eyes, mouth, or skin lesions of infected individual	Onset of sore throat to 4 days after treatment has begun	After 2 negative cultures are obtained	YES—Treatment of contacts may be necessary; ensure vaccination of contacts is up-to-date	<b>Diphtheria:</b> Timely immunizations; booster dose of either Td or Tdap is recommended for anyone over 11 years of age, including adults.
<b>Mononucleosis (Mono)</b> ( <i>Epstein-Barr virus</i> )	4 to 7 weeks	Kissing on mouth; sharing objects contaminated with saliva	Variable, often prolonged	No restriction unless child has fever, or is too uncomfortable, fatigued, or ill to participate in activities	NO +	<b>Mononucleosis:</b> Avoid kissing, sharing drinks or utensils
<b>Mumps*</b> ( <i>Mumps virus</i> )	12 to 25 days (usually 16 to 18 days)	Contact with droplets from nose, eyes, or mouth of infected person	Peak infectious time begins 2 days before swelling, but may range from 7 days before or 9 days after	9 days after parotid gland (neck) swelling begins	YES—Treatment of contacts may be necessary; ensure vaccination	<b>Mumps:</b> Timely immunizations



DISEASE, ILLNESS, OR ORGANISM	INCUBATION PERIOD	HOW IS IT SPREAD?	WHEN IS CHILD MOST CONTAGIOUS?	RETURN TO SCHOOL?	REPORT TO CO. HEALTH DEPT.	HOW TO PREVENT SPREADING INFECTION
<b>Strep Throat</b> (Group A <i>Streptococcus</i> bacteria)	1 to 5 days	Contact with droplets from nose and mouth. Rarely, outbreaks can be caused by contaminated food	From onset of symptoms until 24 hours after treatment	After at least 24 hours of antibiotic treatment and no fever for 24 hours	NO +	<b>For all diseases:</b> Good handwashing and hygiene; proper disposal of soiled tissues; avoid sharing linens; proper disinfection of surfaces and toys; cough into elbow or clothing when tissues are unavailable.  <b>ADDITIONAL COMMENTS:</b>
<b>Tuberculosis (TB)</b>	Many infected persons do not develop disease & have no symptoms. Risk of developing active disease is highest during first 1 to 2 years of infection	Airborne inhalation of droplets from nose and mouth of diseased person (children usually contract TB from close contact with a diseased adult)	Children with TB may be infectious to others when they have active disease of the lungs or throat	Only when Health Department or physician gives permission	YES Treatment of contacts may be necessary	<b>Tuberculosis (TB):</b> Routine TB skin testing is not recommended for children; however, healthcare evaluations should assess risk of TB exposure and skin test if TB exposure is likely
<b>Whooping Cough* #</b> ( <i>Bordetella pertussis</i> bacteria)	5 to 21 days (usually 7 to 10 days)	Contact with droplets from nose, eyes, or mouth of infected person	Most infectious before cough onset (with onset of runny nose), continuing until child has been on antibiotics for 5 days. If untreated, infectious for 3 weeks after cough begins	After appropriate antibiotic treatment for 5 days	YES Treatment of contacts may be necessary; ensure vaccination of contacts is current	<b>Whooping Cough:</b> Timely immunizations; Booster dose of Tdap is recommended for anyone over 11 years of age, including adults; cover coughs and sneezes

DISEASE, ILLNESS, OR ORGANISM	INCUBATION PERIOD	HOW IS IT SPREAD?	WHEN IS CHILD MOST CONTAGIOUS?	RETURN TO SCHOOL?	REPORT TO CO. HEALTH DEPT.	HOW TO PREVENT SPREADING INFECTION
<b>Viral Gastroenteritis</b> <i>(vomiting and/or diarrhea)</i> <ul style="list-style-type: none"> <li>• Adenovirus</li> <li>• Rotavirus</li> <li>• Norovirus</li> </ul>	Varies with pathogen (pathogen is a disease-causing organism) usually 1 to 5 days	Contact with stool, saliva, or vomit from infected individual directly or from surfaces. Norovirus is highly infectious; frequent cause of outbreaks	From 2 days before illness until vomiting and diarrhea improve	No fever or vomiting for 24 hours and fewer than 5 stools per day	NO +	
<b>Giardia</b> <i>(a parasite)</i>	1 to 4 weeks (usually 7 to 10 days)	Contact with infected stool; consuming contaminated water or food	When diarrhea is present	When stools are formed or fewer than 5 stools per day	YES Treatment of contacts not necessary; follow-up stool tests not necessary	
<b>Bacterial Gastroenteritis</b> <ul style="list-style-type: none"> <li>• Pathogenic <i>E. coli</i></li> <li>• Salmonella</li> <li>• Campylobacter</li> <li>• Shigella</li> <li>• Yersinia</li> </ul>	Varies with pathogen, from 6 hours to 7 days	Contact with stool from infected individual (or occasionally pets); from contaminated food, beverages, or water (especially raw eggs and improperly cooked meats)	When diarrhea is present. Pathogenic <i>E. coli</i> and <i>Shigella</i> highly infectious in small doses	No fever and stools are formed or fewer than 5 stools per day; pathogenic <i>E. coli</i> and <i>Shigella</i> require negative stool cultures (exceptions may rarely be allowed by local health department for older children)	YES Treatment of contacts not necessary; follow-up stool tests are necessary for <i>Shigella</i> and <i>E. coli</i> infections	<b>ADDITIONAL COMMENTS:</b> <b>Bacterial Gastroenteritis:</b> Proper cooking/handling of meats and raw eggs. (Reptiles should not be permitted in childcare centers. Pet reptiles should be handled safely in other settings.)

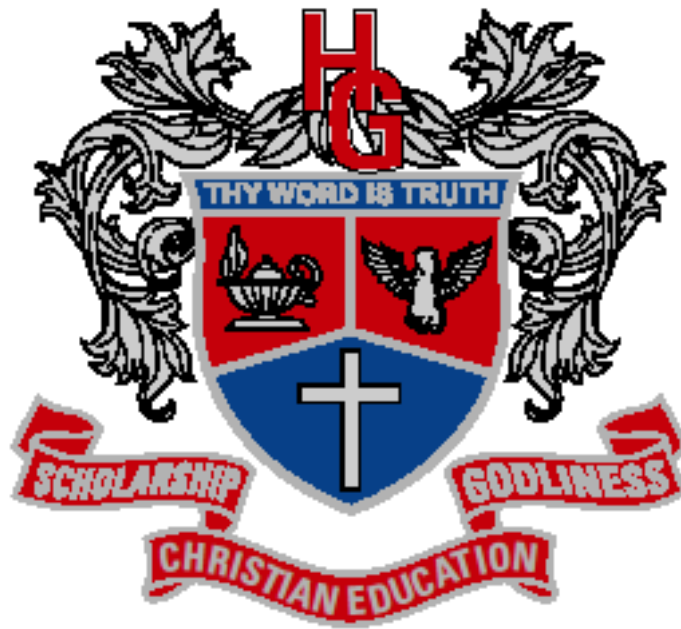
DISEASE, ILLNESS, OR ORGANISM	INCUBATION PERIOD	HOW IS IT SPREAD?	WHEN IS CHILD MOST CONTAGIOUS?	RETURN TO SCHOOL?	REPORT TO CO. HEALTH DEPT.	HOW TO PREVENT SPREADING INFECTION
<b>Hepatitis A</b> *	2 to 7 weeks (usually 25 to 30 days)	Eating contaminated food or water; close contact with infected individuals; contact with infected stool	From 2 weeks before illness until 1 week after jaundice has begun	After 1 week from the onset of jaundice	YES Young children (younger than 5) often asymptomatic; one case may indicate a childcare center outbreak. Treatment of contacts may be necessary	<b>For all diseases:</b> Good handwashing and hygiene; proper disposal of soiled tissues; avoid sharing linens; proper disinfection of surfaces and toys; cough into elbow or clothing when tissues are unavailable.  <b>ADDITIONAL COMMENTS:</b> <b>Hepatitis A:</b> Timely immunizations;
<b>Pinworms</b>	2 to 8 weeks	Pinworms lay microscopic eggs near rectum, causing itching. Infection spreads through ingestion of pinworm eggs, after contamination of hands by scratching	Eggs may survive up to 2 weeks after appropriate therapy AND resolution of rectal itching. Re-infection is Common	No restriction, but treatment should be given to reduce spread	NO +	consider Hepatitis A vaccine for caregivers; infected caregivers should not prepare meals for others.  <b>Pinworms:</b> frequent, good handwashing, particularly by infected child and any caregivers assisting with toileting; trim
<b>Haemophilus influenzae type B</b> * (Hib bacteria) <i>Meningitis or sepsis as determined by spinal tap/ blood tests</i>	Variable, usually 1 to 10 days	Contact with droplets from nose, eyes, or mouth of infected person	Until at least 24 hours of antibiotic treatment, including antibiotics to eliminate carrier state	After at least 24 hours of antibiotic treatment, including antibiotics to eliminate carrier state, and child well enough to participate	YES Treatment of contacts may be necessary; ensure vaccination of contacts is up-to-date	finger nails, prevent nail-biting and fingers in mouth; proper disposal/cleaning of diapers, bedding, clothes, etc.; proper disinfection of toileting areas

DISEASE, ILLNESS, OR ORGANISM	INCUBATION PERIOD	HOW IS IT SPREAD?	WHEN IS CHILD MOST CONTAGIOUS?	RETURN TO SCHOOL?	REPORT TO CO. HEALTH DEPT.	HOW TO PREVENT SPREADING INFECTION
<b>Neisseria meningitidis</b> <i>(Meningococcal bacteria)</i> Meningitis or sepsis as determined by spinal tap/ blood tests	Variable, usually less than 4 days	Contact with droplets from nose, eyes, or mouth of infected person	Until at least 24 hours of antibiotic treatment, including antibiotics to eliminate carrier state	After at least 24 hours of antibiotic treatment, including antibiotics to eliminate carrier state, and child well enough to participate	YES Treatment of contacts may be necessary	<b>Haemophilus influenzae type B</b> <i>(Hib bacteria)</i> : Timely immunizations  <b>Neisseria Meningitidis</b> <i>(meningococcal bacteria)</i> : Timely immunizations
<b>Streptococcus pneumoniae *</b> <i>(pneumococcal bacteria)</i> Meningitis or sepsis as determined by spinal tap/ blood tests	Variable, usually less than 4 days	Contact with droplets from nose, eyes, or mouth of infected person	Until at least 24 hours of antibiotic treatment	After at least 24 hours of antibiotic treatment, and child is well enough to participate	YES Treatment of contacts not necessary and not beneficial	<b>Meningococcal meningitis</b> : Timely immunizations  <b>Streptococcus pneumoniae</b> : Timely immunizations
<b>Viral Meningitis</b> <i>(usually enterovirus)</i>	Variable, usually 3 to 6 days	Contact with droplets from nose, eyes, or mouth, or fecal material, often from healthy people	From the day before the illness until a week after onset	After 24 hours without fever, and child is well enough to participate	YES Treatment of contacts not necessary; no specific treatment available	
<b>Chickenpox * #</b> <i>(Varicella zoster virus)</i>	10 to 21 days (usually 14 to 16 days)	Airborne or direct contact with droplets from nose, mouth, or skin lesions of infected individuals or freshly contaminated objects	From 2 days before skin lesions develop until all lesions are crusted	When all lesions have crusted	NO +	<b>ADDITIONAL COMMENTS:</b> <b>Chickenpox</b> : Timely immunizations; cover coughs and sneezes

DISEASE, ILLNESS, OR ORGANISM	INCUBATION PERIOD	HOW IS IT SPREAD?	WHEN IS CHILD MOST CONTAGIOUS?	RETURN TO SCHOOL?	REPORT TO CO. HEALTH DEPT.	HOW TO PREVENT SPREADING INFECTION
<b>Fifth Disease #</b> ( <i>Human parvovirus B19</i> )	4 to 21 days (usually 4 to 14 days)	Contact with droplets from nose, eyes, or mouth of infected person	Only during the week BEFORE rash develops	No need to restrict once rash has appeared	NO +	
<b>German Measles * #</b> ( <i>Rubella virus</i> )	14 to 23 days (usually 16 to 18 days)	Contact with droplets from nose, eyes, or mouth of infected person; may be transmitted to fetus cross the placenta	From 5 days before until 7 days after the rash appears	7 days after the rash appears	YES Treatment of contacts usually not necessary; (exception: non-immune pregnant women)	<b>German Measles:</b> Timely immunizations; (Child care providers who may become pregnant should be rubella-immune)
<b>Hand, Foot, and Mouth Disease</b> ( <i>Coxsackieviruses</i> )	3 to 6 days	Contact with fecal, oral, or respiratory secretions	May be contagious for several weeks after infection	After 24 hours without fever and child is behaving normally	NO +	<b>Hand, Foot, and Mouth Disease:</b> Proper disinfection of changing tables, surfaces, and toys  <b>Head Lice:</b> Should be watch closely for 2 weeks for new head lice. Close contacts need to be examined and treated
<b>Head Lice</b> ( <i>parasites</i> )	Eggs (nits) hatch in 6 to 10 days	Close contact with infested individuals and sharing combs, brushes, hats, or bedding	When there are live insects on the head	After treatment; crawling lice must be dead and all nits must be removed	NO +	For crawling lice. At home: wash bedding, clothes in hot water OR dry-clean OR seal in plastic bag for 10 days. Avoid sharing beds, combs, and brushes. At school: avoid sharing headgear; hang coats separately; use individual pillow/sleep mat

DISEASE, ILLNESS, OR ORGANISM	INCUBATION PERIOD	HOW IS IT SPREAD?	WHEN IS CHILD MOST CONTAGIOUS?	RETURN TO SCHOOL?	REPORT TO CO. HEALTH DEPT.	HOW TO PREVENT SPREADING INFECTION
<b>Impetigo</b> ( <i>Staphylococcus</i> or <i>streptococcus</i> bacteria)	1 to 10 days	Direct skin contact (especially through contaminated hands) or nasal discharge or contaminated surfaces	Until active lesions are gone or after 24 hours on antibiotics	After at least 24 hours of antibiotics	NO	<b>Impetigo:</b> Trim fingernails
<b>Measles *</b> ( <i>Rubeola virus</i> )	7 to 18 days (usually 8 to 12 days)	Airborne or direct contact with droplets from nose, eyes, or mouth of infected person	From 4 days before the rash begins until 4 days after the start of the rash	At least 5 days after start of rash	YES	<b>Measles:</b> Timely immunizations; cover coughs and sneezes
<b>MRSA (Methicillin-resistant Staph aureus)</b> (a bacterial cause of skin boils and abscesses)	Variable, occasionally initially mistaken as spider bite	Direct skin contact with infected person, wound drainage, or contaminated surfaces. Increased risk in crowded conditions	Draining wounds are very contagious and should be covered at all times	If wound drainage can be well contained under a dressing. Exclude from high-risk activities such as close contact team sports until completely healed	NO +	<b>For all diseases:</b> Good handwashing and hygiene; proper disposal of soiled tissues; avoid sharing linens; proper disinfection of surfaces and toys; cough into elbow or clothing when tissues are unavailable.  <b>ADDITIONAL COMMENTS:</b> <b>MRSA:</b> Cover skin lesions; avoid contact with wound drainage; proper disposal of dressings; do not share personal items (towels, personal care items); clean and disinfect athletic equipment between use; wash and dry laundry on “hot” setting

DISEASE, ILLNESS, OR ORGANISM	INCUBATION PERIOD	HOW IS IT SPREAD?	WHEN IS CHILD MOST CONTAGIOUS?	RETURN TO SCHOOL?	REPORT TO CO. HEALTH DEPT.	HOW TO PREVENT SPREADING INFECTION
<b>Molluscum</b> ( <i>Molluscum contagiosum virus</i> )	Usually 2 to 7 weeks, sometimes longer	Direct skin contact with wound or contaminated surfaces	Not very contagious	No restriction	NO +	<b>Molluscum:</b> Avoid contact sports. During outbreaks, further restrict person-to-person contact
<b>Ringworm on body and Ringworm on scalp</b> (caused by fungus)	Unknown	Direct skin contact with infected person or animal, or to surfaces or objects contaminated with fungus	From onset of lesions until treatment begins	Once treatment begins; ringworm on scalp requires oral medication	NO +	<b>Ringworm:</b> Avoid direct contact with infected individuals; avoid sharing combs, brushes, hats, etc.; proper disinfection of surfaces and toys  <b>Roseola:</b> Proper disinfection of surfaces and toys
<b>Roseola</b> (virus)	About 10 days	Respiratory droplets, often from healthy people	During fever	No restriction unless child has fever or is too ill to participate	NO +	<b>Scabies:</b> All household members should be treated simultaneously to prevent reinfestation; bedding and clothing worn next to skin during the 4 days before the
<b>Scabies</b> (parasites)	Usually 4 to 6 weeks, 1 to 4 days after re-exposure	Skin contact with infested individual; contact with bedding or clothes of infected person	From up to 8 weeks before skin rash appears until it has been treated with a scabicide cream	The day after adequate treatment begins	NO + If two or more documented cases in one center, treatment of center contacts may be necessary	start of treatment should be washed in hot water; clothing that cannot be laundered should be removed and stored for several weeks.



### **Deuteronomy 6:7**

And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.

### **James 4:17**

Therefore to him that knoweth to do good, and doeth it not, to him it is sin.

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