

2011-2012 Hobgood Academy Handbook
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Hobgood Academy Handbook 2011-2012

GENERAL INFORMATION

ADMISSIONS

Enrollment in Hobgood Academy is open to all children without regard to race, color, creed, or national origin.

PROMISSORY NOTE

Each family must abide by the conditions stated in the promissory note (**see page 15, copy of promissory note, for the policy which is underlined**).

TUITION PAYMENTS

Please make checks for tuition payments to Hobgood Academy. It is okay to send checks to school by students, but cash payments should be delivered by an adult and given only to Kelly Craft, Bookkeeper. The adult should wait for a receipt at that time. Proof of payment will be a cancelled check or cash receipt.

HANDBOOK

All students and staff members are held responsible for knowing and abiding by the regulations in the Handbook, which has been approved by the Board of Trustees.

ONE CALL SYSTEM

The school uses a ONE CALL system to notify students and parents of general reminders, closings, delays, and other important announcements. We can send these calls to the entire school or by grade depending on the announcement. This will show up on your caller ID as **1-877-698-3261**. Please answer these calls; it will attempt to reach you 6 times. These calls are important and should not be ignored. Ignoring these calls may result in missing a very important announcement. (see pages 8-9)

LUNCHROOM

The lunchroom is open during morning break and lunch. The menu is distributed to students on a monthly basis. **All beverages and food must be purchased and consumed in the lunchroom.** Food is not to be delivered to students without approval from the Headmaster and lunchroom. Students breaking this policy will be subject to demerits. Teachers are not allowed to let students eat lunch in the classrooms.

LIBRARY

The Library is available for reading, research, and study. Talking, loud noise, and conduct that distracts others will not be tolerated. This is not a lounge, and it will not be treated as such. Students who do not adhere to this policy will receive appropriate punishment.

MEDICATION

See Illness on page 8.

SCHOOL TRIPS and PARTIES

All school trips, including senior class trips, and parties must be scheduled and approved with the Headmaster and have proper supervision. Trips must be educational in nature. **School rules apply to all school functions – on and off campus.** Students must have proper permission from a parent/guardian to go on a field trip. **For parties and food in the classroom, teachers or parents are to submit a form to the headmaster for approval. Forms may be picked up in the office.**

CODE OF CONDUCT

Hobgood Academy believes that all students are to be trusted, that good judgment is the rule rather than the exception, and that communication, honesty, and cooperation will prevail throughout the school community. Such a community can thrive only where there is mutual respect and acceptance of responsibility, and where a personal code of integrity exists. Students should take pride in their school and show that pride by taking care of it. Any person damaging or defacing school property will be expected to pay for the damage and may be subject to suspension or expulsion by the Headmaster.

DECORUM

The learning environment at Hobgood Academy will be one that encourages and supports high standards, courtesy, and safety. Students and staff are expected to show good citizenship skills that promote respect for each other, the school property, and the community. A positive and productive learning environment is promoted and performance in the classroom is enhanced when students and staff use good common sense and practice the Golden Rule: “Do unto others as you would have them do unto you”.

ACADEMIC HONESTY

Honesty should be a part of student life at Hobgood Academy. Truthfulness is the foundation on which self-respect and community trust is established and is expected of all students and staff members. Academic dishonesty (including cheating and plagiarism) is any attempt to obtain credit for work done by another and is unacceptable (see page 11, item #11).

DRESS CODE FOR STUDENTS (Grades 6-12)

Girls: Shorts must be no shorter than 2 inches above the knee. Skirts and dresses must be mid-knee length only. Leggings are not allowed. Tops must be long enough to be tucked in. This does not mean that the top has to be tucked in, but the tail of the shirt must be long enough so that when the student is seated, the back is not exposed. Sleeveless tops are not permitted and **NO visible cleavage or bare midriff will be tolerated.**

Boys: Sleeveless shirts or earrings are not permitted.

ALL: Visible body piercing is not allowed (eyebrows, nose, tongue, chin, etc.). Band aids will not be allowed to cover such piercings. Gym shorts; “cut offs”, sweat pants; and clothing with inappropriate messages are not allowed. Hats, headbands, and sunglasses should not be worn inside.

Any manner of dress that draws excessive attention or is distracting is not acceptable.

BOY-GIRL RELATIONSHIPS

A student is not allowed to overly show his/her affection for another person. Kissing, hugging, holding hands, and hands in inappropriate areas is not permitted.

CLASSROOM RULES

Elementary (K-6)

1. Keep hands, feet, and objects to yourself.
2. Be respectful of others.
3. Raise your hand and wait to be recognized.
4. Stay in your seat unless given permission to get up.
5. Walk; don't run, inside the buildings.
6. No hats, food, drinks, or gum.

Middle and High School (7-12)

1. Be in class on time with materials ready to begin.
2. Remain in your seat unless given permission to get up.
3. No talking while class is being conducted, unless recognized.
4. No hats, food, drinks, gum, or cell phones.
5. Respect the rights and property of everyone.
6. Teachers will dismiss class, not the bell.

ACADEMICS

GRADING

The school year will be divided into six grading periods. The school calendar lists the dates for the end of each grading period. Report cards will be issued seven days after the close of the grading period. **Report cards will not be issued to students who owe fees or fines.** Report cards are due to be returned on the day after issue. Progress reports will be issued at the halfway point of the grading period to upper school students whose grades are below their norm or whose averages are below an 80. Exams will be given at the end of each semester to all students in grades 7-12. Mid-term exams count 25% for the fall semester and final exams count 25% for the spring semester (if taken). The yearly average is the average of the 2 semester averages.

Grading Scales

<u>Policy</u>	<u>Letter Grade</u>	<u>Numerical Average</u>	<u>Grading</u>
	A	93-100	Homework (25%)
	B	85-92	Tests (50%)
	C	77-84	Classwork (25%)
	D	70-76	
	F	Below 70	

CONDUCT

A student is given a conduct grade for each class and study hall every six weeks. The following code is used to record conduct grades:

H – Honor

S – Satisfactory

N – Needs Improvement

U - Unsatisfactory

EXAMS

All students are required to take the first semester examinations. Students may be exempt from second semester exams by achieving the following standards in each class:

1. A “93” average for the year, and
2. A conduct grade of satisfactory or better for each course to qualify for exemption from that class exam.
3. Attendance: No more than 8 absences for the entire year from a specific class to be exempt from that course exam (medical and prior approved educational family trips may appeal if over 8). **Note: The assignment of 20 or more demerits will make a student ineligible from exam exemption. Merits have no value.**

CHANGES IN CLASS SCHEDULE

All changes in class schedule must be done within the first three weeks of school. Any student failing a course at the end of the first semester may drop the course with the approval of the Headmaster and parents. NOTE: Students in English and Math can change levels at the end of the first six weeks or at the end of the first semester with the approval of the Headmaster.

COMMUNITY SERVICE

Students in grades 9-12 must earn 100 community service hours to graduate (25 per year). Students earning 160 hours will be recognized at graduation. Community service is defined as volunteer work for a non-profit organization such as a hospital, church, school, etc. Please get prior approval from the head of school for a service that you are not sure about before the student performs the service. A student should not miss a day of school to perform community service unless prior approved by the head of school. Community service should be done after school and on weekends. There will be a blank community service sheet on page 16. Please make copies as needed. Students are responsible for turning these forms in on the date requested by the office. For every week this is past due, an additional 5 hours of community service will be added. A new year of service begins when community service is turned in (April 15th).

GRADUATION REQUIREMENTS

English	4 units
Mathematics	4 units
Social Studies	3 units
Science	3 units (4 recommended)
Health and PE	1 unit
Electives	<u>6 units</u>
	21 units

VALEDICTORIAN/SALUTATORIAN REQUIREMENTS

These students must have a solid “A” average of 94 or higher. The end of the 5th six weeks will be the cut-off for consideration on the grade averages for these students. Furthermore, any student who transfers to Hobgood Academy must be here the entire year for 11th and 12th grade to qualify for valedictorian or salutatorian.

HUSKINS COURSES

Any Huskins courses that Hobgood Academy sponsors will be counted as honors courses for the seniors.

REQUIREMENTS FOR PROMOTION

- 9th Grade – Students must have 4 units of credit to be promoted to 10th grade.
- 10th Grade – Students must have 8 units of credit to be promoted to 11th grade.
- 11th Grade – Students must have 14 units of credit to be promoted to 12th grade.
- 12th Grade – Students must have 21 units of credit to graduate.
- 25 hours of community service per year to graduate.

Note: English is required each year for a student to be promoted to the next grade level.

RECOGNITION OF ACADEMIC EXCELLENCE

Principal’s List: Students in grades 4-12 with a grade of 93 or above in each subject and a conduct grade of Satisfactory or better in each subject qualify for the Principal's List (All A’s).

Honor Roll: Students in grades 4-12 who have an average of 85 or above in each subject and a conduct grade of Satisfactory or better in each subject qualify for the Honor Roll (A’s and B’s).

NOTE: Students in grades 4-12 who receive more than one “N” in conduct will not be eligible for honor roll, principal’s list or academic awards issued at the end of the year. (This includes library, art, music, etc.)

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are encouraged. **Parents should call the school to set up an appointment for a conference.** It is okay to ask a teacher about your child if you are out and about, but please do not harass the teachers. Non-school hours for teachers are their private time and they have families too. Please be respectful to them! If you need to conference, please call the office and set up the conference. If you feel that the issue will be of a challenging nature, you are asked to include the Headmaster in the conference. **Parents /faculty are to be courteous, respectful and non - threatening to each other at all times.**

ATTENDANCE

Absence

Attendance at school is of prime importance if students are to be successful. Students who are absent should observe the following procedures. A note from parents is

necessary each time a student is absent. **The note should explain the reason for the absence and it should be taken to the office before the student reports to homeroom or class.** Office personnel will give the student an admit slip. The admit slip must be presented to the homeroom teacher and the teacher of each class that was missed. The teacher will note the status of the absence, initial the admit slip, and return it to the student. The seventh period teacher will collect the slips and turn these in to the secretary. **Students who are absent from school will not be eligible to participate in that day's extracurricular activities.** NOTE: **All students in grades K-12 must get prior approval from the headmaster for absences other than sickness, doctor and dental appointments, or emergencies. Furthermore, students sent out for disrupting a class will be counted absent for that class.**

Unexcused Absence

An absence is considered unexcused if the headmaster or staff's permission has not been given for the student to miss class. An unexcused absence will result in 1 point per class being deducted from the six weeks average for each class missed. A student is allowed two school days after an absence to bring a note from home. If a note or phone call from the parent is not received within two days, the office personnel will attempt to call the parent.

MAKING UP WORK FOR ABSENCES

1. If absent one to three days, work must be made up within one week after the student returns to school. NOTE: This includes work that was assigned on the day or days the student was absent. A student who is absent on a day when tests are scheduled and assignments are due is expected to take any test and turn in all assignments the first day he or she returns to school.
2. If absent more than three days, a definite time schedule should be set up by each teacher. It is the student's responsibility to find out what work needs to be made up. NOTE: Work not completed on time, unless arrangements are made with the teacher, will result in a zero.

EXCESSIVE ABSENCE

An elementary student absent more than 20 days will not be promoted to the next grade. A student in grades 7-12 will not receive credit with more than 20 absences. Furthermore, 20 or more absences will result in the student having to attend summer school for promotion with the parent being required to pay for this service. This can be appealed before a school board sanctioned committee, and the student must adhere to the decision of the committee.

ATTENDANCE REQUIREMENT FOR FULL –DAY CREDIT

A student K-12 must be present 3-1/2 hours during the school day to be counted present for the school day. NOTE: This does not include exams for grades 7-12 or special situations that will be left to the Headmaster's discretion.

COLLEGE DAY ABSENCES

Juniors and seniors are allowed 2 days per year for college visits without being counted absent from school. **This must include a note from the college stating that the student was there for a no absent status.** Without this documentation the student will have an unexcused absence. It is the student's responsibility to provide this information to the office.

TARDIES

Punctuality is an important habit to develop. Students are to be in their classrooms and ready to begin class at the beginning of the school day and after the change of classes. A student not in class on time will be considered tardy. Students 7-12 who are late to school must get a note from the office and sign in before they can be admitted to class or homeroom. Students who ride a school bus that is late to school are not required to get a note to be admitted to class or homeroom. Three tardies per semester are allowed without penalty. (See demerit policy on page 11)

ELEMENTARY TARDIES

When an elementary student arrives after 8:15, the student should report to the office and be escorted to their classroom by office staff. Furthermore, elementary students will now receive one day absent for every 3 tardies he or she receives.

SIGNING IN and OUT

All students are required to sign in/out in the office when arriving late or leaving early. Parents picking up students early should report to the office. Students leaving without a parent must have written permission from a parent and the approval of a staff member.

DRIVING/PARKING POLICY

Driving and parking must be done in a safe and cautious manner. Student drivers must be aware of smaller children that may be in these areas of concern. Therefore, the following guidelines will be enforced:

- Students are not allowed to park off campus.
- Students are not allowed to sit in vehicles after they arrive at school.
- Students are not permitted to go to the parking lot until the end of the day.
- Hobgood Academy is not responsible for students who arrive before 8:00 a.m.
- Senior parking lot is for seniors only.
- Junior /sophomore parking lot is for juniors and sophomores only.
- Failure to comply will result in the loss of driving privilege.

Another area of concern is the movement of vehicles after school hours for sport practices, etc. The following rules apply to the movement of vehicles after school hours:

- Students are not allowed to drive across the practice field.

- Students are not allowed to drive on street parallel to high school or the street in front of the elementary, middle, and high school building.
- Students may drive over to weight room after 3:00 p.m.
- Driving into the athletic complex will be determined by the athletic committee and if granted must be done with adult supervision and permission.
- Security cameras will monitor these areas of concern.

EXTRACURRICULAR OPPORTUNITIES

SPORTS

Hobgood Academy offers the following varsity (V), junior varsity (JV), sports: Girls' JV and V basketball, volleyball, softball, and cheerleading; Boys JV and V football, basketball, baseball and golf. Elementary sports will vary and often are coached by volunteer parents.

ELIGIBILITY

Participation on an athletic or academic team is a privilege and carries with it certain responsibilities. Students who represent our school are expected to display good sportsmanship, positive attitudes, and mature behavior. Students who lose eligibility to participate may regain their eligibility by meeting academic standards for the following semester. **Students not present at school for half of the school day may not participate in extracurricular activities that day. Furthermore, students who sign out excessively at 11:30 on game days will be subject to consequences if this becomes a habit.**

ACADEMIC ELIGIBILITY

To be eligible to participate in any extracurricular activities in the fall, a student must have passed 4 subjects for the spring or for the year. To be eligible to participate in extracurricular activities in the spring semester, a student must have passed 4 subjects in the fall semester. Students who lose eligibility to participate may regain their eligibility by meeting academic standards for the following semester.

CONDUCT ELIGIBILITY FOR ATHLETICS (also refer to page 10, ISS and OSS)

1. After accumulating 4 out of school suspension days, a student will be suspended from athletic privileges for the rest of the current sport season.
2. After 7 days of out of school suspensions, athletic privileges are revoked for the rest of the school year.
3. Any in school suspension will result in the loss of eligibility of playing in a same day scheduled game, but the student will be allowed to participate in practice.
4. Any out of school suspension will result in the loss of eligibility of playing in the same number of scheduled games. For example, 2 days suspension will result in the loss of eligibility to play 2 games.

MISSING A GAME

Unless a student has a legitimate excuse to miss a ballgame, missing a ballgame can result in being dismissed from the team and not being recognized at the athletic banquet.

TRANSPORTATION

Transportation to and from any athletic event is at the discretion of the parent and athletic committee.

CLUB AND ORGANIZATIONS (Grades 7-12)

Students will be encouraged to participate in any clubs or organizations sponsored by Hobgood Academy.

PROCEDURES AND POLICIES**ILLNESS or ACCIDENT**

- If a student becomes ill during the school day, he/she must report to the office or Headmaster.
- All injuries at school requiring medical attention must be reported to the office as soon as possible. There are forms in the office that must be filled out by the teacher for insurance purposes.
- If a student needs to go home, a parent will be contacted for permission to release the student. If a parent cannot be reached, permission is left to the discretion of the Headmaster. **Students will not be allowed to leave for medication and return.** If medication is needed, a parent will have to bring it. The office will no longer provide Tylenol, Advil, etc.
- If a child is taking prescribed medication of any kind, this must be reported to the office by the parent as soon as possible.

VISITORS

All visitors must report to the office for a **visitor's pass** to see a student. Students are not allowed to bring friends to school to spend the day (K-12) unless approved by the Headmaster.

COMMUNICATIONS

The office and gymnasium telephones are for official school business only and may be used by students only in case of urgent need. **Cell phones are not to be turned on or used during the school day. An in school suspension will be given to a student caught with a cell phone. Use office phones! (see page 11, demerits #12). Parents are asked to call the front office during the day to contact your student. Do not call**

your child's cell phone! The office can page your child's classroom to give a message! Please do not encourage your child to break school rules by not following this policy as well. Due to the advanced technology of these devices, schools are being forced to put in stronger policies. **Furthermore, iPods and other unauthorized electronic devices are not allowed at school during school hours. ISS will be given to a student caught with one.** Hobgood Academy will not be responsible for lost or stolen electronic devices.

EMERGENCY PLANS

Emergency School Closing: During extremely bad weather, it sometimes becomes necessary for a decision to be made concerning the closing of school. When a decision is made in the early morning that school will close for the day, it must be relayed quickly to all students and parents. In order to accomplish this task efficiently and with maximum coverage, school officials are asking all students and parents to cooperate by following the suggestions listed below:

1. The ONE CALL system will notify all families of a closing or delay. This will show up on caller ID as 1-877-698-3261. Please answer these calls.
2. A decision to close school or delay school will be announced by 7:00 a.m.
3. Early Dismissal: If school must be closed early, the ONE CALL system will notify the families. **DO NOT CALL THE SCHOOL PHONE.**
4. No announcement means that school will open as usual.
5. Please give your children instructions in case school is closed early in an emergency. They may need to contact you, a neighbor, or relative upon arriving home.
6. Please limit phone calls to the school in these situations so phone lines can be left open for emergencies.

FIRE and TORNADO INSTRUCTIONS

Drills will be conducted throughout the school year to prepare students and teachers in case of an actual emergency.

Fire:

1. The person discovering the fire will notify the Headmaster's office.

2. The Headmaster will sound the fire alarm. This consists of two short rings of the school bell.
3. All students and staff will evacuate the buildings in accordance with the fire evacuation procedures posted in each room.

Tornado:

1. The Headmaster will sound the tornado alarm. This consists of four long rings of the school bell.
2. Students and staff will go to the designated area, face the wall, and bend with head down.

DISCIPLINE

School discipline has two main goals:

1. To ensure the safety of staff and students.
2. To create an environment conducive to learning.

Effective school discipline strategies seek to encourage responsible behavior and to provide all students with a satisfying school experience as well as to discourage misconduct.

Hobgood Academy has implemented a demerit system to help students with their social and academic development. Since research says that habits contributing to discipline problems are best deterred early, the demerit system is designed to facilitate the forming of positive habits.

The Headmaster has the authority to rule on any matters of discipline that he deems necessary and not bound by the demerit system. All discipline matters must be cleared before a student can graduate. If discipline issues occur at the end of the school year, the Headmaster has the authority to refer the punishment into the next school term.

DISCIPLINARY MEASURES

Discipline is directed by the Headmaster. Some measures (or combinations of measures) that may be used at his discretion include:

Warning, reprimand, loss of privileges and parent conferences.

Parents who are discourteous, disrespectful, and/or threatening to faculty/staff will be required to leave the campus or any school related function immediately. Such behavior may result in permanent lost of privilege to attend any school function.

Dismissal from Class: When a student is sent out of class for inappropriate behavior, the parent will be notified. This will also count as an absence for that class. On any second removal from class, the student will be receiving an “N” on conduct in that class and given the appropriate punishment. This will affect Honor Roll/Principals List and the student will lose exam exemption status in that class. Upon a third dismissal from class, the student will be assigned two days of in-school suspension and will lose all exam exemption status followed by a second “N” on conduct which will make the student ineligible for the Beta Club.

In School Suspension: A student will be required to report to school for in school suspension and will be isolated away from classmates on that day with proper supervision. The student will have assigned work while in isolation. Bathroom breaks will be provided, and lunch will be served to the student in the school suspension room. Students will not be allowed to participate in extracurricular activities during in school suspension.(see page 7) Also, ISS will count as an absence from school and count as an absence under the 8 day exemption rule for exams.

Out of School Suspension: OSS is assigned for serious infractions; parents will be notified. Students may not participate in any school or extracurricular activity scheduled on the OSS day. Students suspended will not be allowed on school property on the OSS day(s). Each day of OSS will result in the loss of one point off the six weeks average in each course. (see pages 7, conduct eligibility)

Expulsion: HOBGOOD ACADEMY RESERVES THE RIGHT TO DISCIPLINE, SUSPEND, OR EXPEL ANY STUDENT WHO’S ACTIONS OR BEHAVIOR ON OR OFF CAMPUS ARE NOT DEEMED TO BE IN THE BEST INTEREST OF THE SCHOOL.

NOTE: Parents have a right to appeal an expulsion by the Headmaster directly to the Hobgood Academy Board of Trustees. If an appeal is requested by the parents, a called meeting of the Board of Trustees will be held within three school days to hear the appeal. The student or students involved will be suspended from school until the appeal is heard and a final decision given to the parents. **The appeal must be submitted in writing to the board chair. If granted, the parents will be given a maximum of 10 minutes to make a verbal appeal to the board.**

Demerit Offenses

1. Disrespect to staff (5-10).
2. Unexcused tardies to school or class (3).
A student will only be allowed a total of 3 unexcused tardies per semester without a penalty.
This includes both tardy to school and class. All tardies after 3 will result in 3 demerits each.
3. Class disruption (5).
4. Not bringing proper materials/assignments for class operation (1 after 1st warning).
5. Unacceptable behavior at school or school functions(5-10).
 - a. Bullying
 - b. Fighting (demerits and automatic suspension)
 - c. Kissing, hugging, holding hands, or hands in inappropriate areas (see page 2).
6. Unauthorized eating of food and drinks outside the cafeteria. No containers are allowed outside the cafeteria during school hours. No drink containers allowed in the gym at any time.
The only exceptions will be that team players may have water bottles only under the supervision of the coach
(5). Gum is not accepted at any time during the school day (3).
7. Any direct refusal of a request by a staff member (5-10).
8. Improper language (5-10).
9. Dress code violation (5) and change of clothes before returning to class (see page 2).
10. Improper parking/driving (5-10).
11. Cheating (5-10) plus 0 on test (see page 2, Academic Honesty).
12. Cell phones—All cell phones should be left in vehicles during school hours. If not a student driver, it should be turned off and kept out of sight (see page 8) In school suspension will be given plus demerits per offense (5).
13. The Headmaster reserves the authority to administer demerits or other punishment as he deems appropriate for any activity not specifically covered by the demerit system.
14. Weapons (5-10, with probable suspension or expulsion).
15. Lying to staff(5-10)
16. Skipping school and leaving school without signing out or without permission(5-10).
17. Use of iPods and other unauthorized electronic devices during school hours will result in ISS (see page 8).

Behavior deemed as unlawful will be handled by the Headmaster and the proper authorities.

Parents will be notified immediately. A student found to be in violation at this level can expect to be suspended or expelled. This includes the use, purchase, or sale of alcohol or drugs. Threats to students or faculty will not be tolerated. Vandalism or wanton disregard of school property and fighting or sexual misconduct will fall in this category. Stealing will not be tolerated. Weapons are not to be brought on or near the campus.

Merits:

Students may be awarded merits that may be used to remove any existing demerits. These cannot accumulate for future use. Merits will only be awarded when a student goes 30 school days without a demerit referral/no demerits have to be issued on referral. It is the student's responsibility to see the recorder at the 30 day deadline to have any demerits removed.

(Determined by demerit recorder) (5 merits)

DEMERITS POLICY

The procedural actions for accumulated demerits are as follows:

- A. 5 demerits will result in notification of parents.
- B. 10 demerits will result in one day ISS.
- C. 15 -20 demerits—2 days ISS.
- D. 25 and any extra multiples of 5 demerits will result in OSS.
- ** Students will lose 1 point per class for each day of suspension.
- *** Students will lose ballgame privilege per OSS.

Demerits will be assigned using the date of the offense, not the date of the assigning of the demerits. Demerits will be purged at the end of each school year.

INTERNET POLICY

Students are responsible for good behavior on school computer networks just as they are in a classroom. Hobgood Academy provides Internet use for students to conduct research and communicate with others in relation to schoolwork and must be consistent with the academic expectations of the school. If such privilege is violated, access to the Internet will be denied and may result in other disciplinary actions.

ALCOHOL and DRUG POLICY

Hobgood Academy continues to stress a policy of zero tolerance regarding use of drugs and alcohol. Students under the influence, in possession of, or distributing alcohol or drugs on the school campus or at any school-sponsored activity will be subject to suspension or expulsion. Careful examination of the circumstances, the student's conduct records, and the impact of the violation on the school community determines the severity of the consequences.

NOTE: Allowance will be made for proper use of medication specifically prescribed for a student. The office should be notified about this.

WEAPONS

Weapons are not to be brought on or near Hobgood Academy's campus. **Guns should not be in a vehicle even during hunting season.** If this policy is broken, demerits will be issued and possible suspension or expulsion will be carried out.

SMOKING POLICY

Listed below are the consequences if caught smoking on school grounds:

- First smoking offense - 3 days suspension (OSS) from school
- Second smoking offense - 5 days suspension (OSS) from school
- Third smoking offense - Expulsion from Hobgood Academy

Fundraising Guidelines

The Headmaster will have full control over all fundraising activities. (SAIS Policy)
The following guidelines have been established and approved.

Fundraising Procedures

No group in the school should authorize any fundraising without following the procedures outlined below:

1. Complete the "Request for Fundraising Project" form. A copy of this form is included in this handbook.
2. Turn in the completed "Request for Fundraising Project" form to the Development Office.
 Allow enough time to have the form reviewed before any purchases are made.
3. A copy of the form will be returned to the sponsor marked "approved" or "denied", a copy will be kept in the Development Office, and the event will be added to the fundraising calendar.
4. Fundraising projects should be completed in the time frames stated on the form.

Fundraising Policy

1. Class dues (K-12) of \$25 per student (non-refundable) will be collected at registration. These monies will accumulate and can be used by the class for prom expenses, class gifts, etc. This should not be used as prize money for the fall festival.
2. No fundraising activities will be approved for grades K-8.
3. Specific projects for grades 9-12 have been established. The “Request for Fundraising Project” form will need to be completed for the activities below.
 - Grade 9 - your choice, with approval.
 - Grade 10 - Split the Pot during all sporting events.
Concession stand during baseball/softball games.
 - Grade 11 – Concession stand during JV football home games.
 - Grade 12 – Stew sale.

**Hobgood Academy
Request for Fund Raising Project**

PROJECT INFORMATION

Club/Group _____ Date _____

Sponsor's Name

Person responsible for receipts to office

Proposed project _____

Vendor _____

Dates of Activity –(from) _____ (to)_____

Target Audience _____

Selling Price/item _____

Estimated Profits (total) _____

Profits to be used for: _____

Funds to account: _____

Request by: _____

(sponsor)

To be completed by Fundraising Committee

Approved:

(Headmaster) (date)

Denied:

(Headmaster) (date)

Comments:

PROMISSORY NOTE

NORTH CAROLINA
 HALIFAX COUNTY

For Value Received: I/WE, jointly and severally, promise to pay to the order of:
 HOBGOOD ACADEMY, INCORPORATED

at its office in Hobgood, NC, THE SUM OF \$ _____

Payable as follows:

June 3, 2011	\$ _____	Dec. 3, 2011	\$ _____
July 3, 2011	\$ _____	Jan. 3, 2012	\$ _____
Aug. 3, 2011	\$ _____	Feb. 3, 2012	\$ _____
Sept. 3, 2011	\$ _____	Mar. 3, 2012	\$ _____
Oct. 3, 2011	\$ _____	Apr. 3, 2012	\$ _____
Nov. 3, 2011	\$ _____	May 3, 2012	\$ _____

In the event of default in making payment of any installment on the date required therefore, the holder may declare due and payable the unpaid balance of this note.

I AGREE TO PAY AN ADDITIONAL \$10.00 FOR PAYMENTS RECEIVED AFTER THE 20TH OF THE MONTH. IF PAYMENTS BECOME 60 DAYS PAST DUE, YOUR CHILD(REN) WILL NOT BE ALLOWED TO ATTEND CLASS UNTIL THE ACCOUNT IS CURRENT (0 BALANCE). IF SPECIAL CIRCUMSTANCES ARE AN ISSUE, YOU MAY APPEAL TO THE BOARD OF TRUSTEES. FURTHERMORE, SMALL CLAIMS COURT ACTION WILL BE TAKEN ON PAST DUE ACCOUNTS. IN ORDER TO REGISTER YOUR CHILD FOR SCHOOL IN AUGUST, YOUR ACCOUNT MUST BE CURRENT!

ALSO, I AGREE TO BE RESPONSIBLE FOR CONTRIBUTING FOR 2 FUND RAISING EVENTS, ONE IN THE FALL (\$75.00) AND ONE IN THE SPRING (\$70.00).

FURTHERMORE, I AGREE TO WORK A MINIMUM OF THREE BALLGAMES (OR SIX HOURS) IN THE CONCESSION STAND AND ONE HOUR AT THE FALL FESTIVAL. IF I CANNOT FULFILL THIS OBLIGATION, I WILL PAY \$50.00 FOR EVERY HOUR NOT ACCOUNTED FOR BY THE END OF THE SCHOOL YEAR.

All parties, sureties, and endorsers to this note due hereby waive protest and notice of nonpayment, and agree to any extension on this note, hereby waiving notice of extension.

IN, WITNESS WHEREOF, I/WE, have hereunto set our hands and seal this _____ day of _____, 2011.

FATHER _____

WITNESS _____

MOTHER _____

WITNESS _____

PERSON RESPONSIBLE FOR PAYMENT:

CHILDREN GRADE _____ (sign)

_____ (address)

_____ (city) (state) (zip)

School Calendar 2011-2012

1ST SEMESTER

AUGUST	23	TEACHER WORKDAY
	24	STUDENT REGISTRATION 8:30 UNTIL 11:30 <i>11:30 UNTIL 12:30 FACULTY LUNCH BREAK</i> 12:30 UNTIL 3:00
	25	STUDENTS RETURN TO SCHOOL
SEPTEMBER	5	LABOR DAY HOLIDAY
	12	PHA 7:30
	15	EARLY RELEASE @ 1:00 END 1ST SCHOOL MONTH
	20	ASVAB
OCTOBER	5	END 1ST 6TH WEEKS
	?	PSAT
	14	FALL FESTIVAL (DISMISSED @ 12:00)
	17	FALL BREAK END 2ND SCHOOL MONTH
	20	EARLY RELEASE @ 1:00 ASVAB SCORES INTERPRETED 11TH GRADER
	20	
NOVEMBER	14	PHA 7:30
	17	END 3RD SCHOOL MONTH END 2ND 6TH WEEKS EARLY RELEASE @ 1:00
	23-25	THANKSGIVING HOLIDAY
	23-25	
DECEMBER	16	EXAMS DISMISS @ 12:00
	19	EXAMS DISMISS @ 12:00 END 4TH SCHOOL MONTH
	20	EXAMS DISMISS @ 12:00
	21-30	CHRISTMAS HOLIDAY
	21-30	
JANUARY	2	CHRISTMAS HOLIDAY
	3	CHRISTMAS HOLIDAY
	4	TEACHER WD/STUDENT HOLIDAY
	5	STUDENTS RETURN TO SCHOOL
	16	MLK HOLIDAY
	19	END SEMESTER/END 3RD 6TH WEEKS

2ND SEMESTER

JANUARY	19	EARLY RELEASE @ 1:00
FEBRUARY	2	END 5TH SCHOOL MONTH
	16	EARLY RELEASE @ 1:00
	20	WINTER BREAK
	21	WINTER BREAK/FLEX DAY
MARCH	3	SEAFOOD FESTIVAL/AUCTION
		END 6TH SCHOOL MONTH
		END 4TH 6WKS
	12	PHA 7:30
	23	K-REGISTRATION
APRIL	2	SENIOR COMMUNITY SERVICE HRS DUE
		END 7TH SCHOOL MONTH
	6	GOOD FRIDAY HOLIDAY(FLEX DAY)
	9 - 13	EASTER HOLIDAY
	16	9-11 GRADES COMMUNITY SERVICE HRS DUE
	24	END 5TH 6TH WEEKS
	26	PROM
	27	STUDENT HOLIDAY
MAY	9	END 8TH SCHOOL MONTH
	7 - 14	STANFORD ACHIEVEMENT TEST GRADES 1-9
	23	ATHLETIC BANQUET
	28	MEMORIAL HOLIDAY
	29	AWARDS DAY
JUNE	5	EXAMS DISMISS @ 12:00
	6	EXAMS DISMISS @ 12:00
	7	EXAMS DISMISS @ 12:00
		END 6TH 6 WKS
		END 9TH SCHOOL MONTH
		BACC @ 8:00
		TEACHER WD/GRADUATION @
	8	8:00
	11	TEACHER WD