

# **Hobgood Academy**

## **School Handbook 2017-2018**

*Hobgood Academy is committed to excellence---  
academically, physically, and socially.*

# 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.

## 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.

## TUITION ASSISTANCE

Any family seeking financial assistance to attend Hobgood Academy must indicate so by writing a letter to the Head of School and completing the tuition assistance application.

## HANDBOOK

All students, parents, 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) It is your responsibility to notify the office of any phone number changes.

## LUNCHROOM

The lunchroom is open during morning break and lunch. The menu is posted online 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 Head of School and lunchroom.

## **LIBRARY**

The Library is available for reading, research, and study. Talking, loud noise, and conduct that distract others will not be tolerated. This is not a lounge, and it will not be treated as such. The library will remain locked any time the librarian is away (e.g., teaching a class). Students will be allowed in the library only under the supervision of the librarian or a teacher. Students who do not adhere to this policy will receive appropriate punishment.

## **MEDICATION**

See Illness on page 11.

## **SCHOOL TRIPS and PARTIES**

All school trips, including senior class trips and parties must be scheduled and approved with the Head of School 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 Head of School for approval. Forms may be picked up in the office.

## **PUBLICATION OF STUDENT IMAGES/PHOTOGRAPHS**

Hobgood Academy will release or publish images of its students only with the prior written consent of a parent/guardian, who will have the opportunity to sign a blanket release at the beginning of the school year. Parents who do not wish to sign a blanket release may, if they prefer, sign a release dealing with one or more specific uses of a student's image.

## **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 Head of School.

## **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 14, item #11).

## **DRESS CODE FOR STUDENTS (Grades 6-12)**

**Girls:** Shorts, dresses, and skirts must be no shorter than 2 inches above the knee. Leggings are allowed, but must be worn with a top or dress/skirt that is no shorter than 2 inches above the knee. 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 and when standing, completely covers the hip area. Sleeveless tops are not permitted and **NO visible cleavage or bare midriff will be tolerated.**

**Boys:** Sleeveless shirts are not permitted. Shorts must be no shorter than 2 inches above the knee. **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-5)**

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 (6-12)**

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 two block sessions, each of which will contain three 6-week 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. **Final report cards will not be issued to students who owe tuition, fees or fines.** Report cards are due to be returned on the next school day after issue. Progress reports will be issued at the halfway point of each 6-week grading period to all students. Final exams will be given at the end of each block session to all students in grades 6-12. Each final exam will count as 25% of the grade for each session.

### Grading Scales

Letter Grade	Numerical Average	Grading Policy
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 every six weeks. The following code is used to record conduct grades:

H – Honor

N – Needs Improvement

S – Satisfactory

U - Unsatisfactory

The teacher should communicate directly with the parent if a child's conduct grade is N or U.

## EXAMS

All students in grades 6-12 are required to take final exams at the end of each block session. There shall be no exemptions.

## CHANGES IN CLASS SCHEDULE

All changes in class schedule must be made within the first week of school. NOTE: Students in English and Math will be allowed to change **levels** (CP or Honors) at the end of the first three weeks pursuant to a conference/conversation involving the student, the parent, and the teacher. At the current time, Hobgood Academy is unable to drop a course except in health related cases. Each case will be reviewed on its own merit.

## 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 (1) for non-profit organizations such as hospitals, churches, or schools (which may include Hobgood Academy) or (2) for individuals who, for reasons beyond their control, need special assistance. A record of all reported community

service shall be maintained by a Community Service Coordinator, who shall be appointed by the Board of Trustees and who shall serve without compensation.

Students should seek prior approval from the Community Service Coordinator if they are not sure that a particular activity will qualify as community service. The Coordinator shall be the sole arbiter of what constitutes community service. Students should not miss a day of school to perform community service without prior approval from the Head of school. Performance of community service may be substantiated only by the signature of the person (or officer of the organization) to whom service was rendered.

Community service reporting forms are available at the school office and at [www.hobgoodacademy.com](http://www.hobgoodacademy.com). The year for reporting community service begins on April 15. Rising freshmen may begin keeping a record of their community service any time after April 15 of their 8th grade year.

## **GRADUATION REQUIREMENTS**

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

## **VALEDICTORIAN/SALUTATORIAN REQUIREMENTS**

These students must have a solid “A” average of 93 or higher. The end of the 5<sup>th</sup> 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 11<sup>th</sup> and 12<sup>th</sup> grade to qualify for valedictorian or salutatorian.

## **REQUIREMENTS FOR PROMOTION**

- 9<sup>th</sup> Grade – Students must have 4 units of credit to be promoted to 10<sup>th</sup> grade.
- 10<sup>th</sup> Grade – Students must have 8 units of credit to be promoted to 11<sup>th</sup> grade.
- 11<sup>th</sup> Grade – Students must have 14 units of credit to be promoted to 12<sup>th</sup> grade.
- 12<sup>th</sup> Grade – Students must have 22 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 Head of School in the conference. **Parents /faculty are to be courteous, respectful and non - threatening to each other at all times.**

**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 loss of privilege to attend any school function.**

# 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 Head of School 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 Head of School or staff's permission has not been given for the student to miss class. 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 Absences

An elementary student (K-5) absent more than 20 days will not be promoted to the next grade. A student in grades 6-12 who has more than 20 absences in a year-long class will not receive credit. A student in grades 6-12 who has more than 10 absences in a block-long class will not receive credit. Furthermore, such excessive 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 6-12 or special situations that will be left to the Head of School'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 6-12 who are late to school must get a note from the office and sign in before they can be admitted to class or homeroom. Three tardies per semester are allowed without penalty. After that, three tardies (to school or to class) will be counted as an absence for one day.

## **Elementary Tardies**

When an elementary student arrives after 8:08, 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.

## **Before and After School Care**

Hobgood Academy offers before and after school care from 7:30 – 8:00 am and 2:30 – 6:00 pm. Please contact the office for an application and cost. Elementary students are not permitted to remain on campus after school unless they are with a parent or guardian present. If they are on campus, they will be escorted to the After School Program and parents will be responsible for fees.

## **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.
- 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 2:45p.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.

## **DRIVING ELIGIBILITY POLICY**

(see page 20-23)

## **EXTRACURRICULAR OPPORTUNITIES**

### **SPORTS**

Hobgood Academy offers the following varsity (V), junior varsity (JV) sports:

Girls' JV and V volleyball, basketball, 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**

A student will be ineligible to play in sports if they fail one subject in a six week period. They will sit out of the games for 3 weeks, until eligible to play again. They have to be passing by midterm of the current six weeks to play. Student ineligibility will be reported to the athletic director.

### **CONDUCT ELIGIBILITY FOR ATHLETICS**

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 out of school suspension will result in the loss of eligibility of playing in the same number of scheduled games. The loss of eligibility of playing the game(s) will occur immediately following the

return to school after completion of suspension. For example, 2 days suspension will result in the loss of eligibility to play the next 2 regularly scheduled 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 6-12)

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 Head of School.
- 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 Head of School. **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 Head of School. Parents or any visitors are not permitted to remain in classrooms during the instructional day unless scheduled with the teacher and Head of School.

### COMMUNICATIONS

The office and gymnasium telephones are for official school business only and may be used by students only in case of urgent need. Students may use cell phones at break and lunch and are not to be used in class during instructional time unless granted permission from the teacher. **Students should still use office phones to call parents.** 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 Head of School's office.
2. The Head of School 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 Head of School 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 system to help students with their social and academic development. Since research says that habits contributing to discipline problems are best deterred early, the discipline system described below is designed to facilitate the forming of positive habits.

The Head of School has the authority to rule on any matters of discipline as he deems necessary. All discipline matters must be cleared before a student can graduate. If discipline issues occur at the end of the school year, the Head of School has the authority to defer the punishment until the next school term.

### DISCIPLINARY MEASURES

Discipline is directed by the Head of School. Some measure (or combination of measures) that may be used at his discretion include: **Warning, reprimand, loss of privileges, detentions, and parents conferences.**

**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. Upon a third dismissal from class, the student will receive one day of Out of School Suspension in addition to a second “N” on conduct, which will make the student ineligible for the Beta Club.

**Detention:** A student receiving detention must serve detention within 3 school days.. When school is released on the day a student is serving detention, the student must immediately report to the room of the teacher who has been assigned to oversee detention for that week. Detention will be 30 minutes, from 2:30-3:00 pm.

**Failure to serve assigned detention within 3 days will result in an additional detention being assigned.**

During detention, a student should work on homework and/or academic assignments. Rules related to the use of cell phones and other devices apply during this time. ANY STAFF MEMBER CAN “RECOMMEND” DETENTION FOR AN OFFENSE (see pg.14) OCCURRING IN THE CLASSROOM, HALLWAYS, CAFETERIA, ETC. BY TURNING A GREEN SLIP INTO THE HEAD OF SCHOOL

**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.

**Expulsion:** HOBGOOD ACADEMY RESERVES THE RIGHT TO DISCIPLINE, SUSPEND, OR EXPEL ANY STUDENT WHOSE ACTIONS OR BEHAVIOR ON OR OFF CAMPUS ARE NOT DEEMED TO BE IN THE BEST INTEREST OF THE SCHOOL. Parents have a right to appeal an expulsion directly to the Hobgood Academy Board of Trustees. If an appeal is requested, 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. The parents will be given a maximum of 10 minutes to make a verbal appeal to the board.

**OFFENSES.** Unless specifically stated or in the event that lesser offenses occur excessively, disciplinary action for the following offenses will range in severity from a warning to expulsion depending on the seriousness of the offense, the past record of the student, and the student's ability to work in good faith with the school. Only the Head of School has the authority to determine the appropriate punitive response to offenses.

1. Disrespect to staff
2. Unexcused tardies to school or class  
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. Each tardy after 3 will result in one day of detention.
3. Class disruption.
4. Not bringing proper materials/assignments for class operation
5. Unacceptable behavior at school or school functions
  - a. Bullying
  - b. Fighting (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. Gum is permitted at the discretion of the teacher.
7. Any direct refusal of a request by a staff member.
8. Improper language.
9. Dress code violation (*automatic detention*) and change of clothes before returning to class (see page 2).
10. Improper parking/driving
11. Cheating (0 on test in addition to chosen action) (see page 2, Academic Honesty).
12. Use of school computers to post to social networks during school hours or using personal cell phones to post obscene actions to social media while on school campus.
13. The Head of School reserves the authority to enforce action/punishment as she deems appropriate for any activity not specifically covered in this policy.
14. Weapons (probable suspension or expulsion).
15. Lying to staff
16. Skipping school and leaving school without signing out or without permission
17. Use of electronic devices during instructional time for cheating and/or without permission.

**Behavior deemed as unlawful will be handled by the Head of School 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.

**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. Furthermore, use of school computer to post to social networks during school hours will result in punishment (see page 15, #12).

## **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.

## **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

## **BULLYING POLICY**

Hobgood Academy prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. The Head of School or her designee is responsible for determining whether an alleged act constitutes a violation of this policy. The Head of School or the designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Head of School or the designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying. Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from counseling interventions up to and including suspension or expulsion.



# Fundraising Guidelines

The Head of School 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 Head of School. 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 Head of School’s 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. Fundraising activities for K-5 must be approved by the Head of School.
2. 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: \_\_\_\_\_  
(Head of School) (date)

Denied: \_\_\_\_\_  
(Head of School) (date)

Comments:

## **POLICIES FOR DEALING WITH ABUSIVE PARENTS TOWARDS STAFF OR COACHES**

The Board of Trustees has adopted the following 3 policies for parents that are abusive verbally or physically to any member of Hobgood Academy's teachers, staff, or coaches.

1. Harassment of a teacher or coach
  - a. First offense-Verbal warning to parent and consequences of further offenses explained.
  - b. Second offense-If the teacher or coach is being harassed in their personal life, they will be advised whether to file a complaint with Hobgood or Halifax law enforcement depending on the severity.
  - c. Third offense-Expel the parent or family on the school's terms after checking with the Sheriff's department investigation.
  - d. Fourth offense-The teacher or coach to legally obtain a restraining order.
  
2. Parents coming onto campus unannounced
  - a. First offense-After getting another teacher to watch their classroom, the teacher will go to the office with the parent or go to the office for help. The office will try to defuse the situation. The first offense will be a warning to the parent.
  - b. Second offense-There will be a certified letter sent notifying the parent of a school sanctioned no contact between parent and teacher. The parent could also be charged with trespassing.
  
3. Parents coming out onto a playing field during an athletic event
  - a. First offense-The parent will not be allowed at the next home ballgame.
  - b. Second offense-The parent will not be allowed back to that sport for the home games during the rest of the season.
  - Third offense-The parent will not be allowed to anymore sporting events for the rest of the year.

## DRIVING ELIGIBILITY CERTIFICATE

As a conventional non-public school, Hobgood Academy must follow the rules, guidelines and statutes as it pertains to the issuance of a Student Driving Eligibility Certificate.

### North Carolina Non-Public School STUDENT DRIVING ELIGIBILITY CERTIFICATE REQUIREMENTS

#### DEFINITIONS

Conventional non-public schools are those operating only under either Part 1 or Part 2 of [Article 39](#), Chapter 115C of the North Carolina General Statutes. Home schools are those non-public schools operating under Part 3 of [Article 39](#), Chapter 115C of the North Carolina General Statutes. DEC is the abbreviation used in this document for driving eligibility certificate. DMV is the abbreviation for the North Carolina Division of Motor Vehicles.

#### ISSUANCE OF DEC'S BY NON-PUBLIC SCHOOLS

Before issuing a DEC, a conventional non-public school or a home school must already have on file with the North Carolina Division of Non-Public Education a currently valid Notice of Intent to Operate and must be in compliance with all the laws and regulations applicable to conventional non-public schools or home schools which enroll students subject to compulsory attendance laws.

The chief administrator of a non-public school which is in compliance with all laws and regulations applicable to that type of non-public school may then request DEC forms from the North Carolina Division of Non-Public Education -- the exclusive supplier of DEC forms to all non-public schools. These DEC forms are then non-transferable between schools.

Non-public schools may NOT request DEC forms from the North Carolina Division of Non-Public Education until after the school's currently valid Notice of Intent to Operate has been on file with the North Carolina Division of Non-Public Education for six calendar months, unless the student has moved to North Carolina within the last 30 days preceding the DEC form order date.

#### STUDENT PROCEDURE FOR OBTAINING A DEC

A non-public school student under age 18 currently and properly enrolled in that school and wishing to obtain a North Carolina driver's license or a learner's permit must first obtain a DEC issued from and signed by either the chief administrator (or his/her designee) of the conventional non-public school in which the student is enrolled, or from the chief administrator of the home school in which the student is enrolled. The student must obtain the signed DEC form no more than 30 days before the date the student applies for a North Carolina driver's license or learner's permit. See N.C.G.S. [20-11\(n\)](#) and [115C-566](#).

### **STUDENT REQUIREMENTS FOR OBTAINING A DEC**

In order for a non-public school student under age 18 to be eligible to receive a DEC, the following requirements must be met:

1. The student must be enrolled in a non-public school which is currently meeting all the requirements of Part 1, 2 or 3 of [Article 39](#), Chapter 115C of the North Carolina General Statutes and must be making academic progress toward obtaining a high school diploma or its equivalent -- unless, the student cannot make progress toward obtaining it. That academic progress shall be determined by the chief administrator (or his/her designee) of the non-public school in which the student is enrolled;

**NOTE: Hobgood Academy's definition of "making academic progress toward obtaining a high school diploma" shall be that a student will, at a minimum be passing four (4) out of six (6) subjects to be evaluated at the end of each semester.**

2. The student must have NOT been expelled, suspended for more than 10 days, or assigned to an alternative education setting for more than 10 days for committing one of the following offenses after the student's 14<sup>th</sup> birthday or during or after 8<sup>th</sup> grade:
  - a. Possession or sale of alcohol or a controlled substance on school property or at a school-sponsored or school-related activity;
  - b. Bringing, possession or use of a weapon or firearm on school property; or,
  - c. Assault on a teacher or other school personnel on school property or at a school sponsored or school-related activity.

North Carolina learner's permit/driver's license revocation for these three conduct offenses are mandated for one year and, if the student committed and was disciplined for the offense while the student was age 17, the revocation period may extend past age 18.

A student who has committed one of these offenses may be eligible for a DEC only when the chief school administrator (or his/her designee) has determined that the student has exhausted all administrative appeals, is making academic progress toward high school graduation and meets one of the three following conditions:

- a. The conduct occurred before the student was age 15 and the student is now at least age 16;
- b. The conduct occurred after the student reached age 15 and it is at least one year after the student has exhausted all administrative appeals; or,
- c. The student qualifies for at least a Level 2 North Carolina driver's license, needs the DEC in order to drive to and from school, a drug or alcohol treatment counseling program, or a mental health treatment program, and no other transportation is available. In the case of treatment program attendance, the revocation would be suspended only long enough for completion of the treatment program. Once the treatment program has been completed, the chief administrator of the non-public school must then revoke until the full year revocation period has been satisfied.

A student whose permit/license was revoked or denied due to committing one of these offenses may be eligible for a DEC only if, after 6 months from the date of ineligibility, the chief school administrator (or his/her designee) determines that the student is making academic progress toward high school graduation and that one of the following conditions has been met:

- a. The student has returned to school or been placed in an alternative educational setting, and has displayed exemplary behavior, as defined only as when a student has no further offenses as listed earlier which would result in the earlier described types of school disciplinary action;
- b. The disciplinary action was for the possession or sale of alcohol or a controlled substance and the student has successfully completed a drug or alcohol treatment counseling program as determined by the chief administrator (or his/her designee) of the school in which the student was enrolled at the time the offense occurred.

The chief administrator of the non-public school may grant a substantial hardship classification for the student and provide a DEC despite the student's lack of academic progress or a misconduct offense such as listed earlier. Some examples of a substantial hardship could include:

1. If the parent/guardian is unable to drive due to illness or other impairment and the student is the only person of driving age in the household;
2. If the student requires transportation to and from a job that is necessary to the welfare of the family and is unable by any other means to do so.

## STUDENT APPEALS PROCESS

For the purposes of N.C.G.S. [115C-566](#), each conventional non-public school enrolling students who are at least age 15 but not yet age 18, shall establish a DEC Appeals Committee to receive and act on appeals alleging that a DEC was improperly denied by the school. The DEC Appeals Committee shall:

1. Be appointed by and serve at the pleasure of the chief administrator of the conventional non-public school or his/her designee;
2. Consist of at least three members each being either:
  - a. A member of the school's governing board, administration or staff; or,

- b. A parent/guardian with children currently enrolled in the school

**NOTE: Hobgood Academy's Head of School will be responsible for appointing at least three (3) individuals that meet the above requirements to act on the appeals committee.**

For the purposes of N.C.G.S. [115C-566](#), a DEC Appeals Committee shall be established exclusively for students enrolled in home schools. The Home School DEC Appeals Committee shall:

1. Be appointed by and serve on a voluntary basis at the pleasure of the Director of the North Carolina Division of Non-Public Education or his/her designee;
2. Consist of at least three members each being the chief administrator of a home school currently operating under Part 3, [Article 39](#), Chapter 115C of the North Carolina General Statutes. One of the members shall be appointed chairperson of the committee by the Director of the North Carolina Division of Non-Public Education or his/her designee. That chairperson shall then direct the decision-making work of this committee.

DEC Appeals Committees shall:

1. Decide on appeals as to whether or not the student meets the student requirements listed in N.C.G.S. [115C-566](#) and [20-11\(n\)](#);
2. Consider each written appeal and announce its decision on it within 30 calendar days commencing when the chief administrator receives an appeals request from the student;
3. Conclude the matter. There shall be no other avenues of legal appeal for the non-public school student or the student's parents/guardians beyond the appropriate non-public school appeals committee. The decision of the appeals committee shall be legally binding and final.

Whenever a student has been denied a DEC or it is determined by the school that the student after being issued a DEC is no longer meeting the "*Student Requirements for Obtaining a DEC*," the chief administrator of the non-public school shall first inform the student of the school's decision and of the availability of the appeals process. All student appeals shall be made in writing within five days of the school's decision and be directed to the chief administrator of the non-public school in which the student is currently enrolled. Whenever the DEC Appeals Committee rules on the matter agreeing with the school's decision to revoke a

DEC (or if the student does not wish to appeal the school's decision to revoke), the chief administrator shall then notify the North Carolina Division of Non-Public Education.

#### NOTIFICATION TO NORTH CAROLINA DMV

Non-public schools shall send written notification to the North Carolina Division of Non-Public Education within five calendar days of when a student who is at least age 15 but not yet age 18:

1. After having been issued a DEC, is no longer making academic progress toward obtaining a high school diploma or its equivalent;
2. Has dropped out of school and will NOT be enrolled in another school (public, conventional non-public, home school or community college);
3. Has been disciplined for misconduct listed under "[Student Requirements for Obtaining a DEC](#)."

The written notification shall include:

1. The student's legal name (first, middle & last as on birth certificate);
2. The student's residence address (including street, city and zip code);
3. The student's date of birth;

4. The student's gender;
5. The student's race;
6. The student's North Carolina learner's permit/driver's license number;
7. The name of the parent/guardian with whom the student is living;
8. A statement giving the reason for the revocation;
9. The date of the student's ineligibility or withdrawal from school;
10. The type of non-public school: Conventional or home?
11. The name of the non-public school;
12. The county in which the non-public school is located;
13. The name of the chief administrator of the non-public school.

Within five calendar days of the North Carolina Division of Non-Public Education's receipt of this written notification from a non-public school, the Director of that office or his/her designee shall inform the North Carolina Division of Motor Vehicles of the notification.