

# Hooper Academy

380 Fischer Road  
Hope Hull, Alabama 36043

Phone: 334-288-5980

Fax: 334-288-9171

2018

2019



HOOPER ACADEMY  
COLTS

*Accredited by  
The Alabama Independent School Association  
and  
The Southern Association of Colleges and Schools*

## STUDENT HANDBOOK

### MISSION STATEMENT

To provide a balanced and quality curriculum, which allows each student the opportunity to achieve full potential and maximize mental, physical, social, and emotional growth. Students will be provided opportunities to develop self-confidence through knowledge, applied skills, and desirable character traits acquired in a sound academic environment.

### NOTICE OF NONDISCRIMINATORY POLICY

The West Montgomery Educational Foundation in its operation of Hooper Academy accepts applicants and admits students of any race, color, national and ethnic origin to all the rights, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies, athletic and other school-administered programs.

**WEST MONTGOMERY EDUCATIONAL FOUNDATION  
HOOPER ACADEMY  
PARENT-STUDENT HANDBOOK**

ACCEPTABLE USE POLICY:

<http://www.hooperacademy.org/hca-acceptable-use-policy.html>

ATHLETIC HANDBOOK/POLICY:

<http://www.hooperacademy.org/hca-athletic-handbook.html>

DRESS CODE POLICY:

<http://www.hooperacademy.org/campus/hca-dress-code.html>

DRUG TESTING POLICY:

<http://www.hooperacademy.org/hca-drug-policy.html>

SOCIAL MEDIA POLICY:

<http://www.hooperacademy.org/hca-social-media-policy.html>

All of these new/revised policies can be reviewed/printed off of the Hooper Academy website at the above web address. It is Parents' and students' responsibility to review these policies. The signed acknowledgement forms at the end of these policies must be returned to their homeroom teachers.

## **ATTENDANCE**

### **A. STUDENT ABSENCES**

In order for each student to obtain the maximum benefit from school, the following policies regarding absences have been established by the board and faculty of Hooper Academy. Hooper Academy follows the recommendations of the Alabama State Department of Education by permitting ten (10) absences per semester or twenty (20) absences per school year, except in case of an extended illness with a doctor's excuse. Three (3) tardies for any given class equals one absence. Excused absences may consist of the following:

- a. Sickness - Student is too ill to attend school
- b. Death in immediate family
- c. Inclement weather that would endanger the life or health of the student
- d. Legal quarantine
- e. Doctor appointment - Student must have an appointment card from the doctor's office to check-out. An excuse from the doctor's office must be supplied when returning to school.

All other absences may be considered unexcused. **The penalty for an unexcused absence is a zero (0) on any missed test, quiz, or assignment.**

## **B. RETURNING TO SCHOOL AFTER BEING ABSENT**

On the day a student returns to school after being absent, the student is required to present a written note to the office from the parents or legal guardians to explain the absence. When the excuse is presented to the office, a slip will be issued stating whether the absence is excused or unexcused. Slips are initialed each period by the respective teachers and turned back to the office daily by the student. Students will be permitted the following absences from school and will not be recorded absent:

1. Seniors visiting college or school of their choice (three). Juniors visiting college or school of their choice (one). Proper arrangements must be made in advance. Juniors and Seniors must complete Students will get a College Visitation Prior Approval form from the office, signed by the Headmaster. Students will then take the form to all teachers for notification.
2. School sponsored field trips (one overnight trip per class).

## **C. Students are responsible for assignments and make up work.**

A student with an excused absence will have the opportunity to make up any work missed. It is the responsibility of the student to make contact with the teacher to arrange for make-up work including test and/or special projects. Students should make up work within four days of their return, or the number of days of their consecutive absences.—whichever is greatest. Prolonged illness or injury, or other special circumstances may require an extended period of time for makeup work. However, this is to be monitored by the teacher, student, parent and if necessary, the Headmaster. IN ALL CASES IT IS PREFERABLE THAT VALUABLE INSTRUCTIONAL TIME NOT BE TAKEN FOR MAKE-UP WORK, TESTS, OR OTHER ASSIGNMENTS, PARTICULARLY WHEN A SIGNIFICANT AMOUNT OF WORK IS TO BE MADE UP.

## **STUDENT CHECK IN/CHECK OUT**

No one may leave school grounds without permission from the office. **Parents must be contacted by phone by a school official before a student may check out. You must also get the teacher whose class you will miss that day to initial your permission slip to leave so that they will know you are not in class and why. If at all possible, make doctor and dental appointments after school hours**

## **STUDENT ARRIVAL/DEPARTURE TIMES**

Students must be in their assigned classroom no later than 7:55 am. Students must be off campus by 3:15 p.m. unless they are participating in a school sponsored activities or unless they are enrolled in after-school child-care.

### **BELL SCHEDULE**

First Period/Homeroom .....	7:55 – 8:53
Second Period .....	8:55-9:47
Break .....	9:50-10:00
Third Period .....	10:03-10:55
Fourth Period/Lunch.....	10:58-12:17
Fifth Period .....	12:19-1:11
Sixth Period .....	1:14-2:06
Seventh Period .....	2:08-3:00
Elementary will dismiss at 2:55 p.m.	

### **LUNCH SCHEDULE**

K4-4th .....	10:33-10:55
7th-9th .....	10:58-11:20
5th-6th .....	11:25-11:47
10th-12th.....	11:50-12:15
Seniors .....	11:45-12:15

### **SCHEDULE CHANGES**

Schedules may not be changed unless a change is necessary. If a change is made, it will be made through the Headmaster's office. Permission for changing schedules may be obtained only after permission is granted by parents, teacher, and Headmaster. The signed forms must be returned.

### **RESPECT FOR TEACHERS & STAFF**

Students are expected to be courteous and obedient and to show proper respect for each member of the faculty and staff at all times. Any teacher or staff member has the authority to correct any student at any time – anywhere on campus.

### **GRADE SCALE**

90 –100	A Superior Achievement
80 – 89	B Work of Good Quality
70 – 79	C Acceptable Work
60 – 69	D Lowest Passing Grade
0 – 59	F Failure I Incomplete

### **HEADMASTER'S LIST**

In order to be named to the Headmaster's List, a student must have earned A's in every subject.

### **HONOR ROLL**

In order to be named to the Honor Roll, a student must have earned A's and B's in every subject.

### **REPORT CARD**

The students receive a report card each grading period which parents are to sign and return to the school. All report cards are given out on Thursday following the end of the nine (9) week period. Report cards must be returned by Monday. Report cards will not be issued until all fees are current.

### **EXEMPTIONS FROM EXAMS**

**Fall Semester:** All students 7-12 must take exams in all classes.

**Spring Semester:** All students 7-12 may be exempt from all final exams in which they have maintained an A average for the second semester in a given course and have not missed more than five (5) class meetings during the second semester, or a B average and not missed more than three (3) class meetings during the second semester for any reason except school sponsored events.

### **PROMOTIONS**

Seventh and eighth grade: Students are allowed to fail a maximum of two courses in order to proceed to the next grade level. This is provided the courses are failed for the entire academic year. One credit must be earned over the summer in order to proceed to the next grade. A student, who fails three or more academic courses for the year, must repeat the entire grade level.

Ninth through twelfth grades: Students will receive ½ credit for each subject passed for any particular semester. If a subject is failed for a semester, that subject must be repeated for that semester.

To be eligible for graduation, a student must have passed all required subjects and have a minimum of twenty-seven (27) credits for graduation. Twenty-eight (28) credits are required for the advanced program.

### **VALEDICTORIAN AND SALUTATORIAN**

To be eligible for valedictorian and salutatorian, a student must have been enrolled at Hooper Academy for their entire junior and senior year. Grade point averages will be calculated at the end of the third nine weeks grading period to determine the students earning the distinction of valedictorian and salutatorian.

The valedictorian will be the senior with the highest grade point average earned in grades 9-12. The student must have taken 5 out of 6 of the advanced courses and be receiving an advanced diploma.

The salutatorian will be the senior with the second highest grade point average earned in grades 9-12. The student must have taken 5 out of 6 of the advanced courses and be receiving an advanced diploma.

In case of a tie:

Valedictorian: If there is a tie for valedictorian, the numerical average may be calculated. The student with the highest numerical average will be named valedictorian and the student with the second highest numerical average will be named salutatorian.

Salutatorian: If there is no GPA tie for valedictorian and then there is a tie for salutatorian, then the numerical average will be calculated and the student with the highest numerical average of the students who are tied, will be named the salutatorian.

Please note that dual enrollment courses will be weighted as follows:

- A: 5 points
- B: 4 points
- C: 3 points
- D: 2 points
- F: 0 points

Advanced Courses are listed below:

Algebra II	PreCalculus
Calculus or Physics	Chemistry
Anatomy	Foreign Language (I & II)

### **EXTRACURRICULAR ACTIVITIES & ATHLETICS**

If any student receives an F on his/her report card, he/she will be placed on a two week probation period and not allowed to participate in games/performances for that two week period. If any student receives more than one F he/she will be suspended from extracurricular activities and not allowed to practice or compete for the two week period. At the conclusion of the two weeks, he/she is cleared from probation/suspension if no F appears on their grade report. Grades will only be checked for clearance on the second Friday afternoon of their probation/suspension period.

### **EMAIL**

Emails will be sent from the office to inform parents of scheduled school activities or any changes in scheduled activities.

## **ASSEMBLIES**

At all times, a student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for clapping, boisterousness, and talking during a program.

## **CAFETERIA & LUNCH/BREAK TIME**

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. Students are to remain in the cafeteria until they have finished eating. At no time will food be allowed in the academic buildings or the gym. Students may not be in the academic classrooms without a pass during break or lunch. No gum or candy allowed on campus during school hours!

## **LOCKERS**

Lockers will be assigned to each student in grades 7-12. Each student is responsible for keeping his/her books or supplies in the locker assigned and should report any unsatisfactory conditions of the locker. Keep the lockers and the halls clean. No locker changes unless they are made by the office. Lockers must be kept locked.

## **MOTOR VEHICLES**

Students will be allowed to drive motor vehicles to school as long as they observe the necessary precautions of safe driving and provided they park their cars in the designated Student Parking Areas. Students who ride motorcycles are also expected to conform to regulations pertaining to motor vehicles. Motorcycles are not to be ridden across the grounds of Hooper Academy. The office must have a copy of a student's driver's license and insurance if they are to drive on campus.

Parked vehicles are OFF LIMITS to students during school hours. Students must exit their cars immediately after parking on campus. Students are not allowed to enter or to sit in their car at any time during the school day. Students who return to their vehicle must obtain a pass from the office.

Vehicles enter the campus by following the paved road around the gym to the front of the school and into the parking area located along the interstate side of the school. EXIT by driving behind the school and intersecting with Fischer Road. THE ROUTE FOR ENTERING AND EXITING IS "ONE WAY" ONLY!

## **FIELD TRIPS**

Field Trips are an integral part of the school's curriculum. Students are highly encouraged to go on field trips as they enrich the curriculum. If a student does not go on the field trip, they will be given an alternate assignment to work on at school. If a student does not go on the field trip and does not come to school, he/she will be marked absent.

Parents driving on field trips will be assigned students to supervise and will be considered chaperones. It is the responsibility of the chaperone to travel with the class, remain with the group at the function, supervise the assigned group of students, travel back to school with the class and assist the teacher as directed. If a chaperone is unable to participate for the entire trip or is unable to supervise the assigned students, the teacher must be made aware immediately.

### **CELL PHONES**

Students may use cell phones before and after school, only. Cell phones are not allowed to be used during school hours and should stay in lockers or automobiles during that time.

- First Offense: Cell phone will be confiscated and can be picked up in the office at the end of the day
- Second Offense: Detention will be assigned and cell phone will be confiscated and can be picked up in the office at the end of the day
- Third Offense: Two (2) Detentions will be assigned and cell phone will be confiscated and can be picked up in the office at the end of the day
- Fourth Offense: Suspension and cell phone will be confiscated and can be picked up at the end of the day.
- After the Fourth Offense discipline will be at the discretion of the Administration.

Hooper Academy is not responsible for any lost, damaged or stolen cell phones.

### **MEDICATION**

If it becomes necessary for a student to take any form of medication at school, a signed note from a parent must be presented to the office. All medication will be kept and dispensed through the main office for grades 7 - 12 and elementary homeroom for grades K - 6. PARENTS ARE TO SUPPLY ALL MEDICINE.

### **HARRASSMENT/SEXUAL HARRASSMENT/BULLYING**

Hooper Academy is committed to maintaining a work/learning environment that is free of harassment/sexual harassment/bullying.

Harassment/bullying/sexual harassment consists of unwelcome conduct, whether verbal or physical. Hooper Academy will not tolerate harassing conduct that creates a hostile environment.

Harassment/bullying/sexual harassment incidents involving a student/faculty member should reported immediately to the Headmaster or Board.



## **DISCIPLINE**

When a student receives three (3) discipline referrals, the Administration will notify the parents via e-mail or phone call that this infraction has occurred. When a student receives five (5) referrals, discipline received will be at the discretion of the Administration. Any referral may lead to expulsion.

Suspension: Students will receive zeroes (0) for missed work.

Students who are suspended or expelled from school are not allowed to attend school functions

## **TRUANCY**

Any student truant from school will be disciplined at the discretion of the Administration. Students will receive zeroes (0's) for work missed on the day of truancy.

## **TARDIES**

School begins at 7:55. All students are expected to be in class by this time. A student has three (3) minutes between periods to change classes. Anyone reporting to school later than 7:55 must report to the office for a pass. Students who are late to individual classes are marked as tardy/unexcused by the teacher. Multiple tardies will result in detentions and/or other disciplinary action as determined by the Administrators.

## **HALL PASSES**

TEACHERS ARE EXPECTED TO KEEP ALL STUDENTS IN THEIR ASSIGNED CLASSES FOR THE ENTIRE PERIOD. STUDENTS MUST HAVE A PASS TO LEAVE THE CLASSROOM.

## **DRUGS & ALCOHOL**

Any student in possession or under the influence of any illegal drug or alcoholic beverage may be expelled from Hooper Academy. This includes any school activity (dances, athletic events, etc.)

## **SMOKING & TOBACCO**

Any student in possession of tobacco on campus may be suspended. This includes using tobacco products in cars parked on campus. Tobacco products may not be used by students at athletic events or any school activity on or off campus.

## **WEAPONS**

Items considered to be weapons are prohibited on the campus. Any object which is primarily meant or adapted for attack or for the infliction of injury or is utilized in this manner is considered a weapon. No person is to carry, possess, or have under control any weapon at a school building, school function, or on school property, or on a bus or other transportation furnished by the school.

### **VANDALISM & DAMAGE TO SCHOOL PROPERTY**

Our school buildings, equipment, and textbooks cost our foundation members to construct, purchase, and maintain. Students who destroy, vandalize, or misuse school property will be required to pay for losses or damages. If a student willfully destroys school property, expulsion may be necessary. If you should damage something by accident, you should report it to a teacher or the office immediately should be kept clean and neat. **NO WRITING ON THE WALLS or STALLS!**

### **VISITORS**

All visitors must report to the office to request a visitor's pass.

### **GIFTS**

No gifts, flowers, etc. are to be delivered to students during school activities.

### **FUNDRAISING**

Any fundraising project initiated by parents or students must be approved by the Headmaster in advance of the project. Any approved fundraiser will be placed on the activity calendar.

### **STUDENT GOVERNMENT ASSOCIATION**

Your Student Government Association (SGA) provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the SGA are your representatives and have direct access to the school administration.

### **PARENT/TEACHER CONFERENCE**

Parents should contact their child/children's teacher(s') to set up a conference. Parents may schedule a meeting with the Administration if, after meeting with the teacher(s), they still have concerns.

### **TUITION PAYMENT**

All financial obligations to the school must be kept up to date and accounts made current before report cards or permanent records are released. Monthly tuition payments are due by the 1st of each month and delinquent after the 15th. A late fee of \$25 is assessed on the 16th. If the payment is not made by the 25th, an additional late fee of \$50 will be assessed on the 26th of the month. If the account is not made current by the last day of the current month, students will not be allowed to attend subsequent classes until the outstanding balance is paid in full.