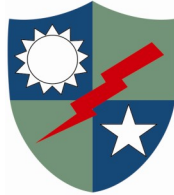


Hale Academy Student/Parent Handbook

2011-2012



Passion, Purpose, Promise

www.HaleAcademy.org

MISSION STATEMENT

Hale Academy's mission is to provide the best and brightest students a traditional and relevant education in a safe environment and to develop students dedicated to a lifetime of learning, leaders devoted to their civic responsibilities and visionaries eager to accept the challenges of a global society.

CORE VALUES

- Respect***– towards ourselves, others, our school and our country
- Honesty***– complete truthfulness to ourselves and others
- Excellence***– superior performance and successfully achieving results
- Communication***– timely, effectively and respectfully
- Self-discipline***– exercising control of our time, attitude and actions
- Creativity***– using innovation to drive imagination
- Community Contribution***– giving back with caring



History:

Hale Academy is named after Nathan Hale, a teacher and officer of Knowlton's Rangers in the American Revolution. He died as a martyr and American hero at the age of 21 in 1776. Hale is best remembered for his service to his country and his words at the time of his hanging when he stated that, "I regret that I have but one life to lose for my country." If his deeds did not qualify him as a hero, his choices certainly did. Heroism lies in the choices we all must make.

Educational Philosophy:

Hale Academy represents a partnership among students, parents, faculty, administration, and staff. These partners are united in their commitment to the common objectives outlined in our mission and core values.

Hale Academy embodies its philosophy through its commitment to the following goals:

- To promote a positive attitude toward learning.
- To develop in students a command of essential competencies— to read with comprehension, to listen attentively, to think critically, to solve problems analytically, and to communicate effectively in oral and written language.
- To nurture creativity and appreciation of the arts.
- To foster both independent and collaborative thinking.
- To build strong self-esteem, good citizenship, appreciation of differences, and social harmony.
- To create an atmosphere of social justice, of respect for the dignity of every being.

School Song:

"Simple Gifts" by Joseph Brackett Jr.

'Tis a gift to be simple
'Tis a gift to be free
'Tis a gift to come 'round where we ought to be
And when we find ourselves
In a place just right
'Twill be in the valley of love and delight
When true simplicity is gained
To bow and to bend we shan't be ashamed
To turn, turn will be a delight
Till by turning, turning we come 'round right

PARENT RESPONSIBILITIES

Communication- Parents, Teachers and Students:

If a parent needs to communicate with a teacher about an academic matter, he or she should either email the teacher directly to request a time to meet or phone the administrative office (854-8835) to request a phone call from the teacher. Parents should refrain from discussing academic matters while other students and/or parents are present. Such discussions should be reserved for individual and private meeting forums.

All students are required to attend morning convocation and should listen carefully for important announcements. Parents should carefully read all school communication and are strongly encouraged to provide email addresses to the school for the purpose of instant communication. Parents must register their contact information with the school's emergency notification system. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone or email in any combination. Students must be registered on or before their first day of attendance at Hale Academy. Visit <https://instantalert.honeywell.com> to register.

During the school day, only emergency messages will be delivered to students.

Hale Academy believes that a positive and constructive working relationship between the Academy and a student's parents is essential to the accomplishment of the Academy's educational mission. The Academy accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make this positive and constructive relationship impossible or they otherwise seriously interfere with the school's accomplishment of its educational purposes.

There will be no response from Hale Academy to any unsigned letters or anonymous emails or phone calls.

Parent Involvement— “Willingness to Serve” Program-

Hale Academy recognizes that the parents/guardians are the primary educators of their children. The more that families can be involved in the school and in their children's studies and extra-curricular activities the greater the probability of success.

We understand that the involvement and commitment of our parents are vital to Hale Academy's success. Therefore, we encourage all families to become actively involved the school's parents' organization, Hale Academy Parents'

Council. In order to further promote the welfare of Hale Academy and to foster a spirit of friendship and community among parents, all families will devote a minimum of 20 hours per academic year towards volunteer service for Hale Academy. In the event that a family is not able to commit to the volunteer service requirement, a substitution payment of \$400.00 must be submitted to the school upon receipt of the student (s) enrollment contract.

Families are responsible for recording their volunteer hours on the school form titled *Volunteer Log*. Volunteer Logs are available in the administrative office and must be submitted twice per year by January 23, 2012 and again by May 14, 2012. In the event that a minimum of 10 volunteer hours have not been completed by end of the first semester or the Volunteer Log is not submitted on time, outstanding hours will be billed at \$20 per hour and must be paid to the school before the second quarter report card will be issued. Families who do not meet the 20 hour total annual requirement or do not submit the second semester Volunteer Log by May 14, 2012 will be billed at \$20 per outstanding hour up to 20 total hours or \$400. Payment, in full, is due by May 18, 2012 in order for students to be permitted to take standardized tests, final exams and to attend end-of-the-year celebrations and other events. Again, the school is not responsible for documenting families' volunteer hours. It is the responsibility of each family to serve, record and submit their volunteered hours to the school by the above stated dates or to pay the volunteer replacement fee of \$20 per hour.

ADMISSIONS & ACADEMIC POLICIES

Admissions Policy:

Hale Academy admits students of any race, color, gender, religious affiliation, and national or ethnic origin and does not discriminate on the basis of any of these categories or any other category protected by law in the administration of its educational policies, admissions policies, scholarship programs, athletic, or other school administered programs.

A student who wishes to enter Hale Academy is expected to take a placement test. The Administration reviews the results of this examination, the student's previous report cards, discipline and attendance records, teacher comments, and standardized test scores, in order to make an informed decision regarding acceptance and placement in classes. **All acceptances are provisional.**

Grading Policies:

Hale Academy operates on a semester system with one marking period in each nine week quarter.

Primary School, Grades 1 and 2 Grading System

Primary school students are issued report cards four times per year and will be assigned marks for a variety of categories.

GRADING STANDARDS

Numerical grades at Hale Academy are summarized as follows:

| | |
|--------------|---------------|
| 90-100 | Excellent |
| 80-89 | Above Average |
| 70-79 | Average |
| 60-69 | Below Average |
| 59 and below | Failure |

Clearly, a grade that falls in the upper range of any category represents stronger performance in that category than a grade in the middle or lower ranges. In establishing the following grading standards, Hale Academy hopes to lend a degree of objectivity to the generally subjective nature of the grading process.

- Grades in the 90s reflect excellence in performance. Such grades are earned for student work that is timely, precise, complete, thorough, well-reasoned, and neat in appearance.
- Grades in the 80s represent above average work that is of good quality, though is lacking the necessary precision, depth, breadth, and/or physical appearance to warrant an excellent mark.
- Grades in the 70s represent work that lacks one or more fundamental elements. Though satisfactory, such marks are not indicative of mastery and may not afford the student the necessary background to move forward in progressively rigorous subject matter.
- Grades in the 60s represent below average academic performance and indicate only marginal subject knowledge. Though technically passing marks, such grades give cause for great concern and generally are indicators of the need for remediation.
- Any grade below the level of 60 represents failure. No academic credit shall be awarded for such grades as student performance does not meet even the most minimal of Hale Academy's academic standards.

Grading System

Students in grades 3 through 12 are issued report cards four times per year and will be assigned grades for each subject area/course. Grades of 90-100 represent excellent performance; grades from 80-89 represent above average work; grades of 70-79 represent average work; grades of 60-69 below average work. A grade below 60 indicates failure.

Students who fail to complete required work before the end of a marking period will receive zeros for that work. Incompletes are given in cases of extended illness, family emergencies and pre-approved, planned absences. Incomplete grades should be made up within 10 academic days following the end of the marking period. Extended absences due to illness, etc. will be handled on a case-by-case basis.

Grading Scale and System of Weighting Grades for 8th-12th grades

| | | <i>Non-Honors</i> | <i>Honors</i> | <i>Advanced Placement</i> |
|----------|---------------------|-------------------|------------------|---------------------------|
| <i>A</i> | <i>90-100</i> | <i>4.0</i> | <i>4.5</i> | <i>5.0</i> |
| <i>B</i> | <i>80-89</i> | <i>3.0</i> | <i>3.5</i> | <i>4.0</i> |
| <i>C</i> | <i>70-79</i> | <i>2.0</i> | <i>2.5</i> | <i>3.0</i> |
| <i>D</i> | <i>60-69</i> | <i>1.0</i> | <i>1.5</i> | <i>2.0</i> |
| <i>F</i> | <i>59 and below</i> | <i>no credit</i> | <i>no credit</i> | <i>no credit</i> |

In addition to the report cards sent home at the end of each marking period, parents may expect to receive other forms of communication regarding their children's progress at regular intervals throughout the year.

Recognition of Achievement:

An awards ceremony and graduation exercises will be held at the end of each academic year. Awards will be given in a variety of areas. At the end of each quarter a Headmaster's List and an Honor Roll will be published. An average of 90 and no grade lower than 85 is necessary to appear on the Headmaster's List. An average of 85 and no grade lower than 80 is necessary to appear on the Honor Roll. Students with incompletes in any course will not be considered for either list until the incomplete is removed.

Academic Requirements:

Commitments to after school activities or time away from school do not excuse students from academic requirements.

Extra Help & Tutoring:

Extra Help

Hale Academy provides special help for those students who require it due to an excused absence(s) or because of difficulty with a particular lesson, concept or assignment. The faculty is aware that some students require more assistance than others, and they are also cognizant of the fact that offering extra help to a student while in the presence of his/her peers may be particularly embarrassing for some. No amount of extra help can be substituted for hard work and study skills. Extra help sessions are offered by each teacher at least twice per week. The teacher will contact the parent so that proper arrangements can be made in advance. Unless otherwise arranged, parents must sign out and pick up their children from the extra help classroom on time.

Students who are not picked up on time will report to extended care and the parents will be billed accordingly. Parents should then sign out and pick up their children from extended care.

Tutoring:

There are occasions when the needs of the student may require one-on-one intervention. In such cases, private tutoring might be necessary. Required private tutoring (as opposed to voluntary) should be coordinated with the Academy's administration so as to ensure appropriate coverage of required material. In any case, Hale Academy would not be paid directly for such private tutoring services.

Academic Probation:

A student may be placed on academic probation at the end of a quarter, semester, or the end of the year if he or she fails to complete or pass the required course work for advancement into the next class level, and/or if he or she requires frequent and special assistance by teachers. During the time of probation, progress must be evident and performance will be periodically reviewed by the student's teachers and administrators and will be communicated to parents. An absence of progress or an unwillingness to follow recommendations may lead to separation from the Academy. A student who completes the academic year with a grade below 60 in any course will be required to remediate or repeat the course prior to or during the next school year. Failing grades may jeopardize the student's continued attendance at Hale Academy.

Student Records & Transcripts:

Cumulative records are maintained for each student and are available for viewing by custodial parents. In order to view the records, the following process is necessary:

- Parent makes a formal written request to the Registrar.
- The school will arrange a meeting within a reasonable time of the request.
- The record will be viewed in the presence of a school official.
- Corrections must be requested in writing and accompanied by appropriate substantiating material. The school will reply in writing within 14 business days.
- If the parent wishes any material to be forwarded, a release form must be signed to authorize this request.

Transcripts:

‘Official’ Transcript- The official transcript is a certified statement of a student’s academic record at Hale Academy. It bears an official Hale Academy seal and the signature of the Head of School. Official transcripts are mailed directly from the issuing office to such institutions as parents may designate. Parents are cautioned that most institutions will accept only official transcripts that come directly from the issuing school. All parents and/or students must sign a release form to request the forwarding of official transcripts.

Letters of Recommendation-

When students request letters of recommendation from the Hale Academy faculty and/or administration, these letters will be sent directly from the school to the organization requesting the recommendation. The mailing address to which the parent/student desires the letter to be sent should be provided to the faculty member and/or administrator and all such requests should be made at least two weeks in advance of the date that the letter should be received by the addressee. All requests for letters of recommendation must be directed in writing to the Assistant Head of School.

Standardized Testing:

Students in grades 1 through 8 are administered the Educational Records Bureau’s CTP-4 in the spring of each school year. Students in grades 10 and 11 will take the PSAT on campus. Students in grade 11 are required to take the SAT at least once during their junior year, though they are *highly encouraged* to register twice (winter and spring). Students entering grade 12 who have not achieved a satisfactory score on the SAT should take the SAT again during the fall of their senior year. SAT II tests may be required by highly selective schools. Please check with the guidance office should questions arise. The ACT is an additional standardized exam for college bound students that should be carefully considered due to its ever-widening acceptance by higher education institutions.

Examination Policy:

Middle and upper school students will take comprehensive examinations. A grade of 60 or better on the final examination of a given course in the middle and upper divisions will not automatically pass a student in the course, but will be averaged in with the grade of the last semester marking period. Exams shall

Examination Schedule:

See the academic calendar for exact examination dates for this school year.

ATTENDANCE POLICIES & DAILY PROCEDURES

The Academy believes that it is imperative that all students acquire solid work habits as part of their educational process. We stress the importance of being in school every day, arriving on time for each class and appointment, and remaining thoroughly prepared for every class and commitment. To this end, cooperation is expected of all our families. Students with excessive unexcused absences and/or who are habitually tardy may be subject to disciplinary action.

Convocation:

All students are required to attend morning convocation at 8:00 a.m. Students are required to remain standing during the pledge to the American flag.

School hours and rules:

The Academy's campus is open each school day from 7:30 a.m. until 6:00 p.m. Students are asked not to arrive at school before 7:30 a.m. **Since there will be no school official on duty after 6:00 p.m., it is imperative that all students who have participated in an after-school activity or extended care depart from the main campus by 6:00.** For reasons of safety, all students on the main campus, from the time they arrive in the morning until they depart for home, must remain within the fenced boundaries of the campus on the front and sides and must not venture behind the west-side classroom buildings unless properly supervised. Students are not permitted to leave campus without express written permission from parents. Students are required to leave campus by 3:30 unless they are under the direct supervision of a faculty member, registered in extended care, serving detention, or involved in an extracurricular activity.

Drop-off and pick-up procedures:

In order to ensure the safety of students, Hale Academy has established drop off and pick up procedures that must be strictly adhered to by all Hale Academy families.

Morning Drop Off Procedure

Morning drop off begins at 7:30 a.m. and ends at 7:55. Vehicles should enter the circle drive at the second entrance (that entrance which is closest to the front of the main office building) no earlier than 7:30. Vehicles should pull up to the cross walk of the main office building and wait for a faculty member to assist the student from the passenger side of the car (faculty personnel on duty after 7:45). Once the child has cleared the driveway the vehicle may depart. **PLEASE EXERCISE APPROPRIATE CAUTION DURING DROP OFF AND PICKUP.**

Parents who wish to park and walk their children to class may do so between 7:30 and 7:55, but must park in the far back lawn and proceed through the gated entrance at the rear of the campus. **UNDER NO CIRCUMSTANCES ARE PARENTS PERMITTED TO WALK STUDENTS INTO SCHOOL FROM THE FRONT LAWN AREA AND GATE.** Doing so imposes a clear threat to the safety of children, and as such will not be tolerated. Students who arrive after 8:00 and before 8:10 should be dropped off beside the orange cones and should report to the main office for a tardy slip before joining their class at morning ceremony. Students who arrive after the completion of morning ceremony should be dropped off at the doors of the main office and receive a tardy slip before reporting to class.

Afternoon Pick Up Procedures:

Afternoon pick up line begins at 3:15 and ends at 3:30. Vehicles should proceed through the first entrance of the circular driveway (that which is closest to SW 20th St.) and form two lines. The first two vehicles should pull up to the first line of the crosswalk. All other vehicles should pull up behind these two vehicles. The student name card should be placed in plain view on the driver's corner of the dashboard. In order to ensure students' safety, faculty members will assist students as they enter their vehicles.

Parents who do not wish to utilize the carline, but prefer, instead to pick their children up and walk them to their cars may do so between 3:15 and 3:30, but only by parking on the rear lawn and entering through the back gate. **FOR SAFETY REASONS, PARENTS WILL NOT BE PERMITTED TO STAND AND WAIT FOR THEIR CHILDREN AT THE FRONT GATE; NOR MAY PARENTS WALK THEIR CHILDREN ACROSS THE DRIVEWAY OR FRONT ROAD IN ORDER TO ENTER THEIR VEHICLES. Doing so imposes a clear threat to students and as such will not be tolerated.**

Students who have not been picked up by 3:30 will report to designated after school activities or extended care. Parents must personally sign their children out of extended care.

EXTENDED CARE

Parents may drop off children as early as 7:30 a.m. and they will report to their classrooms with **no charge** for this early drop-off time. The Academy bills families for aftercare on a monthly basis. It will be necessary for parents to register and prepay for this service. Aftercare hours extend from 3:30 p.m. until 6:00 p.m. Parents or other designees must physically go to the aftercare room and sign out the child. Children will not be dismissed by phone, nor will they be released to someone whose name does not appear on the approved designated driver list.

For multiple children in the same family who attend extended care, a 25% discount is applied for the second child and a 50% discount is applied for the third child in each family. The fees are listed below:*

| Extended Care Service* | Student 1 | Student 2 | Student 3 |
|--|------------------|------------------|------------------|
| 5 days per wk 3:30-6:00-Full Year (non-refundable) | \$1500 | \$1000 | \$1000 |
| 5 days per wk 3:30-6:00 p.m. (month-to-month) | \$200 | \$150 | \$100 |
| 3 days per wk 3:30-6:00 p.m. (month-to-month) | \$135 | \$100 | \$75 |
| Morning care is available Monday-Friday when school is in session beginning at 7:30 a.m. for all students at no additional charge. Unscheduled extended care service is available from 4:00-6:00 for a flat daily rate of \$15.00. Students who are not picked up from school by 4:00 p.m. must report to the extended care room and will be billed accordingly. Supervision is not available on campus before 7:30 a.m. or after 6:00 p.m. | | | |

Should families choose the three-day option, they will be required to inform the Academy of the specific three days of the week that the child will be in after-care, as adequate coverage must be ensured. The only way to effectively accomplish this is to know the specific days that children will be in attendance.

Should a child be unexpectedly placed in aftercare for any amount of time after 4:00 p.m., the family will incur a standard \$15 charge per unscheduled visit, per child, despite the amount of time that the child spends in aftercare. Charges will not be prorated by minutes spent in aftercare.

All parental requests for changes to the aftercare service should be reported to the business office as soon as possible.

* There will be no refunds or carryovers of unused days from week-to-week or month-to-month.

Absence and Tardy Procedures:

Absences:

- ✦ Parents should call the administrative office (854-8835) between the hours of 7:30-8:00 a.m. to report a student absent. If the parent does not contact the school by 8:30 a.m., the school will then attempt to contact the parent in the interest of student safety.
- ✦ Absences may be excused or unexcused. Excused absences include such things as illnesses, doctors' appointments, religious holidays, funerals, graduations, college visits, or weddings of family members. If the absence is due to an illness that results in the student missing school for more than five consecutive days, a non-parental physician must provide a written excuse to be submitted to the office manager.
- ✦ Providing there are no objections on academic grounds, planned absences may be approved by the Head of School. Whenever possible, this permission should be obtained at least one week in advance.
- ✦ Unexcused absences will result in a fifty percent penalty on all graded work that is later submitted.
- ✦ Excessive absences, as determined by the administrative staff in concert with teaching faculty, will result in corrective action.
- ✦ Leaving early for, or returning late from scheduled school vacations will be considered unexcused unless special circumstances are cleared through the Head of School beforehand.

Tardies:

- All students who arrive after 8:00 a.m. must immediately report to the receptionist and receive an admit slip before arriving to class. The admit slip affords the students entry into the classroom; it does not indicate that the tardy has been excused.
- Unexcused tardies to classes throughout the school day may result in student not being granted entry into class and/or half credit for that day's assignment (both classwork and homework).
- Excessive tardies, even if excused, may result in disciplinary action.

Leaving School During the Day:

Any student leaving campus during the school day must have written parental permission that is submitted to the office. No student may drive him/herself off campus during the academic day without expressed parental consent.

For safety reasons, students who drive to school will not be permitted to drive themselves home if illness is the reason for leaving school during the day. Parents will be called and alternative transportation arranged if necessary.

Parents are urged to make medical appointments for students before or after school or during times when school is not in session.

Parents must sign students back in at the administrative office when they return to school.

Absences and School Work:

When the administration feels that a student's absences have become so frequent or numerous that they imperil the student's success, the Academy may require action of a disciplinary or corrective nature.

Students are granted a "day plus one" in which to complete and submit missed assignments for each day of an unplanned *excused* absence.

- ✦ All unexcused absences carry a 50 % penalty on all assignments and tests/quizzes missed (and later completed) as a result of such absences.
- ✦ The faculty is willing to give time to assist in making up work missed by an excused absence, but it is the student's responsibility to initiate such extra help. Extra help will be scheduled according to the teacher's extra help sessions.
- ✦ Students who are absent with an excuse and miss a test or quiz must see the teacher the day that they return to school to reschedule the test or quiz. Students who miss a test or quiz as a result of arriving late to school will be expected to take the test or quiz upon their arrival to school, unless the teacher makes other arrangements with the student. Students who sign out early are still responsible for obtaining the work that they will miss for the remainder of the day and must submit that work on the regular due date.
- ✦ Work that is missed because of unexcused absences is entirely the responsibility of the student. Any needed instruction for work missed during these absences remains the sole responsibility of the parents. As a reminder, missed work is subject to a 50% penalty.
- ✦ For lengthy excused absences, the student, his or her teachers, and administrative personnel will coordinate the make-up of the missed work.

Absences and School Functions:

- An unexcused absence from any required function will be considered the same as an unexcused absence from a class and may result in disciplinary action.
- In regard to all absences, athletic teams and extracurricular commitments are considered regular parts of the school program. Rules governing unexcused absences from school apply here as well.
- In addition, a student must be present in school for at least one-half of the day in order to participate in practices, games, clubs, social events, performances, etc. Only the Head of School may grant an exception to this policy.
- If a student is suspended from school that student may not participate in extra-curricular activities of any sort throughout the duration of the suspension.

Extracurricular Guidelines:

1. Once a student arrives to an extracurricular activity, he or she may not leave the designated area without specific permission from the supervisor.
2. If a student is to be picked up by someone other than the parent, please notify the supervisor prior to the event. Students must be picked up in a timely fashion.
3. The student's privilege of continued participation in Academy sponsored activities will be dependent upon past behavior in both school and extracurricular activities. This privilege may be denied by the administration upon consultation with the faculty and/or after reviewing a student's conduct record.

Clubs:

Clubs and other student organizations are scheduled after school, and are supervised by designated faculty members. Supervisors of clubs will notify parents of dismissal times (generally between 4:00 until 4:30) in advance.

Students participating in after school clubs should be picked up from the designated club meeting area.

Students who are not picked up on time will be sent to extended care and the parents will be billed accordingly (please note fees associated with this service). The parent must then sign out and pick the child up from extended care.

DISCIPLINE POLICIES & PROCEDURES

Personal responsibility is one of the chief values Hale Academy intends to teach its students. A person who is responsible has very few problems with discipline. The school attempts to state clearly the guidelines within which students must act and then holds the students responsible for observing these guidelines. This section contains the essential guidelines. These regulations, while not formulated to be confining, are promulgated in order to affect the good order necessary and conducive to an atmosphere of learning. **It is impossible to foresee all discipline problems or situations; therefore, this clause empowers the administration and the faculty to take disciplinary action against any behavior that violates the mission, philosophy, or spirit of Hale Academy even though it not be specified in this handbook.**

Families have chosen our school because it is a community that values the respect of one's self, of others, and of the institution. In order to maintain this caring environment, we view discipline as an integral component of the learning experience. To this end, it becomes incumbent upon us to guide our students toward proper and acceptable behavior in an equitable and consistent manner.

Hale Academy expects students to:

- Behave in an ethical manner
- Demonstrate respect for adults and peers
- Respect the property of self and others
- Demonstrate personal and academic honesty
- Always use school appropriate language and manners
- Exercise self-control
- Perform according to his/her personal best
- Maintain a positive attitude

The Hale Academy administration and faculty have designed a disciplinary program that provides positive direction to those students demonstrating difficulty following some of the daily rules and routines. The objective of this plan is to instill in our students good habits that will enable them to behave in a mature and socially acceptable manner.

Primary and Lower School Discipline Policy:

Teachers will manage the basic discipline for students in grades PreK-5 within the classroom and are expected to report and document disciplinary situations as deemed appropriate. Ongoing or severe disciplinary matters will be directed to the Head of School.

Middle and Upper School Disciplinary Policy:

Administrators and faculty monitor student behavior. When students violate the Academy's rules or do not conduct themselves in an acceptable manner, they are confronted immediately and reported to the administration for disciplinary action.

Disciplinary consequences may include reprimand, suspension, disciplinary probation, or expulsion, and may include a behavior contract. When the violation represents a clear threat to the school or any member of the school community, the student may be suspended or expelled. Violations during a probationary period will likely lead to expulsion.

In general, students are subject to Academy rules when school is in session. At the same time, **behavior at any time by a Hale Academy student that reflects negatively on the institution is subject to disciplinary consequences.**

Students should remember that they are representatives of the Academy and as such, will be responsible for their behavior.

Disciplinary Detention:

Disciplinary detention is employed as a consequence for inappropriate behavior or a rule violation. Detentions will be issued by administrators for the next day if possible, and take precedence over all extracurricular activities. Only the Head of School can approve the postponement of a disciplinary detention. Any student who fails to report for an assigned detention will incur an additional day. Failure to report for detention will elevate the seriousness of the original offense. Detentions will be held during lunch and after school daily from 3:30-4:30.

Detention (Academic):

A student may be required to serve academic detention at any point in the year if the student's teachers feel it is warranted. This step is appropriate if the student has failed to submit or complete assignments.

Suspensions:

Off-campus suspension- Short of expulsion, off campus suspension is used as a consequence for serious violations of school rules. Suspension periods will vary depending upon severity of the infraction.

In-school suspension- A student serving an in-school suspension is separated from classmates, confined to a specific area, required to do academic work, and monitored regularly.

STUDENTS WHO SERVE IN-SCHOOL OR OFF-CAMPUS SUSPENSIONS FOR DISCIPLINARY REASONS MAY MAKE UP ALL GRADED WORK MISSED DURING THEIR SUSPENSION PERIOD. HOWEVER, ONE POINT WILL BE DEDUCTED FROM THEIR QUARTERLY AVERAGE (NOT TO EXCEED 5 POINTS) IN EACH COURSE FOR EACH DAY OF SUSPENSION.

Disciplinary Probation:

A major violation may result in disciplinary probation. A student who violates a rule while on probation likely faces dismissal. Students may not seek or hold leadership positions and may be denied participation in extracurricular events while on disciplinary probation.

Dress Code:

Hale Academy reserves the right to determine what is acceptable attire for school dress. *Pasteur's Sports* is our exclusive vendor for uniform items. Hale Academy students are expected to wear the approved uniform. Students who arrive at school out of uniform may be held from classes until they are dressed appropriately. Students must arrive to school in full uniform and remain in full uniform and conform to all uniform standards while on the Hale Academy campus. ***Clothing must fit properly and shirts must remain tucked in at all times when the student is on campus.*** With modesty and decorum in mind, the bottom hems of girl's skirts, skorts and shorts must reach the tip of the girl's middle finger when her arms are placed against her sides with fingers extending downward. Upper school girl's skorts must contain the logo. The bottoms of pants should not touch the ground. Neither pants, skirts, skorts, nor shorts may be rolled up. All pants, shorts, skorts, jumpers and skirts must be purchased from Pasteur's Sports. Neither midriffs nor undergarments should ever be exposed. Shorts must be worn under jumpers for students in grades PreK-2nd. Uniforms must be neat and clean and free from stains, rips or tears. Failure to abide by the regulations set forth in the school dress code will be enforced through the discipline system.

| GIRLS PK through 5th GRADE | BOYS PK through 5TH GRADE |
|---|--|
| *White Peter Pan blouse with logo | *Blue or White oxford shirt with logo |
| *Polo shirt with logo (white, green, navy) | *Polo shirt with logo (white, green, navy) |
| *Plaid*, navy or khaki skorts | *Navy or Khaki pants or shorts |
| *Navy or khaki pants or shorts | *School tie |
| GIRLS 6th through 8th GRADE | |
| *Blue or White oxford shirt with logo | BOYS 6th through 8th GRADE |
| *Plaid Skirt | *Blue or White oxford shirt with logo |
| *Polo shirt with logo (white, green, navy) | *Polo shirt with logo (white, green, navy) |
| *Navy, khaki pants, skorts, shorts | *School tie |
| Topsider shoes | *Navy or khaki pants or shorts |
| GIRLS 9th through 12th GRADE | Topsider shoes |
| *Blue or White oxford shirt with logo | BOYS 9th through 12th GRADE |
| *Plaid Skirt | *Blue or White oxford shirt with logo |
| *Polo shirt with logo (white, green, navy) | *Polo shirt with logo (white, green, navy) |
| *Khaki pants, shorts or skorts (with logo) | *School tie Topsider shoes |
| Topsider shoes | *Navy or khaki pants or shorts |

Required Dress Uniform

Each Friday and when formal dress is required, students must wear certain items.

These items are listed below.

| GIRLS PK through 5th GRADE | BOYS PK through 5TH GRADE |
|---|--|
| *Plaid jumper or plaid skort with white Hale Peter Pan blouse) | *Blue or White oxford shirt with logo |
| Conservative dress shoes or sneakers | *School tie |
| Navy knee high socks (optional) | *Khaki pants or Bermuda shorts |
| Navy or Hunter Green Blazer (optional) | Conservative dress shoes or sneakers |
| | Navy or Hunter Green Blazer (optional) |
| GIRLS 6th through 8th GRADE | BOYS 6th through 8th GRADE |
| *Blue or White oxford shirt with logo | *Blue or White oxford shirt with logo |
| *Plaid Skirt | *School tie |
| Topsider shoes | *Khaki pants or Bermuda shorts |
| Navy knee high socks (optional) | Topsider shoes |
| Navy or Hunter Green Blazer (optional) | Navy or Hunter Green Blazer (optional) |
| GIRLS 9th through 12th GRADE | BOYS 9th through 12th GRADE |
| *Blue or White oxford shirt with logo | *Blue or White oxford shirt with logo |
| *Plaid Skirt | *School tie |
| Topsider Shoes | *Khaki pants or Bermuda shorts |
| Navy knee high socks (optional) | Topsider shoes |
| Navy or Hunter Green Blazer (optional) | Navy or Hunter Green Blazer (optional) |

****STUDENTS MUST POSSESS AT LEAST ONE OF THE FOLLOWING LOGOED ITEMS AS THEY ARE THE ONLY APPROVED WARM ATTIRE FOR WEAR IN THE CLASSROOM:**

- *Navy crewneck sweatshirt with logo**
- * Navy crewneck sweater with logo**
- *Navy cardigan sweater with logo**
- *Navy or Hunter Green fleece with logo**
- *Navy Heavy Winter Coat**

NOTE:

Upper and Middle school students must wear Topsider shoes Monday-Friday.

- Primary and lower school students may wear sneakers/tennis shoes with **white** socks.
- Belts of standard and conservative construction must be worn with any garment manufactured with belt loops with the exception of PK and K students.
- All pants, shorts, skorts, jumpers and skirts must be purchased from Pasteur's Sports and reach at least middle fingertip length.
- Shirts must be long enough to remain tucked in at all times when on campus.
- Undergarments must not be exposed.
- Uniforms must be neat and clean and without stains, rips or tears.
- On formal dress days, a single breasted navy or hunter green blazer may be worn by both boys and girls with the dress uniform.

NOT PERMITTED

ALL STUDENTS

| |
|--|
| Untucked shirts at any time while on campus |
| Sunglasses |
| Nail polish or artificial nails (PK-5 th Grade) |
| Body piercings |
| Tattoos (temporary or permanent) or ink markings on skin |
| Hats (except outdoor wear during inclement weather) |
| Leggings, other than white, green or blue tights under skirts and skorts |
| Necklaces and bracelets are permitted but must be limited to one, be simple in style and light-weight No more than one ring per hand. Watch styles are to be appropriate to our uniform. |
| Wallet chains |
| Printed socks or tights |
| Unnatural hair color |
| Non-logo outerwear |

| GIRLS | BOYS |
|--|---|
| ·Extreme or faddish hairstyles. Hair should be neat and clean. | ·Extreme or faddish hairstyles. Hair should be neat and clean . |
| ·Make-up (Pre-K-5 th) | ·Earrings |
| Leggings other than white, green or navy tights underneath skirts or | |
| ·More than 1 pair of earrings-(no large hoops or dangling earrings) | |

All decisions regarding the dress code are at the discretion of the Hale Academy Administration.

Dress Code Enforcement and Discipline Procedures:

Uniforms will be inspected each morning by the students’ first classroom teacher and/or school administrators. In the event that a student is in violation of any given standard set forth within the dress code policy, he or she will be issued a “Dress Code Infraction” form that will be sent with the student to the administrative office.

Repeated violations of the dress code call into question the student/parents’ respect for the rules of the Academy.

Alcohol, Tobacco and Drug Use Policy:

The use of alcohol, tobacco and drugs by school aged children is illegal and incompatible with their mental, physical and social developmental processes. Hale Academy condemns the serving or sale of alcohol and tobacco to young people under the legal age, as well as the use and sale of illegal drugs. Hale Academy has tremendous concern for the well being of its students both on and away from the campus. In order to protect the student body and foster the respect of the community, Hale Academy requires that its students abide the local, state and federal laws, behave appropriately and demonstrate respect toward others and for themselves. The following are consequences for students who disregard these expectations:

- Any student who possesses, uses or sells illegal drugs, drug paraphernalia, or alcohol on the Hale Academy campus will be expelled.
- Any student who is suspected of arriving on the Academy's campus after having used illegal drugs or alcohol will be required to appear before the Head of School and will be subject to disciplinary action that may include expulsion.
- Any student who uses illegal drugs, tobacco, or alcohol on an Academy trip or event will be required to appear before the Head of School and will be subject to disciplinary action that may include expulsion.
- Hale Academy is a smoke-free campus. The possession or use of tobacco products by students, faculty/staff, and visitors is strictly prohibited.

The question of whether or not Academy parents serve alcohol or tobacco to their own children in the confines of their homes is a personal decision. However, the responsibilities and the risks associated with providing alcohol or tobacco for other children are serious. Hale Academy unequivocally condemns such practices. Families who sponsor student gatherings where alcohol, tobacco and/or drugs are provided to or permitted for student use will be separated from the school.

Cell Phones, Electronics, & Items of Distraction:

Students in grades PreK-5th may not use or carry cell phones at any time during the school day. Cell phones, for students in these grades, if brought to school, must be given to the receptionist for storage until dismissal.

NO EXCEPTIONS. Students in grades 6-12 may bring cell phones to school but must keep the power turned off and the phone out of sight from 7:55 a.m. until 3:10 p.m. with the exception of the designated lunch period.

In the event that a student's cell phone is determined to be turned on or in plain sight at any time throughout the day other than during the designated lunch period, the phone may be confiscated and/or the student may be prohibited from bringing his/her phone to school for a period of time determined by the school's administration. Any misuse of a cell phone by a student including but not limited to text messaging, accessing the Internet or the taking of photographs, videos or voice recordings at any time while on the school's campus is subject to disciplinary action and may result in the student being prohibited to bring his/her cell phone to school for a period to be determined by the school's administrators. If a student elects to bring a cell phone to school, the school reserves the right to access the content of a student's cell phone in the event that misuse while on campus is suspected. Any item that could distract students from their academic work or other school obligations is not permitted on campus at any time during the school day. Possession of such items will result in confiscation and parental notification. Though not a complete list, the following items are distracting to students and are not permitted:

- Trading or playing cards
- Skateboards, rollerblades, scooters, "Heelys"
- Laser pen lights
- Non academic literature
- Portable players (MP3, Ipod, game devices, etc.)

Computers, E-Mail & Internet Policies:

Hale Academy has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy is to inform those who use our business equipment and individual student laptops of potential school access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent, or received by school students with the use of the school's equipment or individual student laptops.

Although incidental and occasional authorized personal use of company computers and our voice mail and electronic mail systems is permitted, information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below.

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-school related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those that are considered offensive are any messages that contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Hale Academy has the right to monitor voice mail, electronic mail messages and students' laptops and cell phones while on campus. The school will inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality.

Any student who violates this policy or uses the electronic communication Systems, including a student's laptop for improper purposes may be subject to discipline, up to and including expulsion. Improper use of a student laptop may result in the temporary or long-term suspension of laptop use.

Student laptop use is restricted to designated academic assignments. The school reserves the right to inspect the content of a student's laptop if misuse is suspected while on the school's campus. Students must provide the username and password(s) for laptops. Students must inform an administrator and/or technology director if he/she changes his/her username and/or password(s). Failure to comply may result in temporary or permanent suspension of laptop use while on campus.

If assigned a Hale Academy email account, the account must be used for school-related purposes only. Students may not utilize an assigned Hale Academy email address for personal use. The School reserves the right to temporarily or permanently deactivate a student's Hale Academy email address, without prior notice, if deemed necessary by the School's administration.

Social networking sites, personal email and/or other designated prohibited sites are restricted from access by students while on campus unless approved in advance by the School's administration. Accessing social networking sites, personal email and/or other prohibited sites on the Hale Academy network may result in temporary or permanent suspension of laptop use while on campus.

All rules and repercussions which apply to the School's written plagiarism policy as they appear in the Handbook apply to all work performed on a student laptop.

All Hale Academy users have a user ID and a password. Passwords should never be shared with anyone else. Immediately notify the Head of School or Technology Director if you suspect that someone else might be using your account name or files for any reason. You are responsible for all uses of your account.

Students are responsible for submitting all required assignments on time. Work that is lost or irretrievable in cyberspace and/or on a student laptop or other computer is not considered an excused assignment and may be subject to grade reduction or complete loss of credit.

All rules and repercussions which apply to the School's policy as they relate to cheating apply to all work performed on a student laptop. Email messaging, instant messaging and/or other forms of electronic communication intended to share information with another student(s) in relation to a class assignment and/or test is prohibited. Furthermore, retrieval of previously constructed work to serve in place of an in class assignment or test is strictly prohibited. Violation of this policy will result in permanent suspension of laptop use and may include suspension or expulsion from Hale Academy.

Hale Academy is not responsible for providing a power source for student laptops. Students are responsible for ensuring that laptop batteries are fully charged before arriving to school.

Hale Academy reserves the right to restrict, temporarily or permanently, the use of laptops by students if deemed necessary by the administration of the school. The School, in such a case, is not responsible for reimbursing to the family the cost of the laptop and/or other individually purchased software or accessories.

Computer Software (Unauthorized Copying)

Hale Academy does not condone the illegal duplication of software. The copyright law is clear. The law protects the exclusive rights of the copyright holder and does not give users the right to copy software even for backup purposes unless the manufacturer does not provide a backup copy.

Appropriate Use of E-mail, Instant Messaging, Chat, Message Board, and Related Tools

Hale Academy recognizes that e-mail, instant messaging, chat, message board, list serve and related tools present a tremendous opportunity for real-time communication with fellow students, parents, and other members of the Hale Academy community. At the same time, the school recognizes the potential danger of inappropriate use of these tools. Students must maintain professionalism at all times in all communications with the Hale Academy community. While electronic communication tools often lend themselves to informal communications, we must maintain a consistent level of formality and professionalism in all of our communications.

No software is to be installed or run on the Hale Academy Network without authorization by the Head of School or Technology Director. This includes the introduction of any computer code or program designed to self-replicate, damage, or otherwise hinder the performance of any computer or file system. This includes but is not limited to worms, viruses, or software that consumes network resources.

Hale Academy will determine if and when a student may use a laptop at school. Laptops may be used for educational purposes only. Hale Academy is not responsible for lost, stolen or damaged laptops. Hale Academy reserves the right to confiscate any student's laptop that an administrator deems is being used for unacceptable or non-educational purposes. Confiscated laptops will be returned to parents.

Search & Seizure Policies and Procedures:

To maintain order and discipline on school property and at school-related events, to attempt to ensure the safety and welfare of students and school personnel, and to protect the school and members of the school community from theft, Hale Academy assumes the authority to perform unannounced searches and to seize contraband or stolen items. Designated school officials also have the authority to perform physical searches of students to determine whether they pose a danger to themselves or others. Authorized school personnel may search a student's pockets, purse, backpack, gym bag, lunch bag or other personal property; student lockers, student laptops, student cell phones or other school property; or student automobiles.

Hale Academy students may not possess any illegal substance, object or contraband or facsimile of any of the above that constitutes a threat to the health, safety or welfare of any person or persons. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances drugs, alcoholic beverages, tobacco products, guns, knives, other weapons or incendiary devices. All items deemed to be illegal, illicit, disruptive or a general nuisance to the educational process may be seized by school personnel. Storage, return or destruction of such items shall be at the discretion of the Head of School and is subject to legal impoundment.

To maintain overall school safety and security, the Academy has the authority to perform random and blanket searches of lockers, student laptops, cell phones, student automobiles, other electronic devices and other school property to review student possessions for health and safety compliance.

Harassment Policy:

Hale Academy is committed to maintaining an environment that is free of harassment. Accordingly, the school prohibits such conduct by its students on school premises and off school premises at school-sponsored activities, including transportation to and from such activities.

No type of harassment will be tolerated and violators will be subject to disciplinary consequences that could result in expulsion. Sexual harassment is more precisely defined by unwelcome physical or verbal conduct of a sexual nature that includes, but is not limited to the following:

1. physical contacts of a sexual nature including, but not limited to touching, pinching, patting, grabbing, poking or brushing up against another individual;
2. sexually-oriented gestures, noises, remarks, jokes, comments or propositions;
3. display of sexually-oriented pictures, calendars, graffiti, objects or publications

Any student who believes that he or she has been the subject of harassment should immediately report that incident to any teacher or member of the administrative team.

An individual receiving a complaint of harassment must then promptly report such complaint to the Head of School. Complaints will be handled in a confidential manner, to the extent possible. Individuals will be advised of this matter on a need-to-know basis. A prompt and thorough investigation will be undertaken by the Head of School.

No individual will be subject to adverse consequences from the Academy for reporting a complaint of harassment, for assisting in making a complaint of harassment, or for cooperating in a harassment investigation; unless such a claim or complaint is patently false and/or malicious.

Plagiarism & Collusion:

Plagiarism may be defined . . . as the appropriation of passages, either word for word, or in substance, from the writings of another and the incorporation of those passages as one's own written work offered for credit. It is always assumed that the written work offered for credit is the student's own unless proper credit is given to the original author by the use of quotation marks, proper citations or other explanatory inserts. The copying of reports and homework or the unchanged use of the essential ideas or conclusions of such work, as well as properly cited use of the themes, books or pamphlets are all examples of plagiarism.

Collusion may be defined . . . as collaboration with another person in the preparation or editing of notes, themes, reports or other written work offered for credit unless such collaboration is specifically approved in advance by the instructor. Examples of collusion include extensive use of another's ideas for preparing a creative assignment and undue assistance in the preparation or editing of written materials.

Charges of plagiarism and collusion will be dealt with seriously. A grade of zero will be assigned to any such breach. Students may also be subject to other disciplinary action that could result, in certain cases, in separation from the Academy.

Public Display of Affection:

Students are expected to display appropriate decorum while on the Hale Academy campus. Student couples have a responsibility to others as well as to themselves to conduct themselves appropriately. Public displays of affection are unacceptable when they embarrass or make others uncomfortable. Examples of such behaviors include, but are not limited to, kissing or hugging, lying or sitting together inappropriately and placing hands on each other in inappropriate ways.

EMERGENCY PROCEDURES AND INFORMATION

Emergency drills will be conducted early in the year and regularly throughout the year. Appropriate exit directions, exit routes and assembly areas are posted in each classroom.

School Emergency Procedures

If Hale Academy is to be closed due to an emergency, closing announcements will first be announced using our phone Instant Alert Messaging System. Closing will also be posted on the Hale Academy website, and *may* be posted on the school's Facebook page, Twitter or announced on WFMQ (92.9), WTRS (102.3), WSKY (97.3), and WCJB-TV (Channel 2- Gainesville).

Severe Weather Procedures

In cases of unpredictable severe weather (tornado watch, etc.), Hale Academy will make attempts to contact parents via the Instant Alert System so that they might have the opportunity to remove their children from the premises. In such cases, parents are strongly encouraged to exercise their prerogative to collect their children from the campus. Given the nature of the structures on Hale's campus, it is strongly suggested that parents err on the side of caution.

Fire Drill Procedures and Map

The fire alert is a continuous ringing of the fire alarm. All students, faculty and staff will meet and line up in the lawn area adjacent to the primary grade classrooms. Students are to exit their classrooms silently through the fenced gates. Students are to remain with their classroom teacher at all times.

Hurricane Procedure

In the event of a predicted hurricane, the primary recommendation, due to our location and the number of students who travel several miles to school, is to cancel school in advance. As is the case with all incidences of severe weather, if students must be evacuated during the school day, the school will attempt to contact the parents at the earliest possible time.

HEALTH INFORMATION & POLICIES

Student Health Forms:

All students new to Hale Academy are required to have a physical examination.

Every new student must also present the school with proof of immunization, including dates of immunization and date of most recent tetanus shot. All students are expected to keep current with and inform school of subsequent immunizations in accordance with the State Law.

Standard Florida Department of Health forms are available at your pediatrician's office and must be completed, signed and submitted to the school office before the first day of classes. Students for whom all required forms have not been submitted prior to the first day of classes will not be permitted to begin school until all forms have been received.

Immunization Records:

All students are required to have on file an original record of immunization. This requirement is in keeping with the Florida Compulsory School Immunization Law, 232.032. Students are not permitted to attend school without this record; therefore, this form must be returned to school before the first day of classes.

*****IMPORTANT:**

- **Children entering, attending or transferring to kindergarten through 12th grade in Florida schools will be required to have documentation of a second dose of mumps and rubella (2 MMRs) in addition to the present requirement of 2 measles doses.**
- **A second dose of varicella will be required for children entering, attending or transferring to kindergarten.**
- **Children entering seventh grade are required to have completed a Tetanus-Diphtheria booster (Tdap is acceptable). An updated immunization record demonstrating compliance with State Law Immunization Supplement for 7th Grade Requirement is needed.**

Emergency Medical Forms must be completed for each child attending the Academy. The emergency medical form must have original notary seal and signature, and an original parent signature. List at least one phone number, other than those of the parents, in the event that parents are unavailable when an emergency arises. Please list allergies, special medical problems, conditions or limitations, and the names and phone numbers of your child's physician and dentist. Provide health insurance information, date of last tetanus shot, and student's social security number. Forms should be signed and returned to the Registrar before the first day of school.

When parents depart from town and leave their children under the supervision of others, the parents must contact the school and supply the necessary phone numbers for contacting the responsible adult(s).

If these health and emergency medical forms are not on file by the opening day of school, students will not be permitted to attend classes.

Administration of Medication(s):

A student may have an illness that does not prevent him/her attending school but which requires prescription or non-prescription medication or nutritional supplements.

Whenever possible, medications and/or supplements should be given at home by the parents.

For medications to be given at school, the following rules must be followed:

1. A parent or guardian must provide written permission for each medication on the Medication Form provided by the Academy.
2. All medications and/or supplements must be provided by the parent or guardian. With the exception of standard fever reducing and pain relievers, the Academy does not keep medications on campus for general use unless written parental consent is received.

3. If a parent or guardian elects to authorize non-prescription, over-the-counter medication, or nutritional supplement, a completed medication form for each medication and/or nutritional supplement must be provided to the Academy. The medication and/or must be given to the School Office in the original container and must be labeled with the student's name and specific directions concerning dosage for that student.
4. Any prescribed medication must be given to the School Office in its original container, labeled with the student's name, the medication name, specific instructions concerning dosage, the physician's name and the date of prescription. Parents may ask the pharmacist for an extra labeled container for use at school. There is not usually a charge for this service.
5. All medications and/or supplements will be stored in the School Office under lock and key in a secure location.
6. When it is necessary for students to take medication and/or supplements during school, it must be taken in the School Office. Medications and supplements will be dispensed to the students by a School Office staff member.
7. The student is responsible for coming to the front office at the appropriate time for the medication and/or supplement.
8. School personnel should be informed of any potential side effects or complications which may result from the medication and/or supplement.
9. If a student moves to a different school, transportation of medications/supplements from the Academy to the new school is the responsibility of the parent or guardian.
10. Any medications/supplements and related instructions remaining at the Academy beyond the date of withdrawal, or the last day of the school year, will be disposed.

Drugs, medications or nutritional supplements are not to be in the possession of a student. Possession of such unauthorized substances could result in significant disciplinary consequences.

Communicable Diseases: When a student is absent because of a communicable disease, we ask that a physician confirm the diagnosis. Instructions from the doctor for returning to school must be provided to the administrative assistant. Please have the child report to the administrative assistant before returning to class the first day back in school.

Fever: Fever is a physiological response to an infection which helps the body's defense mechanism. In most mild childhood illnesses, fever is lowest in the morning, rises in the afternoon, highest in the evening and night. As a child begins to recover, the morning temperature will be normal with fever still present later in the day. Any child with a temperature of 99 F or higher will be sent home from school. Before a student may return to school, he or she must be fever free (without use of fever reducing medications) for at least 24 hours after the time that the child was released from school as determined by the Head of School.

Gastrointestinal Conditions: Before returning to school, students with gastrointestinal symptoms such as vomiting and/or diarrhea must be free of symptoms for 24-48 hours.

Pediculosis Capitis (Head lice): Students who have been positively screened for head lice will be sent home and must remain at home until they are completely free of lice **AND** nits. Upon returning to school, students must see the office manager before returning to class.

School Sick Area: Students who become ill or injured during the school day will be taken or sent to the administrative office sick area. Appropriate measures will be taken to care for students and to contact the parents. If there is an emergency, the paramedics will be called so that the child will receive expert care.

Physical Education Medical Excuses:

Medical excuses from physical education should be accompanied by a note from a parent. If the excuse is to cover an extended period of one week or more, the excuse must be written by a non-family member physician. Students are to remain with their physical education class. Any student who does not participate may be given a written assignment for the day.

If a student is excused from physical education through a note from his or her physician or at the request of a parent, he or she may not participate in after school athletic practice or games for the period of time that he or she is excused from physical education.

OTHER NECESSARY INFORMATION

LIBRARY

The student circulation period for books that may be checked out is two weeks. Reference books and periodicals (magazines and newspapers) may be used only in the library. All library materials taken out of the library must be checked out at the circulation desk. Materials may be renewed if they have not been reserved by another member of the Academy community. Students who check out materials for others are responsible for those items even if they misplace them, lose them, or if they are stolen. If an item is badly damaged a replacement fee will be charged to the student. Materials placed on reserve by a teacher become reference materials and may not circulate while they are on reserve.

When material is overdue, a notice will be sent home. If the material is not returned within two weeks, replacement cost of the material will be billed. When help is needed with lost or missing materials, please contact the library staff. No daily fines are charged.

LOST AND FOUND

All lost and found articles will be taken to the office and placed in a lost and found container. Items that are identified will be returned to their owners. At the end of the academic year, all books that have not been retrieved will be donated to our used book sale. All other items will be disposed of or donated to a local charity.

FUND RAISING

Any student or parent organization fund raising project must be presented to the Head of School for approval.

COPYING AND PRINTING MATERIAL

Students are not permitted to handle materials on the office copier(s) and printer(s). Any student materials that are in need of copying or printing must be managed by a teacher or an administrator.

SCHOOL PROPERTY

Students should be respectful of school property. Anyone who willfully defaces or damages school property will be responsible for replacement or repair of the property and will be subject to disciplinary action that could include expulsion.

LOCKERS

Students in the middle and upper school are assigned lockers at the beginning of the school year. These lockers are the property of the school and may be inspected by school officials for the purposes of ensuring the health and safety of students, providing maintenance, or investigating the presence of unauthorized or forbidden items. All lockers must be cleaned out by the last day before the winter break and the final day of the academic year. Lockers may not be defaced in any way. Combination locks are permitted and the combination must be submitted to the student's homeroom teacher. Hale Academy will not be responsible for any articles or money lost or stolen from lockers.

LUNCH PERIODS

Hale Academy's closed campus philosophy applies to lunch periods. No student may leave campus during lunch periods. Students may either bring their lunches to school, or a parent may drop off a lunch for delivery. Students generally dine at the picnic tables in the shaded area of the back and side lawns. During periods of excessive heat or in the event of poor weather, students dine in classrooms. All trash must be disposed of in a proper receptacle. Lunch supervision is provided by designated faculty members. Students may not call or accept lunch delivery services from private vendors.

Due to an initiative involving teachers dining with students, coupled with existing space constraints, the Academy finds it necessary to request that parents not plan to dine with their children at lunch time.

Additional policies concerning the lunch period may be explored during the year. Students should expect to dine in classrooms at the beginning of each school year and whenever the weather dictates indoor dining will be more comfortable.

NON-SCHOOL-RELATED FUNCTIONS

Hale Academy asks families to refrain from issuing written invitations to (select) students on campus. However, if an entire class or division is invited, then the invitations may be distributed on campus. When in doubt, please ask.

PERMISSIONS

Parents must complete and submit permission forms in order for their children to participate in a variety of extra or co-curricular activities. Students may not participate in an event requiring a permission form if said form is not completed and submitted according to the due date. Verbal permission from a parent on the telephone is generally not an acceptable form of permission.

TELEPHONE USE

With express permission from an administrator or the receptionist, students may be permitted to use a telephone in the main office for emergency outgoing calls only before school, during lunch or after school. **Students are NOT permitted to dial or receive phone calls on classroom telephones or on personal cell phones (until after dismissal).**

VISITORS POLICY

Hale Academy is a closed campus and all visitors must check in at the main office.

Only Hale Academy parents/guardians, staff members, board members and visitors with official business are permitted on campus. Administrators reserve the authority to determine who may enter the campus. **ALL VISITORS MUST SIGN IN AT THE SCHOOL OFFICE AND RECEIVE A VISITOR'S PASS** that must be clearly displayed at all times.

VISITORS TO CLASSROOMS--STUDENT RESPONSIBILITIES

Hale Academy students are expected to stand when an adult enters the classroom and should remain standing until otherwise instructed. Always report the presence of strangers on campus to the main office.

TRANSPORTATION

With appropriate permission, Hale Academy faculty members, staff, and parents may, from time to time, transport students to and from off campus events. In order to be considered an approved driver, individuals must submit a copy of their driver's license and proof of automobile insurance to the business office. Parents or other approved drivers agree to hold Hale Academy and its faculty/staff harmless in the event of an accident or other mishap in the transportation of students.

TRIPS

Hale Academy rules, as stated in the Handbook, will be in force at all times. The following is a list of additional policies that are necessary for a successful travel experience.

1. All students must abide by curfew as established by the chaperone.
2. There will be absolutely no smoking, drinking or use of controlled substances.
3. No couples will be allowed to be seated immediately next to one another in a vehicle.
4. Students are NEVER to leave the group for any reason without a chaperone's permission.
5. For their own safety, students should never go anywhere in groups of fewer than three.
6. Students must appear at the scheduled meeting places on time.
7. All medications must be listed with the chaperone along with directions for administration and any possible side effects.
8. A medical release form that is signed and notarized must be submitted before the trip. Phone number(s) of persons to contact in case of emergency must accompany the form.
9. If the student is planning to use traveler's checks, he or she must obtain an identification card from the Driver's License Bureau. This card is necessary for the student to cash checks.
10. Each student who is being transported in a vehicle must be assigned an individual seat and must remain in a seatbelt at all times.
11. Chaperones must adhere to the schedule designed by the school both during the trip and while in transit. Unplanned stops should not occur.
12. Injuries and illnesses should be reported to a school official immediately at (1) 854-8835, (2) 216-8605, (3) 433-6096 or (4) 895-5069
13. Specific standards of dress may be prescribed by the Academy's administration for school trips.

STUDENT COUNCIL

The Student Council is a representative, elected body of students from the middle and upper division grades. Student Council representatives are considered student leaders.

The purpose of the Student Council shall be to:

1. provide a reliable and accurate means of communication between the administration and the student body;
2. act as a representative body of all middle and upper school students at Hale Academy;
3. originate and act on student proposals deemed to be in the best interest of both the school and the student body; and provide an opportunity for students to participate in a representative body and learn through this experience

STUDENT LEADERSHIP

Student leaders serve as role models for all students at Hale Academy. They must demonstrate a positive attitude and must always obey school rules with particular emphasis on **obvious things such as dress code, class attendance and timely arrival**. Student leaders should always exhibit exemplary behavior. They may be called upon to assist the administration and faculty, as needed, during special school events such as open house, festivals and ceremonies. The administration may remove any student from a leadership position if it is determined that the student has not conducted himself or herself appropriately in the context of his or her position within the Hale Academy community or the community at large. If a student is on probation, he or she may not hold a leadership position.