

Hooper Academy

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2025

2026



*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://hooperacademy.org/media/1165/2019-2020hca-dress-code-1.pdf>

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 policies can be reviewed/printed from the Hooper Academy website at the above web address. It is the responsibility of parents and students to review these policies. Students and parents must complete and sign the Student Information Sheet acknowledging that they have read the Hooper Academy (HA) Parent/Student Handbook and agree to abide by and/or uphold the rules outlined therein. This signed and dated sheet **MUST** be turned in to the student's homeroom teacher.

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. **After 5 parent notes each semester regarding sickness, a doctor's note is required for excused absences or tardies.**

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.
- f. Pre-arranged absence, a written request should be presented to the Headmaster 5 days in advance of the absence.
- g. Driver's test. One time only. Student must provide documentation of test.

- h. College campus visits. Seniors may take three days, and juniors one day for visits to college campuses. A written request and advance approval are required. Documentation of the visit is required.
- i. Court subpoena

All other absences may be considered unexcused. Notes that say “Appointment” or “Personal” will be unexcused. The penalty for an unexcused absence is a zero (0) on any missed test, quiz, or assignment.

B. ANTICIPATED ABSENCES

When possible, parents should schedule students’ appointments and family trips/vacations after school or during school holidays. However, when this is not possible, parents are asked to adhere to the following:

- Send a written request at least 5 days prior to the absence.
- All request and academic arrangements must be finalized 3 days prior to the absence. It is the student’s responsibility to finalize the arrangements with the faculty and administration.
- The Headmaster may deny permission based on academic or attendance deficiencies, or previous abuse of the pre-arranged absence.
- On an approved request, the student must contact each teacher to obtain assignments to be completed during or immediately after the absence. Each teacher must sign the request form.
- The student must complete any assignments by the return date of the pre-arranged absence.
- Assignments not completed at the appropriate time will result in a grade of zero.

C. 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. **The reasons for absences must be clearly stated.** Failure to provide a written excuse within three days of the student’s return will be considered an unexcused absence and missed school work WILL NOT be allowed to be made up. 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 a College Visitation Prior Approval form. These forms are available in the guidance office. Once completed, the student’s parent/guardian must sign the form and then the student must present the form to the Headmaster for her signature. Students will then take the form to all his/her teachers for notification.
2. School sponsored field trips (one overnight trip per class)
3. Participation in a school sponsored activity

D. STUDENTS ARE RESPONSIBLE FOR ASSIGNMENTS AND MAKEUP 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

Students must check in through the office. **The office staff must receive a written excuse, email, or phone call from the parent/guardian** and will then give the student a slip admitting him/her to class. Students checking in for unexcused reasons will receive a daily grade of “0” for each class missed and will not be allowed to make up work that was missed. Students checking in will do so by entering the office. Students checking in will have their temperature taken prior to them being admitted to class.

STUDENT 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. Hooper Academy asks parents to help us encourage attendance by not granting this permission unless it is an emergency or absolutely necessary. Students who leave campus without permission will be suspended. If at all possible, make doctor and dental appointments after school hours. Students who check out to run an errand, pick up lunch or for any reason that is not considered excused will not be allowed to check back in school and will be considered unexcused for the remainder of the day.

Parents coming to check out their child should report to the main office. The front door will be locked and parents should use the entry pad to request attention from the front office staff for entry.

Students participating in an athletic event or any extracurricular activity will only be excused during the pre-approved times for their respective teams. Students are required to complete all assigned work in the time specified by the teacher. Students who are absent from school the day of the athletic event or extracurricular activity will not be allowed to participate in that activity unless approved by the administration. Students checking out for unexcused reasons will receive a daily grade of “0” for each class missed and will not be allowed to make up work missed.

TARDIES

School begins at 7:50 am. 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 7:50 must report to the office for a pass. Students will report to the office for a tardy slip. 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.

STUDENT ARRIVAL/DEPARTURE TIMES

The school day begins at 7:50 am. The first bell will ring at 7:50 a.m. Students must be in their assigned classroom no later than 7:50 am. Elementary students are dismissed at 2:55 pm. Upper school students are dismissed at 3:00 pm. Students must be off campus by 3:15 p.m. unless they are participating in school sponsored activities or unless they are enrolled in after-school child-care. Any student who is on campus 15 minutes after dismissal who is not participating in a school event organized by a coach or a teacher will be taken to afterschool care and a fee will be assessed. Students may not enter the building prior to 7:30 am. Should a parent need to drop a student off prior to then can use the before school program for an additional cost. Parents may not drop off and leave students prior to 7:30. Once elementary students enter the building, they must report directly to the hallway outside their classroom. Upper school students may sit or stand in the hallway outside their homeroom after entering the building. Students whose homeroom is in the gymnasium, will report to their classroom.

BELL SCHEDULE

First Period/Homeroom	7:50–8:49
Second Period.....	8:52-9:55
Break (7th-9th).....	8:49-9:00
Break (10th-12th)	9:44-9:58
Bathroom/Water Break.....	9:58-10:03
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

K4-3rd	10:30-10:55
7th -9th	10:58-11:20
4th -6th	11:25-11:47

10th -11th 11:50-12:15

Seniors..... 11:45-12:15

The bell is a signal to teachers, not the students, to dismiss class. DO NOT allow students to dismiss themselves. Make sure each class leaves the room in good order. Teachers should dismiss class on the bell to give students adequate time to reach the next class. At no time should students be allowed to line up at the door to wait for the bell.

Once a student reaches their 6th unexcused tardy to school for the 9 weeks the student is subject to the following disciplinary actions:

Tardy 6 – Break Detention 1 Day

Tardy 7 – Break Detention 2 Days

Tardy 8 – 1 Day ISS

Tardy 9 – 1 Day ISS

Tardy 10 & Above – 1 Day out of school suspension per occurrence.

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.

GRADING SYSTEM

Marks for daily activities, homework, projects and tests are combined to determine a nine weeks' average. Classwork/Homework/Quizzes will represent 60% of the student's grade and Tests will represent 40% of the student's grade.

Report Cards are sent home at the conclusion of the nine weeks. Progress reports are sent home mid-nine weeks. Grades reported at mid-quarter might not represent 50% of the work for that quarter. Therefore, parents are encouraged to monitor grades through Ren Web. The office will send out instructions via email for creating Ren Web account logins. Questions concerning grades or assignments are most effectively addressed through an email to the teacher. Please allow 24 business hours for response.

REPORT CARD

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.

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.

EXEMPTIONS FROM EXAMS

Grades 7-9 – A cumulative exam will be given at the end of each 9 weeks weighed at the same weight as normal tests. (40%)

Grades 10-12 – Students have the option to take the ACT in the fall and the spring in place of taking a semester and final exams. If a student wants to exempt both exams they must take the ACT in the fall and spring semester. The ACT will still be offered on campus. Any student who makes a 20 or higher on the ACT will be gifted a gift card valued at \$25. Any student who makes 25 or higher will have the cost of their test reimbursed.

Any student who does not take the ACT will still have to take a semester and final exam in their classes. Any student who takes the ACT can still opt to take a semester or final exam only to help their grade. The exams will be weighted the same as other tests.

ANNUAL ACADEMIC REVIEW

The school reserves the right to review the academic and disciplinary record of the student at the end of each year to determine if Hooper Academy is able to meet the student's academic needs and if the student should be invited to return the following year.

GRADUATION REQUIREMENTS

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. Students must also complete 75 hours of documented community service.

COMMUNITY SERVICE

A student who attends 4 years of high school at Hooper Academy must submit 75 approved community service hours prior to graduation. Those hours must be not for-pay-work done for a recognized community agency, church, or organization. The time period in which the work was done, along with a brief description, must be documented on a Community Service form or letterhead from the organization served. A signature and contact information from the work supervisor is also required. Hours from the summer before 9th grade until April 30 of a student's senior year may be counted toward the 75 hours total.

Students who attend Hooper for less than 4 years will have the total number of hours prorated:
3 years=56 hours, 2 years=38 hours, 1 year=19 hours

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 & Alg II B w/Trig
Physics
Anatomy

Pre-Calculus
Chemistry
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. Please refer to the Athletic Handbook for additional details.

EMAIL

Emails will be sent from the office to inform parents of scheduled school activities or any changes in scheduled activities. Parents are asked to inform the office in writing of any changes to their email addresses or phone numbers.

TEXTBOOKS

Students are responsible for all books issued to them and must pay full replacement cost for any lost or defaced books. A partial payment may be required for damaged books. Students should be aware that books dropped and thrown in backpacks could be damaged. Students in grades 7-12 are encouraged to have a book cover for all of their hardcover textbooks.

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.

FOOD AND DRINKS

Snacks may be purchased in the cafeteria during break and lunch. Food and drinks are not allowed in the academic buildings unless classes are designated to eat break/snack/lunch in their classroom. Students may bring a packed lunch box or order from our cafeteria.

LUNCH/BREAK TIME BEHAVIOR

Student behavior in the cafeteria and classroom should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in.

LUNCH/SNACK PROGRAM

Our lunchroom prepares meals and a la carte items for students. A menu for the month is emailed to parents in advance. Our lunchroom also provides microwave ovens for students who choose to bring their lunch. Our lunchroom utilizes a "cashless" system. Parents must set up an online account and deposit money into that account. Each time a student "purchases" an item from the lunchroom, that item is debited from his/her account. The lunchroom manager will email parents on a weekly basis if there is a negative balance. However, parents are encouraged to monitor their child's lunchroom account on at least a weekly basis to ensure that there is a positive balance. Students whose lunchroom account has a negative balance that exceeds \$50, will not be able to "purchase" items from the lunchroom until their account has been paid. Parents will be notified of this in advance so that they can either pay the account or send lunch/snack with their child until the account has been made current. If a student has a balance exceeding \$50 and did not bring lunch, they will be given a PB&J or ham sandwich.

If a student has a negative lunchroom balance of \$50 at the time that progress reports or report cards are issued, those documents will be held and access to Ren Web will be suspended until the lunchroom account has been made current. Students with a negative lunchroom balance greater than \$50 will not be allowed to take their semester exam until the balance is paid.

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. Books and bookbags must be placed in lockers and not on top of lockers or in the hallways. No locker changes will be made unless they are made by the office. Students may not place any stickers/ tape/decals on the outside or inside of their lockers.

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.

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! Hooper Academy has the right to suspend or revoke driving rights on campus for unsafe driving practices. (Speeding, Loud Music, etc.)**

DROP OFF/PICK UP

5th-12th grade students should be dropped off and picked up in front of the main building. Elementary students should be dropped off and picked up in front of the breezeway at the elementary building. In order to ensure a smooth traffic flow, parents may not “park” their car in the elementary drop off/pickup lane. Elementary students will enter the building through the double doors in the breezeway. Upper school students will enter the building through far-right side door in the Upper School Building. Parents are asked to make sure that all contact information remains up-to-date. We are asking that parents not escort their students into the building after the first week of school. Should a parent need to meet with a teacher or administrator, please contact that teacher or administrator to set up a time to meet outside of school hours.

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 attending field trips will have the option to be considered chaperones. It is the responsibility of the chaperone to travel with the class, remain with the group at the function, travel back to school with the class and assist the teacher as directed. Attendance by a parent does not automatically assign chaperone duties.

SENIOR TRIP

The Senior trip is not under the direction and guidance of the Board of Directors or Hooper Academy. Any fundraising activity that goes toward the cost of paying for the senior trip cannot be carried out at Hooper Academy. This includes but is not limited to the selling of tickets/chances, meetings, or use of property for any such activities.

CELL PHONES

Cell phones are not allowed to be visible or used during school hours for any reason without the permission of the supervising teacher or an administrator.

- First Offense: ISS will be assigned, and cell phone will be confiscated and can be picked up in the office at the end of the day
- Second Offense: ISS for 2 Days will be assigned and cell phone will be confiscated and can be picked up in the office at the end of the day. On campus cell phone privileges revoked.
- Third Offense: Suspension and cell phone will be confiscated and can be picked up at the end of the day.
- 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 prescription medication will be kept and dispensed through the main office. All medicines to be administered must receive Headmaster approval prior to being administered.

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 be reported immediately to the Headmaster or Board.

RESPECT FOR EQUIPMENT AND FACILITIES

All students should take personal pride in Hooper Academy. Parents will be held financially responsible for misuse of Hooper Academy equipment and facilities by their child. Any acts deemed as vandalism are subject to immediate suspension and/or expulsion. This also applies to

other school campuses when attended for any reason by a Hooper Academy student. Vandalism is against the law and will not be tolerated.

CONDUCT AT SCHOOL-SPONSORED EVENTS

Students should remember that conduct at school-sponsored events will follow the same rules and regulations that are applied during the regular school day.

Students shall only be in areas where there are adult sponsors. Parents should be responsible for supervision of their children not participating in the event.

Occasional field trips off-campus are considered a privilege and should be treated as such. Much can be learned from these trips if students follow an acceptable standard for their conduct.

Students should remember that they are representing Hooper Academy and their families when they leave our campus. We expect nothing less than outstanding behavior.

DRESS CODE

When a student is observed by a teacher or administrator to be in violation of the dress code, the student will be required to make the needed alterations. If it is impossible for the change to be made, he or she will be held out of class as necessary. The student's absence will be considered unexcused and will result in zeroes for any graded work in the classes missed.

Since this normally makes a greater hardship on the parents or guardian than the students, parents are urged to supervise their child's dress on a daily basis, **and it is suggested that an additional set of appropriate clothing be sent with the student to keep in his/her locker to avoid parental inconvenience or absence from class.** A link to the Hooper Academy Dress Code is provided in this document.

School field trips should be considered the same as regular school days unless otherwise determined by the individual instructor and approved by the headmaster. More formal dress may be required for class trips, while more casual dress **may be allowed with prior administrator approval.**

FINANCIAL REGULATIONS

NO PERSON in any capacity will take it upon himself to purchase, order, or in any way obligate funds of Hooper Academy without prior approval by the Headmaster. Anyone who violates this policy is responsible for the purchase. All purchases will require the use of a numbered purchase order that can be obtained from the Headmaster when the proposed expenditure is discussed.

All money collected at the school or in the name of the school must go through the office so that it may be audited for the protection of school officials, teachers, and students.

SELLING MATERIALS ON SCHOOL GROUNDS

It is against school policy for any individual or group to sell or distribute any goods on school grounds, or use the school's name to raise funds, unless prior permission has been obtained from the headmaster. Persons in violation of this policy are subject to disciplinary action that may include suspension.

CONTRABAND SEARCHES

The headmaster reserves the right, if contraband is suspected, to search students and their belongings to include, but not limited to handbags, book bags, lockers, and cars. When possible, the student will be present, but it is not necessary.

DISCIPLINE

In order to prepare our students for college or the world of work beyond Hooper Academy, we must establish and maintain an atmosphere in our school that is conducive to learning. The establishment of such an atmosphere rests upon each student's readiness to assume responsibility for his/her own actions and to meet the demand of a productive educational environment. Students are expected to conduct themselves in the appropriate manner at all times, while at school or any school-related event. Students are responsible for their compliance with standards and for the consequences of their misconduct. The administration has the authority to make reasonable and necessary rules governing the conduct of students while in school. Students are considered to be under the jurisdiction of the rules before, during, and after school. This includes all school-related activities. Students whose conduct is unsatisfactory and who violate good order and common sense will be subject to disciplinary action. Should disciplinary action need to be taken, it will be determined by whether the student is an elementary or secondary student, the number of times he/she has committed violations, and the severity of the violation. Students who are suspended or expelled from school are not allowed to attend school functions.

CORPORAL PUNISHMENT

Hooper Academy does execute corporal punishment. Parents must sign a permission form to give Headmaster permission to administer corporal punishment. Corporal Punishment will be administered only to the buttocks and will not exceed more than 3 strikes. There will always be a staff witness present during the corporal punishment. Only the Headmaster, or someone assigned by the Headmaster and approved by the parent, will administer the corporal punishment.

SEX RECOGNITION

Hooper Academy only recognizes the two biological sexes, male and female. Any student attending Hooper Academy must recognize as their biological (birth) sex as identified on their birth certificate.

PREGNANCY

Students who become pregnant while attending Hooper Academy will be required to withdraw from school as soon as the condition is known.

STUDENT INJURIES AND ILLNESSES

A formal report will be prepared on every injury that occurs during the school day. Minor injuries will be treated by the staff. In the event of more serious injuries, the staff will administer emergency first aid. The parent will be contacted immediately. If the staff is unable to locate a parent or guardian and the injury is serious, an ambulance will be called, and the student transported to the nearest medical facility at the parent's expense. Students who are ill will be comforted until a parent or guardian can be located. In the event of a serious illness and no parent or guardian is available, again, an ambulance will be called. Parents and guardians are asked to report any illness or injury to the school. Students who have a communicable disease shall not attend school until a competent medical authority declares the student free of disease.

STUDENT ILLNESS

There are times when a child is sick and needs to be sent home or should not be allowed to attend school. Hooper Academy recognizes the need for parents to be at work and also the need to help keep the children and staff in school healthy. Below are guidelines to follow when trying to decide whether or not your child should attend school. These guidelines also serve as the protocol the teachers are required to follow when determining if a child needs to go home due to illness. Your child should not attend Hooper Academy if your child has one or more of the following symptoms:

- A fever within the last twenty-four (24) hours. Students must be fever-free, regardless of reason for fever, for twenty-four (24) hours before returning to school.
- A fever of 100 degrees or more.
- Unidentifiable rash or color of the skin – unidentifiable/undiagnosed
- Vomiting
- Three (3) or more diarrhea incidents
- Internal pain or unexplained crying that is suspected to be related to pain
- Any colored discharge from the eyes or nose. (This will be judged on a case by case basis)
- Difficulty breathing
- Infected, untreated open skin lesions
- Stiff neck
- Severe coughing
- Lice (Live bugs or nits) – Student may return to school the day after treatment as long as no live bugs or nits remain. Staff to perform head check to verify no live bugs remain.

Please note that there could be other symptoms not listed above and Hooper Academy reserves the right to send any child home if we feel the child could be a medical risk to the other children.

If your child is diagnosed with any of the following medical infectious or communicable diseases, he or she will not be allowed to return to Hooper Academy without a doctor's note stating that he/she may return to school:

Salmonella, Croup, Mumps, Chicken Pox, Scabies, Conjunctivitis (pink eye), Hepatitis, Thrush, Hand/Foot/Mouth Disease, Strep throat, Shingles, Impetigo, Measles, Influenza

PARENT COMMUNICATION

Emails are sent out through Ren Web to give parents information about school news, as well as emergency information. Also, there may be times when school staff need to contact

parents/guardians. Therefore, please make sure we have your valid email and cell numbers and mailing address. **Please submit any changes in writing to the office so that we may keep your contact information up to date.**

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.

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 & VAPING (JUULING)

Any student in possession of tobacco or vapes on campus may be suspended. This includes using tobacco or vape products in cars parked on campus. Tobacco or vaping 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 to the office immediately. **NO WRITING ON THE WALLS or STALLS!**

VISITORS

All visitors must report to the office to request a visitor's pass. Visitors who must enter the building may be subject to a temperature check. No visitors will be in the hallways or classrooms during school hours.

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 Fundraising calendar located in the Teacher's Lounge in main building.

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.

PERMISSION TO USE PHOTOGRAPHS

Frequently pictures of our students are taken at school and school functions, including field trips. **Unless written instructions to the contrary are received**, parents are giving permission for these pictures/videos to be used on the school website and other school social media sites, newspaper articles and other media authorized by the school. Our communications' team is comprised of parents and faculty and those pictures may be shared with them to post.

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.**

Before/After School Daycare

Before and After School Daycare is available to students in grades K5-6th through the Early Learning Center for an additional cost. Monthly and drop in rates are available. Any student who has not been picked up by 3:15 pm (12:15 on early dismissal days) will go to afterschool care and parents will be billed. Costs for before and after school care will be added to parents' monthly invoice. Consistent late pick ups beyond 3:15 may be subject to fees.

Every situation that may arise cannot possibly be anticipated and provided for in this handbook. The administration will deal with these problems by applying fair and consistent rules.