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Introduction

Let it be known that The Halifax Academy, A Christian School, Inc. is firmly committed to prohibiting discrimination on the basis of race, color, sex, age, religion, national origin, or handicapped status. Halifax Academy will take all necessary steps to comply with existing federal, state, and local laws governing equal opportunities.

As a member of the Patrons Association of Halifax Academy, it is your responsibility to understand and adhere to all federal, state, and local laws governing equal opportunities. You are expected to conduct yourself in such a manner so as to not violate the rights of fellow patrons, students, faculty, and staff at all times.

A copy of the Equal Opportunity Policy is posted on the bulletin board in the main building. You should become familiar with this policy. If you do not understand the policy or have questions, please contact the Head of School.

The Halifax Academy Board of Trustees established a written policy for Halifax Academy in order to inform the parents, teachers, and students of the policies, regulations, and rules of the school.

All policies, regulations and rules as set out in this handbook will be periodically reviewed by the Board of Trustees, Head of School, and faculty. When and if changes are made, all interested persons will be notified.

This handbook will be helpful to all persons connected with Halifax Academy. A copy will be furnished to the faculty, staff, and made available to each family. We hope that all interested persons will carefully read this handbook and not hesitate to make suggestions to the Board of Trustees of any and all changes which they feel will be beneficial to Halifax Academy.

Halifax Academy Belief Statement

Halifax Academy is a non-denominational Christian School. Our foundational beliefs are as follows:

- God created the heavens and the earth.
- God exists in three persons - the Father, the Son, and the Holy Spirit.
- God created humanity in His own image.
- Humanity, created to be in perfect union with God, was separated from God because of sin.
- Jesus lived a perfect life, was crucified, buried, and resurrected.
- All who repent and believe in Jesus are saved from their sins and inherit eternal life.
- The Bible is the authoritative and inspired word of God, and our values, practices, and teachings are based on the principles found within it.
- We are called to be good and faithful stewards of all that God has entrusted to us.
- All human beings are inherently valuable, deserving of love and respect.
- Every student is a unique individual with gifts and talents that need to be nurtured and developed in a safe and supportive environment.

We believe that it is our responsibility to teach our students to love God with all their heart, soul, mind, and strength and to love their neighbor as themselves. We believe that our students' spiritual formation is just as important as their academic and physical development, and we strive to help them grow in their faith and relationship with God.

In all that we do, we strive to honor God and seek His will for our school, our students, and our community. It is our hope and prayer that our students will grow in their faith, knowledge, and character, and that they will use their gifts and talents to make a positive difference in the world.

Mission Statement

We inspire students to become their best selves spiritually, socially, and academically. Each student will learn the needed mindset and skills to be successful.

Vision Statement

Halifax Academy strives to create a climate and culture conducive to student learning, where students and staff feel safe and enjoy coming to school each day. Students should be challenged outside their comfort zone in order to facilitate the development of a growth mindset. We believe success happens over time through hard work and perseverance. Students will learn that our ultimate source of hope is found through developing a personal relationship with Jesus Christ, our Lord and Savior. We find JOY in serving Christ and serving others in his name. When life becomes difficult our hope and faith in Jesus are what allows us to persevere and keep going. Life is not linear but rather a series of successes and failures. Many times we learn the most when we face the most challenging times. It is during these times, that we develop resolve and learn to place our ultimate hope in Jesus.

Halifax Academy

A Christian School, Inc. Bylaws

Article I – Members

Any individual, society, institution, church, organization, firm, or corporation may become a member of this corporation by a two-thirds (2/3) vote of the Board of Trustees. Applications not approved by a two-thirds (2/3) vote cannot be reconsidered by the Board of Trustees until six months has elapsed.

Parent Membership

A one-time membership fee must be paid by all families enrolling their first child(ren) at Halifax Academy. *The current membership fee is found in the enrollment contract.* The fee must be paid before the application(s) can be processed and approved by the Board of Trustees. (SEE PARENT/GUARDIAN APPLICATION PROCESS) Parents/Guardians of students shall be voting members during the period their children are in school.

Article II – Meetings

Section I

The annual meeting of the members of this corporation shall be held at a place to be designated by the Board of Trustees in the State of North Carolina. The said annual meeting will be held on the third Monday in May at 6:30 p.m. In the event of a special meeting, the entire membership of the corporation shall be notified in writing at least five days prior to the meeting. A quorum at any meeting of the members shall consist of twenty-five percent of total voting members and a majority of such quorum shall decide any questions that may come before the meeting. If a quorum is not present, the Chairman may ask for a vote to waive the quorum.

Section II

If, for any reason, the annual meeting of the members shall not be held on the day herein-before designated, such meeting may be called and held as a special meeting, and the same proceeding may be followed as any annual meeting provided; however, the notice of such meeting shall be the same herein required for the annual meeting.

Section III

Order of business at annual meeting of members:

- a. Invocation
- b. Roll Call
- c. Reading of minutes of last preceding meeting.
- d. Report of Chairman
- e. Report of Secretary
- f. Report of Treasurer.
- g. Election of Trustees
- h. Other business in the notice.
- i. Business from the floor by voting members
- j. Adjournment
- k. Benediction

Provided that, in the absence of any objection, the presiding officer may vary the order of business at the officer's discretion.

Section IV

A special meeting of the members may be called at any time by the Chairman or by a majority of the Board of Trustees. The method by which such meeting may be called is as follows: Upon receipt of a specification in writing setting forth the date and objective of such proposed special meeting signed by the

Chairman, or by a majority of the Board of Trustees, the Secretary shall prepare, sign, and communicate the notice's requisite to such meeting. Such notice may be signed by stamp, typewritten, or printed signature of the Secretary.

Section V

At least five days prior to the day fixed for the holding of any special meeting of the members, written notice of the time, place, and purpose of such meeting shall be communicated, as hereinafter provided, to each member entitled to vote at such meeting. No business not mentioned in the notice shall be transacted at such meeting.

Section VI

Regular meetings of the Board of Trustees shall be held not less frequently than once in each month at such time and place as the Board of Trustees shall from time to time determine. No notice of regular meetings or the Board of Trustees shall be required. Persons who wish to appear before the Board of Trustees should contact the Chairman of the Board of Trustees two (2) weeks prior to that Board of Trustees meeting.

Section VII

Special meeting of the Board of Trustees may be called by the Chairman at any time by means of such written notice by mail or electronic communication of the time, place, and purpose thereof to the Board of Trustees as the Chairman in his discretion shall deem sufficient, but action taken at any such meeting shall not be invalidated for want of notice if such notices shall be waived as herein-above provided.

Section VIII

Each family shall at every meeting of the members be entitled to one vote per family in person or absentee ballot upon each subject properly submitted to be voted upon. Each absentee ballot shall be delivered to the Secretary of the Corporation in a sealed envelope by the voting member and bear the signature of said Secretary of the corporation. The absentee ballot shall be cast anytime within the seven days prior to 3pm on the date of said annual or called meeting. Whenever any person entitled to vote at a meeting of the members shall request the appointment of inspectors, a majority of the members present at such meeting of the members shall request the appointment of inspectors, a majority of the members present at such meeting and entitled to vote there shall appoint not more than three inspectors, who need not be members. If the right of any person to vote at such meeting shall be challenged, the inspectors shall determine such right. The inspectors shall receive and count the votes, either upon an election or for decision of any question, and shall determine the results. Their certificate of any vote shall be prima facie evidence thereof.

Article III – Trustees and Officers

Trustees

The corporation shall have a Board consisting of thirteen (amended 3/96 from fifteen) persons who shall serve for a period of three years or until their successors are duly elected and qualified, except that five of the first Board of Trustees shall serve for one year, five for two years, and five for three years. The Board of Trustees shall be elected by the members of this Corporation at each annual meeting of the membership of said Corporation, save and except the first Board of Trustees which were appointed in the Certificate of Incorporation. School employees are not eligible to serve on the Board of Trustees (this rule does not apply to the spouse of an employee).

Meetings

Aforesaid Board of Trustees shall be the general governing body of this Corporation and shall meet at such times and places as they deem advisable – but they shall meet at least once a month.

Voting

Each Board of Trustee member, except for the Chairman of the Board of Trustees, shall at every meeting of the Board of Trustees be entitled to one vote in person or absentee ballot upon each subject properly

submitted to be voted upon. A two-thirds (2/3) vote of the board members shall decide any questions that may come before the meeting.

Absences and Vacancies

The absence of a Board member from three consecutive meetings of the Board of Trustees shall be deemed a resignation unless such absence is excused by affirmative vote of the Board of Trustees. Any vacancy occurring on the Board of Trustees because of death, resignation, or any other cause, shall be filled by a two-thirds (2/3) vote of the Board of Trustees to serve the unexpired term of the member constituting such vacancy.

Officers

The Board of Trustees shall elect from their members a Chairman, a Vice-Chairman, and a Secretary. A Treasurer shall be elected from the membership of Halifax Academy. These officers shall be the Executive Officers of this Corporation and perform the duties usually pertaining to their office. Aforesaid Executive Officer shall be elected at the first meeting of the Board of Trustees after each annual meeting of the Corporation or at any subsequent meeting called for that purpose and shall continue in office for one year or until their successors are elected and qualified. No officer shall serve more than three consecutive years and the said officer shall not be eligible to serve in the same office until the expiration of one year after the next annual meeting. The Board of Trustees may also appoint such other officers as may from time to time be deemed desirable and prescribe their duties. All appointed officers shall hold office during the pleasure of the Board of Trustees.

Committees

Board of Trustee members will serve on one or more of the following committees as needed:

| | | | |
|-----------------------|---------------|-----------------------|---------------|
| Finance | Maintenance | Athletics | Campus Safety |
| Rules and Regulations | Alumni/Grants | Patrons & Fundraisers | |

At the pleasure of the Board of Trustees non-board members may serve on the various committees as needed, with the exception of the Finance and Membership Committees.

Article IV – Management and Projects

Section I

The duty of the Board of Trustees is to manage and supervise the operations of the school and other projects operated by the Corporation. To this end, the Board of Trustees shall have the power and authority to open and close school, employ and discharge school personnel, purchase and sell school supplies and other property (real or personal), pass rules, regulations, and requirements for the acceptance of students, set up school rules and standards, establish curriculum, select books, and perform anything needed in order to properly operate within the scope of the charter undertaken by the Corporation.

Section II

The Board of Trustees of Halifax Academy may from time to time, create or cause the creation of councils, committees, or other organizations. The Board may delegate authority to such councils, committees, and organizations as it deems appropriate; provided, however, that such councils, committees, and organizations exist solely at the will of the Board.

Section III

All checks, drafts, and orders for payment of money shall be signed in the name of the Corporation and countersigned by officers/agents as the Board of Trustees shall from time designated for that purpose.

Section IV

When the execution of any contract, conveyance, or other instrument has been authorized by the executing officers, the Chairman, Vice-Chairman, and Secretary may execute on behalf of said Corporation.

Article V – Power to Borrow Money

The Board of Trustees has full power and authority to borrow money whenever in the discretion of the Board of Trustees the exercise of said power is required in the general interest of this Corporation. In such case, the Board of Trustees may authorize the proper officers of this Corporation to make, execute, and deliver in the name and on behalf of said Corporation such notes, bonds and other evidence of indebtedness as said Board of Trustees shall deem proper. The said Board of Trustees shall have full power to mortgage the property of said Corporation, or any part thereof, as security for such indebtedness. No action on the part of the membership of this Corporation shall be requisite to the validity of any such note, bond, evidence of indebtedness, or mortgage.

Article VI – Amendment of Bylaws

Bylaws may be amended, repealed, or altered by affirmative vote of two-thirds (2/3) of the Board of Trustees at any special meeting where such action has been announced in the call and notice of such meeting. Any proposed amendment, repeal, alteration to Bylaws shall be submitted in writing to each member of the Board of Trustees before adequate consideration can be given prior to the next regular meeting of the Board of Trustees.

Bylaws – Articles of Amendment (June 23, 1993)

For the purpose of amending Halifax Academy, A Christian School, Inc., Articles of Incorporation, and in accordance with the provisions of Section 55A-36 of the North Carolina Nonprofit Corporation Act, hereby sets forth:

1. Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.
2. The Halifax Academy, A Christian School, Inc. admits students of any race, color, national and ethnic origin to all of the rights, privileges, 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, scholarship and loan programs, and athletics and other school-administered programs.

Halifax Academy’s Resolution (September 12, 1994) (July 17, 2023 – Updated to define minorities)

- I. **Nature and Purpose:**
The Board of Trustees of Halifax Academy finds that it is in the best interest of the school to maintain a diverse student body of all races in a manner consistent with the school’s nondiscriminatory policy. The Board has established a program for the purpose of attracting minority students to the school.

II Minority Recruitment Program:

- a. The Board of Trustees mandates that all school brochures and handbooks be updated to include a statement that the school has a racially unbiased solicitation of students.
- b. The school will continue to publish notices of its racially nondiscriminatory policy in the newspaper during its annual solicitation of students.
- c. The Board of Trustees will name a five (5) person committee for the specific purpose of recruiting minorities to the school. That committee will include at least one African American, Asian, Pacific Islander, American Indian and/or Latin American. Each member will serve at the pleasure of the Board of Trustees and will remain on the committee until resignation, removal, or replacement.

III Specific duties of the committee will be as follows:

1. Contact area minority organizations and relay the school's policy of nondiscrimination and its recruitment of minority children and their families.
2. Plan an open house and invite minority organizations and families to that open house.
3. Contact minority community leaders and invite them to the school to get their input for attracting minority students.
4. Study the feasibility of the minority scholarship program and how it could be funded. Part of this will be to contact large businesses in the area to see if they would contribute to a minority scholarship program.
5. Establish a scholarship program for minorities if it can be funded.
6. In the event funds collected for such a minority scholarship can not be awarded, the money will be contributed to another type of minority program such as the United Negro College Fund.
7. Study other ways in which minorities can be recruited to the school.
8. Report to the Board of Trustees at least once every three months on the committee's progress.

Bylaw – Resolution

(April 2, 1996) (July 17, 2023 – Updated to define minorities)

Be it Resolved by the Board of Trustees of Halifax Academy at its regular meeting held April 2, 1996, that the Board will adhere to, implement, and enforce its nondiscriminatory policy adopted by resolution of the Board on September 12, 1994, a copy of said resolution being attached hereto:

Be It Further Resolved by the Board:

For the Board of Trustees to diversity the student body, Halifax Academy will recruit and offer four (4) annual partial/full scholarships for the 1996-1997 school year to two (2) African American, Asian, Pacific Islander, American Indian and/or Latin American and two (2) students of any race.

We will secure our scholarships by following the general requirements:

- a. Applicants must submit a written statement from a licensed physician reflecting the applicant is of sound mind and body.
- b. Applicants must score at or above the 50th percentile on the standardized test used by the school at the time of the application.
- c. Applicants must have maintained a “B” average for three previous semesters of school work and must maintain a “C” average at the school to retain financial aid.

- d. Applicants must submit three letters of recommendation attesting to their good moral character, honesty, integrity, and scholarship. One of the letters must be from a school official from the applicant's previous school.
- e. Applicants must adhere to all school rules, regulations, and bylaws.
- f. Financial assistance is based on parents/guardians combined gross income of \$25,000 or less, as evidenced by their federal income tax return for the preceding calendar year for full scholarship consideration and \$25,001-\$50,000 for partial scholarship. Scholarships will not be awarded to applicants whose parents/guardians have a combined income in excess of \$50,000.
- g. All scholarships are awarded for one school year. Recipients may reapply for scholarship aid each year and preference will be shown to former recipients who have maintained academic and other standards set forth herein.
- h. In the event funds earmarked for minority students are unawarded at the commencement of the school year, such funds will remain within the scholarship program and all earnings thereon will accrue to the benefit of the program. If the program is ever terminated for any reason, the funds available to minority students must continue to be available exclusively for the use of minority students in the hands of the distributee. In no event will such funds or the interest or earnings thereon be used for a purpose other than to support recruitment or provide scholarships to minority students.
- i. The Board of Trustees will name a three (3) person selection committee to review and investigate the applicants and make recommendations to the Board.
- j. The selection committee will be charged with the duty and responsibility of devising applications and procedures and disseminating through the community, with special emphasis on minority areas of the community, information concerning the availability of such scholarship aid and procedures for application. The committee will have the sole responsibility for reviewing applications and awarding scholarships. Not less than one (1) member of the committee shall be a member of the African American, Asian, Pacific Islander, American Indian and/or Latin American race. Each committee member will serve at the pleasure of the Board and will remain on the committee until his or her resignation, removal, or replacement.

The Board of Trustees will advertise via newspaper, radio, social media and/or telecable service. The Board will invite minority community leaders to the school for an informal gathering to tour the school and ask questions concerning the lack of minority student participation at Halifax Academy.

To further our commitment to this Resolution, the Board of Trustees will actively recruit black teachers in areas that are seriously being considered for the 1996-1997 school year, i.e. Computer, Art, and Spanish.

The Board recognized that in order for Halifax Academy to be accepted in the minority community, business, professionals need to participate in our recruitment efforts. The Board of Trustees will be contacting business professionals to participate in our recruitment efforts. The Board of Trustees will be contacting business professionals in the community for guidance and leadership to secure our 1996-1997 goals.

The History of Halifax Academy

In the spring of 1969, a group of dedicated citizens and parents felt that an alternative choice of higher education was needed in the Halifax County area. The charter was written and The Halifax Academy, A Christian School, Inc. was born.

A fifteen-acre tract of land, gifted by Mr. William Shearin, operated grades one through ten in mobile units the first year.

Halifax Academy has experienced remarkable growth since its birth in 1969. During the 1970-71 school year, a building was erected to supplement the mobile units. A gymnasium with a seating capacity of 900 was also added.

In the spring of 1986 an elementary building was added which included eight new classrooms, a teacher's lounge, and guidance office.

In the summer of 1989, with funds raised by the Athletic Council, a weight room, and a coach's office were added to the gymnasium.

The present twenty-acre campus includes multiple classrooms, a library, business office, restrooms, two teachers' lounges, a guidance office, a cafeteria, gymnasium, and several mobile units. Since 2000 Halifax Academy has seen considerable growth. Doublewide trailers were purchased in 2000 and 2001. During the summer of 2002, four classrooms were built for the fifth and sixth grades. Two years later classrooms were added for Pre-Kindergarten and Kindergarten. The cafeteria was renovated the summer of 2005. The summer of 2006 four more classrooms were added, and the bathrooms in the gymnasium were renovated. 2022 brought the latest renovations to the campus with updated football locker rooms, paving of the parking lot, and new flooring in the cafeteria.

Halifax Academy has operated with the aid and support of the parents and loyal friends in the Roanoke Valley area.

School Philosophy

Halifax Academy shall endeavor to achieve the following:

Perpetuate an appreciation for spiritual values.

Present opportunities preparing individuals for higher education and/or career placement.

Promote a sense of self-respect, a love for home and family, a dedication to the principles of our national greatness, and the practice of high moral standards.

Project these values through:

- a. A curriculum best meeting the needs of the students
- b. The employment of qualified instructors
- c. Utilizing innovative methods and contemporary materials and equipment.
- d. Maintaining an informative relationship with parents concerning achievements and continuing objectives.

Parent/Guardian Application Process

Families enrolling their first child must pay a one-time membership fee to Halifax Academy in order to have their child's application and all subsequent applications for enrollment approved by the Head of School. If the membership application is not approved the fee will be returned. Applications not approved can be resubmitted for approval after a period of six (6) months has elapsed. The membership fee is non-refundable once the membership application has been approved by the Board of Trustees. Membership fees are not transferable.

Family Work Program

Families will have an annual work hour requirement, the amount of time as denoted in the signed annual contracts. Families will have the option to work these required work hours, pay an amount as designated by their contract in lieu of the required work hours, or work and pay for the required amount as designated in their contract. All families must work or pay. The work period is from January 1 through December 31. No worksheets will be accepted after December 31 of the current year.

Work must be performed on school premises. If the work is performed off school premises, the work must be pre-approved by the Board of Trustees, the Patrons Officers, or the Athletic Council. Project work completed off premises must be returned to the school grounds when completed. Unless approved by the Board of Trustees, only parents, legal guardians, their children sixteen (16) or older (currently enrolled), and grandparents have the authority to work for families that have committed to working their required hours.

Families must complete a work hours worksheet and have the completed work approved and signed (full name) by one of the following: Patron Association officer, Board of Trustees member, Head of School, Assistant Head of School, School Bookkeeper, School Guidance Counselor, Athletic Director.

Before approving work hours, the approver must verify that the work was completed.

Approved by the BOT on 4/21/08

School Organizations

Board of Trustees

The affairs of the Corporation are managed by the Board of Trustees, which is composed of thirteen (13) members.

The Board of Trustees elects from its membership a Chairman, Vice-Chairman, and Secretary.

The Board of Trustees employs the Head of School and, on the recommendation of the Head of School, employs the teachers.

The Board of Trustees meets monthly.

School board members should limit visits to official business and notify the office when on the school premises.

School board members should maintain a current account with Halifax Academy.

The Board of Trustees should perpetuate a positive view of Halifax Academy in all situations.

School board members should maintain the confidentiality of the business of the Board of Trustees with regards to the personal and/or financial information of the families of Halifax Academy.

Head of School

The Head of School's duties shall be as follows:

- a. Nominate the teachers and all other school personnel, and upon approval of the board of Trustees, employ them.
- b. Supervise the teachers.
- c. Supervise the cafeteria staff and maintenance personnel.
- d. Plan schedules with the teachers and organize the curriculum.
- e. Maintain discipline, establish and enforce rules and regulations, and exercise complete authority over the students, teachers, and school property. **The Head of School shall have sole discretion in the placement of students in the classrooms.**
- f. Represent or appoint a representative to meet with the Board of Trustees and to report to them concerning all phases of the operation of the school.
- g. Properly maintain school records.
- h. Operate the school in accordance with the policies adopted by the Board of Trustees.
- i. The Head of School will be present each day from 8:15 a.m. until 3:30 p.m.

Assistant Head of School

The Assistant Head of School's Duties shall be as follows:

- a. Assist the Head of School in seeing that the school runs smoothly in its day to day affairs.
- b. Be in charge when the Head of School is away from the school.
- c. Work with the Head of School to see that fair punishment is given to students who cannot abide by the rules of the school.
- d. Be in charge of notes for absences/tardies in grades 7-12.
- e. Other duties as assigned by the Head of School.

Halifax Academy Programs

Halifax Academy Preschool

Halifax Academy provides an academic-based child care facility that ensures each child begins to develop the skills necessary to succeed in elementary school.

Families must remit a preschool registration fee with their application. If the applicant is not accepted, the fee will be refunded

Please contact the school office for enrollment and fee information.

Before School Program

A Before School program operates on campus from 7:00 a.m. until 8:15 a.m. for parents who need to drop their children off earlier in the morning due to work requirements. A fee schedule and other information may be obtained the school office.

After School Program

An After School program is offered in the afternoon from 3:00 until 6:00 p.m. Contact the school office to receive fee and enrollment information.

Halifax Academy Academic Standards Policy

Halifax Academy has adopted the following academic standards for all students effective with the 1998-1999 school year.

Following the example of N.C. Universities, scholarship students must have a higher academic standard than non-scholarship students. Halifax Academy currently has the following academic standards in place for all scholarship students:

- Must score at or above the 50th percentile in the standardized test used by the school.
- Must have maintained a “B” average for the last three (3) previous semesters of schoolwork.
- Must maintain a “C” average to continue to receive financial aid.

The following academic standards are in place for all non-scholarship students:

- Students must have a “77” average for the three previous semesters of schoolwork prior to being admitted to Halifax Academy.

Or

- Students may be admitted with an average below “77” at the discretion of the Head of School and placed on academic probation.

Currently enrolled students of Halifax Academy must be making progress toward graduation. Students who persistently neglect work will be placed on academic probation.

Halifax Academy Student Honor Code

Grades K – 3

Pledge of Honor: As a Student of Halifax Academy, a Christian School, I will pledge to do my own work without giving or receiving answers.

Grades 4 – 5

Honor Code: Halifax Academy, a Christian School, places personal honor above personal gain. Students will be required to sign a statement on all graded assignments pledging that they have neither given nor received unauthorized help on the assignments. Cheating or forging will result in a zero for the assignment and referral to the office.

Grades 6 – 12

Honor Code: Halifax Academy, a Christian School, places personal honor above personal gain. Students will be required to sign a statement on all graded assignments pledging that they have neither given nor received help on the assignments. Cheating or forging will result in a zero for the assignment, referral to the office, and possible loss of exam exemption, and possible removal from honor clubs. The use of artificial intelligence on an assignment without the consent of the classroom teacher is considered a form of cheating.

Student Academic Requirements

All students must meet the **Halifax Academy Academic Standards Policy** guidelines. In lieu of progress reports, parents/guardians will have access to grades via parent web on an ongoing basis. Parents/guardians should check grades and contact the teacher if they have any questions. Teachers will update grades weekly and contact parents of parents of any students not making progress at least every 3 weeks.

Students forging parent's/guardian's signatures on any school form or work will not be tolerated in accordance with the Halifax Academy Honor Code.

Any student caught cheating automatically receives a zero on that material or test. Parents are to be notified by the teacher. A second cheating offense will result in one to three days suspension. Further cheating offenses will result in expulsion.

Grades 8-10 must take six subjects with no study hall. In extenuating circumstances, permission from the Head of School may be given to seniors requesting to take more than one English class during the school year.

Sports Participation

To participate in athletics, including cheerleading, students in grades 6-12 may not fail more than one course the semester before the activity. Students who become ineligible may be considered for reinstatement at the end of each quarter, provided they are making progress towards passing the course(s).

Halifax Academy athletes participating in all junior varsity and varsity sports will be assessed a \$50 athletic fee per season.

Unless registered at Halifax Academy for the forthcoming school year, students are not eligible for participation in fall sports.

Promotion Policy

The teacher is best qualified for applying promotion standards for students in his/her classroom. Teachers should have conferences with the Head of School to discuss the progress, achievement, and ability of his/her students before promoting.

Before reaching a decision in promoting a student, the following should be considered:

- A. Reasonable effort
- B. Achievement
- C. Age and social development
- D. Ability to work with group in next grade
- E. Mastery of fundamental skills
- F. Marks or grades given during the school year
- G. Meeting Academic Standards Policy guidelines

Graduation Requirements

MINIMUM REQUIREMENTS FOR HIGH SCHOOL GRADUATION WITH A DIPLOMA BY NORTH CAROLINA AND HALIFAX ACADEMY

| | |
|---------------------|---|
| English..... | 4 Units |
| Mathematics..... | 4 Units (Algebra I, Algebra II, Geometry, and one math beyond Algebra II is required) |
| Science..... | 3 Units (Environmental Science, Biology and Physical Science are required). |
| Social Studies..... | 4 Units (Civics, World History, US History, Economics & Personal Finance |
| Health and P.E..... | 1 Unit |
| Electives | 6 Units (If going to any of the 17 UNC campuses, 2 units of Foreign Language are required) |

22 Units- Total

*Students in grades 9 & 10 must take 6 subjects each year.

*Students in grades 11 & 12 must take at least 5 subjects.

*In special circumstances, students in Grade 12, may be granted permission from the Head of School to take 4 subjects with no tuition reduction.

UNDERGRADUATE ADMISSIONS REQUIREMENTS

COLLEGE (FOUR YEAR) ADMISSIONS REQUIREMENTS

A high school transcript including: date of graduation, courses and grades in courses taken in grades 9-12, cumulative academic average (weighted & unweighted), and cumulative grade point average (weighted & unweighted) on a 4.0 scale.

Math units must include Algebra I, Geometry, Algebra II, and one beyond Algebra II. Other math units are Advanced Functions & Modeling, Pre-Calculus and Calculus.

Science units must include Physical Science, a life or biological science and a laboratory science course.

Foreign Language – 2 units are required.

NOTE: Community college requirements may vary somewhat according to the area the student is entering.

NOTE: Individual colleges/universities may require other courses *in addition* to the minimum requirements; therefore, students should refer to the catalogs, websites, and contact the admissions offices of the schools to which they plan to apply.

High School Curriculum

Freshman

| <u>Required:</u> | <u>**Electives:</u> |
|-----------------------------|---------------------|
| English I/Honors English I | Spanish I |
| Environmental Science | |
| World History | |
| Health & Physical Education | |
| Geometry/Algebra I | |

Sophomore

| <u>Required:</u> | <u>**Electives:</u> |
|------------------------------|-------------------------|
| English II/Honors English II | Spanish II |
| Biology | Computers |
| Civics & Economics | Physical Conditioning I |
| Algebra II/Geometry | Journalism |
| | Psychology |

Junior

| <u>Required:</u> | <u>**Electives</u> |
|--------------------------------|-------------------------------|
| English III/Honors English III | Spanish III (H) |
| Technical or Honors Chemistry | Physical Conditioning I or II |
| American History | Journalism |
| Algebra II/Pre-Calculus (H) | Psychology |
| | College & Career Promise |

Senior

| <u>Required:</u> | <u>**Electives:</u> |
|---------------------------------------|-------------------------------------|
| English IV/Honors English I | Spanish III (H), or Spanish IV (H) |
| Pre-Calculus(H), AFM or Calculus (AP) | Journalism |
| Economics & Personal Finance | Physical Conditioning I, II, or III |
| | Anatomy & Physiology (H) |
| | College & Career Promise |

*(H) Denotes honors courses. **Electives are subject to change*

Students taking honor courses will receive an extra quality point added in calculating their weighted GPA and 8 quality points in calculating their weighted cumulative average. Class rank is discontinued with the class of 2015.

Valedictorian and salutatorian awards will be determined after the completion of the third nine weeks of each school year using the weighted cumulative average and in order for a student to be eligible for the valedictorian or salutatorian awards, they must have been enrolled at Halifax Academy for 6 out of 8 semesters from grades 9-12.

College & Career Promise Program: Eligible juniors and seniors may participate in North Carolina Community College System's College & Career Promise Program as long as these courses do not interfere with classes at Halifax Academy. Eligibility for this program is based on the College & Career Promise Program requirements. Halifax Academy requires that students maintain a 2.8 on these college courses in order to continue with the program in subsequent semesters. Community college courses will not count toward the 22 credits needed to receive a high school diploma. These courses will not count toward the student's Halifax Academy GPA or cumulative average. It is the students' responsibility to have community college transcripts forwarded to prospective colleges or universities.

Commencement Exercises: Graduating seniors are required to attend both baccalaureate and graduation practices and services. Candidates for graduation are expected to wear school issued caps, gowns, and tassels with appropriate dress attire as described in the senior bulletin that will be distributed by the senior class advisor. Graduates may wear school issued sashes and cords only. Cords for participation in extracurricular activities outside of school activities may only be worn with the prior approval of the senior class advisor and/or Head of School at the commencement services.

Junior marshal selection will be determined after the completion of the third nine weeks of the junior year using weighted cumulative average. In order for a student to be eligible for the awards, they must have been enrolled at HA for 4 of 6 semesters from grades 9-11. Good moral character is a consideration for junior marshal eligibility.

Grading scale:

93-100 = A

85 - 92 = B

77 - 84 = C

70 - 76 = D

0 - 69 = F

Student Activities and Organizations

Student Clubs & Organizations

Jr. Beta /Sr. Beta

Student Government Association (SGA)

Shooting Club

Monogram Club

Journalism Staff

Quiz Bowl

Octagon Club

Battle of the Books

Student Sports

Varsity / Jr. Varsity Basketball (Boys & Girls)

Varsity / Jr. Varsity Baseball

Varsity / Jr. Varsity Cheerleading

Varsity Golf (Co-Ed)

Varsity Swimming (Co-Ed)

Middle School Basketball (Boys)

Youth Cheerleading

Varsity / Jr. Varsity Football

Varsity / Jr. Varsity Softball

Varsity / Jr. Varsity Volleyball (Girls)

Varsity Cross Country (Co-Ed)

Varsity Soccer (Girls)

Youth League Football

Youth Basketball

Community Involvement

Clubs and Organization Projects

| Final Exam Exemptions (Grades 6-12) | | |
|---|-------------------|--|
| Absences Allowed Per Class | Average | Morning Tardies Allowed/(Unexcused) |
| 15 | 93-100 (A) | 10 |
| 10 | 85-92 (B) | 10 |
| 1st Semester Exam Exemption (Seniors Only) | | |
| 5 | 93-100 (A) | 5 |

- Any student caught cheating in a class must take that exam.
- Any student with 8 or more detention hall offenses must take all exams.
- Any student who receives a suspension during the year must take all exams.
- Exam exemption is based on the current semester average.

Any student with excessive medical related absences may appeal to the BOT for an exception to this policy. All documentation supporting such absences will be required.

Note: All absences, whether excused or unexcused, count against exam exemption allowance, exception: Seniors and juniors are allowed up to two college visitations. These will not count against exam exemption. (See guidance counselor).

Halifax Academy Attendance Policy

Student Attendance

Halifax Academy requires that children must be five years of age by October 31 to begin Kindergarten, and six years of age by October 31, to begin First Grade.

All children between the ages of seven and sixteen years must attend school continuously for the period of time school is in session. It is the duty of parents, Head of School, and teachers to see that the compulsory attendance is enforced.

Students who miss more than twenty (20) school days in one school year will automatically be retained in their grade. Parents may appeal to the Board of Trustees in the case of a prolonged illness by their child or children.

Students skipping class or school or leaving school without permission from the Head of School or assistant Head of School automatically receives suspension for up to three days. Repeated offenses may result in expulsion.

School Hours

The student's school day will be from 8:30 a.m. to 3:05 p.m. for grades K-5, and 8:15 a.m. to 3:15 p.m. for grades 6-12.

Students are required to be picked up from the school premises by 3:30 p.m. each day unless they are remaining at school for a supervised school activity. The Board of Trustees is committed to providing a safe campus for our students both before and after school hours. Halifax Academy offers a Before School

Program for students whose parents need to drop off students before school starts and an After School Program for students whose parents need to pick up after school ends. The following policy has been implemented to ensure all students are in a safe, supervised environment while on the school campus.

- Students who arrive to school between 7:00 and 7:45 AM are required to report to the Before School Program and pay the fees associated with this program.
- Students who arrive to school between 7:45 and 8:15 AM are required to report to the cafeteria where they will be supervised by a teacher.
- Students who remain after 3:30 PM are required to report to the After School Program and pay the fees associated with this program.

School Closings

School days lost because of weather conditions or other emergencies shall be made up at the discretion of the Head of School.

Tardiness

Students are counted tardy after the 8:30 a.m. for grades K-5 and 8:15 for grades 6-12 and/or if they are absent one (1) hour or less during a school day.

Elementary:

Students tardy in grades K-5 should bring a note from the parent. If tardiness becomes excessive, the elementary teacher will consult the assistant Head of School or Head of School. Social services may be called if tardiness continues.

Middle/High School:

All students are expected to be in school on time. If a student in grades 6-12 is tardy, he/she must report to the assistant Head of School before going to class. Excessive class tardies will not be tolerated. After three unexcused morning tardies per nine weeks, the student will receive detention hall. Excessive tardiness may result in out of school suspension.

Absences

Students who miss more than one (1) hour of school, but less than three (3) hours will be counted absent one-half day (this will prevent a student from having perfect attendance for the year).

Students who are absent more than three (3) hours will be counted absent for the day.

Attendance for students in grades 6-12 will also be recorded for each class and any student missing more than thirty (30) minutes of a given class is counted absent.

Legal excuses for school absences are as follows:

- Religious Holidays
- Doctor appointments
- Illness of child
- Death in the family
- Quarantine
- Physical Incapacity
- Mental Incapacity
- Severe Weather
- Educational Trips Approved by Head of School

Students who have the need to be absent from school for reasons other than those listed in this handbook must get prior permission from the Head of School/assistant Head of School. This includes extended trips or vacations, work, etc. Requests must come from the parents or legal guardians. For a one day absence for personal reasons, students may submit a note from the parents/guardians after the absence. If the

absence is for more than one day at a time, pre-approved notes must be granted or the absences are unexcused. All students must provide a note or an email from home when absent for any reason.

Extended absences warrant a minimum of three (3) days to make up missed work. Extra time will be at the discretion of the teacher. Tests and assignments announced in advance must be taken the day returning if out for reasons other than sickness, death in the family, or emergency.

Students are responsible for contacting teacher(s) for all assignments during suspension.

Students are allowed 3 educational absences per year with prior approval from the Head of School.

All absences, whether excused or unexcused, count against exam exemption allowance, except as noted below for college visitations for juniors and seniors.

Two (2) excused absences (juniors & seniors) and one (1) absence (sophomores) will be allowed per year for college visitations. Students will need to see the guidance counselor for prior approval and a set of forms that must be completed and returned. The absences will not count against exam exemption (all work must be made up).

Student Check out Procedure

Elementary School:

All students in grades K-5 who need to leave school during the hours of 8:30 a.m. and 3:05 p.m. should be communicated to his/her teacher specifying the reason for the absence.. The student's parent/guardian should check in with the receptionist and coordinate pickup.

Middle/High School:

All students 6-12 who leave school between the hours of 8:15a.m. an 3:15 p.m. must sign out in the office. Students must have parental permission to sign out. Failure to use proper sign in/out procedures may result in suspension. When it is time for a student to leave, he/she must sign out at the receptionist desk and if the student returns he/she must sign back in at the receptionist desk.

Halifax Academy Student Dress Code

All students must adhere to the Halifax Academy Student Dress Code. The codes (by grade) are as follows:

Preschool – 5th Grade

- 1) Hair should be neat and clean and not covering eyes. Facial hair should be neatly trimmed.
- 2) Boys are not allowed to wear earrings. Girls may wear earrings in ears only. No visible body rings are allowed.
- 3) Shirttails may be worn out as long as they are reasonable and decent.
- 4) Shoes must be worn at all times.
- 5) Hats/caps are not to be worn in buildings.
- 6) Baggy pants (low riders) are not allowed.
- 7) Clothing with suggestive slogans (sex, alcohol, tobacco, vaping, violence, or profanity) is not allowed.

Student adherence to the dress code (Preschool – 5th) will be evaluated daily at the beginning of the school day by the student's teacher. Any offender will be sent to the Head of School's office immediately and will return to class only after they meet the dress code standards. They will be sent home to correct their attire

or appearance if required and will be unexcused while absent. Repeat offenders will be suspended by the Head of School.

6th – 12th Grade

Student dress contributes to the total school atmosphere. Students are expected to dress in a manner that demonstrates respect and doesn't compromise safety for one's self and others. If a student is dressed or groomed in a way that disrupts the orderly process of learning or reveals too much of the body for a school setting, parents may be called to bring the student a change of clothes. The following list is not all inclusive but provides guidelines regarding what is appropriate/inappropriate clothing for school, this dress code applies to all school functions, including career day, athletic banquet, etc.

- 1) Hair should be neat and clean and not covering eyes. Facial hair should be neatly trimmed.
- 2) Boys are not allowed to wear earrings. Girls may wear earrings in ears only. No visible body rings are allowed.
- 3) Visible tattoos are not allowed
- 4) Shorts must have a minimum of 2.5" inseam and not be revealing. Dresses and skirts must be reasonable in length. for all school functions, including career day, athletic banquets etc.
- 5) Students should not wear shirts that expose shoulders, backs, chests or midriffs, and they should not be see-through. Cold shoulder shirts are acceptable. No spaghetti straps or off-the shoulder tops are allowed.
- 6) No tank tops or crop tops allowed
- 7) Shoes must be worn at all times.
- 8) Shirttails may be worn out as long as they are reasonable and decent.
- 9) Hats/caps are not to be worn in buildings.
- 10) Baggy pants (low riders) are not allowed.
- 11) Clothing with suggestive slogans (sex, alcohol, tobacco, vaping, violence, or profanity) is not allowed
- 12) Students are not allowed to wear sleepwear, this includes pajamas, pajama pants, slippers, blankets, robes, etc.

Students' adherence to the dress code will be evaluated daily at the beginning of the school day by the student's teacher. Any offenders will be sent to the office and the parents will be notified to bring a change of clothes.

Adherence to the Halifax Academy Student Dress Code (Preschool – 12th Grade) is required during participation in all school-related functions and practices. This includes all locations where Halifax Academy is being represented and will be enforced by the person responsible for the students (teacher, coach, etc.)

Halifax Academy Student Code of Conduct

Discipline

Halifax Academy is responsible for educating those children who attend and, therefore, it must establish and enforce guidelines and procedures that provide for reasonable order and an atmosphere where learning can take place. There must be a set of procedures for dealing with inappropriate student behavior, including one for suspension and expulsion.

For the majority of the students, simple corrective action will effect the appropriate change. For others, more extensive efforts must be made. For a few students, the school is not equipped nor staffed to effect

the substantial changes that are needed. The ultimate responsibility for a student's behavior rests with the student and his/her parents.

The teacher's responsibility for discipline is multiple. It includes follow-through on assignments, classroom management, and extra-curricular supervision. Secondly, it is the duty of every member of the staff to assume responsibility for good order wherever he/she may be. Every teacher is expected to be a disciplinarian during every hour of the school day and in every aspect of the school operation. To overlook an act of misconduct without taking some action is, in a sense, condoning the act and may be interpreted as an approval of the activity. Consistency of corrective action is a better deterrent than severity of action taken once in a while.

Teachers are to manage discipline problems without assistance from others in so far as practical. However, no teacher should permit a poor discipline situation to continue without seeking the assistance of the Head of School/Assistant Head of School.

When a student is guilty of unacceptable behavior, and that behavior includes violation of any local, state, or federal laws, and when the violations occur during school hours, on the school grounds during or after school hours, or at school sponsored functions, the Head of School may use his judgment as to whether prosecution through juvenile or district courts is recommended.

Students, who cannot abide by the rules of the school, including misbehavior and failure to do the required school work, will be placed on probation for a period of up to nine weeks, with a letter sent to the parents and a letter placed in the student's cumulative folder. If, after this period, sufficient improvement has not been made, the student shall be removed from the school. The final decision will be made by the Board of Trustees with recommendations from the teacher(s) and the Head of School.

These rule changes and revisions take precedent over all previously written rules which deal with discipline.

Detention Hall

"Detention Hall" will be set up one day each week for students in grades K-12 who cannot abide by the rules. Students are notified by the teacher and are responsible for transportation home at 4:00 p.m. that day. Refusal to report to or cooperate in Detention Hall results in suspension. All detention halls will be documented in written form and the teacher will call the parents to notify them of the detention.

Excessive Detention Halls will not be tolerated. If a student is assigned four or more Detention Halls in a nine week grading period, he/she will be suspended for one day out of school.

Abusive rule violators will be placed on "Student Probation" for nine weeks with a letter sent to the parents and placed in the student's file. Continued abusers will be removed from school with the final decision being made by the Board of Trustees with recommendations from the teachers and Head of School.

Disciplinary files are kept on each student in the Head of School's office and parents will be notified of students' misbehavior and punishment.

Student Behavior

Students must report to class prepared and ready to begin work.

Students must comply with the directions of teachers and staff.

Students should remain orderly at all times and should be respectful and considerate to faculty, staff, and peers. Disorderly or disrespectful students automatically receive up to two days suspension.

Students will not use insulting, abusive, profane, obscene, or seriously discourteous words, signs, or gestures to teachers, staff members, and other students. Any shouting, yelling, whistling, talking, or other loud noises which cause a disruption are not allowed. Disrespectful chants or slogans at athletic events will also not be tolerated.

No inappropriate displays of affection are allowed on campus. Married students must have permission from the Board of Trustees to attend Halifax Academy.

Misuse of school facilities, such as the improper use of urinals and commodes, and the defacement of walls or ceilings with paper will not be allowed.

Unless organized by the staff of Halifax Academy, no food/drinks are allowed in the main building and no food requiring refrigeration is allowed. Eating in areas such as classrooms or buildings, except in the cafeteria, is prohibited.

No gambling, card playing, tackle football, or related games, or running in buildings or on sidewalks will be permitted.

Throwing objects such as rocks, pencils, or any sharp or dangerous objects anywhere on campus is prohibited.

No chewing gum is allowed on campus.

Regulating heating/air conditioning units is prohibited. No students are allowed to raise/lower windows. Students are not to sit on desk tops or window sills.

All classrooms, school grounds, and the cafeteria are to be kept clean by students. Spot inspections by the Board of Trustees will take place unannounced.

Students are not permitted to leave class to go to the bathroom except in emergencies.

Only students who are office assistants are allowed in the office.

Students are not allowed in teachers' lounges.

Absolutely no cell phones allowed on during class. Cell phone usage should be limited to out of class time. Students are not allowed to text or call students who are in class. If you are in violation of this cell phone policy, you will lose your cell phone privileges.

There should be no playing in the cafeteria or gym during athletic events.

Failure to do cafeteria duty 4 or more times without a valid excuse could result in suspension. Students that miss 2 or more cafeteria duties will be required to make up the missed duties and/or receive a detention hall.

Students are not allowed to go to the gym or leave the cafeteria for any reason without prior permission.

Cell Phones

The possession and use of cellular phones on school grounds, at school-sponsored activities, or while otherwise under the supervision and control of school employees is a privilege. Students are prohibited from operating a cell phone or other electronic device (or camera embedded in such device) while in a

locker room, bathroom, or any other location where the privacy rights of others may be violated. Students may not use cellular phones on campus during instructional times unless directed by the teacher. These devices must be kept out of sight and turned off during the instructional day. Repeated unauthorized use of such devices may result in progressive disciplinary action.

It is the student's responsibility to know and follow each teacher's policies and to the legal ramifications of inappropriate electronic communication, including but not limited to cyber bullying, sexting, etc.

Parking Lot

Students who drive to school are not to sit in cars once they are on school grounds, nor go to a car during school hours without permission from the Head of School or Assistant Head of School. All students who drive to school are expected to drive cautiously and, if caught driving recklessly, may have his/her driving privilege to school taken away. Students are not to sit or lean on cars at any time. Students are not to park in the back area of the parking lot. Violating school parking and traffic regulations may result in loss of driving privileges. Student drivers are to yield to all incoming traffic. Student drivers are responsible for keeping the student parking area neat and free of trash. Students with permission to return to the parking lot during the school day must sign out and back in at the front office.

Cafeteria

Halifax Academy has a closed lunch policy; therefore, students are not allowed to leave the campus for lunch, nor are they allowed to have lunch delivered to them by anyone except parents/grandparents/guardians. Only family members will be allowed to occasionally eat lunch with students. Under no circumstances will students from other schools or girl/boy friends be allowed to eat lunch at Halifax Academy.

All students in grades 6-12 are to report to the cafeteria within five minutes after the bell has rung for lunch. Students must remain inside cafeteria until released by a teacher at which time they are to exit the cafeteria and remain outside, weather permitting. No students are allowed in the classrooms during break or at lunch. Seniors are allowed to visit the Viking lounge once they have eaten during break and lunch.

Students that miss cafeteria duty will be required to make up the missed duties and failure to make-up missed duty may result in detention or suspension.

Students are not allowed to go to the gym or leave the cafeteria for any reason without prior permission.

Gymnasium

Students are not allowed to use the gym or weight room without permission and supervision of a staff member.

Students enrolled in physical conditioning class, will be required to have an up to date physical form on file.

P.E. students should use the side door to enter and leave the gym and remain outside until the bell rings to leave classes. The gym and dressing rooms are off limits during break or lunchtime.

Major Rule Violations

No use or possession of tobacco products is allowed on campus. First offenders will be sent home for three (3) days.

***Proper law enforcement authorities may be notified.**

*Any student using or possessing marijuana, narcotics, stimulants, alcohol, or any other unauthorized or illegal substances or drug paraphernalia on campus will be immediately expelled, including any school-related function on campus.

*A student caught in the possession of weapons, firearms, and other dangerous instruments, chemicals, or concealed weapons will result in severe suspension or expulsion depending on the nature of the item.

*Making and/or possessing explosive or incendiary devices (firecrackers, smoke bombs, etc.) will result in severe suspension and possibly expulsion depending on the nature of the item.

*Extortion, theft, robbery, burglary, vandalism, or deliberate damage/defacement to school or personal property or possession of stolen property may result in suspension the first offense and expulsion thereafter. Full restitution will be required and any destruction of school property is the student's responsibility to replace. Students should not leave money or valuables in dressing rooms or classrooms.

*Fighting results in suspension for the instigator(s). If in doubt, all involved will be suspended. If a student is a victim, he/she may defend himself/herself long enough to disengage from fighting and report it to the appropriate school officials.

***When students commit infractions on the campus of Halifax Academy or through any other form of communication, ie.: social media, text, etc., while off campus, and in the judgment of the Head of School, harm may exist to other students or school employees, and time does not permit a full investigation to resolve unanswered questions, the Head of School shall have the authority to send students home until such an investigation has been completed. This policy does not apply to offenses that are already clearly stated in the Student Code of Conduct, and when there are no unanswered questions surrounding the offense or the parties involved. Examples of the aforementioned statement may include, but are not limited to, sexual harassment accusations, verbal or physical assaults/threats/confrontations or physical injury or school employees, students, or other persons on campus.**

Infractions listed are not all-inclusive. Any offenses not covered under this code will be assigned consequences as determined by the Head of School in accordance with the policies of the Board of Trustees. Verbal changes take precedence over all written rules. Teachers may supplement school rules and regulations with classroom rules if these rules do not involve the use of suspension as a consequence for misconduct.

Students with 3 or more suspensions of any kind will be referred to the board of trustees for possible expulsion.

Chart of Offenses – Grades K-5

The recommended consequences for most offenses of the Student Code of Conduct for students in grades K-5 is a letter to parents from the teacher notifying them of the offense. The consequence may also include a student/Head of School conference.

The following is a list of recommended consequences for major offenses and repeated minor offenses of student conduct for grades K-6. Although not all-inclusive, most major offenses and their penalties are listed. Major offenses not listed will be assigned consequences as determined by the Head of School in accordance with the policies of the Board of Trustees.

| Offense | 1 st | 2 nd | 3 rd |
|---|---|-----------------------------|-----------------|
| General disorderly, Disrespectful Conduct | CF- S/1-2 | S/1-3 | HOS Discretion |
| Not complying with directions of teachers and staff | CF | S/1-3 | HOS Discretion |
| Unexcused tardies/excessive tardies | CF/SS if tardiness becomes a habit | | HOS Discretion |
| Skipping class/school | Head of School's Discretion | Head of School's Discretion | HOS Discretion |
| Forging notes/signatures | CF | S/1-3 | HOS Discretion |
| Failure to report to/ cooperate in Detention Hall | S/3+ | | HOS Discretion |
| Cheating | CF (0- on work) | S/1-3 (0- on work) | HOS Discretion |
| Misuse of the internet | CF – Possible suspension | S/ 1-3 | HOS Discretion |
| Insulting, abusive, profane, obscene or seriously discourteous words, language signs or gestures, etc | CF – S/1-3 | S/3-5 | HOS Discretion |
| Repeated dress code offenses | CF- S/1-3 | S/3-5 | HOS Discretion |
| *Fighting | CF-S/1-5 | S/5+ | EXP |
| *Verbal/Physical threats or assaults | CF-S/2-5 | S/5+ Possible expulsion | HOS Discretion |
| *Extortion, theft, vandalism, damage to school or personal property or possession of stolen property | CF-S/3-5 -Full restitution- | EXP | HOS Discretion |
| Use/possession of tobacco/vape products | CF-S/3-5 | S/5+ | HOS Discretion |
| *Use/possession of illegal substances, paraphernalia, alcohol, etc. | Immediate Expulsion | | |
| *Possession weapons firearms, etc. | Severe suspension or expulsion– confiscate | | |
| *Making and/or possessing explosives, incendiary devices, etc. | Severe suspension or expulsion | | |
| *Sexual Harassment | Severe suspension or expulsion | | |

HOS: Head of School

CF: Conference with student/parent.

SS: Social Services may be called if continues.

S: Suspension/day

EXP: Expulsion – permanent removal from school.

Suspension: Students are responsible for all missed assignments. Tests and quizzes will be allowed to be made up.

Expulsion: Permanent removal from school. ***Proper law enforcement authorities may be notified**

Chart of Offenses – Grades 6-12

The recommended consequences for most offenses of the Student Code of Conduct for students in grades 6-12 is Detention Hall. All detention halls will be documented with notes from teachers to parents. In some cases a parent/teacher/ and/or Head of School conference may be required.

Detention Hall is held from 3:20 p.m. – 4:00 p.m. on designated days.

| | |
|-----------------------|---|
| First Rules Offense: | One Hour of Detention Hall |
| Second Rules Offense: | Two Hours of Detention Hall |
| Third Rules Offense: | Possible Suspension for one to three days |

The following is a list of recommended consequences for major offenses and repeated minor offenses of student conduct for grades 6-12. Although not all-inclusive, most major offenses and their penalties are listed. Major offenses not listed will be assigned consequences as determined by the Head of School in accordance with the policies of the Board of Trustees.

| Offense | 1 st | 2 nd | 3 rd |
|---|---|--|---------------------------|
| General disorderly, Disrespectful Conduct | CF- S/1-2 | S/2-3 | S/3-5 |
| Blatant disrespect towards faculty/staff member | S/1-2 | S/ 1-5 or HOS Discretion | S/ 1-5 Possible expulsion |
| Unexcused tardies/excessive tardies | CF/SS if tardiness becomes a habit | HOS Discretion | HOS Discretion |
| Skipping class/school or leaving school without permission | CF - S/1-3 | HOS Discretion | HOS Discretion |
| Forging notes/signatures | S/1-3 | S/3+ | HOS Discretion |
| Failure to report to/ cooperate in Detention Hall | S/3+ | | HOS Discretion |
| Cheating | CF (0- on work) Possible Exam exemption loss for that class | S/1-3 CF (0- on work) Possible exam exemption loss for that class and removal from honor's clubs | S/3-5 Possible expulsion |
| Misuse of the internet | CF – Possible suspension | S/ 1-3 | HOS Discretion |
| Insulting, abusive, profane, obscene or seriously discourteous words, language signs or gestures, etc | CF – S/1-3 | S/3-5 | HOS Discretion |
| Repeated dress code offenses | S/1-3 | S/3-5 | HOS Discretion |
| *Fighting | CF-S/1-5 | S/5+ | EXP |
| *Verbal/Physical threats or assaults | Severe suspension or expulsion | | |
| *Extortion, theft, vandalism, damage to school or personal property or possession of stolen property | CF-S/3-5 -Full restitution- | EXP | |
| Use/possession of tobacco/vape products | CF-S/3-5 | S/5+ | HOS Discretion |
| *Use/possession of illegal substances, paraphernalia, alcohol, etc. | Immediate Expulsion | | |
| *Possession weapons firearms, etc. | Severe suspension or expulsion confiscate | | |
| *Making and/or possessing explosives, incendiary devices, etc. | Severe suspension or expulsion | | |
| *Sexual Harassment | Severe suspension or expulsion | | |
| Returning to cars, without permission during the school day | S/1 | S/1-3 | HOS Discretion |

HOS: Head of School

CF: Conference with student/parent.

SS: Social Services may be called if continues.

S: Suspension/day

EXP: Expulsion – permanent removal from school.

Suspension: When students are suspended, they are required to complete all missed assignments. Tests and quizzes will be allowed to be made up. During the suspension, two points will be deducted from each quarterly average per day of suspension.

Expulsion: Permanent removal from school. ***Proper law enforcement authorities may be notified**

Parents (or Legal Guardians)

Guardians must report to the office for a visitors pass while on campus. Please give a one day notice if you want to have a prolonged classroom visit.

In case of emergency, please contact the office for help.

If a parent has a complaint, please schedule a parent conference after school dismissal. Parents are expected to be good role models and represent the school in a positive manner. If parents have a concern that is not satisfied at the classroom level, they should contact the Head of School. Complaints that are still not satisfied at this point may be appealed to the BOT. Parents that fail to follow these procedures and act in ways that shed a negative light on the school in person or on social media may be asked to withdraw their child from Halifax Academy.

It is the duty of each parent to have students picked up from the school premises by 3:30 p.m. each day, unless they are remaining at school for a supervised school activity. Halifax Academy will not be responsible for students (unsupervised) after 3:30 p.m. It is imperative that everyone comply with this policy for the safety of the children.

Transportation is the responsibility of the parents.

The possession and/or use of tobacco, alcohol, or drugs by parents who chaperone school functions, on or off campus, will not be tolerated.

Parents who have concerns or questions about their child, should direct such to the child's teacher. If the parent is still not satisfied, the Assistant Head of School/Head of School should then be consulted.

Prescription Medications

All prescription medications are the responsibility of the teacher upon written request from the parent, including complete instructions and a signed "Authorization for Medication to Be Administered At School" form. All medications brought to school must be in a pharmacy labeled prescription bottle with information on how and when medication is to be administered. Both teachers and parents are encouraged to work with students to make them aware of the Importance of their medications and to ask for their medications as needed. Students should not be in possession of prescription drugs at school without the knowledge of a school official.

Field Trips

Elementary:

Only two educational trips ***are to be taken*** by students in grade K-5 while school is in session, ***and the teacher must initiate plans for all field trips. All class parties (Christmas, Valentine, Easter, and End of Year) are to occur on the school campus, unless approved by the Head of School.***

High School:

Only ***two*** educational trips are to be taken by students in grades 6-12 while school is in session. The Senior Day or Senior Trip would be the exception. Students in grades 6-12 who participate in a field trip which last for more than one (1) hour will be responsible for paying the substitute teacher's salary. The current substitute fee (equally divided among the total number of students participating) will be collected by the teacher(s) sponsoring the trip. Teachers in grades 6-12 are not to plan any class trips the last two weeks of school. (Exception: Senior Class Trip)

Use of School Facilities

1. Cafeteria – The cafeteria manager must keep a date book for reservations of the lunchroom/kitchen facility. Requests for use of the cafeteria must be approved by the Head of School, lunchroom coordinator, or Board of Trustees. Those requesting use of the cafeteria are responsible for the following:
 - a. Obtaining and returning the key
 - b. Any damage done to the facility.
 - c. Cleaning up and leaving the facility in the same order as found.
 - d. Turning the lights, stove, and heat/air off.
 - e. Locking the door.

2. Other School Facilities - Reservations of any other campus facilities are by approval of the Head of School.

Bullying and Harassment

Bullying and harassment are prohibited at Halifax Academy.

Bullying means written, verbal, or physical contact that adversely affects the ability of one or more students to participate and benefit from the school's educational program and activities by placing the student (or students) in reasonable fear of physical or emotional harm. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity, expression, religion, or any other distinguishing characteristics that may be included by the state of N.C. This also includes association with a group or person with one or more of its above mentioned characteristics, whether actual or perceived.

Harassment means written or physical contact that adversely affects the ability of one or more students to participate in and benefit from the school's educational program and activities because the conduct is so severe, persistent, or persuasive. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity, or expression, religion, or any other distinguishing characteristics that may be included by the state of N. . This also includes association with a person or group with one or more of the above mentioned characteristics, whether actual or perceived.

Scope

This policy covers conduct that takes place in the school, or school grounds, at school functions and activities, or in vehicles for school sponsored events. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school or at school sponsored functions and activities or in vehicles, and or school computers, networks, forums. The policy applies to the entire school community, including educators, staff, students, parents, and volunteers.

Reporting

All allegations of bullying or harassment shall be reported to the Head of School, assistant Head of School, school counselor, or teachers. Reported allegations will be investigated immediately by school administration and appropriate action taken. All investigations and actions will be properly documented in a timely manner. The school administrative staff will be held accountable for doing everything possible, within reason, to resolve the situation.

False Reports

Students filing false reports will be subject to disciplinary action.

Retaliation

Retaliation or threats of retaliation meant to intimidate the victim of bullying or harassment will not be tolerated and may be punishable by expulsion from school.

Discipline

Disciplinary actions for bullying or harassment may include but are not limited to warnings, counseling, loss of opportunity to participate in extracurricular activities, school events, or graduation exercises. The consequences for these offenses could be community service, short or long term suspension or expulsion. Punishment should be reasonable, age appropriate and match the severity of the incident. The punishment will be issued by the HA administration. The parent's or guardians should be immediately contacted and informed of the offense, supporting documentation and resulting penalty.

In all cases, the school reserves the right to refer the results of its own investigation to local authorities for possible criminal charges, whether or not the school takes any other action.

Halifax Academy will follow state law guidelines stated in Senate Bill 526 adopted in the Session Law 2009-212.

Rights and Responsibilities Electronic Communication Devices

In order to expand opportunities for student learning through the use of technology, students are allowed to bring their own electronic communication devices to school for use within specified classes and/or for identified projects

Students are prohibited from using any personally owned electronic devices or electronic communication devices in locations where there is an expectation of privacy such as restrooms or locker rooms. Students are prohibited from using any personally-owned electronic communication devices where the device distracts others, or where it interferes with the operations of the school or classroom, including any rules established by School staff.

Halifax Academy is not responsible for any cost associated with personally-owned electronic communication devices, such as accrued data charges, loss, theft, damages, repairs or misuse of any device.

School Administrative staff may examine personally-owned devices and search their content as permitted by state statute.

Rights and Responsibilities Student Internet Use

Halifax Academy provides Internet access from its campus network to students, staff and board members.

Providing Internet access is an important part of preparing HA students for the future. This goal includes the following objectives:

- Provide access to global educational resources.
- Provide communication services.
- Provide methods for research.

Students must comply with all guidelines for appropriate use contained in this handbook regardless of whether the equipment and methods they use for accessing the Internet are provided by the school or are personally owned.

Halifax Academy shares responsibility with students, parents, staff and board members for control over access of inappropriate Internet materials. The school will take reasonable measures to protect our students through Internet filtering and education of ethical and appropriate use.

Students in K-2 will have access to Internet resources only when supervised by a staff member. Students in grades 3 through 12 will be required to obtain parental permission before Internet access is granted. Students, parents, staff and board members are responsible for the ethical and educational use of the Internet. User accounts are to be used only by the authorized owner of the account for the authorized purposes as specified.

Access to the Internet is a privilege, not a right. Any use which is inconsistent with the Student Handbook or the Code of Conduct, are not permitted and will result in the immediate loss of Internet access and other disciplinary actions.

Violations may result in the following actions:

1. Notification of the violator and/or parent/guardian
2. Revocation of School's technology use privileges
3. Conference with an administrator.
4. Notification of law enforcement officials
5. Removal from computer access for remainder of year.
6. Suspension from school
8. Recommendation for expulsion

The School's computer network is the sole property of Halifax Academy. All electronic communications transmitted by, received from or stored in Halifax Academy's network are owned by the school. Students, parents, staff and Board should have no expectation of privacy with regard to the use of the School's network or information, messages, files and other data stored on these systems. The School may access, search, monitor and/or disclose to appropriate authorities any communication at any time without prior notice being given.

If a Halifax Academy network user inadvertently becomes connected to a site that contains any material with prohibited content, the user must disconnect from that site immediately and inform the appropriate staff member of the incident.

As part of the school's Internet safety curriculum, students will be educated about appropriate online behavior, including interacting with other individuals online, appropriate communication with peers, and cyberbullying awareness and response.

Halifax Academy Internet-Ready Device Guidelines

In our continuing efforts to expand opportunities for student learning through the use of technology, students will be allowed to bring their own Internet-ready devices in grades 9th -12th to school for use within specified classes and/or for identified projects. Students in grades K-8 will have access to Internet-ready devices provided by the school as needed for classroom instruction. This allows students to access

Internet-based resources with devices such as personal laptops, smart phones, iPads, Chromebooks, etc. This supports the school's goal of enhancing personalized learning for all students. In order to ensure that learning remains the focus, the school has developed the following guidelines.

- Staff members are the decision-makers regarding appropriate uses of technology in classes. Use of personal devices unrelated to the assigned learning task is not permitted.
- Equity of instructional technology is important. In circumstances when a personally owned, Internet-ready device is unavailable to bring to school, the student may be provided with a school-owned device when necessary for a lesson, project, or other learning activity.
- Students may access the Internet only through the school's wireless public network, which provide filtered Internet access. The school does not condone the use of other Internet connection methods such as 3G/4G data plans, and is not responsible for any accrued data charges.
- Students and their families assume responsibility for their device. The school is not responsible for the safety, security, loss, theft, damage, or misuse of any personal device.
- Students and their families assume responsibility for the technical support and maintenance of personally owned devices, including troubleshooting and repair costs.
 - Students and their families assume responsibility for any desired insurance for their personal device.
 - All information and guidelines for appropriate use of Electronic devices including cell phones contained in the Student Handbook apply to the use of personally-owned devices. • All relevant state statutes apply to the use of personal devices.
- Sharing of personal devices is not permitted.
- Consequences for misuse of personal devices can be found within the Student Handbook.
 - School administrative staff may examine personally-owned devices and search their content as permitted by state statute.
- A permission slip signed by a parent/guardian (or by a student of majority age) indicating acknowledgement of, and agreement to, the Internet-Ready Device Guidelines needs to be received by the school prior to the student using the device in school.

Thank you for your continued support of Halifax Academy's technology program to support personalized learning.

Patrons Association

The members of the Patrons Association of Halifax Academy believe that a written policy should be established in order to inform the parents, teachers, and students of the policies and programs of the Patrons Association. All policies as set forth in this manual will be periodically reviewed by the members of the Patrons Association, and when and if changes are made, all interested persons will be notified. It is hoped this manual will be helpful to all Halifax Academy families. A copy will be furnished to each Patron Association member, each faculty member, and the Halifax Academy Board of Trustees. We hope that all members will carefully read this handbook and not hesitate to make suggestions to the Patrons Association regarding any changes which they feel will be beneficial to the school.

The Halifax Academy Patrons Association By-Laws

Article I – Members

The Patrons Association of Halifax Academy is comprised of parents, legal guardians, and teachers of the children who attend the Academy. Annual dues are \$2.00 per Patron Association family or teacher and shall be paid by the date specified in the student packet sent home the first week of school.

Article II – Meetings

Section 1. The first patrons' meeting is to be held on Tuesday following the first full week of school.

Section 2. The annual meeting of the patrons will be held the first Monday in May for the purpose of the election of officers.

Section 3. The remaining patrons' meetings will be scheduled on Tuesday following students receiving report cards. (Exception: basketball season)

Section 4. The order of business at meetings of the members (provided that in the absence of any objection, the presiding officer may vary the order of business at his/her discretion) shall be as follows:

- a. Invocation
- b. Reading of minutes of last preceding meeting
- c. Report of Secretary
- d. Report of Treasurer
- e. Report of President
- f. Old business
- g. New business
- h. Adjournment

Section 5. A special meeting of the Patrons Association may be called by any patron member or any officer of the Patrons Association upon written notification to all four elected officers and the membership chairmen two (2) weeks prior to the requested special meetings. The notification should set forth the date and object of such proposed special meeting. The officers and membership chairmen shall decide by majority vote if such special meeting shall take place.

Section 6. Five (5) days prior to the date fixed for the holding of any special meetings of the members, written notice will be mailed to all Patron Association members. No business not mentioned in the notice shall be transacted at such meeting.

Section 7. Regular meetings of the Patrons Association shall be held at such time and place as the Patrons Association shall from time to time determine.

Section 8. Notices of regular meetings of the Patrons Association shall be printed on the school calendar received at the beginning of each school year. Reminders will be on the weekly school cafeteria menus and will be included with the students' report cards.

Section 9. A copy of the minutes from Patrons Association regular and special meetings will be posted on the bulletin boards in the elementary and high school buildings within five (5) days of said meetings.

Article III – Voting

Each Patron Association Family and teacher who has paid the annual membership dues shall at every meeting of the Patrons Association shall be entitled to one vote in person or by absentee ballot upon each subject properly submitted to be voted upon. A quorum at any meeting of the members shall consist of twenty-five percent (25%) of the total voting members and a majority of such quorum shall decide any questions that may come before the meeting. If a quorum is not present, the President may ask for a vote to waive the quorum.

Article IV – Officers

The Halifax Academy Patrons Association shall have a President, Vice President, Secretary, Treasurer, and a Representative from the Board of Trustees. These officers shall serve a period of one year. The said officers shall be elected by the members of the Patrons Association at the annual meeting of the membership on the first Monday in May. School employees are eligible to serve as officers. All Patrons Association officers must have current accounts as specified by Halifax Academy.

Section 1. Membership Chairman – To assist the elected officers, the Patrons Association shall also have volunteers who will serve as chairmen for the families representing Halifax Academy. They will keep accurate records of all the families they represent. They will attend regularly scheduled meetings of the Patrons Association in order to keep the families well informed of happenings in our school and to notify them when they can be of assistance in these events. Membership Chairmen are responsible for obtaining workers for home football and basketball game concessions. Membership Chairmen are members of the Fall Festival Committee and will be responsible for the setup, the work, and cleanup of a festival booth.

Section 2. Committees – The Patrons Association shall have committees that will work with the officers as follows:

- a. Fund raising and Executive
- b. Membership
- c. Handbook

Section 3. Vacancies- Any vacancy occurring in an officer position because of death, resignation, or any other cause, shall be filled by a majority ballot vote of the Patrons Association members present at the next regular meeting, to serve the remaining term of the officer.

Article V – Fund Raising Projects

Section 1. It shall be the duty of the Patrons Association to promote fundraising as an essential part of our school. Halifax Academy has tried to maintain a low tuition so that anyone who desires

private education will be able to afford it. This goal has been achieved only through many fund raising events.

Section 2. Family Assistance in Fund Raising – Each family will be held responsible for the purchase of raffle tickets as stated in the school contract. The tickets will be given to each family in the packet sent home the first week of school. This will give families ample time to sell them before the Fall Festival. In order to receive credit for the sale of the raffle tickets, stubs and money must be turned in to the Fall Festival Committee by the date and time as specified in the packet sent home with students the first week of school. Each family is also expected to provide a baked item and craft item valued at \$10.00 per item for the Fall Festival.

Section 3. Families failing to meet the obligations in Article V, Sections 1 and 2, will be subjected to an annual assessment not to exceed \$125.00.

Section 4. Fund Raisers can include the following but can be changed from year to year as interest and availability determines:

- a. Wrapping Paper sales – requires one chairman
- b. Fall Festival – requires chairman for the dinner, games, publicity, and Chinese Auction.
- c. Christmas Musical – requires one chairman
- d. Candy sales – requires one chairman
- e. Field Day – requires one chairman

Article VI – Power to Spend Money

All checks, drafts, and orders for payment shall be signed in the name of the Patrons Association and shall be countersigned by such officers or agents as the Patrons Association shall from time to time designate for that purpose. Normal check signing procedure requires two (2) officer signatures, one being the current treasurer. Approval on money spent shall be determined by the amount requested as follows:

- a. \$99.00 or less – president and treasurer can approve
- b. \$100.00 - \$499.00 – all four officers must approve
- c. \$500.00 - \$999.00 – requires all four officers' approval along with a two-thirds (2/3) vote of the membership chairmen.
- d. \$1,000.00 and above – requires same approval as item c, but must also have Halifax Academy Board of Trustees' approval.
- e. No officer has veto power in the spending of money.

Article VII – Amendments of By Laws

These by laws may be amended, repealed, or altered in whole or in part by a two-thirds (2/3) ballot vote of the members present at any regular meeting of the Patrons Association or at any special meeting where such action has been announced in the call and notice of such meeting.

Halifax Academy Athletic Council Governing Policy

Overall Task

The Athletic Council has the overall task of:

- providing, maintaining and improving the school's athletic facilities
- recruiting, coordinating and directing volunteers to facilitate athletic events
- organizing appropriate fundraising to finance the Athletic Council budget
- maintaining responsible financial management of the athletic budget
- working with the Board of Trustees to continually evaluate our efforts to improve the school's athletic programs

Membership

The council will consist of no more than 15 members, who must be patrons of Halifax Academy. When there is an Athletic Council position vacancy, Patrons interested in serving on the Council, should apply to the Board of trustees for approval. The Athletic Council may recommend that the Board of Trustees remove and replace any member who, in the judgment of at least two-thirds (2/3) of the Athletic Council members, fails to actively participate in the activities of the Council.

Organization and Responsibilities

Officers

Officers will be elected each year at the conclusion of the June meeting and will immediately take over the responsibilities of their office.

Chairman

The Athletic Council Chairman will be responsible for the following:

- insuring that the Athletic Council adheres to its governing policy
- attending Board of Trustee meetings as requested by the Chairman of the Board of Trustees
 - BOT member acts as a liaison between the AC and BOT
- Upon the majority approval of the Athletic Council, appoint council members to act as coordinators for key functions. Each coordinator will be responsible for establishing working committees to handle effectively and completely all aspects of his/her assignments.
- will develop and maintain a monthly agenda for athletic council meetings that will ensure that all athletic council business and events are conducted efficiently and timely

Vice-Chairman

The Athletic Council Vice-Chairman will be responsible for performing the Chairman's responsibilities in the absence of the Chairman.

Secretary

The Athletic Council Secretary will be responsible for keeping accurate records of all meetings and handling the correspondence for the Athletic Council.

Key Function Coordinators

Capital Improvement Coordinator

The Athletic Council Capital Improvement Coordinator will be responsible for the following:

- works with the Athletic Council to identify needed improvements and additions to the athletic facilities
- develops plans and estimates for Athletic Council initiated capital improvements
- works with special project coordinators, which may or may not be Athletic Council members, making sure that proper approvals are obtained and codes are within compliance

Concession Coordinator

The Athletic Council will appoint a concession coordinator to plan, organize and supervise the concession stand and food service at all athletic events. The Athletic Council will develop a job description for the concession coordinator.

Fund Raising Coordinators

The fundraising activities of the Athletic Council will be conducted throughout the three athletic seasons: Fall, Winter and Spring. A Fundraising coordinator for each season will be appointed at the July Athletic Council meeting.

The Fundraising Coordinators will be responsible for the following:

- insure that Athletic Council fundraisers do not conflict with other school fundraising activities
- recruit parents and athletes in the sports for their season to help carry out the various fundraising activities

Publicity Coordinator

The Publicity Coordinator will be responsible for the following:

- providing publicity for all events sponsored by the Athletic Council, including newspaper, television, radio, and other media
- working with the Athletic Director and coaches to insure that game scores and summaries are provided to the newspaper and posted on the internet

Amendments to the Governing Policy

The Athletic Council, upon approval by two-thirds (2/3) of its members may recommend for Board of Trustees approval of any additions, revisions, and deletions of its governing policy.

Planning and Organizing Annual Athletic Programs

The Chairman of the Athletic Council must submit a complete plan to the Board of Trustees for approval prior to July 1 each year. The plan must cover all of the athletic programs for the coming year, including all budgets and major fund raising events.

Budget Preparations

Budget preparation is a joint venture that must be shared with the Athletic Director. Each sport is to be included in the budget. The budget must list receipts by category; i.e., gate, season tickets, concessions, contributions, etc. Planned expenditures must be generally categorized; i.e. supplies, officiating, transportation, bank payments, improvements, etc.

Scheduling of Athletic Events

Scheduling of athletic events is an activity best handled by the Athletic Director, with appropriate assistance and guidance from the head coach, and with final approval by the Head of School. A schedule is to be established for each sport listing the team names, dates, and times, and location of all events. Efforts should be made to limit out-of-town games to a number consistent with good economic practices. Game cancellations will be handled by the coach and Athletic Director with approval by the Head of School.

Athletic Director's Job Description

Job Goal: To provide students the opportunity to participate in an extracurricular athletic activity that will foster physical skills, a sense of worth and competence, principles of fair play, and knowledge and understanding of sports.

The main objective is to organize, schedule, and administer the overall sports program at Halifax Academy and be unbiased to all programs and give each sport equal importance.

Duties:

1. Schedule officials and see that they are paid.
2. Set up practice times and get them approved by the Head of School.
3. Secure the Rescue Squad for all home football games.
4. Secure deputies for all home football games.
5. See that all players are eligible and all conference regulations are followed
6. MUST be present at all HOME athletic events. MUST see that all lights are out and the facilities are properly locked after each game.
7. Must have representative at all required conference meetings.
8. Must be at all Athletic Council meetings unless absence is approved by the chairman.
9. Must see that clocks, lights, and public address systems are set up and working prior to each home game.
10. Inform coaches and players of HA transportation policies-
11. Responsible for ordering athletic equipment and keep order in line with budgeted expense. New uniforms and capital expenditures over \$250.00 must be approved by the Athletic Council.
12. Must see that all equipment ordered meets or exceeds all safety standards. Football helmets should be reconditioned every year and any helmet 10 years old should be discarded.
13. Must see that all coaches take up all equipment at the end of each season.
14. Should be mediator between parents, coaches, and players when needed.
15. Keep records of the results of all athletic events and report to the media loss/win records. Maintain a file of conference titles, championships, district and/or state records.
16. Should help with fundraisers when needed.
17. Responsible for getting information together for Athletic Banquet program books, ordering, trophies, pins, letter, and certificates for all teams and cheerleaders.
18. Maintain an updated Athletic Handbook for coaches and players. The AD distributes these handbooks At the beginning each season.

19. Act as Treasurer of Athletic Council
Responsibilities included below:

- Safeguards all funds and financial records.
- Monitors the budget.
- Controls expenditures to ensure that all activities operate within the approved budget.
- Presents monthly financial reports.

Revised 7-22

**Halifax Academy Athletic Council
Program Objectives for Coaches**

1. The duties of the Head Coach will include being responsible for the Assistant Coaches and players at all sporting events. Assistant Coaches must be present for **ALL** practices and games.
2. The Head Coach will be responsible for discipline on and off the field. The coaches must be role models for our athletes.
3. Display a positive attitude (win or lose) before players, parents, and fans.
4. Support Athletic Council decisions
5. Prepare athletes for possible future participation in sports beyond high school.
6. Keep an inventory of supplies and equipment and submit to the Athletic Council at the end of each sporting season.
7. Help maintain the sports facilities and help ensure facilities are prepared for games and contests.
8. Follow purchasing guidelines set up by the Athletic Council.
9. Stay in the budget.
10. Maintain good communications between Coaches, Athletic Director, and Athletic Council.

Approved BOT 6-20-22

**Guidelines for Starting Athletic Teams
At Halifax Academy**

All additions to the sports program at Halifax Academy must follow these guidelines to become an established and sanctioned sport of the school. This process will involve parents, the Athletic Director, the Athletic Council, the Head of School, and Board of Trustees. When there is an expressed desire by members of Halifax Academy to begin a new sport, the following procedures must be followed:

- the parent group will prepare and present to the Board of Trustees a comprehensive written proposal and request Board approval to proceed
- if the Board agrees that the proposal should be considered, it will give the proposal to the Athletic Director to review and share with the Athletic Council at its next meeting
- the Athletic Director and the Athletic Council will discuss the proposal and forward their written input and suggestions to the Board for its review before final approval

Neither the Athletic Director nor the Athletic Council shall prevent the proposal from coming before the Board of Trustees. The group of parents must offer a written proposal to be submitted with the application. Included in this proposal should be the type of sport, what season it will be played, and the number of students anticipated will participate. There is also to be included a detailed budget for the first two years of operation for the sport. A list of prospective schools that the team would compete against should be furnished as well. The Athletic Director will assist in developing the proposal that is to be submitted to the Athletic Council for review and recommendations before being forwarded to the Board of Trustees. The Board of

Trustees, along with the Head of School, will be the final authority in deciding the feasibility of adding this sport to the athletic programs of Halifax Academy.

If the sport is approved, it must be fully funded by the parents for the first year that it has a full schedule of competition. This includes, but is not limited to, uniforms, equipment, transportation, officials' fees, and the coach's supplement that has been approved by the Athletic Council. The coaches must be approved by the Head of School and their relationship with the school will be the same as any other coach on staff. Fundraising by students will not be discouraged, but it in no way assures a student the right of participation in the sport. All fundraising activities must receive the Head of School's approval.

Any and all equipment, uniforms, and supplies purchased during the first year will become the property of Halifax Academy to be used to run the sports program and, in the event that the sport is later dropped from those sports offered by the Academy, the property shall remain with the school. This does not include items purchased by individual players for their own use.

The parent group will be responsible for the receipts of gates and concessions during the first year of participation. The money received will be placed in the Athletic Council accounts that are used to fund that sport for the first year. Any receipts not used for that particular sport in the first year will be absorbed into the Athletic Council budget. The Athletic Council will have the responsibility of funding the sport after the initial season. All money from fundraising activities by the new sport team during the first year will be deposited in Athletic Council accounts, and any unused funds will be absorbed in the Athletic Council budget.