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Patrick Henry Academy is a college preparatory school which provides a safe, family-oriented atmosphere while guiding students to be a contributing member of society.

The primary purpose of this handbook is to give the students and the parents a general overview of the rules, regulations, and guidelines of Patrick Henry Academy. We believe that this information can be extremely helpful in providing the necessary structure that will be beneficial throughout the school year.

There may also be instances where parents and/or students will want to know more about a specific rule, regulation, or policy. This can be achieved by referring to the Board Policy Manual, a copy of which is located in the library or school office.

Also, it should be noted that parents/students have the right to appeal administrative decisions to the Board of Directors. Appeals should be in writing to the Board and will become a part of the student's record.

Patrick Henry Academy is a member of and accredited by the South Carolina Independent School Association (SCISA). PHA meets the requirements and standards of "Advanced Accreditation" and was last accredited in March 2008. This accreditation extends for five years.

PHILOSOPHY

We, the staff of Patrick Henry Academy, realize that we have the challenging responsibility of striving to meet the diverse intellectual, moral, social and physical needs of students in grades kindergarten through high school. Therefore, we seek to provide an educational program promoting human growth and development.

We believe in providing students with the opportunity to develop self-discipline, self reliance, self respect, and a sense of responsibility in an effort to lead them to a better understanding and realization of their potential.

Within the framework of a sound academic program, our curriculum must also provide experiences for aesthetic growth, physical fitness, counseling, guidance, and extracurricular activities.

As educators, we are aware that knowledge is constantly being expanded. We should keep ourselves informed of new methods and trends and be willing to adapt our programs to benefit the various levels of student growth.

It is recognized that the parents and the community should participate in the educational process. The cooperation and efforts of these groups will result in the growth of citizens capable of meeting the challenge of our changing society.

PATRICK HENRY ACADEMY GOALS

In order to meet the diverse needs of students at Patrick Henry Academy, we pursue the following goals:

1. To provide a stimulating learning environment for acquiring a basic body of knowledge in the various disciplines.
2. To provide individualized work within the framework of the regular classroom that promotes immediate remediation or enrichment.
3. To lead students in moral growth by example and instruction.
4. To encourage a desire for truth and knowledge.
5. To instill respect for oneself and for all people.
6. To assist the student in developing the ability to exercise self-discipline and good judgment in various situations.
7. To provide opportunities for students to participate in classroom and extracurricular activities which foster leadership, responsibility, and possibilities for future growth.
8. To offer physical education and extracurricular athletic programs that teach fundamental skills, promote good sportsmanship and teamwork, and foster a positive attitude toward total fitness and leisure time activities.
9. To encourage effective health and safety habits.
10. To teach students to communicate effectively and to foster critical thinking and problem solving skills.
11. To encourage appreciation of music, art, literature, and the beauty of nature.
12. To evaluate students' progress in their academic preparation.
13. To provide counseling and guidance for personal and academic problems.
14. To establish and maintain cooperation and understanding between parents, the school, and community members.

FROM: JIM RICE, HEADMASTER

TO: STUDENTS AND PARENTS

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the staff of Patrick Henry Academy. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to our school and to become an integral part of PHA.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will get involved in our varied activities and then find those things within our school which will prepare you to live a better life and finally take your place in this complex society. Remember that your success at PHA will be directly proportional to your efforts.

May this year bring new challenges, greater satisfaction, and a renewed dedication to maintain the high standards established in the past by the students of Patrick Henry Academy.

GUIDANCE SERVICES

Even though every faculty member is responsible for providing some counseling to our students, PHA provides a part-time counselor who will coordinate and be available for the more structured part of our guidance program.

In the elementary school, the counselor will provide group and individual counseling, schedule consultations with parents and teachers, and plan activities for career awareness. In the middle and high school, the counselor will focus on group and individual counseling, career planning, and course selection. Helping students with their college selection and scholarship information will also be a major function of the counselor at PHA.

DIPLOMA AND COURSE REQUIREMENTS

COURSE REGISTRATION

Registration for courses is a time when major decisions are made; consequently, the student (with the guidance of parents and his/her counselor) should make every effort to make wise choices.

1. In May of each year, students in Grades 8-11 will have the opportunity to select courses for the upcoming school year.
2. Once schedules have been printed, students may not request changes except for the following reasons:
 - a. When credit is needed for graduation
 - b. When credit has been earned in summer school
 - c. When a student has not passed the prerequisite for the next course.
3. Course Load
 - a. All students, except seniors, must enroll in six courses.
 - b. Seniors must enroll in at least five courses.

STANDARD DIPLOMA

REQUIREMENTS

English	4 Units
Math	3 Units
Science	3 Units
Social Studies	3 Units (US Hist & Gov/Econ req)
PE	1 Unit
Computer	1 Unit
Fine Arts	1 Unit
Electives	<u>5 Units</u> (Sp I & II)
Total	21 Units

COLLEGE PREPARATORY DIPLOMA PROGRAM

College-bound students are encouraged to select a program of studies that will prepare them for success in college and satisfy requirements established by the S. C. Commission on Higher Education for enrollment in baccalaureate degree programs in state colleges and universities. Recommendation for the program of studies includes completion of the following:

REQUIREMENTS:

English	5 Units	Composition required
Math	4 Units	Alg. I, II, III/Trig, Geometry or Pre-Cal
Science	3 Units	Physical Science, Biology & Chemistry
Soc. St.	3 Units	US History, Econ/Gov't & World History
For. Lang.	2 Units	Latin and Spanish
P. E.	1 Unit	8 th grade
Computer	1 Unit	9 th grade
Fine Arts	1 Unit	9 th or 12 th Grades
Electives	<u>5 Units</u>	Calculus, Physics, Psychology, Spanish II & III, Accounting, Civics, West Civ., Adv Comp/Lit & SAT/College Math
Total	25 Units	

ACCELERATED MATH PROGRAMS

In order to take five math courses in high school for credit, a student must start in the eighth grade with Algebra I. This will allow the student to take Calculus during his or her senior year, which would enhance simultaneous studies in physics. Below is an outline of these programs:

<u>ACCELERATED</u>	<u>STANDARD</u>
Algebra I	Algebra I
Algebra II	Algebra II
Geometry	Geometry
Pre-Calculus	Algebra III
Calculus	
Physics	

Transitional Math may be inserted in lieu of the Standard Math tract.

The accelerated English program, as well as Western Civ. and Spanish III, runs parallel with the regular classes but carries a more demanding work load and broader scope. See the Guidance Director for details.

CLASSIFICATION OF STUDENTS BY GRADE LEVEL

Each year of high school (grades 9 – 12) students can earn units of credit for courses taken. Students are classified by grade according to the number of units earned from year to year. In order to advance to the next grade level, a student must attain the following units:

<u>GRADE LEVEL</u>	<u>MIN UNITS</u>
9	4 Units
10	9 Units
11	14 Units
To Graduate	21 Units Standard
	25 Units Coll Prep

Students are assigned to homerooms according to their 1st period class.

*After entering the ninth grade, a student has four years to complete 20 units of work for a standard diploma & 24 for a college prep diploma. Any unusual circumstances that may hinder this must be approved by the Board of Directors. Athletic eligibility for SCISA states that a student is eligible for only eight semesters when he or she enters ninth grade.

Grades 1 – 5:

If a student fails two or more subjects, he/she fails the grade. If some unusual circumstances are involved that may have caused this failure, an appeal to the Board of Directors will be allowed.

Grades 6 – 8:

The student failing two academic subjects will be retained pending review by the school administration. If some unusual circumstances are involved that may have caused this failure, an appeal to the Board of Directors will be allowed.

ACADEMIC REGULATIONS AND PROCEDURES

STUDENT RECORDS

The school will maintain a complete set of records to assist in pupil guidance.

1. Students' records are interpreted to include, but not limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings, and observation and verified reports of serious or recurrent behavior patterns.
2. No one but authorized school personnel, parents or legal guardians shall have access to the permanent records without a subpoena or the written permission of the parents or the student age 18 or older.

3. Any written request to the school Headmaster by a student or parent regarding the accuracy of data recorded in the permanent record shall become a part of the record.
4. Final grades are recorded on the student's permanent record. Numerical grades for both semesters are recorded on the permanent record as well as yearly numerical grades for course work. Units of credit are recorded for courses passed in upper school and units are added together at the end of the academic school year to determine classifications of students for the following year.
5. The school may disclose personally identifiable information from students' records without written consent of the parent/legal guardian of the student or the eligible student only if the disclosure is:
 - a. To school officials: headmaster, teachers, guidance counselors, and those supportive personnel designated by the Headmaster of the school who are determined to have legitimate educational interests. "Legitimate educational interest" means an interest related to a school official's responsibilities to students.
 - b. To school officials of other schools in which the student seeks or intends to enroll.
 - c. To non-school agencies under conditions specified by the Family Educational Rights and Privacy Act of 1974.

WITHDRAWALS FROM SCHOOL

1. A student withdrawing from Patrick Henry Academy is required to furnish verification by a parent/guardian that he/she is to be withdrawn from school.
2. The student should report to the Headmaster's office as soon as he/she is aware that he/she will be withdrawing from Patrick Henry Academy.
3. At the beginning of the last full day he/she is enrolled in school, a withdrawal form will be issued to the student to be carried to each teacher as he/she reports to each class period. Teachers will initial the withdrawal form and record grades.
4. At the end of the school day, the withdrawal form will be brought back to the office after it has been initialed by all appropriate personnel. The secretary will then sign it, and a copy will be given to the student.
5. All unpaid fees and tuition must be paid at withdrawal time. In order for transcripts to be forwarded, all financial obligations must be current.

TRANSCRIPTS

A student's transcript is a compilation of all courses taken for credit and the grades assessed for each. Generally the rank-in-class of the student and the GPA will also be listed. Specific personal information such as address and date of birth will also be a part of this document.

1. No grade may be expunged from a student's transcript.
2. No grade may be replaced on a student's transcript.
3. A student is not allowed to re-take a course that he/she has not failed.
4. A student may not take a long-distance (correspondence) course and have the grade averaged with the same course on their transcript.

TESTING

Various tests (aptitude, achievement, and SAT) are an integral part of the curriculum. A wide variety of tests will be made available to PHA students.

1. The Stanford Ten Achievement Test and the Otis Lennon Aptitude Test will be administered each year to Grades 2 – 8.
2. The PSAT/NMSQT will be given to all 9th – 11th grade students each year.
3. The PLAN TEST, a pre-ACT test will be given to all 10th graders.
4. Applications for the Scholastic Aptitude Test (SAT) and American College Test (ACT) will be available in the counselor's office.
5. Other special tests may be administered when needed for special situations and/or admissions to PHA.
6. Students must take the PSAT prior to taking the SAT. The PSAT is the qualifying test for the National Merit Scholarship Qualifying Program. Semi-finalists and finalists are selected on the basis of scores from the PSAT taken in the junior (11th) year in high school. Students are encouraged to have completed Algebra I and Geometry as well as college-preparatory English courses prior to taking the SAT.

CLASS RANK

Due to small class sizes of the school, PHA does not provide class rankings except when required by college admissions offices or when necessary for scholarship applications. This information will be sent directly to the institution or organization making the request.

GRADE POINT AVERAGE (GPA)

The GPA is calculated by averaging all semester grades that are taken for academic credit and is used to determine class rank.

1. Numerical grades are used at PHA.
2. Advanced courses will be weighted with a one-half (.5) point bonus on their final grade.
3. A student is not allowed to re-take a course that he/she has not failed.
4. The valedictorian, salutatorian and junior marshals are determined at the end of the 3rd nine weeks. Also, after graduation, final averages will be determined.

PHA GRADING SCALE

LETTER GRADE	NUMERIC RANGE
A+	98 - 100
A	95 - 97
<u>A-</u>	<u>93 - 94</u>
B+	90 - 92
B	87 - 89
<u>B-</u>	<u>85 - 86</u>
C+	82 - 84
C	79 - 81
<u>C-</u>	<u>77 - 78</u>
D+	75 - 76
D	72 - 74
<u>D-</u>	<u>70 - 71</u>

HONOR ROLL/HEADMASTER'S HONOR ROLL

Patrick Henry's faculty strives to motivate its students to the peak of their potential. The Honor Roll is a small reward to the students who strive to achieve that potential. Weighted grades are not used in determining Honor Roll, Headmaster's Honor Roll, or Beta Club.

Two honor rolls are published at the end of each grading period.

The Headmaster's Honor Roll consists of students who earned a grade point average of 4.25 (95 numerical average) or above.

The Honor Roll consists of students who earned a grade point average of 3.62 (90 numerical average) or above. PE, art, and music will not be averaged into these honor rolls; however, a student who performs unsatisfactorily in PE, art, or music will not be considered for the honor roll.

NOTE: When averaging grades for either Honor Roll, averages will not be rounded off to the nearest whole.

EXAM EXEMPTION

Seniors may exempt their first semester exams if they have maintained a 95 or above average for the semester. Seniors may exempt their final exams if they have maintained a 93 average for the entire year in that particular subject. However, if they choose to take the final exam, that grade will be included in the final average for that subject. Students in Grades 10 and 11 who maintain a 95 average or above for the entire year and have had no major disciplinary actions taken, will be eligible to exempt the final exam in that particular subject.

ACCELERATED ENGLISH PLACEMENT

The following is the method for determining if a student qualifies for accelerated English in the 8th grade:

The student's numerical grade in 7th grade vocabulary/grammar is added twice, the numerical grade in English/spelling is added twice, and the Stanford test national percentile ranks in both reading and language are added once each. The total of these figures is divided by 6 to obtain an average. Students with an average of 80 or above are placed in accelerated English. Those with an average below an 80 are placed in regular English.

Students placed in accelerated English who do not maintain a yearly average of 80 will be moved to regular English the following school year. Those in regular English who achieve a numerical average of 93 or above may elect to be placed in accelerated English the following school year.

EXTENSION COURSE/INDEPENDENT STUDY

A student may receive credit for an extension course or independent study from an accredited school or college. The student must receive prior approval for this course and place of study.

The grade, course, and place of study will be recorded on the Patrick Henry Academy transcript; however, the grade and credit will not be used to determine the GPA or class rank.

1. The grade from an independent study does not count toward a student's GPA or Class Rank.
RE: An independent study according to SCISA is not a fair and equal course. To receive a numerical grade used in a GPA or Class Rank, the course must be a 180 gross day course taught exactly as the course at PHA, with the same homework, quizzes and tests.
2. PHA does not give a numerical grade for an independent study, only a course grade and credit.
3. Independent studies are used to fulfill course requirements or needed credits to graduate.

SCHOLASTIC AWARDS AND RECOGNITION PROGRAM

The counselor will make every effort to secure and/or make available as many scholarship opportunities for PHA students as possible. Also, it is very important to the administration and faculty that all our students be recognized for any achievements they may accomplish during the school year.

1. All scholarship information will be distributed in a fair and impartial manner.
2. Scholarships with specific criteria will be directed to all qualified students.
3. Scholarship winners will be recognized at Awards Day or during graduation ceremonies.

NOTE: Various scholastic awards given during the school year are available to most students. These awards are normally selected from students who have shown merit in academic, leadership, character, responsibility, need, discipline, and service to the school and community.

Many outside organizations and companies also offer scholastic opportunities and awards that students can apply for during the school year. The Guidance Department keeps seniors informed about these opportunities. Students should check with their counselor and always be alert to announcements pertaining to awards and scholarships.

VALEDICTORIAN AND SALUTATORIAN

These are honors bestowed on the senior students who have accomplished the highest and second highest academic averages for their four years in high school.

1. The final decision on these honors will be made at the conclusion of the third nine-weeks of their senior year.
2. All semester grades through the first semester of the senior year plus the third nine-weeks grades will be averaged.
3. Only students engaged in the College Prep Diploma program will be eligible to be selected Valedictorian and Salutatorian.
4. A student must have also been a student of PHA for the last three (3) semesters and graduate with his/her class.

MARSHALS

This is an honor bestowed upon juniors who have accomplished the highest academic averages through their three years in high school.

1. The final decision on this honor will be made at the conclusion of the third nine-weeks of their junior year.
2. All semester grades through the first semester of their junior year plus the third nine-weeks grades will be averaged.
3. Only students engaged in the College Prep Diploma program will be eligible to be marshals.
4. A student must have also been a student at PHA for the last three semesters and a bona-fide member of that class.

COMMUNITY SERVICE REQUIREMENT

In addition to academic credits, students are expected to participate in 30 hours of school or community service per year, either individually or through membership in school-sponsored clubs or organizations. Community service performed outside of school sponsorship must be through a bona fide charitable organization. Household chores, babysitting, helping neighbors, etc. are not considered acceptable service activities.

Promotion in grades 9-12 requires the completion and appropriate documentation of these community service hours. Hours may not carry over from one year to the next. The inclusion of these community service activities in a student's college application portfolio is an important factor in admission's decisions at many colleges and universities. Students who fail to complete this requirement in the summer prior and/or during the school year must do school service work in the summer after the year has been completed, and report cards/transcripts will be held until this requirement is satisfied.

PARENT – SCHOOL COMMUNICATIONS

The long tradition of parental support for PHA is sincerely appreciated and valued by the administration, faculty, and staff. It is important for parents to know that their views concerning the welfare of their own children in particular, or of the school in general, are always welcome.

When parents have a question, concern, or comment, they are invited to contact the school. The first communication should be with the person most directly concerned and most able to provide a response. Usually, questions and concerns should start with the teacher, coach, or sponsor involved. If this does not result in a satisfactory conclusion, the parent should then contact the Headmaster.

HOURS OF OPERATION

SCHOOL HOURS

1. The school day begins at 8:00 am and ends at 2:30 pm.
2. The kindergarten students are dismissed at 11:45 am.
3. Students must have a valid excuse for staying in school after their classes are over.

BUILDING HOURS

1. The school building will open at approximately 7:30 am and close at approximately 4:00 pm.
2. Summer hours are 9:00 am – 1:00 pm (M – Th).

TUITION AND FEES

The Board of Directors strives to keep tuition at a minimum, but due to increases in the cost of supplies, operation, and keeping our staff's salaries in line with the cost of living, it is necessary to increase tuition as these needs occur. Tuition is due on the first of each month and payable over a period of 12 months beginning in June of each year. New students who register after June 1 may elect to pay tuition on a 10-month basis and rotate to the 12-month basis the following year. There is a third and fourth child discount for students enrolled in grades K3-12. A \$10.00 late fee will be added if tuition is not paid by the 15th of each month. Students will not be allowed to continue in school whose tuition is not current by the end of the month.

A judgment shall be filed against the responsible parent(s)/guardian(s) if more than \$1,000.00 in payments of any kind are past due more than 90 days unless arrangements for payment have been agreed upon and those arrangements are not in arrears.

Book Fees:

Books and registration fees are included in tuition.

Building Fund Fee/Technology Fee:

For a first-time student at PHA in K3-12, there is a \$400 Building Fund Fee payable in full at the time the student is enrolled. There is a Technology Fee for K3-12 of \$150 per child but no more than \$300 per family.

Extended Care for Kindergarten:

Extended care is offered at a cost of \$800 per school year. Upon registering, one may elect for these services on the application, payable with tuition.

Lunch Tickets:

Students may purchase a strip of lunch tickets for \$17.50 or pay \$3.50 for a daily special.

Class Dues:

Class dues are set by the individual classes and paid to the treasurer of that class, who will then turn in all dues to the school office to be deposited in a special account for each class.

Yearbook:

Students may sign up for a yearbook at registration or during the early part of the year.

Transportation Fees:

There are privately owned bus services offered in the Allendale/Fairfax, and Estill areas. These buses are not owned by PHA. Contact names and phone numbers are available in the school office for each area.

Miscellaneous Fees:

A \$20 service charge will be charged for all returned checks. If PHA receives a second returned check from an individual, the school reserves the right to require a money order for all future remittances.

***Report Cards and/or Diplomas will be held on students who have any outstanding dues, fees, equipment, or books.**

MEDIA SERVICES

HOURS: 7:45 am – 3:00 pm

The media center is one of the most important areas of a school. The use of all its facilities and material by teachers and students is greatly encouraged.

POLICIES:

1. Each student is responsible for the material checked out in his/her name.
2. A student coming to the library from class must arrive with a pass.
3. Students who abuse the library privilege will have this privilege suspended or revoked.

LOAN PERIODS AND FINE SCHEDULE

1. Reference Books:
 - a. A reference book may be signed out and taken to another room but must be kept on school premises and must be returned by 3:00 pm that same day.
 - b. If the reference book is not returned on time, the responsible party will not be allowed to check out any other book until it is returned and will pay a fine of 50 cents per day.
2. Books from Regular Collection:
 - a. Books may be checked out for a two-week period. If necessary, the book may be renewed for an additional week.
 - b. If a book is overdue, there is a 25 cent per school day late fee.
 - c. Lost and/or damaged books:

If a book is lost or damaged, the responsible individual must pay to have it replaced. Fees must be paid before the end of the reporting period. If there is a fee that is not paid, the student will not be able to receive his/her report card until the fine is paid in full.

LIBRARY COMPUTERS

If a student wishes to use the computer, he/she must first sign up for an approved time. No one is allowed to use the computers except when the librarian is present.

EXPECTED BEHAVIOR

1. Students should remain quiet while in the library.
2. Food, drinks, and gum are not permitted in the library.
3. Materials and furniture should be cared for properly, preserving them for use by other students.
4. Students who have study hall in the library must remain seated at the tables until the bell rings for dismissal.
5. Anyone using the library should be courteous and respectful to other persons.
6. Students must abide by all other school rules while in the media center.

STUDENT RULES AND REGULATIONS

ATTENDANCE

Regular attendance is necessary if a student is to make satisfactory educational progress. Therefore, all students are expected to attend school regularly and shall present a written excuse for each absence to the office.

1. Parents of students who are absent must call the school office by 8:15 A.M. on the day of the absence.
2. Students absent from school or from an individual class in excess of 20 days will not be eligible to receive credit. After 10 absences, parents will be notified by the Headmaster.
3. In grades 1 – 5, attendance will be based on daily attendance. Students must be present at least half of the day (11:15 A.M.) in order to be counted present.
4. In grades 6 – 12, attendance will be maintained for each class period (subject) and credit eligibility will be determined by subject; therefore, it is very important that valid excuses are presented for early dismissals and/or late arrivals as well as “all day absences”.
5. A valid excuse must be presented to the office to include:
 - a. The date of absence
 - b. The nature of absence
 - c. The signature of the parent/guardian. **Excuses are required in order to make up work missed due to the absence.**
6. It is expected that students will be absent only in case of illness, family emergencies, or for doctor’s appointments.
7. Parents may permit absences for reasons other than those listed above; however, teachers will not be required to provide make-up work for absences for reasons other than those specified.
8. Special excuses may be arranged prior to planned absences.
9. All absences, excused or not, must not exceed the 20-day limit.
10. It is the responsibility of the student to arrange to make up all work missed and must be at the convenience of the teacher.
11. Attendance during exams: Students will be allowed to make up an exam only in cases of documented illness or death in the family.
12. Students must be present for the entire exam period. Detailed exam schedules and procedures will be available prior to each exam period.
13. An extended illness (more than one (1) week) requires a physician’s statement in order for the time missed to be considered on the 20-day absence regulation. This doctor’s excuse must be turned into the office upon returning to school.

EARLY DISMISSAL

1. In order to leave school early, a student must present an excuse from a parent/guardian to the office.
2. Students in grade 1 – 7, must present an excuse to their teacher who will send it to the office.
3. Students are encouraged to time their dismissals for the end of regular class periods.
4. Students in grades 1 – 7 will remain in the class until the school secretary calls for them on the intercom.
5. All students must sign out at the office as they leave.

TARDIES

1. Students should be in assigned seats when the tardy bell rings. Students who enter homerooms after 8:00 am will be considered tardy and must report to the office.
2. Students will be allowed four (4) tardies to school (no excuses needed) per semester. On the fifth tardy, students will receive a detention.
3. After five (5) tardies, an unexcused absence from school will be assessed against the student's 20 absences from school. For every three tardies thereafter, an absence will be assessed.

COLLEGE VISITS

Students may receive excused absences to visit colleges.

1. Proper excuses from a parent or guardian must be presented to the office before the absence.
2. This privilege should not be abused.
3. Three or fewer absences for this purpose are not counted in the maximum 20-day limit to receive credit.

ANNOUNCEMENTS

1. Forms are available in the office. A form must be filled out and approved by the appropriate teacher or sponsor.
2. Announcements will be made within the first 5 minutes of 1st period.

HALL PASSES

1. Students are not to be outside an assigned class except with a properly completed hall pass.
2. A hall pass allows a student to follow the most direct route to the destination and prompt return.
3. Abuse of the privilege will result in suspension of the privilege.

ELECTRICAL DEVICES

Radios, televisions, electronic games, iPods, and other such entertainment devices should not be brought to school. Exceptions may be made for tape recorders, calculators, personal computers, spell checkers, etc., which are used to assist students academically.

TELEPHONES

1. The office telephone is not to be used by students except for emergencies and then only with permission of the office personnel. Students must tell the office staff the purpose of their emergency call.
2. No student is to be dismissed from class to make a phone call.
3. Student cell phones are not allowed in the school building. Cell phones may not be used during school hours. For the first offense, a parent/guardian will be required to come and get the cell phone. A second offense will result in an after-school detention. A third offense will result in a week's worth of detentions. A fourth offense would result in suspension.

CIVIL EMERGENCIES

1. In an emergency, parents are asked not to call the school in order to keep lines open for emergency information calls.
2. Monthly fire and/or tornado drills will be conducted.
3. If an alarm occurs during a class change or lunch, students are to proceed calmly to safety.

CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER

1. When inclement weather occurs, the Headmaster will decide if school will open or close.
2. The decision will be announced on area radio stations by 7:15 am (Cruise 92.1 Hampton and 93.5 WDOG Allendale).

STUDENT INSURANCE

1. Regular (school day) and 24-hour insurance will be available.
2. Regular insurance is included with the tuition.
3. The 24-hour insurance plan is extra and may be signed up for on registration day in August of each school year.
4. Claim forms are available in the office.

INJURY AND ILLNESS

1. Any injury or illness must be reported to the teacher in charge. The teacher will send for appropriate personnel to assist the student. If necessary, the parent/guardian will be called.
2. The school secretary has insurance forms available for the student/parent in case of injury.

LOCKERS

Under no circumstances should a student leave valuables unattended. Students, both boys and girls, should not bring any amount of money to school with them except what is absolutely necessary. The school cannot and will not be responsible for lost, misplaced, or stolen items and valuables. To discourage theft, students are encouraged to keep money and valuables with them at all times.

1. Each student in grades 6-12 is assigned a locker.
2. Lockers are assigned alphabetically by grade. Top lockers will be assigned to the 12th grade first and descend to the 6th grade, assigning all top lockers first.
3. Lockers are subject to inspection when the administration considers a search necessary to maintain the safety or integrity of the school.
4. Books must **not** be placed on top of lockers or on the floor in the halls.
5. Fines may be assigned for items left in unauthorized areas.
6. Book bags must be placed on top of lockers, not on the floor.

TEXTBOOKS

1. The student is responsible for books assigned to him/her. Students are required to pay for lost books and damaged books.
2. Students will not be given credit for a course until books are returned or paid for.
3. A \$1.00 fine will be assessed for textbooks or materials left in unauthorized places.

LOST AND FOUND

1. Any “found” articles may be turned into the office. Students may ask in the office for any article they have lost.
2. Articles remaining at the end of the school year will be donated to charity organizations.

CLASS PREPARATION

Students are expected to be in class on time with all materials (textbooks, paper, pencils, etc.) needed for that class. Excellence at PHA will be closely related to how prepared we are for each and every class.

HOMEWORK

It is the parent’s responsibility to recognize that students who do their homework will have a greater chance for academic success and to help students make school work top priority.

It is the student’s responsibility to see that his/her first priority is his/her daily preparation for each class. On written assignments, school policy dictates that papers one day late should be penalized ten points and that papers should not be accepted more than one day late. “Late” is defined as not ready to hand in at the beginning of the scheduled class period. Teachers have the discretion to modify this policy in their own classes.

MAKE UP WORK DUE TO ABSENCES

1. Students who have been absent for an entire day are responsible for meeting with their teacher(s) on the day of their return to arrange for completion of make-up work.
2. If tests have been previously assigned, students should take a make-up test on the day they return to school. Regular, advance-scheduled tests should be taken even if the student missed the previous day.
3. Students who are absent for a portion of the day should see all their teachers prior to departure or after arrival that day. Missed tests should be made up on the same day as the absence from class if possible.
4. Assignments which are due should be provided to the teacher even if the student will not attend class due to early departure.
5. Make-up work and tests may be scheduled after school and should not conflict with normal class schedules and lesson plans.
6. It is the responsibility of the student to make up assignments missed while absent. This includes involvement in sports or other school-sponsored activities.
7. For extended absences, the general policy on make-up work is that students are allowed one make-up day for each day of excused absence.
8. Incomplete work or missed assignments which are not made up according to these standards will result in a grade of F.
9. Students whose absence is due to disciplinary suspension are not allowed to make up missed work. There is an academic penalty associated with being suspended from school.
10. Teachers have discretion to alter these policies when they feel it is appropriate, but teachers are not required to accept work from students whose absence is unexcused.

ASSEMBLIES

1. Assemblies will be held at designated times during the school year.
2. Students are expected to exercise rules of good conduct during all assemblies.
3. Homeroom teachers have a seating chart for their classes.
4. The following standards of good conduct should always be observed.
 - a. Enter and leave the assembly area quietly and orderly.
 - b. Give courteous attention to the program.
 - c. Express approval by applauding.
 - d. Refrain from conversation with your friends; it is very discourteous to the people making the presentation.
 - e. Any talking should cease as soon as the program begins.
 - f. Books should be left in the classroom.
 - g. Class sponsors/teachers should sit with their class.
 - h. Students should sit in their assigned section according to the instructions given by the teacher.

SCHOOL SPONSORED TRIPS

All students are expected to adhere to all rules and regulations that pertain to behavior during regular school hours. (See Board Policy Manual for full description of Class/Field Trips, including “approved trips” and dates.)

CARE OF SCHOOL PROPERTY

Many parents and patrons have, through their support, made this building and Patrick Henry Academy’s program possible. Students should consider it a privilege to attend Patrick Henry Academy and therefore, do all in their power to keep the building attractive and make the utmost use of the facilities. Students who deface or destroy school property will be assessed the full cost of repairs and be subject to possible disciplinary action.

CAR POOL

Parents are to drop off students in the mornings at the same location as listed on the Pick-up plan below. Please enter and exit out of the same drive. Parents with business in the school may enter through the North drive and park in the front of the school. Please enter the school through the front doors.

There will be no through traffic in front of the school during drop off and pick up times.

All Grades

Buses will be loaded in front of the school. Enter in North drive and exit out of South drive.

K3 – K5

Enter in North drive and pick up on North end of the new building. Exit out of the North drive.

Ext. Care – 3rd

Enter in South drive and pick up on South end of the new building (main doors). Exit out of South drive.

4th – 7th

Enter in South drive and pick up on South end of the main building. Exit out of South drive.

Student Drivers & Riders

Enter and Exit out of North end drive. Using the North end or the front to enter and exit the school.

PARKING AND CARS

1. Students in grades 9-12 are allowed to have cars at the school but are not permitted to return to them during school hours.
 - a. All students driving to school must have a parking permit.
 - b. All students must park in their designated spot each day. Failure to do so will result in the student's receiving one parking demerit.
 - c. All students must display their parking tag on the inside mirror.
 - d. If you drive a different vehicle to school, you must bring your parking tag to be displayed.
 - e. Should you not display your parking tag you will receive one parking demerit.
 - f. There shall be NO trading parking spaces with another student.
 - g. If you park in another student's space you will receive one parking demerit.
 - h. Should you receive three parking demerits you will not be allowed to park at school for one week.
 - i. Should you receive six parking demerits your parking privileges shall be revoked.
2. Students are not permitted to drive by the elementary wing of the school during school hours including the hour before and after school.
3. Students are asked to drive slowly on campus since we have small children who may not be watching for cars.

CONFERENCES

1. A student may make an appointment to see the Headmaster or teacher. Arrangements should be made prior to the time they wish to have the appointment.
2. Parents may make appointments by calling the school office.
3. Waiting for a conference which has not been arranged will not be an excuse for missing class.

VISITORS

1. All visitors are to sign in and wear a badge while at the school.
2. To avoid disruptions in the school program, it is necessary that parental visits in classrooms be made by prior arrangement.
3. Students are not permitted to bring visitors to school.
4. Non-students are not permitted on school grounds at any time without permission.

FOOD AND DRINKS

1. Food and drinks are not permitted in the halls or classrooms.
2. Chewing gum on the school grounds during the school day is prohibited.
3. Students are not permitted to order food or have food delivered to school. As a senior privilege, seniors may eat out on Fridays. This privilege begins second semester.

LUNCH TIME FOR HIGH SCHOOL STUDENTS

The cafeteria staff of PHA provides students and faculty with delicious meals on a daily basis. We are fortunate to have this high caliber lunch program at our school.

All students will be expected to demonstrate appropriate behavior in the lunchroom. No attempt will be made here to itemize a long list of rules. Poor behavior will not be tolerated, and those who choose otherwise will have their lunchroom privilege suspended or revoked. All food brought from home or purchased must be consumed in the lunchroom.

Just as a student is expected to help keep his/her dining room at home clean, he/she will be expected to keep the PHA cafeteria clean.

Any student who needs to return to the classroom area for any reason must get a pass from a faculty member who is in the lunch room at that time. During lunch period, students are allowed to:

1. Stay in the cafeteria area
2. Go in the Gym with supervision

Students are not allowed:

1. In the elementary playground area
2. In the areas behind the gym, baseball and football field areas, parking areas, or the front of the building.

MARRIAGE/PREGNANCY

It shall be the policy of Patrick Henry Academy to deny admission and/or attendance to any student who is a parent or expectant parent. The term parent is gender neutral. No married student will be allowed to attend PHA. The school reserves the right to require a medical evaluation of any student.

BOY-GIRL RELATIONSHIP

The desire of PHA is to have a comfortable atmosphere for all students. This includes having a non-threatening relationship between all students.

1. Harassment of one student by another will not be tolerated (this includes sexual harassment).
2. Boys and girls will refrain from any open display of affection during the school day.

COMMUNICABLE DISEASE OR ILLNESS

1. Patrick Henry reserves the right to suspend any student, faculty, or staff member who may have a communicable disease or illness that may be harmful to others.
2. This suspension will remain in effect until the following criteria have been met.
 - a. A written medical statement from a physician stating that said person is free from this disease or illness and is no longer contagious.
 - b. BOD/Headmaster's approval to return.
 - c. Each case must be reviewed independently.

DISCIPLINE AND CONDUCT

CONDUCT

Students at PHA are expected to conduct themselves with courtesy, honesty, and with respect for themselves and others at all times. The rules enumerated below outline the general expectations of the Academy, but violations of the spirit as well as of the letter of the policies will be taken into account when an apparent violation of the rules has taken place.

RULES

Patrick Henry Academy operates on three tiers of rules; the more serious the offense, the more serious the consequence. In addition, repetition of minor offenses increases the seriousness with which the Academy regards the offense. All rules apply to students at any time on campus, in transit to or from school, on school property, at any school function, or at any other time when students represent PHA.

DISCIPLINE

In general, disciplinary matters for Upper School students will be handled by the Headmaster upon notification of misbehavior by a faculty or staff member. Tier One violations will be handled by the Headmaster, who has sole authority to recommend expulsion to the Board of Directors. In the case of a Tier One or a Tier Two violation, or at any other time when a student's behavior presents concerns, the Headmaster may request a conference with the student's parents.

TIER ONE RULES

Violation of these rules will normally result in expulsion. There will be no exceptions in the case of rule # 1; expulsion is automatic:

1. Possession of illegal drugs or illegally obtained prescription drugs, or drug paraphernalia (See page 17, as well).
2. Possession, use, or purchase of alcohol.
3. Possession of knives, explosives, firearms, or other weapons*
4. Physical or verbal abuse of any faculty or staff member.
5. Hazing, defined as repeated physical or verbal abuse of another student, such that the student no longer feels safe at school.
6. Possession of school keys. If a student finds a school key, he or she should immediately return it to the Headmaster.
7. Wanton or willful destruction of school property or of the property of others.
8. Theft
9. Incompatibility, defined as flagrant or consistent defiance of the basic routine of the school.
10. Any actions away from school which might tarnish the good name of the school (for ex. criminal activity or inappropriate actions on the Internet).

***Please note: State and Federal laws are binding upon the school in such cases.**

TIER TWO RULES

Violation of these rules will normally result in suspension. Suspension may be served in-school or at home, depending on the circumstances. Multiple violations of these rules will be treated as a Tier One Offense:

1. Cheating (See section of page 18)
2. Lying to a faculty or staff member.
3. Forging a teacher's or parent's signature or changing grades on tests, interim reports or other school material.
4. Willful disobedience to written or oral instructions of a faculty or staff member.
5. Skipping school, class, or PE.
6. Leaving campus without permission.
7. Possession or use of tobacco in any form.
8. Possession of non-prescription or prescription drugs without permission.
9. Fighting
10. Deliberate disruption of a class from within or without.
11. Abuse of a note privilege.
12. Being in an out-of-bounds area during the school day. Students are generally expected to remain in the immediate vicinity of the major buildings. Off-limit areas include distant areas of the campus and the parking lots.
13. Gambling
14. Possession of fireworks
15. Total or repeated disregard of the Dress Code.
16. Use of profanity.
17. Not abiding by the computer Acceptable Use Policy agreement.

TIER THREE RULES GRADES 1-7

Violation of these rules may result in demerits or after school detention. Repeated violations of these rules may cause the offense to be treated as a Tier One or Tier Two violation. These will result in one demerit.

1. Dress code violation.
2. Excessive tardiness to class.
3. Public display of affection.
4. Food, drink, or gum chewing anywhere in the main building.
5. Violation of other classroom rules established by the individual teacher.

These will result in an after-school detention:

1. Failure to attend required meetings or commitments.
2. Inappropriate language or behavior which offends others or disrupts a learning environment.

DEMERITS WITHIN A 9-WEEK PERIOD

- | | |
|--------------|--|
| 3 Demerits: | One detention. |
| 6 Demerits: | A letter is sent to the student's parents. |
| 9 Demerits: | Conference with the student's parents & the Headmaster. |
| 12 Demerits: | One day suspension. |
| 15 Demerits: | Conference with the student, parents, Headmaster, & the BOD.
The Board will determine the penalties to be assessed. |

**TIER THREE RULES
GRADES 8-12**

Hair, Shirt Tails Untucked, Tardies to Class, Gum, Food or Drink

- 1st Offense – Note Home
- 2nd Offense – Parent Contacted and Detention
- 3rd Offense – Week’s worth of Detentions
- 4th Offense – Suspension

Dress Code Violation

- 1st Offense – Change using School Clothes and Note Home (No Parent Contact)
- 2nd Offense – Parent Contacted and Detention
- 3rd Offense – Week’s worth of Detentions
- 4th Offense – Suspension

DETENTION

1. Demerits are assigned by the classroom teachers for breaking a school or classroom rule.
2. Detentions are assigned when a student has three or more demerits or has been assigned one by the Headmaster.
3. School dress is required for all detentions.
4. Detentions may be assigned for the first fifteen minutes of a student’s lunch or after school from 2:45 – 3:30.
5. If a student cannot attend an assigned detention, he must make arrangements in advance with the Headmaster to serve the detention at another time. However, detentions are a basic part of the school’s conduct system and must be adhered to. It should be a rare occasion when students or parents request that a date be changed. Failure to report for a scheduled detention will result in increased penalties or discipline. Out of school employment does not excuse one from detention.

SUSPENSION

Suspension may be assigned to be served in-school or at home. Students with in-school suspension will be put in an isolated location and be allowed to study in the morning. In the afternoon they will perform chores of campus service. Students who are suspended are allowed to make up missed assignments, but may receive no higher than a C on any such work. Teachers are not required to re-teach any missed material to students who missed class due to a suspension. Suspended students may not participate in sports practices on the days of their suspension, nor may they play in inter-scholastic contests. They may be required to attend a contest but not be allowed to dress out.

EXPULSION POLICY

A student who is expelled from school is no longer allowed to attend classes, receive academic credit, or participate in any activities sponsored by PHA. Such a student's transcript will reflect grades earned in his/her last completed semester. In addition, to facilitate matriculation at another school, Patrick Henry will provide current averages in classes taken during the semester in which the expulsion occurred.

A student, who is expelled within twenty school days of the end of the semester, may at the Headmaster's discretion take final exams separately from the rest of the students. A semester grade will be provided for those classes, using the date of departure grade as a second nine-weeks grade of the semester. This policy shall not apply for students expelled for drug offenses. Such students will not be allowed to take exams, even if their expulsion occurs within twenty days of the end of the semester, and will receive no credit for their last semester of enrollment.

The school transcript of a student who has been expelled will indicate the student's expulsion but not the reason for the expulsion. Information regarding the circumstances of the student's expulsion will not be provided to other schools without a written request to do so from the parents if the student is under eighteen years old or the student if he/she is eighteen or older.

The parents of an expelled student will receive a letter formally informing them of the expulsion. In addition, they will receive a copy of this policy.

RE-ADMISSION

Students who have been expelled from PHA and have successfully completed one academic year (two complete semesters) at another institution without disciplinary problems may apply for re-admission. The student and his/her parent(s) will be required to meet with the Headmaster. Upon recommendation, the student's application will be referred to the appropriate division school faculty and the Board of Directors. Both bodies must approve the re-admission by a vote of two-thirds. Any such re-admission will be probationary for one year and may carry with it special stipulations deemed appropriate by the Faculty and Board.

DRUG ABUSE POLICY

PHA acknowledges that substance abuse and chemical dependency are significant problems of concern for society at large and especially for adolescents. As an educational institution, Patrick Henry seeks to educate both students and parents about these problems and to help students who may have developed such problems. Nonetheless, the school's first priority is to provide a safe environment and to facilitate successful completion of the school's curriculum. Quite simply, substance abuse is incompatible with the educational process. For this reason, use of illegal substances or alcohol and use of prescription drugs without proper permission are listed as Tier One Rules, which may result in expulsion. By attending PHA, students and parents acknowledge the school's right to search a student's locker, car, possessions, or person at any time a student is on campus, participating in a school activity, or otherwise representing PHA.

It has been our experience that drug and alcohol use rarely takes place on campus. Nevertheless, professionals are now in substantial agreement that drug or alcohol use on a regular basis, regardless of the location or time, has an impact on the student's work and school life. If a student's behavior, personality, grades, or relationships with others change noticeably, resulting in marked change in functioning in school, the school will contact parents, discuss the situation, and recommend counseling or perhaps diagnostic evaluation. If, after expressing concerns about drug involvement to the parents, those factors which initially were the cause for concern continues unabated, the Headmaster may require a student to take a drug test. Such a test will be at the student's expense and will not take place until the parents have been notified.

If a student tests positively, yet there is no direct evidence of drug possession or use at school, the student will be required to submit to random drug tests throughout the remainder of his/her enrollment at PHA. Should the student test positively on a random test, he/she will be required to withdraw from the school. The school is in a difficult position in attempting preventative measures for "recreational" drug or alcohol abuse. School activities will, of course, be carefully chaperoned, but the school is also concerned about students' social gatherings not under school sponsorship. We appeal to parents not to support parties at which alcohol is served and to discourage unsupervised gatherings of your people where they might experiment with drugs or alcohol.

The school will promote educational programs about the dangers of drug and alcohol use and abuse. We are open to suggestions from parents for other preventative efforts.

DESTRUCTION OF SCHOOL PROPERTY

We hope that all students share in the pride of PHA and will at all times help keep all parts of the building, equipment, and grounds at their best appearance. Students who disfigure property, break windows, or for other damage to school or personal property or equipment will be required to pay for the damage which is done or to replace the item. Disciplinary action will be taken for willful acts of damage or destruction to property.

CHEATING/PLAGIARISM

PHA considers cheating/plagiarism to be of the utmost concern. Students who earn grades by cheating gain an unfair advantage over their peers. Any items which could be used for cheating, (i.e., cheat sheets, notes on palms, etc.) will be considered adequate to establish evidence of cheating, whether or not the teacher actually observed cheating. All incidents of cheating/plagiarism will be reported to the Headmaster. The teacher should fully explain the school's academic expectations and exert realistic preventive measures to reduce the possibility of unethical conduct. Teachers will announce to each class the school policy for dealing with confirmed cases of cheating and/or plagiarism. In such cases where the teacher may have failed to communicate said policy, the student and parents are required to have read the student handbook.

Plagiarism is also considered cheating and will be dealt with in the same manner. Plagiarism is defined as the attempt to present the original words or thoughts of someone else as one's own. Plagiarism is using someone else's exact words without proper acknowledgment.

The following are the three levels of offense for cheating/plagiarism:

1. First Offense – The student will receive a grade of 50 on the work involved. A student will also serve four after school detention hours. In addition, if the student is a member of the Beta Club or Student Government, he/she shall be removed from said club or office. If the student is an athlete and/or cheerleader, he/she shall not participate in the next regular season game and/or playoff game.
2. Second Offense – The student will receive a two-day suspension plus a zero on work involved.
3. Third Offense – The student and parent must appear before the Board of Directors and receive prescribed punishment (which may include expulsion) plus a zero on work involved.

DRESS CODE

PHA strives to provide its students with an environment conducive to the learning process. Experience has shown that students who are required to maintain a neat appearance are more likely to carry over these habits to the performance of their schoolwork. It is a method of cultivating a climate of discipline and responsibility. Accordingly, students are required to appropriately dress and groom themselves neatly and cleanly for the school setting while on campus.

PHA does not require the parents to purchase everything on the list. The student may select only those items they choose. We will not require certain dress be worn on certain days. Any item on the list may be worn on any day.

All articles of standard dress are to worn properly. All shirts are to be tucked. The slacks and shorts that have belt loops must be worn with a solid leather belt, or PHA logo belt. No ornamental, oversized, or unusual buckle will be allowed.

The only items which may be worn un-tucked are the girls white over-blouse, sweatshirts, sweaters, and the fleece jackets and vests. Layering of shirts is acceptable if all shirts are approved standard dress. The sleeves must be worn at full length and both shirts must be tucked. All shirts and blouses must be buttoned completely, except for the top button. Shorts, skirts, or skorts must not be more than 4" above the knee.

Socks, tights, knee socks, and crew socks may be purchased elsewhere. However, we will limit colors and style. They are to be solid color, khaki, navy, burgundy, or white. Young girls (K3 – Grade 4) may wear navy standard leggings approved by the dress committee or navy biker shorts under their skorts, skirts, or jumpers. These may be purchased elsewhere.

During winter months or severe cold, outer jackets and heavy coats of their choosing may be worn to school. However, those outer garments not on the approved list cannot be worn during school. The only exception to this rule is for children in K3 – Grade 5 who go outside to the playground on a daily basis. They may continue to wear heavy coats or jackets. We do, however, have heavy outerwear for them, if they wish to purchase it. There is certain outerwear purchased at PHA and the school store which has been approved. Those items are PHA letter jackets purchased by athletes and fleece jackets with the PHA logo purchased from the school store in past years. These are the only items grandfathered into the standard dress.

Shoes are to be closed-toe and solid in color. Colors may include black, brown, navy, or white. Dress sandals may be worn during warm months. All sandals must have leather straps that cross the top of the foot horizontally and a back strap. No stacked soles will be allowed. The heels cannot exceed 1 ½ inches and the sole cannot exceed 1 inch. Athletic shoes or tennis shoes shall be predominately white, black, brown, or navy. NO CLEATS.

Hair: Boys may not have facial hair or long sideburns. Hair must not touch shirt collar or the sides be longer than the earlobe. No extreme hair cuts or colors for any students. Students may not have body piercing or tattoos or wear hats. Boys may not have pierced ears.

The football team may wear their jerseys over a t-shirt and cheerleaders may wear their uniforms only on the day of their game. Athletic teams and cheerleaders may wear their uniforms to events where no dressing facilities are available for them to change. When team travel does not require the athlete to be already dressed in his/her uniform, Standard Dress is required. At basketball games (home or away) the Standard Dress will be worn to and from the games.

Covering every problem that might arise with dress and grooming in written form is impossible. The Headmaster can at any time require that a student change his or her grooming or dress if he deems it inappropriate.

FIELD TRIPS ATTIRE

Students going off campus on field trips are ambassadors for our school and may be held to even higher standards of appearance. Participants will be notified in advance if the normal dress code is modified for certain trips. Failure to adhere to these standards may result in being withheld from participating.

PHA SPORTS BANQUETS

All students participating in any school sponsored sports banquet will observe the following minimum standards of dress. Failure to adhere to these standards may result in being withheld from participation in the event.

- Young men are expected to wear dress pants, dress shoes with socks, and dress shirts with ties.
- Young ladies are expected to wear dresses, skirts, or dress pants with blouses with appropriate footwear.



STUDENT ACTIVITIES AND SCHOOL SUPPORT

STUDENT COUNCIL

The Student Council's primary responsibility is to provide a student government and to serve as a liaison between the students and the administration.

Activities:

1. To assist in carrying out school regulations.
2. Promote the ideals of truth, honor, and integrity.
3. Promote and/or initiate programs of improvement to school activities.
4. To help promote spirit and participation within the student body.

JR. AND SR. BETA CLUBS

The purpose of these organizations shall be for the promotion of scholarship, leadership, and good citizenship at Patrick Henry Academy.

Affiliation and Co-ordination:

This chapter of the National Beta Club is an integral part of the central organization of the National Beta Club and shall be governed by the academic and financial policies laid down in the National Constitution of the central organization of the National Beta Club. Its coat-of-arms, motto, colors, creed, and official insignia shall be those of the National organization of the National Beta Club.

YEARBOOK (THE LIBERTY BELL)

STAFF: Consists of 9th – 12th graders who show an interest in writing, layout, design, and art. Membership is by invitation. Editors are chosen cooperatively by the English Department and the Staff Advisor.

BOOK: PHA publishes a spring-delivered book.

FINANCES: **The Liberty Bell** is self sustaining and is paid for entirely through the sales of yearbooks and advertising. The staff reserves the exclusive rights to sell poinsettias at Christmas and Valentine and Easter flowers to our PHA family.

SCHOOL NEWSPAPER – THE PATRIOT

STAFF: Consists of 8th – 12th graders who show an interest in, and aptitude for, writing. Interested students are asked to submit a sample newspaper article. Membership is by invitation and editors are chosen cooperatively by the English Department and the Staff Advisor.

PUBLICATION: The Patriot is published one time annually. It focuses on activities at PHA. It is a newspaper about, and for, the PHA "family".

ROTARY INTERACT CLUB

The Hampton Rotary Club sponsored the first high school Interact Club in Hampton County at PHA in 1997. This service group sponsors a local and an international project each school year.

SPELLING BEE

The organization of the SCISA Spelling Bee at the school level is the responsibility of the Spelling Bee sponsor. The sponsor organizes the school participants and the competition. The sponsor will also attend the bee with the participating students. The regional bee is held in January. The state bee is held in February. Grades 3 – 8 are included in this competition. Two contestants and one alternate are chosen from each grade. The alternate does not go to the bee, but is ready to go the morning of the bee if the need arises. Classroom teachers choose contestants by a classroom spelling bee.

ATHLETIC BOOSTER CLUB

The PHA Athletic Booster Club is an independent, non-profit fundraising organization whose sole purpose is to support PHA athletics. The Booster Club is responsible for purchasing athletic equipment and uniforms and paying game officials.

All parents who have children participating in sports at PHA are required to join the Booster Club for \$50.00. Each student who participates in a sport is required to pay a \$30.00 Participation Fee for each sport played. Other funds are raised through ticket sales, an annual golf tournament, football, and basketball concessions. The Booster Club operates in accordance with its bylaws.

PARENT/TEACHER ORGANIZATION (PTO)

The purpose of this organization shall be to strive to promote cooperation, understanding, and unity of spirit among parents, faculty, students and administration through service, constructive input, and support. The membership of this organization shall consist of all parents of students and all members of the faculty of PHA. Officers of the organization are obtained in accordance with its bylaws. Funds collected by the PHA/PTO, over and above expenditures related to the fundraisers involved, shall be expended for special school projects and budgetary support. A meeting of the entire membership of the PHA/PTO shall be held at least twice during the school year.

JUNIOR-SENIOR PROM

PURPOSE: To carry out a tradition of Juniors entertaining the Seniors with a farewell party.

PROM COMMITTEE: Made up of Junior Class officers and grade-mothers.

ADVISORY COUNCIL

The purpose of the PHA Advisory Council is as follows:

1. To promote communications and understanding within our school family.
2. To promote and publicize PHA within our community and neighboring communities.
3. To assist with the coordination of school activities.
4. To encourage enrollment of new students.
5. To receive proposals and suggestions from parents that may be recommended to the Board of Directors.

The PHA Advisory Council is designed to represent parents, faculty, and students at PHA. If you should have any suggestions, concerns, problems or even praise of any area of PHA life, you are encouraged to call a member or members of the Council, or you may visit one of its meetings. This Council will then refer your concerns to the PHA Board, Headmaster, Student Council, Booster Board, PTO, or whatever organization is appropriate. Contact your PTO President for council representation

ALMA MATER

Hail to thee! Oh Patrick Henry
We have come to thee,
With our hearts filled with honor
Love and loyalty.

Patrick Henry, hail to thee!
Our Alma Mater dear,
We will never cease to live thee
Through the passing years

BELL SCHEDULES

REGULAR CLASSES

7:45	Teachers Bell
7:57	Warning Bell
8:00	Tardy Bell
8:52	1 st Period Ends
8:55	2 nd Period Begins
9:42	2 nd Period Ends
Break	
9:52	Break Ends
9:55	3 rd Period Begins
10:42	3 rd Period Ends
10:45	4 th Period Begins
11:32	4 th Period Ends
	Begin 2 nd Lunch
11:35	1 st 5 th Period Begins
12:02	2 nd Lunch Ends
12:05	2 nd 5 th Period Begins
12:20	1 st 5 th Period Ends
	Begin 4 th Lunch
12:50	4 th Lunch Ends
	2 nd 5 th Period Ends
12:53	6 th Period Begins
1:40	6 th Period Ends
1:43	7 th Period Begins
2:30	7 th Period Ends
School Dismissed	

EXAM SCHEDULE

8:00	1 st Exam Begins
9:45	1 st Exam Ends
9:50	Break
10:15	2 nd Exam Begins
12:00	2 nd Exam Ends
School Dismissed	

LUNCH SCHEDULE	
Grades 1 – 3 & 5	10:55 – 11:25
Grades 7 – 9	11:32 – 12:02
Grades 4 & 6	11:55 – 12:20
Grades 10 – 12	12:20 – 12:50
Extended Care: (K3, K4, &K5)	11:55 – 12:20

PHA BOARD OF DIRECTORS

LIFE MEMBERSHIP

Will serve on the Board of Directors until their last child has graduated or leaves PHA

- Britt Wall Chairman
PO Box 618, Fairfax, SC 29827
Phone: 912-863-5108 (w); 632-2981 (h)
- Wallie Hiers Building/Grounds
380 Hiers Farm Road, Varnville, SC 29944
Phone: 943-2619 (w); 943-5405 (h)
- Allan Swofford Vice-Chairman/Finance
3880 Possum Corner Rd., Early Branch, SC 29916
Phone: 943-7216 (w); 843-717-2010 (h)

THREE-YEAR TERM BOARD MEMBERS

Selected by the Board of Directors

- Neil Sanders Building/Grounds Term Expires: June 2011
181 Oak St., Allendale, SC 29810
Phone: 584-3461 (w); 584-2346 (h)
- Bob Wiggins Legal Term Expires: June 2012
PO Box 9, Estill, SC 29918
Phone: 625-2288 (w); 625-4894 (h)
- Walt Corbin Building/Grounds Term Expires: June 2010
6675 Sandy Run Rd., Brunson, SC 29911
Phone: 914-0129 (h)

THREE-YEAR TERM BOARD MEMBERS

Recommended by the Advisory Council and approved by the B.O.D.

- Georgia Famuliner Technology Term Expires: June 2011
10035 Burton's Ferry Hwy, Allendale, SC 29810
Phone: 584-4803 (w); 584-3981 (h)
- Mark Wooten Booster Club Term Expires: June 2011
175 Old Place Rd., Estill, SC 29918
Phone: 943-2755 (w); 625-4975 (h)
- Mandy Gooding Curriculum Term Expires: June 2012
209 Harriett Street, Hampton, SC 29924
Phone: 943-0626 (h)

BOARD OF TRUSTEES

Ashley O. Bush Robert A. Youmans Buddy W. Hiers, Sr.
R. G. Wiggins, III R. H. Elliott, Jr.

PHA
STUDENT
GOVERNMENT
2010-2011

STUDENT COUNCIL OFFICERS
2010-2011

President.....Reeves Lawton
Vice-President.....Jonathan Strickland
Secretary/Treasurer.....Jacob Barnes
Reporter.....Gibson Wall

Parliamentarian.....Anissa Manuel
Historian.....Tiffany Mixson

Dear Students, Faculty, and Staff

It is my privilege, as Student Council President, to welcome you all back to Patrick Henry Academy for the 2010–2011 school year. I would especially like to welcome any new students and faculty who have decided to become a part of our Patriot family. I hope that your first year at Patrick Henry will be as rewarding as mine have been for the past twelve years. To both new and returning students, may you achieve your academic and life goals through hard work, diligence, and determination.

At Patrick Henry Academy, there are several organizations, such as the Student Council, who plan to accomplish a lot during the school year. I really believe that we, as a student body, will have a very successful school year with the help of the faculty and staff, who have been supportive every year.

Lastly, to the class of 2011, our final year at Patrick Henry Academy has arrived. We are now Seniors. May we fulfill our endeavors this year and years to come, always remembering where we learned the principles of **Pride, Honesty, and Academics.**

Let’s make the 2010-2011 school year the best it can be!

Reeves Lawton

2010- 2011 PHA CALENDAR

AUGUST

5 All Sports' Sportsmanship Meeting (6pm)
 7 Senior Portraits
 16&17 Teacher Workdays (9am – 4pm)
 17 Registration (8:00 - 12:00)
 18 First Day of School
 30 PTO Picnic 6:00pm
 Gift Wrap Sales begin

SEPTEMBER

6 Labor Day **NO SCHOOL**
 11 ACT
 15 Interim Reports
 17 Grandparents' Day (8:30am)
 21 Beta Club Induction (8:15am)
 26-29 Camp Greenville 6th Grade

OCTOBER

9 SAT
 13 PSAT Grades 9 - 11
 15 1st 9 weeks ends
 21-26 Volleyball State Playoffs
 22 Parent-Teacher Conference Day
 (2:45pm-6:00 pm)
 23 ACT
 26 Middle School Math Meet
 27-29 Barrier Island 5th grade
 30 Halloween Carnival (6-9pm)

NOVEMBER

3 Headmaster's Breakfast (7:30am)
 5 SCISA Teachers' Meeting
NO SCHOOL
 5-19 State Football Playoffs
 6 SAT
 10 HS Quiz Bowl
 11-16 Book Fair
 11 Veteran's Day Assembly
 12 Plan Test 10th Grade
 17 Interim Reports
 23 Championship Quiz Bowl
 24-26 Thanksgiving Holidays
NO SCHOOL

DECEMBER

4 SAT
 5 Fall Sports Banquet 2:00pm
 11 ACT
 13 Christmas Concert 7:00pm
 13 1st period exam 8:15-9:45am
 2nd period starts at 10:00am
 14 3rd and 4th period exams
 15 5th and 6th period exams
 16 7th period exam
 16 Breakfast with Santa (8:30am)
 17 Exam Makeups
 Middle School Dance (7:00pm)
 21 Report Cards Mailed Home
 20-31 Christmas Holidays

JANUARY

3 Christmas Holidays
 4 Students Return to School
 12 Headmaster's Breakfast (7:30am)
 13 Regional Spelling Bee
 17 MLK Holiday **NO SCHOOL**
 18 High School Math Meet

22 SAT

Oyster Roast

FEBRUARY

2 Interim Reports
 State Literary Meet
 8 Middle School Quiz Bowl
 12 ACT
 16 State Spelling Bee
 18-21 Winter Holiday **NO SCHOOL**
 18-26 State Basketball Tournament
 22 Middle Sch. State Quiz Bowl
 25 Winter Fun Night Gr. 5-8 (7-9pm)

MARCH

3&4 PHA Science Fair
 4 3rd 9 weeks ends
 7&8 Student Gov'n't Convention
 7-11 Stanford Testing Grades 2-8
 10-15 Book Fair
 10 Music Festival
 11 Report Cards
 12 Family Fun Day(11:00-2:00)
 SAT
 20 Board BBQ (11:00 - 1:30)
 21 Senior Skip Day
 22 Headmaster's Breakfast (7:30am)
 23 Founders' Day
 28-31 9th Gr. to Virginia;10th Gr. to
 Washington;11th & 12th Gr. Trips

APRIL

1 Grades 10-12 Return
 6 State Science Fair
 Interims
 9 ACT
 15 Field Day Gr. K5-5 ½ day
 Jr./Sr. Prom (8:00pm)
 16 Middle School Dance (7-9pm)
 18-25 Spring Break
 26 Jr./Sr. Skip Day
 30 Patriot Spring Blast

MAY

1 Patriot Spring Blast
 2 Music Concert (7:00pm)
 7 SAT
 9-14 Girls' Soccer Playoffs
 13&14 State Softball Tournament
 15 Athletic Awards (2:00pm)
 17 1st & 2nd period senior exams
 18 3rd & 4th period senior exams
 19 5th & 6th period senior exams
 20 7th period senior exam
 1st period exam (8:15-9:55)
 2nd period exam (10:15-12:00)
 22 Baccalaureate (4:00pm) Gym
 23 3rd period exam (8:15-9:55)
 4th period exam (10:15-12:00)
 24 5th period exam (8:15-9:55)
 6th period exam (10:15-12:00)
 Last Day for K-3-K-5
 K-5 Graduation (7:00pm)
 25 7th period exam (8:15-9:55)
 Academic Awards Ceremony (10:15am)
 26 Teacher Workday/Senior Lunch
 28 Graduation 8:00 pm GYM

FACULTY AND SUPPORT STAFF

HEADMASTER: Jim Rice

**FACULTY AND STAFF
2010-2011**

LOWER SCHOOL

3-Yr. Old Preschool.....Lynn Corbin
4-Yr. - Old Preschool.....Robin Johnson
5-Yr.-Old Kindergarten.....Tara Boswell
First Grade.....Anna Toney
Second Grade.....*Jill Jones
Third Grade.....Rhonda Wilson
Fourth Grade.....Kathy Norris
Fifth Grade.....Eleanor Jarrell
Sixth Grade.....Middle School.....Sallie Bowers, Debbie Creason
Seventh GradeDebbie Creason. Sallie Bowers

ENRICHMENT

Art.....Gail Kochakian
Music.....Susan Hatcher
P.E.....Mike McCoy
Library.....Joye Tuten
Computer.....Lynn Manuel

UPPER SCHOOL

Athletic Director.....Mike McCoy
English/Literature.....Leslie Bowers, *Lillian Solomons
Mathematics.....Alyssa Hair, Bonnie Tuten
Science.....Lynda Smith
History, Humanities.....Julia Lucas
Latin.....Jim Rice
Guidance/Econ-Gov/Math.....Mark Cooper

SUPPORT STAFF

Administration.....Renee Williams, Judy Greene
Lunchroom.....Jessica Lightsey, Judy Peoples, Janice Smith
K3 Aide.....Jessica Lyons
K4 Aide.....Ellen Long
K5 Aide.....Tricia Stanley
First Grade Aide.....Ellen Crosby
Maintenance.....Greg Mixson
Housekeeping.....TBA

*Coordinators

Dept. Heads