



**2018-2019**

**Student/Parent Handbook  
and  
Student Code of Conduct**

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## **STUDENT HANDBOOK**

This Student Handbook and Student Code of Conduct describes High Point Academy's (HPA) current policies and practices concerning matters that most often affect our students and their parents. Policies and practices described in this handbook are provided for the information and guidance of students and their parents and do not constitute, nor should they be relied on, as contractual obligations of High Point Academy to any person. High Point Academy reserves the right to modify this handbook at any time. Its contents, as they now appear or as they may be amended in the future, apply to all students enrolled in High Point Academy.

### **Equal Opportunity and Nondiscrimination**

High Point Academy intends to comply with all applicable federal, state, and local laws and regulations regarding equal opportunity and nondiscrimination. If any of the policies outlined in this Handbook are, or become unlawful for any reason, the applicable law will be followed.

1. All employment decisions and actions such as recruitment, hiring, training, promotion, transfer, layoff, recall, compensation and benefits, discipline, termination, educational, recreational, and social programs are administered without regard to the race, color, sex, religion, national origin, citizenship, age, physical or mental disability of an otherwise qualified individual, or his or her membership or application for membership in a uniformed service.
2. No student will be denied acceptance into, or excluded from participation in, High Point Academy's programs on the basis of sex, race, religion, disability, national origin, or any other characteristic protected by state or federal law. For questions pertaining to Section 504 please contact your child's guidance counselor; for questions pertaining to Special Education please contact Jonathan Hayes at [jhayes@hpart.org](mailto:jhayes@hpart.org); and for questions pertaining to Title IX please contact Sandy Norman at [snorman@hpart.org](mailto:snorman@hpart.org).

## **ADMISSION REQUIREMENTS**

### **General Eligibility**

It is our wish that every child can be a part of this school if they so desire. However, please recognize that waiting lists and limited space dictates the allowed number of children in a specific grade. High Point Academy intends to recruit students and accept applications for the upcoming school year beginning on the first day of school after the New Year. We will use a lottery system at High Point Academy with spill-over applicants being placed on a waiting list in the order their name was drawn. Below are the cut-off dates that will establish student admission into High Point Academy.

<b>Date</b>	<b>Admission Activity</b>
January 8 -March 1	Letters of Intent for Returning Students
January 8 -March 13	Prospective Student Applications
March 25	Admissions Lottery (if necessary)
March 29	Lottery Notification to Parents

\*If these dates fall on a weekend, they will be held the following Monday.

Any applications received after the lottery drawing will be placed on the waiting list in the order in which the application was received.

The following procedures are to be followed in conducting a lottery when a grade or class is oversubscribed. Under state law, a charter school must admit students through a random selection process if the number of applications for a grade or class exceeds the number of available spaces. If the number of applications does not exceed the number of available spaces, a lottery is not required.

If High Point Academy has a grade or class that is oversubscribed, the following application process will be followed for that grade or class:

### **High Point Academy Lottery and Enrollment Procedure**

A separate application must be completed for each student who wants to apply for admission to High Point Academy. The application must be turned in to the High Point Academy office by March 13.

1. Each application will be given an application number.
2. On the day of the Lottery (March 25), each application number will be placed into a secure container.

3. Numbers will be drawn randomly out of the container by a school official, witnessed by at least one other employee and a Notary Public, who will certify the results of the lottery.
4. All applicants will be notified in writing within six days of the lottery drawing regarding the results of the selection process.
5. High Point Academy reserves the right to contract with a third-party, such as the Public Charter School Alliance of South Carolina (PCSASC), to administer and conduct the lottery.

High Point Academy will exempt from the lottery returning students and the siblings of returning students. HPA may also give priority preference to the children of HPA employees and to children of the charter committee (so long as the total number of students allowed constitutes only a small percentage of the total enrollment less than 20%) as permitted by the South Carolina Charter Schools Act.

**Priority of enrollment will be given to the following classes of students, prior to the lottery. The classes are listed in order of priority:**

1. Children and legal dependents of the school's charter committee and current faculty/staff of High Point Academy
2. Siblings of currently enrolled or previously enrolled (within 6 years) students at High Point Academy

All children of the school's charter committee, HPA employees' children, and siblings of students must fill out an application and turn it in by the appropriate deadline. These students will be given open slots prior to any lottery for oversubscribed grades, as long as they comprise only a small percentage of the enrollment (less than 20%). Parents will be notified in advance of the upcoming lottery date and must return their acceptance letter prior to the stated deadline.

The lottery will be held on March 25 every school year. If this day falls on a weekend, the lottery will occur on the first school day following the weekend. After the lottery has taken place on the designated date, students will receive notification by letter within six school days regarding their application status. Remaining students will be placed on the waiting list, according to the order in which they were drawn. A student who turns in a late application will be placed on the waiting list in order of the date in which their application was received.

When a vacancy is created prior to or during the school year, the vacancy may or may not be filled, at the discretion of the school's Administration. If the school chooses to fill the vacancy, priority will be given as specified in the Priority for Enrollment section of this document, and then the next name from the waiting list will be used. Students will be called and given 48 hours to verbally respond to an enrollment invitation. A student who fills a vacancy shall be deemed a currently enrolled student, and that student's enrollment shall continue beyond the current academic year, in accordance with the school's policies and procedures.

High Point Academy will accept applications outside the designated application period under two scenarios. If there are still open slots at the school after the lottery drawing has taken place, late applicants will fill these slots in the order in which their applications are received. If there are no open slots, the school will take these late applicants and add them to the end of the waiting list based on the date in which their applications are submitted.

High Point Academy will include in its admissions policy, a statement that the school will not discriminate in admissions based on gender, national origin, ethnicity, religion, disability, academic ability, artistic ability, or the basis of district the child would otherwise attend. Since High Point Academy is a part of the South Carolina Public Charter School District, (SCPCSD) any student from any part of South Carolina is eligible to attend.

#### **Student Appeals Process**

If a parent feels inclined to appeal a decision of admission based on any reason besides the lottery, they may submit a written appeal to the SCPCSD. The decision will be binding on the student and High Point Academy.

#### **Students Returning from Alternate Settings**

Students may be immediately placed on a behavior contract if the student is returning to a regular school setting from an alternative learning environment (DJJ, Alternative School, Short-term Alternative Placement Homes, etc.). This policy will apply to students who have been in an alternative learning environment up to 6 months prior to enrollment to High Point Academy.

#### **McKinney-Vento Homeless Education Act**

According to the McKinney-Vento Homeless Education Act, a child is considered homeless if:

1. The child lacks a fixed, regular, and adequate nighttime residence: and
2. The child has a primary nighttime residence that is
  - a. a supervised publicly or privately operated shelter designed to provide temporary living accommodations

- (including welfare hotels, congregate shelters, and transitional housing for the mentally ill:
- b. an institution that provides a temporary residence for individuals intended to be institutionalized; or
  - c. a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

#### Types of Homeless Children and Youth

1. Children living in shelters and transitional housing;
2. Children living in motels, welfare hotels, or weekly rate apartments;
3. Children living in streets, cars, campgrounds, abandoned buildings, and the like;
4. Children living doubled or tripled up crowded or undesirable living conditions because they have no place of their own to live where they can safely and healthfully meet their basic needs in privacy with dignity;
5. Children in substandard living conditions in places not fit for human habitation; no electricity, no heat, no running water, no windows/doors, holes in the roof/floor, no way to cook or store food;
6. Abandoned children;
7. Runaways;
8. Throwaways;
9. Children who are the victims of domestic violence;
10. Highly mobile children and youth; and
11. School-aged single mothers living in homes for unwed mothers because they have no other available living accommodations.

If you have questions about McKinney-Vento, please contact Sandy Norman at [snorman@hpspart.org](mailto:snorman@hpspart.org).

#### Enrollment

A child must be enrolled by the child's parent or legal guardian. High Point Academy shall record the name, address, and date of birth of the person enrolling the child. Upon enrollment, ALL students must be completely potty trained.

#### Barring Enrollment of Students

In accordance with S.C. Code Ann. Sec. 59-63-217, in determining whether or not a student meets the standards of conduct necessary for first time enrollment, High Point Academy may consider records as they relate to the adjudication of delinquency in any jurisdiction, within or without this State, of violations or activities which constitute violent crimes under Section 16-1-60, adjudications for assault and battery of a high and aggravated nature, the unlawful use or possession of weapons, or the unlawful sale of drugs. Based on this consideration of the student's record, High Point Academy may bar the student's enrollment for a maximum of one year.

#### Legal Surname

A student must be identified by the student's legal surname as it appears on the student's birth certificate, other document suitable as proof of the student's identity, or in a court order changing the student's name.

#### Required Documentation

In order to be in compliance with the Family Education and Rights to Privacy Act (FERPA), one or more of the following types of documentation will be acceptable for purposes of consultation concerning educational programming, discipline, special education, emergency medical treatment, access to student records, and other matters relating to the student's educational process:

1. Power of Attorney;
2. Notarized letter sworn affidavit from parent, guardian, or the adult responsible for the minor child;
3. Assignment letter from the Department of Social Services;
4. Juvenile Probation, or other agencies;
5. Death certificate of natural parent(s);
6. Proof of receipt of federal assistance; or
7. Other documentation deemed appropriate by the Superintendent or Superintendent's designee.

At the time of enrollment or registration, the parent or guardian must supply High Point Academy with all of the following:

1. The child's birth certificate or another document suitable as proof of the child's identity.
2. A copy of the child's records from the school the child most recently attended if he or she was previously enrolled in a school in South Carolina or in another state; students shall not be denied enrollment or be removed solely because they fail to provide the required documentation in items 1 and 2 above.
3. A record showing that the child has the immunizations required by the Department of Health and Environmental Control

(DHEC), proof that the child is not required to be immunized, or proof that the child is entitled to provisional admission.

**Proof of Admission Eligibility**

The school requires evidence that a prospective student resides in South Carolina to be eligible to attend High Point Academy. Acceptable documents for verifying address include current SC issued driver's license, utility bills, and sale or lease agreements.

**Child in DSS Possession**

High Point Academy shall enroll a child without the required documentation if the Department of Social Services (DSS) has taken possession of the child. DSS shall ensure that the required documentation is provided to High Point Academy in a timely manner.

**MEDICAL INFORMATION**

**Communicable Diseases**

Communicable diseases are diseases that may be transmitted from person to person. Prevention and control of communicable diseases in the school setting is an essential part of insuring a healthy, safe environment for students and faculty. To protect others from contagious illnesses, students infected with certain diseases are not allowed to attend school while contagious. The parent/guardian of a student with a communicable or contagious disease should phone the nurse or principal so that other students who have been exposed to the disease can be alerted. These diseases may include:

Amebiasis	Hepatitis, Viral (A, B, or C)	Rubella (German Measles),
Campylobacteriosis	Impetigo	Strep Throat
Chickenpox	Infectious mononucleosis	Salmonellosis
Common cold with fever	Influenza	Typhoid fever
Fifth disease (Erythema Infectiosum)	Measles (Rubeola)	Scabies
Gastroenteritis, Viral	Meningitis, Bacterial	Shigellosis
Giardiasis	Mumps	Streptococcal disease, invasive
Head Lice (Pediculosis)	Pinkeye (Conjunctivitis)	Tuberculosis, Pulmonary
	Ringworm	Whooping Cough (Pertussis)

**Allergy Information Requested Upon Enrollment**

Parents are required to provide written notification of any known allergy. More information may be requested by the school nurse.

**Health Services Policy on Head Lice**

In review of the life cycle of the head lice, research shows that the louse egg hatches every 7-10 days. The louse is able to survive 48-52 hours with no contact with a human host. Even after treatment with a pediculicide (Rid, Nix, Kwell, Pronto), remaining eggs in the hair are subject to hatch, causing re-infestation.

Therefore, the school policy is as follows:

1. Notification of parent/guardian of live lice or evidence of lice (nits).
2. Exclusion of student, until proof of treatment with a pediculicide (receipt of purchase, prescription). Schools will also exclude students with lice eggs (nits) following the first treatment until eggs are removed. Parent/guardians also should wash all bedding, coats, hats, combs and brushes in hot water and treat carpets, sofas, etc.
3. Students may return to school after initial treatment, as long as nits are not present. It is recommended that students receive a second treatment seven days after the initial treatment.
4. The school designee will send notification to parent/guardians to inspect their children at home when a case has been discovered in a grade level.
5. Notify school if there is a sibling at High Point Academy, so that the child can be inspected by the school designee.

**Emergency Medical Treatment**

Parents or legal guardians are required to complete an emergency medical authorization form(s) for their student(s) each year. This form provides space for a telephone number where a parent/legal guardian may be reached during school hours in the event of a severe accident or illness. ***It is the responsibility of the parent to notify the school in writing whenever contact numbers have been***

*changed.*

In the case of a serious incident the student's parent/legal guardian should be notified as soon as possible to discuss the transportation of the student to a medical care facility. If a parent/legal guardian cannot be reached, the instructions as outlined below are followed unless deemed inappropriate. Procedures for emergency medical care of the seriously ill or critically injured student are:

1. A faculty member or other responsible person will remain with the sick or injured student at all times.
2. The parent/guardian will be notified. When the parent/guardian cannot be contacted in a reasonable amount of time, the Police Department may assist in locating a responsible family member, if necessary.
3. In the event 911 must be called and the parent/guardian or designated family member cannot be located, the emergency medical authorization form will indicate the choice of health care provider and consent for transfer of student to receive medical attention.
4. A school faculty member will accompany the student to the hospital if emergency transportation is needed. The school faculty member will accompany the student and remain at the hospital with the student until a responsible family member arrives.

### **Health Services**

School health services are provided to all students in accordance with the South Carolina Department of Education's rules established by the South Carolina Department of Health and other applicable laws. The following services are available to students:

1. Emergency/first aid for illness or injury
2. Health assessment and referrals
3. Evaluation and assessment of student illness and the need for medical referral
4. An effective communicable disease control program including immunization and protective measures
5. Administration of physician prescribed medication and special procedures with parent/guardian and physician permission
6. Early identification of health problems which may interfere with learning. Students in grades K, 1, 3, 5, 7 receive vision, hearing, and other required screenings
7. Health education

Designated school personnel are skillful in emergency care, first aid techniques, and certified in cardiopulmonary resuscitation (CPR). Students may receive counseling regarding identified or potential health problems. Teacher/school designee and parent conferences may occur to discuss health concerns or issues and suggestions for parents to follow up with their family doctor for medical advice.

### **Immunizations**

South Carolina Department of Health and Environmental Control (DHEC) has designated immunization requirements for school-age children. The requirements as stipulated by DHEC can be found at [www.scdhec.gov](http://www.scdhec.gov).

### **Medicine at School**

Ideally, all medication should be given at home. Time schedules for prescription medications that some students receive often allow the medication to be taken at home either before or after school. The parent/legal guardian of a student who must take prescription medication during the school day must bring the medicine in its original container from the pharmacy labeled with the date, student's name, name of the medication and times the medication should be administered. **Medications are not allowed to be transported in the child's backpack and will not be sent home with students.**

A signed parent/legal guardian statement accompanying the medication should request the medication be given and indicate the time the last dose was administered. Students may not carry or administer medications to themselves at school except in special cases, such as asthmatics whose licensed healthcare provider has individually evaluated the student's capability for self-administration and responsible behavior. The proper medication information must be filed in the office if a student needs to carry medication at school. When the duration of the medication or special procedure is long-term (greater than 10 days) a physician's order must accompany the parent's request and be on file in the school office. When the duration of the medication/special procedure is complete (or at the end of the school year), the parent/guardian shall be notified to pick up any unused portion of the medication or equipment. Any unclaimed medication will be disposed of at the end of the school year. Physician prescribed special health care procedures may be implemented only with approval of the school official. Neither the person administering the above medication nor High Point Academy will be held responsible or liable for any effects or problems resulting from the given medication.

Please contact the school nurse directly to discuss the development of an IHP/Individual Health Care plan for any medically fragile

students.

### **Psychological, Social, and Diagnostic Services**

Psychological, Social and Diagnostic Services are provided for students who are experiencing significant social, emotional, or academic difficulties. The Special Education department is comprised of educational diagnosticians and speech pathologists. These student-centered professionals provide assessment, prevention, and intervention for K - 12 students. The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent.

### **CHILD ABUSE**

Any discovered or suspected child abuse will be immediately reported to the appropriate authorities. In order to ensure the safety of High Point Academy students, all employees must pass a criminal background check and sex offender registry check. All students are encouraged to report any type of abuse including verbal, sexual, and/or physical to a teacher, guidance counselor, school nurse, or administration.

**All employees are required to report any suspicion of child abuse to their immediate supervisor or the Superintendent. South Carolina law mandates that certain persons, including teachers, by virtue of their positions, report suspected child abuse or neglect to DSS or a law enforcement agency if "in the person's professional capacity the person received information that gives the person reason to believe that the child has been or may be abused or neglected."**

### **STUDENT RECORDS**

#### **Address Changes/ Student Information Updates**

**Parents/legal guardians must keep phone numbers, addresses, custody and emergency information up-to-date with the registrar, anytime it changes during the school year.** Throughout the school year parents may be asked to update information. All information requested is for the safety of all children at High Point Academy.

If there is a custody issue, the school office needs to have legal documentation within the student's file so that High Point Academy can follow all court and legal orders. If the office is unaware of instruction, High Point Academy will follow documentation that is currently housed in the student's file. High Point Academy cannot take verbal ruling; all changes must be documented from a court or legal advisor.

#### **Protection of Pupil Rights Amendment (PPRA)**

Under PPRA, schools must obtain written parental consent ("active" consent) before students are required to participate in any survey, analysis, or evaluation that reveals information concerning any of the eight protected areas noted below.

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom the student or the student's family has a close family relationship;
6. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers;
7. Religious practices, affiliations, or belief of the student or student's parent; or
8. Income, other than as required by law, to determine eligibility for participation in a program or receiving financial assistance under such program.

#### **Student Records/FERPA**

By law, biological parents have access to the records of a student who is under 18 or a dependent for tax purposes. A parent/legal guardian whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Records may be reviewed during regular school hours. Please contact the Registrar for information regarding student records.

Parents/legal guardians of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records.

"School officials with legitimate educational interests" includes any employees, agent, trustees of the school, cooperatives of which

High Point Academy is a member of, or facilities with which High Point Academy contract for the placement of students with disabilities, as well as their attorney and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Program (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain officials from various governmental agencies may have limited access to the records.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The parent's or student's right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with select personnel, including but not limited to substitute teachers.

Parent/guardians may be denied copies of a student's record for the following reasons:

1. After the student reaches age 18 and is no longer a dependent for tax purposes;
2. When the student is attending an institution of post-secondary education;
3. If the parent/guardian fails to follow proper procedures and pay the copying charge of 10 cents per page;
4. When the school is given a copy of a court order terminating the parental rights.

If the student qualifies for free or reduced-price meals and the parent/guardians are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. The office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## ATTENDANCE

Under the guidance of the federal Office of Civil Rights, the South Carolina Department of Education is now requiring all SC school to report students who are "chronically absent." Research shows that students with a history of "chronic absenteeism" face a serious risk of falling behind in school, thus making it more difficult for them to succeed in the classroom. As part of these new requirements, South Carolina kindergarten through fifth grade students will now **be considered "absent" if they miss 50% of their instructional day for ANY reason, regardless of whether the absence is excused or unexcused** and sixth through twelfth grade students will **be considered "absent" if they miss 50% of their instructional class period or block for ANY reason, regardless of whether the absence is excused or unexcused.** This means that all High Point Academy students, along with all other SC students, now have to be in school for at least half of the instructional day to be counted "present" for that day.

For our school, those new attendance requirements will look like this:

School Start Time	School End Time	Minutes Required to be Counted Present for the Day
8:00 am	3:22 pm	220 minutes

For more information, please review the Every Student Succeeds Act (ESSA) on the US Department of Education website ([www.ed.gov](http://www.ed.gov)).

### **Elementary Attendance Guidelines**

Any student who misses school must present a written excuse, signed by a parent/legal guardian, or a medical excuse. If this excuse is not turned in within three days after the student is back in school, this absence will be unlawful.

The maximum number of days that will be recorded as lawful absences with parent notes will be five.

Students will be considered lawfully absent when:

1. They are ill and their attendance in school would endanger their health or the health of others.

2. There is a death or serious illness in their immediate family - with proper documentation (bulletin, death notice, etc.).
3. There is a recognized religious holiday of their faith. Request must be made to the principal in writing prior to the absence.
4. Activities pre-approved by the principal.
5. The student is suspended from school.
6. There is a necessary medical or legal appointment that cannot be scheduled during non-school time.
7. Absences for students whose parents/guardians are experiencing a military deployment. A principal may grant up to five days of excused absences provided that 1) the absence is preapproved, 2) the student is in good standing, 3) the student has a prior record of good attendance, and 4) missed work is completed and turned in within the school's allotted time period.

Lawful absences allow students to make up missed work.

Students will be considered **unlawfully** absent when:

1. They are willfully absent from school without knowledge of their parent or guardian.
2. They are absent without acceptable cause with the knowledge of their parent or guardian.
3. They are out of town trips/vacations.

After three consecutive or a total of five unlawful absences, policy requires that school officials contact the parent/guardian for a conference. During this conference, interventions regarding student's attendance may be put into place.

The maximum number of days a student is allowed 10 absences (lawful or unlawful) for year long classes and 5 absences for semester long classes. Attendance is an important factor used in the promotion/retention decisions. More than 10 absences during a school year and/or excessive tardiness could result in a referral to Family Court and/or DSS.

#### **Middle School Attendance Guidelines**

Middle School students follow the same general attendance guidelines as elementary school students. However, the following differences may occur:

1. Students who participate in extracurricular activities must be in attendance at least one-half of the school day on the day of the event.
2. Any student enrolled in a high school credit course will fail due to attendance if absences exceed a total of ten days (unlawful) in that class. Students who miss more than the allowed number of absences in a high school credit course are required to attend make up sessions or the student will fail the course due to attendance.

In order to receive credit for a high school course, a student must attend at least 85 out of 90 school days for a semester course and attend at least 170 out of 180 school days for a year-long course. All absences over the allotted amount must be made up.

Students who miss more than the allotted number of absences are required to attend Seat-Time Recovery sessions. These sessions must be attended or students will fail the course due to absences.

#### **High School Attendance Guidelines**

In order to receive credit for a high school course, a student must attend at least 85 out of 90 school days for a semester course and attend at least 170 out of 180 school days for a year-long course. All absences over the allotted amount must be made up.

Students who miss more than the allotted number of absences are required to attend Seat-Time Recovery sessions. These sessions must be attended or students will fail the course due to absences.

Any student who misses school must present a written excuse, signed by a parent/guardian, or a medical excuse within three days after returning to school. If this excuse is not turned in within three days, the absence will be unlawful.

The maximum number of days that will be recorded as lawful absences with parent notes is 5 days per year.

Students will be considered lawfully absent when:

1. They are ill and their attendance in school would endanger their health or the health of others.
2. There is a death or serious illness in their immediate family - with proper documentation (bulletin, death notice, etc.).
3. There is a recognized religious holiday of their faith. Requests must be made to the principal in writing prior to the absence.
4. Activities pre-approved by the principal.

5. The student is suspended from school.
6. There is a necessary medical or legal appointment that cannot be scheduled during non-school time.
7. Absences for students whose parents/guardians are experiencing a military deployment. A principal may grant up to five days of excused absences provided that 1) the absence is preapproved, 2) the student is in good standing, 3) the student has a prior record of good attendance, and 4) missed work is completed and turned in within the school's allotted time period.

Students will be considered unlawfully absent when:

1. They are willfully absent from school without knowledge of their parent or guardian.
2. They are absent without acceptable cause with the knowledge of their parent or guardian.
3. They are out of town trips/vacations.

All students must be in class 2/3 of the class to be counted present. This is 56 minutes for an 86 minute class. All absences must be made up by the last scheduled seat-time recovery session each semester in order for the student to receive credit for the class.

Students who participate in extracurricular activities, such as sports, concerts, prom, etc. must be in attendance at least one-half of the school day on the day of the event.

After three consecutive or a total of five unlawful absences, policy requires that school officials contact the parent/guardian for a conference. During this conference, interventions regarding student's attendance may be put into place.

### **Tardy Policy**

It is imperative to the educational process for students to be punctual to school each day. High Point Academy understands that on occasion, there are times when students need to arrive after the start of school. We ask that you keep these times to a minimum. In an effort to keep tardies to a minimum, the following steps will be taken:

<u>Number of Tardies</u>	<u>Consequence</u>
1-4	Warning
5	Lunch Detention
6	Lunch Detention
7	Hour of After School Detention
8	Hour of After School Detention
9	Hour of After School Detention
10 and Up	Parent Meeting and 2 Hours of After School Detention

Elementary students are considered tardy when they arrive to school after 7:55 a.m. without an excuse. Middle and High School students are considered tardy when they arrive to school after 7:55 a.m. without an excuse, and when they arrive late to a class without an excuse during the day. **Elementary parents must come into the building to sign students in when they are tardy to school.** The number of tardies will start over at the beginning of a new semester.

### **Early Dismissal**

It is imperative that students are in class the full day in order to not miss vital instruction. High Point Academy understands that sometimes it is necessary for a student to leave early from school. Persons who come to pick up students should enter through the front office, and they will be required to show valid state issued identification. This person must be listed on the child's approved pick up list. We ask that you keep these times to a minimum. In an effort to keep tardies to a minimum, the following steps will be taken:

<u>Number of Dismissals</u>	<u>Consequence</u>
5	Lunch Detention
6	Lunch Detention
7	Hour of After School Detention
8	Hour of After School Detention
9	Hour of After School Detention
10 and Up	Parent Meeting and 2 Hours of After School Detention

## **GRADING GUIDELINES**

Teachers are responsible for establishing and communicating grading standards to students and parents/legal guardians. This includes penalties for late work. These standards must be consistent with guidelines approved by administration. Parents are encouraged to check PowerSchool on a regular basis for updated grades. The Registrar can assist individuals who are having difficulty reviewing student grades or updating passwords. Questions about individual grades should be discussed with the teacher.

### **Academic Grading**

All grade levels follow the South Carolina Department of Education's Uniform Grading Policy. High Point Academy uses numerical grades, starting in first grade, for all courses. The numerical grade ranges are as follows:

90-100 = A    80-89 = B    70-79 = C    60-69 = D    Below 60 = F

### **Late Work Policy**

1. Non-absent Students - 10 points off per day late; no work will be accepted after 3 days
2. Absent Students - Students have 5 days from the date of return to complete missing assignment(s) for work assigned during the absences. Previously issued assignment(s) will be due upon return. Extenuating circumstances may be appealed to the appropriate principal.

Numerical grades in all subjects will be reported to parent/guardian and students at the end of each nine-week period. Conferences will be scheduled with parent/guardian to discuss and develop plans for students in danger of failing. Parents/guardians may request a conference with teachers at any time throughout the year.

### **Weighting of Grades**

<b>Assignments:</b>	<b>Elementary (1st-4th)</b>	<b>Middle/High (5th-12th)</b>
Major Tests, Projects, and/or Labs	40% of 9 weeks grade	40% of 9 weeks grade
Quizzes	35% of 9 weeks grade	30% of 9 weeks grade
Daily Classwork/Participation	25% of 9 weeks grade	20% of 9 weeks grade
Homework	Will be treated as a Daily Grade	10% of 9 weeks grade

### **End of Course Exams (EOC)**

High school courses requiring a state mandated EOC, will be graded according to state policy which is as follows:

Semester Long Classes:

Q1 - 40%    Q2 - 40%    EOC - 20 %  
Q3 - 40%    Q4 - 40%    EOC - 20%

Year Long Classes:

S1 - 40%    S2 - 40%    EOC - 20%

<b>10 Point South Carolina Uniform Grading Scale Conversions</b>				
<b>Numerical Average</b>	<b>Letter Grade</b>	<b>College Prep Weighting</b>	<b>Honors Weighting</b>	<b>Dual Credit Weighting</b>
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600

95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700

56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

### **Withdrawals**

Minor students may withdraw from school by presenting a request signed by the student's parent/guardian and stating the reason for the withdrawal. Students 18 or older may request withdrawal without parent/guardian signature.

Students within the compulsory attendance age are not withdrawn/dropped from the roster of any school except for the following reasons:

1. Moved from High Point Academy;
2. Placed in an institution;
3. Deceased; or
4. Enrolled in a non-public school.

### **Student Grades Upon Withdrawal**

Estimated grades to date of withdrawal are given by teachers on the withdrawal form when a student checks out of school. The date of withdrawal is shown on the permanent record. If a student transfers to another school, the grade to date of withdrawal is also sent with other records to the new school.

### **Course Changes**

Request for course changes will only be accepted within the first five days of the semester. Request are subject to approval and availability.

### **Cheating**

Cheating is interpreted as a procedure that involves the unauthorized giving or receiving of help, offering or seeking aid, or the use of material prepared in advance for use on an assessment. Cheating also involves books, notes or technology in any form being used during an examination or assignment without the permission of the teacher; this includes plagiarism. The student will receive a grade of 0 for the assignment. Retesting will not be allowed in this situation.

### **Homework**

Homework is the assignment of work related to the curriculum and used as an independent practice activity. These assignments are expected to be completed outside of the regular classroom setting and then be reviewed or graded. Homework assignments will not be accepted late, unless a student is absent the day it was due. In the case of an absence, the student should turn in homework upon their return to school.

### **Honor Roll**

Elementary - Only core classes (Math, ELA, Science, and Social Studies) will count toward Principal's All A Honor Roll and All A/B Honor Roll.

Middle/High (5th - 12th) - All scheduled courses will count toward Principal's All A Honor Roll and All A/B Honor Roll.

### **Valedictorian and Salutatorian**

Once all final grades are submitted and verified for accuracy for all graduating senior students, school officials will calculate final class rankings. Valedictorian will be awarded to the student who has highest weighted GPA in the graduating class. Salutatorian will be awarded to the student who has the second highest weighted GPA in the graduating class. This student must be enrolled and in good standing at High Point Academy for a minimum of four consecutive semesters prior to graduation. In the event of a GPA ties, school officials will examine academic records from Middle School and Elementary and overall school involvement (such as clubs, and sport participation) to determine final class rankings.

## **Promotion and Retention**

Students are promoted from grade to grade, based on their mastery of the South Carolina Career and College Readiness Standards. Grade-level advancement and course credit shall be based on mastery of the curriculum. Expectations and standards for mastery shall be established for each grade level or content area course and shall be coordinated with compensatory/accelerated services.

## **Local Promotion Requirements**

Parent/guardian conferences will be held prior to retaining a student.

Students who fail math or reading are required to attend Summer Enrichment in order to be promoted to the next grade level.

Students who fail two of their core academic classes are subject to retention. A grade placement committee can look at the state testing and other factors to determine the best course of action for the next year grade placement.

Students who fail three core academic classes will be retained for all respectable purposes for the following school year.

In grades K-12, promotion to the next grade level shall be based upon course-level or grade-level South Carolina Career and College Ready Standards (SCCCR). The grade placement committee will have the final authority in promotion/retention decisions.

High Point Academy requires 95% attendance. A child may be placed even if he/she has more than the number of absences allowed if the promotion and retention committee recommends.

High Point Academy shall ensure that each student, other than a student with disabilities whose Individual Education Plan (IEP) provides for alternative achievement standards, demonstrates mastery of the state standards. Promotion standards of grade level classification of special education students shall be determined by the IEP team.

## **Read to Succeed Law**

Act 284 (Read to Succeed) requires that, beginning with the 2017-2018 school year, a student must be retained in the third grade if the student fails to demonstrate reading proficiency at the end of third grade as indicated by scoring at the lowest achievement level on the state summative reading assessment that equates to Not Met 1 on the Palmetto Assessment of State Standards (PASS). A student may be exempt for good cause from the mandatory retention but shall continue to receive instructional support and services and reading intervention appropriate for their age and reading level. The Read to Succeed Team is aware of research around third grade retention and is currently researching models and solutions in other states and among stakeholders in South Carolina.

## **GENERAL SCHOOL INFORMATION**

### **Emergency Procedures**

Student safety is very important. High Point Academy follows state laws and guidelines in the case of individual or school-wide emergencies. The school has a trained Crisis Response Team that will coordinate any emergency procedures. In case of an emergency, students should follow school procedures and the directions of their teachers. Telephones will not be available for student use during school emergency situations. In case of an emergency, parents will be notified as soon as possible.

### **Severe Weather/Tornado Warnings**

When there is a threat of severe weather, High Point Academy officials will monitor conditions and take the advisement of the Emergency Broadcasting Center (EBC) to determine when emergency procedures need to be implemented. When dangerous conditions exist and plans are implemented, we will use every means available to communicate this to our families. The safety of your children is our utmost concern and school may be the safest place for the children. When a tornado warning is issued, High Point Academy will go into tornado safety mode. Parents who are on site or waiting in the parking lot will be invited to shelter in place. Students will not be released until the EBC has determined that the threat for severe weather has ended.

### **Emergency School Closing Information**

In the event weather or other conditions make it necessary to close school, students and parents/guardians will be notified through announcements made on social media outlets and television stations. High Point Academy will give notice to the local news agencies regarding closings. The school will also update the school website, as well as send text messages to parents.

### **Release of Students**

By law, students may only be released to a parent, legal guardian or the emergency contact listed on the child's enrollment or health card. In the event of an emergency or crisis in which a child is involved:

1. Parents will be notified as soon as possible.
2. The school must obtain parental permission to release a child to an unauthorized person.
3. School officials will refer to contacts listed in PowerSchool when releasing a student. Please make sure proper paperwork is on file.

At times, these rules may seem inconvenient. However, our responsibility is to protect your child, and we must obey the law. Please be sure that the people you identify as "emergency contacts" on your child's enrollment or health cards are people to whom you would allow us to release your child and advise those individuals that you have listed them as an emergency contacts. Persons that come to pick up students are required to show identification. Students' parents will be contacted prior to a student's release if the above criteria are not met.

### **Student-Initiated, Non-Curriculum Related Student Organizations**

The Equal Access Act (EAA) requires that public secondary schools grant equal access to student groups who wish to meet for religious, political, or philosophical purposes if the school allows other types of non-curriculum related student groups to meet. High Point Academy will provide a limited open forum for student-initiated, non-curriculum related groups to meet on its high school premises during non-instructional time. This policy will apply to the high school only.

High Point Academy may prevent the formation of any student club/organization where the purpose of the club/organization is unlawful, or where activities of the club/organization may materially or substantially interfere with the orderly conduct of educational activities within the school or where meetings of the club will present a substantial likelihood of danger to students or damage to school property.

School employees will not promote, lead, or participate in the meetings of non-curriculum related, student-initiated clubs/organizations; however, a school employee will be present at the meetings for custodial purposes and general student supervision. School employees also may not influence the form or content of any prayer or other religious activity, nor require any person to participate in prayer or any other religious activity. In addition, non-school persons may not direct, conduct, control or regularly attend the activities of non-curriculum student groups.

Students seeking to establish a student initiated, non-curriculum related club/organization must submit their request in writing to the Superintendent for approval. The request must state the name of the club/organization, the general purpose and mission of the club/organization, and the name of the faculty member who has agreed to act as the club monitor. The Superintendent will review the request and grant or deny the request of a club/organization to use school facilities for its meetings, consistent with the requirements of the EAA.

The Superintendent has the authority to designate reasonable times and places for student-initiated, non-curriculum related clubs/organizations to conduct their meetings. The Superintendent also has the authority to establish guidelines for the distribution on school grounds of club/organization literature and the posting of signs on school grounds notifying students of club/organization meetings. Such guidelines will be applied consistently to all non-curriculum related clubs/organizations.

### **Field Trips**

Field trips, excursions, and outdoor education are a part of student education. Therefore, additional safeguards must be used for the protection of students. The Student Code of Conduct is in effect during all school-related trips. Conduct violations can be used to deny students the opportunity to participate in additional field trips.

Students who participate in school-sponsored trips will be required to ride in transportation provided by the school. Exceptions may be made if the student's parent or guardian presents a written request by completing the appropriate Liability Release Form to the building level principal, 48-hours prior to the scheduled trip. The school shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school. If a parent or guardian is attending the field trip as a chaperone and is assigned the duty of supervision of students, he or she will not be allowed to bring siblings. No parent is permitted to ride school provided transportation. In the event of student misconduct/sickness, parents may be contacted to pick up and transport their child at the discretion of the appropriate building level principal. No parent/guardian will be able to attend any school-sponsored trips and events (field day) without a cleared background check.

Discipline Information Buses or Other Vehicles

Students may be transported for a variety of reasons such as field trips, extracurricular activities, emergency situations, etc.

Students are under the Code of Conduct while they are using school transportation. Any student who violates the established rules of conduct while on school transportation will be disciplined according to the Code of Conduct.

Students must:

1. Remain seated at all times
2. Talk softly
3. Keep hands to self
4. Keep feet out of the aisle
5. Keep arms, hands, and head in window
6. Not throw objects on or off the bus
7. Follow school rules as presented in the school handbook

School administration and transportation assistant may revoke your bus riding privileges if problems and rules are continuously broken.

### **Parental Involvement and Responsibilities**

Education succeeds best when there is a strong partnership between home and school. Parents/guardians are partners with teachers, administrators, and the board. You are encouraged to:

1. Review the Student Handbook with your child prior to signing and returning to the school the written statement that you understand and consent to the responsibilities outlined in the Student Code of Conduct.
2. Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.
3. Update address, name changes, and/or phone numbers in a timely manner.
4. Be aware of your right to temporarily remove your child from an instructional activity that conflicts with your religious or moral beliefs. Such removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester. Further, such removal does not exempt the student from satisfying grade level requirements as determined by the South Carolina Department of Education.
5. Review your child's school records when needed; monitor your child's progress and contact teachers as needed.
6. Request for parent/teacher conference as needed.

### **Parent Volunteers**

To become a volunteer, contact High Point Academy's front office. Fill out the volunteer application, consent to a criminal background check, and be approved. **The form must be completed and approved every year.**

Volunteer opportunities include:

1. Tutoring
2. Mentoring
3. Judging contests and competitions
4. Reading to students/have students read to you
5. Assisting in the school library and cafeteria
6. Helping in the classroom
7. Serving as a guest speaker
8. Supervising and chaperoning
9. Assisting with computer literacy
10. Serving on advisory committees
11. Helping with special events
12. Sharing career skills to encourage college education or learn a trade.

### **Pest Control Information**

High Point Academy periodically applies pesticides inside buildings. Before treatment, the schools shall ensure that the necessary signs and information for employees and parent/guardians of students are posted or made available. Pesticides will only be applied to buildings or grounds during periods in which students are not expected to be present for normal academic instruction or organized extracurricular activities for at least 12 hours after application.

### **Prayer**

The school recognizes a student's right to individually and voluntarily pray or meditate in school in a manner that does not disrupt the instructional time or other activities of the school. The school will not require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

### **Individual Student Birthdays**

Families are invited to celebrate student birthdays at school. Please keep in mind the following things:

1. Parents may bring store bought cupcakes or cookies to be distributed for student birthdays with the timing of distribution at the discretion of the teacher and building level principal.
2. Students issuing invitations to individual birthday parties or other celebrations may only do so at school if all students in the class are invited.
3. Floral arrangements, balloons, cookie grams, etc. are not considered appropriate during school hours. The school office staff will not deliver these items to the classroom.

### **Sexual Harassment/Abuse**

High Point Academy believes that every student has the right to attend schools and school related activities free from all forms of discrimination on the basis of sex, including sexual harassment/abuse. High Point Academy considers sexual harassment/abuse of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense. Unwanted and unwelcome conduct of a sexual nature, words, gestures, or any other sexual conduct, including requests for sexual favors, directed toward another student or employee is unacceptable. High Point Academy encourages parental and student support in its efforts to address and prevent sexual harassment/abuse. Students and/or parents/guardians are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or administrator/designee.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or an employee. This prohibition applies to any and all inappropriate conduct. All students are expected to treat other students and employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A founded complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct and may lead to expulsion.

### **Solicitation**

The definition of solicitation of a romantic relationship is as follows: deliberate or repeated acts that can be reasonably interpreted as soliciting a relationship characterized by an ardent emotional attachment or pattern of exclusivity. Acts that constitute the solicitation of a romantic relationship include: behaviors, gestures, expressions, communications, or a pattern of communication toward a student. This type of behavior is not tolerated or permitted at High Point Academy.

### **Tobacco Products**

High Point Academy is a tobacco free campus. The use of tobacco products is prohibited anywhere on campus, including car line.

### **Social Events**

The rules of good conduct and grooming will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share the responsibility for the conduct of the guest. Students attending social events may be asked to sign in and out for the event.

### **Telephone**

Students will not be allowed to use the office or classroom phones without permission from the administration.

### **Visitors**

High Point Academy welcomes all visitors to the campus. All visitors, upon arrival, must check in with a valid state issued I.D., and will be subject to a background check. The visitor's I.D. will be checked against the parent pick-up list to ensure the visitor has permission to visit. Visitors should dress appropriately when entering the school. Visitors are not allowed into the classrooms during instructional times without prior arrangements being made.

### **Textbooks and Other Instructional Materials**

Textbooks and other instructional materials used in the classroom are provided by the State. Since these items may be used for several years, it is extremely important that students take good care of them. Teachers may assign textbooks to students. Each student and the student's parent or guardian is responsible for all instructional materials and technological equipment not returned

in an acceptable condition. A student who fails to return all instructional materials and technological equipment in an acceptable condition is required to pay all applicable damage or replacement fees. The school shall allow the student to use instructional materials and technological equipment at school during each school day. Loss of books due to theft or other circumstances will not be accepted as reasons for nonpayment or for not doing class assignments.

### **School Authority and Jurisdiction**

School rules and the authority of the school to administer discipline apply whenever the interest of the school is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

High Point Academy has disciplinary authority over a student:

1. During the regular school day;
2. While the student is in attendance at any school-related activity, regardless of time or location;
3. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
4. When criminal mischief is committed on or off school property or at a school-related event;
5. For certain offenses committed on school property as measured from any point on the school's real property boundary line;
6. When the student commits a felony, as provided by South Carolina code of law, section 16-1-10.
7. When the student is required to register as a sex offender.

### **Searches**

The school has the right to conduct a reasonable search of such areas as lockers, backpacks, student's purses, cars, and any computer owned by the school or electronic devices brought on school property, at any time pursuant to applicable laws or regulations. Strip searches are prohibited. School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

## **STUDENT CONDUCT**

### **Uniform Policy**

The High Point Academy dress code is established to instill discipline, prevent disruption, avoid safety hazards, and teach respect. All students are expected to exemplify proper dress and grooming standards in a manner that portrays an appropriate image for the student and the school. Dress code standards will be distributed and discussed. Returning students and students new to High Point Academy are expected to be uniform compliant the first day they attend school.

Administrators have the discretion to determine the appropriateness of attire and grooming, and make special exceptions, including those for religious or medical necessities. If an administrator determines that a student's attire is inappropriate or violates the dress code, the discipline action will be in accordance with the Student Code of Conduct. Appropriate discipline procedures will be followed in all cases.

Student IDs must be visible at all times inside the building. If an ID is lost, it can be replaced for a fee of \$5.

### **Monday - Thursday Attire**

1. Red or blue High Point Academy polo (short or long sleeve)
2. Shirts must be tucked in at all times
3. Plain front khaki or navy pants, skorts, or shorts (no cargo shorts, pants, or joggers)
4. Brown or black belt if there are belt loops (may have initials or designs)
5. Closed toe and closed heel shoes
6. Plaid jumper or skort (must be at least fingertip length all the way around)

### **Friday Attire**

1. Students may wear the same things as Monday - Thursday Attire (See Above)
2. Students may wear a High Point Academy t-shirt and blue jean or khaki pants or shorts (no colored jeans and no jeggings)
3. Shorts must be past the middle fingertip of the student when the student's arms are by their side

### **Free Dress Days**

On special occasions, students will be allowed Free Dress Days. All Free Dress Days will be announced by Administration.

Students are free to wear clothing and shoes of their choosing in compliance with the following:

1. All shorts, skirts, and dresses should be past the middle fingertip of the student when the student's arms are by their side all the way around.
2. The straps of a student's top should be at least three flat fingers across.
3. Leggings do not substitute for pants. Tops worn with leggings must be past the middle fingertip of the student when the student's arms are by their side all the way around.

#### Outerwear

1. Students may only wear High Point Academy outerwear in the building.
2. Students may also wear long sleeve solid white, red, or navy shirts under their short sleeve polos.
3. Girls may wear solid white, red, or navy leggings under their skorts or jumpers.
4. Students may wear any outerwear to and from school but must take it off by the beginning of their first class of the day.
5. Students may purchase a navy blue cardigan and bring it into the Uniform Store to be embroidered with the High Point logo for \$12.

#### PE Uniforms

HPA PE uniforms are required for PE for 6th-12th graders.

#### Embroidery or Screen Printing of Clothing:

Parents and students may add monograms, first names, last names, and/or initials to the outside of High Point Academy approved clothing. These should be added through embroidery or screen printing and should not be a disruption to the educational process. Administration has the right to ask students not to wear items that do not follow these guidelines.

#### Hairstyles

Hairstyles, in general, are expected to be clean, neat, and in good taste.

#### Body Adornments

Body piercings and art must maintain a professional image. High Point Academy reserves the right to ask any student to cover or remove these at any time.

#### Head Attire

1. Hats, bandanas, caps, shower caps, sweatbands, etc. shall be worn with permission.
2. Headwraps are not allowed in the building without prior written approval.

#### Uniform Violations

Any student found in violation of the uniform policy will not be permitted to enter class. The student will call home in an effort to obtain the correct uniform. The student will be placed in ISS until he/she is in the correct uniform.

#### Video Surveillance and Monitoring

Video cameras will be used in common areas for surveillance to ensure the security and safety of students, staff and patrons of High Point Academy throughout the entire campus. Disciplinary actions can be taken based on the information in the video surveillance. Discipline will be in accordance with the Student Code of Conduct. Due to privacy concerns, no video surveillance footage will be shared with parents or legal guardians unless instructed to do so with a court ordered subpoena.

While on High Point Academy property or at school sponsored events, students may not record, whether audio or video, employees, other students, or parents or legal guardians, without first notifying the individual of the recording. This expectation does not apply to public events such as music performances, plays, athletic competitions, etc., where there is not an expectation of privacy.

#### Electronics Policy (Including Cell Phones)

In today's society, electronics and cell phones are prominent. High Point Academy supports a parent's decision in sending students to school with such items. High Point Academy is not responsible for any misplaced, damaged, or stolen devices. Students may only use electronic devices/cell phones as directed by their teacher.

Students will be held to these standards in accordance with the Student Code of Conduct. High Point Academy reserves the right to confiscate devices as deemed necessary, including but not limited to turning these devices over to proper authorities.

## Student Driving

Driving to school and using the parking lot during the day is a privilege and not a right. Students who fail to adhere to the parking guidelines (and other High Point Academy rules and procedures) will have their High Point Academy parking permit revoked and will no longer be allowed to drive on campus. This will require the student to find an alternate way to and from school. Students must apply for driving privileges each year by completing the following:

### Driving Rules on Campus

1. Speed limit on the entire campus is **10 MPH**. The principals, assistant principal, or school security officers (SSO) will have the right to determine who is speeding or operating a vehicle in an unsafe manner by observation. No other proof besides his or her professional judgment is needed. Strict enforcement of the speed limit is necessary for everyone's protection and safety.
2. In accordance with state law and good driving practices, seatbelts must be worn at all times by all occupants of vehicles operated on the campus of High Point Academy.
3. Students will at all times operate his/her vehicle in a safe and courteous manner. Fast, dangerous driving, excessive noise, reckless driving, careening, spinning of tires, or any other hazardous operation of a vehicle will not be tolerated and could result in the loss of driving privileges.
4. Racing vehicles anywhere on High Point Academy campus will not be tolerated and is punishable by up to 10 days Out of School Suspension (OSS), possible traffic related charges by local authorities, and loss of driving privileges.
5. Weapons, illegal substances, and alcoholic beverages are prohibited on campus, including in vehicles.
6. Smoking and use of all tobacco products is prohibited on campus, including in vehicles. Use of tobacco products will result in punishment according to Student Code of Conduct.
7. Riders and passengers of motorcycles operating on campus must wear a helmet.
8. When a vehicle is in operation on campus, passengers must be inside the vehicle, seated and wearing a seatbelt. Under no circumstances are vehicles to be operated with persons riding on the outside of the vehicle (riding on hoods, through sun roofs, or tops of cars).
9. **Parking and driving regulations apply to students anytime they are on campus and include extracurricular activities.**
10. Students are not permitted to ride in the back of pick-up trucks while on campus.
11. Students are not permitted to operate tractors, mowers, or other vehicles which are not registered and do not carry a current state license plate unless prior approval has been granted by the Superintendent for specific occasions and events.
12. All vehicles on campus must meet the same state requirements under South Carolina Law for operation on the campus of High Point Academy.
13. Students will consult the Student Handbook for other rules and regulations as they may apply to driving and parking on campus.
14. All vehicles parked on the property of High Point Academy are under the control of the administration. All vehicles are subject to search at any time and vehicles may be towed at the authorization of the Superintendent or their designee.

### Parking Lot Rules

1. Students should lock their vehicles and depart the parking lot immediately upon the arrival to school.
2. Students are not permitted to sit in cars before, during, or after school.
3. Students must immediately leave the parking lot and the campus at their designated dismissal time. There will be NO LOITERING in the parking lot at any time to include the time frame after early dismissal and regular schedule dismissal.
4. Students should park in **lined spaces only and in designated area**.
5. The parking lots are restricted areas during the school day. Students are not permitted to go to the parking lot during school hours unless they have permission in the **form of a note from the administration or an approved early dismissal pass**.
6. Violations of this rule could result in disciplinary action. Any loss, problem, accident or damage will be reported to the SSO.
7. Any student that causes a disturbance in the parking lot, to include fighting, may have their driving privileges suspended or revoked in addition to the punishment they will receive set forth in the Student Handbook.
8. Visitors to the campus are not permitted in the student parking area.
9. Students may not park in the following areas.
  - a. The circle or part of the drive under the covering.
  - b. Any area behind the parking lot that will interfere with vehicles or busses.
  - c. Faculty parking lot
  - d. In front of the dumpsters.

- Students WILL NOT move their cars throughout the school day to closer parking spaces. All students WILL park in a lined parking space in the student parking lot for all extra- curricular activities. Students parking in these unauthorized areas will be issued a Student Citation (see below).

#### Parking Permits

All students who park on campus at High Point Academy must purchase a parking permit, regardless of the time of year they start to drive on campus (from day 1 to day 180). All students must be aware that parking on campus without a permit, at any time, will be subject to receiving a parking citation, paying a fine and possible towing of vehicle.

- Students must obtain a parking permit **prior** to parking on High Point Academy’s campus.
- Any student driving a vehicle to be parked at High Point Academy must have an official parking permit hanging and visible from his/her rear-view mirror. If the vehicle is a motorcycle, the student must present the permit to the school security officer immediately upon entering the property.
- Only vehicles that have a valid license tag and are registered through the S.C. Department of Motor Vehicles will be issued a permit to park in student parking.
- To obtain a parking permit student must have the following:
  - Report to the Main Office to receive a Parking Permission form.
  - Pay \$15.00 to the Business Office – keep receipt.
  - Present to an SSO your completed application (signed by the student and parent/guardian), payment receipt, proof of vehicle ownership (registration), proof of insurance and your driver’s license.
  - SSO will then issue you a parking permit. Applications will be approved and permits issued **only during your lunch period**. These may be obtained in the SSO’s office.
- Parking permits are \$15.00. If a permit is lost or stolen, the student must purchase a replacement. Replacement permits are \$10.00. Should the student find the lost permit at a later date, he/she will NOT be reimbursed.
- Students may not loan or transfer their parking permit to another student. Any student found using another student’s permit will be issued a Student Citation.
- Should a student purchase a permit and trade vehicles during the year, he/she must notify an SSO and complete a new application. Periodic checks will be made to match the parking permit to the vehicle registered on campus.

If a student drives a vehicle onto the campus of High Point Academy after being informed that his/her privilege to drive has been revoked or suspended, the vehicle will be towed from the property at the owner’s expense.

Policies, procedures or consequences found in this handbook do not in any way take the place of the enforcement of State, County or Local Laws on High Point Academy property by certified South Carolina law enforcement officers.

#### Student Vehicle Violations Citations Citations will be issued for the following violations:

Nature of Violation	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Seatbelt Violation	\$10.00	\$20.00	\$30.00
Improper Display of Parking Permit	\$5.00	\$10.00	\$20.00
Excessive Noise (radio, muffler, etc.)	\$5.00	\$10.00	\$20.00
Entering Campus through Improper Entrance	\$20.00	\$30.00	LOP
Parking on Campus Without Purchasing Permit	\$25.00	\$40.00	LOP / Tow
Parking in Student Lot Without Issued Permit	\$15.00	\$25.00	LOP / Tow

Possession/Use of/Allowing Use of Improper Permit	\$20.00	\$40.00	LOP / Tow
Use of or Manufacture of Counterfeit Permit	LOP (45 School days)	LOP (45 school days)/TOW	LOP (90 school days) /TOW
Parking in Unauthorized Area	\$20.00	\$40.00	LOP / Tow
Parking in Reserved/Staff /Visitor Spaces	\$25.00	\$40.00	LOP
Speeding	\$50.00	\$75.00	LOP (45 school days)
Parking in Handicapped Space	\$50.00	LOP/Tow	LOP/Tow
Reckless driving, Spinning Tires, Unsafe operation, Racing	LOP	TOW	TOW
<p>* LOP = Loss of Privileges  * Any TOW is at owner's expense.</p>			

**Method of Payment for Fines:**

First Offense	Students will have five (5) days to report to the School Security Office to pay the fine. Failure to do so will result in loss of driving privileges until the fine is paid.
Second Offense (any violation) For the offense to qualify for 2nd offense it does not have to be the same previously committed violation. The committal of <u>any</u> second vehicle violation will result in a 2nd offense fine.	Students will have five (5) days to report to the School Security Office to pay the fine. Failure to do so will result in loss of driving privileges until the fine is paid.
Third or Fourth Offense (any violation) For the offense to qualify for 3rd or 4th offense it does not have to be the same previously committed violation. The committal of <u>any</u> 3rd or 4th vehicle violation may result in a Fine, Loss of Privileges and/or towing of vehicle.	Students will have five (5) days to report to the School security Office to pay the fine. Students may be referred to the assistant principal and his/her privilege to drive will be suspended for a period time at the discretion of the administrator.

**STUDENT BEHAVIOR AND CODE OF CONDUCT**

**Rights and Responsibilities of Students**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. High Point Academy will foster a climate of mutual respect for the rights of others. Students shall exercise their rights responsibly, in compliance with rules established for orderly conduct of the school's educational program. The school's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students.

Students are responsible for achieving a positive learning environment at school or school-related activities by following High Point Academy's Code of Conduct. This is achieved by not committing an infraction as indicated in the chart below.

The codes in the chart can be read with the following key: **ISS = In School Suspension** and **OSS = Out of School Suspension**.

**Discipline Consequences**

**Kindergarten through 4th Grade:**

<b>Infraction:</b>	<b>1st Offense:</b>	<b>2nd Offense:</b>	<b>3rd Offense:</b>
<b>Classroom Disruption</b>	Lunch Detention	½ Hour After School Detention	1 Hour After School Detention & Behavior Contract
<b>Cutting Class</b>	Lunch Detention	½ Hour After School Detention	1 Hour After School Detention & Behavior Contract
<b>Minor Misuse/Unapproved Use of Electronics</b>	Confiscation- Returned at the end of the day; parents phone call	Confiscation- Parents pick up	Confiscation- Parent pick up; 1 Hour After School Detention & Behavior Contract
<b>Major Misuse of Electronics</b> May include, but not limited to, sexting, bullying, threatening, network violations, and harassment	5 days OSS & Behavior Contract	Recommended Expulsion	-----
<b>Inappropriate Images or Dialogue (written, verbal, electronic)</b>	1 Hour After School Detention	1 days of OSS	2 days of OSS & Behavior Contract
<b>Defiance/ Disrespect</b>	½ Hour After School Detention	1 Hour After School Detention	1 day OSS & Behavior Contract
<b>Severe Defiance/ Disrespect</b> May include but not limited to: Leaving a classroom without teacher permission, yelling at a staff member, refusal to comply with an administrator, etc.	1 Hour After School Detention	1 day OSS	1 day OSS & Behavior Contract
<b>Arguing with Other Students/ Name Calling</b>	Lunch Detention	½ Hour After School Detention	1 Hour After School Detention & Behavior Contract
<b>Lying/Slander</b>	Lunch Detention	½ Hour After School Detention	1 Hour After School Detention & Behavior Contract
<b>Bullying/Intimidation/ Threatening Others</b> *Consequences may vary based on severity.	2 days OSS	3 days OSS & Behavior Contract	Recommended Expulsion

<b>Victimization of Staff</b>	Recommended Expulsion	-----	-----
<b>Bite/Hit/Kick/Pinch and/or Horseplay</b>	½ Hour After School Detention	1 Hour After School Detention	1 Day OSS & Behavior Contract
<b>Fighting/Hazing</b> *Consequences may vary based on severity	2 day OSS	3 days OSS & Behavior Contract	Recommended Expulsion
<b>Profanity/Vulgar Language/Obscene Gestures to Students</b> *Consequences may vary based on severity	½ Hour After School Detention	1 Hour After School Detention	1 day OSS & Behavior Contract
<b>Profanity/Vulgar Language/Obscene Gestures to Staff</b> *Consequences may vary based on severity	1 day OSS	2 days OSS & Behavior Contract	Recommended Expulsion
<b>Vandalism</b> *Consequences may vary based on severity	1 Hour After School Detention/Restitution or Repair	1 day OSS/Restitution or Repair	Recommended Expulsion
<b>Leaving School Grounds</b>	1 Hour After School Detention	1 Day OSS	1 day OSS & Behavior Contract
<b>Sexual Misconduct</b> *Consequences may vary based on severity	2 Day OSS & Behavior Contract	Recommended Expulsion	
<b>Stealing/Theft</b>	Returning of Stolen Good/Restitution; 1 Hour After School Detention	Returning of Stolen Good/Restitution; 1 day OSS & Behavior Contract	Returning of Stolen Good/Restitution; Recommended Expulsion
<b>Fireworks</b>	5 days of OSS	Recommended Expulsion	-----
<b>Weapons</b>	Recommended Expulsion	-----	-----
<b>Weapons Facsimile</b> (toys or items that mimic a weapon)	1 day OSS	2 days OSS & Behavior Contract	Recommended Expulsion
<b>Tobacco Products and Paraphernalia</b>	3 days of OSS	5 days of OSS & Behavior Contract	Recommended Expulsion
<b>Items Used as Weapons</b>	3 days of OSS	5 days of OSS & Behavior Contract	Recommended Expulsion
<b>Illegal or Prescription Drugs and Paraphernalia/Alcohol</b>	5 days of OSS & Behavior Contract	Recommended Expulsion	-----
<b>Over the Counter Drugs</b>	1 Hour After School Detention	1 Day OSS	1 day OSS & Behavior Contract

<b>False Alarm</b> *Possible restitution	5 days of OSS & Behavior Contract	Recommended Expulsion	_____
<b>Gambling</b>	Lunch Detention	½ Hour After School Detention	1 Hour After School Detention & Behavior Contract
<b>Selling/Trading Items on School Grounds</b>	Return Money/Items; Lunch Detention	Return Money/Items; ½ Hour After School Detention	Return Money/Items; 1 Hour After School Detention & Behavior Contract
<b>Forgery of Documents</b>	Lunch Detention	1 Hour After School Detention	1 Day OSS & Behavior Contract
<b>Cheating</b>	Graded 0 & No Opportunity to Retake	Graded 0 & No Opportunity to Retake	Graded 0 & No Opportunity to Retake
<b>Off Limits Area</b>	Lunch Detention	½ Hour After School Detention	1 Hour After School Detention & Behavior Contract
<b>Misconduct</b>	Lunch Detention	½ Hour After School Detention	1 Hour After School Detention & Behavior Contract

**5th-12th Grade:**

<b>Infraction:</b>	<b>1st Offence:</b>	<b>2nd Offence:</b>	<b>3rd Offence:</b>
<b>Classroom Disruption</b>	1 day ISS	2 days ISS	1 day OSS & Behavior Contract
<b>Cutting Class</b>	1 day ISS	2 days ISS	1 day OSS & Behavior Contract
<b>Minor Misuse/Unapproved Use of Electronics</b>	Confiscation- Returned at the end of the day; parents phone call	1 day ISS Confiscation- Parent pick up	Confiscation- Parent pick up; 2 days ISS & Behavior Contract
<b>Major Misuse of Electronics</b> May include but not limited to: sexting, bullying, threatening, network violations, harassing	5 days OSS & Behavior Contract	Recommended Expulsion	-----
<b>Inappropriate Images or Dialogue (written, verbal, electronic)</b>	1 day of ISS	2 days of ISS	3 days of ISS & Behavior Contract
<b>Defiance/ Disrespect</b>	1 day ISS	2 days ISS	2 days OSS & Behavior Contract
<b>Severe Defiance/ Disrespect</b> May include but not limited to: Leaving a classroom without teacher permission, yelling at a staff member, refusal to comply with an administrator, etc.	2 days OSS	5 days OSS & Behavior Contract	Recommended Expulsion

<b>Arguing with Other Students/ Name Calling</b>	1 day ISS	2 days ISS	2 day OSS & Behavior Contract
<b>Lying/ Slander</b>	1 day ISS	2 days ISS	2 days OSS & Behavior Contract
<b>Bullying/Intimidation/ Threatening Others</b> *Consequences may vary depending on severity	5 day OSS & Behavior Contract	Recommended Expulsion	-----
<b>Victimization of Staff</b>	Recommended Expulsion	-----	-----
<b>Horseplaying</b>	1 day ISS	2 days ISS	2 days OSS & Behavior Contract
<b>Fighting/Hazing</b>	5 day OSS & Behavior Contract	Recommended Expulsion	-----
<b>Profanity/Vulgar Language/Obscene Gestures To Students</b> *Consequences may vary depending on severity	1 day ISS	2 days ISS	2 days OSS & Behavior Contract
<b>Profanity/Vulgar Language/Obscene Gestures To Staff</b> *Consequences may vary depending on severity	5 days OSS & Behavior Contract	Recommended Expulsion	-----
<b>Vandalism</b> *Consequences may vary depending on severity	2 days ISS/Restitution or Repair	3 days OSS/Restitution or Repair & Behavior Contract	Recommend Expulsion
<b>Leaving School Grounds</b>	1 day ISS	1 day OSS	3 days OSS & Behavior Contract
<b>Sexual Misconduct</b> *Consequences may vary based on severity	Recommended Expulsion	-----	-----
<b>Stealing/Theft</b>	Returning of Stolen Good/Restitution; 1 day ISS	Returning of Stolen Good/Restitution; 2 days OSS & Behavior Contract	Returning of Stolen Good/Restitution; Recommended Expulsion
<b>Fireworks</b>	5 days of OSS	Recommended Expulsion	-----
<b>Weapons</b>	Recommended Expulsion	-----	-----
<b>Weapons Facsimile</b> (toys or items that mimic a weapon) *Consequences may vary depending on severity	2 days ISS	3 days OSS & Behavior Contract	Recommended Expulsion

<b>Tobacco Products and Paraphernalia</b>	3 days of OSS & Behavior Contract	Recommended Expulsion	-----
<b>Items Used as Weapons</b>	3 days OSS	5 days OSS & Behavior Contract	Recommended Expulsion
<b>Illegal and Prescription Drugs and Paraphernalia/Alcohol</b> *Consequences may vary depending on severity	5 days of OSS & Behavior Contract	Recommended Expulsion	-----
<b>Over the Counter Drugs</b>	1 day ISS	2 days ISS & Behavior Contract	Recommended Expulsion
<b>False Alarm</b> *Possible Restitution	5 days of OSS & Behavior Contract	Recommended Expulsion	-----
<b>Gambling</b>	2 days ISS	2 days OSS & Behavior Contract	Recommended Expulsion
<b>Selling/Trading Items on School Grounds</b>	Return Money/Items; 1 day ISS	Return Money/Items; 2 days ISS	Return Money/Items; 2 days OSS & Behavior Contract
<b>Forgery of Documents</b>	2 days ISS	2 days OSS & Behavior Contract	Recommended Expulsion
<b>Cheating</b>	Grade of 0 Given; No opportunity for retake	Grade of 0 Given; No opportunity for retake	Grade of 0 Given; No opportunity for retake
<b>Failure to Report to Lunch Detention</b>	1 day ISS	2 days OSS	3 days OSS & Behavior Contract
<b>Off Limits Area</b>	1 day ISS	2 days ISS	3 days ISS & Behavior Contract
<b>Misconduct</b>	1 day ISS	2 days ISS	3 days ISS & Behavior Contract

Any student issued out of school suspension will be required to meet with a legal guardian and a member of the administrative team before returning to class. Students will not be allowed to participate in school-related functions (clubs, sports, performances, etc.) when serving an Out of School Suspension.

Lunch Detention can be given by administration as a consequence to an office referral, but also may be issued by individual teachers as a classroom consequence.

Behavior Contracts will be implemented for a total of three minor infractions, regardless of type, and a parent/guardian meeting will be scheduled.

The Superintendent is authorized to recommend to the Board of Directors that students be expelled. It is understood by the administration and school board that some parts of the Student Code of Conduct may be reviewed and refined annually according to the unique needs of students, teachers and administrators of each building.

## **RIGHTS AND RESPONSIBILITIES**

### **Of Parent/Guardian:**

Parents have the responsibility to:

1. Make every effort to provide for the physical needs of their child.
2. Teach their child to pay attention and obey the rules.
3. Be sure their child attends school regularly, and promptly report and explain absences and tardies to the school. When you call the school, the staff member may ask for symptoms if your child is ill in order to better allow personnel to track trends in illnesses.
4. Encourage and lead the child to develop proper study habits at home.
5. Participate in meaningful parent/teacher conferences to discuss their child's school progress and welfare.
6. Attend parent-training workshops for home reinforcement of study skills and specific curriculum objectives.
7. Keep informed of school policies and academic requirements of school programs.
8. Participate in school-related organizations.
9. Be sure their child is appropriately dressed for school and school related activities.
10. Discuss report cards and school assignments with their child.
11. Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.
12. Maintain up-to-date home, work and emergency telephone numbers and other pertinent information at the school.
13. Cooperate with school administrators and teachers.
14. Be sure their child attends school tutorials when required or as the need arises.
15. Read and support the programs outlined in the Student Handbook and other materials.
16. Submit a signed statement that they understand and consent to the responsibilities outlined in the Student Code of Conduct.

#### **Of Administration:**

Administrators have the responsibility to:

1. Respond to discipline problems referred to them by teachers.
2. Promote effective training and discipline of all students.
3. Encourage parent communication with the school, including participation in required parent- teacher conferences.
4. Provide appropriate assistance to students in learning mature self-discipline.
5. Assume responsibility and instructional leadership for discipline and for evaluation of the Student Code of Conduct.
6. Serve as appropriate role models for the students on their campus in accordance with the standards of the profession.
7. Assess and implement the Student Code of Conduct.

#### **Of Teachers:**

Teachers have the responsibility to:

1. Successfully complete effective training in the Student Code of Conduct.
2. Ensure good student discipline by being in regular attendance and on time.
3. Be prepared to perform their teaching duties with appropriate preparation, assignments and resource materials.
4. Comply with school policies, rules and regulations, and directives.
5. Maintain an orderly classroom atmosphere.
6. Teach to the standards of performance required by High Point Academy and state law.
7. Establish rapport and an effective working relationship with parents, students, and other staff.
8. Teach students to strive toward self-discipline.
9. Encourage good work habits that will lead to the successful completion of assigned work.
10. Serve as appropriate role models for their students, in accordance with the standards of the teaching profession.

#### **Discipline Personnel:**

The discipline person(s) on campus shall be the appropriate principal, assistant principal, or designee. Duties shall include the authority to:

1. Assess and implement the Student Code of Conduct.
2. Remove a student from High Point Academy for compelling disciplinary reasons or pending a hearing.
3. Identify and refer students to school-community guidance centers.
4. Serve as Board Chair(s).

#### **Students with Disabilities**

The Director of Special Services will participate in all decisions regarding in and out of school suspensions of a student who has an Individualized Education Plan (IEP). All in-school-suspensions (ISS) and out-of-school suspensions (OSS) are logged into the Incident Management System in PowerSchool and are monitored by the Director of Special Services. The Director of Special Services will keep a cumulative document to track referrals for all Special Education students. If the student has a Behavior Intervention Plan (BIP),

Administration and/or the Director of Special Services will ensure it was followed prior to disciplinary actions. Discipline records are maintained in the office and a copy is kept in the student's IEP file. Students with an IEP who are in ISS will receive periodic instruction and work from a Special Education Teacher. Administration reserves the right to reduce the OSS penalty based on the student's IEP.

After 5 days of ISS or OSS, if a child already has a BIP or behavior contract in place, an IEP and reevaluation planning meeting will be held to discuss the student's behavior and review the current Behavior Intervention Plan or behavior contract in order to determine the need for a new one. If it is determined by the team that the child needs a new BIP, another Functional Behavior Assessment (FBA) will be given to that child. Once the FBA has been completed, the team will meet and develop a new BIP. After 10 days of ISS and/or OSS, the team will meet to determine if an alternative placement is appropriate.

#### **Notification**

The principal or appropriate administrator shall notify a student's parent by phone or in writing of any violation that may result in a detention outside of regular school hours, in-school suspension, out-of-school suspension, or expulsion.

#### **Appeals**

Questions from parents/guardians regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate. Consequences shall not be deferred pending the outcome of a grievance.

#### **Removal from the Regular Educational Setting**

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

#### **Referral Process**

Once a teacher submits a referral to administration, the principal and/or assistant principal will begin an investigation in accordance to standard administration procedures. Upon the outcome of the investigation, the parents will be notified of the punishment according to the Student Code of Conduct.

#### **Returning Student to Classroom**

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the administration determines that the teacher's class is the best or only alternative available.

#### **Process**

South Carolina law states that no student can be suspended from a teacher's class for more than **10 days** for any one offense. SC law states that no student can be removed from school for more than **30 days** in a school year unless expelled. This applies to both regular education and special education students. Before being suspended a student shall have an informal conference with the appropriate administrator who shall advise the student of the conduct of which he or she is accused.

#### **Emergencies**

In an emergency, the principal or the principal's designee may order the immediate expulsion of a student.

#### **Coursework Notice**

The parent or guardian of a student suspended may request notice of the student's opportunity to complete coursework required for graduation.

#### **Newly Enrolled Students**

A student who enrolls in High Point Academy before completing a disciplinary action from another school district must satisfy the current disciplinary action.

### **EXPULSION PROCESS**

#### **Expulsion**

A student may be recommended for expulsion for engaging in the following no matter where it takes place:

1. Assault of a school employee or volunteer
2. Criminal mischief, if punishable as a felony
3. Aggravated assault
4. Sexual assault
5. Aggravated sexual assault
6. Murder
7. Capital murder
8. Criminal attempt to commit murder or capital murder
9. Aggravated robbery
10. Breach of computer security
11. Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school

A student may be recommended for expulsion for engaging at School, Within 300 Feet, or at School Event:

1. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony.
2. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
3. Engaging in conduct that contains the elements of an offense relating to abuse and/or volatile chemicals.
4. Engaging in conduct that contains the elements of assault against an employee or a volunteer.
5. Engaging in deadly conduct.
6. Aggravated assault, sexual assault, or aggravated sexual assault
7. Arson
8. Murder, capital murder, or criminal attempt to commit murder or capital murder
9. Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery
10. Felony drug- or alcohol-related offense
11. Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law)

A student may be recommended for expulsion for engaging in documented serious misbehavior that violates High Point Academy's Student Code of Conduct. For purposes of discretionary expulsion, serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion; or
4. Conduct that constitutes the offense of:
  - a. Public lewdness;
  - b. Indecent exposure;
  - c. Criminal mischief;
  - d. Personal hazing;
  - e. Harassment of a student or employee.

#### **Mandatory Expulsion: Misconduct That Requires Expulsion**

A student will be recommended for expulsion under federal or state law for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

Bringing to school a firearm, as defined by federal law. "Firearm" under federal law includes:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
2. The frame or receiver of any such weapon.
3. Any firearm muffler or firearm weapon.
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.
5. Using, exhibiting, or possessing the following, as defined by the South Carolina Penal Code:
  - a. A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use), unless the use exhibition or possession of the firearm occurs at an off-campus approved target range facility while participating in

or preparing for a school- sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department.

- b. An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.
  - c. A club such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
  - d. A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, a zip gun or a tire deflation device.
6. Behaving in a manner that contains elements of the following offenses under the South Carolina Penal Code:
    - a. Aggravated assault, sexual assault, or aggravated sexual assault
    - b. Arson
    - c. Murder, capital murder, or criminal attempt to commit murder or capital murder
    - d. Indecency with a child
    - e. Aggravated kidnapping
    - f. Aggravated robbery
    - g. Manslaughter
    - h. Criminally negligent homicide
  7. Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
  8. Engaging in retaliation against a school employee or volunteer combined with one of the above- listed offenses.

#### **Investigation and action taken by administration**

If after an administrator or his/her designee investigates a report of student misbehavior, and he/she decides to recommend expulsion, the administrator should suspend the student and notify the student's parent/guardian of his/her right to meet with the administrator. If after meeting with the parent/guardian the administrator still intends to recommend expulsion, the matter will be referred directly to the Board Chair.

#### **Notice of expulsion recommendation**

By the end of the third school day following receipt of an expulsion recommendation, the Board Chair will notify the student and his/her parent/guardian, in writing, of the following:

- the rule(s) infraction alleged to have occurred;
- the right of the student to review his/her records, including the investigative documents and any other evidence the administration intends to present at the expulsion hearing;
- the right of the student to a hearing on the evidence;
- the time and place of the hearing, which must be held within fifteen (15) days of the date of written notification of the expulsion recommendation (unless the parent/legal guardian or his/her representative agree otherwise); and
- the procedure to be followed at the hearing, including the right to be represented by counsel.

A response form will be enclosed with the notice on which the parent/legal guardian is asked to advise the Board Chair whether he/she intends to appear, whether he/she will be represented by legal counsel, and whether he/she wishes to waive an evidentiary hearing and merely address the Board. If the response form is not signed and returned to the Board Chair within 48 hours of the scheduled date of the hearing, the hearing may proceed as scheduled whether or not the student, the parent/legal guardian or the student's representative is present, or the hearing may be postponed.

#### **Hearing procedure**

The Board shall schedule the hearing as soon as practical, but no more than fifteen (15) days following the notification to the student's parent(s)/legal guardian(s) of the expulsion recommendation, unless a later date is agreed to with the student's parent(s)/legal guardian(s). An audio recording of the hearing and/or written minutes summarizing the hearing will be taken.

#### **Action following the hearing**

At the hearing, the Board will decide whether to uphold, reverse or alter the expulsion recommendation of the Principal. Within ten (10) days of hearing, the Board will issue written confirmation of its decision to the parent(s)/legal guardian(s). If the

recommendation for expulsion is reversed, all absences resulting from the suspension will be excused, the student's record will be cleared with respect to the recommendation, and the student will be allowed to make up all missed work.

**Withdrawal During Process**

When a student has violated High Point Academy's Student Code of Conduct in a way that requires or permits an expulsion recommendation from the school and the student withdraws from the school before the expulsion hearing takes place, the school may choose to suspend the expulsion hearing bringing all proceedings to an end. If the student then re-enrolls in the school during the same or subsequent school year, the school may enforce the expulsion order or restart expulsion hearings at that time.

**Restrictions During Expulsion**

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.