



2019-2020

**Elementary
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; and for questions pertaining to Title IX please contact Sandy Norman at 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.

Date	Admission Activity
January 6 -March 2	Letters of Intent for Returning Students
January 6 -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 has returned 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 for up to 6 months prior to enrollment to High Point Academy. In accordance with S.C. Code Ann. § 59-40-50(B)(7), prior to enrollment to HPA, students who were assigned to an alternative learning environment must be eligible to return to their regular school setting.

McKinney-Vento Homeless Education Act

According to the McKinney-Vento Homeless Education Act, term "homeless children and youths"--

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes--

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in

emergency or transitional shelters; or are abandoned in hospitals;*

(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

If you have questions about McKinney-Vento, please contact Sandy Norman at snorman@hspart.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, students should be completely potty trained. Please inform the appropriate grade-level administrator, the Special Education Director, Jonathan Hayes at jhayes@hspart.org, or HPA's guidance department if special conditions or circumstances exist.

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/emergency contact will be contacted.
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.

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

School Start Time
8:00 am

School End Time
3:22 pm

Elementary Attendance Guidelines (K-5th)

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.

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>
1-5	Warning and Parent Contact
6+	Parent Meeting with Administration

Elementary students are considered tardy when they arrive to school after 8:00 a.m. without an excuse. **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.

GRADING GUIDELINES

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.

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.

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.

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. The grade placement committee will present their recommendation to the Principal. The Principal will have the final authority in promotion/retention decisions.

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.

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. 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.

Release of Students

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.

Student-Initiated, Non-Curriculum Related Student Organizations

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 consistently 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.

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 administrator. No parent/guardian will be able to attend any school-sponsored trips and events (ex. field day) without a cleared background check.

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.

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.**

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 and Celebrations

Families are invited to celebrate student birthdays at school with prior permission from the student's classroom teacher. 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.

Tobacco Products

High Point Academy is a tobacco free campus-to include hemp and vaping. The use of tobacco products is prohibited anywhere on campus, including car line.

School Sponsored Activities

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

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's disciplinary authority over a HPA student includes but is not limited to the following circumstances:

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, 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 on Middle and High School students 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 for Middle and High School students
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) for Middle and High School students
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.

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

K-2:

1st Offense: Warning and Parent Contact

2nd Offense: Warning and Parent Contact

3rd Offense: Parent Conference

3-5:

1st Offense: Warning and Parent Contact

2nd Offense: After School Detention

3rd Offense: In School Suspension

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, generally video surveillance footage will not 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)

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 BEHAVIOR AND CODE OF CONDUCT

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-2nd Grade

	1st Offense	2nd Offense	3rd Offense
Tier 1	½ hour after school detention	1 hour after school detention	1 day of ISS. (Subsequent Offenses will be treated as Tier 2)
Tier 2	1 Day ISS	2 Day ISS	1 Day OSS & 3 Strike Behavior Contract (Subsequent Offenses will be 1 Day OSS)
Tier 3	1 Day OSS & 1 Strike Behavior Contract		

3rd-5th Grade

	1st Offense	2nd Offense	3rd Offense
Tier 1	1 Day ISS	2 Days ISS	1 Day OSS & 3 Strike Behavior Contract (Subsequent Offenses will be 1 Day OSS)
Tier 2	1 Day OSS	2 Days OSS	3 Days OSS & 1 Strike Behavior Contract
Tier 3	Recommended Expulsion		

Tier 1 Behaviors include but are not limited to classroom disruption, cutting class, misusing electronics, inappropriate images or dialogue, defiance, disrespect, and horseplay.

Tier 2 Behaviors include but are not limited to fighting, bullying, weapons facsimile, tobacco products and paraphernalia, and alcohol.

Tier 3 Behaviors include but are not limited to weapons, intentionally harming another student without being provoked, drugs, and victimization of staff.

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 In School Suspension or Out of School Suspension.

Lunch Detention can be given by the 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.

Students with Disabilities

Refer to the Special Education handbook for discipline regarding students with Individualized Education Plans.

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. 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.

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.

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.

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 Superintendent. 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 or students who are awaiting an expulsion hearing are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

Student Grievance Policy

Purpose: The purpose of this policy is to provide a clear and efficient process for reviewing and resolving student grievances, which may be filed and pursued by a student's parent or guardian. High Point Academy (HPA) will keep all grievance proceedings confidential to the extent permitted by law.

The HPA student grievance process may be used by HPA students or their parents or guardians as follows:

1. To address an alleged violation of applicable law or regulations that directly affects the student.
2. To address an alleged violation of HPA Board Policy that directly affects the student.
3. To address an alleged violation of HPA charter compliance that directly affects the student.
4. To address alleged discrimination or harassment against the student.

A student who files a grievance has the right to be represented by legal counsel at the student's own expense.

If the timelines set forth herein are not met, the grievance may be deemed waived by the HPA official(s) charged with investigating and deciding the grievance.

The HPA official(s) charged with investigating and deciding grievances are entitled to extend the timelines herein for investigating and issuing decisions if necessary to conduct a thorough and complete investigation into a grievance or appeal.

Step One: Informal Discussion

Subject to the following paragraph, the aggrieved student must first initiate an informal discussion with the other person(s) involved in the incident giving rise to the grievance within ten (10) school days of the incident or when the aggrieved student learned of the incident for the purpose of attempting to resolve the grievance.

If the grievance includes allegations of discrimination or harassment against the student, the student is not required to initiate an informal discussion with the person(s) allegedly discriminating against or harassing the student, and the student may proceed immediately to Step Two.

Step Two: Submit a Written Grievance to the Superintendent

If the informal discussion does not resolve the student's concerns, the student may within ten (10) school days after the informal discussion submit a written Grievance Form to the HPA Superintendent. If the grievance includes allegations of discrimination or harassment, the student shall submit a written Grievance Form within ten (10) school days of the incident or when the student learned of the incident to the HPA Superintendent, or to the HPA Board of Directors pursuant to Step Three if such allegations are against the Superintendent.

The student must include in the Grievance Form a description of the grievance, the actions already taken by the student to attempt to resolve the grievance, and the relief requested. A Grievance Form that does not contain such information will be deemed incomplete and returned to the student to complete within the required timeline. Submission of an incomplete Grievance Form does not extend the required timeline. Only the issues set forth in the written Grievance Form shall be considered thereafter.

Upon receipt of a Grievance Form, within fifteen (15) school days the Superintendent shall schedule a conference with the student and any other individual(s) deemed necessary by the Superintendent to discuss the allegations. The Superintendent shall issue a written decision to the student within ten (10) school days of the conclusion of the conference(s).

Step Three: Final Appeal to the HPA Board of Directors

If a student is not satisfied with the Superintendent's written decision, the student may submit a written appeal to the HPA Board of Directors within ten (10) school days of receiving the Superintendent's written decision, which can be accomplished by submitting the written appeal to the HPA Board Chair. The written appeal must include a copy of the original written Grievance Form, a copy of the Superintendent's written decision, and a written description of why the student was not satisfied with the Superintendent's written decision. An appeal that does not contain such information will be deemed incomplete and returned to the student to complete within the required timeline. Submission of an incomplete appeal does not extend the required timeline.

Within thirty (30) days of receipt of a written appeal (or the original Grievance Form if the grievance involves allegations of discrimination or harassment against the Superintendent and is filed directly with the Board), the HPA Board of Directors will schedule a hearing date and provide the student with notice of the hearing date and the procedures for the hearing. All hearings conducted pursuant to this Grievance Policy are considered non-adversarial. After the hearing, the HPA Board of Directors will issue a written decision within ten (10) business days, which will be final and binding. The HPA Board of Directors is entitled to extend these timelines if necessary for the purpose of conducting a thorough and complete investigation.