
2023-2024

Middle School



Family Online Handbook

6655 Pottery Road

Spartanburg, SC 29303

Principal Tucker Hamrick

Assistant Principal Tammy Goodlett

Guidance Counselor Jordan Dean

School Hours 8:00 am -2:45 pm

(Building opens at 7:15 for student admittance)

MISSION STATEMENT

At High Point Middle School, we aim to empower students with confidence and intellectual power to be caring and responsible lifelong learners through positive, caring relationships.

The 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 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 HPA to any person. **High Point Academy reserves the right to modify or amend the contents of this handbook, and apply to all students.**

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PROTECTION OF PUPIL RIGHTS

PPRA prohibits a state or local education agency from requiring students to provide information on attitudes, habits, traits, opinions, beliefs or feelings relating to eight protected topics: 1) political affiliations; 2) mental and psychological problems potentially embarrassing to the student or his or her family; 3) Sex behavior and attitudes; 4) illegal, anti-social, self-incriminating and demeaning behavior; 5) critical appraisals of other individuals with whom the student has close family relationships; 6) privileged and analogous relationships (e.g., lawyers, physicians, and ministers); 7) religious practices, affiliations, or beliefs; or 8) income (excluding for eligibility for programs or financial assistance). The law provides parents and eligible students (i.e., at least 18 years old, or an emancipated minor) rights of notice, inspection, and consent (or opt-out) and requires local education agencies to develop and adopt policies addressing specific situations. -20 U.S.C. § 1232h; 34 C.F.R. Part 98.

FERPA

The Family Educational Rights and Privacy Act (FERPA - 20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

- FERPA provides rights to parents regarding their children’s educational records. These rights transfer to the student when he/she reaches the age of majority, 18, or attends a school beyond the high school level. Students whose rights have been transferred are “eligible students”.
- Parents or eligible students have the right to:
 - ◆ Inspect and review a student’s educational records. Schools are not required to provide copies of records unless it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies
 - ◆ Request a correction to records when it is deemed inaccurate or misleading. If the school does not determine an amendment to the records is deemed necessary, the student or parent has a right to a formal hearing. After the hearing, if the school does not amend the record, the parent or eligible student has the right to place a statement with the record regarding their view about the contested information.
- Written requests are required from the parent or eligible student in order to release information from a record; however, FERPA allows schools to disclose these records, without consent to the following parties or under these conditions (34 CFR § 99.31):
 - ◆ School officials with legitimate educational interests
 - ◆ Schools to where a student is transferring
 - ◆ Specified officials for audit or evaluation purposes
 - ◆ Parties in connection with financial aid to a student
 - ◆ Studies on or behalf of the school
 - ◆ Accrediting organizations
 - ◆ To comply with a judicial order or subpoena
 - ◆ In cases of health and safety emergencies
 - ◆ State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose information without consent, “directory” information such as a student’s name, address, phone number, date location of birth, honors and awards, and dates of attendance. Schools must tell parents and eligible students about this information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

EQUAL OPPORTUNITY AND NONDISCRIMINATION Title IX

The US Department of Education Office of Civil Rights has mandated new Title IX regulations with an effective date of August 14, 2020. Its purpose is to promote gender equity, prevent hostile environments based on sex, prohibit sexual harassment/violence, protection from retaliation, and to remedy other gender-based forms of discrimination in academic settings. 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, Dr. Tonya Stone at tstone@hspart.org; for questions pertaining to Special Education, please contact the MTSS Coordinator, Becky Lancaster at blancaster@hspart.org; and for questions pertaining to Title IX, please contact the Title IX Coordinator, Sandy Norman at snorman@hspart.org.

MIDDLE SCHOOL SCHEDULE

		<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
1st Period	8:00-8:43		RELATED ARTS	
2nd Period	8:47-9:30		RELATED ARTS	
3rd Period	9:34-10:17	RELATED ARTS		
4th Period	10:21-11:04	RELATED ARTS		
5th Period lunch	11:08-11:36		LUNCH	
6th Period	11:40-12:23			
7th Period	12:27-1:10			
8th Period	1:14-1:58			RELATED ARTS
9th Period	2:02-2:45			RELATED ARTS

ACADEMIC CALENDAR

HIGH POINT ACADEMY | 2023-2024 ACADEMIC CALENDAR

AUGUST '23							2-4 Staff Development Days 7-8 Staff Development Days 9 First Day of School
S	M	T	W	Th	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

SEPTEMBER '23							4 Labor Day Holiday 8 Progress Reports
S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

OCTOBER '23							9 End of 1 st Quarter 13 Staff Development Day 16 Report Cards
S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

NOVEMBER '23							6-7 Fall Break 13 Progress Reports 22 - 24 Thanksgiving Break
S	M	T	W	Th	F	S	
		1	2	3	4		
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

DECEMBER '23							15 Half Day/End of 2 nd Quarter 18-29 Winter Holiday
S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

JANUARY '24							1 New Year's Day 2 Staff Development Day 3 Students Return 5 Report Cards 15 MLK Day
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

FEBRUARY '24							1 Progress Reports 16 Staff Development Day 19 Presidents' Day
S	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29			

MARCH '24							12 End of 3 rd Quarter 15 Staff Development Day 19 Report Cards 29 Half Day
S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

APRIL '24							1-5 Spring Break 23 Progress Reports
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

MAY '24							17 Graduation 24 Half Day/Last Day of School 27 Memorial Day 28 Staff Development Day 30 Report Cards
S	M	T	W	Th	F	S	
		1	2	3	4		
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

JUNE '24							
S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

 Staff Development (No School for Students)
 First Day of School
 School Closed for Holiday
 Half Day
 End of Quarter
 Report Cards/Progress Reports

Days missed to due to inclement weather will be e-Learning days.

ADMISSION

GENERAL ELIGIBILITY

At High Point Academy (HPA) we believe every member of our learning community is deserving of an academic, social, and professional education. All students residing within South Carolina are eligible to attend without regard to race, religion, gender, creed, national origin, disability, ancestry, need for special education or itinerant services, or socioeconomic status. Expelled students will not be admitted according to HPA board policy.

The HPA admissions lottery begins January 6 and ends 11:59 pm, March 13. Acceptance notifications will be issued March 29. HPA will accept applications after the lottery deadline and throughout the year; however they are time stamped and filed in the order they are received.

These applications will be placed at the end of any applicable waiting list. South Carolina state law mandates a random selection process if the number of applicants for a grade or class exceeds the available number of openings ; therefore a lottery is not required if availability has not been exceeded. Waiting lists do not carry over from year to year. If a student is not accepted for the current school year, reapplication is required for the following school year based on the lottery dates.

If High Point Academy has a grade or class that exceeds the capacity of the program, class, grade level, or building the following lottery application process will be utilized:

1. Each student must complete an application before March 13.
2. The application will be assigned an applicant number. Late applicants will be placed on a waiting list in order of receipt.
3. Numbers will be drawn randomly by a school official, witnessed by at least one other employee and a Notary Public, to certify the results .
4. All applicants will be notified in writing within six days of the 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.

Returning students and the siblings of returning students are exempt from the lottery.

Pursuant to SC Charter School law and HPA school board policy, priority enrollment status will be given to the following classes of students:

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

Children of the school’s charter committee, HPA employees’, and siblings of students must complete and submit an application by the appropriate deadline.

WAITING LIST

If a student is placed on the waiting list, administration will fill the vacancy, at the discretion of the school’s administration. Families will be allowed 48 hours to verbally respond to an enrollment invitation.

Waiting lists do not carry over from year to year. If a student is not accepted for the current school year, reapplication is required for the following school year.

STUDENT APPEALS PROCESS

All appeals may be submitted in writing to the SCPCSD.

STUDENTS RETURNING FROM ALTERNATIVE SETTING

If a student returns from an alternative setting (DJJ, Alternative School, Short-term Alternative Placement Home, etc), a probationary period will be mandated. The probationary period may include, but is not limited to, a behavioral contract, modified schedule, assigned mentoring, and/or requirements deemed necessary for the success of the student. In accordance with the SC Code Ann. § 59-40-50(B)(7), the student must have completed the assigned program and be eligible for return to their traditional school prior to enrollment at HPA.

MCKINNEY-VENTO HOMELESS EDUCATION ACT

The McKinney-Vento Homeless Education Act, is defined as a child who lacks a fixed, regular, and adequate nighttime residence: and includes 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
- 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
- who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- considered migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965)

Questions regarding McKinney-Vento, should be addressed to the Director of Human Resources, Sandy Norman, snorman@happart.org.

ENROLLMENT

A child must be enrolled by the child’s parent or legal guardian. Upon enrollment, students should be completely potty trained. Please inform the appropriate grade-level administrator, the Special Education Director, 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, HPA will appraise records related to the adjudication of delinquency in any jurisdiction, in or out of state jurisdiction. Section 16-1-60 defines violent crimes 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 legal surname as it appears on the student’s birth certificate, or in a court order changing the student’s name.

REQUIRED DOCUMENTATION

In accordance 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:

- Power of Attorney;
- Notarized letter sworn affidavit from parent, guardian, or the adult responsible for the minor child;
- Assignment letter from the Department of Social Services;
- Juvenile Probation, or other agencies;
- Death certificate of natural parent(s);
- Proof of receipt of federal assistance; or
- 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:

- birth certificate or another document suitable as proof of identity
- a copy of the child’s records from the school the child most recently attended
- immunization records required by the Department of Health and Environmental Control (DHEC), proof the child is not required to be immunized, or proof that the child is entitled to provisional admission
- proof of residency (SC issued driver’s license, utility bills, and/or sales/lease agreement.

DSS POSSESSION

If a child is in the Department of Social Services (DSS) custody, HPA will enroll the child without the required documentation; however DSS will ensure documentation to be provided 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 and 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 communicate with the nurse or an administrator. These diseases may include but are not limited to: amebiasis, campylobacteriosis, chickenpox, common cold with fever, fifth disease,, gastroenteritis, giardiasis, head lice, hepatitis, impetigo, mononucleosis, influenza, measles, meningitis (bacterial), mumps, pinkeye (conjunctivitis), ringworm, rubella, strep throat, salmonellosis, typhoid fever, scabies, shigellosis, streptococcal disease, tuberculosis, pulmonary whooping cough (pertussis).

ALLERGIES

Families are required to provide written documentation of known allergies.

HEAD LICE

The life cycle of head lice suggests 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 remaining eggs in the hair are subject to hatch, causing re-infestation.

HPA policy regarding head lice is as follows:

- A student may be screened by a school nurse if lice or nits are suspected. Parents/guardians will be notified of live lice or evidence of lice (nits). Parents will be required to pick up their students(s) from school.
- Student(s) may return to school with 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/guardian should

wash all bedding, coats, hats, combs and brushes in hot water and treat carpets, sofas, etc.

- Student(s) may return to school after initial treatment, as long as nits are not present.
- On return to school, the student must enter through the front office and be escorted to the Health Room to be cleared by the school nurse before returning to class.
- It is recommended that students receive a second treatment seven days after the initial treatment.
- The school designee will send notification to parent/guardian to inspect their children at home when three or more cases have been discovered in a grade level.
- If there is a sibling at High Point Academy, parents must notify the school to ensure the child is inspected by a school designee.

EMERGENCY MEDICAL TREATMENT

Families are required to complete an emergency medical authorization form(s) for their student(s) each year. **It is the family's responsibility to notify the school in writing when information has changed.**

If there has been a serious incident the parent/guardian will be notified to discuss transportation to a medical care facility. If the parent/guardian cannot be reached the following procedures will occur, unless deemed inappropriate:

- An administrator or appointed faculty member will remain with the sick or injured student at all times until a parent/guardian arrives, even if the student requires transport to a medical facility.
- If 911 is called, the emergency authorization form will identify the preferred health care provider and consent for transport of the student to a local facility.

HEALTH SERVICES

In accordance with the South Carolina Department of Education's rules established by the South Carolina Department of Health and Environmental Control and other applicable laws the following services are available to students:

- Emergency/first aid for illness or injury
- Health assessment and referrals
- Evaluation and assessment of student illness and the need for medical referral
- An effective communicable disease control program including immunization and protective measures
- Administration of physician prescribed medication and special procedures with parent/guardian and physician permission
- 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
- 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 stipulated DHEC requirements can be found at www.scdhec.gov.

ADMINISTRATION OF MEDICINE AT SCHOOL

Time schedules for prescription medications students receive require medications to be taken at 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.**

Students may not carry or administer medications at school except in special cases. These requests require the development of an Individual Health Care Plan (IHP) by the school nurse. 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 HPA will be held responsible or liable for any effects or problems resulting from the given medication.

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 composed of educational diagnosticians. A parent/guardian's written consent is required before any psychological examinations are conducted.

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 and sex offender registry check. All students are encouraged to report any type of abuse including verbal, sexual, and/or physical abuse to a teacher, guidance counselor, school nurse, or administrator.

All employees of HPA are mandated reporters required to report the facts and circumstances that led to suspected

abuse of neglect. Employees are required to report suspected abuse to their immediate supervisor or Superintendent.

STUDENT RECORDS

A request for student records must be submitted to the school registrar. It is the family's responsibility to notify the school of a change of address, contact information, and/or custody and emergency information.

Family court rulings should be filed in the student's permanent record. HPA is not liable for unfiled proceedings or verbal rulings. If parent contact is necessary, HPA is only required to contact one of the listed parents/guardians.

ATTENDANCE

As part of the implementation of the Every Student Succeeds Act, districts and schools are required to report to the South Carolina Department of Education the number of students who are chronically absent each year. According to the United States Department of Education's Office of Civil Rights (OCR)/EdFacts, an absent student is one who misses 50 percent of the instructional day for any reason and regardless of whether the absence is excused or unexcused (SCDE, 2023). A student must attend class, for at least, half of the instruction day to be considered present.

According to state law, students who are enrolled in the same school for an entire academic year and miss 18 or more days (10 percent) will be considered chronically absent.

Upon returning to school, any student who is absent, must provide a parent/guardian, or medical excuse within three days after returning to school. If the excuse is not provided, the absence will be considered unlawful. The maximum number of days recorded as lawful absences with parent notes is five days per semester.

Lawful Absences

- Sickness
- Death or serious illness in immediate family
This requires appropriate documentation (bulletin, death notice, etc)
- Recognized religious holiday (requests must be in writing for preauthorization)
- Activities pre-approved by the principal

- Suspension from school
- Medical or legal appointments
- Military deployment of a parent (Administration may grant up to five days of excused absences provided that: it is pre approved, the student is in good standing, the student has a prior record of good attendance, and all work is completed and submitted within the schools allotted time frame.

Unlawful Absences

- Absence without the consent or knowledge of the parent/guardian
- Absence without acceptable cause with the knowledge of the parent/guardian
- Trip/vacation

Board policy states, after three consecutive or five total unlawful absences, the parent/guardian will be contacted and a conference will be conducted. This will result in an attendance intervention plan implementation.

SPORTS AND ATTENDANCE

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.

TARDY POLICY

HPA asks tardies be kept to a minimum. If a student reports late to school greater than three times, there will be disciplinary action taken. If a student is tardy to class, an administrator will be notified and a referral will be written. Tardiness to class will result in lunch detention, if it becomes a habitual offense it will result in further disciplinary action.

EARLY DISMISSAL

When a parent/guardian requests an early dismissal, they are required to pick up students from the front office, will be required to provide a valid state issued identification card, and must be on the child's approved pick up list. Students must be signed out in person, unless pre-approval is granted by an administrator.

THERE WILL BE NO EARLY DISMISSALS AFTER 2:15 PM.

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:

- Moved from High Point Academy;
- Placed in an institution;
- Deceased; or
- Enrolled in another school or homeschool.

STUDENT GRADES UPON WITHDRAWAL

Estimated grades to date of withdrawal are given by teachers on the withdrawal form when a student withdraws from 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 sent with permanent records to the new school.

GRADING GUIDELINES

Administration approves all grading guidelines communicated to students and families. All grading standards will be communicated to families by the individual classroom teacher. PowerSchool provides a resource for parents to obtain updated grades for their student. Please contact the Registrar with any questions regarding PowerSchool. Please contact the teacher regarding individual grades.

ACADEMIC GRADING

South Carolina Department of Education's Uniform Grading Policy.

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 59 or below

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 a 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.

→ 60% of a nine weeks grade are major tests, projects, and/or labs

→ 40% of a nine weeks grade are minor

Major/minor grades are established by the teacher.

ALGEBRA I EOC

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

Year Long Classes:

S1 - 40%

S2 - 40%

Final Exam - 20%

ENGLISH I AND ALGEBRA I

High School Attendance Guidelines (9th-12th)

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 (5 days per semester) are required to attend Seat-Time Recovery sessions. These sessions must be attended or students will fail the course due to absences.

***Beginning with the 2023-2024 school year, ALL seat-time recovery will be made up on Saturdays at a cost of \$20.00 per Saturday from 9:00 AM - 1:00 PM. Each Saturday will count as 1 day of seat-time recovery. All missing/incomplete assignments will be made up during this time. Chromebooks are required. Supervision during these sessions will be conducted by a certified teacher from HPA. Students will be notified at least 5 days prior to your assigned day and each student is responsible for arranging their own transportation to and from HPA. There will be no makeup sessions for failure to attend the assigned day and the absence will count towards your overall attendance. Payment must be made prior to attending. Students are expected to arrive in the front office no later than 8:50 and must be picked up no later than 1:10. Attendance on your assigned day is required unless approval from Mr. Mahaffey or Mr. Cox is given prior

to your assigned day.

EXAM EXEMPTION POLICY

All students will be able to exempt teacher made exams if they meet one of the following criteria:

- A student with an “A” average for a semester or year-long class, and has no more than 5 absences for a semester class or no more than 10 absences for a year-long class will be allowed to exempt the exam.
- A student with a “B” average for a semester or year-long class, and has no more than 3 absences for a semester class or no more than 6 absences for a year-long class will be allowed to exempt the exam.
- A student with a “C” average for a semester or year-long class, and has no absences will be allowed to exempt the exam.

PLEASE NOTE: Students cannot exempt an End-of-Course exam as they are required by the state for Algebra 1, English 2, Biology 1, and/or U.S. History. **OSS ABSENCES AUTOMATICALLY DISQUALIFY A STUDENT FROM EXEMPTION OF AN EXAM.**

CHEATING

Cheating is defined 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 and re-testing will not be permitted.

HOMEWORK

Homework is the assignment of work related to the curriculum and used as an independent practice activity. 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

Honor Roll will comprise of all scheduled courses and count toward the Principal’s All A Honor Roll and All A/B Honor Roll.

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

Before a student is retained, a conference will be conducted. Students who fail Math or English Language Arts are required to attend Summer Enrichment in order to be promoted to the next grade. Students who fail two core classes are subject to retention. A grade placement committee will conduct an audit of the students grades and testing scores to determine the course of action for the next year’s grade placement. Students who fail three or more core classes will be retained for the following school year.

Students served in a self contained, multi categorical classroom, mastery of required state standards will be considered. The Individualized Education Plan (IEP) will determine the accommodations and modifications required for the students success.

DRESS CODE

UNIFORM POLICY

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. All students are expected to be compliant in the dress code the first day of school. If a student is deemed inappropriate or violates the dress code, disciplinary action will be in accordance with the Student Code of Conduct. All attire

must be appropriate length, school colors, and have the High Point Academy logo.

Monday - Thursday Attire

- Red or blue High Point Academy polo (short or long sleeve)
- Shirts must be tucked in at all times
- Plain front khaki or navy pants, skorts, or shorts (no cargo shorts, pants, or joggers)
- Closed toe and closed heel shoes
- Plaid jumper, skirt, or skort (length must be within the length of a standard student ID above the knee when the student is standing straight.)

Friday Attire

- Students may wear the same things as Monday - Thursday Attire (See Above)
- Students may wear a High Point Academy t-shirt and blue jeans (NO holes, rips, or tears) or khaki pants or shorts, or official HPA team attire (no colored jeans and no jeggings).
- Shorts must be within the length of a standard student ID above the knee when the student is standing straight.

Dress Down 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:

- All shorts, skirts, and dresses must be within the length of a standard student ID above the knee when the student is standing straight.
- The straps of a student's top should be at least three flat fingers across.
- Leggings do not substitute for pants.
- Tops worn with leggings must be within the length of a standard student ID above the knee when the student is standing straight.

Outerwear

- Students may only wear High Point Academy outerwear in the building.
- Students may also wear long sleeve solid white, red, or navy shirts under their short sleeve polos.
- Girls may wear solid white, red, or navy leggings under their skirts, dresses, or jumpers as long as

the length of the skirt, dress, or jumper is within the length of a standard student ID above the knee when the student is standing straight. .

- Students may wear any outerwear to and from school but must take it off before their first class of the day.

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

- Hats, bandanas, caps, shower caps, sweatbands, etc. shall only be worn with permission from the administration on special days.
- Headwraps are not allowed in the building without prior written approval.

PE UNIFORMS

HPA PE uniforms are required for PE for 6TH-8TH graders.

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 may receive a consequence until he/she is in the correct uniform.

GENERAL SCHOOL INFORMATION

RESTROOM POLICIES/PROCEDURES

- A student will not be allowed during the first or last 15 minutes of class to exit the classroom for the restroom, unless it is deemed an emergency.
- Students may go to the restroom between classes, with the teacher's permission, and during lunch. The restroom is not an excuse to be tardy.

EMERGENCY PROCEDURES

HPA follows state and federal guidelines in the case of individual or school-wide emergencies. Middle school has a trained Crisis Response Team to coordinate emergency procedures. In case of an emergency, students should follow school procedures and the directions of the teachers and leaders. Telephones will not be available for a student to use during an emergency situation; however, parents will be notified as soon as possible.

SEVERE WEATHER

During a threat of severe weather, HPA will monitor conditions and take advice of the Emergency Broadcasting Center (EBC) to determine what emergency procedures need to be implemented. When dangerous conditions exist and plans are implemented, families will be notified as soon as possible. The safety of your children is our utmost concern. When a tornado warning is issued, HPA will follow the established protocol of tornado safety mode. Students will not be released until the EBC has determined that the threat for severe weather has ended.

EMERGENCY SCHOOL CLOSING

In the event of an emergency school closing, students and families will be notified through announcements via social media and local news agencies.

RELEASE OF STUDENTS

By law, students will only be released to a parent, legal guardian, or 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:

- Parents will be notified as soon as possible.
- The school must obtain parental permission to

- release a student to an unauthorized person.
- School officials will refer to the contacts listed in PowerSchool when releasing a student. Please ensure updated information is in your students file

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. HPA will provide a limited open forum for student-initiated, non-curriculum related groups to meet in its middle school premises during non-instructional time. High Point Academy may prevent the formation of any student club/organization where the purpose of the club/organization is unlawful, 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.

Students seeking to establish a student initiated, non-curriculum related club/organization must submit a request in writing to the Superintendent for approval, by February 1 to establish a club/organization for the following school year. The request must state the name of the club/organization, general purpose and mission of the club/organization, and name of the faculty member who has agreed to act as the club monitor. The Superintendent will review and grant or deny the request.

The Superintendent has the authority to designate reasonable times and places for student-initiated, non-curriculum related clubs/organizations to conduct meetings. The Superintendent also has the authority to

establish guidelines for the distribution of materials on school premises. Such guidelines will be applied consistently to all non-curriculum related clubs/organizations.

FIELD TRIPS

Any event that requires students to be off campus requires safeguards. 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 will not be liable for injuries obtained riding in vehicles that are not provided by the school. Siblings are not allowed if a parent is participating as a chaperone. 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 and National Sex Offender Registry check.

Students are under the Code of Conduct while using school transportation. Students who violate the rules of conduct while on school transportation will be disciplined.

Students must:

- Remain seated at all times
- Talk softly
- Keep hands to self
- Keep feet out of the aisle
- Keep arms, hands, and head in window
- Not throw objects on or off the bus
- Follow school rules as presented in the school handbook

School administration will revoke student bus riding privileges if rules are broken.

PARENTAL INVOLVEMENT AND RESPONSIBILITIES

Success in education requires partnership between home and school. Families are partners with teachers,

administrators, and the board. Responsibilities of the parental unit include, but are not limited to:

- Review the Student Handbook with your student prior to signing and returning the written statement regarding the Student Code of Conduct.
- Encourage your child to place a high priority on education and to commit to making the most of educational opportunities provided by the school.
- Update address, name changes, and/or phone numbers responsibly.
- Know your rights 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.
- Review your child's school records when needed.
- Request for a parent/teacher conference as needed.

PARENT VOLUNTEERS

Volunteers at HPA, must complete the volunteer application, consent to a criminal background and National Sex Offender Registry check. **The form must be submitted and approved every year.**

PEST CONTROL INFORMATION

HPA applies pesticides inside buildings. Before treatment, the schools will ensure that the necessary signs and information for employees and parents/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

HPA recognizes a student's right to individually and voluntarily pray or meditate in a manner that does not disrupt the instructional time or other activities of 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.

SEXUAL HARASSMENT/ABUSE

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 based on Title IX of the Education Amendments of 1972 and its regulations. HPA does not discriminate on the basis of sex in its education programs or activities. Title IX prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex that creates an intimidating, hostile or offensive environment. HPA considers sexual harassment/abuse of students to be serious and will consider the full range of disciplinary options, up to and including recommendation for expulsion, according to the nature of the offense. Unwanted and unwelcome conduct of a sexual nature, words, gestures, electronic messages, 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.

Students who have actual knowledge of sexual harassment/abuse are encouraged to report such conduct to a teacher, administrator, or the Title IX coordinator. The Title IX coordinator will evaluate the complaint to determine if the conduct meets the definition of sexual harassment under Title IX. To the extent such conduct qualifies as sexual harassment under Title IX, the school shall conduct an investigation in accordance with the procedures required by Title IX. If the complaint does not meet the conditions of sexual harassment under Title IX, the complaint will be reported to an administrator for further investigation and action, as necessary. 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, including hemp and vaping products, is prohibited anywhere on campus, including the parking lot and car lines.

SCHOOL SPONSORED ACTIVITIES

The High Point Academy code of conduct applies to all students and guests.

CELL PHONES AND TELEPHONES

HPA will allow the possession of cellular telephones by students only if the device is **off and out of sight** during the academic school day.

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

ELECTRONICS POLICY (Including Cell Phones)

High Point Academy is not responsible for any misplaced, damaged, or stolen devices.

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.

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.

FOOD

No food or drinks, except water in a clear container, may be consumed in the classrooms or PAC. Food may not be delivered through the main office for lunch. Students should not chew gum in the classroom or PAC. Students may not leave campus for lunch and return.

TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

Textbooks and other instructional materials are property of the State. Teachers may assign textbooks to students. Each student and the student's parent or guardian is responsible for all instructional materials and technological equipment. A student who fails to return all instructional materials and technological equipment is required to pay all applicable damage or replacement fees. The school will allow the student to use instructional materials and technological equipment at school during the day.

Loss of books due to theft or other circumstances will not be accepted as reasons for nonpayment or for not completing 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 HPA students, including, but not limited to, the following circumstances:

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

SEARCHES

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

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.

STUDENTS WITH DISABILITIES

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

STUDENT BEHAVIOR AND CODE OF CONDUCT

Rights and Responsibilities of Students

Every student is entitled to the basic rights of citizenship recognized and protected by law for persons of their age and maturity. HPA fosters a climate of mutual respect for the rights of others. Students will exercise their rights responsibly and in compliance with the rules established for orderly conduct of the schools educational program. The rules of conduct and discipline are established to achieve and maintain order within the school. Disciplinary measures will be enforced when misconduct by a student occurs.

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.

Infraction:	1st Offense:	2nd Offense:	3rd Offense:
Classroom Disruption	1 day ISS	2 days ISS	2 days OSS
Cutting Class	1 day ISS	2 days ISS	2 days OSS
Minor Misuse/Unapproved Use of Electronics including cell phones and Smart watches.	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
Major Misuse of Electronics May include but not limited to: sexting, bullying, threatening, network violations, harassing	5 days OSS Possible Recommendation for Expulsion (Turned over to Law Enforcement)	Recommended Expulsion	-----
Inappropriate Images or Dialogue (written, verbal, electronic)	1 day ISS	2 days ISS	1 days of OSS
Defiance/ Disrespect	1 day ISS	2 days ISS	2 days OSS
Severe Defiance/ Disrespect 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	Recommended Expulsion
Arguing with Other Students/ Name Calling	1 day ISS	2 days ISS	2 day OSS
Lying/ Slander	1 day ISS	2 days ISS	2 days OSS

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<p style="text-align: center;">Bullying/Intimidation/ Confrontation/ Threatening Others</p> <p>*Consequences may vary depending on severity</p>	<p style="text-align: center;">1-5 day(s) OSS *depending on severity (Possible Referral to Law Enforcement)</p>	<p style="text-align: center;">5-10 days OSS/Possible Recommended Expulsion *depending on severity (Possible Referral to Law Enforcement)</p>	<p style="text-align: center;">Recommended Expulsion (Possible Referral to Law Enforcement)</p>
<p style="text-align: center;">Victimization of Staff</p> <p>*Consequences may vary depending on severity</p>	<p style="text-align: center;">5 day OSS (Possible Referral to Law Enforcement)</p>	<p style="text-align: center;">10 days OSS/Possible Recommended Expulsion (Possible Referral to Law Enforcement)</p>	-----
<p style="text-align: center;">Horseplaying Includes but not limited to slap boxing, shadow boxing, etc.</p>	<p style="text-align: center;">2 days ISS</p>	<p style="text-align: center;">1 days OSS</p>	<p style="text-align: center;">3 days OSS</p>
<p style="text-align: center;">Fighting/Hazing</p> <p>*Consequences may vary depending on severity</p>	<p style="text-align: center;">5 days OSS/Recommended Expulsion/Possible Charges Filed</p>	<p style="text-align: center;">Recommended Expulsion (Possible Referral to Law Enforcement)</p>	-----
<p style="text-align: center;">Profanity/Vulgar Language/Obscene Gestures To Students</p> <p>*Consequences may vary depending on severity</p>	<p style="text-align: center;">1 day ISS</p>	<p style="text-align: center;">1 day OSS</p>	<p style="text-align: center;">3 days OSS</p>
<p style="text-align: center;">Profanity/Vulgar Language/Obscene Gestures To Staff</p> <p>*Consequences may vary depending on severity</p>	<p style="text-align: center;">5 days OSS</p>	<p style="text-align: center;">Recommended Expulsion</p>	-----
<p style="text-align: center;">Vandalism</p> <p>*Consequences may vary depending on severity</p>	<p style="text-align: center;">2 days ISS/Restitution and/or Repair (Possible Referral to Law Enforcement)</p>	<p style="text-align: center;">3 days OSS/Restitution and/or Repair (Possible Referral to Law Enforcement)</p>	<p style="text-align: center;">Recommend Expulsion</p>
<p style="text-align: center;">Leaving School Grounds</p>	<p style="text-align: center;">2 days ISS</p>	<p style="text-align: center;">1 day OSS</p>	<p style="text-align: center;">3 days OSS</p>
<p style="text-align: center;">Sexual Misconduct</p> <p>*Consequences may vary based on severity</p>	<p style="text-align: center;">3 days OSS/Possible Recommended Expulsion (Possible Referral to Law Enforcement)</p>	<p style="text-align: center;">Recommended Expulsion (Possible Referral to Law Enforcement)</p>	-----
<p style="text-align: center;">Stealing/Theft</p>	<p style="text-align: center;">Returning of Stolen Good/Restitution;</p>	<p style="text-align: center;">Returning of Stolen Good/Restitution;</p>	<p style="text-align: center;">Returning of Stolen Good/Restitution;</p>

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*Consequences may vary based on severity	1 day OSS	3 days OSS	Recommended Expulsion
Fireworks	5 days of OSS/Possible Recommended Expulsion	Recommended Expulsion	_____
Weapons	Recommended Expulsion (Refer to Law Enforcement)	-----	-----
Weapons Facsimile (toys or items that mimic a weapon) *Consequences may vary depending on severity	2 days OSS	5 days OSS/Possible Recommended Expulsion	Recommended Expulsion
Tobacco Product, juuls, vapes, other electronic products, and Paraphernalia	2 days OSS	3 days OSS	5 days OSS
Illegal Drugs and Paraphernalia/Alcohol *Consequences may vary depending on severity	Recommended Expulsion (Possible Referral to Law Enforcement)	-----	-----
Over the Counter Drugs	1 day ISS	2 days ISS	1 day OSS
False Alarm (Includes an Intentional/Negligent activation of fire alarm or fraudulent 911 call) *Possible Restitution	5 days OSS/Recommended Expulsion	Recommended Expulsion	-----
Gambling	2 days ISS	2 days OSS	Possible Recommended Expulsion/5 days OSS
Selling/Trading Items on School Grounds	Return Money/Items; 1 day ISS	Return Money/Items; 2 days OSS	Return Money/Items; 5 days OSS
Forgery of Documents	1 day ISS	2 days ISS	1 day OSS
Cheating	Grade of 0 Given	Grade of 0 Given	Grade of 0 Given
Failure to Report to Lunch Detention	1 day ISS	2 days ISS	1 day OSS

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Off Limits Area	1 day ISS	2 days ISS	1 day OSS
Misconduct	1 day ISS	2 days ISS	1 day OSS
Severe Misconduct	2 days OSS	5 days OSS	Recommended Expulsion
Excessive Tardiness To class	1 day ISS	2 days ISS	1 day OSS
Uniform Violation	Warning/Call Home	After School Detention	1 day ISS

Upon reentry of the student from out of school suspension, the student, family and administrator will conference before being readmitted to class.

Students will not be allowed to participate in school related activities (clubs, sports, performances, etc) When serving OSS.

Lunch detention can be administered as a consequence to an office referral, and may be issued by individual teachers as a classroom consequence.

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

NOTIFICATION

The principal or appropriate administrator will 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 recommendation for expulsion. Before being suspended, a student and his/her parent/guardian will have an informal conference with the appropriate administrator who will advise the student of the conduct of which he or she is accused and the length of the suspension. This conference will be set within three days of the first day of suspension.

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 EDUCATION 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.

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 the commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and promulgated regulations established by High Point Academy or when the presence of the student is detrimental to the best interest of the school. High Point Academy's Board of Directors have the authority to order the expulsion of a student after a hearing.

Conduct in or out of school that would deem a recommendation for expulsion:

- Assault of a school employee or volunteer
- Criminal mischief, if punishable as a felony
- Aggravated assault
- Sexual assault
- Aggravated sexual assault
- Murder
- Capital murder
- Criminal attempt to commit murder or capital murder
- Aggravated robbery
- Breach of computer security
- 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:

- 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.
- 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.
- Engaging in conduct that contains the elements of an offense relating to abuse and/or volatile chemicals.
- Engaging in conduct that contains the elements of assault against an employee or a volunteer.
- Engaging in deadly conduct.
- Aggravated assault, sexual assault, or aggravated sexual assault
- Arson
- Murder, capital murder, or criminal attempt to commit murder or capital murder
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery
- Felony drug- or alcohol-related offense
- 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 is defined as:

- Deliberate violent behavior that poses a direct threat to the health or safety of others;
- Extortion, meaning the gaining of money or other property by force or threat;
- Conduct that constitutes coercion; or

- Conduct that constitutes the offense of:
 - Public lewdness;
 - Indecent exposure;
 - Criminal mischief;
 - Personal hazing;
 - 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:

- 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.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm weapon.
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.
- Using, exhibiting, or possessing the following, as defined by the South Carolina Penal Code:
 - 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. Any student who possesses, uses, or transfers a firearm on school grounds or at a school-sponsored activity will be recommended for expulsion for one calendar year. On a case-by-case basis, the HPA Superintendent may request that the HPA Board modify the one calendar year expulsion.
 - An illegal knife, such as a knife with a blade over 2 1/2 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.
 - 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.
 - 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.
- Behaving in a manner that contains elements of the following offenses under the South Carolina Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault
 - Arson
 - Murder, capital murder, or criminal attempt to commit murder or capital murder
 - Indecency with a child
 - Aggravated kidnapping
 - Aggravated robbery
 - Manslaughter
 - Criminally negligent homicide

- 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.
- 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 Superintendent.

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 date, 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 the 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.

Services Available to Students with Special Health Care Needs

Parent Notice (IHPs, Section 504, IDEA, Medical Homebound): Required By S.C. Code Ann. Section 59-63-90 (Supp. 2023)

Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people—

such as teachers on duty during recess, bus drivers, and cafeteria employees—to make sure that the students' needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self monitor. To learn more about IHPs, talk with your child's school nurse or Dr. Mizzell at 864-316-9788.

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. Whether an impairment substantially limits a major life activity must be determined without reference to the ameliorative effects of mitigating measures or lessening of the impact of the condition by the use of medication, medical supplies, equipment, or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics, including limbs and devices, hearing aids and cochlear implants, or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the school will meet the student's needs while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact Mrs. Goodlett at 864-316-9788.

Individuals with Disabilities Education Act (IDEA)

Students, ages 3 to 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact Dr. Mizzell at 864-316-9788 to learn more about IDEA.

Medical Homebound Instruction

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician, nurse practitioner or physician's assistant must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student's illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student's academic success, and whether the student's health needs can be met at school. To learn more about medical homebound services, contact Dr. Mizzell at 864-316-9788.