

# High Point Academy



*"Changing lives with high quality educational experiences and a strong foundation of academic excellence."*

## Student Handbook and Code of Conduct

Dear Parents & Scholars:

Welcome to another exciting year at High Point Academy, where we promise to make a difference in the lives of our students as we prepare them for college and career. We look forward to the challenging opportunities that lie ahead. These include providing relevant and engaging instruction for the students in our community, training and supporting programs for our talented and dedicated staff, and additional involvement and support options for our parents and community members. We invite and encourage you to join our efforts as we continue to seek and determine long-range plans for the positive growth of our school. *The Student Handbook and Code of Conduct* (“Handbook”) is designed to help us accomplish these goals.

Within the pages of this Handbook are the policies, rules, consequences, and procedures adopted by HPA. The Handbook is an essential reference book that describes what we expect of our students and parents, what they can expect from us, and how we will achieve our educational mission. We have attempted to make the language in this Handbook as straightforward as possible. Please note that the term “parent” is used to refer to the parent, legal guardian, or other adult who has agreed to assume school-related responsibility for a student.

The *Student Handbook and Code of Conduct* is being provided to you to increase communication between the Administrative Team and students. We hope that you will find it to be a useful document that will increase your understanding of HPA programs and procedures.

Maintaining orderly, disciplined classrooms and schools is a primary concern of educators at HPA. The rules outlined in the *Code of Conduct* section foster an environment for learning in which students respect the rights of others. State law requires that each school district create and implement a code of conduct for students that enumerates specific policies and procedures. Although this handbook is a lengthy and detailed document, it serves to protect the interests and rights of students and parents, as well as HPA.

Thank you for showing your concern for your child and his or her education by taking the time to read this document. Through the combined efforts of parents, students, educators and the community, we will continue to offer the high quality of education to which HPA is committed.

Thank you for entrusting High Point Academy with the education of your student,

*Katie P. Stellar*

CEO/Superintendent of Schools

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## **Student Handbook**

This Student Handbook and Code of Conduct describes current policies and practices concerning matters that most often affect our students and parents. Policies and practices described in this handbook are provided for the information and guidance of students and parents and do not constitute, nor should they be relied on, as contractual obligations of High Point Academy to any person. HPA 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 the School.

## **Equal Opportunity and Nondiscrimination**

High Point Academy is an equal opportunity district and is committed to providing equal opportunity and nondiscrimination in all programs and services. HPA complies with all applicable federal, state, and local laws; all regulations concerning state and local laws; and all regulations concerning 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.

All employment decisions and actions such as recruitment, hiring, training, promotion, transfer, layoff, recall, compensation and benefits, discipline, termination, as well as 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.

No student shall be excluded from participation or entrance into the School on the basis of sex, race, religion, disability, or national origin.

## Section 1: Admission Requirements

### General Eligibility

The Board or its designee shall admit into the free public schools of the approved geographic boundary area (within 50 miles of home campus) all persons who are at least five and under 21 years of age on September 1st of any school year in which admission is sought if any of the following conditions exist:

- The person and either parent reside in the approved geographic boundary area.
- The person does not reside in the approved geographic boundary area, but one of the parents resides in the approved geographic boundary area and that parent is a joint managing conservator or the sole managing conservator or possessory conservator of the person.
- The person and his or her guardian or other person having lawful control under an order of a court resides in the approved geographic boundary area.
- The person is under the age of 18 and has established a separate residence in the approved geographic boundary area apart from his or her parent, guardian, or other person having lawful control under an order of a court and has established that the person's presence in the approved geographic boundary area is not for the primary purpose of participation in extracurricular activities.
- The Board is not required to admit such person, however, if the person meets the following requirements he or she will not be admitted:
  - Engaged in conduct that resulted in removal to an alternative education program or expulsion within the preceding year;
  - Engaged in delinquent conduct or conduct indicating a need for supervision and is on probation or other conditional release for that conduct; or
  - Been convicted of a criminal offense and is on probation or other conditional release.
- The person is classified as a homeless child or youth as defined and covered by the McKinney-Vento Homeless Education Act of 2001. This includes children and youth who:
  - Lack a fixed, regular, and adequate nighttime residence;
  - 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 accommodations;
  - Are living in emergency or transitional shelters;
  - Are abandoned in hospitals, or are awaiting foster care placement;
  - Have a primary nighttime residence that is a public or private place not designed as a regular sleeping accommodation for human beings;
  - Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations; or
  - Are migratory children who qualify as homeless because they are living in circumstances as described above.
- The person resides in a residential facility within the district boundaries. A person residing at a residential facility, as defined as located in the city where HPA is located, for purposes of enrollment, that person who resides in a residential facility is considered a resident where HPA is located.
- The person does not reside where HPA is located but the grandparent of the person either resides where HPA is located or provides a substantial amount of after-school care for the person as determined by the Board.

### **Exception to Admission**

As authorized by Subchapter A, Chapter 37 of the Texas Education Code, students with a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems will be excluded from enrollment at HPA.

### **Enrollment**

A child must be enrolled by the child's parent, guardian, or other person with legal control under a court order. HPA shall record the name, address, and date of birth of the person enrolling the child. Upon enrollment, all students must be completely potty-trained.

### **Legal Surname**

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

### **Required Documentation**

No later than the 30th day after the date a parent or other person with legal control of a child enrolls the child in HPA, the parent, guardian, or representative from the School which the child most recently attended shall furnish to HPA all of the following:

- The child's birth certificate or another document suitable as proof of the child's identity as defined by Article 63.019 of the Texas Code of Criminal Procedures.
- 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 Texas or in another state.
- A record showing that the child has the immunizations required by the Texas Department of State Health Services (DSHS), proof that the child is not required to be immunized, or proof that the child is entitled to provisional admission.

Students shall not be denied enrollment or be removed solely because they fail to provide the required documentation in items 1 and 2 above.

Information furnished by a school district must be received by HPA no later than the tenth working day after the date of the request.

In order to be in compliance with the Family Educational Rights and 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 Human 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 designee.

### **Child in DFPS Possession**

the School shall enroll a child without the required documentation if the Department of Family and Protective Services (DFPS) has taken possession of the child. DFPS shall ensure that the required documentation is furnished to the School no later than the 30<sup>th</sup> day after the date the child is enrolled.

### **Inconsistent or Missing Documentation**

If the required documents and other records are not furnished to HPA within 30 days after enrollment, HPA shall notify the police department of the city or the sheriff's department of the county in which HPA is located and request a determination of whether the child has been reported as missing.

### **Food Allergy Information Requested Upon Enrollment**

On enrollment of a child in a public school, a school district shall request, by providing a form or otherwise, that a parent or other person with legal control of the child under a court order:

- Disclose whether the child has a food allergy or a severe food allergy that, in the judgment of the parent or other person with legal control, should be disclosed to the district to enable the district to take any necessary precautions regarding the child's safety; and
- Specify the food to which the child is allergic and the nature of the allergic reaction.

### **False Information**

If a student who would otherwise be ineligible for admission to the School provides false information on an admissions application or other enrollment document and as a result of the false information is admitted to the School, the student shall be immediately withdrawn from enrollment from the School upon discovery of the falsification. Falsification of information for the purpose of gaining enrollment in a public school is a criminal offense under § 37.10 of the Texas Penal Code. the School may elect to report the falsification to law enforcement or take any other action permitted by law.

When accepting a child for enrollment, HPA shall inform the parent or other person enrolling the child that presenting false information or false records for identification is a criminal offense under Texas Penal Code Section 37.10, and that enrolling the child under false documents makes the person liable for tuition or other costs as provided below.

A person who has knowingly falsified information on a form required for a student's enrollment in HPA shall risk the revocation of their enrollment pending verification of all enrollment information.

### **Withdrawals**

Minor students may withdraw from school by presenting a request signed by the students' 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 rolls of any school except for the following reasons:

- Moved from HPA;
- Placed in an institution related to behavior and/or health;
- Deceased; or
- Enrolled in a non-public school.

Students who withdraw from HPA will maintain the current average to date for each class in which they are enrolled. If a student transfers to another school, the grade to date of withdrawal is also sent with other records to the new school.

## **Section 2: Attendance**

### **General Attendance Requirements**

Regular school attendance is essential for a student to make the most of his or her education. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent/guardian should make every effort to avoid unnecessary absences. If the parent/guardian or student has questions about attendance they should contact the Attendance Office for information. Students are expected to be in school except in cases of emergency, illness, or school-approved absences.

Students should make every effort to be present daily. If an absence is unavoidable, a parent/guardian should email the campus attendance clerk by 9:30 a.m. on the date of the absence with the reason for the student's absence. For the White Settlement campus, attendance notices may be emailed to [attendance@hpaforthworth.com](mailto:attendance@hpaforthworth.com) and for the Crowley Road campus please email [hpa\\_sfw.attendance@hpaforthworth.com](mailto:hpa_sfw.attendance@hpaforthworth.com). Since absences may determine grading and course credit, all documentation regarding absences will be retained in the attendance file for a period of five years.

### **Compulsory Attendance**

The state compulsory attendance law requires that a student between the ages of six and 19 must attend school and school-required tutorial sessions unless the student is otherwise legally exempted or excused. Upon enrollment in kindergarten, a child shall attend school (Texas Education Code §25.085). A student under the age of 19 is required to attend each scheduled school day for the entire period of the instructional program for which the student is enrolled. However, if the person has more than five unexcused absences (more than three unexcused absences in a block schedule) in a semester the school may revoke the person's enrollment for the remainder of the school year. High Point Academy reserves the right to enforce this statute should this situation arise.

### **Notice to Parents Regarding Truancy**

State compulsory attendance law requires that every child at least ages 6 and younger than 19 years of age attend school. The School enforces the compulsory attendance laws by ensuring the regular attendance of currently enrolled students through the application of truancy prevention measures and, if necessary, referral of students to truancy court.

A student's absence is excused if the absence is specifically authorized by School policy or rule, or is otherwise approved by the campus administrator. Any absence that is not excused shall be considered an "unexcused" absence.

The School will provide written notice to parents if their student has incurred five absences (including partial day absences)(more than three absences in a block schedule) in a four week period, and will begin the implementation of truancy prevention measures such as

- Administrative conference
- Saturday school
- Referral to counselor/social worker
- Referral to governmental agencies

A student will be considered "truant" if the student fails to attend school, without excuse, on 10 or more days or parts of days within a six-month period in the same school year. A student, who is at least 12 years of age and younger than 19 years of age, may be referred to truancy court within 10 days of the

student's 10th unexcused absence. In rare occasions, parents may also be subject to prosecution for criminal negligence if the parent fails to secure the student's attendance as further detailed below. Before the School makes a referral to truancy court, the School will create and oversee the implementation of truancy prevention measures for the student. The School will not refer a student to truancy court if the student's truancy is the result of pregnancy, foster care, homelessness, or because the student is the principal income earner for their family and instead may offer additional counseling for the student.

If a student is 19 or older and has more than 3 unexcused absences in one semester, the School will issue a warning letter to the student that states enrollment can be revoked after 5 unexcused absences. As an alternative to revoking enrollment, the School may require the student to comply with a behavior improvement plan to address the student's lack of attendance. If the student fails to comply with the behavior improvement plan, the School may revoke the student's enrollment.

Each campus Principal will serve as the Attendance Officer. As the Attendance Officer, the Principal can implement a truancy behavior improvement plan for the student. This plan may include school-based community service, referrals to in-school counseling and any other measures considered appropriate by the campus administration. If you have any questions or concerns about your student and the effect the absences will have concerning credit or promotion, please contact your Principal. A complaint against the parent may be filed in court if a student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year, A court of law may also impose penalties against a parent if a school aged student is deliberately not attending school. If a student has unexcused absences on ten or more days or parts of wdays within a six-month period in the same school year, the school can file a complaint in truancy court against the student. (Texas Education Code §25.085 - §25.0915)

### **Daily Attendance Taking**

Grades K-6 attendance is taken at 10:00 a.m. In grades 7-12 attendance is taken each class period and is recorded for state attendance purposes at exactly 10:00 a.m. In grades 7-12, an absence is defined as missing the first ten minutes of class.

### **Excused Absences**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's arrival or return to campus;
- For students in the conservatorship (custody) of the state;
- Mental health or therapy appointments; and
- Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participation in activities outside of school hours.

Upon the student's return to school from being absent, he/she must go to the attendance clerk with a note from his/her parent prior to entering the classroom. Students are to make contact with the teacher to make up work missed due to excused absences. Regardless of the reason, absences will be marked "unexcused" if the parent does not contact the school in writing. A note (email or written confirmation) from the

parent/guardian must be provided the day of the student's return. If a note is not provided within three working calendar days of the student's return, the absence will be marked "unexcused" resulting in possible academic penalties. (Example: If a student is absent on Monday and returns to school on Tuesday, then Tuesday would be considered day one; Wednesday, day two; and Thursday, day three). If the student does not have a note submitted to the Attendance Office by the end of the school day on Thursday, the student's absence(s) will be marked as "unexcused." A total of nine notes, whether parent or doctor written, will be accepted per semester. Beyond that, no notes will be accepted and all absences will be unexcused regardless of the reason.

If a student has more than ten consecutive unexcused absences, the student will be withdrawn on the 11th day. The student will be re-enrolled upon his/her return should there be availability.

### **Personal Illness**

When a student's absence for personal illness exceeds three consecutive days, the student will be required to present a statement from a physician or health clinic verifying the illness or other condition causing the student's extended absence from school. If the student has established a questionable pattern of absences, the Principal may require a physician or clinic's statement of illness after a single day's absence. This procedure will be used as a condition for classifying the absence as excused or as one for which extenuating circumstances exist. Failure to provide the required statement may result in the student and/or parent being charged with violating the compulsory attendance laws as well as the possibility of a loss of credit.

### **Make-up Work for Excused Absences**

It is the student's responsibility to complete make-up work following an absence. Students are responsible for collecting make-up work the first day they return to the missed class. After receiving make-up work, students will have a length of time equal to the number of days absent in which to turn in assignments without penalty.

### **Unexcused Absences**

Absences not excused by law or school procedure and absences that are not a result of approved extracurricular activities shall be designated as unexcused, even if the student has parental permission to be absent. This includes family trips and vacations. Extenuating circumstances will be dealt with on a case-by-case basis. School work missed during an unexcused absence will be assigned a grade of zero.

### **Attendance for Credit or Final Grade**

Texas education code requires that a student attend school 90% of the days that a class is offered. If a student does not meet this requirement, he/she may be denied credit and retained for the following school year. These days include both excused and unexcused absences. Attendance is recorded each grading period and reported as part of the report card.

If a student has absences, excused or unexcused, beyond the required 90% the student must complete a plan approved by the Principal that will allow the student to fulfill the instructional requirements for the class. This plan may include attendance at Saturday school, after school, or other time outside the normal school day.

Any student who has not completed the plan approved by the Principal will be denied credit for the semester and/or school year. Students, their parent or guardian may appeal the denial of credit to the Attendance Review Committee. Determination of whether the absences were due to extenuating circumstances as well as how the student may regain credit or earn a final grade is up to the Attendance Review Committee. The following factors will be considered when determining whether there are extenuating circumstances for the absence:

- All absences, whether excused or unexcused, must be considered, with consideration given to special circumstances as defined by the Texas Education Code.
- For a student transferring into HPA after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider whether the absences were for reasons over which the student or parent could exercise control.
- The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student, parent or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

If credit is lost because of excessive absences, the Attendance Review Committee will decide how the student may regain credit or earn a final grade. If the committee determines there are no extenuating circumstances and that credit or a final grade may not be earned, the student or parent may appeal the committee's decision to the Board of Directors by filing a written request with the Superintendent. The appeal notice must be postmarked to the following address within 30 days following the last day of instruction in the semester for which credit was denied:

High Point Academy  
Notice of Appeal: Class Credit  
Attn: CEO/Superintendent  
7225 Crowley Road  
Fort Worth, TX 76134

The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Superintendent or designee shall inform the student or parent of the date, time, and place of the meeting.

## **Tardies, Late Arrivals, and Dismissal**

### **Tardies**

The School expects punctuality and dependability and maintains a strict policy regarding tardiness. Students arriving to school late cannot enter classes without a tardy slip from the Main Office. Every effort should be made to schedule medical/dental appointments at times other than during school hours. Morning appointments should especially be avoided. Nonetheless, tardiness will be excused for scheduled doctor, dentist, or orthodontist appointments upon returning to school with a note from the doctor or dentist to the Attendance Office. Tardiness will not be excused for reasons of tiredness, traffic, or errands.

The School shall notify a student's parent if the student has been absent from school, without excuse, on three days or parts of days within a four-week period.

### **Morning Assembly Tardies (All Grade Levels)**

The school doors open at 7:30 a.m. Students are considered tardy if they are not in morning assembly by 8:00 a.m. A tardy slip will be issued to any student arriving between 8:01 a.m. and 8:15 a.m. Students arriving after 8:20 a.m. will be marked absent for first period. All K-6th grade students must be signed in by a parent/guardian in the main office for any late arrival beyond 8:30 a.m.

There may be disciplinary consequences for tardies per six weeks such as: silent lunch detention, ISS, or Saturday school. Excessive tardies may have bearing on acceptance for the upcoming school year. Students who have been assigned lunch detention are expected to serve the day detention is assigned. Failure to attend assigned lunch detention will result in additional days of detention being assigned, Saturday school and/or ISS.

### **Arrivals after 10:00 A.M.**

Students arriving after 10:00 a.m. will be counted absent (unexcused) until a doctor/dentist note is received. Doctor/dentist notes must be turned into the receptionist or the student's teacher within three days of the appointment after which time the absence will be recorded as "unexcused."

### **Early Dismissals**

By law, students may only be released to a parent, legal guardian or the emergency contact listed on a child's enrollment or transportation forms. The person picking up a student must be a custodial parent or a person identified as an emergency contact. The school must obtain parental permission to release a child to an unauthorized person. Those individuals will be required to show identification. Remember that early dismissals not only mean lost instructional time for students, but it is also disruptive to the teaching and learning activities being conducted in the classroom. Signing a student out early to avoid dismissal traffic is not allowed.

There may be disciplinary consequences for excessive early dismissals per six weeks such as: silent lunch detention, ISS, or Saturday school.

Parents will sign the student out at the Office. If the student returns to campus on the same day, he/she must sign in at the Front Office. When leaving for a doctor's appointment, student drivers will be permitted to sign themselves out only if they have already submitted a parent authorization note or the parent has emailed prior. Students will not be called to the main office until parent arrives. Please plan accordingly and arrive a few minutes early to allow for any possible delays.

For days in which a school-wide early dismissal has been scheduled, parents are asked to refrain from checking students out of school for the 45 minutes prior to actual dismissal

Only early dismissals for a doctor or dentist appointment will be considered excused, once proper documentation is received. Proof of appointment must be submitted to the office within three days of the appointment. Parents of students with excessive early dismissals within a six-week period may be referred to administrators for a conference.

### **Participation in School Performances and Activities**

Any student absent from school will not participate in any after-school performances, rehearsals, practices, games or other activities on that day without documentation of a medical appointment or other approved absence. Any student signing in to school after 10:00 am (without documentation of a medical appointment or

an approved out-of-school performance) will be considered absent for that day and may not participate in after-school activities; including, but not limited to, rehearsals, practices, games, performances. Time missed for an out-of-school performance should be limited to the duration of the performance plus reasonable travel time. Students absent for an approved performance must return to school before the end of the school day in order to be eligible to participate in after-school rehearsals, practices, games, or performances. Any student leaving school after 10:00 am without an approved excuse will not be eligible to participate in any extracurricular activity.

### **Arrival and Dismissal Procedures**

High Point Academy does not provide transportation to or from school. To ensure safety, all students, staff, and visitors are to follow the designated traffic flow patterns and speed. Please be extra cautious when dropping off or picking up children and be patient and courteous, remembering to model appropriate behaviors for the students. Pull all the way forward and pay close attention to staff members directing traffic. Parents should remain in their vehicle when picking up and dropping off their children; staff will closely monitor students until they are safely in their vehicle. Students are not permitted to cross in front of traffic without adult supervision. If it is necessary to come into the building for a meeting with the teacher, please park in a designated spot and use the crosswalk to enter the building. Parking in the fire lane near the building or in designated handicapped spots without official permit is never permissible. All passengers must be buckled safely while vehicles are in motion.

Each student will be issued two official dismissal cards at the beginning of the school year. Parents and other authorized drivers must display the student's card on his/her dash while in the pickup line. If no card is available, the driver must park in the designated parking area and proceed to the school office where he/she will be required to provide proof of identification, such as a driver's license or government issued i.d. The student's transportation document will be checked to determine if the driver is authorized to pick up the student. If so, the student will be dismissed to the driver.

It is a violation of state law as well as dangerous for the safety of our students and staff to use hand-held cell phones when driving on school property and in school zones. Cell phones must be hands-free and should never be a distraction. No cell phone use is allowed during drop-off and pick-up times unless parked in a marked space.

### **Late Pick-Up**

Dismissal begins at 3:45 p.m. Students must be picked up promptly at dismissal. Staff cannot remain after hours to supervise your child. The After School Program requires a signed and paid contract from each student's family before they can supervise any child left after school. If you are running late, make arrangements for your child to be picked up by a designee and notify the office of the situation immediately. Two or more late pick-ups may require an administrator/parent conference to address and resolve the issue.

### **Perfect Attendance**

"Perfect Attendance" means that a student is at school all day, every day for the entire school year. This means that a student has no tardies, early sign-outs, or full or partial absences (excused or otherwise) on their record. HPA encourages all of our students to attend school whenever they are well enough to do so. While we understand that children get sick, family emergencies (i.e. funerals) occur, and some appointments cannot be made outside of school hours, these are not exceptions to the Perfect Attendance qualifications.

## Section 3: Academics

The following grading guidelines will be used at HPA. Questions about individual grades should be discussed with the teacher.

### Grading Guidelines

#### Elementary (Grades 1 – 6)

Major Tests.....	25% of 6 weeks' grade
Daily Classwork .....	25% of 6 weeks' grade
Quizzes .....	25% of 6 weeks' grade
Projects and Participation .....	25% of 6 weeks' grade

#### Middle School (Grades 7 – 8)

Formative Assessments .....	60% of 6 weeks' grade
Summative Assessments .....	40% of 6 weeks' grade

#### High School (Grades 9-12)

Formative Assessments .....	50% of 6 weeks' grade
Summative Assessments .....	50% of 6 weeks' grade

### Grading Scale

HPA will use numerical grades in all courses (with the exception of kindergarten). The numerical grade ranges are as follows:

A+:	100% – 97%
A:	96% – 94%
A-:	93% – 90%
B+:	89% – 87%
B:	86% – 84%
B-:	83% – 80%
C+:	79% – 77%
C:	76% – 74%
C-:	73% – 70%
F:	Below 70%

### Homework

Homework reinforces academic concepts, builds background knowledge, and gives students an opportunity to practice for mastery. We try to respect and balance the amount of homework students receive each night. Teachers use homework as a tool to evaluate student understanding so that group and individual re-teaching can be done before testing time. Homework is neither for teaching new concepts nor practicing skills that have not been previously taught in class.

## High School Specific Guidelines

### Student Classification

The classification of high school students is determined on the basis of state credits earned.

- By state law, each student entering high school is to have a four year graduation plan developed in conjunction with his/her parents and counselor. This plan is to appropriately pace the student's academic career to graduate on time.
- Grade 9 students are to be enrolled in the Foundation High School Graduation Program with an endorsement which requires 26 credits (22 required credits and four credits for an endorsement for 26 credits). A student cannot graduate under the 22 credit Foundation High School Plan without an endorsement unless:
  - A meeting is held with the parent, student, counselor, and principal; and
  - The appropriate paperwork is completed to change the graduation plan.
- Entering freshman and out-of-district transfer students will be assigned a grade level based on the following credit classification. Only courses counting toward state graduation credits are included; local credit courses do not count. Reclassification occurs before the beginning of each school year and in some special cases at other times for state testing purposes or early graduation requirements.

HPA Grade Classification with endorsement all require 26 credits for Graduation	
Grade Level Classification	Required State Course Credits Earned
Foundation with an endorsement	9th Grade - Freshman 0 credits
	10th Grade - Sophomore 6 credits
	11th Grade - Junior 12 credits
	12th Grade - Senior 18 credits

### Calculation of High School Student's GPA

In order to compute a student's Grade Point Average (GPA), semester grades are given numerical weights. Regular courses will be weighted on a 4-point scale. Honors courses will be weighted on a 4.5-point scale. Dual Credit courses will receive weight based on a 5-point scale.

Grade	Dual Credit	Honors	Regular/On-level
97 & above	5.0	4.5	4.0
94-96	4.8	4.3	3.8
91-93	4.6	4.1	3.6
87-90	4.4	3.9	3.4
84-86	4.2	3.7	3.2
81-83	4.0	3.5	3.0
77-80	3.8	3.3	2.8
74-76	3.6	3.1	2.6
71-73	3.4	2.9	2.4
70	3.0	2.5	2.0
69 or below	0	0	0

### Local Graduation Honors

For the purpose of determining honors to be conferred during graduation activities, HPA shall calculate

class rank at the end of the fifth six-week grading period. The average of the fourth and fifth six-week grades shall be used as the semester grade for this purpose.

For the purpose of applications to institutions of higher education, HPA shall also calculate class ranking as required by state law. HPA's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class ranking for the purpose of automatic admission under state law.

### **Valedictorian and Salutatorian**

The valedictorian and salutatorian shall be eligible students with the highest and second highest ranking, respectively. To be eligible for such recognition, a student must:

- Have completed the Recommended Program/Distinguished Achievement Program, or the Foundation Program with Endorsements and Distinguished Level of Achievement for graduation;
- Have completed 18 state credits before the first day of the school year in which graduation requirements are completed; and
- Have been continuously enrolled in HPA for two years immediately preceding graduation.

### **Breaking Ties**

In case of a tie in either the weighted GPAs or the weighted numerical grade averages, after calculation to the thousandths place, HPA shall recognize all students involved in the tie as sharing the honor and title.

### **Highest Ranking Graduate**

The local eligibility criteria for recognition as the valedictorian shall not affect recognition of the highest ranking graduate for purposes of receiving the scholarship certificate from the State of Texas.

### **Late Work**

#### **Elementary Policy (1-6)**

There will be a 10% penalty for each day work is late.

#### **Secondary Policy (7-12)**

Work turned in one day late will receive a maximum grade of 70%. Work that is turned in two days late will receive a maximum grade of 50%. Work turned in three or more days late will receive a grade of zero.

Teachers may have discretion with the application of this penalty based upon the situation and accommodations.

### **Plagiarism/Academic Dishonesty/Cheating**

Cheating is defined as any student led activity that involves the unauthorized giving or receiving 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 without the permission of the teacher. The penalty is a zero on that work. Retesting will not be allowed in this situation.

Plagiarism (the stealing and passing off/presenting as new, original and one's own idea a product derived from an existing source) is cheating and will result in the previously mentioned consequences.

### **Progress Reports**

To ensure that parents have access to their student's academic progress High Point Academy will use the PowerSchool parent portal to keep parents informed of their student's grades/averages.

### **Promotion and Retention**

Students are promoted from grade to grade based on their mastery of the State of Texas Administrative

Code Promotion Requirements. 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.

### **State Testing and Promotion Requirements**

Testing will include assessment in the following subjects:

3rd Grade: Mathematics and Reading

4th Grade: Mathematics, Reading, and Writing

5th Grade: Mathematics, Reading, and Science

6th Grade: Mathematics and Reading

7th Grade: Mathematics, Reading, and Writing

8th Grade: Mathematics, Reading, Science, and Social Studies

High School: Algebra 1, Biology, English 1 and 2, and U.S. History

The Student Success Initiative (SSI) grade advancement requirements apply to enrolled grades 5 and 8 students who take the STAAR reading and mathematics tests at grades 5 and 8. It was enacted by the 76th Texas Legislature in 1999 and modified by the 81st Texas Legislature in 2009. As specified by these requirements, a student may advance to the next grade level only by passing these tests or by unanimous decision of his/her grade placement committee that the student is likely to perform at grade level after additional instruction.

### **Local Promotion Requirements**

If a student fails two or more core academic classes, he/she is subject to retention. A grade placement committee will consider state testing results and other factors to determine the best course of action for the next year's grade placement. If a student fails three academic core classes, he/she will be retained for the following school year. Parent/guardian conferences will be held prior to retaining a student.

In grades K-12, promotion to the next grade level shall be based upon course-level or grade-level State of Texas Administrative Code Promotion Requirements (STACPR). The grade placement committee will have the final authority in promotion/retention decisions. A child may be promoted even if the STACPR were not mastered if the promotion and retention committee recommends placement.

The state requires 90% attendance. A child may be promoted even if he/she has more than the number of absences allowed at the recommendation of the promotion and retention committee.

The School shall ensure that each student, other than a student with disabilities whose Individual Education Program (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.

While all students will be assessed for mastery of the State of Texas Administrative Code Promotion Requirements (STACPR), the School shall be flexible in determining methods to allow students who are classified as Limited English Proficiency (LEP) demonstrate knowledge or competency independent of their English language skills in the following ways:

- Assessment in the primary language; and
- Assessment with multiple varied instruments

### **Report Cards**

At the end of each six-weeks, HPA shall give written notice of student progress in each class or subject, in

the form of a report card to parents/guardians. The report shall include the student's number of absences and six-week grades for each subject in which the student is enrolled. Parent conferences may be held with parents of students who are failing at the end of any grading period. Parents are encouraged to utilize the parent portal of PowerSchool to stay updated on their student's progress.

Report cards will be issued no later than Friday following the last day of the six weeks.

### **Reteach/Retest Policy**

Retests are considered as part of test performance for grading purposes. The retest policy allows for a student to retake any major test (does not apply to semester exams or state assessments), with a grade below 70%. Students may be offered the opportunity to retest if they satisfy the teacher requirements for re-teaching. Retest grades will be based upon classroom policy for retesting.

### **Semester Grades**

#### **Elementary (Grades 1st – 6th)**

Semester grades are determined using an average of the semester's three six weeks grading periods (33.3% each). Elementary grade students do not take semester exams.

#### **Middle School and High School (Grades 7th-12th)**

Semester grades are determined using an average of the semester's three six weeks grading periods (90%) and the semester final exam (10%). Year-end grades are determined by the averaging of the two semester grades.

Credit for high school courses taken at middle school will count toward high school graduation credit requirements and will be placed on the academic achievement record upon successful completion of the courses.

### **Student Extracurricular Eligibility**

Student eligibility for participation in extracurricular activities is affected by grade averages. Students who are failing a class at the end of the 6 week grading period are ineligible to participate in extracurricular activities. At the 3-week progress report time a student may regain eligibility if they are passing all classes. Extracurricular activities are those activities in which practice/rehearsal and participation occur outside of the school day and are generally voluntary in participation.

### **Tutorials**

Remediation may be provided to students who maintain less than a 70% average in two or more of the core classes: reading/language arts, mathematics, science, and social studies for a reporting period. Upon identification by the teacher, teachers will provide opportunity for additional tutorials. Tutorials should be offered a minimum of two times per week with both morning and afternoon sessions available. Each teacher should communicate their tutorial time to parents and students. Secondary teachers should have their tutorial times posted on their classroom doors.

### **Tutoring Program/Intervention Coordinator**

Accelerated student learning may be provided to students who maintain less than a 70% average in reading/language arts, mathematics, science, and social studies. Instruction shall include but not be limited to the following:

- Instructional support during the instructional day; and
- Response to Intervention (RTI) actions.

## **Aiding Students Who Have Learning Difficulties, Who Need Special Education or Section 504 Services**

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students. If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### **Special Education Referrals**

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation. Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline. If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent. There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply. Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost. Additional information regarding special education is available from the district or charter school in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

### **Contact Person for Special Education Referrals**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Bonnie Brannan - Middle/High 817-600-6401

Stepheney Pollard - FW Elem 817-600-6401

Candace Hadley - SFW Elem 817-600-6269

### **Section 504 Referrals**

Each school district or charter school must have standards and procedures in place for the evaluation and

placement of students in the district or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

### **Contact Person for Section 504 Referrals**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Ashley Deason - Middle/High 817-600-6401  
Stephanie Green - FW Elem 817-600-6401  
Gail Hartsfield - SFW Elem 817-606269

Additional Information: The following websites provide information and resources for students with disabilities and their families.

Legal Framework for the Child-Centered Special Education Process  
Partners Resource Network  
Special Education Information Center  
Texas Project First

## **Section 4: Dress and Grooming**

The HPA dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. 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 can be found in the Handbook and on the School's website. The school reserves the right to establish rules throughout the school year regarding new fashions in dress. 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 grooming is inappropriate or violates the dress code, the discipline action will be in accordance with the school's policy. Appropriate discipline procedures will be followed in all cases. Students will come to school looking clean and neat, and wearing clothing and exhibiting grooming that will not be a health or safety hazard to the student or others. Final determination of a dress code violation rests with the school officials/designee.

Students are expected to be uniform compliant on the first day of school. Students enrolled in HPA after the commencement of the school year are expected to be uniform compliant by the third day of attendance.

Academic Outfitters is the official uniform supplier of HPA. Their contact information is as follows:

Academic Outfitters  
5941 Posey Lane  
Haltom City, TX 76117  
817-367-9200  
www.fortworth.academicoutfitters.com

Academic Outfitters  
1108 W Arbrook Blvd Suite 100  
Arlington, TX 76015  
817-840-6261  
www.fortworth.academicoutfitters.com

### **Standard School Day Attire**

#### **Boys:**

- Red or blue HPA polo (logo required), short or long sleeve (shirts must be tucked in at all times)

- White or navy long-sleeved knit top may be worn under short-sleeved polo during cold weather
- Official HPA crewneck or hooded sweatshirt (with official polo worn underneath)
- Plain front khaki pants or shorts (no skinny, cargo, or pleated pants or shorts)
- Solid brown or black belt if there are belt loops (Kindergarten does not have to wear a belt)
- Closed toe and closed heel shoes
- Solid tan, white, black, red, or navy socks (applies to all socks, including “no-show”)

#### **Girls:**

- Red or blue HPA polo (logo required), short or long sleeve (shirts must be tucked in at all times)
- White or navy long-sleeved knit top may be worn under short-sleeved polo during cold weather
- White Peter Pan collar shirt may only be worn under jumpers
- Official HPA crewneck or hooded sweatshirt (with official polo worn underneath)
- Plain front khaki pants, or shorts (no skinny, cargo, or pleated pants or shorts)
- Khaki jumper (logo required), skort, or skirt
- Plaid jumper, skort, or skirt
- Solid brown or black belt if there are belt loops (Kindergarten does not have to wear a belt)
- Closed toe and closed heel shoes
- Solid tan, white, black, navy, or red socks (applies to all socks, including “no-show”)
- Solid white, red, navy or black leggings may be worn under jumpers, skirts, and skorts in cold weather
- Bow and headbands must be solid red, white, navy, or the official school plaid
- Shorts, skirts, skorts, and jumpers may be no shorter than three inches above the knee

In addition to Academic Outfitters, khaki garments of the SAME STYLE AND COLOR may be purchased at Wal-Mart, Target , French Toast, Children’s Place, and Dickies. Garments that are not purchased at Academic Outfitters MUST be the same style and color as those purchased at Academic Outfitters. Any garment requiring a logo (whether that be embroidered or a patch) that is not purchased at Academic Outfitters must have the appropriate logo applied to the garment by Academic Outfitters before it may be worn to school.

#### **Outerwear**

Non-HPA outerwear may be worn outside the buildings, but must be removed upon entering buildings. Students may only wear HPA outerwear inside the school buildings including. HPA outerwear must be school approved and have the logo.

#### **Hairstyles**

- Hairstyles, in general, are expected to be clean, neat, and in good taste.
- Mohawks and fauxhawks are not allowed.
- Unnatural hair colors such as green, pink, blue, orange, purple, etc. are not allowed.

#### **Body Adornments**

- Facial/tongue/teeth/body adornments are unacceptable for everyone.
- No visible body art is allowed.
- Facial hair is not allowed.

#### **Head Wear**

- No hats, caps, shower caps, sweatbands, etc. shall be worn at any time.
- Bandanas are not allowed on school property at any time.

Backpacks may be rolling or over the shoulder. Backpacks with the HPA logo are available at Academic Outfitters. Rolling backpacks must be the same width as a traditional over-the-shoulder backpack.

### **Spirit Day Attire**

Spirit Day attire may be worn only on days designated as "Spirit Days." Elementary students have spirit day every Friday. For Middle School and High School students such days will be indicated on the School calendar found on the School's website. For Middle School and High School spirit days will alternate with Senior shirt days. Students may wear the following on Spirit Days:

- Standard school day attire as stated above; or
- An HPA approved t-shirt with blue jeans or khaki pants, shorts, or skirts.

Shorts and skirts must be no shorter than three inches above the knee. Jeans must not be ripped above the knee unless leggings are worn underneath.

### **Free Dress Days**

"Free dress" will be allowed on certain designated days. Clothing must be clean, modest, and appropriate for school wear. These guidelines apply also to attire for after school classes, sports, and other school events.

- All shorts, skirts, and dresses should be no more than three inches above the knees;
- The straps of a student's top should be at least three flat fingers across in width;
- Closed toed and closed heel shoes;
- No low cut dresses or top;
- No strapless, halter, tank, tube tops, or bare midriff style tops;
- No oversized shorts/pants worn low on hips;
- No hats;
- No t-shirts with inappropriate advertising, language, or pictures.

## **Section 5: Child Abuse**

A student's learning and educational environment is of ultimate importance and can be easily affected by external social situations that can occur, therefore, the student's physical and mental health or welfare must be nourished and protected. If a professional employee has cause to believe that a student has been or may be abused or neglected, the first staff member who receives the report will make a report to the Department of Family and Protective Services at 800-252-5400 immediately. Section 261.101(b) of the Family Code requires that the report be made within forty-eight hours, and that the professional may not delegate to or rely on another person to make the report.

If a parent/guardian has cause to believe that their child has been abused or neglected, the parent/guardian should immediately notify the Department of Family and Protective Services by calling the number provided above. Suspicions of abuse may also be reported online at [www.txabusehotline.org](http://www.txabusehotline.org), or by contacting the local police department.

Except in the case of abuse or neglect investigations, the Principal ordinarily shall make reasonable efforts to notify the student's parent/guardian or other person having lawful control of the student. In no case will the person alleged to have committed the abuse be initially contacted by anyone other than the police or DFPS worker.

## Section 6: Medical Information

### Communicable Diseases

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 administrative designee or principal so that other students who have been exposed to the disease can be alerted. These diseases include:

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

Communicable diseases are those diseases that may be transmitted from person to person. Prevention and control of communicable diseases in the school setting is an essential part of ensuring a healthy, safe environment for students and faculty.

Students, teachers, and other staff who have direct contact with students should not report to school until free of the following conditions for twenty-four hours:

- Known communicable disease such as chicken pox, strep throat, etc.;
- Recommendation of physician;
- Nausea/Vomiting/Diarrhea of unknown etiology; and
- Fever of 100.4°F or greater with fever reducing medication.

Parents/guardians and students are strongly encouraged to refer persons with a suspected illness or apparent injury to the administrative designee for health care.

Additional information regarding communicable diseases can be found at the Texas Department of Health Services.

### Head Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the School's medical professional will contact the student's parent and discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. If live bugs are found, the child will need to be picked up from school. The student will need to remain home for 24 hours after live lice have been found.

After the student has undergone treatment, the parent must check in with the school nurse to determine if the student may return to school. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return. Parents should make

every effort to remove all nits before their child is brought to school.

More information on head lice can be obtained from the Texas Department of State Health Services website at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

### **Drug Prevention Program**

HPA has adopted and implemented a drug prevention program for its students that includes:

- Age-appropriate, developmentally-based drug and alcohol education and prevention programs (that address the legal, social, and health consequences of drug and alcohol use and that provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) for all students in all grades of the schools operated or served by the local education agency;
- Instruction that asserts that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any of its activities;
- Disciplinary sanctions (consistent with local, State, and Federal law), up to and including expulsion and referral for prosecution of students who violate the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program; and
- Compliance with the standards of conduct as written in the Student Code of Conduct and subjection to disciplinary actions.

### **Emergency Medical Treatment**

Parents/guardians are required to complete an emergency medical authorization form for their student each year. This form provides space for a telephone number where parent/guardian may be reached during school hours in the event of a severe accident or illness. By law, preference of health care provider, permission for school officials to act on the student's behalf when the parent/guardian cannot be reached, and consent for the student to receive medical treatment must be accompanied by written parental or guardian consent.

**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 accident the student's parent/guardian is called immediately for permission to transport the student to medical care. If the parent/guardian cannot be reached, the instructions as outlined on the medical form are followed unless deemed inappropriate by the emergency medical technician (EMT). In this instance, the student is transported by the EMT to the nearest appropriate medical facility. Procedures for emergency medical care of the seriously ill or critically injured student are as follows:

- A faculty or other responsible person will remain with the sick or injured student at all times;
- The parent/guardian will be notified of the student's condition by school personnel. If the parent/guardian cannot be contacted, staff will contact the student's designated emergency contact;
- In the event 911 must be called and the parent/guardian or designated emergency contact 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; and
- The parent/guardian or designated family member accompanies the student to the hospital if emergency transportation is needed. If a relative cannot be located, a school faculty member accompanies the student and remains 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 State Board of Education rules established by the Texas Department of Health and other applicable laws. The following services are available to students through the school services and education:

- Emergency/first aid for illness or injury;
- Health assessment and referrals;
- Health education;
- Vision and hearing screening for all students in kindergarten, 1st, 3rd, 5th, and 7th grades; and
- Spinal screenings for all students in 6th and 9th grades.

School designated personnel are skillful in emergency care, first aid techniques, and certified in cardiopulmonary resuscitation (CPR). Students must have a pass to visit the nurse's office if they are feeling ill. Other routine health services include:

- Evaluating and assessing student illness and the need for medical referral;
- Administering emergency care and first aid to students and staff;
- Providing an effective communicable disease control program including immunization and protective measures;
- Administering physician prescribed medication and special procedures with parent/guardian and physician permission; and
- Assessing the needs of students with disabilities and providing specialized medical procedures as directed by the health care provider.

Students may receive counseling regarding identified or potential health problems. Teacher/school designee and parent conferences may occur to discuss health concern issues and suggest for parents to follow up with their family doctor for medical advice.

Parents/guardians must assist by keeping phone, address, custody and emergency care information up-to-date (name of doctor, emergency telephone numbers, allergies, name of medications, etc.) and by teaching their children safety rules. Please contact the administrative designee to update any medical related information.

Having current information is critical, especially in the case of an accident or injury that requires medical attention.

Campus faculty/designee will work collaboratively with students, parents, teachers, other schools and community professionals to promote student achievement in case illness keeps the student from attending classroom instruction.

## **Immunizations**

In accordance with the Texas Administrative Code (TAC), Title 25 Health Services, Sections 97.61 to 97.72, a student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas. A chart summarizing the vaccine requirements incorporated in the Texas Administrative Code may be found at [www.dshs.state.tx.us](http://www.dshs.state.tx.us).

## **Exemptions**

Texas law allows (a) physicians to write medical exemption statements that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child or household member, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com) under "School & Child-Care." Original Exemption Affidavit must be completed and submitted to the school or child-care facility.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school or child-care facility. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

## **Provisional Enrollment**

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Additional guidelines for provisional enrollment of students transferring from one Texas public or private school to another, students who are dependents of active duty military, and students who are homeless can be found in the TAC, Title 25 Health Services, Sections 97.66 and 97.69.

## **Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

## **Medication**

Ideally, all medication should be given at home. Time schedules for prescription medications students receive often allow the medication be taken at home either before or after school. The parent/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, the name of the medication and times the medication should be administered. A signed parent/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 health care 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 the School will be held responsible or liable for any effects or problems resulting from the given medication. Forms for permission to administer medication to students must be obtained from the school's medical personnel.

### **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 with personnel assigned to each campus. These student-centered professionals provide assessment, prevention and intervention for K-12 students. Services are initiated by the Campus Student Support Team. The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent.

### **Student Insurance**

Texas statutes place the responsibility of providing insurance coverage for students on the parents, not the school district. The School does not provide insurance coverage for the students.

## **Section 7: Student Records**

### **Address Changes and Student Information Updates**

Parents/guardians **MUST** keep phone numbers, addresses, custody and emergency information up-to-date with the campus office, anytime it changes during the school year. Throughout the school year, you may be asked to update information on forms that will be sent home.

**Failure to return these forms and keep your student's information current and up-to-date may result in withdrawal from school. All information requested is for the safety of your child.**

### **Protection of Student Rights**

Parents/guardians have the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation as part of a federally funded program. Notice will be sent home before such a survey, analysis or evaluation is administered, and parent/guardian consent (or student consent if 18 or older) will be requested if information regarding any of the following is part of the survey, analysis, or evaluation:

- Political affiliations;
- Mental and psychological problems potentially embarrassing to the student or family;
- Sexual behavior and attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom the student or the student's family has a close family relationship;

- Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers;  
or
- Income, other than as required by law, to determine eligibility for participation in a program or receiving financial assistance under such program.

### **Student Records**

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent/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 upon completion of the written request form. The registrar will respond to reasonable requests for explanation and interpretation of the records.

Parents/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, members of the Board, or cooperatives of which HPA is a member of, or facilities with which HPA contracts for the placement of students with disabilities, as well as their attorney and consultants, who are:

- Working with the student;
- 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;
- Compiling statistical data; or
- Investigating or evaluating programs.

Certain officials from various governmental agencies may have limited access to the records. HPA forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

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 teacher's personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the district, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parent/guardian or student. If a non-custodial parent has been barred from seeing a child or having access to student records, a copy of the court order must be on file in the school office.

Copies of a student's records may be requested from the registrar's office. Parent/guardians may be denied copies of a student's record:

- After the student reaches age 18 and is no longer a dependent for tax purposes;
- When the student is attending an institution of post-secondary education;
- If the parent/guardian fails to follow proper procedures and pay the copying charge of 10 cents per page; or
- 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.

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. The name and address of the Office that administers FERPA are:

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

## **Transferring Student Records**

Under section 25.002 of the Texas Education Code, the prior school district should promptly provide records to the enrolling district that are needed for the appropriate placement and continued education of the student, including records relating to §504 or to special education services under the Individuals with Disabilities Education Act. Under §25.002, the prior district must provide the records not later than the 10th working day after the date a request for the records is received. This requirement also applies to the transfer of records to or from other public schools, including open-enrollment charter schools and Juvenile Justice Alternative Education Program Schools (JJAEPs). School districts and open-enrollment charter schools are required to participate in the electronic transfer of student records through the Texas Records Exchange (TREX).

## **Section 8: Student Behavior and Student Code of Conduct**

### **Expectations for Student Conduct**

The mission of High Point Academy is “Changing lives with high quality educational experiences and a strong foundation of academic excellence.” To achieve that mission, the School must be an environment which is safe, secure and free from disruption. Students are expected to demonstrate behavior appropriate to the School’s learning environment, to treat other students, School personnel, and visitors to the School with respect. As such, each student is expected to:

- Behave in a responsible and respectful manner;
- Demonstrate courtesy and respect for others, especially other students and School personnel;
- Attend classes and required School activities and events regularly and on time;
- Prepare for each class and complete assignments on time;
- Respect the rights and privileges of other students and school personnel in person and online;
- Respect and care for School property and facilities;
- Turn off cell phones or other electronic media during instructional time, and otherwise follow policies related to use of technology;
- Cooperate with School personnel in maintaining safety, order and discipline;
- Dress appropriately in accordance with the School’s dress code;
- Review and comply with the Student Handbook and other School and campus rules;
- Obey classroom rules and classroom expectations for behavior;
- Refrain from verbal or written acts of bullying whether in person or online;
- Avoid violations of this Code.

Students are expected to comply with the school's technology and electronic media use policies and procedures. Students are also expected to demonstrate the same behavior online or while using electronic media as is expected in the classroom, on school property, or at school-related events. Sending, posting, or possessing electronic messages that are disrespectful, disruptive, abusive, obscene, illegal, threatening, harassing or damaging to another person disrupts the learning environment and will not be tolerated.

Parent cooperation is essential to achieving the School's mission and ensuring that students learn in a safe, secure and positive environment. Parental involvement and cooperation is vital in the discipline process. Parents should understand and be familiar with the Code, ensure that his or her child understands and seeks to comply with this Code, and assist the school in counseling students regarding appropriate behavior.

### **Application of the Code**

The governing board of High Point Academy has adopted this Student Code of Conduct (the "Code") in accordance with Section 12.131 of the Texas Education Code, in order to clearly communicate standards for expected student conduct, the disciplinary consequences which may be applied to students who violate those standards, and the applicable procedures for the implementation of disciplinary consequences. All students must comply with the Code. Definitions of words and phrases used throughout this Code are provided at the end of the Code.

Parents and students are encouraged to contact campus administration with any questions or concerns regarding the requirements and provisions of the Code. Parents and students are expected to review and be familiar with the provisions of the Code. Lack of knowledge or awareness about any School rules, including this Code, will not excuse violations of the Code. Parents and students will be required to sign a statement acknowledging receipt and understanding of the Code. A copy of this Code is available on the school website and a printed copy is available at the front desk.

The School has the authority to create and enforce rules related to student conduct and behavior while on school property, traveling to or in attendance at a school-sponsored or school-related event or activity, whether on or off campus. The School has the authority to issue disciplinary consequences for certain other student conduct that relates to, affects, or shares a nexus with the School, its students, or its employees regardless of when or where the conduct occurs. The School may also issue discipline based on a student's use of electronic media, whether on or off campus.

Other School rules, codes or policies may apply to a student's misconduct, and may result in multiple disciplinary consequences issued for the same conduct.

In considering a student's request for admission, the School may consider the student's history of a criminal offense(s), juvenile court adjudication(s), or disciplinary problems under subchapter A, Chapter 37 of the Education Code, as evidenced by records received from schools previously attended by the student, law enforcement, or any other relevant documentation, and may exclude the student from admission on this basis.

If a student who would otherwise be ineligible for admission to the school provides false information on an admissions application or other enrollment document and as a result of the false information is admitted to the school, the student shall be immediately withdrawn from enrollment from the School upon discovery of the falsification. Falsification of information for the purpose of gaining enrollment in a public school is a criminal offense under § 37.10 of the Texas Penal Code. The school may elect to report the falsification to law enforcement or take any other action permitted by law.

## **Rights and Responsibilities of Parents**

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Well-informed, active parents naturally collaborate with educators and administrators to better prepare their children for success. When many parents become involved, this collaboration benefits all; the students, the school and the community! To be effective student advocates, parents must understand their rights and assume responsibility in their children's educational progress.

Parents have the responsibility to:

- Make every effort to provide for the physical needs of their child; ● Teach their child to pay attention and obey the rules;
- Be sure their child attends school regularly, and promptly report and explain absences and tardies to the school;
- Encourage and lead the child to develop proper study habits at home;
- Participate in meaningful parent/teacher conferences to discuss their child's school progress and welfare;
- Attend parent-training workshops for home reinforcement of study skills and specific curriculum objectives;
- Keep informed of school policies and academic requirements of school programs;
- Participate in school-related organizations;
- Be sure their child is appropriately dressed for school and school related activities;
- Discuss report cards and school assignments with their child;
- Bring to the attention of school authorities any learning problem or condition that may relate to their child's education;
- Maintain up-to-date home, work and emergency telephone numbers and other pertinent information at the school;
- Cooperate with school administrators and teachers;
- Be sure their child attends school tutorials when required or as the need arises;
- Read and support the programs outlined in the school handbook and other materials;
- Submit a signed statement that they understand and consent to the responsibilities outlined in the district's discipline management plan;
- Control their child. A student's parent is legally liable for property damage caused by the negligent conduct of the student if such conduct is reasonably attributable to the negligent failure of the parent to exercise that duty; and the willful or malicious conduct of a student who is at least 12 but under 18 years of age; and
- Be aware of your right to temporarily remove your child from an instructional activity that conflicts with your religious or moral beliefs only, not because you dislike the teacher. 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 32 Texas Department of Education.

## **Rights and Responsibilities of Students**

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. High Point Academy shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, and staff. Students shall exercise their rights responsibly, in compliance with rules established for orderly conduct of

the School's educational program. the School's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community. Harassment of any nature is against the law and school policies. Students will be assigned appropriate consequences for such harassment.

Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

- Attending all classes, daily and on time;
- Obeying all campus and classroom rules, including safety rules;
- Being prepared for each class with appropriate materials and assignments;
- Respecting the property of others, including the School's property and facilities;
- Demonstrating courtesy, even when others do not;
- Meeting school standards of grooming and dress;
- Respecting the rights and privileges of students, teachers, and other School staff and volunteers;
- Reading and supporting the programs and procedures outlined in the student handbook and other materials;
- Behaving in a responsible manner, always exercising self-discipline;
- Paying required fees and fines, unless they are waived;
- Cooperating with staff in the investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense; and
- Adhering to the requirements of the Student Code of Conduct.

#### **Rights and Responsibilities of Administrators**

- Respond to discipline problems referred to them by teachers;
- Promote effective training and discipline of all students;
- Encourage parent communication with the school, including participation in required parent-teacher conferences;
- Provide appropriate assistance to students in learning mature self-discipline;
- Assume responsibility and instructional leadership for discipline and for evaluation of the discipline management plan;
- Successfully complete effective training in the district's discipline management plan; and
- Serve as appropriate role models for the students on their campus in accordance with the standards of the profession.

#### **Rights and Responsibilities of Teachers**

- Successfully complete effective training in the district's discipline management plan;
- Use discipline management techniques developed in the district's discipline management plan;
- Ensure good student discipline by being in regular attendance and on time;
- Be prepared to perform their teaching duties with appropriate preparation, assignments and resource materials;
- Comply with district and school policies, rules and regulations, and directives;
- Maintain an orderly classroom atmosphere;
- Teach to the standards of performance required by the district;
- Establish rapport and an effective working relationship with parents, students, and other staff.
- Teach students to strive toward self-discipline;
- Encourage good work habits that will lead to the successful completion of assigned work; and
- Serve as appropriate role models for their students, in accordance with the standards of the teaching profession.

### **Investigation of Discipline Issues**

In order to determine whether a violation of the Code has occurred, campus administrators or other authorized individuals may conduct an investigation. Investigations of student misconduct may involve, but are not limited to, interviews of other students, employees and adults, review of school surveillance footage, review of relevant documents, review of information on school-owned computers, verification of tips received from other individuals, gathering of physical evidence, contact of or cooperation with law enforcement agencies and officials. Law enforcement may be contacted and informed of student conduct which may constitute a criminal offense.

### **Searches**

Students should have no expectation of privacy with respect to school-owned property. Desks, cubbies and other items provided for student use remain school property, and students do not have a reasonable expectation of privacy in school property or in personal items placed inside School property. School administrators or other authorized personnel may monitor and search student desks and cubbies for any reason. School officials may search any school property, including school property that is within a student's possession or otherwise being used by a student, at any time, with or without notice to the student and without consent. School officials may confiscate any items found during a search, including prohibited items, dangerous items or other items that violate school policy.

A student's person or property may be searched by authorized School administrators if the administrator has a reasonable belief that the search will result in the discovery of evidence of a violation of the Code or of the law. Any personal property which is brought onto school property or to a school-sponsored or school-related activity or event, on or off school property, may be subject to search (e.g., student cell phone, backpack, personal computer, purse, car, etc.).

### **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. The School has disciplinary authority over a student:

- While the student is in attendance at any school-related activity, regardless of time or location;
- For any school-related misconduct, 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 within 300 feet of school property as measured from any point on the school's real property boundary line;
- For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
- When the student commits a felony; and
- When the student is required to register as a sex offender.

### **Campus Behavior Coordinator**

The campus behavior coordinator shall be the principal and/or assistant principal. Duties shall include the authority to:

- Assess and implement the campus discipline management program;
- Remove a student from campus for compelling disciplinary reasons or pending a hearing;

- Identify and refer students to school counselor/social worker.

### **Discipline for Students with Special Needs**

Students eligible for services under the Individuals with Disabilities in Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504) are subject to discipline under those laws and in accordance with the provisions of this Code.

The School may take disciplinary action pertaining to the use or possession of illegal drugs or alcohol against any student with a disability under Section 504 who is currently engaging in the illegal use of drugs or in the use of alcohol to the same extent that the School would take disciplinary action against nondisabled students. The due process procedures afforded under Section 504 do not apply to disciplinary action for the use or possession of illegal drugs or alcohol. However, a student who is eligible for special education under the IDEA should have a manifestation determination review conducted to address any use or possession of illegal drugs or alcohol if such conduct could result in a change of placement.

Any disciplinary action that would constitute a “change in placement” of a student receiving special education services requires a student’s Admission, Review, and Dismissal (ARD) committee to conduct a manifestation determination review in order to determine whether the student’s conduct was a manifestation of his or her disability. A manifestation determination review (MDR) should be held as soon as possible, but not later than 10 school days after the decision is made to change the student’s placement.

A change in placement occurs if a student is:

1. Removed from the student’s current educational placement for more than ten consecutive school days; or
2. Subjected to a series of removals that constitute a pattern because:
  - a. The series of removals total more than ten school days in a school year;
  - b. The student’s behavior is substantially similar to the student’s behavior in previous incidents that resulted in the series of removals; and
  - c. Additional factors exist, such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another.

The School will determine, on a case-by-case basis, whether a pattern of removals constitutes a change in placement.

A student who has not been determined eligible for special education services and who has engaged in behavior that violates the Code is entitled to the protections under the IDEA regarding discipline of a student with special needs described above if the school has knowledge that the student was a student with a disability before the behavior that precipitated the disciplinary action occurred. If the school does not have knowledge that a student is a student with a disability prior to taking disciplinary action, the student may be subject to the disciplinary actions applied to students without disabilities. If a request is made for an evaluation of a student during the time period in which the student is subjected to disciplinary action, the evaluation shall be conducted in an expedited manner.

### **Prohibited Conduct**

The following conduct constitutes a violation of the Code. Any student found to have engaged in such conduct shall be subject to one or more disciplinary consequences as identified within the Code.

#### **Disregard for Authority**

- Failing to comply with directives given by school personnel (insubordination);
- Disrespectful behavior towards adults;

- Disruption of instruction or other school activities or operations;
- False statements or false accusations;
- Leaving the classroom, school building, mandatory school activities or events, or adult supervision without permission;
- Disobeying rules for conduct on school transportation; and
- Refusing to accept discipline management techniques assigned by a teacher or principal.

### **Mistreatment of Others**

- Cursing, using offensive language, name calling, ethnic, racial or gender slurs and other derogatory statements, or making obscene gestures
- Teasing, or targeting other students;
- Fighting or scuffling;
- Threatening another student or School/district employee on or off school property;
- Engaging in bullying, cyberbullying, harassment, or making hit lists (see glossary);
- Engaging in conduct that constitutes sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct (including jokes, comments, gestures or unwelcome physical conduct or contact) including requests for sexual favors directed toward another student or a district employee;
- Possession or distribution of pictures, text messages, electronic messages or other material of a sexual or obscene nature;
- Conduct which requires the student's registration as a sex offender;
- Engaging in conduct that constitutes dating violence (see glossary);
- Engaging in inappropriate or indecent exposure of private body parts;
- Hazing (see glossary);
- Coercion;
- Committing extortion or blackmail (see glossary);
- Engaging in inappropriate verbal, physical, or sexual conduct directed toward another student (this includes any public display of affection) or a School/district employee; and
- Hitting, kicking, or other similar behaviors toward School staff.
- Taking photographs or making video or audio recordings of students, employees, or other persons without the consent of the other person;
- Soliciting or attempting to solicit another student to violate the Code, School policies and rules, or the law;

### **Bullying**

Bullying is strictly prohibited and High Point Academy may implement a variety of different techniques – both educational and disciplinary in nature – in order to eliminate bullying between students.

Students may face disciplinary consequences for bullying conduct that:

- Occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; or
- is considered cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity, if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Students who engage in certain bullying behavior may be expelled from School as further discussed on pages 16-17. Any student who, after an investigation, is found to be a victim of bullying and used

reasonable self-defense (See Glossary) in response to the bullying will not be subject to disciplinary action on the basis of the student's reasonable use of self-defense.

Students are encouraged to report an alleged incident of bullying immediately to any administrator or counselor/social worker. Reports may be made orally, in writing, or via the bullying incident report button at the bottom of the school website. Reports may be made anonymously. No student or other person shall retaliate against any other student or other person who reports bullying. The school will promptly launch an investigation into the reported incident pursuant to the Code of Conduct. The school will notify the parent(s) of the alleged victim on or before the third business day after the incident is reported and the parent(s) of the alleged bully within a reasonable amount of time after the incident.

Pursuant to the Code of Conduct, students who are victims of bullying, witnesses of bullying, or who engage in bullying may see the school counselor or social worker.

The principal or a designated staff member may report acts of bullying that constitute assault or harassment to the local law enforcement office.

### **Property Offenses**

- Damaging or vandalizing property owned by others;
- Defacing or damaging school property—including textbooks, cubbies, furniture, and other equipment—with graffiti or by other means;
- Stealing from students, staff, or the school; and
- Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code.

### **Possession of Prohibited Items**

Possessing or using:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person
- A “look-alike” weapon;
- An air gun or BB gun;
- Ammunition;
- A stun gun;
- A pocket knife or any other small knife;
- Mace or pepper spray;
- Pornographic or inappropriate images and/or material;
- Sexting images or audio;
- Tobacco, Vaping and/or alcohol products; (including under the influence of these products)
- Matches, lighter or other paraphernalia;
- Electronic devices that are not approved by the campus principal (ex. cameras, phones,)
- A laser pointer for other than an approved use; or
- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

### **Illegal and Prescription Drugs**

- Possessing or selling seeds or pieces of marijuana, illegal drugs, alcohol, and inhalants;

- Possessing, using, giving, or selling paraphernalia related to any prohibited substance (see glossary for “paraphernalia”);
- Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband;
- Abusing the student’s own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug on school property or at a school-related event;
- Abusing over-the-counter drugs (see glossary for “abuse”);
- Being under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (see glossary for “under the influence”); or
- Having or taking prescription drugs or over-the-counter drugs at school other than as provided by district policy.

### **Misuse of Technology Resources and the Internet**

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student’s parent regarding the use of technology resources;
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment;
- Attempt to alter, destroy, or disable district technology resources, including but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment;
- Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment;
- Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including cyberbullying and “sexting,” either on or off school property if the conduct causes a substantial disruption to the educational environment; or
- Use email or web sites to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment.

### **Safety Offenses**

- Skipping a class period or other mandatory activity, in whole or in part, without permission;
- Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety;
- Engaging in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property;
- Making false accusations or perpetrating hoaxes regarding school safety;
- Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence;
- Throwing objects that can cause bodily injury or property damage; or
- Discharging a fire extinguisher without valid cause.
- Setting or attempting to set a fire;

### **Miscellaneous Offenses**

- Failure to comply with the Student Handbook, or other School or campus rules;
- Taking steps toward violation of the Code even if the act is not completed, as determined by appropriate School administrator;
- Violating dress and grooming standards as communicated in the Handbook;
- Cheating or copying the work of another;

- Gambling;
- Falsifying records, passes, or other school-related documents;
- Conduct which meets the elements of a criminal offense, as determined by the School;
- Engaging in actions or demonstrations that substantially disrupt or materially interfere with school activities;
- Repeatedly violating other communicated campus or classroom standards of conduct; or
- Selling items at school.
- Participation in a gang, soliciting or attempt to solicit participation in a gang;
- Retaliation of any form against other students or School personnel;

### **Telecommunications Devices**

Students shall not use a telecommunications device, including a cellular telephone or other electronic device in violation of school rules. If a student uses such a device, leaves the device turned on, or displays the device during the school day without authorization, it may result in confiscation of the device. Continued violations may result in the student being assigned detention or In School Suspension (ISS). Note: Students bring phones and other items to school at their own risk. High Point Academy will not be held responsible if a phone or other item is lost, stolen, or misplaced, including those that have been confiscated.

The following penalties will be assessed if school personnel confiscate a student's cellular telephone or other electronic device:

- 1st offense – Device will be turned into the school office until the end of the school day. Parents will be notified and may be required to pick up the phone. Student will receive a warning.
- 2nd offense – Device will be turned into the school office until the end of the school day. Parents will be required to retrieve device from school office and pay a \$10.00 fine.
- 3rd and subsequent offenses – Device will be turned into the school office until the end of the school day. Parents will be required to retrieve device from school office and pay a \$15.00 fine.

### **Determining Appropriate Discipline**

Depending on the nature and severity of the offense, discipline may be issued by the student's classroom teacher, campus administrator, or administrator's designee, in accordance with this Code. In order to make a determination of misconduct or issue disciplinary consequences under this Code, the authorized School employee must have a reasonable belief that the student engaged in the suspected conduct. The employee's conclusion may be based on any relevant evidence including, but not limited to, observation, other personal knowledge, verbal or written witness statements, other forms of documentation, or information received from law enforcement.

In reaching a decision regarding a student discipline matter, the School may consider the specific facts and circumstances of the situation, including but not limited to:

- The student's intent;
- The student's age and grade level;
- The student's past disciplinary history;
- Whether the student's conduct may have been the manifestation of a disability;
- The extent of the student's cooperation during the investigation of the matter;
- The nature and severity of the alleged conduct;
- Whether the student has previously engaged in similar conduct;
- Whether self-defense was involved;
- The student's remorsefulness for the conduct;
- The severity of the effect or harm of the conduct on other persons or property;

- The frequency of the conduct.

The School may issue discipline based on a determination that a student has engaged in conduct which meets the elements of a criminal offense. The School has the authority to make such a determination without regard for whether the student is arrested, charged, or otherwise processed by the criminal justice system for the criminal offense. The School may consider information received from law enforcement or other entities within the criminal justice system in issuing discipline under this Code.

Actions will not be based on a student's race, ethnicity, national origin, gender, sex, religion, disability, or any other unlawful consideration.

### **Types of Discipline**

Available disciplinary consequences include:

- Parent conference;
- Verbal correction;
- Counseling;
- Conference with teacher or administrator;
- Cooling-off time or time-out;
- Community service; Such as Assignment of school duties such as cleaning or picking up litter;
- Behavioral contracts;
- Counseling by teachers, counselors, or administrative personnel;
- Parent-teacher conferences;
- Restitution or other compensations for loss, damage or injury.
- Detention, including outside regular school hours, such as Saturday school;
- Education/training;
- Improvement plan;
- School-related assigned tasks or duties;
- Loss or restriction of privileges (e.g., eligibility to hold special positions, exemption from exams, etc.);
- Consequences related to student participation in extracurricular activities, including removal, suspension, or restriction of participation;
- Removal from class to campus office;
- Issuance of demerits;
- Confiscation of items;
- In-School Suspension;
- Other alternative placement;
- Out-of-School Suspension;
- Expulsion.

One or more of these disciplinary consequences may be issued to a student found to have violated the Code. If the Code does not specify the appropriate disciplinary consequence for a particular type of student conduct, the School may issue whatever disciplinary consequence is deemed reasonable and appropriate, with the exception of expulsion. A teacher may have additional rules and consequences for student conduct in the classroom which may result in discipline under this Code or may be enforced in addition to any discipline issued under this Code.

If a student withdraws from the School before completing assigned In-School Suspension, Out-of-School Suspension, or Expulsion, the School shall send documentation of the discipline to the next school that enrolls the student. If a student withdraws from the School before the expulsion process is completed, the School may choose to complete the expulsion process and send documentation of the expulsion decision to

the next school that enrolls the student. If the student returns to enroll in the School at a later date and has not been required to complete the disciplinary consequences previously required, the School may require the student to complete the discipline upon return.

The Code shall be applied and enforced consistently and equitably among students, with the understanding that every disciplinary situation will differ and decisions will be made based on the individual facts and circumstances of a given situation.

### **Detention/In-School Suspension**

A student may be assigned to one or more sessions of detention or placed in in-school suspension for engaging in prohibited conduct under this Code. The student's parent or guardian will be notified by email of the student's conduct and assignment to detention or in-school suspension. Detention will be held outside of the instructional day, either before or after school, during lunch period, or during recess. In-school suspension will require the student to report to the in-school suspension classroom for all or part of one or more school days. While in in-school suspension, the student will be provided the appropriate class assignments and will be expected to complete those assignments as if the student were in the regular classroom.

### **Out-of-School Suspension**

A student may be suspended for one or more school days for engaging in prohibited conduct under this Code. The student's parent or guardian will be notified by phone and in writing of the student's conduct and the length of the period of suspension. A student may not be suspended for more than three consecutive school days. During a period of suspension, the suspended student may not enter onto school property or participate in or attend school-sponsored or school-related events or activities. Student assignments or other class work completed during a period of suspension will be accepted for grading if completed in a timely fashion.

### **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, out-of-school suspension, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

### **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate. A copy of the policy is available upon request. 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.

### **Formal Removal**

A teacher or administrator may remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class if:

- The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class; or
- The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

A teacher or administrator **must** remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be expelled. When removing for those reasons, the procedures in the subsequent sections on expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator will schedule a conference with the student's parent; the student; the teacher, and any other administrator.

At the conference, the appropriate administrator will inform the student of the misconduct for which he or she is charged and the consequences. The administrator will give the student an opportunity to give his or her version of the incident.

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

- Another appropriate classroom;
- In-school suspension; or
- Out-of-school suspension.

### **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 placement review committee determines that the teacher's class is the best or only alternative available.

### **Suspension**

A student may be suspended from school for a period not to exceed three consecutive days with no limit on occurrences if the principal or designee determines the student's presence in the classroom presents a danger of physical harm to the student or others, or the student has engaged in serious/persistent misbehavior or has violated other policies/rules as outlined in the Code of Conduct. Repeated Out of School Suspension occurrences may result in 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 and shall provide the student an opportunity to respond to the charges. A student's parent/guardian shall be notified of the suspension by telephone or other reasonable means as soon as possible.

### **Suspension of Students by Administrator**

Any district Board may confer upon any administrator the authority to suspend a pupil from a teacher's class or from the school not in excess of ten days for any one offense and for not more than thirty days in any one school year. No administrator (without the approval of the school Board) may suspend a pupil from school during the last ten days of a year if the suspension will make the student ineligible to receive credit for the school year. Exceptions to this would be if the presence of the pupil constitutes an actual threat to a class or a school, or unless a hearing is granted within twenty-four hours of the suspension.

### **Notices of Suspensions**

When a pupil is suspended from a class or a school, the administrator shall notify, in writing, the parents or legal guardian of the pupil, giving the reason for such suspension and setting a time and place when the administrator shall be available for a conference with the parents or guardian. The conference shall be set within three days of the date of the suspension. After the conference the parents or legal guardian may

appeal the suspension to the Board of Trustees or its authorized agent.

### **Conference**

When a student is removed from class, the appropriate administrator will schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

At the conference, the appropriate administrator will inform the student, orally or in writing, of the reasons for the removal and will give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

### **Placement Order**

After the conference, if the student is suspended, the appropriate administrator shall write a placement order. A copy of the suspension shall be sent to the student and the student's parent. Not later than the second business day after the conference, the Board's designee shall deliver to the juvenile court a copy of the placement order and all information required by the Texas Family Code.

### **Length of Placement**

The duration of a student's placement shall be determined on a case-by-case basis. Suspensions shall be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

### **Restrictions During Placement**

The district does not permit a student who is suspended to participate in any school-sponsored or school-related extracurricular activities, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

### **Expulsion**

In deciding whether to order expulsion, the district shall take into consideration: Self-defense (see glossary) and the student's disciplinary history.

### **Reasons for Expulsion**

A student **may** be expelled from the School if he or she is found to have committed any of the acts listed below.

1. **Weapons.** The student used, exhibited, or possessed any of the following while on school property or while attending a school-sponsored or school-related activity on or off school property:
  - a. A firearm;
  - b. A location-restricted knife;
  - c. A club; or
  - d. A prohibited weapon.
  
2. **Violent Conduct.** The student engaged in conduct that contains the elements of the following offenses within the Texas Penal Code, regardless of location:
  - a. Aggravated assault, sexual assault, aggravated sexual assault, arson, murder, capital murder, criminal attempt to commit murder or capital murder, indecency with a child, aggravated

- kidnapping, aggravated robbery, manslaughter, criminally negligent homicide, or continuous sexual abuse of a child or children;
  - b. Assault against another student, an employee, or a volunteer of the School;
  - c. Deadly conduct;
  - d. A Title V felony under the Penal Code.
3. **Disruptions.** The student engaged in conduct that contains the elements of the following offenses within the Texas Penal Code, regardless of location:
- a. False alarm or report or terroristic threat involving a public school;
  - b. An offense related to an abusable volatile chemical;
  - c. Breach of computer security if the conduct involves accessing a computer network, or computer system owned by or operated on behalf of a public school and the student knowingly alters, damages, or deletes school district property or information or commits a breach of any other computer, computer network, or computer system.
  - d. Criminal mischief if the conduct is punishable as a felony;
  - e. Public lewdness or indecent exposure.
4. **Drugs and Alcohol.** The student engaged in conduct that contains the elements of the following offenses within the Texas Penal Code:
- a. On school property, at school-sponsored or school-related event, or within 300 feet of school property:
    - i. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of any amount of marijuana, dangerous drug, or alcoholic beverage.
  - b. Regardless of location:
    - i. Sells, gives, delivers to another person or possesses or uses or is under the influence of marijuana or a dangerous drug, as defined by the Health and Safety Code, if the conduct is punishable as a felony.
    - ii. Sells, gives, delivers to another person an alcoholic beverage, as defined by the Alcoholic Beverage Code, commits a serious act or offense while under the influence of alcohol or possesses, uses, or is under the influence of an alcoholic beverage, and the conduct is punishable as a felony.
5. **Bullying.** The student, regardless of location:
- a. Engages in bullying that encourages a student to commit or attempt to commit suicide;
  - b. Incites violence against a student through group bullying; or
  - c. Releases or threatens to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
6. **Other.** The student, while on campus or at a school-sponsored or school-related event, on or off campus:
- a. Engages in conduct that constitutes a felony;
  - b. Commits an assault;
  - c. Commits frequent violations of this Code that cause significant disruption to the School environment or substantial interference with the instructional process.
  - d. Violation of a behavior contract

### **Mandatory Expulsion: Misconduct that Requires Expulsion**

A student **must** be expelled 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.

#### **Under Federal Law**

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; or
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

### **Under Texas Penal Code**

Using, exhibiting, or possessing the following, as defined by the Texas 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;
- 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;
- A club (see glossary) 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; or
- 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. (See glossary).

Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:

- Aggravated assault, sexual assault, or aggravated sexual assault;
- Arson (See glossary);
- 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; or
- Engaging in retaliation against a school employee or volunteer combined with one of the above- listed offenses.

### **Expulsion Process**

If the school administrator or administrator's designee determines that the student's conduct warrants expulsion, the administrator shall provide written notice to the parent, guardian, or adult student of the proposed expulsion of the student. The written notice shall also include the reason(s) for the proposed expulsion and the date, time, location and procedure for the expulsion hearing. The student is entitled to a hearing with the district level hearing officer during which the student and/or the student's representative (e.g., parent, guardian, attorney, other) will have the opportunity to review and present evidence and information. The hearing officer may place reasonable restrictions on the conduct of the hearing, including

the length of the presentations. At the end of the hearing, the hearing officer may issue a decision immediately or may wait until a later date to communicate a decision. The hearing officer shall send written communication of the decision to the parent, guardian or adult student.

The parent, guardian or adult student may choose to voluntarily waive the right to an expulsion hearing by signing a hearing waiver form provided with the notice of proposed expulsion. If the hearing is waived, the hearing officer will review the relevant evidence and issue a written decision to the parent as described above.

The school will notify the independent school district in which the student resides of the student's expulsion within three business days of the expulsion order.

An expulsion is permanent and allows the School to deny future admission to the student.

### **Conduct While Using School Transportation**

Students may be transported for a variety of reasons such as field trips, or other purposes listed in Board Policy. Students are under the Code of Conduct while they are using school transportation. Any student who violates that code or the established rules of conduct while on school transportation may be denied transportation services and will be disciplined.

The following rules will apply to student conduct on school transportation for field trips:

- Follow the driver's directions at all times;
- Board and leave the bus in an orderly manner at the designated bus stop nearest home;
- Do not deface the bus and/or its equipment;
- Do not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus;
- Upon leaving, wait for the driver's signal before crossing in front of the bus;
- When students ride in a HPA van or passenger car, seat belts must be used at all times; and
- No food or drink on the bus.

When a student violates the code of conduct on school transportation for field trips:

- A conference with parent, student, the driver, and the parent/guardian may be required;
- Suspended privileges;
- In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver has the authority to call for law enforcement assistance; campus administration and parent/guardian will be notified of the situation as soon as possible; and
- The student will not be allowed to ride the bus until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Program (IEP).

### **Sexual Assault and Campus Assignments**

If a student has been convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim or the victim's parents request that the Board transfer the offending student to another campus, the offending student shall be transferred to another campus in the High Point Academy system. If there is no other campus in the school system serving the grade level of the offending student, the offending student will be expelled.

## **Discipline Appeal Process**

With the exception of expulsions, student discipline decisions at the campus level are final and not appealable. A parent, legal guardian, or adult student may appeal an expulsion decision by filing a written appeal with the Superintendent within 5 business days of the date of the expulsion order. The Superintendent or Superintendent's designee will review the record of the expulsion proceedings, along with any other relevant information, and will issue a written decision to the appealing party within 10 business days of receiving the request for review.

If the appealing party is not satisfied with the decision of the Superintendent or Superintendent's designee, he or she may appeal that decision to the governing board by filing a request for review with the Superintendent's office within 5 business days of the date of the decision. The Superintendent shall notify the governing board president and arrange for the governing board to hear the complaints of the appealing party at the next available board meeting. The Superintendent shall notify the appealing party of the location, date and time of the hearing in front of the governing board. The decision of the governing body is final and not appealable. An expulsion action will not be delayed during the appeal process.

## **Truancy**

State compulsory attendance law requires that every child at least ages 6 and younger than 19 years of age attend school. The School enforces the compulsory attendance laws by ensuring the regular attendance of currently enrolled students through the application of truancy prevention measures and, if necessary, referral of students to truancy court.

A student's absence is excused if the absence is specifically authorized by School policy or rule, or is otherwise approved by the campus administrator. Any absence that is not excused shall be considered an "unexcused" absence.

The School will provide written notice to parents if their student has incurred five unexcused absences (including partial day absences) in a four week period, and will begin the implementation of truancy prevention measures such as

- Administrative conference
- Saturday school
- Referral to counselor/social worker
- Referral to governmental agencies

A student will be considered "truant" if the student fails to attend school, without excuse, on 10 or more days or parts of days within a six-month period in the same school year. A student, who is at least 12 years of age and younger than 19 years of age, may be referred to truancy court within 10 days of the student's 10th unexcused absence. In rare occasions, parents may also be subject to prosecution for criminal negligence if the parent fails to secure the student's attendance as further detailed below.

Before the School makes a referral to truancy court, the School will create and oversee the implementation of truancy prevention measures for the student. The School will not refer a student to truancy court if the student's truancy is the result of pregnancy, foster care, homelessness, or because the student is the principal income earner for their family and instead may offer additional counseling for the student.

If a student is 19 or older and has more than 3 unexcused absences in one semester, the School will issue a warning letter to the student that states enrollment can be revoked after 5 unexcused absences. As an alternative to revoking enrollment, the School may require the student to comply with a behavior improvement plan to address the student's lack of attendance. If the student fails to comply with the behavior improvement plan, the School may revoke the student's enrollment.

## **Definitions**

The following definitions are provided to further detail and define the terms of this Code. The governing board shall have final authority to interpret or amend any terms or provisions within this Code.

**Abusable volatile chemicals:** Those substances as defined in Texas Health and Safety Code § 485.001.

**Alcoholic Beverage:** Those substances as defined in Texas Alcoholic Beverage Code § 1.04.

**Assault:** Intentionally, knowingly, or recklessly causing bodily injury to another.

**Blackmail:** obtaining money or an object of value from an unwilling person

**Bullying:** A single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or (iv) infringes on the rights of the victim at school. Bullying includes cyberbullying.

**Cyberbullying:** Bullying that is done through the use of any electronic communication device, including a cell phone or other phone, a computer, a camera, e-mail, an Internet website, or any other Internet-based communication tool. Cyberbullying includes conduct that occurs off school property or outside of a school-sponsored or school-related activity if it (1) interferes with a student's educational opportunities, or (2) substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

**Club:** 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.

**Coercion:** Causing an individual to act through the use of or threat of force (coercion);

**Controlled substance:** Substances as defined in Chapter 481 of the Texas Health & Safety Code or 21 U.S.C. § 801 et seq.

**Deadly conduct:** Recklessly engaging in conduct that places another in imminent danger of serious bodily injury or knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**E-cigarette:** an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronics circuit to deliver nicotine or other substances to the individual inhaling from the device. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, ecigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

**Electronic media:** Refers to all forms, kinds and types of electronic devices, communication systems, networks, software, websites, and any other technology resources including, but not limited to, social media, text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing or file sharing Websites, cellular telephones, portable electronic devices, computers.

**False alarm or report:** Knowingly initiating, communicating, or circulating a report of a present, past, or future bombing, fire, offense, or other emergency that is known to be false or baseless and that would ordinarily: (1) cause action by an official or volunteer agency organized to deal with emergencies; (2) place a person in fear of imminent serious bodily injury; or (3) prevent or interrupt the occupation of a building, room, or place of assembly.

**Firearm (federal):** (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; or (4) any destructive device, such as an explosive, incendiary, or poison gas bomb, or grenade.

**Firearm (state):** 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.

**Gang:** An organization, combination, or association of persons composed wholly or in part of students that: (1) seeks to perpetuate itself by taking in additional members on the basis of the decision of the membership rather than on the free choice of the individual, or (2) that engages in illegal and/or violent activities. In identifying gangs and associated gang attire, signs, or symbols, the School will consult with law enforcement authorities.

**Harassment:** Threatening to cause harm or bodily injury to another, engaging in sexually intimidating conduct, causing physical damage to the property of another, subjecting another to physical confinement or restraint, maliciously taking any action that substantially harms another's physical or emotional health or safety, alone or in combination with other conduct prohibited by School policy, rules or the Code.

**Hazing:** Any act, occurring on or off campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purposes of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization or group. Consent to or acquiescence in the hazing activity does not excuse the student of responsibility for the misconduct.

**Intimate visual material:** visual material that depicts a person: (1) with the person's intimate parts exposed; or (2) engaged in sexual conduct.

**Location-restricted knife:** A knife with a blade over 5 and one-half inches.

**Mandatory:** Something is obligatory or required because of an authority.

**Paraphernalia:** Any article or device used or intended for use to inject, ingest, inhale, or otherwise introduce marijuana, a controlled substance, or a dangerous drug into the human body, including but not limited to roach clips, rolling papers, needles, baggies with residue, razor blades, bong and pipes.

**Possession:** Regardless of the student's knowledge or intent to possess the item, to have in or on: (1) a student's person or in the student's personal property, such as the student's clothing, purse, or backpack; (2) in any vehicle used by the student for transportation to or from school or school-related activities, such as an automobile, truck, motorcycle, or bicycle; or (3) any other school property used by the student, such as a locker or desk.

**Prohibited item:** Includes but is not limited to (1) alcoholic beverages, marijuana, controlled substances, or dangerous drugs; (2) paraphernalia; (3) prohibited weapons; (4) any other item prohibited by this Code.

**Prohibited weapons:** Includes the following items: armor-piercing ammunition, chemical dispensing device, explosive weapon, firearm silencer, knuckles, machine gun, short-barrel firearm, switchblade knife, or zip gun, taser gun.

**Retaliation:** Harming or threatening to harm another: (1) on account of their service as a School employee or volunteer, (2) to prevent or delay another's service to the School, or (3) because the person intends to report a crime or violation of this Code.

**Self-defense:** When the person who is not the aggressor in an encounter uses the minimum force required to remove himself or herself from immediate danger of harm. Actions that escalate or continue the encounter will not be considered self-defense.

**Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with a student's performance or creates an intimidating, hostile, or offensive educational environment.

**Soliciting:** Requesting, commanding, or attempting to induce another student to engage in specific conduct that would constitute a violation of the Code, and with the intent that a violation of the Code be committed.

**Short-barrel firearm:** A rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun if, as altered, it has an overall length of less than 26 inches.

**Switchblade knife:** Any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or other device located on the handle or opens or releases a blade from the handle or sheath by the force of gravity or centrifugal force.

**Terroristic threat:** Threats to commit an offense involving violence to any person or property with intent to: (1) cause a reaction by an official or volunteer agency organized to deal with emergencies; (2) place any person in fear of imminent serious bodily injury; (3) prevent or interrupt the occupation or use of a building, room, place of assembly, place to which the public has access, place of employment or occupation, aircraft, automobile, or other form of conveyance, or other public place; (4) cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service; (5) place the public or a substantial group of the public in fear of serious bodily injury; or (6) influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the School).

**Title 5 felony offenses:** Offenses against the person that, depending on the circumstances, may include the following offenses under the Penal Code: murder; capital murder; transport; assault; aggravated assault; sexual assault; aggravated sexual assault; improper relationship between educator and student; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; improper photography or visual recording; coercing, soliciting, or inducing gang membership; deadly conduct; terroristic threat; aiding a person to commit suicide; harassment by a person in a correctional facility; continuous sexual abuse of a young child or children; and tampering with a consumer product.

**Under the influence:** When in an employee's professional judgment, the student does not have the normal use of mental or physical faculties likely attributable to the student's use of marijuana, a controlled substance, dangerous drug or alcoholic beverage. Such impairment may be evidenced by the symptoms

typically associated with drug or alcohol use or other abnormal or erratic behavior. The student need not be legally intoxicated.

**Use:** With respect to substances, voluntarily injecting, ingesting, inhaling, or otherwise introducing a prohibited substance into the body. With respect to objects or devices, putting into action or service or carrying out an action or purpose with the object or device.

**Zip gun:** A device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

## **Section 9: Additional Information**

### **Closed Campus**

A student may not leave campus after arriving at school unless the student is safely picked up by a parent or designee with parental permission documented with the attendance clerk. A student who leaves campus without permission will receive disciplinary action.

### **Emergency Procedures**

HPA follows state laws and district guidelines in the case of individual or school- wide emergencies. Student safety is very important. Each campus 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.

### **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 local radio and television stations. When it becomes necessary to open late, to release students early, the following media will be notified by school officials:

- Television: WFAA Channel 8 (ABC), KXAS Channel 5 (NBC), and KDFW Channel 4 (FOX)
- Radio: WBAP 820 AM, KCBI 90.9 FM

### **Fire/Emergency/Safety Drills**

State law requires all schools in Texas to do at least one fire drill each month that school is in session, including one in the first 10 days of school. A “lockdown” drill will be conducted each semester. During a lockdown or lockdown drill, students will not be admitted into the building or released until the threat has been cleared or the drill has concluded. During a lockdown or lockdown drill, no visitors will be admitted into any buildings, or released until the threat has been cleared.

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

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

### **Extracurricular Activities, Clubs and Organizations**

A variety of school-sponsored clubs, activities, and performing groups are available at High Point Academy. Students are encouraged to participate in those activities that they find interesting. Most organizations engage in community service projects, academic competitions, leadership development, performances, or career exploration activities that enhance the academic and personal growth of students. These activities also build pride, school spirit, and a sense of community between and among students.

The school has authority over students at school related events including the regular school day, while using school transportation, and at any school related activity, regardless of time or location. The Student Code of Conduct applies to all school sponsored and school related activities, on or off campus. Students who violate these rules will be subject to disciplinary action and, when appropriate, will be referred to authorities for criminal prosecution for violations of law.

A student is allowed up to ten absences from class during the school year for extracurricular activities or public performances. A student who misses class because of participation in a non-approved activity will receive an unexcused absence. Any restrictions on participation related to discipline are set out in the Student Code of Conduct.

### **Fees**

Students and adults may incur the following fees:

- Admission fees/charges for attending extracurricular activities when membership or attendance is voluntary;
- Security deposits for the return, loss, or damage of materials, supplies, uniforms or equipment; and
- Personal physical education and athletic equipment and apparel. Athletic equipment and apparel must meet reasonable requirements and standards relating to health and safety as established by the Board of Trustees.
- Return phone fee
- Other fees may include: Fine Arts, STEM, field trip, dance or play costumes, dance company or cheerleading uniforms.

### **Field Trips**

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 field trips.

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school. The district shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school. If a parent 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 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 Campus Administrator. No parent will be able to attend any school sponsored trips without a cleared background check.

### **Fundraising**

Fundraising activities by student groups and/or for school-sponsored projects will be allowed with prior administration approval and under the supervision of the project sponsor. All fundraising projects will be subject to the approval of the Superintendent/designee. Student participation in approved fundraising activities cannot interfere with regular instructional programming. HPA does not permit door-to-door solicitation. Only approved outside organizations or individual may solicit contributions of any type from students within the schools. All fundraising monies will properly be secured with campus bookkeeping procedures.

## Office Telephones

Students will not be allowed to use the office phones without permission from the office staff. Students will not be allowed to make social calls on school phones.

## Parent Volunteers

Children benefit academically when parents and educators work together. There are many ways parents can assist at their child's school that can fit their interests and availability and, at the same time, meet the needs of the school. Whenever parents get involved at the school, children see that education is important. Volunteer opportunities include:

- Tutoring;
- Mentoring;
- Judging contests and competitions;
- Reading to students/having students read to you;
- Assisting with lunch;
- Helping in the classroom;
- Serving as a guest speaker;
- Supervising and chaperoning field trips;
- Assisting with computer literacy;
- Serving on advisory committees;
- Helping with special events; and
- Sharing career skills to encourage college education or learn a trade.

To become a volunteer, fill out the volunteer application (available online or in the school office), consent to a criminal background check, and be approved. **The form must be completed and approved every year.** Parent volunteers should represent High Point Academy with honor and integrity at all functions, competitions and school events.

## Parties and Social Events

High Point Academy has chosen to allow classes to have three parties each school year. The individual classroom teachers decide which classroom parties to have. Any social event, room party, etc. sponsored by the school, a parent(s), student organization, or a class must have the approval of the principal one week prior to the party. Rules of good conduct and grooming will be observed at social activities and parties. It is our goal to ensure that every student in our school is safe. Our district has adopted a policy for managing students with food allergies. In an effort to prevent students from coming in contact with possible food allergens **only store bought food items will be accepted at parties** (no home baked goods will be accepted). This will allow adults to be aware of the ingredients in each of the food items donated.

Please take time to review with your child the following:

- Do not offer, share or exchange any foods with other students at school; and
- Hand washing with soap and water, after eating, is necessary to decrease the chance of cross contamination on surfaces at school.

## Pest Control Information

The School periodically applies pesticides inside buildings. Before treatment, the schools shall 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**

The School recognizes a student's right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt the instructional 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.

## **Restroom Policy**

In addition to our gender-specific restrooms, The school provides unisex restrooms for student use. If students are uncomfortable using gender-specific restrooms, they are encouraged to use the unisex restrooms. No special permission will be needed to access the unisex restrooms.

## **School Facilities**

To ensure that school facilities can serve those for whom they are intended, both this year and in the coming years, littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and shall be subject to disciplinary consequences in accordance with the Student Code of Conduct.

## **Sexual Harassment/Sexual Abuse**

HPA 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/sexual abuse. The school considers sexual harassment/sexual 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 a district employee is unacceptable. The School encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or administrator designee. All students are expected to treat other students and campus 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.

## **Smoking**

HPA and its staff strictly enforce prohibitions against the use of tobacco products (including e-cigarettes) by students and others on school property or at school-sponsored and school-related activities.

## **Social Events**

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

## **Student Birthdays**

- Parents may bring purchased cupcakes or cookies to be distributed for student birthdays with the timing of distribution at the discretion of the teacher and building administrator.
- Homemade items cannot be brought into the classroom due to food safety and Hazard Analysis

Critical Control Point (HACCP) requirements. All food items served to students must be prepared in a facility with a current health inspection and permit.

- Students issuing invitations to individual birthday parties or other celebrations may only do so at school if all students in the homeroom class are invited. These birthday invitations must be passed out at the end of the day with permission from the teacher.
- 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.

### **Student Drivers**

Driving and parking on school grounds are a privilege. This privilege may be revoked if proper guidelines are not followed. In order to qualify for parking at HPAFW, student drivers must complete the Student Driver Application, pay the requisite fee of \$20 per semester or \$30 for the year (paid by September 1), and properly display the school's parking decal on their vehicle. The application requires students to submit a photocopy of their current driver's license and proof of insurance. Both documents must be current and on file before parking privileges are extended. Student drivers must:

- Park only in the areas designated as student parking;
- Drive safely at all times, using extreme caution for other students and pedestrians;
- Obey all traffic instructions from teachers and school personnel; and
- Obey all posted traffic signs and markings.

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

Textbooks and other instructional materials used in the classroom are provided by the State. Since these items may be used for several years, it is extremely important that students take good care of them. Teachers will assign textbooks to students and keep records of all book numbers. Each student, or the student's parent or guardian, is responsible for all instructional materials and technological equipment not returned in an acceptable condition by the student. A student who fails to return in an acceptable condition all instructional materials and technological equipment forfeits the right to free instructional materials and technological equipment until all instructional materials and technological equipment previously issued but not returned in an acceptable condition are paid for by the student, parent, or guardian. A lost book must be paid for prior to receiving a new one. The school shall allow the student to use instructional materials and technological equipment at school during each school day. If instructional materials or technological equipment is not returned in an acceptable condition or paid for, the district or school may withhold the student's records. Loss of books due to theft or other circumstances will not be accepted as reasons for nonpayment or for not doing class assignments. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent or guardian. However, a student will be provided textbooks for use at school during the school day.

### **Video Surveillance/Monitoring**

Video cameras may be used in common areas for surveillance to ensure the security and safety of students, staff and patrons of the School throughout all school campuses. Disciplinary actions can be taken based on the information in the video surveillance. Discipline will be in accordance with the student code of conduct.

### **Visitors**

Parents/guardians and other visitors are welcome to visit the School. For the safety of the schools and those within it, all visitors must first report to the front office. Visits to individual classrooms during instructional time are permitted only with administrative approval, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. **All visitors are required to sign in and wear a badge (either printed from Hall Pass or a visitor sticker) after proof of identification. If the visitor does not have a visitor's badge, they will**

**be escorted to the main office.** Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct. Visitors should dress appropriately when entering the classroom.

### **Classroom Visitors**

Visits to individual classrooms during instructional time are permitted only with the principal's prior approval, and accompanied by a campus administrator. This visit is not a time to conference with the teacher. No visit should extend more than half of the class period.

### **Lunchroom Visitors**

Parents are welcome to eat lunch with their student(s). Due to limited space, reservations must be made at least one day prior to the lunch. Reservations may be made at [lunchres@hpafortworth.com](mailto:lunchres@hpafortworth.com) for HPAFW and [lunchres\\_sfw@hpafortworth.com](mailto:lunchres_sfw@hpafortworth.com) for HPASFW.

### **Weather Policy**

#### **Hot Weather**

During periods of outdoor activity that exceed 30 minutes, including athletic practices, PE, lunch, or recess, periodic drinking breaks shall be required. Under no circumstances will access to drinking water be used as punishment or motivation.

Students should not have recess or physical education classes outside when temperatures or heat index exceeds 100 degrees. The campus administrator or designee will email or announce an activity advisory to all applicable staff.

Athletics practices and games may take place when the temperature or heat index exceeds 100 degrees with drinking breaks at intervals not to exceed 30 minutes. Teams should not have more than one practice per day without express permission of the Athletic Director.

Teachers are advised to use caution on other days when the temperature or heat index is high. Limiting recess to no more than 15 minutes and ensuring that students have access to adequate water prior to and/or after outside play is recommended.

#### **Cold Weather**

During times of excessive cold weather (when temperatures or wind chill is below 40 degrees), the following precautions will be taken for all outdoor physical activity including, but not limited to: recess, athletic and physical education classes, and/or outdoor field trips.

Teachers and coaching staffs should be aware of the wind chill factor and take appropriate precautions during cold weather.

If a student does not have adequate warm clothing to participate in the outdoor activity, such clothing should be provided or the student excused from the activity.

Students should not have recess or Physical Education classes outside when temperatures or wind chill factor drops below 35 degrees.

#### **Air Quality**

The following precautions will be taken for all outdoor physical activity including, but not limited to: recess, physical education classes, and/or outdoor field trips.

Orange Ozone Alert Days (unhealthy for sensitive groups): Students should not have outside recess or

physical education classes for periods longer than 10-15 minutes. The campus administrator or designee will email or announce an activity advisory to all applicable staff

Red, Purple, Maroon Ozone Alert Days (unhealthy, very unhealthy and hazardous): Students should not have recess or physical education classes outside. The campus administrator or designee will email or announce an activity advisory to all applicable staff.

## **Part 10: Acceptable Use Policy**

HPA is committed to utilizing the maximum potential of technology to enhance student learning and increase employee effectiveness by providing technology-related experiences. Recognizing the ever-changing influences of technology on all aspects of our lives, the School is dedicated to providing an integrated technological curriculum for all students and staff members. Students will have access to the technology necessary to produce, manage, communicate and retrieve information in an efficient manner for educational use. In the attainment of both present and future goals, HPA may provide a continually evolving staff development program oriented toward the integration of technology in areas of the curriculum.

### **Instructional Resource**

HPA is proud to bring network and Internet access to school employees and students, and believes the Internet offers many diverse and unique resources to both students and staff. HPA's goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovative teaching, and communication skills.

Students and staff have access to numerous research oriented and instructional resources via the Internet. On-line encyclopedias, professional journals, and databases filled with timely information on thousands of topics are just a few of the resources provided.

### **Purpose**

The purpose of this policy is to ensure school-level compliance with all procedures and regulations regarding the local area network and Internet usage. All students, parents, teachers, administrators and school employees who obtain their Internet access through the school are expected to use these services appropriately.

### **User Responsibilities**

The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked. The School is providing Internet resources for educational purposes only. Employee use of Internet resources must be related to an expressed educational and/or administrative goal or objective.

The use of the School's Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of the school.

Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.

Individual accounts may be used only by the owner of the account except where specifically authorized by the school administration. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor. Users should guard sensitive passwords such as those for employee Wi-Fi access.

The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the

privacy of others by not tampering with their files, passwords or accounts.

Users are to properly use school network resources for educational and/or administrative purposes. Respectful and responsible network etiquette and behavior should be in keeping with the School's mission statement. Employees are expressly prohibited from accessing obscene, profane, vulgar, or pornographic sites or materials.

### **Vandalism**

Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of the School's network or any other agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of the School's policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users, and will not intentionally seek information on, obtain copies of, or modify any file, data, or password belonging to another user, or represent themselves as another user unless explicitly authorized. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt or bypass system security are violations of HPA policy and administrative regulations, and may constitute criminal activity under applicable laws.

Any prohibited behavior under this policy will result in the cancellation of technology privileges. HPAFW will, in accordance with school policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the school's network.

### **Consequences**

The guidelines for appropriate use are applicable to all use of school computers/iPads and refer to all information resources, whether individually controlled, shared, stand alone, or networked. Disciplinary action for students, staff, and other users shall be consistent with the School's policy and administrative regulation. Violations may result in:

- Suspension of access to school computers and network resources;
- Revocation of access privileges or user accounts; or
- Other school disciplinary or legal action, up to and including termination, in accordance with school policies and applicable laws.

Specific disciplinary measures will be determined on a case-by-case basis.

