



STUDENT DISCIPLINE POLICIES

As a school, we strive to safeguard each student's right to a quality education. As such, only students who commit serious offenses of gross misconduct may have their right to an education at Highpoint Academy temporarily suspended. The right to "Due Process" is then afforded to any student to explain the circumstances of the alleged inappropriate action(s) and defend their innocence. In this situation, parents are immediately contacted and an investigation is officially opened by Administration. A final decision is made by the Principal.

- A. ***Search of Student Belongings*** - Any school teacher/administrator may open and inspect a student's book bag at any time, for any reason. Administration can inspect the contents of a backpack, jacket pocket, purse, or other closed container that he or she may store in the book bag or student desk if there is reasonable suspicion to believe the search will reveal contraband or prohibited items or the evidence of misconduct.
- B. ***Notification Regarding Student Accounts, Profiles, or Social Networking Websites*** - Administration may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. Administration may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account or on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content or activity that is reportedly on the student's account or social networking website in order to make a factual determination.
- C. ***Corporal Punishment*** - Highpoint Academy policy prohibits the use of corporal punishment; however, staff members are permitted to employ momentary periods of physical restriction by direct person-to-person contact accomplished with limited force and designed to prevent a student from completing an act that would result in potential physical harm to himself, herself, or another, or damage to property; or remove a disruptive student who is unwilling to leave the area voluntarily. Administration will be immediately notified even if momentary physical restriction is utilized.
- D. ***Behavioral and Disciplinary Interventions and Consequences*** - Behavioral and disciplinary interventions and consequences are expected to be appropriate to the nature, frequency, and severity of the offense. When determining the response for a specific act of misconduct, school personnel will consider the nature of the act; the student's previous history; his or her age and maturation; any mitigating circumstances; the impact of the student's conduct on the safety of the school, other students, and members of the school community; the impact of the student's conduct on the learning of others; the disruption of the school environment or operations; and the impact of the student's actions on the welfare of the school community. Behavioral and disciplinary interventions and consequences may include, but are not limited to, the following:

Disciplinary responses to student misconduct may include but are not limited to the following:

- Conferences between the student and a school administrator
- Loss of recess
- Loss of privileges such as participation in extracurricular activities, including graduation
- Peer mediation
- Removal from class and referral to the office
- Parent contact by telephone, e-mail, or formal letter
- Mandatory referral to counselor or social worker
- Assignment of additional duties, responsibilities, or tasks
- Restriction to a specified area of the building
- Changes or adjustment of class schedule
- Confiscation of unauthorized or dangerous materials
- Financial restitution for damages
- Restriction, suspension, or denial of privileges and/or services

- Parent-student conference with the appropriate administrator
- Assignment of a detention outside of normal school hours
- Parent notification and in-school suspension
- Parent notification and out-of-school suspension
- Parent notification and recommendation for expulsion
- Notification to local law enforcement authorities and initiation of legal action

The Principal and/or Program Director are authorized to determine the appropriate behavioral or disciplinary intervention or consequence for any act of student misconduct.

E. **Categories of Gross Misconduct** - Students committing serious acts considered to be gross misconduct or disobedience are subject to disciplinary action that may result in suspension or expulsion. Examples of acts of gross misconduct or disobedience are listed in two categories; however, administrative authority to act immediately and in the best interest of the school or students shall not be limited by these lists, should a first offense be considered serious enough to pose a threat to any person or property.

1. *List One* - addresses student acts of **gross misconduct or disobedience** that **interfere** with the learning opportunities of other students or disrupt or interfere with the school environment or operations.

Examples of misconduct included within

List One are:

- Loitering in the school building or on campus
- Truancy all day, from class(es), study hall, or lunch period
- Tardiness
- Use of profane or obscene language
- Gambling
- Failure to be in assigned areas
- Unauthorized use of school equipment
- Posting of signs and other materials without authorization
- Use of food outside designated eating areas
- Littering on school property
- Aiding or abetting anyone in the violation of a school rule
- Rudeness, disobedience, or disrespect to a teacher, Principal, or other staff member
- Behavior that interferes with or disrupts class or school discipline, educational processes, or school and school- related activities

2. *List Two* - addresses student acts of **gross misconduct or disobedience** that **threaten the safety** of students, staff, or the school community; interfere with the learning opportunities of other students; or disrupt or interfere with the school environment or operations. These actions may result in the suspension or expulsion of the student from school:

Examples of misconduct included within

List Two are:

- Fighting or deliberately causing injury to another person
- Physically assaulting a member of the faculty or staff
- Intimidation of—or attempt to intimidate—school personnel or other students
- Bullying
- Intentional damage or defacing of school property or personal property belonging to a teacher, principal, or other staff member
- Possession of dangerous substances, objects, weapons, or etc.
- Stealing or theft of any kind
- Use, distribution, possession, or being under the influence of alcohol, illegal drugs, drug

paraphernalia– including, but not limited to, smoking materials, electronic cigarettes, vaping devices, juuling devices, imitations, or being under the influence of same

- Improper use of over-the-counter and/or prescription drugs or medications, inhalants, or other substances
- Forgery or misuse of any document or note
- Cheating
- Harassment of another student, teacher, principal, or other member of the staff on the basis of sex, national origin, religion, ethnicity, language, race, color, sexual orientation, gender identity, or disability
- Any other behavior that interferes with or disrupts class or school discipline, educational processes, or school and school-related activities
- Repeated incidents of misbehavior, including repeated refusal to comply with school rules
- Misuse of Highpoint Academy's technology or violation of the computer network policy
- Threats of destruction or violence against schools, students, or personnel (Class 4 felony)
- Cyberbullying and sexting

- F. **Detentions for Student Misconduct** - A detention is defined as a requirement that a student will be in supervised attendance before, during, or after school for a specified time as a consequence of a behavior problem or a failure to meet a typical responsibility. Parents will be contacted by phone or written notice prior to any student serving an official detention.
- G. **Suspension or Expulsion of Student for Misconduct** - In-school suspension may be considered for any student committing an act of gross misconduct and/or disobedience. Out-of-school suspension and/or expulsion may be considered for any student who poses a continuing danger to persons or property or is an ongoing threat of disruption to the educational process or both. Decisions regarding Suspensions and Expulsions will be made by Administration, including the school's Program Director and Principal. Suspensions may be either in school or out of school (or a combination of these).
- H. **Typical Procedures for Disciplinary Referrals** - When a student violates expectations for student conduct, a teacher or administrator shall promptly prepare a written report of what took place. Once the disciplinary report has been filed with the Program Director or Principal, a determination shall be made whether the conduct warrants a consequence including, but not limited to, consideration of a detention, suspension, and/or expulsion. Parents will be contacted via phone, email, or written notice. Students who receive numerous or significant disciplinary referrals during the 8th-grade school year may be excluded from participation in graduation activities.
- I. **General Procedures for Disciplinary Appeals** - Administrators are responsible for maintaining an orderly and disciplined environment conducive to learning. In the case in which a parent disagrees with an administrator's or Principal's decision regarding a behavioral or disciplinary intervention, the parent shall contact Administration to schedule a conference to discuss the incident. If, after this conference, the parent remains dissatisfied with the behavioral or disciplinary intervention or consequence, the parent may contact the Principal to discuss the incident.
- J. **Specific Procedures for Out-of-School Suspensions include the following:**
1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
 2. A student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
 3. The Principal will send parents a written notice of the suspension which includes the following information:
 - a. Information about an opportunity to make up work missed during the suspension for equivalent academic credit;

- b. Detail of the specific act of gross disobedience or misconduct resulting in the decision to suspend and the specific duration of the suspension, including actual dates of suspension.

A student may be suspended or expelled from Highpoint Academy at any time if deemed necessary and appropriate by the school's Administration and Principal and if it is deemed that the student's misconduct or behavior poses a risk to himself, herself, others, or the educational process of the school.

- K. **Cheating** - It is Administration's responsibility to deal with cheating when it occurs at school. Cheating occurs when a student attempts to pass, as his or her own, work that is not the student's. Students may violate the spirit of the honor code in ways that are not specifically listed in this Handbook. Some examples of cheating include, but are not limited to, any of the following actions by a student:

- Taking a test and receiving help of any kind from others or from hidden answer sheets, notes, or devices. This includes copying or receiving answers from others, seeing a copy of the test beforehand, checking answers with another student, or giving help to another.
- Lending or borrowing homework or class work unless the teacher has indicated that the students may work together.
- Plagiarizing work, including copying out of books or other sources without crediting. Copied work must be cited as such.
- Intentionally mis-grading either his or her own or another's work.
- Passing off homework or a project as his or her own when a family member actually did the work. The work should be the student's.
- Speaking aloud to oneself or directly to someone other than the teacher during a test or quiz.

After considering other factors that may be relevant to the situation, the consequences for any of the above or similar actions shall be as follows: The student will be asked to complete the work in an honest manner so that his or her knowledge may be accurately assessed. Subsequent disciplinary measures will be taken at the administrator's discretion.

- L. **Bullying, Intimidation and Harassment Prohibited** - No person, including a teacher or administrator, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of these perceived characteristics; or any other distinguishing characteristic. Highpoint Academy's administration will not tolerate harassing or intimidating conduct, or bullying, whether verbal, physical, sexual, visual, or electronic, that places a student in reasonable fear of harm to the student's person or property; causes a substantially detrimental effect on a student's physical or mental health; substantially interferes with the student's academic performance; or substantially interferes with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment of students is prohibited. Any person, including employee or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, which denies or limits the provision of educational aid, benefits, services, or treatment; that makes such conduct a condition of a student's academic status; or has the purpose or effect of:

- Substantially interfering with a student's educational environment;
- Creating an intimidating, hostile, or offensive educational environment;
- Depriving a student of educational aid, benefits, services, or treatment; or
- Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

- Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

M. **Reporting Bullying** - Students are encouraged to report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to their Principal, Program Director, or to any teacher or administrator.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student in reasonable fear of harm to the student's person or property;
- Causing a substantially detrimental effect on the student's physical or mental health;
- Substantially interfering with the student's academic performance;
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

N. **Student Dress Code** - Students are required to wear the complete Highpoint uniform every day. Complete uniform includes appropriate uniform for Physical Education classes. During days where students have Physical Education classes, they can remain in their Phys. Ed. Uniform for the entirety of the day. Special uniform "Dress-down Days" will be announced throughout the school year with specific requirements for participation. Cooperation by parents is requested. See Uniform Policy for more information.

Students in violation of the policy and rules of school dress code will be asked to comply by either changing to other attire that is available at school, or by having parents bring different clothes from home. In the event there is noncompliance to the above regulations, a student may receive disciplinary action.

****Face Masks are not currently required, but may be REQUIRED** - A student's refusal to wear a face covering may subject the student to disciplinary action and/ or prevent him or her from entering the school building/classrooms. Students are required to use the Highpoint Academy approved Face Mask (only) at all times unless otherwise instructed. If a student is unable to wear a face mask for any reason, a written explanation from parents is required. Even with a written excuse note, a student who is not wearing a face mask/ covering, may be denied entrance inside the Main Campus. Parents and administrators will then have to schedule a conference to discuss appropriate and available options for the student regarding their educational needs