

Horse Creek Academy Stallions

Student/Parent HANDBOOK 2018-2019 Horse Creek Academy

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Horse Creek Academy Charter School is a public charter school and does not discriminate on the basis of race, religion, gender, national origin, or ethnicity in admission nor charge for enrollment. The school will administer all required state tests and comply with South Carolina educational requirements.

Vision & MISSION

Vision:

Our mission is to create a challenging learning environment with high academic and social expectations through developmentally appropriate, flexible, and innovative instruction that allows each student to realize and confidently possess their full potential.

We strive to provide parents and children with a choice in a free public education.

Our endeavor is to promote a safe, supportive environment where self-esteem is fostered and diversity is celebrated.

We strive to actively involve students' families, teachers, and community members in the educational process, as we believe that enthusiasm for education by everyone in a child's life directly impacts the child's enthusiasm for learning.

MISSION:

We see our students as successful students at each grade level, as they move through the HCA educational program, aimed for success in high school and beyond. Our purpose here at HCA is to connect to the natural intelligence of each student and make certain that he or she grows academically.

WE ARE STALLION



Shows respect

Thinks before acting

Responsible for themselves

On task

Never gives up

Gives back to others

GOVERNING STRUCTURE

Horse Creek Academy Charter School is a tax-exempt non-profit corporation through the South Carolina Secretary of State's office, and as such, is governed by a Board of Directors.

The Horse Creek Academy Board of Directors is elected annually each September by the parent body and employees of Horse Creek Academy Charter School, in compliance with Section 59-40-50 of the South Carolina Charter Schools Act (1996).

Horse Creek Academy's Board of Directors is responsible for governing, not managing, the school. Board members ensure that Horse Creek Academy's academic programs are consistent with the school's mission and are successful in educating all students, and that school funds are properly managed and accounted for. Board members also develop and evaluate school policies to ensure that they are lawful, fair, and provide appropriate protection and opportunity for everyone involved with the school.

Horse Creek Academy Charter School's Director and Leadership Team are responsible for inspiring, leading, guiding and directing every member of the instructional and support services team, and for achieving the highest standards of excellence, so that each individual student enrolled in the school may have a complete, valuable, meaningful and personally rewarding education.

The Director is responsible directly to the Board of Directors for operating the school. The Board will delegate its authority to the school Director to execute approved policies as well as manage the day-to-day activities of the school.

BOARD OF DIRECTORS

Each member is responsible for actively participating in the work of the Horse Creek Academy's Board of Directors and the life of the school. Each member is expected to affirm and strive to fulfill the performance expectations outlined below. These expectations are to be clearly articulated prior to accepting a nomination or applying to a position on the Board of Directors. Individual members of the Board are expected to help each other fulfill the responsibilities below.

Specific Responsibilities:

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of Horse Creek Academy Charter School.
2. Work with fellow board members to fulfill the obligations of board membership.
3. Behave in ways that clearly contribute to the effective operations of the Board of Directors:
 - Focus on the good of the organization and not on a personal agenda;
 - Support board decisions once they are made;
 - Participate in an honest appraisal of one's own performance and that of the Board;
 - Build awareness of and vigilance towards governance matters rather than management

- Adhere to all School policies;
- Maintain in the strictest of confidence, all personnel and legal matters.

4. Regularly attend Board meetings. Prepare for these meetings by reviewing and bringing necessary materials to meetings. If unable to attend, notify the Board President.

5. Be prepared to contribute approximately 8-10 hours per month toward Board service including:

- Attending a monthly Board of Directors meeting (2-3 hours)
- Reading materials and preparing for meetings (1 hour)
- Attending events at the school, assisting with fundraising and other ambassador tasks as needed (1-2 hours)

6. Keep informed about the school and its issues by reviewing materials, participating in discussions and asking strategic questions.

7. Actively participate in three or more event(s) annually.

8. Use personal and professional contacts and expertise for the benefit of Horse Creek Academy.

RESPONSIBILITIES OF THE FAMILY

Children learn best when there is a positive partnership between the School and the Family. In an effort to send a consistent message to students regarding the importance of education, and in support of the mission and values of Horse Creek Academy Charter School we ask that families:

Model attitudes and behaviors that support the Horse Creek Academy mission by:

- Showing respect to the teachers and Horse Creek Academy staff by work and deed, both at school and away from
- Modeling effective conflict resolution by handling concerns appropriately, directly, and honestly, only with those involved.

Show respect for the importance of school by having students:

- Arrive on time and remain the full length of the school day.
- Comply with the school calendar in regard to vacations.
- Attend to everyday health and nutritional needs.
- Balance activities outside of school with school responsibilities.

Enhance learning by:

- Staying informed by reading, discussing and signing communications from the school, thereby demonstrating to your child that you are interested in his/her progress and learning.
- Monitoring the completion of class work, homework, and projects.
- Assisting with remedial assignments.
- Making a plan to obtain make-up assignments and monitoring their completion when necessary.

- Working with the Director and teachers to plan for absences other than those due to illness.
- Establishing a time, place, and routine for study at home.
- Giving positive reinforcement for appropriate attitudes and behaviors.
- Encouraging your child and praising him/her for doing his/her best.
- Attending Teacher/Parent/Student conferences to obtain detailed information about your child's strengths, weaknesses and progress and fulfilling agreements made at those conferences.
- Ensuring that your child has proper rest, nutrition and recreation to promote well-being and readiness to learn.
- Providing home consequences for inappropriate behaviors that interfere with learning or the well-being of all students.
- Spending time with your child so that his/her emotional needs are met and he/she can focus on learning.
- Cooperating with specific requests of the school to ensure appropriate student behavior and/or an appropriate academic program for your child.
- Supporting the overall school program by:
 1. Attending Horse Creek Academy parent meetings and school functions regularly.
 2. Completing 30 parent hours as suggested in the Parent Hours Section of the handbook.

PROCEDURES FOR PARENTS AND STUDENTS

GENERAL ARRIVAL (7:30 A.M.)

Please refer to the map in the Appendix for Arrival and Dismissal Map

School begins at 8:00 a.m. for all students. Dismissal begins at 3:10 p.m. for all students.

Regular student drop-off begins at 7:30 a.m. For the health, safety and well-being of children, please do not arrive before 7:30 a.m. as personnel are not available to supervise students. ***Please have all students remain in the car until Horse Creek Academy Faculty and Staff greet students at their car in the Student Loading Zone at 7:30 a.m. The Front Doors of the school are locked until this time.*** All families are encouraged to ***“Kiss & Ride”***. This is the safest and quickest way to drop-off your child(ren) as it limits their need to navigate our busy parking lot. Additionally, visitor parking is limited and should be reserved for parents who are parking to volunteer, chaperone a field trip, attend a school meeting, etc. Lastly, ***REFRAIN from using your cellphone or speeding while driving on school grounds.*** Again, the school parking lot is a busy place - student and family safety is our top priority.

EARLY Morning Care (7:00 – 7:30 A.M.)

Students arriving at school prior to 7:30 a.m. may enroll in Morning Care. Morning Care is available from 7:00 a.m. to 7:30 a.m., Monday through Friday only on days the school is in session for students. The registration fee for this program is \$25 (1 child) or \$45 (2+ children). Weekly fees are \$20 (1 child) and \$25 (2+ children). The fee includes a breakfast item and juice each morning.

Student safety is a priority at Horse Creek Academy. Students may not arrive prior to 7:30

a.m. unless enrolled in Morning Care. The following steps will be taken to ensure the proper supervision of students.

- The front entrance will be monitored each day and students arriving prior to 7:30 will be noted.
- The first time a student is noted to be at school prior to 7:30, a written warning will be sent home. Parents will be notified of this warning as well.
- The second time a student arrives on campus early, a notice of a drop-in fee of \$10 will be sent home.
- The third time, a fee of \$25.00 will be assessed, which will enroll the student in the Morning Care program. From this point forward, weekly charges will be assessed when the student arrives prior to 7:30.
- Failure to pay Morning Care fees will result in a conference being held with Administration.

For questions regarding the Morning Care programs please contact, Christine Nichols at 803-226-0160 or email her at cnichols@horsecreekacademy.org. Registration applications will be available in Student Services.

GENERAL DISMISSAL (3:10 P.M.)

At the end of class each day, students will report to their designated pick-up place for dismissal. See the carline map below for the appropriate carline pick-up places for your child(ren). Cars should stay in a line and children will be loaded into cars in the order in which the cars are lined up. Parents are responsible for ensuring that their child(ren) are safely restrained once in their car. The carline number provided by the school should be clearly displayed for staff to see. Parents should follow all signals and directions given by HCA Staff members who are directing carline. If you need to enter the building for any reason, please use the parking spaces by the Main Entry.

Car riders who have not been picked up by 3:45 p.m. will be sent to After Care and charged a daily drop-in rate of \$15/day.

******Carline procedures and map are posted on the HCA Website. Hcacs.net**

UPDATED EMERGENCY AND PICKUP INFORMATION

It is very important that your emergency contact and carpool information is complete and up-to-date. Students can only be released to adults listed on the Student Information form completed during enrollment. If you wish to have another adult listed, please send the request, in writing, to the Front Office. If your request for a particular adult is just for one day, please send a note to the classroom. Children must have a permission note from their parent to go with a person not designated on the enrollment form. *All changes to dismissal plans are to be called in to the Front Office by 1:00 p.m.*

After Care (3:45 – 6:00 P.M.)

Students who cannot be picked up by 3:45 pm in the carline will need to enroll in After Care. After Care is available from 3:45 p.m. to 6:00 p.m. Monday through Friday. After Care will NOT be held on break weeks, and other school closings. The registration fee for this program is \$25

(1 child), \$45 (2 children), or \$65 (3+ children). Weekly fees are \$60 (1 child) and \$90 (2 children) or \$105 (3+ children). The fee includes a snack each afternoon. Parents may provide their child(ren) a snack of choice. A homework opportunity will be provided. Please remember this is not a tutoring service. Registration applications will be available in Student Services. If you have any questions regarding the After Care programs, please contact Paula Scott-Murray at 803-226-0160 or pmurray@hcacs.net.

ATTENDANCE AND EXCUSED ABSENCES

By law, all students in Grades K-12 must attend class a minimum of **170 days of the 180-day** school year.

In accordance with state law, it is the policy of Horse Creek Academy Charter School that the **first 10 absences** will only be excused absences due to the following reasons: illness or tardiness for an appointment with a physician; a death in family; observance of a recognized religious holiday, or other health services that must be scheduled during school hours. Any absences after the first 10 absences will be considered unexcused unless a medical note is provided. Truancy, out-of-school suspension and personal vacations are unexcused absences.

For any absences, a parent note or medical excuse must be turned in to the school within 5 days of the absence. If the excuse is not turned in within 5 days of the absence, the absences will be unexcused. Please make sure that your child turns in the excuse notes. Sometimes students leave them in their book bags and forget to turn them in. Excuses will not be accepted after the 5 days.

Make sure each note has the following information:

- Student's name
- Parent's signature
- Date(s) of absence
- Date note is written
- Daytime phone number
- Reason for absence

Should you have questions or concerns about attendance, please contact Jonathan Ballard at (803)-226-0160 or email him at jballard@hcacs.net .

Family compliance with the attendance policy is crucial to the progress of each student and for the smooth functioning of each classroom. It is extremely important that each student be present every possible day. Missing a whole day, or signing in/out disrupts student instructional time. Missed instruction can create gaps in learning which may cause a student to fall behind.

IMPORTANT SPECIAL NOTES:

- Upon written request from the Parent/Guardian, the school Director may approve pre-arranged absences. Approval will be granted when the absence is of significant educational benefit to the student. All schoolwork that happens during the absence must be completed satisfactorily.
- Excessive medical absences may result in the student being retained at the discretion of the school Director. If a student has a chronic or extended medical issue, the parent should speak to an administrator about the possibility of medical homebound services.
- Parent/family illness does NOT count as an excused absence except in emergency cases, or due to special circumstances. These must be approved by the school

- Director or his designee.
- Please notify the school by 10:00 a.m. when your child is sick. Should you reach a recording, please leave the following information on the recording: Student's name, teacher's name, and date.

Failure to comply with the attendance policy will result in school intervention meetings, referral to the truancy office of Aiken County Public Schools and/or referral to the Department of Social Services for educational neglect. If attendance does not improve, the parent and/or student will be referred to the Family Court system. The Family Court judge may issue a court attendance order against the parent and/or child. Failure to follow the court order may result in contempt of court in which the judge can fine and/or jail a parent for non-compliance with the court order.

UNEXCUSED TARDIES & EARLY DISMISSALS

Attendance is taken in homeroom each morning at 8:05 a.m., and students who arrive after this time are tardy. *Any student who arrives after 8:05 a.m. must be accompanied by a Parent to the Student Services Office to sign-in and receive a Tardy Pass before proceeding to class.*

Consequences for repeated tardiness and/or unexcused early dismissals include the following:

- Three unexcused tardies and/or unexcused early dismissals will result in a Level 1 Initial Plan of Action being written with the attendance clerk.
- Violation of the Level 1 Plan of Action will result in the development of a Level 2 Plan of Action with an administrator.
- Violation of the Level 2 Plan of Action will result in a meeting with the Executive Director to discuss continued enrollment in Horse Creek Academy and/or retention.

For a tardy and/or early dismissal to be considered "excused" it must be accompanied by a doctor's note, approved by the school nurse or an administrator.

SPECIAL NOTE OF CONCERN: *Maximizing instructional time is a priority at Horse Creek Academy. To protect valuable time, early dismissals will not be allowed after 2:10 pm. Should your child have a need to be dismissed early from school, please make sure that your child is signed out prior to the 2:10 pm deadline. Classes will not be interrupted after 2:10 pm. Medical notes or other documentation will be required for any sign-outs to be excused. Unexcused absences may lead to referral to the truancy office. It is not a valid reason to sign out your child to avoid car-line. Repetitive sign-outs will be referred for administrative action.*

Important: Attendance, Tardy, and Early Dismissal Severity Clause: *In the event that a pattern of absenteeism, tardiness, or early dismissal is identified, and corrective action plans have been implemented but was not successful, HCA reserves the right to remove the child from enrollment.*

HEALTH/SAFETY GUIDELINES

ILLNESS

A child who has been ill should return to school only when well enough to participate fully in all activities.

It is very important that your child stay home if he/she is ill.

If your child has had a temperature above 100 degrees F, diarrhea, vomiting, a rash, or a contagious illness including pink eye, strep, etc. within the last 24 hours, please keep your child at home.

Remember, your child must be fever free (without fever reducing medication) for 24 hours before returning to school.

Please notify the Front Office before school starts on the day that your child is ill. Parents must notify the school nurse immediately if the child contracts or comes in contact with a contagious disease so that parents of children who may have been exposed can be alerted. These include but are not limited to: strep throat, scarlet fever, head lice, chickenpox and flu. Remember to notify the office for each subsequent day the child will be absent. A message may always be left on voice mail.

If your child becomes ill during the school day, you will be contacted. It is expected that a parent/ guardian will pick up the child as soon as possible. If this is not possible, one of the adults listed on your child's emergency form will be contacted to pick up your child.

NURSING SERVICES

The school has a registered nurse on staff. Parents need to inform the school nurse whenever a child has a chronic medical condition and/or will need prescribed medicines or treatments during the school day. Students at Horse Creek Academy may not keep medicines in their cubbies/lockers or carry them in school or on school trips unless pre-approved by school nurse and student's physician. Only the school nurse or his/her trained designee may administer medication or prescribed treatments during the school day. *If a child is prescribed a medication or a prescribed medication is changed, parents **MUST** notify the school nurse in order to ensure the best possible care of your child.* If a child takes a daily medication prior to school but the parent fails to administer the medication from time to time, this may have an adverse effect on the child's learning. In these cases, the parent will be called to either come in to administer the medication at school, or to remove the child from school for the remainder of the day.

Head lice is a common childhood problem. If signs of head lice are spotted (see DHEC link <http://www.scdhec.gov/Library/CR-010752.pdf>), the child will be sent home for treatment. The nurse must re-examine and give clearance to the child before that child may return to class. If your child or a sibling has a case of lice, please inform the school nurse.

The school nurses urge all parents to reinforce simple hygienic practices. Encourage children to use tissue to wipe noses following a sneeze or cough and then wash hands with soap and water after disposing tissues in a wastebasket. Remind them to wash hands thoroughly before lunch and after going to the bathroom and not to share food or drinks.

Medical records and emergency contact forms for new and returning students must be on file in the school office by the first week in August each year. ***It is imperative for the school to have up to date contact information for parents and guardians at all times, in case of a medical emergency.***

School Exclusion

For all communicable diseases/conditions such as but not limited to, Chickenpox, Fifth Disease, Influenza, Head Lice, Hepatitis A, B, and C, HIV/AIDS, Impetigo, Measles, Meningitis, Mononucleosis, Mumps,

Conjunctivitis, Ringworm, Scabies, Strep throat, Tuberculosis, and Whooping cough, the school staff will follow the recommendations made by South Carolina DHEC (<http://www.scdhec.gov/Library/CR-010752.pdf>) in regards to returning to school after a communicable disease has been diagnosed by a physician.

Medication Administration

In an effort to establish a safe and effective system for providing medications to students during the school day and at school-sponsored functions, the South Carolina Department of Health and Environmental Control has outlined General Standards of Medication Administration in a school setting. Below are just a few of the important items regarding the regulation of medications at Horse Creek Academy.

Medications should be brought to the school by a responsible adult and delivered to the school nurse or, in the absence of the nurse, the Front Office personnel.

Parents/guardians must provide medications to the school in original containers with all labeling from the pharmacy and/or manufacturer intact and readable. Each medication must be labeled with the student's name.

Over-the-counter medications that a parent/guardian may provide for short-term (1 to 2 weeks) or episodic use require only the written permission of the parent/guardian if the medication will be given per the manufacturer's guidelines.

The following require a written order from a healthcare practitioner who is recognized by South Carolina's Department of Labor, Licensing, and Regulation as authorized to prescribe medications and written permission from the parent/guardian:

- prescribed medications,
- herbal/alternative medicinal products,
- experimental medications,
- medications being used off-label (including over-the-counter medications to be given in dosages or for reasons that are not consistent with the medication label or package insert), and
- Over-the-counter medications sent by a parent/guardian for frequent, long-term use

At the time of purchase, if requested, pharmacists may assist parents/guardians by preparing separate containers for doses of medications to be given during school hours and field trips.

Medications that have expired or are not currently being used by a student will not be stored at the school. Parents will be notified and given an opportunity to pick up their child's medications. Medications that are not picked up will be disposed of in a manner that respects security as well as environmental concerns.

If you have questions or concerns regarding the administration of medications at Horse Creek Academy please contact Sara Shealy, School Nurse, at 803-226-0160.

OPEN DOOR POLICY

At Horse Creek Academy, we are able to maintain our open door policy for visitors by requesting their cooperation with the following rules:

- Anyone who is on school grounds or at a school sponsored activity on or off school grounds must adhere to the School Safety Policies as outlined in the School Safety Policies Section of the Student/Parent handbook.
- Visitors and volunteers must adhere to the guidelines outlined in the Classroom visitation and volunteer sections of the Student/Parent handbook.
- All classroom visits must be arranged with the teacher and/or Community/Volunteer Coordinator in advance in an effort to preserve maximum instructional time, and prevent unscheduled disruptions.
- Prior approval by the Executive Director or his/her designee will be needed to conduct any activity on school premises and/or dispersing of promotional materials.

- Visitors who are not family of students must be accompanied while on campus by a member of the Horse Creek Academy staff.
- Anyone who is in violation of any school policy or procedure may be asked to leave the school. Visitors' failure to comply with the lawful directions of the Executive Director or his/her designee, acting in performance of their duties, may subject themselves to criminal proceedings applicable under the law.

Horse Creek Academy does not intend to restrict parents from visiting our school or their child's classroom. We are trying to protect the instructional program and safety of all Horse Creek Academy students. The administration of our school reserves the right to deny individuals access to the building.

SCHOOL SAFETY POLICIES

Horse Creek Academy Charter School has comprehensive school safety and crisis management procedures to ensure the health, safety and wellbeing of its students, faculty, staff, visitors and volunteers. Faculty and staff are briefed on these procedures and are expected to follow and enforce all procedures and guidelines for school safety and security.

The following are basic guidelines:

- All members of the school community are expected to use courtesy, respect and common sense with regard to issues of school safety.
- ***Visitors and Volunteers must sign-in and out at the Front Office and receive a visitor's tag to be worn at all times while on campus. Only the Main Entrance is open from 7:30 a.m. to 4:00 p.m. Please do not attempt to enter or exit the building through other exterior doors. The school staff is trained NOT to open these doors and admit non-school personnel during school hours.***
- Visitors/Volunteers must have a security and background check to be able to be alone with students during a visit or activity.
- Persons signing out a student including parents will be required to present a picture ID. Anyone other than a parent signing out a student must be listed on the registration form.
- Students are not permitted in the school building or in outside areas without Faculty supervision.
- A member of administration or his designee will make periodic rounds of all areas occupied by students and staff including outside areas.
- ***Smoking and alcohol is absolutely prohibited in all school buildings and on school grounds.***
- Fire drills and other drills required by law, take place regularly at the school building. These drills are an essential and important exercise to prepare for an emergency situation. Silence must be kept throughout the drill and efficiency in vacating the building is expected. Students, faculty and staff are apprised of drill routines and procedures. **Anyone visiting or volunteering in the school must participate in the drills.**
- Evacuation Routes are posted in each classroom and office area at Horse Creek Academy.
- **Lockdown Decision:**
Lockdowns are at the decision of the Executive Director or his designee when in his/her

opinion an emergency crisis has occurred. Students will be held until the Executive Director or his designee lifts it (even if the time extends past the school day). If a lockdown is implemented the Horse Creek Academy Emergency Response Team is activated and its members will follow the procedures that are outlined in the Faculty/Staff Handbook.

The two types of lockdowns are:

- Soft Lockdown- initiated as a general warning to isolate students and staff from any immediate dangers.
- Hard Lockdown- initiated to isolate students and staff from immediate dangers which may include armed intruders, violent behaviors, suspicious trespassers, on-campus shootings, bomb threat, sniper etc.

***In the event that there is a hard lockdown, we will attempt to notify parents as soon as possible.

Please remember that in a crisis situation that the school staff's first responsibility is to make sure all staff and students are safe and secure.

VOLUNTEERING IN THE SCHOOL

Because volunteer activities are so important to the operation of the School, it is essential that they be conducted in concert with and in support of the School's teaching staff. It is the role of the Board to set the policy of the school; it is the role of the Leadership Team and staff to implement those policies; and it is the role of the volunteers to support that implementation. Volunteers in the classroom are cherished and appreciated at Horse Creek Academy Charter School. **Classroom volunteers are required to complete a Volunteer Interest Form to allow a security and background check, and to attend an orientation meeting.** Volunteers must sign the Volunteer Log in the Front Office and receive proper identification to wear in the school while volunteering.

To sign-up as a volunteer, please complete the Volunteer Interest Form, pay the \$8 fee for the security and background check (required for all volunteers), and sign-up to attend a volunteer orientation meeting. Questions may be referred to the receptionist in Student Services.

PARENT INVOLVEMENT HOURS

When enrolling your family into Horse Creek Academy it was explained that our school relies upon parent(family) involvement. We expect each family to complete 30 hours. These hours can be reached in a number of ways throughout the school year. Of course we would like them to be completed by the end of March but if you contact our parent coordinator arrangements could be made if more time is needed. Our school relies on this help due to the fact we like to maximize the use of our budget for the enrichment of the children, which of course means we need to be judicious in our spending in some other areas. These hours can be met in three ways:

1. Donating \$12 for per parent hour.
2. Volunteering at the school 1 hour of time for each parent hour.
(In terms of parent involvement volunteering refers to providing a service.)
***Make sure family volunteers sign in on the volunteer sign-in sheet in the main office or the given event table.
3. Purchasing needed items---\$12 of receipts for each parent hour.

*The receipt must be in a sealed envelope with the parent / youngest student name, grade and the amount written on the outside. The sealed envelope should be turned into the first period teacher.

*Please note this does not include the purchase of individual student's supplies.

**At the end of each quarter, an update on family hours will be put on the youngest child's report card. Should you have any questions contact Stacy Green at sgreene@hcacs.net

At the beginning of each month a list of needs will be provided to each family. Administration, teachers and staff will provide input as to the needs for each month. At times during the school year, pressing needs for particular items or volunteer hours are needed. At the discretion of the administration, double parent hours may be offered.

For convenience to our families, HCA is going to utilize services like Amazon wish list so that parents can purchase items and have them sent directly to the school. Information relating to these services will be on the monthly list.

***Note: Beginning in the 2018-2019 school year, parent hours will no longer roll over to the next year. Current rollover hours will be honored for the upcoming school year.

Below is a sample list of things that can be done to complete parent hours:

1. Chaperone for a field trip, a school dance or school activity.
2. Participate in clean up days.
3. Read to the children.
4. Purchase items from the monthly lists.
5. Write a check to HCA for needs on the monthly list.
6. Purchase gift cards as indicated on the monthly list.

***Note: Parents remember that it doesn't have to just be you to volunteer. Other family members are welcome too.

ACADEMIC POLICIES

ACADEMIC INTEGRITY

Integrity is one of Horse Creek Academy's core values and it has a significant role in academic pursuits. An academic community must be able to rely on the honesty and integrity of all its members. Using or copying of another's words, ideas, thoughts or arguments without giving credit is intellectually dishonest.

HOMEWORK

Homework assignments are intended to solidify concepts and skills after the classroom teacher has verified that the student can work independently on the homework. The amount of time needed to complete homework varies from child to child. Parents are asked to inform the teacher if their child is spending a substantial amount of time on homework. Please place emphasis on having your child engage in Reading each night.

Long-term projects have specific written guidelines with the due date indicated for each

portion of the assignment. Teachers will coordinate so that no more than two tests or projects are due on the same day.

Make-up Work

When students are absent, particularly for an extended period, it is their responsibility (parents need to assist elementary school children) to communicate with their teachers to find out what work and tests were missed so that make-up arrangements can be made in a timely fashion. Assignments that can be completed at home may be sent via email or picked up in the main office. Teachers will send make-up work at the request of the student/parent. Teachers must be granted 24 hours from the date of the request to gather make-up work. In the case of extended absences due to illness, the teachers and assistant director of educational services will work with the returning student to schedule make-up arrangements and tests within a reasonable time frame, ensuring no undue pressure.

RETENTION

Retention is the practice of requiring a student who has been in a given grade level for a full year to remain at that level for a subsequent school year. Horse Creek Academy Charter School is committed to differentiation in instruction and provides support for meeting the instructional needs of each child through strategies including Unit Planning, Student Intervention Team (SIT), counselor services, and Response to Intervention (RTI).

Faculty members or a Parent/Guardian may refer a student for consideration of retention. Each student will receive individual consideration and a decision will be made only after a careful study of facts relating to phases of the child's growth and development. The child's academic achievement level, mental ability, physical and social characteristics are all important factors. All decisions are to be based upon sufficient data, collected over a period of time, and motivated by the desire to place the child in the school program where he or she will be the most successful. In addition, such decisions, when applied to students enrolled in special education, shall be on a case by case basis, consistent with the individualized education plan.

The Director has final authority regarding the retention of students.

SPECIAL EDUCATION AND SECTION 504

Special Education means specially designed instruction (34 C.F.R. § 300.39(a)(1)), to address the unique needs of a child that result from the child's disability to ensure the child has access to the general education. Special Education supports the student in the Least Restrictive Environment (LRE) through the implementation of specially designed instruction, accommodations/modifications, materials and curriculum, as appropriate.

Individualized Education Programs (IEPs) are required by federal law (IDEA) for all students who meet criteria as a student with a disability. Written by a collaborative team that includes the child's parents, general education teachers, special educators, related service providers, and community agencies as appropriate, an IEP documents the educational and related

services a student requires to reach specified short-term and long-term goals.

In order for a student to qualify for Special Education services, a student must meet eligibility as a student with a disability **and** the child must have specific needs which are so unique that they require specially designed instruction to access the general education curriculum (34 C.F.R. § 300.8).

Section 504 is an act that prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. It assures that persons with disabilities have educational opportunities and benefits equal to those provided to non-disabled students. The act defines a person with a disability as anyone who:

(1) has a mental or physical impairment which substantially limits one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working); (2) has a record of such impairment; or (3) is regarded as having such an impairment.

As a public school, Horse Creek Academy has obligations under IDEA and Section 504 which include identifying, evaluating and, if the child is determined to be eligible under IDEA or Section 504, affording access to appropriate educational accommodations or specially designed instruction.

TUTORING POLICY

Horse Creek Academy Charter School faculty and staff may only tutor students for pay with prior written approval by the Director. This policy is in place to avoid conflicts of interest, which will be reviewed on a case by case basis. Classroom teachers may not tutor a student who is enrolled in their class.

CLASSROOM VISITATIONS

Horse Creek Academy Charter School encourages family participation in its child's education. Visitations *to the classroom shall be scheduled by mutual agreement between the classroom Teacher and the Parent(s)/ Guardian(s)*. Classroom visits for the **sole purpose of observation** must adhere to the following guidelines:

- No interaction with the teacher and/or student.
- Enter and leave the classroom without greetings and salutations so as to avoid disruptions during learning time unless the teacher chooses to include the visitor in a lesson.
- Stand or sit along the back or side of the classroom or sit in a chair provided by the teacher. Do not move furniture around.
- Leave siblings at home during the visit.
- No interactions with other persons who came to the visit with you. Talk outside the learning environment so as to prevent disruptions.

If the Director or a member of the Leadership Team determines that the classroom learning environment is adversely affected by the visit, he/she may cancel or terminate a classroom visit at any time.

STUDENT WITHDRAWAL

If you are withdrawing your child from Horse Creek Academy for any reason, please contact the Front Office for a withdrawal form so your child's records may be sent to the receiving school in a timely manner.

The withdrawal form provides us with the name and address of the new school your child will be attending. Student records will be forwarded upon receipt of the request from the new school. All fines must be cleared and all school property must be returned before withdrawal. If a student is absent for ten (10) consecutive days without the school being notified, the student will be withdrawn, and his or her spot will be filled. Additionally, withdrawal can be triggered by a parent/student failure to adhere to school discipline policies and procedures as stipulated in the discipline section.

RE-ENROLLMENT

During January of each school year, Horse Creek Academy accepts new applications for the next school year. For current students, “re-enrollment” forms must be completed each January in order for the student to return to Horse Creek Academy during the upcoming school year. **If a parent decides to not complete the re-enrollment form by January, 31st of each year, they relinquish their child’s seat for the upcoming year.** If, after completing enrollment paperwork, the family decides to withdraw, a written withdrawal form from the Parent/Guardian is required in order to relinquish their seat to another student.

CLASS AND GRADE ASSIGNMENT

In all grade levels, Horse Creek Academy Charter School attempts to balance classrooms with regard to gender and race, placing students in accordance with a small pupil to teacher ratio and being mindful of differentiation in instruction. Parental and teacher input will be considered by the Director in establishing class placement, and the Director has final authority in placement for all students.

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Prior to placing middle school students in advanced courses, many factors are considered including (but not limited to): past performance in similar content areas; work ethic; academic maturity; attendance; classroom behavior and participation; SCREADY/SCPASS scores. In order for students to be placed in an advanced middle school courses, students must have the recommendation of their last year’s teacher. Students who wish to participate in advanced courses but have not been recommended may ask to do so on a trial basis. Parents and students seeking a trial placement should contact the school administration prior to the start of the academic school year.

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CHANGE IN CLASSROOM ASSIGNMENT

Students will be allowed to change classroom assignments provided:

- Such change is determined to be in the best interest of the “whole child” after careful evaluation and consultation by a Transition Team composed of the school’s Director or his designee, the student’s current teacher, the student’s proposed “new” teacher, the student’s parent(s)/legal guardian(s) and the student, if appropriate;
- That “differentiation” within the current classroom is carefully considered and deemed inappropriate, and that;
- Such change is made only on a space available basis.

***NOTE: The Director has the final authority for changes in classroom assignments.

HOME TO SCHOOL RELATIONS

Prompt, respectful, and candid communication between School and Home is critical to student success. Since, over time, issues will arise that will need clarification, your assistance with a few ground rules will help the process and reduce the likelihood of misunderstanding. Routine questions about attendance, forms, trip information, and the like should be addressed the Student Services office.

Parents who have a question or concern about a specific class should first contact the teacher of that class. Faculty may be contacted by email or telephone.

If a question or concern persists, or a parent somehow feels uncomfortable discussing an issue with a teacher, then he/she should contact an Administrative. Any question or concern will be responded to in the most appropriate manner.

It is our practice to make every effort to acknowledge all messages within 24 hours of receipt.

COMMUNICATION

Horse Creek Academy Charter School encourages the participation of the entire family in the education process and emphasizes the importance of a pledge to life-long learning. The parental role in achieving the Horse Creek Academy vision is critical. This role can take many forms. All parents are encouraged to provide a home atmosphere in which their children are supported in their educational goals. Frequent two-way communication between school and home is strongly encouraged at HCA. This serves to keep parents informed of their children's progress and any special help they may need. It also provides an opportunity for the parents to discuss any questions or concerns with school personnel.

All student and parent traffic will be directed to the Student Services office during the school year during normal school operating hours, 7:30 a.m.-3:10 p.m.

The Receptionist and Attendance Clerk will be able to answer questions and properly assess the needs of students and parents in order to troubleshoot and handle most concerns. In the event that a situation needs to be handled by the Administrative team, the Student Services Receptionist will determine if a member of administration needs to be notified immediately, or will arrange an appointment for a later time/date. Students and parents will always be encouraged to put information in writing and submit via email to the appropriate member of the HCA team. All administrative, faculty, and staff emails are available at www.hcacs.net.

SCHOOL-HOME COMMUNICATION:

Announcements and reminders are available on the school's website and social media page. The school will be using a messenger system (Robocall) during the school year. From time to time, information will be provided by this automated service.

With pre-approval by the administrative team, Horse Creek Academy will announce and/or distribute materials related to community outreach, organizations and events. Contact the Executive Administrative Assistant, Andra Vance at 803-226-0160 or

SCHOOL CLOSURE DUE TO WEATHER

Horse Creek Academy is closed whenever other Aiken County School District schools are closed due to severe weather or city-wide emergency. If, for any other reason, there is a change in the school schedule, a notice will be posted immediately on the school website, robocall, and other communication methods. Please listen to local radio and television stations for updates.

PowerSchool: HCA uses PowerSchool to give parents and students real-time access to grades which have been entered into a teacher's web-based gradebook. This program coordinates many functions relating to students' grades and attendance. Parents and students will receive individual, secure log-in information after the beginning of the school year, including an individual username/password and instruction.

PARENT-TEACHER COMMUNICATION: CONFERENCES & REPORT CARDS

Teachers are responsible for keeping parents informed about student progress. Therefore, our early childhood and elementary program ensures that students are regularly issued progress reports that must be signed and returned. Check with your child's teacher for when progress reports are issued. Teachers in the middle school maintain an open flow of parent/teacher contact via use of email, use of the Remind app, teacher websites, phone calls and letters home.

First Quarter: At the end of the quarter, ALL parents will participate a formal conference with the classroom teacher to go over the report card results.

Second and Third Quarter: Report cards will be sent home with your student at the end of each quarter. Teachers or parents may request conferences for students on an as needed basis.

Fourth Quarter: Report cards will be mailed home at the end of the school year. Conferences will be held on an as needed basis.

To encourage ongoing dialogue between parents and teachers, conferences may be requested at any time during the school year. The school encourages parents to share with the teacher any changes in the child's family situation or new experience that the child may have outside of school that could impact the child at school.

COMMUNICATION BY E-MAIL

The school and teachers will many times communicate with parents via email. Parents who include their email addresses on the Student Information Forms are automatically registered for this service. If you have not registered your email address with the school, or should your email change, please send an email to jballard@hcacs.net . Include your name, your child's name and grade in the body of the email. Staff will make every effort to get back with you within 24 hours. Please do NOT send emails about dismissal changes. Parents may communicate with teachers by email for routine messages and questions.

MESSAGES

Parents who need to leave a message for their child or who wish to speak with their child's teacher may call the Front Office and the message will be delivered. **If there is an**

emergency change in your child's dismissal, Parents/Guardians must notify the Front Office by phone before 1 pm. Changes in dismissal plans on the day of dismissal may not be sent by email. We encourage Parents/Guardians to call for substantive matters pertaining to a child's academic or social progress.

DISTRIBUTION OF MATERIALS

"Take-Home Folders" will be sent home with most students regularly and will include all paper communications from the school for that week. Any material from individuals or outside organization requires approval of Administration, as outlined in another section.

Board-HOME COMMUNICATION:

HCA Board Meetings

School board meetings are open to the public, and subject to executive sessions permitted by the SC Freedom of Information Act. Regular meeting dates can be found publicly posted in advance on our website. Parents and members of the community can learn valuable information about our school policies and other pertinent information by attending a board meeting. In most cases, board meetings are structured to give you a chance to express your opinions to the board and the school community; however, the meeting must remain on schedule and follow the agenda.

How to get on the Board Meeting Agenda:

1. Individuals wishing to have their name and/or topic on the agenda must register via the website by 12:00 (noon) the day of the meeting, completing the online form in its entirety. The individuals will be given five (5) minutes to comment.
2. All materials to be distributed at the Board meeting must be turned into Ms. Andra Vance at Horse Creek Academy no later than 12:00 (noon) the day of the scheduled Board meeting. Failing to meet this deadline will result in those materials not being allowed to be distributed at the meeting.
3. Participants must be recognized by the presiding officer and must preface their comments by an announcement of their name, address, and group affiliation; if appropriate.
4. No participant may speak more than once on the same topic unless all others who wish to speak on the topic have been heard.
5. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.

*More information concerning board meetings can be accessed via the school website www.hcacs.net.

General Policies and Procedures

Fee/Payment Procedures:

At HCA, we have a certain procedure which must be followed for receiving and accounting for any incoming

money. Please help us by doing your part and acting in accordance with the following fee payment procedure:

All payments must be documented upon receipt on the appropriate form. Parents have been instructed the following:

1. Money has to be brought in by 9 a.m. each morning, contained in a labeled sealed envelope and the following information should be written on the outside of the sealed envelope.

Student Name
Grade
Teacher
Amount
Reason for Money (i.e. Canteen, Catering, Donation, Fee, Field Trip)

**Payments must be in exact change. If multiple payments for different purposes are being made each item must be listed on the written on the receipt. The office cannot keep cash on hand and change is NOT guaranteed. Money is deposited daily.

2. Checks should be made to Horse Creek Academy unless noted by a fundraiser event.
3. Should an order form (NOT PERMISSION SLIP) need to be returned with the payment, it should be enclosed in the envelope as well.
4. DO NOT ENCLOSE A SIGNED PERMISSION SLIP in a field trip payment envelope. These go to two separate places.
5. Deadlines for fee payment should be honored as this directly impacts our ability to move forward in securing the services that you are paying for.

Refunds:

Lunch/Breakfast catering orders:

These are NON-REFUNDABLE in every case; as catered orders cannot be altered once given to the restaurants. The food will still be delivered if the student is absent. In the event of an absence, a parent/guardian may pick up the student's food or allow the student's sibling to claim it; however, HCA must be aware of these plans. You may notify us by calling/sending a note with the sibling. If the food is left unclaimed, it will be resold. For health reasons, food cannot be held overnight.

Field trip fees:

These are non-refundable as most places and companies charge blanket field trip fees that are not determined on a 'per- child' basis and cannot be split up and retrieved once paid.

Change of Address, Phone Numbers or Personal information

Parents are required to provide the school with accurate, updated information regarding a student's parent(s)/guardian(s), addresses, telephone numbers, emergency contacts and doctor's telephone numbers. If any of this information changes throughout the school year, parents are required to notify the main office within 24 hours. To keep children safe, we must be able to contact their guardian.

GIFT POLICY

HCA requests that individual expressions of appreciation be done with small gifts or through a note. ***Solicitation of financial donations for group gifts is prohibited.*** We make this request because the donation can be a financial burden to some families, the receipt of an expensive gift may be uncomfortable for a teacher, but most importantly, we look to preserve the professional, conflict free, balance that exists among Teachers, Students, and Parents.

PUBLIC FORUM

Horse Creek Academy Charter School premises may not be used as a public forum by any individual, group or organization other than the Horse Creek Academy Board of Directors or designee. Any use of school facilities by any other entity for purposes such as the signing of petitions, is expressly prohibited.

FACILITIES USE POLICY

As a means for fostering community involvement, the Board of Directors wishes to make Horse Creek Academy's facilities reasonably available to the community in a way that does not take away from its primary responsibility; does not jeopardize the person or property of the School, the user or any invitee, and; does not materially burden the School with additional costs or risk of liability.

This policy does not apply to school sponsored organizations.

Individuals interested in using Horse Creek Academy's facility for an event should complete the Facilities Use Application from the School's website (www.hcacs.net). Contact the school office for further information.

CHECK RETURN POLICY

All returned checks are subject to a **\$35.00 fee**. Families/Staff will be sent a written notice of the returned check by the administration, along with a copy of the returned item and a note explaining the returned check fee (\$35). The note will serve as an invoice for the total amount due including the returned check fee. Horse Creek Academy will accept another check to cover the invoice balance.

Families/Staff who have two (2) returned checks must make all future payments by cash. Additional checks cannot be accepted.

FUNDRAISING

Horse Creek Academy (HCA) is a non-profit Charter School with the mission to effectively educate pre-school to pre-college students for active participation in a 21st century society.

All donations solicited on behalf of HCA shall be used to further this mission and follow the policies and procedures outlined below.

Definition:

“**Fundraiser**” or “**Fundraising Activity(ies)**” means a school activity or event that uses students to generate funds. A fundraiser may involve the sale of goods to generate funds. The primary purpose of a Fundraiser is to raise monies to provide financial support to the school or any of its classes, groups, teams, or programs. As provided in this policy, certain Fundraising Activities may also be organized to benefit a particular charity or for other charitable purposes.

“**Student activity**” is a program, presentation or other event, other than a fundraising activity, conducted or sponsored by a district-sponsored student group or organization.

GIFTS

Purpose

This section of the document outlines and defines procedures for handling monetary donations made for all HCA staff members.

Gifts: A gift would be defined as anything given to someone without payment or expectation.

Donation: A donation would be considered something given, such money or some other item of value in order to promote the mission of Horse Creek Academy.

All donations must be accurately recorded to the Administrative Assistant to achieve the goal as written in the charter. Monetary donations must be turned in requisitioned as needed with receipts returned for accounting purposes.

Donor Acknowledgements:

Within 7 business days of donation receipt, every donor to HCA shall receive a thank you letter and donation receipt. Donations of \$500 or more will also receive an invitation to the upcoming board meeting from a board member or the executive director and a formal acknowledgement.

Cash Handling Guidelines

General

- Staff is not authorized to use collected funds for any purpose whatsoever other than for deposit to the Executive Administrative Office.
- All monies are to be collected each morning and turned into the Executive Administrative Office. No cash is to remain in the classroom at any time.
- All monies raised for a particular organization/ charity/ fundraiser must be submitted to the Executive Administrative Office for deposit and a check will be sent to that organization in the name of Horse Creek Academy.

- The Director of Operations will keep a reconciliation log
- Separate the components of cash handling – collecting, depositing and reconciling
 - To reduce the risk of error, all cash should be separated according to the denomination, and should face the same direction.
 - Checks should be kept together separated from other currency until time of deposit.
- No personal checks will be cashed from HCA funds. If parents donate money via check form, the check will be deposited and the money will be credited to the fundraiser.
- There are no cash advances.
- Cash is never to be sent through the school mail

An HCA-sponsored student group must submit an activity request form to the Vice Principal and receive approval of the written request prior to conducting, sponsoring or advertising a fundraising activity.

(This form will be sent to the Director of Operation for financial processing)

The written request to conduct or sponsor a fundraising activity must contain the following:

1. The name of the teacher/ grade or student organization / Volunteer Coordinator.
2. A description of the proposed fundraising activity.
(What kind of fundraiser is this and can we do it as a charter school?)
3. The dates of fundraising.
4. A statement identifying the need for and proposed use of funds to be raised by the fundraising activity.
5. All necessary permits or forms of authorization necessary to conduct the fundraising activity (e.g., solicitation permits, work permits, parade permits).
6. The names of students, employees and volunteers who may be participating in the fundraising activity.

Requests will be acknowledged immediately, and approval/disapproval will be granted within one (1) week in most cases. Board approval will be required for fundraisers that are expected to raise over \$2,500. In these cases, approval may take an additional three (3) weeks. The Director reserves the right to seek Board approval on any fundraiser in question.

- Fundraising activities conducted on Horse Creek Academy property during the regular school day must be conducted in a manner that minimizes interference with daily school operations.
- Fundraising activities must be age-appropriate for the involved students or student organization.
- Fundraising activities must comply with relevant state and federal laws and guidelines.

Discontinuance of Fundraising Activity

- The Vice Principal or Executive Director may revoke the permission to conduct a fundraising activity for violation of law, district policy or school rule at any time. The Vice Principal / Executive Director may also terminate any fundraising activity if the fundraising activity becomes unduly disruptive or poses a health or safety risk to students, employees or community members.
- Violations of this policy may result in disciplinary action for an employee or student. Disciplinary action could include suspension or expulsion for students. Disciplinary action could include suspension or termination for employees.

Accounting of Fundraising Funds

Money or other resources raised by fundraising activities conducted by Horse Creek Academy

student groups or organizations becomes HCA property, designated for the use described on the written activity request form. All such money is subject to the HCA's accounting procedures.

Our goal is for fundraising to be a seamless, well-planned, strategic initiative that will minimize the investment of human resources and maximize the benefits to our students and school.

STANDARDS OF CONDUCT

DRESS CODE (UNIFORM POLICY)

Purpose:

Horse Creek Academy Board of Directors believes that a safe and disciplined learning environment is a requirement of a high performing school. The way a student dresses can have a direct impact upon his/ her health, safety, attitude and performance, and upon the health, safety, attitude and performance of others. In order to maintain a safe, respectful, positive and productive educational environment, Horse Creek Academy has adopted and will enforce the following Dress Code.

Should a circumstance arise that is not specifically delineated within this policy, the school Director (or designee) shall consider the Purpose of this policy and decide the best course of enforcement accordingly. Decisions made by the school Director related to enforcement of the school Dress Code are final.

Appearance

In addition to being required to wear school uniforms, all students are to be groomed and dressed appropriately for school and school activities. A student's dress and/or appearance shall:

- Support, not disrupt, the learning environment;
- Constitute no threat to health or safety;
- Be tasteful and unable to be construed as provocative or obscene;
- Reflect practices of good hygiene and cleanliness.

Good judgment in considering issues such as age, developmental stages, and body type are expected of all students, parents, and guardians in the selection of school attire and appearance. The manner of a student's wear of the school uniform shall be neat, clean, properly fitted, age-appropriate and suitable for the learning environment

TOPS: Shirts, Sweaters, and Sweatshirts

- Tops must have collars and be solid white, royal blue, or gold (polo-style). Solid white, button down, oxford style shirts or blouses are acceptable.
- Mock turtlenecks and turtlenecks in the above colors are acceptable only under a uniform shirt.
- Shirts may have brand logos or monograms no larger than a deck of regular size playing cards. Shirts may also have the approved Horse Creek Academy logo.
- It is recommended that shirts be tucked in but is not required. Shirts that are untucked must have finished edges and be no more than 6 inches below the waist.
- White, royal blue, or gold t-shirts (long or short sleeves) may be worn under uniform shirts.
- Sweatshirts MUST be white, royal blue or gold in color.

BOTTOMS: Pants, Skirts, Skorts, Jumpers, Capri Length Pants, and Shorts

- Bottoms must be solid khaki (not olive, brown) or black.
- Jeans are only permitted on Fridays with a Spirit Shirt or on specially designated days.
- Bottoms must be free of graphics and embroidery and cannot be ripped.
- Cargo-style pants or shorts are permitted.
- Students may wear solid jumpers, shorts, skirts and skorts that are khaki or black and are no shorter than 3 inches above the top of the knee when standing.
- Solid “polo style” dresses with collars in royal blue, white or gold are also permitted and should be no shorter than 3 inches above the knee when standing.
- Girls may wear “leggings” or tights of any color or pattern under a standard uniform skirt or dress.
- Clothing may not exceed one size larger or smaller than appropriate as determined by the school director. Baggy or sagging pants or shorts are not permitted. “Low rise” clothing is not permitted. Pants, shorts, and skirts must be worn at the natural waistline.
- Belt buckles must not be oversized, computerized or have any writing that is considered offensive.

OUTERWEAR: Coats and Jackets

- Outerwear may not be worn inside the school building during the school day.
- Outerwear may be worn during a class change if the student is exiting the building.
- Outerwear may be worn to school and placed in the student’s locker. If a locker is not available, it may be hung in the classroom or other location designated by the school director and/or the classroom teacher.
- The school director and/or the classroom teacher may make an exception if the building/ classroom is unusually cold.

FOOTWEAR: Shoes, Sneakers, and Boots

- Footwear must be worn at all times.
- Any color athletic shoes are permitted.
- Shoes are required to have back straps and closed toes. They should be appropriate and safe for all school activities. Athletic shoes are preferred.
- Laces on shoes or sneakers must be tied.
- Crocs are permitted if they have a closed toe and if the back strap is worn appropriately. Flip flops, slippers and wheelies (wheels attached to sneakers) are not permitted.
- Heels should be no higher than ½ inch.

ACCESSORIES

- Any adornment that could be perceived as, or used as, a weapon such as chains, spikes, etc. is not permitted.
- Gang-related clothing, accessories, symbols or intimidating items of dress, as identified by local law enforcement agencies, are not permitted.
- Head coverings of any kind, including but not limited to, hats, caps, bandanas, curlers, masks, visors, kerchiefs, athletic sweatbands, earmuffs, sunglasses or hoods are not permitted. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in classrooms during regular school hours. Exceptions may be made for medical or religious issues.
- Visible piercings must be limited to the ears and no more than two earrings per ear may be worn at any time.

SCHOOL WIDE UNIFORM EXCEPTIONS

- Each Friday, students may wear HCA Spirit Shirts and jeans. Spirit Shirts will be available for purchase in the office.
- At various times through the year, there will be other days where students do not have to dress in uniform to participate in programs or other school wide initiatives. Guidelines for those days will be sent home with students.

All questionable attire will be evaluated by the school Director or his designee and students deemed in inappropriate attire will call home to obtain a proper change of clothes.

DISCIPLINE POLICY (SEE APPENDICES FOR BEHAVIOR & CONSEQUENCES CHARTS)

The purpose of Horse Creek Academy Charter School's discipline policy is to ensure a learning environment that respects and protects the health, safety, wellbeing, and learning of all students.

Horse Creek Academy expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This expectation applies to a student's actions toward other students and teachers, their language, their dress, and their manners. We believe self-discipline is an interpersonal goal of education. Students have a responsibility to know and respect Horse Creek Academy's policies, rules, and regulations. Violations of such policies, rules, and regulations will result in a disciplinary consequence(s).

Horse Creek Academy's Discipline Policy including the Behavior Violations Chart (in the Appendix of this Handbook) will apply to every student attending Horse Creek Academy Charter School whether in a classroom, on school grounds, at a school-sponsored program or at a function (on or off school grounds) where the School is responsible for the student(s).

Tier 1: Minor Offenses

Tier 1 Minor Offenses include any student behavior that impedes orderly classroom procedures, instructional delivery, learning engagements, and/or the orderly operation of the school. In addition, minor offenses include behaviors contrary to Horse Creek Academy's Core Values, the frequency or seriousness of which disturbs the learning of others in the classroom

or school.

Tier 1 Minor Offenses that will be addressed by the Teacher or other Staff Members through Classroom Behavior Management Systems include, but are not limited to, the following:

- Excessive talking, blurting out, or excessive noise
- Lack of kindness, courtesy, or respect toward a peer or adult
- Teasing
- Horseplay
- Not following directions
- Unprepared for class/incomplete assignments
- Off task behaviors
- Pushing/hitting/kicking that does not cause harm
- Dishonesty (not inclusive of Academic Dishonesty which is a Tier II offense)
- Lack of body control
- Running in the halls
- Interrupting

Possible consequences a Staff Member may implement in response to isolated Tier 1 Minor Offenses include, but are not limited to, the following:

- Redirecting the student
- Non-verbal warnings (proximity--standing closer so the student knows the Staff Member is aware of the behavior, eye contact, behavior agreements, etc.)
- Verbal warnings
- Teacher/student conference
- “Clip change” to desired outcome (body control, voice control, etc.)
- Alternate seating arrangement
- Letter of apology / verbal apology
- “Time-out” in classroom (time out can include time for drawn/written reflection-- reflection will be sent home with a note from Teacher)
- “Time-out” out of the classroom
- Parent contact (email, phone call, notes, etc.)
- Loss of privilege (e.g., No participation in: cooperative groups, talking during lunch, Friday free time, etc.)
- Detention

If a behavior becomes repetitive, it is no longer considered an isolated offense, but a pattern of behavior. In instances where there is a pattern of behavior, Staff Members should implement one (or more) of the following additional consequences prior to referring the student to the Leadership Team:

- Conference between the Teacher and Parent
- Differentiated behavior plan to specifically meet individual student needs (daily behavior plan or agenda book check-in)
- Recommend the Parent shadow the child for a day or more to observe behavior
- Recommend the student work with the counselor on proactive behavior strategies
- Recommend an intervention team conference

Upon recommendation from a Staff Member, any Leadership Team Member may reclassify a Tier 1 Minor Offense as a Tier 2 Major Offense if there is a pattern of behavior with minimal or inconsistent improvement.

The school's Staff and/or Leadership Team shall consider extenuating, mitigating or aggravating circumstances that may exist in a particular case of misconduct when determining an appropriate consequence.

Tier 2: Major Offenses

Tier 2 Major Offenses include circumstances that may endanger the health, safety, or well-being of others or of the student committing the offense. In some instances, Major Offenses may overlap certain Criminal Offenses, justifying both school consequences and court proceedings.

Tier 2 Major Offenses include, but are not limited to, the following:

- Repetitive minor offenses that severely disrupt learning
- Dishonesty (including lying, Academic Dishonesty, and cheating)
- Bullying/ Harassment (including sexual harassment) / Intimidation
- Threats against others (not inclusive of threats to kill or inflict bodily harm which are a Tier III offense)
- Aggressive behavior
- Fighting
- Profanity/ Vulgarity/ Abusive language
- Vandalism
- Stealing
- Defiance/ Aggravated Disrespect/ Refusal to obey Staff Members
- Evading adults/hiding or leaving a classroom (or school grounds) without permission
- Using objects in a manner that (could) result in harm to others (throwing, kicking, etc.)
- Provoking, instigating, and/or coercing others to engage in Disruptive Conduct

Possible consequences in response to Tier 2 Major Offenses may include, but are not limited to, the following:

- Conference or Detention with a Leadership Team member
- In-School Suspension (1/2 - 2 days)
- Out of School Suspension (1 - 10 days)
- Expulsion

The school's Staff and/or Leadership Team shall consider extenuating, mitigating or aggravating circumstances that may exist in a particular case of misconduct when determining an appropriate consequence.

Tier 3 - Criminal Conduct

Tier 3 Criminal Conduct includes actions that students engage in which result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions that result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board of Directors.

Examples of Criminal Conduct include, but are not limited to, the following:

- Possession, distribution, or use of tobacco, alcohol or a controlled substance (drugs, narcotics or poison)
- Assault and Battery

- Extortion
- Intentionally setting off fire alarms falsely
- Arson
- Bomb threat
- Possession, use or transfer of a weapon, firecracker or other explosive device
- Sexual Offenses
- Vandalism (major)
- Threatening to take the life or inflict bodily harm upon a student, Staff Member or a member of their immediate family

Possible consequences in response to Criminal Conduct may include, but are not limited to, the following:

- Out of School Suspension
- Expulsion
- Restitution of property damages

The school's Staff and/or Leadership Team shall consider extenuating, mitigating or aggravating circumstances that may exist in a particular case of misconduct when determining an appropriate consequence.

Expulsion

Expulsion is the removal of a student from the school for the remainder of the school year. Upon expulsion, a student cannot attend school or be on school grounds, attend any school-related event or activity - on or off campus.

A student may be expelled for committing the violations listed in the Family Handbook, for the commission of any crime, gross immorality, gross misbehavior, persistent disobedience, the violation of any other written rules established by the Board or the State Board of Education, if the presence of the student is deemed to be detrimental to the best interests of the school, and as provided for by law.

Expulsion Procedures

If expulsion procedures are initiated, the parent/guardian of the student will be notified in writing of the offense(s) which the student is accused of committing and of the time and place of a hearing before a panel of three Hearing Officers designated by the Board. The student may be suspended during the time of the expulsion proceedings.

The hearing will take place within ten (10) days of the date of the written notification and a decision by the Hearing Officers will be made within ten (10) days of the hearing. The decision, based on a majority vote of the Hearing Officers, will be provided to the parent/guardian in writing. At the hearing, the parent/guardian shall have the right to legal counsel and to all other regular legal rights, including the right to question witness statements and any witnesses who give testimony during the hearing. The Hearing Officers have the right to question the student and witnesses as well. All hearings will be recorded.

If the Hearing Officers determine that grounds for expulsion exist, they may expel the student for the remainder of the school year or, in their sole discretion, give punishment other than expulsion, including, but not limited to, suspension or probation. If the Hearing Officers determine that grounds for expulsion do not exist, all absences resulting from any related suspension may be excused, if deemed appropriate by the Hearing Officers in their sole

discretion, and the student's record will reflect the Hearing Officer's decision. The student will be allowed to make up missed work, as deemed appropriate by the Hearing Officers in their sole discretion.

When the hearing described above is held before Hearing Officers, the Hearing Officers' decision may be appealed to the Board if written notice of intent to appeal is provided to the Director within five (5) days of receipt of the decision. The written notice of intent must contain the basis of the appeal, such as newly discovered evidence or allegations of denial of due process. The Board will consider the appeal within ten (10) days of receipt of the notice of appeal and a decision will be made within five (5) days of the appeal hearing. An appeal will typically be limited to the Board's consideration of the established record, which will consist of the tape of the hearing, any documentary evidence presented by any party, the decision letter, and the appealing party's written notice of appeal. In its sole discretion, the Board may grant a hearing to receive new testimony and evidence.

The Board may uphold, reverse, or alter the decision of the Hearing Officers. If the Board reverses a decision to expel the student, all absences from any suspension related to the expulsion will be excused, the student will be allowed to make up missed work, and the student's record will be cleared. Should the majority of the board not pass a motion to reverse or alter the Hearing Officers' decision, the original decision is upheld.

Suspension Procedures

When a student is suspended from school, a Leadership Team member shall speak with the parents or legal guardian of the pupil as well as notify them, in writing, of the reason and terms for suspension. Should the parents or legal guardians request an additional conference after the initial conversation, the conference shall be set within three days of the date of the suspension. Parents or legal guardian may appeal out of school suspensions to the Director.

Harassment, Intimidation, or Bullying

Horse Creek Academy Charter School is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

There is a no tolerance rule for harassment, intimidation or bullying.

Horse Creek Academy prohibits acts of harassment, intimidation or bullying in all classrooms, on school premises, or at school-sponsored activities or events, whether or not held on school premises, or at any other programs or functions where the school is responsible for the child.

Definition of harassment, intimidation or bullying:

Harassment, intimidation or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of:

- harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Reporting harassment, intimidation or bullying

Any student who believes that harassment, intimidation or bullying has occurred in violation of this policy should report the situation to a school staff member. If the student has previously reported the harassment, intimidation or bullying to the school staff member, but the misconduct continues, the student should report the situation to the Director (or his/her designee).

All other members of the community, including students, parents/legal guardians, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. While submission of a written report is not required, the reporting party is encouraged to submit a written report. Oral reports also will be considered official reports; however, the Director (or his/her designee) should document the oral report for the school's records. Reports may be made anonymously, but formal disciplinary action must not be based solely on the basis of anonymous reports. It is understood that an anonymous report or delayed report limits the investigation process. If requested, the identity of the victim will be protected to the extent allowed by law.

Retaliation

Horse Creek Academy prohibits reprisal or retaliation against a person who reports an act of harassment, intimidation or bullying.

Investigation

The Director (or his/her designee) is responsible for determining whether an alleged act constitutes a violation of this policy. The Director (or his/her designee) will conduct a prompt investigation of the alleged incident. A record of each investigation regarding allegations of harassment, intimidation or bullying will be maintained at the school.

Consequences

Consequences for a student who commits an act of harassment, intimidation or bullying will be varied and graded according to the age, developmental and maturity levels of the parties involved, degrees of harm, surrounding circumstances, nature and severity of the behaviors, incidences of past or continuing patterns of behavior, relationships between the parties involved, context in which the alleged incidents occurred and according to the school's code of conduct.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. An appropriate consequence will be determined after meaningful consideration of these factors.

False accusations

Horse Creek Academy prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying. The consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Horse Creek Academy Charter School provides a grievance procedure as a formal method for the resolution of any grievances concerning the treatment of students by Horse Creek Academy personnel. These grievances may arise from allegations of violations of student legal rights or school policy. In addition, the Board recognizes that there may be conditions that Horse Creek Academy could improve, and that students should have some means by which they can effectively express their concerns. Horse Creek Academy will resolve student complaints and grievances through orderly processes and at the lowest possible level.

A teacher will provide any student or parent the opportunity to discuss a decision or situation that the student considers unjust or unfair. If the incident remains unresolved, the student, parent or teacher may bring the matter to the school Director or his/her designee for consideration and action.

Title IX complaints: Students who believe that they have been discriminated against on the basis of their gender have the right to appeal to the school Director. If the student is not satisfied with the decision of the school Director, he/she may appeal to the Board.

Section 504 complaints: Students who believe that they have been discriminated against on the basis of their disabling condition have the right to appeal to the school Director. If the student is not satisfied with the decision of the school Director, he/she may appeal to the Board. The school Director will schedule appeals to the Board.

ACCIDENTAL DAMAGE OR LOSS OF COMPUTING EQUIPMENT

If a computing device suffers damage it is not an option for repairs not to be completed. All computing devices must be in a fully serviceable condition or appropriate repair action must be underway to bring the device and all accessories up to fully serviceable condition at all times. Students/employees shall use reasonable care to ensure that a computing device is not lost, stolen or damaged. In the event of damage or loss, report the problem immediately to Kevin McGuire, Information Technology Coordinator, or Erica Freeman, Technology Integrator.

In the event of damage not covered by the warranty:

- For the first instance of a non-warranty repair, Horse Creek Academy will cover 50% of the repair cost and 50% will be billed to the student's family and/or employee.

- For the second instance of a non-warranty repair, all costs will be billed to the student's family/ employee.
- Any repairs totaling more than 75% of the total value of the current laptop or computing device are considered to be too great a cost and the damaged device will be replaced.
- Horse Creek Academy will cover 25% of the replacement cost of a laptop, iPad, other computing device or accessory, and the family/employee will be billed 75%.
- For the second instance of complete loss of a laptop, iPad, other computing device or accessory, all costs will be billed to the family/employee.

Responsibility for Negligence

Horse Creek Academy reserves the right to charge the family/employee the full cost for repair or replacement when loss or damage occurs due to negligence or misuse as determined by the Director. The Director's decision regarding negligence is final.

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APPENDICES

Expulsion Hearing Procedures (sample for referenced)

- 1) The hearing shall be closed to the public unless the parent/legal guardian requests in writing that it be open.
- 2) **Record of the Hearing:** The Director or his/her designee shall be responsible for making a record of any information orally presented at the hearing. This can be done by audio recording. The Director should keep statements and any other written material presented during the hearing on file.
- 3) **Presentation of Statements and Records:** If statements signed by persons with personal knowledge concerning the student's misconduct have been acquired, the Director or his/her designee is responsible for presenting those statements during the hearing. The student or his/ her representative shall have the opportunity to present their own statements and records.
- 4) **Use of Witnesses:** The hearing shall consist of a review of the statements and records presented by the Director and the student and the testimony of any witnesses appearing on behalf of either party. The Director shall have the opportunity to question the student and the student, or his representative, shall have the opportunity to make a statement which need not be reduced to writing or filed with the Director prior to the hearing.
- 5) **Examination of Witnesses/Statements:** The Director, any administrator, the student, the parent/ legal guardian, or the student's representative may question any witnesses and any witness statements about any matter relevant to the charge of misconduct and the proper disposition of the matter. The Director has the authority to limit unproductively long or irrelevant questioning.
- 6) **Role of the Parent/Legal Guardian:** The parent/legal guardian should be present at the hearing and should have an opportunity to make a statement and to answer questions. Any such statement need not be filed with the Director prior to the hearing. The parent/legal guardian shall be permitted to advise the student during the hearing.
- 7) **Adult Representation:** If the student or the parent/legal guardian believes the student's interests can be better protected by the presence of another adult in addition to the parent/ legal guardian, the student may bring another adult to the hearing who may be an attorney. An attorney representing a student at the hearing shall be primarily present to ensure that the student's due process rights are not violated. Any adult representative shall be subject to these Discipline Hearing Procedures.

Horse Creek Academy

FAMILY HANDBOOK ACKNOWLEDGEMENT

*****ONE PER FAMILY*****

I have received and reviewed the Family Handbook 2018-2019, and my family will comply with Horse Creek Academy Charter School's rules, procedures and policies.

Student's Name(s)

Print Name (Parent)

Parent Signature Date

Suggestions for Classroom Celebrations and Rewards

Group/Class Rewards

- Extra recess time
- Pick different seats to sit in for a day
- Teacher wearing a silly outfit or hat (let the class decide...one reader even said a teacher wore her wedding dress to school!)
- Afternoon movie (as an individual reward one student could be allowed to select and bring in the movie for the class)
- Lunch in the classroom
- Dress up days...let the class vote!
Pajama day (can also incorporate sleeping bags/blankets)
- Crazy hair day
- Backward day (wear clothes backward and even follow the class schedule backward!)
- Camp out day (kids bring sleeping bags and teacher brings a tent)
- Crazy hat day
- An art or craft party
- A game the class plays together (like bingo or kickball)
- Plant some flowers or plants together at the school
- Paint birdhouses together to put up at the school
- Dance party with music

Individual Rewards

- Lunch or recess time with the Director or favorite teacher/staff • guest reader to read to the class
- Sit with a friend from another class at lunch
- Gift certificate to the book fair
- Sit in the teacher's chair or at their desk for the day
- Sit next to a friend instead of in your own seat for the day
- Be the "special helper" for the day (running errands to the office, line leader, etc.)
- Student asked to actually read the morning announcements
- Choose the story for story time
- "Stinky feet" which means you get to take your shoes off in class
- Give out "play money" to students that they can spend in a class-wide auction later in the year (auction items can include games, books, etc. and be donated by parents)
- A "no uniform for the day" pass (approval needed)

Birthday Celebrations

- New book donated to class library by birthday student with their parent as the guest reader
- Class makes fruit smoothies together arranged through Executive Chef (advance notice)
- Small goodie bags with stickers/activities given out to classmates
- Each student is given supplies to make a small craft together
- Birthday card(s) made by the other students
- Popcorn birthday parties

Major Offenses: Tier 2 and 3 Behavior & Consequences Grades K through 2

The school's Staff and Administrative Leadership Team shall consider extenuating, mitigating or aggravating circumstances that may exist in a particular case of misconduct when determining an appropriate consequence.

BEHAVIOR VIOLATIONS

	Detention(s)	IntiSchool Suspension (1/2 day)	IntiSchool Suspension (1 - 3 days)	OuttiSchool Suspension (1 - 3 days)	OuttiSchool Suspension (1 - 10 days)	Expulsion
1. Repetitive minor offenses that severely disrupt learning						
2. Major disruption that results in a loss of learning time for others						
3. Verbal unkindness or teasing other students						
4. Dishonesty (including Lying/Academic Dishonesty/Cheating)						
5. Other inappropriate behaviors						
6. Provoking, instigating, or coercing others to act inappropriately						
7. Aggravated Defiance/ Aggravated Disrespect/ Refusal to obey a person in authority						
8. Profanity/Vulgarity/Abusive Language						
9. Inappropriate physical contact						
10. Stealing						
11. Unacceptable use of technology						
12. Using objects that result in harm to others						
13. Willful destruction of school (or another person's) property while on school premises						
14. Evading adults/hiding /Leaving a classroom (or school grounds) without permission						
15. Aggressive behavior, such as hitting, biting, kicking, spitting and nonverbal threats/students						
16. Aggressive behavior, such as hitting, biting, kicking, spitting and nonverbal threats/school staff						
17. Threatening, harassing, intimidating or bullying other students						
18. Threatening or intimidating member of the staff						
19. Threatening verbally kill another student						
20. Threatening verbally to kill a member of the staff						
21. Indecent exposure						
22. Fighting						
23. Vandalism						
24. Inappropriate materials						
25. Unauthorized discharging of a fire extinguisher						
26. Intentionally setting off fire alarms falsely						
27. Sexual Offense						
28. Possession, distribution, or use of tobacco						
29. Possession, distribution, or use of alcohol, and/or controlled and illegal substances						
30. Possessing, using, transferring or threatening to use a weapon or any instrument as a weapon						

31. Possession of, explosion of, or transferring of firecrackers or other explosive devices						
32. Arson						
33. Bomb threat						
34. Unrelated and/or related repetitive major offenses						

<h1 style="margin: 0;">Major Offenses:</h1> <h2 style="margin: 0;">Tier 2 and 3 Behavior & Consequences Grades 3 through 5</h2> <p style="margin: 10px 0 0 20px;">The school's Staff and Administrative Leadership Team shall consider extenuating, mitigating or aggravating circumstances that may exist in a particular case of misconduct when determining an appropriate consequence.</p> <h3 style="margin: 0;">BEHAVIOR VIOLATIONS</h3>	Detention(s)	In-School Suspension (1/2 day)	In-School Suspension (1 – 3 days)	Out-of-School Suspension (1 – 3 days)	Out-of-School Suspension (1 – 10 days)	Expulsion
1. Repetitive minor offenses that severely disrupt learning (see full Discipline Policy)						
2. Being verbally unkind or teasing other students						
3. Provoking, instigating, or coercing others to act inappropriately						
4. Unacceptable use of technology						
5. Other inappropriate behaviors						
6. Dishonesty (including Lying/Academic Dishonesty/Cheating/Forgery)						
7. Aggravated Defiance/ Aggravated Disrespect/ Refusal to obey a person in authority						
8. Inappropriate physical contact						
9. Profanity/Vulgarity/Abusive Language						
10. Stealing						
11. Using objects that (could) result in harm to others						
12. Willful destruction of school (or another person's) property while on school premises						
13. Major disruption that results in a loss of learning time for others						
14. Evading adults/hiding or leaving a classroom (or school grounds) without permission						
15. Aggressive behavior, such as hitting, biting, kicking, spitting and nonverbal threats/students						
16. Aggressive behavior, such as hitting, biting, kicking, spitting and nonverbal threats/school staff						
17. Threatening, harassing, intimidating or bullying other students						
18. Threatening or intimidating member of the staff						
19. Threatening verbally kill another student						
20. Threatening verbally to kill a member of the staff						
21. Indecent exposure						
22. Fighting						
23. Vandalism						
24. Inappropriate materials						
25. Unauthorized discharging of a fire extinguisher						

26. Intentionally setting off fire alarms falsely						
27. Sexual Offense						
28. Possession, distribution, or use of tobacco						
29. Possession, distribution, or use of alcohol, and/or controlled and illegal substances						
30. Possessing, using, transferring or threatening to use a weapon or any instrument as a weapon						
31. Possession of, or explosion of, firecrackers or other explosive devices						
32. Arson						
33. Bomb threat						
34. Unrelated and/or related repetitive major offenses						

<p>Major Offenses: Tier 2 and 3 Behavior & Consequences Grades 6 through 8</p> <p>The school's Staff and Administrative Leadership Team shall consider extenuating, mitigating or aggravating circumstances that may exist in a particular case of misconduct when determining an appropriate consequence.</p> <p>BEHAVIOR VIOLATIONS</p>	Detention	IntiSchool Suspension (1/2 day)	IntiSchool Suspension (1-3 days)	OuttiSchool Suspension (1-3 days)	OuttiSchool Suspension (1-10 days)	Expulsion Recommendation
1. Repetitive minor offenses that severely disrupt learning (see full Discipline Policy)						
2. Being verbally unkind or teasing other students						
3. Provoking, instigating, or coercing others to act inappropriately						
4. Unacceptable use of technology						
5. Other inappropriate behaviors						
6. Dishonesty (including Lying/Academic Dishonesty/Cheating/Forgery)						
7. Aggravated Defiance/ Aggravated Disrespect/ Refusal to obey a person in authority						
8. Inappropriate physical contact						
9. Profanity/Vulgarity/Abusive Language						
10. Stealing						
11. Using objects that (could) result in harm to others						
12. Willful destruction of school (or another person's) property while on school premises						
13. Major disruption that results in a loss of learning time for others						
14. Evading adults/hiding or leaving a classroom (or school grounds) without permission						
15. Unauthorized discharging of a fire extinguisher						
16. Vandalism						
17. Aggressive behavior, such as hitting, biting, kicking, spitting on other students						
18. Fighting						
19. Inappropriate materials						
20. Indecent exposure						
21. Aggressive behavior, such as hitting, biting, kicking, spitting on a member of the school staff						
22. Threatening or intimidating member of the staff						
23. Threatening, harassment, intimidating, bullying other students						
24. Threatening, verbally or non verbally, to kill a member of the staff						
25. Threatening, verbally or nonverbally, to kill another student						
26. Intentionally setting off fire alarms falsely						
27. Possession, distribution, or use of tobacco						
28. Sexual Offense						
29. Possession, distribution, or use of alcohol and/or controlled and illegal substances						
30. Possessing, using, transferring or threatening to use a weapon or any instrument as a weapon						

31. Possession of, or explosion of, firecrackers or other explosive devices						
32. Arson						
33. Bomb threat						
34. Unrelated and/or related repetitive major offenses						