



2017-2018

Student/Parent Handbook

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Aiken, South Carolina 29803*
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Welcome to HCA

Dear HCA Family,

The 2017-2018 school year is in full swing! A special thank you to those families who continue to call HCA home and trust us with the education of your children. We are grateful to have your loyalty. To those who have recently joined our family, we thank you for your decision to allow us to educate your child or children. It is a privilege for us to serve your student(s). We are looking forward to a very productive rest of the year working alongside each of you and ask you not to hesitate to contact us with any concerns or suggestions.

This handbook will serve as your guide to HCA's policies and procedures. Please keep it as a reference to important information. If there is ever a question concerning policies and procedures, either included or not included in this manual, please ask your child's teacher or one of the administrative staff for assistance.

On the next page of this manual is a form to fill out for your student. It signifies that you have read and understand this guide. Thanks in advance for your cooperation.

Return the form mentioned above by taking it out of the handbook and sending it to school with your student. They should turn it in to their homeroom teacher. Keep the remaining pages of the handbook as your copy of HCA's policies and procedures.

If this manual references any program, event, or aspect of the HCA program that requires further paperwork, this manual will direct you to where you may find those forms.

Again, we thank you for choosing to partner with us to provide your student with a top quality education. Together, we can do more and will do more. Let's make the rest of the 2017-18 school year Stallion STRONG!

Serving you,
H. Mark Brown
Principal, HCA

Parent Handbook Disclaimer:

Please use this document as a resource tool, as it contains information that is essential to the operation of our school. The Handbook provides essential information about the school for students and parents. It is meant to be both a reference and a guide for you. As a reference, the Handbook provides answers when a specific question arises. As a guide, the Handbook is where you will find the school's expectations, and the names of the people who can help you meet those expectations. This document is also subject to change during the academic year to meet the needs of the school. It is not a contract. Provisions may be changed at any time at the sole discretion of the administration.

STUDENT/PARENT AGREEMENT FORM

RETURN THIS PAGE TO YOUR HOMEROOM TEACHER BY OCTOBER 31ST, 2017

Student Name: _____ Grade: _____

Homeroom Teacher: _____

I acknowledge I have received and read the Horse Creek Academy Student/Parent Handbook and agree to support the school rules, policies, and procedures as stated therein.

Student Signature

Date

Parent/Guardian Signature

Date

General Information

Our Vision:

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.

Our Mission:

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.

Our Philosophy:

We believe that when given the opportunity to be educated with a more individualized approach in a safe and drug-free environment, all students can achieve in school. We consider education the shared responsibility of the student, the home, the educators and the community and know that it is a lifelong process. We believe that parents and students should have options in free public education.

Our educators know that a student's learning is directly related to the quality of teaching and realize that they must prepare students to live productively in a rapidly changing society and world. They understand the importance of flexible and personalized approaches in maximizing each child's potential.

School officials (including the administration and executive board) must ensure that the school is providing the best educational opportunities for all of its students. They know that educators must have the resources needed to fulfill their mission. Actions of the executive board must be in concert with the values of the school and the community.

We believe that our community's quality of life is influenced by our school's quality. Therefore, commitment to and participation in public education by all citizens is critical to the future of education and the community. We believe that education reform should be focused in expanding parent and student options for a free, public education.

Our History:

Horse Creek Academy was founded in 2002 under the name Midland Valley Preparatory School in Graniteville, S.C. A small institution, it started with a low number of students in grades 4K-6 set up in small portable units. The closeness of the faculty, staff, students and parents fostered a supportive community that was in tune with every child's individual educational experience. MVP soon expanded to include education in 7th and 8th grade, offering a complete middle level education based in its philosophy of choice in education and individual attention. In fall 2013, under new direction, the MVP administration and executive board saw that it was difficult for the nurturing faculty to carry out its important mission in such a small space. The school was created to give parents and students a worthy choice in free public education, so they decided that an expansion would provide the means to do so. Plans to buy a new facility started taking shape at the beginning of 2014, and the purchase of a property in Aiken, housing an unfinished school, was made in April of that year. Once plans were in motion to purchase the new facility, the decision to change the name of the school was made. Midland Valley Preparatory School became Horse Creek Academy to signify both the school's journey into the horse country of Aiken, S.C., and its roots in the Horse Creek area.



School Leadership

School Governance:

Horse Creek Academy's Executive Board of Directors and the school's administration govern HCA. The executive board's responsibilities include administration selection, policy and goal establishment, current practice review and school budget approval. The HCA executive board has seven members. Five members are nominated and elected by HCA staff and parents, and two members are appointed. Elections are held no later than the end of September, and all members hold two year terms. The executive director's responsibilities include the day-to-day operation of the school, selection of staff, admission of students, direction of curriculum, coordination of activities, and communications between the school, parents and community. The executive director reports to the executive board.

HCA Board of Directors:

- Rosalyn Bowman
- Jake Edwards
- Robert Fazekas
- Kim Fralick
- Jenny French
- Kevin Murray
- Kevin Vincent

HCA Administration:

Executive Director—Dr. Frank G. Roberson

froberson@hcacs.net

Principal—Mr. H. Mark Brown, M.Ed

mbrown@hcacs.net

Assistant Principal (Elem. School)—Mrs. Paula Scott-Murray

pmurray@hcacs.net

Assistant Principal (Middle School)—Mrs. Sarah Morris

smorris@hcacs.net

Director of Operations—Ms. Carol Grealish

cgrealish@hcacs.net

Faculty and Staff Listings

<i>Faculty/Staff</i>	<i>2016-2017 Assignment</i>	<i>Email Address</i>
ADMINISTRATION		
Dr. Frank G. Roberson	Executive Director	froberson@hcacs.net
H. Mark Brown, M.Ed	Principal	mbrown@hcacs.net
Sarah Morris	Assistant Principal (Middle School)	smorris@hcacs.net
Paula Scott-Murray	Assistant Principal (Elem. School)	pmurray@hcacs.net
Carol Grealish	Director of Operations	cgrealish@hcacs.net
OFFICE STAFF		
Sara Shealy	School Nurse	sshealy@hcacs.net
Jonathan Ballard	Data Clerk/PowerSchool Manager	jballard@hcacs.net
Andra Vance	Senior Administrative Assistance	avance@hcacs.net
Stacy Greene	Volunteer Services Coordinator	sgreene@hcacs.net
Reagan Pender	Receptionist	rpender@hcacs.net
EARLY ELEMENTARY		
Sarah Strom	K4/K5 Montessori Teacher	sstrom@hcacs.net
NaKendra Brown	Instructional Aide	nbrown@hcacs.net
Margaret Williams	K4/K5 Montessori Teacher	mwilliams@hcacs.net
Holly Lovett	Instructional Aide	hlovett@hcacs.net
Jennifer Kelley	K5 Teacher	jkelly@hcacs.net
Shevonne Hillary	Instructional Aide	shillary@hcacs.net
Jessica Buckley	K5 Teacher	jbuckley@hcacs.net
Michelle Lott	Instructional Aide	mlott@hcacs.net
Kim Coach	K5 Teacher	kcoach@hcacs.net
Tabatha Moutzouris	Instructional Aide	tmoutzouris@hcacs.net
Connie Kinney	1 st Grade Teacher	ckinney@hcacs.net
Jennifer Perkins	1 st Grade Teacher	jperkins@hcacs.net
Jennifer Ryberg	1 st Grade Teacher	jryberg@hcacs.net
Sharon Birchmore	1 st /2 nd Montessori Teacher	sbirchmore@hcacs.net
Cynthia Abraham	Instructional Aide	cabraham@hcacs.net
Brittany Busbee	2 nd Grade Teacher	bbusbee@hcacs.net
Katherine Wren	2 nd Grade Teacher	kwren@hcacs.net
Danielle Vargo	2 nd Grade Teacher	dvargo@hcacs.net
ELEMENTARY		
Bethany Fralick	3 rd Grade Teacher	bfralick@hcacs.net
Brittnee Milewski	3 rd Grade Teacher	bmilewski@hcacs.net
Amanda Sweeney	3 rd Grade Teacher	asweeney@hcacs.net
Tammy Palmer	4 th Grade Teacher	tpalmer@hcacs.net
Amanda Burgess	4 th Grade Teacher	aburgess@hcacs.net
Bethany Blich	5 th Grade Teacher	bblich@hcacs.net
Johnny Hughes	5 th Grade Teacher	jhughes@hcacs.net
MIDDLE SCHOOL		
Julie Griffin	6 th Grade Teacher-Math	jgriffin@hcacs.net
Kim McCormick	6 th Grade Teacher-Social Studies	kmccormick@hcacs.net

Melissa McKnight	6 th Grade Teacher-ELA	
Holly Whitson	6 th Grade Teacher-Science	hwhitson@hcacs.net
Diane Burchett	7 th /8 th Grade Teacher-ELA	dburchett@hcacs.net
Terry Green	7 th /8 th Grade Teacher-Social Studies	tgreen@hcacs.net
Sharon Klein	7 th /8 th Grade Teacher-Math/Algebra	
Stephen White	7 th /8 th Grade Teacher-Science	swhite@hcacs.net
Josh Poe	Middle School Lab Proctor	jpoe@hcacs.net
EXCEPTIONAL CHILDREN PROGRAM		
Jacqueline Cochran	Gifted and Talented Teacher	jcochran@hcacs.net
Ashley Cook	Middle School SPED	acook@hcacs.net
Julie Stapleton	Elem. School SPED	jstapleton@hcacs.net
Celia Phillips	Interventionist	cenos@hcacs.net
Susan Harrison	Interventionist	sharrison@hcacs.net
Michelle Green	Reading Coach	mgreen@hcacs.net
RELATED ARTS		
Deborah Dawes	Library	ddawes@hcacs.net
Karen Ellison	Computer	kellison@hcacs.net
Nicole Ellis	Computer Aide	nellis@hcacs.net
Aaron Hambrick	Music/Chorus	ahambrick@hcacs.net
Jake Key	Physical Education	jkey@hcacs.net
Amanda Poe	Physical Education Athletic Director	apoe@hcacs.net
Amber Quarles	Art	aquarles@hcacs.net
CAMPUS SUPPORT		
	After Care Director	
Christine Nichols	Before Care Food Services	cnichols@hcacs.net
Kim England Kristina Miller	Chief Maintenance Officer Custodian	keglan@hcacs.net

Parent Communication and the School Community

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, newsletters, or the marquee in front of the school. 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.

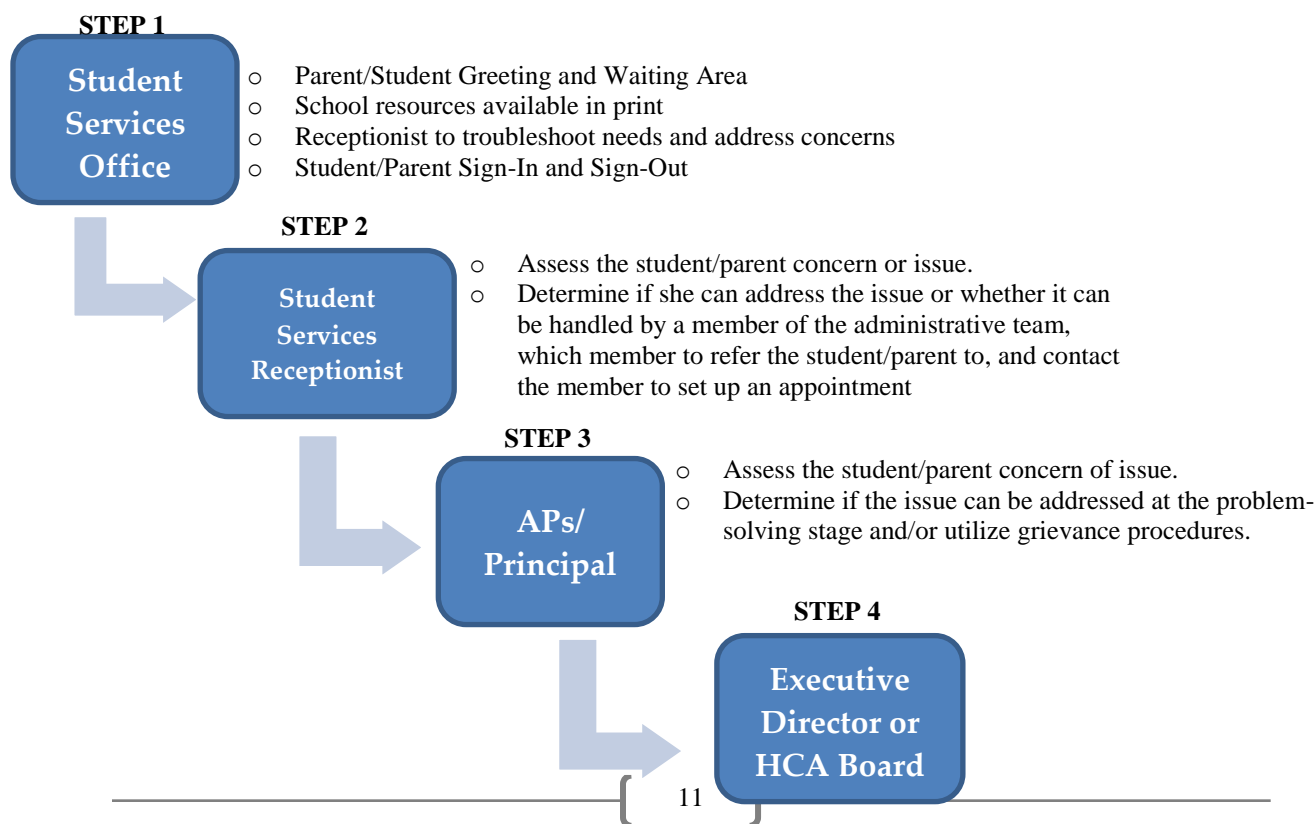
How to get on the Board Meeting Agenda:

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 not 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.*

**Please refer to the Grievance Policies and Procedures for steps on how to appeal to the board concerning grievances.*

Communication Flow Chart:



All student and parent traffic will be directed to the student services 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, Reagan Pender, will determine if a member of administration needs to be notified immediately or will arrange an appointment for a later time and/or 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 as well. 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 during the school year. From time to time information will be provided this automated service. The Administration must approve all announcements prior to duplication, publication, and/or distribution. Please contact the Executive Administrative Assistant, Andra Vance, via email at avance@hcacs.net to submit anything that you would like announced via publication, website, or social media. This includes any pictures that are taken on and off school grounds.

Conferences and Student Reporting:

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

Parents are required to stop by the school and physically retrieve 1st and 3rd quarter report cards. During this time teachers may also request parent/teacher conferences and hand out report cards during that time. Report cards are issued at the end of each 9-week grading period.

- **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 instructions.

Open Door Policy:

Free and Full Access DSS Regulation no. 114-503 F(1): Parents are to have free and full access to their children, unless a court order stipulates otherwise and the visit does not disrupt instruction activities and classroom routines.

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

- All visitors to the school must report to the Main Office located in Student Services upon arrival.
- All visitors must sign in and out at the student services upon arrival and departure of campus.

- All visitors must wear our visitor's tag that they received on the day of their visit at all times while they are on campus.
- 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.
- No person will be allowed to conduct an activity on school premises that has not had prior approval by the Principal or his/her designee.
- No promotional materials will be dispersed on campus without prior administrative approval as outlined in the communication section.
- Visitors who are not family of students must be accompanied while on campus by a member of our administrative team.
- 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 Principal or his/her designee, acting in performance of their duties, may subject themselves to criminal proceedings applicable under the law.

School Visitor/Volunteer Rules:

- Please try to schedule volunteer/visitor time in advance with your classroom teacher or the Community/Volunteer Coordinator.
- You must have a student enrolled in the class which you request to observe.
- Visitors without a SLED background check will not be allowed into classrooms where they will be alone with students.
- **Visiting a classroom should be an instance where you are there solely to observe, not interact with your student or the teacher. If you wish to interact with your student they may be called to Student Services for you; if you wish to speak to the teacher you will need to schedule a time to do so.**
- Once you have signed in with the receptionist in Main Office located in Student Services, the receptionist will give you instructions on how to get to the classroom. Please enter and leave without greetings or salutation to mitigate disruption. In order to avoid interruption and distraction during learning time, students and teachers have been instructed to ignore observers unless it is convenient for instructors to stop and include them in a particular lesson. If a conference is desired, arrangements for an appointment either before or after school hours should be made with the teacher.
- **Do not** attempt to carry on a conversation with a teacher or student unless the teacher has incorporated you into his/her plan.
- You may stand along the side or back of the room or you may sit in any available chair as long as you moving the furniture does not cause a distraction
- **Younger siblings will not be permitted in the classroom and childcare will not be available during the visitation.**
- If you come with other people, do not talk amongst yourselves while inside the classroom. Excessive visitors will not be allowed in classrooms as it distracts from students' learning. If you must talk, please do so outside of the classroom and speak in an area of the school that will not divert any student's attention.

HCA 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 HCA students. The administration of our school reserves the right to deny individuals access to the building.

Family Involvement Requirements:

Horse Creek Academy acknowledges families as team members, along with staff members and students in the educational program. All families are advised to complete 30 Family Involvement Hours (FIH) per school year to aid in the education of students. It is understandable that families have unique demands on their time, so we offer a variety of volunteer opportunities that can be done off or on campus. These hours must be completed and all documents verifying completion must be turned into Stacy Greene by March 29, 2018. To inquire about family involvement volunteer opportunities, please email the volunteer coordinator at sgreene@hcacs.net.

The following count as FIH:

- Meet the teacher
- Open House
- Family Activity Nights
- School Supply Drive purchase (\$12.00=1 FIH)
 - **The receipt must be in a sealed envelope with the parent / student name, grade and the amount on 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. The complete list of supplies that count toward FIH can be found on our website.*
- Book Fair
- Fall Festival (Game Volunteer)
- Field Trip Chaperone
- Board Meetings (Meeting dates posted on the school website)
 - To receive Family Involvement Hours for attending the board meeting you must:
 - 1. Arrive on time to the meeting
 - 2. Sign in /your name/ student name/ grade
 - 3. Stay until the meeting adjourns
- Chaperone Dances
- Feast Day

FIH will be kept by the Volunteer Services Coordinator, Stacy Greene, and will be reported to each family at the end of each quarter. When families arrive at an event, they should sign the volunteer sign-in sheet located in the Main Office located in Student Services. When donating supplies, items should be dropped off at the Student Services Office receptionist so that they may be inventoried. Failure to complete the required number of FIH could result in the student not being re-admitted to Horse Creek Academy for the following school year.

****Important: Classroom teachers are not responsible for reporting donations or volunteer time to the office.***

Campus Preservation:

Students, faculty, staff and parents must be mindful of actions they take which might potentially deface or harm our campus. When posting signs, notices and announcements that have been approved, caution is encouraged. Please avoid slamming doors, improperly disposing of trash and gum, handling items roughly and carelessly, etc. Our campus is a new one and it will take all of us working together to achieve our goal of keeping it new. Please report any accidental mishaps, vandalism or daily wear and tear to Andra Vance in the Administrative Office. We ask your earnest consideration of these things.

Mandated Reporting—Child Abuse and Neglect:

It is the policy of Horse Creek Academy to ensure the safety and well-being of every student. When a concern of possible abuse/neglect arises, we will act swiftly and in an organized manner to respond. As a preventative measure, each staff member at HCA is a trained mandated reporter and are not required to notify the parent of such reporting by law.

If a staff member receives a disclosure of abuse or neglect from a student, or observes something of concern (incident, marking on child, etc.), they are required to **IMMEDIATELY** report their concern to the Assistant Director of Student and Parent services and/or Executive Director. If bruising or marking are included in a student's disclosure, the student will be **IMMEDIATELY** escorted to the nurse's office to be examined by the school nurse. The school nurse will advise both the Assistant Director of Student and Parent Services and the Executive Director.

Abuse or Neglect:

- A student tells a staff member that they are being abused at home, there is drug use in the home, have been sexually abused, are engaging in child pornography or prostitution, have witnessed domestic abuse, are being threatened at home, or don't want to go home because they are afraid.
- A staff member sees physical signs of abuse such as bruises, burns, fractures, etc.
- A staff member notices signs of neglect including lack of basic food and clothing, inappropriate hygiene, lack of appropriate supervision, lack of medical treatment, or the child is residing in an inappropriate or dangerous environment.
- A student is engaging in risky behavior (including sexual behavior, etc...)
- A student has 10 or more unexcused absences or 15 tardies.
- Parents have withdrawn a student and fail to provide documentation of enrollment in another education institution within 10 days.

Inclement Weather Communication:

During extremely bad weather, it is sometimes necessary to close the school. Horse Creek Academy will announce school closings through our Facebook page, our website and other media outlets. We will also try to the best of our ability to call parents. At HCA, we recognize that our parents are a valuable resource and that through one contact, 100 others can be made. If you ever receive information, a good rule of thumb is to call and make sure your friend has it as well. Word of mouth gets emergency messages to people quicker than any mode of communication. At HCA, it is hard for us to follow the exact directive of the Aiken County Public School District, as our families live throughout all of Aiken County.

Change of Address or Phone Number:

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.

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.

***Please note that HCA Faculty/Staff is not responsible for any lost, stolen, or misplaced money.**

Attendance Policy:

Daily school attendance is not just a matter of law. Regular and timely attendance in school is a critical factor in a student's progress and academic success. Much of our curricular approach is directed by hands-on activities. This type of instruction requires your child's attendance in school as much as possible. Teaching our children the importance of self-discipline, responsibility, perseverance and a strong work ethic is essential to their success in life. It is the responsibility of each parent/guardian to ensure that his/her student gets to school every day unless the child is truly ill or possibly contagious. HCA supports parents/guardians and students in their efforts to develop habits that result in good attendance by creating exciting classroom activities.

Tardy Policy:

Students move into the homeroom promptly at 8:00am. Students are considered tardy at 8:05am. If a student is late, the parent **must** walk into the Student Services office to sign their child in get a tardy pass to gain entry to class. Excessive tardiness has hinders natural flow of the classroom and instruction due to the disruptive nature of a late arrival.

Please note the following levels regarding HCA Plan of Action tardies:

○ **Level 1:**

After three (3) tardies in a nine weeks, an Initial Plan of Action will be agreed upon between the attendance clerk and the student and parent. **Please note that once a student has gotten a Level 1 Plan of Action it remains on file for the remainder of the year.*

○ **Level 2:**

If the Initial Plan of Action has been violated, Mrs. Scott-Murray will arrange a formal meeting with student and parent to develop a Secondary Plan of Action agreement.

○ **Level 3:**

If the Secondary Plan of Action has been violated, the parent and the student will be required to meet with the Executive Director to discuss continued enrollment at Horse Creek Academy.

The following will be reviewed and discussed:

- pattern of excessive tardies
- initial and secondary plan of action listed above
- student grade level based on their chronological age
- academic progress
- behavioral reports
- the student and parent agreement to adhere to HCA tardy policy in the future

- **Important: Attendance, Tardy, and Early Dismissal Severity Clause** *In the event that a pattern of absenteeism, tardiness, or early dismissal is established, and in the event that an Attendance Intervention Plan or a Tardy Plan of Action was written but was not successful, HCA reserves the right to remove the child from enrollment*

Absences and Intervention Policies:

Each student enrolled at Horse Creek Academy is expected to attend school regularly for the duration of their time enrolled. **ANY absence, excused or unexcused, requires a note from a parent or guardian when the student returns to school.** Notes from parents will be kept on file for the duration of the school year. Failure to submit a note within five (5) school days of the absence will result in the absence being marked as unlawful. The note is to specify the following:

1. Student's name
2. Parent's signature
3. Date(s) of absence
4. Date the note is written
5. Daytime phone number
6. Reason for absence

- Family vacations and trips during the school year will be considered unlawful absences unless there are specific educational purposes recognized by the executive director or her designee as a lawful absence. Approval by the executive director or her designee must be made in advance of the trip.
- Parent/family illness does not count as a lawful student absence except in emergency cases, or due to special circumstances. These must be approved by the executive director or her designee.
- Any student who is absent for more than ten (10) days will require a statement from a physician before additional absences due to illness will be excused. **All absences, whether lawful or unlawful, are charged against the maximum of 10 absences allowed.** A student cannot miss more than ten (10) days of school. Physician notes can and will be verified as deemed necessary.

When a student is unlawfully absent for three (3) consecutive days or five (5) total days, the attendance clerk will immediately attempt to establish contact with the parent/ guardian of the student to arrange a conference. During the conference, a written plan will be developed to ensure that the parent/guardian, student and the school have an understanding of the future attendance of the student. A copy of the plan will be sent to the Executive Director of Student and Parent Services. After such a conference is held, the student will not be allowed another unlawful absence. Parents should inform the school office via phone or email when a child will not be attending school for the below noted absences.

HCA gives excused absences for the following:

1. Ill students whose attendance in school endangers their health or the health of others as determined by a doctor.
2. Students who are chronically ill.
 - A doctor's statement explaining that the student does not need to see a doctor every time the illness occurs must be turned in to the assistant director of educational services. If homebound instruction is required, the director will complete necessary paperwork.
3. Students attending a funeral of an immediate family member.
 - Some form of record of the funeral is required with the parent-written excuse
4. Students participating in recognized religious holidays of their faith (a parent note is required).
5. Students who have prior permission granted by the executive director to participate in an educationally relevant trip.
6. Students who have unusual or mitigating circumstances as determined by the Principal.

HCA gives unexcused absences for the following:

1. Students willfully absent from school

2. Students absent without the knowledge of their parent/guardian
3. Student absences exceeding 10 days that are not accompanied by a doctor's excuse.

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.

Dress Code Policy

Horse Creek Academy is a uniform school. School-wide standards on student attire are intended to help students concentrate on school work, reduce discipline problems and improve school order. By enrolling at HCA, families agree to adhere to the dress code policy written into our charter and approved by the board. At this time, HCA does not offer uniform sales through the school; however, school spirit shirts will be sold after the first nine weeks and may be worn in place of the traditional uniform shirt. The dress code for all HCA students is as follows:

Tops

Shirts: solid white, royal blue, or gold polo-style shirt (with collar)—button ups are permitted provided they have a collar. Shirts are not required to be tucked in provided they are not of excessive length.

Jackets/Sweaters/Vests: white, royal blue, gold or black are permitted. Appropriate collared shirts **MUST** be worn under any outerwear.

NOTE: Any logos/monogramming must be no larger than a regular size playing card.

Bottoms

Pants/Shorts: khaki or black. No denim/sweatpant/yoga pant/legging/athletic material allowed. Shorts must be at least fingertip length at front, back, and sides.

Skirts/Skorts: khaki, black or official HCA plaid available only from Frenchtoast.com. Skirts/skorts must be at least fingertip length at front, back, and sides.

Dresses

Dresses/Jumpers: khaki, black or official HCA plaid available only from Frenchtoast.com. Dresses/jumpers must be at least fingertip length at front, back, and sides. Polo style dresses are acceptable. Rompers are not permitted.

Socks/Tights/Leggings

Socks/Tights/Leggings: white or black only. Tights/leggings may never be worn as pants and are only permitted under shorts, skirts/skorts, and dresses/jumpers.

Shoes

Shoes: any color athletic shoes are permitted. Any color dress shoes/boots are permitted, provided they are either flats or only have a low heel. Sandals with a backstrap are allowed (no flipflops). Slides, slippers, and shoes with wheels are not permitted.

Other Guidelines

- No suggestive or provocative clothing.
- No graphic language or suggestive, provocative messages/art allowed on clothing.
- No undergarments exposed (sagging pants or exposing tops not allowed).
- No shorts, skirts/skorts, or dresses/jumpers above fingertip length.
- Hats and sunglasses should not be worn in the building.
- Shoes must be safe and appropriate.
- Belts are not required unless pants are excessively loose.
- On Fridays students may wear jeans with an HCA purchased Spirit Shirt.

The Dress Code will be enforced and non-compliance will result in immediate parent/guardian contact, exclusion from school activities and provision of appropriate clothing by parents/guardians so that students can change. Each teacher will enforce the dress policy through their classroom discipline policy. If a student's behaviors become repetitive in nature, the HCA administration will become involved.

Lunch, Canteen and Catering Policy:

Horse Creek Academy is a pack-your-own-lunch school. There is no kitchen facility available for student use. Please pack/arrange your child's lunch prior to the beginning of the school day and do not deliver food to the school for lunch without prior approval. Lunches delivered by parent/guardian during the school day from fast food restaurants and pizzerias are neither acceptable nor allowed. HCA does not have staff available to be responsible for receiving lunches and making sure they get to the students' classrooms before they spoil. Students who forget to pack their lunches will be required to call home for a lunch which should be dropped off prior to their lunch period. Horse Creek Academy will not provide lunch for these students. Special lunches may be arranged with the teacher if a parent wishes to treat the entire class.

Canteen & Catering Services

There is a canteen where students can purchase drink and snack items.

HCA partners with a variety of restaurants that cater food every day of the school week. These restaurants provide food for both breakfast and lunch and will only be available if pre-purchased. The deadline for pre-orders and payment is Thursday at 9 a.m. previous to the week that the food will be delivered. The deposit will be made and orders will be placed after 9a.m. on Friday.

****Important: Please note the office cannot make change for students who purchase canteen items, and will not break large bills or split money among siblings. Additionally, HCA is not responsible for any money.***

A check will be taken for food payment provided all checks have been honored in the past. Checks should be made out to the school. These orders are non-refundable.

All money must be in a sealed envelope and should contain the following information written on the outside of the envelope.

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

The sealed envelope should be turned into homeroom teacher. (*Please note that this does not apply to canteen money. Students will keep the filled out sealed envelope that contains canteen money on their person.)

Release of Students:

Horse Creek Academy personnel will release students only to parents, guardians, persons listed on the emergency/health forms, or those authorized for carpooling purposes. Provide the school with documents about restraining orders or custody limitations. Additionally, notify teachers and administration if there is any concern that an individual with restricted access to the child might attempt to contact or pick up the student from school.

Release of Children DSS Regulation no. 114-503 F(2): Children will only be released to authorized adults. The parent/guardian will complete a form listing all adults who are authorized to pick up the child. This individual will be required to show photo identification. If special circumstances arrive and you need someone to pick up your child that would normally not be allowed to do so, you must notify us prior to departure by phone call or email with the individual's full name. They must provide photo identification as well. This is one-time only. Students will not continue to be released to this person without changes made to the authorization form. Any additions, changes, or deletions to the authorization form must be made by the parent/guardian. Identified biological parents will not be removed from the forms or denied from picking up a child unless a court order prohibiting them is provided. In the event someone arrives to pick up a child who appears to be under the influence of drugs or alcohol, law enforcement will be called.

Dismissal Procedures:

All HCA students dismiss from class at 3:10pm. HCA has three car lines, one for 4K-5K students (and their older siblings), one for 1st-5th grade students (and their older siblings), and one for 6th-8th grade students.

Parents with siblings in multiple grades should go through the car line of their youngest student. Older siblings will walk out with younger siblings.

Please note that HCA discourages parents signing out students early due to valuable instructional time being missed. However, if a student needs to be dismissed early, they must be signed out in the Student Services Office by 2:35 p.m. in order to alleviate car line issues. If your child has an appointment scheduled and must be signed out of school early, please send a note to the teacher so that he/she can have the student prepared to leave. However, we will not call a student to the office prior to someone arriving to sign them out.

Driving through the car line

Parents wishing to drive through the car line must adhere to the following:

- Parent must remain in vehicle during the dismissal. This will ensure the safety of all.
- Display placard in the front window. All students' names and/or numbers who will be riding that day should be listed on one placard. The placard should be visible in the front window of the vehicle.
- No cutting through the parking lot to save time. This is not acceptable and can result in auto pedestrian accidents.
- Drivers cannot use a cell phone while driving on campus and must drive SLOWLY! **Less than 10 mph.*

Carpooling

The school staff needs to release each child to the right person. If your student will be in a carpool, please write a note letting the teacher know which children are in the carpool and which adults are driving which days. Due to safety reasons, if your child is going with someone else after school, please send a note alerting us of this change. Please make sure that the office staff is aware of any changes by 2:15 on the day of pick up.

Picking up at the crosswalk

Parents wishing to use the crosswalk must adhere to the following:

- Parents must park in the designated parking area.
- Parents refrain from speaking to teachers and understand they are not permitted to engage in conversation at that time because they are monitoring the carline.
- Parents must stand at the crosswalk and wait for their student(s) to be released.
- Once the student has been released, please maintain supervision of your child.
- Once the student has been released to the parent, the student is not allowed to cross back across the crosswalk unattended.
- All adults must refrain from engaging in conversations with other parents in the median area between the traffic and parking area because this blocks the vision of teachers and creates an unsafe environment.

Student Withdrawal Policy:

If your child will be withdrawing from school, please notify the office of your intent to withdraw at the earliest possible date. A “withdrawal form” should be filled out and signed for a student to be considered formally withdrawn. 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 five (5) consecutive days without the school being notified, the student will be presumed voluntarily withdrawn, and his or her spot will be filled. Additionally, voluntary withdrawal can be triggered by a parent’s failure to adhere to school discipline policies and procedures as stipulated in the discipline section.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. By law, schools can release information to governing agencies regarding name and address. If you do not wish for your child’s name to appear in any publication from Horse Creek Academy, please write a waiver to the executive director stating that.

For additional information, you may call (803) 734-8218 or contact Department of Education as follows:

Shelly Kelly
State Department of Education
1429 Senate Street – Suite 1015-A

HCA'S Academic Program

As a school with highly qualified teachers, we know that our teachers have the knowledge and creativity that it takes to lead an effective, nurturing classroom environment. Our teachers get to know their students as the first step in structuring class curriculum. Getting to know student interests and understanding their prior knowledge and experiences allows the teachers to create lessons that are meaningful and relevant to each child. Keeping this in mind, our teachers develop a lesson that encompasses the following three elements of developmentally appropriate practice: the student as an individual, student age, and cultural characteristics.

Early Childhood:

Our early childhood program starts at 4K and goes through 2nd grade.

Montessori:

Our early childhood Montessori Program is comprised of two 4K/5K classes and one 1st/2nd grade class. These classes utilize the Montessori philosophy of the “whole child” approach. According to the American Montessori Society, “In early childhood, Montessori students learn through sensory-motor activities, working with materials that develop their cognitive powers through direct experience: seeing, hearing, tasting, smelling, touching, and movement.”

Elementary:

Our elementary program starts at 3rd grade and goes through 5th grade .

Although many of our class sizes are average, our teachers still focus on individualized curricula, innovative teaching practices, and differentiated instruction to meet the needs of the students.

Middle School:

6th through 8th grade is our middle program. Our 6th grade program is called “Merge” and it encompasses a transitional design that allows the students the opportunity to have additional advisement offered by the teachers and a transitional studies class that provides a bridge between the elementary setting and the middle level setting. All middle school students will also be issued a locker, which they will be responsible for keeping clean and orderly.

Academic Enrichment, Intervention and Special Programs:

Interventions and Special Programs:

Section 504 of the Rehabilitation Act of 1973—Section 504 protects a student with a disability from discrimination based on the disability. A student eligible under Section 504 is entitled to certain procedural protections regarding evaluations and disciplinary matters.

Special Education Program—Children learn in a variety of ways, with most students learning effectively in a traditional school setting. However, sometimes children with exceptionalities need services beyond

accommodations and modifications to the general education program. The Individuals with Disabilities Education Act (IDEA) is a United States federal law that governs how states and public agencies provide early intervention, special education and related services to children with exceptionalities. It addresses the educational needs of children with exceptionalities from birth to age 21.

In defining the purpose of special education, IDEA 2004 clarifies Congress' intended outcome for each child with exceptionality. Students must be provided a Free Appropriate Public Education (FAPE) that prepares them for further education, employment and independent living.

Children with exceptionalities may be eligible to receive special education services as determined by an Individual Education Program (IEP) team, which includes but is not limited to the students' parents, a school administrator or designee, the child when appropriate, the students' teachers and anyone from the Aiken County School District office directly related to special education matters. Special education services are designed to meet the unique educational needs of students with exceptionalities and are provided at no cost to parents. To the maximum extent appropriate, students with exceptionalities must be educated with their grade level peers in the general education environment at the school they would attend if they had no exceptionalities. Due to the uniqueness of students' IEPs, some school policies may not pertain to a student with an IEP. If an IEP exists for a student upon application to HCA, a copy of the full plan must be given to the school before acceptance is granted.

Homework:

Homework is a shared responsibility among students, families and teachers. It offers valuable practice time, encourages independent study habits and instills responsibility in students.

Families make a conference appointment with their student's teacher if a student is spending significantly more or less than a reasonable amount of time completing homework assignments or if clarification of homework objectives is necessary.

Horse Creek Academy recognizes the importance of student participation in planned family and community activities; however, we also recognize that a strong academic foundation hinges on the attitude and support of the family which is a key factor in the success of each child. If projects are due or independent reading is necessary, homework may be assigned over a weekend or break. Whether or not a child has homework over the weekends or on holidays depends on the workload and concentration of the student. Some middle level students are required to complete more homework.

Co-Curricular Activities:

Each day, students will participate in one co-curricular activity that will rotate according to their scheduled academic day and grade level. The co-curricular activities offered throughout the day at HCA are computer, library, physical education, art, music, and intervention). Outside of the normal school day, students can participate in clubs and athletics. For a listing of our clubs and intramural sports offerings, please see our website.

Field Trips:

Any field trip taken by a class is approved by the administration on the basis of its contribution to the class curriculum. A signed parental permission form is required before a student is allowed to make the trip with a class. All students must ride with chaperones that have been approved by Horse Creek Academy. All chaperones must fill out a field trip driver form and pay \$8.00 for the school to run an S.L.E.D. check prior to driving on the field trip. They must also submit a copy of a valid license, valid registration of vehicle and valid proof of insurance. Siblings are not allowed to accompany chaperones on field trips.

Field Trips and Transportation DSS Regulation No. 114-505 I

This facility does not have access to school buses and therefore will not transport children. Parents may choose to have students carpool to and from field trip destinations. This will be discussed in detail on a case by case basis with each new field trip. Field Trip forms must be signed before each trip. A child who does not have a written permission to go on a field trip will remain at the center and be placed in another classroom. Tracking will be maintained at all times during field trips.

**Please note HCA mandates that all field trips and campus related activities are non-smoking.*

Assessment:

Because we are a public school, our students must take state- standardized testing. To ready students for this, our instructors teach state-adopted standards, but are given the freedom to develop their own curricula. *Standards are not a curriculum.* Our teacher-constructed curricula present how students will learn the concepts they need to learn to meet state standards. Right now, the new state-adopted standards will be taught. Under the new law passed by the South Carolina General Assembly (Act 200), the new standards are required to be implemented in South Carolina schools beginning the 2015-16 school year. Our students take SCPASS, and SC Ready tests in the spring. However, at different points in the school year the students participate in benchmark testing to measure their academic progress. Additional information about these assessments can be accessed through South Carolina Department of Education website at <http://ed.sc.gov/agency/ac/Assessment/>.

Retention and Promotion:

At the end of each school year, a student is promoted to the next grade if that student's educational growth is satisfactory for his/her level of ability. For satisfactory progress, students may not have a grade lower than a 60 in each core subject class. At the completion of the school year, the teacher, parent, student and administrator will decide whether to promote, place, or retain the student based on his/her needs if the yearly grade is below a 60. Additionally, if a student is making satisfactory progress but not meeting the compulsory attendance policy the student may be placed versus being promoted.

Daily Operations

2017-18 Master Schedule:

7:30	Student Drop Off Starts
8:00	Official Start Time/Homeroom
8:05	Tardy Bell
8:10	End of Homeroom
8:10-9:05	3 rd and 4 th Grade Exploratory Time
9:10-10:05	5k and 1 st Grade Exploratory Time
10:10-11:05	2 nd and 5 th Grade Exploratory Time
11:05-12:05	No Exploratory Classes at this Time
12:05-1:00	Montessori Exploratory Time
1:05-2:05	6 th Grade Exploratory Time
2:10-3:10	7 th and 8 th Grade Exploratory Time
3:10	Dismissal

Lunch Schedules:

Grade	Start	End
<i>K5</i>	10:20	10:50
<i>1st</i>	10:20	10:50
<i>3rd</i>	10:50	11:20
<i>4th</i>	10:50	11:20
<i>Montessori</i>	11:25	11:55
<i>2nd</i>	11:25	11:55
<i>5th</i>	11:55	12:25
<i>6th</i>	12:35	1:05
<i>7th</i>	1:35	2:05
<i>8th</i>	1:35	2:05

Office Hours are scheduled from 8am-4pm.

EarlyCare and AfterCare:

Horse Creek Academy provides before school and after school care to ENROLLED students. Both programs are located on campus. In Early Care students have the opportunity to have breakfast. In After Care students have an opportunity to complete their homework. There is also a snack time provided. Snacks are usually provided in bulk by parents to help meet their family involvement requirement. Parents are required to sign their children IN/OUT each day. These are **paid services** that do not operate on break weeks or school closings. Registration packets are available in the main office.

Early Care and After Care operate using regular school rules, in addition to any rules and regulations that the directors of Early Care and AfterCare create for the programs. Students will be disciplined in the same manner as they would during regular school hours. Students may be removed from the program at the program director's discretion.

Students who are not registered and have not paid the registration fees will NOT be allowed to attend Early Care or AfterCare. A payment schedule will be provided upon registration. No special payment arrangements or discounts can be made. Only students enrolled at HCA may attend. *This is not a tutoring service.*

Lost and Found:

Please label your child's clothing! Every effort is made to return lost articles to the rightful owner. Clothing and other items worn or brought to school are easier to return if marked with your child's name. Items found will be placed on a cart in the Commons area. Students and parents may check the box for lost articles at any time or students may ask Ms. Dawes, our Lost and Found Coordinator, for assistance. All unclaimed items are donated to a local charity every other Friday. These donation dates are posted on the school webpage.

Student Conduct and Discipline Policies

HCA Discipline System:

HCA's primary goal is always to keep every student in the classroom and receiving a top-notch education. However, realizing that the ideal is not always obtainable, HCA has a clear plan of action for handling inappropriate behaviors ranging from minor to severe behaviors. Therefore, the following discipline system will be utilized throughout the 2017-2018 school year:

- The school will implement common school-wide procedures and routines and explicitly teach each student and also share the expectations with parents.
- Each teacher will establish his/her own classroom rules and procedures and explicitly teach each student and also share the expectations with parents.
- Staff will take every opportunity to re-teach to classrooms of students, small groups of students, and individual students in an effort to assist students in meeting expectations.
- Corrective responses are to be administered in a progressive nature pending the severity of each at the appropriate level. If a student is disruptive in the classroom or in the school, they will lose their rights and appropriate disciplinary action will be taken by the teacher and/or administration. If necessary, the teacher may refer the student to the one of HCA's Assistant Principals or head Principal.
- The system is set up to provide consistency in administering corrective responses to all students.
- Student confidentiality (academic and behavior) as it relates to FERPA is to be maintained at all times, including written and video.
- The behavior process and corrective actions will be reviewed annually.

Important Note Regarding Discipline Policy :

HCA expects all students to respect all teachers who are charged with enforcing school-wide rules and procedures for all students throughout the building. In return, HCA expects all students to be treated with respect and expects reciprocal role modeling for all individuals while on and off campus.

HCA

2017-18

Administrative Code of Conduct

Offense	Possible Disciplinary Action	
Improper Language or Obscene Gestures	Step 1	Administrative Lunch detention
	Step 2	After School Detention
	Step 3	In School Suspension (ISS)
	Step 4	Out of School Suspension (OSS)

Smoking

Step 1	Out of School suspension and Parent conference with possible notification to Aiken County Sheriff Department for ticket for tobacco on campus
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Insubordination/Insolence

Step 1	Administrative Lunch Detention
Step 2	After School Detention
Step 3	In School Suspension (ISS)
Step 4	Out of School Suspension (OSS)

Disrespect to Staff

Step 1	Administrative Lunch Detention
Step 2	After School Detention
Step 3	In School Suspension (ISS)
Step 4	Out of School Suspension (OSS)

Inappropriate Classroom Behavior

Step 1	Administrative Lunch Detention
Step 2	After School Detention
Step 3	In School Suspension (ISS)
Step 4	Out of School Suspension (OSS)

Inappropriate Hall/Lunch Behavior

Step 1	Administrative Lunch Detention
Step 2	After School Detention
Step 3	In School Suspension (ISS)
Step 4	Out of School Suspension (OSS)

Fighting/Assault

Step 1	3-5 days Out of School Suspension (OSS)
Step 2	6-10 days Out of School Suspension (OSS)
Step 3	Recommendation to Board for expulsion

Class Tardiness

Step 1-3	Teacher Intervention
Step 3-4	Lunch Detention
Step 5	In School Suspension (ISS)
Step 6	Out of School Suspension

Failure to Report to Detention

Step 1	After School Detention
Step 2	In School Suspension (ISS)
Step 3	Out of School Suspension (OSS)

Out of Area/Loitering

Step 1	Lunch detention
Step 2	After School Detention
Step 3	In School Suspension (ISS)
Step 4	Out of School Suspension (OSS)

Vandalism

Step 1	1-5 days Out of School Suspension/Payment for damages
Step 2	6-10 days Out of School Suspension/Payment for damages
Step 3	Recommendation to Board for Expulsion and payment of damages

Use of or Possession of Illegal Drugs, Including Alcohol

Step 1	Minimum 5 days Out of School Suspension, Recommendation to Board for expulsion and police intervention if appropriate
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Possession of weapon (Pistol, rifle, knife longer than 2 inches, etc.)

Step 1	Out of School Suspension, Recommendation to Board for expulsion and police intervention if appropriate
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Possession of weapon that does not meet the above criteria

Step 1	Minimum 5 days Out of School Suspension
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Acts of Intimidation or Bullying

Step 1	1-3 Days Out of School Suspension
Step 2	4-6 Days Out of School Suspension
Step 3	7-10 Days Out of School
Step 4	Recommendation to Board for expulsion

Improper Use of Technology

Step 1	Administrative Lunch Detention
Step 2	After school Detention
Step 3	In School Suspension and loss of technology privileges for 2 weeks
Step 4	Out of School Suspension and loss of technology privileges for 9 weeks
Step 5	Out of School Suspension and loss of technology privileges for remainder of year

Physical Assault on School Employee

Step 1	10 Days Out of School Suspension and Recommendation to Board for expulsion
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NOTES: Parent Contact will always occur with administrative disciplinary procedures and parent conferences may be called for at any time. Students with excessive days of OSS (more than 7) will be automatically put on probation and should expect to go before the Board. Depending on the severity of the behavior, administration may skip certain steps in particular situations.

Trip Exclusion

Students whose records of conduct reflect a serious lack of self-control, or lack of that maturity which is necessary to behave appropriately in unfamiliar surroundings, will not be allowed to participate in trips. Recorded incidents of fighting, insubordination, disruptive behavior, dangerous behavior, trancies, excessive unexcused tardiness, or the use of dangerous substances or tobacco may be considered grounds for exclusion from a school-sponsored trip.

Activity Exclusion

Students may **not** participate in any extracurricular activity, including plays, concerts, dances and athletics on the day that he/she:

- Does not attend at least one half day of classes; or
- Is suspended to include After School detention, ISS or OSS
- Two or more Out of School suspensions for fighting, intimidating or bullying others will result in exclusion from activities for remainder of year.

Dance Qualification

Attending dances is a privilege for those students who follow the *Code of Conduct*.

Any student who accumulates three (3) *Inappropriate Classroom Behavior* infractions will miss the next dance.

Any student who receives a After School detention, Saturday School, or Out of School suspension prior to the next scheduled dance, will be excluded from that event.

Sexual Harassment

Step 1 3-5 Days Out of School Suspension and Parent Conference

Step 2 5-10 Days Out of school suspension and Parent Conference (Law Enforcement may be contacted)

Step 3 Recommendation to Board for expulsion

In all cases, the student shall be afforded due process as may be required. For additional information, contact the Principal.

* Students with Individualized Education Plans and 504's may be afforded a different punishment based on their plan. This is at the discretion of Administration.

**This is a summary of important and common disciplinary incidents and actions. It is not inclusive of all incident types and consequences which may arise.

Adopted June 21, 2016

Discipline—Students with Disabilities:

Students with disabilities have the same corrective responses. Discipline of a classified student will be accordance with the following:

1. Students for whom the Individualized Educational Plan (IEP) includes specific disciplinary guidelines will be disciplined in accordance with those guidelines. If the disciplinary guidelines

appear not to be effective, or if there is concern for the health and safety of the student or if those guidelines were followed with respect to a specific infraction, the matter will be immediately referred to the Special Education Director for action and a team meeting may be arranged.

2. Students for whom the IEP does not include specific disciplinary action may be disciplined in accordance with standard school policy relating to each infraction. The Special Education Director and school administration must be notified immediately of any suspension from classes, and will arrange appropriate alternate instruction.
3. Upon the accrual of ten (10) days of suspension, the team will explore whether the infraction is a result of the disability. If a student identified as having a disability is suspended during the course of the school year for a total of ten (10) days, such student must be immediately referred to the team for manifestation meeting. Special education services are not to be interrupted during the manifestation process or long-term suspension. If it is determined that the behavior was not a manifestation of the student's disability and the student is suspended beyond ten (10) days, educational services, including access to the general curriculum, must continue.
4. In considering the placement of the students referred because of disciplinary problems, the Special Education Director will follow its ordinary policies with respect to parental notification and involvement.

Behavior Plans:

DSS Regulation No. 114-503 F(3)(f): Faculty, staff, students and parents of Horse Creek Academy recognize the importance of the students' practice or self-control. If a student chooses to ignore behavior expectations, the teacher will:

1. Work with the student to modify behavior
2. Contact the parents/guardians
3. Notify the assistant director of educational services
4. Meet with parent/guardian(s), student, and administration to develop a plan to improve behavior.

After the behavior plan has been implemented for 2 weeks with constant updates and communication with the parents and the administration, there should be a significant improvement in specific behaviors. If not, other consequences will be explored. **It is important for parents to know that at Horse Creek Academy we do not use corporal punishment.**

Severity Clause:

HCA will not tolerate fighting, hitting, kicking, spitting, bullying, disrespect, or other inappropriate behavior. Students who engage in such behavior will be subject to disciplinary action, which may include expulsion from HCA.

Bullying Prevention and Education:

Horse Creek Academy supports a secure school climate, conducive to teaching and learning, that is free from threat, harassment and any type of bullying behavior. We promote consistency and we work hard to create a climate in which all types of bullying are regarded as unacceptable.

Bullying is defined as any written or verbal expression, physical act or gesture, or a pattern thereof, that is intended to cause distress upon one or more students in the school environment, which includes school buildings, grounds, vehicles, and all school-sponsored activities and events.

A student who engages in any act of bullying is subject to appropriate disciplinary action **including** removal from HCA and/or referral to law enforcement authorities.

Bullying behaviors are categorized as follows:

Social/Psychological Bullying

- The disruption of another student's peer relationships through gossip, isolation, and the spread of rumors.

Verbal Bullying

- The use of language that is derogatory, threatening, taunting, intimidating or insulting. This may also include slander, lies, or rumors.

Physical Bullying

- Hitting, pushing, shoving, kicking, spitting, pinching, restraining, taking or destroying personal property, etc. It may also include threats or coercion of another to do things.

Cyber Bullying

- The use of technological equipment for the purposes of bullying or harassment. It includes posting material in an electronic format that may be accessed by one or more persons. Often cyber-bullying takes bullying beyond the confines of the school campus to harass, threaten, insult or purposefully exclude or communicate negativity about another student. Students can be disciplined for cyber-bullying if its impacts are impacting the school day.

HCA Bullying Prevention Components include:

- Creating awareness within the school community of the Anti-Bullying Policy for students.
- Educating faculty, staff, students and parents to recognize bullying/harassment, to take reports of these behaviors seriously and respond appropriately to ensure the safety and well-being of all students.
- Providing age-appropriate, up-to-date, 3K, 4K-8th grade lessons related to bullying and harassment through the school's character development programs.
- Holding students accountable who intentionally bully or harass others, while also guiding them to receive help and direction for making better decisions regarding the respectful treatment of others.

Reporting Procedures

It is the responsibility of every community member at Horse Creek Academy to report incidents of bullying and harassment. Students should report such incidents to a parent, teacher and/or administrator. Adults who receive the information should make sure the appropriate administrator is informed.

Consequences

Once an administrator receives information about alleged bullying or harassment involving any member(s) of the school community, he/she will investigate the incident and consult with other appropriate school personnel. If the allegation is deemed credible, school personnel will make decisions about consequences and other necessary actions to restore the community. Depending on factors such as age of the student, seriousness of the action and number of related offenses, actions will be taken to rectify the behavior which may include conflict resolution, an apology letter, a warning, school service work, in-school suspension, out of school suspension and when necessary, contacting law enforcement and bringing a student before the executive board for expulsion from the school.

Electronic Device Policy:

In general, school telephones are for business use by the staff and for educational use by the students. Elementary students should not bring cell phones or other electronic devices to school without consulting with the teacher and/or administrative staff. A separate Middle School Electronic Device

Policy is outlined below. School phones are available to use in the event of an emergency. We encourage parents to contact teachers and administration via email.

MIDDLE SCHOOL CELL PHONE AND ELECTRONIC DEVICE POLICY

The HCA Middle School requires parents and students to read and agree to the following policy:

The use of cell phones, computing devices and portable music and entertainment systems at school is subject to the restrictions below.

During the school day:

- 1) Students' cell phones and other electronic devices (including headphones) must be turned off and stored within their assigned locker.
- 2) Cell phones, and other electronic devices (including headphones) may not be visible, held, turned on, or used, during trips/events off campus *unless* expressly permitted by the trip or event coordinator during designated times.

Before and After School:

- 1) Upon entering the school building, students' cell phones and other electronic devices (including headphones) must be turned off and stored within their book bag until their appropriate locker time.
- 2) At the end of the school day, students' cell phones and other electronic devices (including headphones) must be turned off and stored within their book bag. *If a student needs to check their phone for transportation information during carline, they must first acquire teacher permission—this should not be a normal occurrence.*

CONSEQUENCES

Confiscation and return of electronic items

Students who use cell phones and other electronic devices (including headphones) on school premises and/or make it visible (e.g. in their hands, falling out of the backpack, playing with it in the cafeteria, etc.) run the risk of having it confiscated.. Electronics that are confiscated will only be returned to students according to the following schedule and are subject to additional disciplinary action:

- **First offense:** *Students must pick up their device at the end of the school day from Mrs. Jacq's classroom and will receive a warning and reminder of school expectations regarding electronic device usage.*
- **Second offense:** *A parent must retrieve their student's device at the end of the school day from the Office of Student Services. The student will also receive lunch detention.*
- **Third offense and beyond:** *A parent must retrieve their student's device at the end of the school day from the Office of Student Services. An administrative referral on the student will be submitted to the principal and appropriate disciplinary action will follow.*

Additional notes regarding cell phones and technology

- HCA recognizes and acknowledges parents' concerns and desires to maintain communication with their children via cell phones. Please keep in mind: No child is ever denied a request to contact a parent or guardian during the day. Staff accommodates all requests in a timely manner via the phone

in the Office of Student Services. If a situation arises where a staff member feels a student needs to use their cell phone to contact their parent/guardian/transportation, they may allow the student to do so while being supervised.

At HCA we encourage all of our teachers to utilize innovative and interesting teaching strategies; sometimes this may come in the form of using cell phones or other personal electronic devices within the classroom. Teachers will first send home a permission slip before ever allowing students to utilize their personal devices in class.

If a student needs to use headphones for a class, the teacher should inform the parents via letter. However, students should only have the headphones visible and in their possession during that specific class.

Controlled Substance/Tobacco Policy:

Horse Creek Academy prohibits the use, possession, sale or distribution of drugs, alcohol and tobacco products by students, staff and parents on campus or at any school-related event/field trips. A student who is in violation of this policy or who is found to be under the influence of a controlled substance while under the supervision of the school will be subject to expulsion. Any adult who is in violation of this policy or who is found to be under the influence of a controlled substance will subject to punishable by law.

Smoke- Free School Policy:

Horse Creek Academy's entire campus is a non-smoking campus. We recognize that smoking and passive smoking causes negative impacts to health, and we here at HCA want to provide positive role models to students. Consequently, for the protection of the staff and students, smoking is not permitted within any area of the school property, nor at any school related activity or function by parents, staff, or visitors.

Sexual Harassment Policy:

It is the policy of Horse Creek Academy to ensure an environment free from sexual harassment. Sexual harassment is defined by the Fair Employment and Housing Commission as: "Unwanted sexual advances, or visual or physical conduct of a sexual nature," and can occur between staff members, between staff and students and between students themselves. Any incident of sexual harassment should be reported immediately to Principal, Mark Brown, in person and in writing, who will fully investigate the complaint and, if proven, take prompt and effective remedial action. A copy of the school's complete Policy against Sexual Harassment and Discrimination is available from the office.

"Title IX of the Education Amendments of 1972, a federal law prohibiting sexual discrimination in schools, protects students against sexual discrimination and harassment. Teachers and students have the right to participate in all educational programs and activities without fear of sexual harassment. Faculty, staff, and students all have a duty not to engage in sexual conduct that is obscene or unwanted by others."

Search and Seizure/Personal Possessions:

Personal Possessions:

Toys, trading cards, video games or any inappropriate item will not be allowed on school property. Any item that is in violation of this policy will be taken from the student and must be picked up by the parent. Please label all of

your child's belongings. **Please reference the Lost and Found Policy. The school is not responsible for lost items.

Search & Seizure Policy:

In accordance with South Carolina Code Section 59-63-1110, any person entering the premises of any school shall be deemed to have consented to a reasonable search of his/her person and effects. The executive director or her designee may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels with or without probable cause. Failure to cooperate may result in a recommendation of expulsion for a student and the appropriate police agency shall be notified

Acceptable Network Use Policy:

Administrative Rule:

Horse Creek Academy administrative rule is adopted to implement the Internet acceptable use policy. While the rule is primarily addresses utilization of the internet and other electronic online connection services, it also applies, where appropriate, to the general use of school-owned computer hardware and software.

Terms and conditions of use:

All use of the internet must be in support of education and research consistent with the educational and staff development objectives of HCA. Use of any organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state laws or regulations is prohibited. This includes, but is no limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Violations will result in appropriate disciplinary action against the staff member or student involved.

Accessing Inappropriate sites:

Student Internet activities will be monitored to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. HCA will provide reasonable notice of and at least one public hearing or meeting to address and communicate its internet safety measures.

Reporting:

School computer technicians who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

Online behavior:

HCA educates minors about appropriate, safe, and secure online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Off-campus conduct:

Students, parents/legal guardians, teachers and staff members should be aware that HCA takes disciplinary actions for conduct initiated and/or crated off-campus involving the inappropriate use of the internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the school, including student harassment and bullying.

Procedures for use:

Employees may access the internet for educational or work-related purposes at any time that is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members. Students will be allowed to access the internet only under the supervision of designated staff. No students may access the internet without permission.

Rules Governing Use:

The following guidelines for acceptable use will be applicable.

- Users are expected to employ appropriate net etiquette; profanity, vulgarity or abusive, inappropriate language is prohibited, illegal activities are forbidden, including unauthorized access or “hacking” by any users.
- Users are not to reveal their personal address or phone numbers or that of other individuals, students or colleagues.
- Users are not to use another school’s or individual’s account without written permission from that school or individual.
- Vandalism will not be tolerated. Vandalism includes, but is not limited to, malicious damage to hardware; harm or destruction of software or the data of another user; and creating, uploading, or downloading computer viruses.
- Users should consider all communications and information accessible via the network to be private property. All quotes, references and sources should be cited.
- Users are not to access inappropriate or restricted information or other information not directly related to the educational or staff use purposes for which access is being provided. Restricted information or other information not directly related to the educational or staff use purposes for which access is being provided. Restricted information includes obscene, libelous, indecent, vulgar, profane or lewd materials, advertisements for products or services not permitted to minors by law; insulting, fighting and harassing words; and other materials which may cause a substantial disruption of academic environment.
- Users should remain on the system as long as necessary to complete their work so that other individuals will have equal opportunities to access the internet.
- Users should not to disrupt, harass or annoy other users.
- The system is not to be utilized for financial or commercial gain or for personal use other than professional activities.

Penalties for improper use:

An employee who violates the terms of this administrative rule will be subject to disciplinary action consistent with the nature of the offense, including cancellation of internet privileges, suspension or termination if circumstances so warrant. Students who violate the terms of this administrative rule or who otherwise misuse their access to the internet also will be subject to disciplinary action in accordance with the district’s code of student conduct to include suspension or expulsion if circumstances so warrant. Violation of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user’s parents/legal guardians (if the user is a student) will be responsible for all such costs.

Technology is a vital part of education and the curriculum of the school. In an effort to promote

learning and expand educational resources for students, arrangements have been made to provide worldwide electronic online connection access to students and staff. While the internet will be a primary online source, this policy and any implementing administrative rules are intended to cover the use of the school's computer-related electronic online connections, generally, as well as the district's computer hardware and software. Reference to "Internet" as used herein will be construed as a term of convenience to cover the intended scope of this policy. This goal in providing this service is to promote educational excellence by communication, innovation and facilitation in sharing of teaching and learning resources.

Access to such "electronic highways" connecting millions of computer users all over the world will allow students and staff the opportunity to communicate with others on a global level and access educational materials worldwide. It will also enhance professional development for staff.

The internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what students' searches may locate. The school cannot guarantee the accuracy of information received on the internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that is not of educational value. Our goal is to help students realize that these occurrences will happen, and to learn that there are proper ways to handle it when it does.

Access to the Internet is a privilege, not a right. With this privilege, there is also a responsibility to use the Internet solely for the educational purposes and not to access inappropriate materials which are not suitable for students. To that end, the district administration is directed to develop appropriate guidelines governing the use of district computers to access the Internet.

As part of the implementations of the administration's guidelines, students and staff must be instructed on the appropriate use of the Internet. In addition, parents/legal guardians must sign a permission form to allow students to access the Internet. Students also must sign a form in the code of student conduct acknowledging that they have read and understand the acceptable use policy and administrative rule, that they will comply with the policy and rule, and that they understand the consequences of violating this policy or rule.

Horse Creek Academy Name Usage:

We kindly request that parents and outside community groups refrain from using our image, name, logo or likeness in any non-HCA sponsored or initiated group (whether online or physical), social media, fundraiser, etc. If you have any questions or concerns, please see administration. While we welcome you to communicate with other parents and community members and value freedom of speech, our first goal is always to protect the reputations of our students, staff, and school. HCA Administration may call parents or community members in to discuss the usage of our image, name, logo or likeness in non-HCA sponsored instances.

School Safety, Health and Wellness

HCA Safety Plan:

- **Purpose:** To provide guidelines geared to ensuring the safety of student, staff and visitors.
- **Goal:** To provide an environment conducive to the safety of all individuals located on the premises of Horse Creek Academy.
- **General:** To ensure safety and to reduce unsafe practices, the following procedures will be followed:
 - **Student Outdoor Activity:** At all times that students are engaged in activities outside, they will be supervised by a member of Horse Creek Academy. Under no circumstance will students be allowed outside without adult supervision.
 - **Security Rounds:** To demonstrate a security presence and to detect any unsafe conditions, a member of administration will make periodic rounds of all areas occupied by students and staff. These rounds include visiting outdoor areas.
 - **Visitor Control:** All visitors are required to stop in the Main Office located in Student Services sign in, receive and display a visitor's badge after which they may be allowed to proceed to their destination.
 - **Early Dismissal:** In cases of an extreme emergency or student illness Parents/Guardians will be permitted to pick up a student prior to the normal dismissal time (3:05 p.m.). The parent will be required to sign the student out. The Parent/Guardian will be required to present a picture I.D.
 - **Control of Students during Dismissal:** Each student must be picked-up by the parent/guardian/designee. Students not picked-up by 3:45 pm are to be escorted to the AfterCare and a phone call to the parent will be made. A fee may be assessed (*See AfterCare pricing information.) If the child has not been picked-up and the school has received no communication from the parent/guardian by 5:30, appropriate authorities will be notified.
 - **Door Usage:** To reduce the possibility of unauthorized entry, with the exception of members of the maintenance staff and vendors, access exits from the buildings are restricted to the main entrance doors. Doors marked as "Emergency Exit" doors will not be used to enter or exit except in the event of an Emergency.

Reporting of Suspicious Persons: All suspicious persons, whether observed inside or outside, are to be reported to security. Student safety on campus and at school-related events is a high priority of HCA. Although we have implemented the SAFETY PLAN listed above, the cooperation of all individuals while on campus is still very essential to ensure school safety. Therefore, all individuals should:

1. Avoid conduct that is likely to put others at risk.
2. Follow the behavioral standards in this booklet, as well as any additional rules for behavior and safety set by the administration and/or teachers.
3. Remain alert and promptly report safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
4. Know emergency evacuation routes and signals.
5. Follow immediately the instructions of those who are overseeing the welfare of students.

Emergency Response Plan:

All faculty/staff receive a copy of the Emergency Response Plan. Additionally, administration ensures that each member of the faculty/staff team are knowledgeable and trained on how to follow the Emergency Response Plan and carry out procedures outlined in the plan. The main copy of the Emergency Response Plan is located in the Administrative Office.

Lockdown Decision:

Lockdowns are at the decision of the Executive Director or her designee when in his/her opinion an emergency crisis has occurred and it may or may not require the holding of students for a period of time beyond the school day. 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 the parents via school messenger.*

Student Injury Policy:

1. Injured student(s) should receive immediate attention from the School Nurse, teacher and/or administration.
2. The parents/guardians of the student(s) should be notified immediately.
3. Student(s) will be transported to the nearest hospital for further attention whenever necessary.
4. The school nurse and/or school personnel must complete all appropriate forms.

Liability Insurance SC Statute 63-13-210 (A)(B)

All facilities are required by law to either have liability insurance or to inform parents that they do not carry insurance. This facility does carry liability insurance.

Emergency Drills:

Horse Creek Academy takes every precaution possible when it comes to emergency situations. Although we encourage all students and staff to use good judgment and caution to mitigate potential threats, some emergency situations are unforeseen and unavoidable. We have evacuation routes and safety procedures which we practice regularly with frequent and timely drills according to the law's requirement. Teachers are trained yearly by the HCA administration on procedures and specific evacuation routes. During the first days of school, the teachers will make certain that students have knowledge of these procedures.

Health Policies:

School Nurse, Sara Shealy

If your child becomes ill at school, we have a full-time nurse at HCA. Nurses have the knowledge and skill necessary to identify emergent, urgent, and non-urgent situations. Most injuries and illnesses that occur at school are non-urgent and can often be resolved without medication. The school nurse can attend to most of the acute needs of students and assist students in returning to class by using some of the following methods: cool or warm compresses, ice packs, a space for the student to rest. For urgent or emergent needs, the nurse responds as trained and will consult with the parent/guardian and the school administrator when care outside of the school setting is needed to support the health of the student. **Medications (see below) will be administered by the nurse.**

Administration of Medications: DSS regulation No. 114-503 F(3)(e) & 114-505 D:

Horse Creek Academy will administer medication to children while at the center. This facility reserves the right to refuse to administer any medication. Medication includes such things as prescription medicine, rash ointment, Neosporin, sunscreen, bug spray, and other such things. Should medication be administered the following conditions must be met:

- DSS Regulation No. 114-505 D(2): All medications must be left with the school nurse for proper handling.
- DSS Regulation No. 114-505 D(2): No medications (including topical solutions such as sunscreen) can be left in classrooms or in book bags.
- DSS Regulation No. 114-505 D(1): Any prescription medication to be administered at school requires an order from the student's healthcare provider and the school's medication permission form signed by the parent/guardian. Over-the-counter (OTC) medications require a parent/guardian signed consent on file. We must have complete information (such as times to be dispensed and dosage amounts) before medications can be administered. DSS Regulation No. 114-505 D(1)(a-b): Both OTC and prescription medications must be provided by the parent/guardian in the original container, labeled with the child's name and current date. We cannot give medication that is not in its original container or is prescribed for someone other than the child. Medication will be dispensed as directed on the container. **The first dose of the medication should be given at home in case there is an allergic reaction.**
- DSS Regulation No. 114-505 D(1)(c): Any medical procedure, such as blood sugar checks or nebulizer treatments, also requires a doctor's order. A signed note from your physician stating the types and amounts of medication to be given, times, and any other specific information must be provided.
- Information will be logged immediately following the administration of the medication. A copy will be provided to the child's parent or guardian if the child is in 3K or 4K.
- If there is an error in administering the medication, parents/guardians will be notified immediately and it will be documented in writing. If the error requires medical attention the Department of Social Services- Child Care Licensing will be notified.

Both the OTC & Prescription Medication Permission forms are available from the school.

Care of Mildly Ill Children: DSS Regulation No. 114-509 B:

Help your child stay healthy and ready to learn. We hope that your child never has to miss school because of illness or disease. The best protection from disease is prevention. You can help prevent many illnesses by making sure your child receives immunizations and by making sure your child washes his or her hands often. *If you think that your child has an illness that can be spread to others, please keep him or her home from school. Contact your doctor or clinic. This facility does not care for mildly ill children.*

Questions to Ask When Your Child is Sick:

1. Does your child's illness keep him/her from comfortably taking part in activities?
2. Does your sick child need more care than the staff can give without affecting the health and safety of other children?
3. Could other children get sick from being near your child?

If the answer to any of these questions is "Yes," please keep your child out of school or childcare. **If your child has a temperature of 100 degrees, he/she cannot return to school until he/she has been symptom- and fever-free for 24 hours.** For a complete list of illnesses that warrant an absence or doctor's visit, check out the SCDHEC school exclusion list which can be found on the SCDHEC website. **If your child has a communicable disease, please notify the school immediately so that we may notify other parents.**

If a child becomes ill during school, the parent/guardian will be notified. The child will be separated from the other children and be kept in the nurse's office and supervised at all times. Parents will be notified to pick up

the child. Conditions that are reportable according to the SC DHEC Exclusion List will be reported to the proper authority.

Self-Administration/Monitoring: DSS Regulation No. 114-505 D(1)(c)

Certain students with special health care needs (Epi-Pen, blood-sugar checks, etc.) may self-administer and/or monitor provided the following requirements are met:

1. The Self-Medicating and Self-Monitoring forms are completed and returned signed by the student's healthcare provider (the legal prescriber), the parent, and the student.
2. An Individualized HealthCare Plan (IHP) has been developed by the school nurse with input from the student's healthcare provider, the parent/guardian, and the student.
3. Medication is provided in an appropriately labeled prescription container.
4. Determination that the student's self-administering/monitoring will not jeopardize the safety of the student or others.

These policies are necessary and non-negotiable. Faculty and staff must always do what is in the best interest of each child within restrictions of the law.

Grievance Policies and Procedures

Compliant Process:

Grievance Procedure for all School Staff and Parent/Guardians:

- 1.It is Horse Creek Academy's philosophy to treat all staff, students, and parent/guardians fairly and equitably. As part of this approach, this procedure provides a means for hearing and settling all grievances promptly, fairly, and by as simple means as possible.
- 2.Once adopted by the Board, this procedure applies to all school staff.
- 3.This procedure will take precedence over any related procedure outlined in the Charter.

Introduction:

- 1.A grievance is defined as a matter raised by an employee or a parent/guardian on his or her own or own child's behalf which has been discussed with his or her own Administrator but which has not, in the opinion of the employee, or parent/guardian, been satisfactorily settled.
- 2.Horse Creek Academy accepts the principle that if individuals have a grievance, they have a right to express it. This includes allegations of acts or statements of discrimination by managers or employees which contravenes legislation and Horse Creek Academy policy on matters of equality.
- 3.This document is designed to deal with grievances or disputes concerning individual members of staff employed at the school and parent/guardians with students currently enrolled at the school.
- 4.Grievances can be relatively simple or more complex in nature. They can arise from a variety of sources, whether among members of staff, with the Principal of the School, or with the Board.
- 5.Grievances related to Disciplinary Action or Teaching Capability will not be addressed by the Board provided current school policies were adhered to. For instance, it is not the role of the Board to define the appropriate level of discipline, or determine the capabilities of a teacher to perform his or her duties. The Board believes this is best handled at the School Administration level.

Principles:

- 1.Grievances can be best resolved by raising the issue informally and directly with the member of staff concerned. The use of the formal procedures should only be used when the informal approach is inappropriate or had been unsuccessful.
- 2.It is in the interests of all parties to resolve any grievances as quickly as possible.
- 3.A grievance may only be raised by an employee or parent/guardian personally, i.e. on one's own or own child's behalf.
- 4.A grievance may not be progressed beyond stage 1 without the exact nature of that grievance having been made clear to the Principal of the School referred to in Stages 1 and 2 by the aggrieved party.
- 5.If new complaints are registered at a later stage of the procedure, these will be dealt with by referring those matters back to Stage 1.
- 6.All parties in the procedure must conform to the principle of mutual confidentiality.
- 7.The status quo will maintain until the final outcome of any grievance is settled.

Procedures:

Stage 1—Information

1. It is clearly desirable for a grievance to be resolved informally where possible and it is hoped that every attempt will be made to achieve this.
2. Where an employee or parent/guardian has a grievance, he or she should first endeavor to resolve the matter by direct approach to the member of staff concerned. If this is not possible, the aggrieved person may discuss the matter with the Principal of the School.
3. Where it has not been possible to resolve the matter informally, Stage 2 should be invoked.

4. Where this grievance is against the Principal of the School, stage 3 of the procedure should be invoked.

Stage 2—Referral to the Principal of School:

1. The employee or parent/guardian should request a meeting with the person concerned and the Principal of the School.
2. The request may be made orally or in writing, and the meeting should take place on mutually convenient day, normally within ten working days of the request being made. Both parties may be accompanied by a work colleague or other adult family member.
3. The Principal of the School will attempt to resolve the grievance.
4. If the issues cannot be resolved, the Principal of the School will invite and assist the parties to the grievance to prepare a mutually acceptable statement of facts. At the meeting both parties should seek to resolve the problem by mutual agreement, in consultation with the Principal of the School. The Principal of the School may also, with agreement of both parties, seek outside counsel to aid in resolution.

Stage 3—Referral to the Board:

1. It may be advisable for the employee or parent/guardian to involve legal counsel at this stage. When the grievance is against the Principal of the School, the Principal of the School will also have the right to involve legal counsel.
2. Where the matter has not been resolved under Stage 2 above, within five working days of the meeting the employee or parent/guardian may submit a formal written notice of the grievance to the Principal of the School, with a copy to the person concerned if other than the Principal of the School. The Principal of the School should then issue a formal written report to the Chairman of the Board.
3. The Board will convene within five working days and determine if the grievance should be viewed by the entire Board. This decision will immediately be communicated to the Principal of the School.
4. Within five working days of the Principal of the School receiving guidance from the Board, a letter should be sent to both parties stating that the Board will/will not be convened to discuss the matter on a mutually convenient day (normally within twenty working days of the Principal of the School receiving the formal written notice of grievance). This letter will cover the following points:
 - a. State that Stage 3 of the Grievance Procedure has commenced;
 - b. Summarize the nature of the grievance to be heard;
 - c. Give a minimum of ten working days' notice of the date, time, and place of hearing before the full Board;
 - d. Remind both parties of the right to be accompanied by a work colleague or representative;
 - e. State that all relevant documents should be exchanged at least five working days before the hearing;
 - f. State that the Principal of the School has a right to attend for the purpose of giving advice, where he is not one of the two parties concerned.
5. The Board Secretary will send copies of any documents which are to be submitted, to the entire Board, and the employee or parent/guardian within five working days before the hearing.
6. Nevertheless, with the agreement of all parties, any new documentation relevant to the case may be accepted at the commencement of the hearing itself: in such an event sufficient copies should be provided for all parties and an adjournment may be necessary.

Hearing Procedures:

The hearing should be conducted as follows:

1. The grievance will be presented by the aggrieved party;
2. The aggrieved party may call witnesses individually in the presence of the other party.
3. The other party may question the aggrieved party and the witness(es);

4. The Board may, through the Chairperson, ask questions of both parties and any witness(es);
5. The other party will then present their case;
6. The other party may call witnesses individually in the presence of the aggrieved party;
7. The aggrieved party may question the other party and the witness(es);
8. The Board may, through the Chairperson, ask questions of both parties and any witness(es);
9. The aggrieved party may sum up his/her case;
10. The other party may then sum up his/her case.
11. The Board will then consider the matter in private. Only those members of the Board who have been present throughout the hearing will take part in the deliberations leading to a decision or determination of the Board. Any advisors to the Board will remain but both parties will withdraw;
12. The Board may recall the parties only to clear points of uncertainty on information already given. If recall is necessary, then both parties are to return, even if only one is concerned with the point giving rise to doubt;
13. The Board will come to a decision;
14. Once the decision has been reached, the Chairperson of the Board will immediately inform both parties and the Principal of the School (if not otherwise notified) of the decision. This will be confirmed in writing to both parties and the Principal of the School within five working days of the end of the hearing. The letter of confirmation should state the case has been properly considered, state what the decision is, and give reasons for the decision.

Discrimination Grievance Procedures:

Nondiscrimination

Horse Creek Academy has the responsibility to afford students the legal rights guaranteed to them under federal and state constitutions, statutes, and implementing regulations. Accordingly, the School will take steps to prevent any discrimination and to remedy the effects of any discriminatory conduct. The School believes that students must accept the responsibilities connected with these rights and respect the rights enjoyed by others.

The School is committed to equal opportunity for all individuals in education. School programs and activities will be free from discrimination based on race, religion, color, national origin, ancestry, disability, sex, age, or any other unlawful consideration. The School promotes programs dedicated to the elimination of discriminatory practices in School activities.

Discrimination Complaints:

Disability (Section 504 and Title II) Complaints

An individual who believes that a student has been discriminated against on the basis of a disability or handicapping condition (in violation of Section 504 of the Rehabilitation Act or Title II of the Americans with Disabilities Act) may file a complaint with the Section 504

Coordinator, Paula Scott Murray. If the complainant is not satisfied with the decision of the Section 504 Coordinator, the complainant may appeal to the Principal. If the Section 504

Coordinator is the subject of the complaint, the complainant may file the complaint directly with the Principal.

Age Discrimination Act Complaints:

An individual who believes that a student has been discriminated against on the basis of age may file a complaint with the Age Discrimination Act Coordinator. If the complainant is not satisfied with the decision of the Age Discrimination Act Coordinator, the complainant may appeal to the Executive Director. If the Age

Discrimination Act Coordinator is the subject of the complaint, the complainant may file the complaint directly with the Executive Director.

Filing a Formal Complaint:

Any individual who believes that a student has been the victim of discrimination by a School employee, student, or third party may file a complaint. A complainant should begin the complaint procedure by initiating an informal complaint with the Principal, Title IX Coordinator, Section 504 Coordinator, or Age Discrimination Act Coordinator. However, if a formal complaint is filed investigation will follow procedures noted below. The investigation will be conducted in a confidential manner, to the extent possible, and concluded within a reasonable period of time. Nothing in this Handbook requires the complainant to present the complaint to the person who is the subject of the complaint. A formal complaint must be filed within 180 calendar days of the alleged occurrence. However, no one should be precluded from making an informal complaint at any time or from pursuing a discrimination complaint with the Office for Civil Rights, U.S. Department of Education.

The School will keep the complaint and the investigation confidential to the extent the School is able to do so.

Retaliation Prohibited:

Horse Creek Academy, Section 504, Title 504, Title II, Title IX, and the Age Discrimination Act strictly prohibit any type of retaliation against any individual who files a complaint or participates in the investigation of a complaint under these laws.

An individual who believes that a student has been retaliated against may file a complaint with the Principal. If the Principal is the subject of the complaint, the complainant may file the complaint with the Executive Director, if the Executive Director is the subject of the complaint, the complainant may file the complaint directly with the Board of Trustees by notifying the board chairperson.

Disciplinary Action:

- Mark Brown, Principal, Title IX Coordinator, Age Discrimination Act Coordinator
- Paula Scott-Murray, Section 504 Coordinator
- Beth Bilson, Chairperson, Board of Trustees

Violation of these procedures will be subject to disciplinary action that may include, but is not limited to, training, oral or written warnings, demotion, termination, transfer, dismissal, suspension, or expulsion.

Remedial Action:

The School will take steps to remedy the effects of discriminatory conduct. Remedial action available to victims of discrimination may include, but is not limited to, compensatory educational services, supplemental educational services, regarding, and classroom transfer.