

2023 - 2024



## Parent-Student Handbook

The College Preparatory and Leadership Academy of High Point

5700 Riverdale Drive

High Point, NC 27282

336-884-0131

[www.ThePointCollegePrep.org](http://www.ThePointCollegePrep.org)

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## Who We Are

**Mission:** At The Point, we produce future college graduates who are dynamic student leaders with exceptional intelligence and a strong sense of who they are and what they can achieve.

**Vision:** To create a learning organization that educates, inspires and transforms students, families and communities.

## General Information

### School Day and Attendance

1. The instructional school day for students is from 8:00 a.m. - 3:30 p.m. Doors open at 7:30 a.m.
2. Each student who is late to school (after 8:00 a.m.) will be marked tardy. Three tardies equates to one absence. By law, the school tracks attendance and notifies parents/guardians of any violations.
3. Students may not leave the school grounds during the day unless a parent or parent representative has signed the student out and is waiting for the student outside the front office.
4. If a student is to go home by different means than usual in the afternoon, parents should contact the main office by 12:00 PM. Bus assignments are permanent and may not be changed.

### Dress Code

A core value of our mission is to teach students how to be professional and to carry themselves like college scholars. The uniform policy at The Point will instill these values and aid in classroom management. Refer to your school's dress code handout for specifics. If students are not in dress code, they will need to have the proper attire brought to school or they must leave school to obtain the proper attire. Multiple dress code violations will result in out of school suspension. Head scarves (non religious), bandanas or other head/face coverings are not allowed.

## Homework

The purpose of homework is to reinforce learning and to build academic growth. The more students practice, the better they learn. Homework is given daily and is a requirement for all students. Failing to turn in completed homework daily will result in

\*poor grades

\*loss of privileges

\*homework detention

\*loss of extracurricular school activities

Refer to specific classroom policies and syllabi for grade penalties for late work.

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### MONEY, PERSONAL BELONGINGS

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1. Students are not to bring excessive amounts of money. Money brought to school is a student's responsibility.
2. Students may not buy, sell or trade items at school. Students also may not ask for money from classmates.
3. Students are encouraged not to share \$Cashapp or other digital currency information with other students.
4. The school day is so full of learning activities that students do not need toys, radios, earphones, tablets, cell phones, chewing gum or candy. These items should be left at home. The school is not responsible for lost or stolen items. If a student brings a prohibited item to school and refuses to either keep it out of sight or turn it over to the teacher/administrator, disciplinary consequences will follow.

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### TELEPHONE USE

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1. Students are allowed to use the school phone for emergencies only. Office staff reserves the right to determine if a phone call is necessary for an emergency.
2. Students are not permitted to use personal cell phones at any time during the school day. Cell phones should be turned off and out of sight inside a purse or bookbag (not in a pocket). If cell

phones are in sight, they will be confiscated and locked in a cell phone locker. After the first offense, cell phones will be confiscated for the day and returned to the student at the end of the day. On the second offense, cell phones will be returned to parents only.

3. If at any time a parent needs to contact a student, the parent will need to call the front office.

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#### CARE OF SCHOOL PROPERTY

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1. Students should take care of furniture, walls and all school property. Damage fees will be charged for defacing school property. If you lose or destroy school property, you will be required to pay for them.
2. Report cards will be held at the end of the school year for students who have not paid fees owed to the school. This includes athletic uniforms deemed property of the school.
3. Please help our teachers in every possible way to keep our school and campus clean.

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#### ABSENCES

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Each student who is absent from school must bring and give to the front office a signed note upon returning to school. When a student is absent, the Success Coach will call home. The excuse should include:

1. Student's name
2. Date(s) absent
3. Reason for absence(s)
4. Parent's Signature

A student is required to bring written verification from the appropriate agency's personnel before an absence can be excused. Any excused absence, other than those listed, may require authorization prior to being absent from the Administrator.

Attendance is extremely important. Excused absences are as follows:

- Illness
- Injury
- Quarantine
- Death in immediate family
- Medical or dental appointments
- Court or administrative proceedings
- Religious observances
- Educational opportunity
- Concussion ( Note: Student must have return to learn prior to reentry)

Travel is not an excused absence unless it relates directly to an educational opportunity. A “Notice of Excessive Absence” form is sent home when a child has accumulated three to six unexcused absences. Excessive absences may be grounds for dismissal, retention, or court proceedings.

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## EMERGENCIES

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When an accident or illness occurs, every effort will be made to contact a parent or guardian and emergency contact. The section entitled “Permission to Secure Medical Care” was given to every parent or guardian, on the official application so we will have the necessary permission and information to take care of each student in an extreme emergency.

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## ADMINISTRATION OF MEDICATION AT SCHOOL

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The College Preparatory & Leadership Academy recognizes the need for some students to take medication while at school. In those cases where any medicine must be taken during school hours or during school-sponsored events, the following procedures shall be followed:

1. A health care provider and parent/guardian must complete the “Medication Administration Authorization” form for prescription and nonprescription (over-the-counter OTC) medications. If all required information has been completed on another form (i.e. medication form from another school system or asthma action plan), it will be accepted by CPLA schools. Parents and students are informed of the medication policy. It is among the responsibilities of the parent/guardian to get a medication form completed and provide it to the school each school year. A separate form must be completed for each medication to be given at school.
2. A new “Medication Administration Authorization” form must be completed and provided when medication changes are made (change in dose, time, or method).
3. The medication administration form is available on the CPLA website and via our main offices.
4. Prescription and nonprescription (OTC) medicine must be brought to school in a current, correctly labeled (i.e. name, dosage) original bottle. New, labeled containers must be provided whenever medication changes are made. The student’s name must be written on nonprescription (OTC). Parents/legal guardians are welcome to come to school and any school-related activity and personally give their child any medication as needed. This does not require the completion of a medication form. Medications will be properly stored to ensure that medications are secure, yet readily accessible to staff and students. All controlled substances or other medications at high risk for diversion will be secured in a locked cabinet.
5. Students with life-threatening medical conditions such as asthma, diabetes, or a student subject to anaphylactic reactions, or both, are permitted to carry and self-administer their medication at physician’s recommendation on “Medication Administration Authorization” form. Self-medication applies to students using asthma inhalers, administering epi-pens or insulin only (*by state law*). The student must be able to demonstrate to the school nurse the skill level necessary to use the self-carry medication and any device that is necessary to administer the medication. The parents/guardians shall provide the student with medication in the original, correctly labeled container. Extra emergency medication and

supplies provided by the parent/guardian will be kept in the nurse's office. If the student uses the medication in a manner other than prescribed, the school may impose on the student disciplinary action according to the school's disciplinary policy. The school may not impose disciplinary action that limits or restricts the student's immediate access to the emergency medication.

6. It is recommended that all medications be transported to and from school by a parent/guardian. Medications will be counted, and amounts received will be recorded on the back of the "Daily Medication Administration Flow Sheet" upon receiving or releasing medications. Self-medication does not apply to this.
7. The school principal will designate personnel to administer medicine to students. A minimum of two persons in each school will be trained annually on medication administration by the school nurse before administering medication. Medication administration training will also include Review of the *Administering Medicine to Students Policy*, safe storage and handling, record keeping and reporting of medication errors, confidentiality, and the 5 rights of medication administration (Right person, medication, dosage, time and route).
8. School personnel administering the medication will keep a medication log in a secured locked cabinet, document in PowerSchool or other approved EMR. If written documentation, a separate sheet shall be kept for each student. All written documentation shall be recorded in ink and shall not be altered. Documentation should be done immediately after the medication is given.
9. It is the responsibility of the school personnel administering the medication to assure that students receive the medication as directed if a signed medication authorization form is in place. If the student does not show, the student must be called to the nurse's office. If the student refuses to come or the medication is not given for any other reason, this must be documented on the medication log and a "Medication Administration Incident Report" must be completed. Parents must be informed. Parents must also be informed if no medication is available.
10. Medication errors/variances will be recorded on the medication log and a "Medication Administration Incident Report" form must be completed. These reports shall be kept with the medication forms for each school year and stored in the school nurse's locked cabinet.
11. Field trips:
  - a. For students who do not self-administer, the school nurse will collaborate with the teacher/sponsor to determine who needs medication for the trip and assure that a trained staff member goes on the field trip. All medications will be sent including as-needed medications, daily medications, and emergency medications. A "Field Trip Medication Handoff Record" form will be completed with a list of students who have medications at school prescribed. The school nurse must prepare the medication individually to be taken in an envelope or Ziploc bag, along with a copy of the "Medication Administration Authorization" form. The medication must be secured by the trained staff member during the entire trip. If a medication is dispensed to a student, a "Field Trip Medication Form" must be completed during the trip immediately after the medication is given. The form should be attached to the medication log upon return to the school.
  - b. Students who self-carry medications are responsible for carrying and administering their own medication. Overnight field trips will be assessed on a case-by-case basis.
12. The school nurse will conduct a medication audit of the medication book at least bi-annually, fall and spring. A written report will be given to the principal if deficiencies are noted. The school nurse and principal will develop plans for additional training as needed based on the results of the audit.

Recommendations for improvements will be noted also. The school nurse will also monitor expiration dates and proper storage of the medications.

13. The parent/legal guardian shall take the medications remaining at the end of the school year home. Any controlled medication not picked up at the end of the school year, will be legally and properly disposed of and witnessed on the last teacher workday of the corresponding school year.
14. The medication log and authorization forms shall be filed in the student's individual health record at the end of each school year and stored in the nurse's filing cabinet. They will be destroyed according to records retention guidelines.
15. Controlled substances should only be given at school when it is imperative to have them for the student's education or for life-threatening situations. Any controlled substance that will impair the student's ability to function at school will not be given unless it is deemed a life-threatening situation. In the event a controlled substance is prescribed by a physician to be given at school that is not for the benefit of the child's education, will be determined on a case-by-case basis by the school nurse and the principal. The school nurse and principal will look at the following information to determine the need and safety at school:
  - a. Is this a life-threatening situation?
  - b. Can this medication be given at home instead of at school?
  - c. Does the medication help the student with their learning process?
  - d. Is there a specific time to give the medication? As needed controlled substances are not permitted.

If determined it is in the best interest of the student's education that the controlled substance be given at school, the following will be determined by the principal and school nurse.

- a. Who will be responsible to give the controlled substance when the school nurse is not on campus?
- b. Who will have keys to the locked cabinet?
- c. Procedures for receipts, administration, and accountability (counting meds) for medications regulation by the Federal Narcotics Act.

Legal References: G.S. 115C-307C, 115C-375.2

Note: Please notify the school of any unusual health problems--diabetes, epilepsy and the like.



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## IMMUNIZATION

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No child may attend any school, whether public or private, unless a certificate of immunization indicating that the child has received the immunizations required by G.S. 130A-152(s) is presented to the school. The law allows parents of a child who is not immunized 30 calendar days after the child's first day of attendance at school to present proof of immunizations, proof that the child is on a schedule to receive immunizations, or proof that the child has a medical or religious exemption from receiving immunizations. After 30 days, the child must be suspended from school for non-compliance until proof immunizations are presented to the school. Students entering kindergarten will also be required to show proof of a physical examination within the current calendar year.

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## CONFERENCES

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Parent conferences may be scheduled through the classroom teacher. Parent conferences can be scheduled before and after school by appointment through ClassTag or Class DoJo. You can also call the school at 336.884-0131 and leave a message for the teacher. Teachers and parents working together can help a child reach his/her potential; therefore, we encourage and welcome conferences. Teachers may not receive phone calls during the school day or conduct parent conferences while he/she is supervising children.

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## VOLUNTEER PROGRAM

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Volunteers are important to the overall success of our instructional program. Everyone benefits from this program. You do not have to be a trained teacher to be a school volunteer. Parents, grandparents, senior citizens or neighbors-anyone who has a genuine interest and love for children—are outstanding volunteer candidates.

If you would like to volunteer, contact your child's teacher directly or the school principal.

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## GRADES AND CLASSROOM ACTIVITIES

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Report Cards are sent home quarterly. We encourage you to work with the teacher to help your child on a weekly basis, before quarterly report cards. Please check your child's book bag every week and ask for school work. You can also check **Powerschool** for updates on students grades, **DoJo** and **ClassTag** for classroom activities and assignments.

## RETENTION

Retention may occur if a student is not experiencing appropriate success with a grade level content. Promoted students in 3<sup>rd</sup> – 8<sup>th</sup> grades must have a “C” average in all core subjects; demonstrate grade level proficiency on standardized tests, and meet State law attendance requirements. Students in K- 2<sup>nd</sup> grade are promoted or retained based on results of the K-2 assessments, student work, and State law attendance requirements. Students must attend school 170 days to be promoted. The school will notify parents by letter and by phone call each quarter if a child is not meeting promotion requirements. We endeavor to make sure all children are succeeding, and strive to develop a success plan early in the school year. The school leader(s) make the final determination about promotion or retention.

#### Grading K-12

100-90 / A

89-80 / B

79-70 / C

69 – 60 / D

59 - below / F

#### High School Graduation

CPLA follows the North Carolina requirements for high school graduation. Students must earn 22 credits and complete all required coursework with a D or higher. Attendance is considered, and students must meet local and state attendance requirements.

#### – SELECTION OF VALEDICTORIAN AND SALUTATORIAN

- The valedictorian designation shall be the student who has the highest cumulative weighted grade point average (8 Semesters)
  - Must have earned their last 10 high school credits at CPLA or their last 24 college credit hours in the Dual-Enrollment Program with GTCC.
  - Must have attended a minimum of 1.5 years at CPLA.
- The salutatorian shall be the student with the second highest cumulative grade point average (8 Semesters)
  - Must have earned their last 10 high school credits at CPLA or their last 24 college credit hours in the Dual-Enrollment Program with GTCC.
  - Must have attended a minimum of 1.5 years at CPLA.

- Any disciplinary issue dealing with academic honesty will disqualify a student (including but not limited to cheating and/or plagiarism) from valedictorian or salutatorian designation
- No one may be valedictorian or salutatorian if they receive any major discipline in junior or senior year (Out of School Suspension of 2 or more days)
- In the instance of a tie, students will be awarded a designation as co-valedictorian or co-salutatorian

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### INCLEMENT WEATHER PROCEDURES

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Sometimes snow or other severe weather conditions require that we close school for the safety of our children. We will make the announcement as soon as the decision is made to close school.

Parents and students can help by following these suggestions:

In the event of inclement weather, watch Channel WFMY 2, WGHP FOX 8 or WXII 12. If school is closed for the next day, a definite announcement will be made by 6:30 a.m.

If there is no announcement, school will open as usual.

The Point College Preparatory & Leadership Academy does not follow the Guilford County School closings for inclement weather. Watch specifically for The Point College Preparatory & Leadership Academy.

Occasionally, very bad weather develops during the day. We monitor weather information continuously and will close schools early if conditions are becoming more hazardous. If this seems likely, please listen to your radio or watch your television for instructions. School officials will stay at school until students are picked up or sent home by whatever prearranged plans are made by parents for such occasions.

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### CONFIDENTIALITY AND STUDENT RECORDS

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The Family Educational Rights and Privacy Act (FERPA), a federal law, gives parents (and students over 28 years of age) the right to see and copy the education records maintained about your child. If you would like to see or copy your child's records, please call the school to make an appointment with the office at least 24 hours in advance. The school may charge \$0.37cents per page for copying.

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### PEACEFUL SCHOOLS PROGRAM

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#### Overview

The Point subscribes to the Peaceful Schools model of discipline and restorative justice. The central belief is that respect and relationships drive school climate and culture, and therefore profoundly impact student wellness and achievement.

Restorative practices are embedded in our school day. All staff are trained on conducting community building circles, the restorative continuum, and the affirmative discipline model that emphasizes caring for the whole child.

## **I. Purpose and Description of the School Code of Conduct**

The Point CPLA is committed to giving every student the opportunity to reach his or her full potential by providing a rigorous academic program, character education, and meaningful parental participation. In order to fulfill this mission it is important that we provide a positive, safe, and orderly environment for our students, staff, and families. The Point CPLA believes that a common and consistently applied code of conduct is a critical tool in building that environment. It reflects what the school believes to be reasonable expectations of conduct for all members of our student body.

The importance of a code of conduct is reinforced in North Carolina state law (G.S. 115C-288) stating, “The principal shall have the authority to exercise discipline over the pupils of the school under policies adopted by the local board of education in accordance with G.S. 115C-390.11 through G.S. 115C-390.12.”

The Point CPLA’s code of conduct identifies those behaviors that are detrimental to our goal of a positive, safe, and orderly environment. Specifically, it identifies behaviors which interfere with the learning process or disrupts the educational environment for any student at any time. The identified consequences are designed to deter students from engaging in behavior which are counter to the school’s mission, and, in the event that violations do occur, discourages students from committing further violations.

The code of conduct is divided into five classes of violations. The classes are groupings of violations of similar severity. Each class of violations, because of their similarity, contain comparable consequences. While these consequences reflect what School believes to be fair and reasonable for that class of violations, the school also recognizes that there are times where there are mitigating or aggravating factors which may result in a change in consequences. The school director or their designees have the authority to assign any alternate reasonable consequence based on either mitigating or aggravating factors. Finally, engaging repeatedly in behaviors in any single class of violations will result in consequences from a higher class. This is intended to reinforce the importance of learning from mistakes.

## **II. General Information**

The information contained in this section is designed to address common questions and confusions regarding the code of conduct. Providing further clarification on these issues will help parents and students successfully navigate the requirements of The Point CPLA's Code of Conduct.

The Code of Conduct applies to all students at any time they are present on school campus, at any school event, or during any school sponsored activity, including school events or activities that are held off campus. Additionally, it applies to students at any time or any location whose behavior interferes with the learning process, causes serious safety concerns, or disrupts the educational environment. Certain rules apply specifically to different grade levels. If that is the case it is noted in the violation. Otherwise the violations apply to all students.

Administration will follow investigatory procedures and make a reasonable attempt to contact parents after it has been concluded that a violation has occurred. During the investigation, students will be interviewed in order to determine what may have occurred. A student will be notified of the consequence of a violation as long as notification of the student does not pose a risk to the safety and security of other individuals on campus.

If a student is suspended out of school, the student may not be present on the campus of The Point CPLA, at any school function, or at any school sponsored event, whether off or on campus, without the permission of school administration.

Unfortunately, during the school year conflict will arise between students. It is the expectation of The Point CPLA that students will not settle conflict through physical altercation. If there is a fight between two students, both students will be held accountable for the incident. If a student is attempting to engage another student in a fight, it is our expectation that the other student will make every reasonable attempt to walk away and notify a school employee.

Lockers, desks, school issued technology, and other school property remain at all times the property of the school and are subject to search at the discretion of the school principals or director or their designee.

Corporal punishment is not permitted at school, but there may be times when school employees need to use reasonable force to control behavior or to remove a person from the scene. These situations include:

- To quell a disturbance threatening injury to others.
- To obtain possession of weapons or other dangerous objects on the person or within the control of a student.
- For self-defense
- For the protection of persons or property
- To maintain order on school property, in the classroom, or at a school related activity on or off school property

### III. Definitions

**365 Day Suspension** - This is out of school suspension for 365 calendar days. It is the maximum allowed by North Carolina law.

**After School Detention** - This consequence is a period of :30 - :45 minutes of supervised study after the conclusion of the school dismissal.

**Aggravating Factors** - Facts of a discipline incident which suggest consequences beyond what is recommended in the Code of Conduct. These are determined by the school principal or director, and may include, but are not limited to, repeated violations, lying or refusing to cooperate with school officials in an investigation, severity of any injury sustained during the incident, and imminent danger to self or others.

**Exclusion** - This consequence prohibits a student from continuing to attend CPLAI, although the student may attend another school.

**Expulsion**- Is the permanent termination of the student-school relationship. This applies only to students 14 years of age or older whose continued presence constitutes a clear threat to the safety of other students or school staff. Students considered for expulsion are entitled to a hearing before the School's Board of Directors as set forth in North Carolina statutes.

**Long-Term Suspension** - This is an out of school suspension lasting greater than 10 consecutive days, but less than 365 days.

**Reverse Suspension** - This consequence is an alternate to the suspension out of school of a student. It is the parent's responsibility to supervise their student in school from arrival to dismissal for 1 to 3 consecutive days.

**Short-Term Suspension**—An out of school suspension lasting fewer than 10 consecutive days.

**Mitigating Factors** - Facts of a disciplinary incident which suggest consequences that are less severe than what is recommended in the Code of Conduct. These may include, but are not limited to, self-defense, provocation, student record, and other factors identified by the school principal or director.

**Out of School Suspension** - This consequence is the prohibition of a student from being on school campus, at school events, or participating in school functions, whether on or off campus.

### IV. Code of Conduct

<u>Class 1</u>	
Violations Include:	Disciplinary Measures

1. Disobeying any teacher established classroom rules.	In-Class disciplinary measures Restorative circle Conference with a Success Coach, Dean, or an Administrator
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<b><u>Class 2</u></b>	
Violations Include:	Disciplinary Measures
<ol style="list-style-type: none"> <li>1. Repeated violations of classroom rules</li> <li>2. Being late for the start of the day or for the beginning of classes.</li> <li>3. Unauthorized use of a cell phone or electronic device during instructional time.</li> <li>4. Being absent from class without permission</li> <li>5. Being out of dress code at any time not authorized by school administration.</li> <li>6. Being in possession of any personal item which distracts from teaching and learning in the classroom.</li> <li>7. Minor incidents of hitting, shoving, kicking, horseplay, etc. which do not result in physical harm.</li> <li>8. An elementary or middle school student threatening another student or staff member in a way that is unrealistic, vague, or poses minimal risk.</li> <li>9. Lying to school personnel.</li> <li>10. Cheating on school tests, quizzes, or other school assignments.</li> <li>11. Plagiarizing school assignments.</li> <li>12. Inappropriate display of affection</li> <li>13. Disrespectful words or actions</li> </ol>	Reverse Suspension 1-3 days Action Plan Guardian Conference Restorative Circle

1. Repeated violations of above category	2-3 Days OSS
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Class 3	
Violations Include	Disciplinary Measures
<ol style="list-style-type: none"> <li>1. Repeated violations of above category</li> <li>2. Possession of prescription or non-prescription medications on one's person without permission from school administration.</li> <li>3. Altering any official school document, including report cards, transcripts, and notes from teachers.</li> <li>4. Failing to comply with directives provided by school personnel.</li> <li>5. Addressing staff members disrespectfully.</li> <li>6. Using obscene, offensive, or derogatory language or pictures in reference to a staff member while on school property or during school functions.</li> <li>7. Using obscene, offensive, or derogatory language or pictures in reference to a student while on school property or during school functions.</li> <li>8. A high school student threatening another student or staff member in a way that is unrealistic, vague, or poses minimal risk.</li> <li>9. Acting in a way that either causes or has the potential to cause harm to oneself or others.</li> <li>10. An elementary student stealing or taking without permission any possession of a student or staff member.</li> <li>11. Being in possession of property stolen from a student or staff member.</li> </ol>	<p>4-5 days of OSS Restorative Circle</p>



12. Fighting in elementary or middle school 13. Using the internet to search for obscene, offensive or derogatory material during the school day, or at any time on a school owned device.	
1. Repeated violations of above category 2. A high school or middle school student stealing or taking without permission any possession of a student or staff member. 3. Directing offensive, obscene, or derogatory language toward staff members. 4. Directing offensive, obscene, or derogatory language toward other students. 5. Threatening another student or school employee in a way that is direct, the result of forethought, and can be carried out. While possible, it may not be realistic. 6. Fighting in high school. 7. Gambling for money on school property. 8. Possession of a lighter or matches.	4-5 Days OSS Restorative Circle

Class 4	
Violations Include	Disciplinary Measures
1. Repeated violations of any of the above category 2. Entering school property after hours without proper authorization. 3. Smoking or vaping, or the possession of prohibited substances or materials while on school campus, at school events, or during a school sponsored activity.	10 Days OSS with possible recommendation for exclusion

<p>4. Possession of offensive, obscene, or derogatory pictures, including electronically, while on school campus, participating in school events, or during school sponsored activities.</p> <p>5. Intentional unnecessary activation of a fire alarm.</p> <p>6. The following offenses reportable to law enforcement:</p> <p style="padding-left: 40px;">a. Possession or consumption of alcohol while on school campus, at school events, or during a school sponsored activity.</p>	
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Class 5	
Violations Include	Disciplinary Measures

<p>Repeated violations of any of the above categories.</p> <p>Sharing or posting offensive, obscene, or derogatory pictures, including online, of students, school employees, or volunteers, without permission at any time which interferes with the learning process or disrupts the educational environment.</p> <p>Using force or violence to take, or attempt to take, someone's property.</p> <p>Inciting or engaging in behavior which either results in or is intended to result in widespread disruption to the educational process. Using social media to incite, harass, intimidate, or disrupt the educational environment or to cause harm to another person.</p> <p>Participating in lewd, illegal, or sexual acts while on school campus, attending school events, or during school functions.</p> <p>A logical, specific, and realistic threat of serious violence to a student or school employee.</p> <p>Assault on a student or employee.</p> <p>Inappropriate sexual touching of a student or employee.</p> <p>Conduct that is a felony or serious misdemeanor under NC law where the student would present a safety risk to student health or safety. No conviction or</p>	<p>10 days OSS with recommendation for exclusion</p>
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arrest is required to fall under this provision.	
<p>The following offenses reportable to law enforcement:</p> <ol style="list-style-type: none"> <li>1. Assault resulting in serious injury</li> <li>2. Assault involving use of a weapon</li> <li>3. Assault on school officials, employees, and volunteers</li> <li>4. Making bomb threats or engaging in bomb hoaxes</li> <li>5. Willfully burning a school building</li> <li>6. Unlawful, underage sales, purchase, or provision of alcoholic beverages</li> <li>7. Possession of a controlled substance in violation of law</li> <li>8. Possession of a weapon</li> <li>9. Robbery with dangerous weapon</li> <li>10. Other <ol style="list-style-type: none"> <li>a. Homicide</li> <li>b. Kidnapping</li> <li>c. Possession of a firearm</li> <li>d. Rape</li> <li>e. Sexual Assault</li> <li>f. Taking indecent liberties with a minor</li> </ol> </li> </ol>	<p>365 Day Suspension 10 day suspension with a recommendation for a Long Term Suspension Exclusion</p>

## V. Disciplinary Process

Upon receiving a report of a potential occurrence of any of the above violations, school administration will begin an investigation. An investigation may include interviewing witnesses, reviewing camera footage, speaking with staff members, and a search of a student, a student's locker, or a student's belongings. Refusal to permit the search will result in the assignment of

consequences that are commensurate with the suspected violation. Administration will speak with the student and give the student an opportunity to deny or explain the violation.

Upon completion of the investigation, school administration will determine if the preponderance of the evidence weighs in favor of the violation occurring. This means that it is more likely than not that the student committed the violation. If that is the conclusion, the student will be notified of the consequence of the violation as long as notification of the student does not pose a risk to the safety and security of other individuals on campus. If the violation is an offense which requires a report to law enforcement, the appropriate agency will be notified.

The school administrator will make a reasonable attempt to contact the student's parent or guardian by telephone to communicate the results of the investigation and the assigned consequences. The Administration shall also notify the parent or guardian in writing that the student has been suspended from school. The administrator shall provide a description of the incident or incidents that resulted in the suspension, and may offer the opportunity for an immediate informal conference with the principal.

There is no appeal of an out of school suspension that is 10 days or less.

If a student is determined to have committed a violation for which the possible consequence is exclusion or long-term suspension, the school principal will follow the procedures outlined in the section below.

## **VI. Long-Term Suspension, Exclusion and Expulsion Procedures**

Each School Principal or the Managing Director may recommend a Long-Term Suspension, and/or Exclusion, and/or participation in a Behavioral Contract.

If a principal determines that an infraction falls into the category for which a long-term suspension and/or exclusion is appropriate, they will notify the Director of a recommendation for long-term suspension or exclusion. The principal will also notify the parent or guardian in writing of this recommendation within two school days. The notification will include the time, date, and location for a hearing with the Director. The parent or guardian must notify the Director at least five business days in advance of the hearing if they are bringing an advocate to the meeting, and of the advocate's role (for example, legal representation). At the conclusion of the hearing, the Director will determine if the principal's recommendation for long-term suspension or exclusion should be upheld, modified, or overturned.

If the parent or guardian either refuses the hearing or fails to attend the hearing, the Director will make the determination on whether to uphold the recommendation of long-term suspension or exclusion.

If the student is assigned exclusion or a long-term suspension by the Director, the parent or guardian has two school days to appeal the decision to a panel of the board of directors. This request must be submitted in writing to the Director. The board panel decision is final and there is

no appeal to the full board. The school will follow the requirements set forth in North Carolina's General Statutes for any such appeal and hearing.

For expulsion, the School will follow the requirements set forth in North Carolina's General Statutes and any other applicable laws.

## **VII. Discipline of Students with Disabilities**

The obligation and the responsibility to attend school regularly and to comply with the school's code of conduct applies to all students. When appropriate, a principal or designee may discipline a student with a disability who has not complied with the school's code of conduct. Exceptional Children's education services will be provided to a student with a disability if the student has been removed from school for more than ten school days. If a student with a disability is removed for less than ten cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed. The school will follow all applicable state and federal laws when disciplining students with disabilities.

## **GRIEVANCE POLICY**

If there is a concern about a Procedure or Policy of the school, the concerned party will discuss the matter with the School Leader. If satisfactory results cannot be achieved a meeting will be arranged with the concerned party, the School Leader and the Superintendent of Schools. If satisfactory results are not achieved then the concerned party will request in writing a meeting with the grievance committee of the school board for resolution. Written request will be addressed to the School Leader of The Point College Preparatory and Leadership Academy. Grievance meeting request form can be picked up in the front office.

## **FIELD TRIPS**

School field trips are designed to stimulate student interest and may serve as classroom activity extensions while enhancing learning in the classroom. School field trips may also help meet educational goals and objectives by connecting learning with experiences outside of the classroom environment. All eligible students will be given an opportunity to participate in school trips. However, a school leader reserves the right to withdraw a student from a school trip for code of conduct violations, discipline and behavior, and grades.

## **Bus Safety Policies and Procedures**

These school bus policies and procedures have been established so students and parents of The College Preparatory and Leadership Academy, both public and non-public, will receive information leading to an understanding of the expectation of students while they are being transported to and from school.

These policies call for cooperation on the part of students, parents, bus drivers, and other school personnel, and have been developed to promote safety.

Parents are encouraged to study these policies and procedures with their child/children. Both parents and students should become familiar with what is expected for safe and orderly transportation to and from school.

### **Getting On and Off the Bus**

Help the driver maintain the scheduled pickup times by being ready and waiting 10 minutes before the bus arrives. Too long of a wait with the departure time will cause late arrival of students to school. This is unfair to students, schools and other highway users, and multiplies hazards for the bus and its occupants.

Parents are responsible for the conduct of students while going to or from pick-up and drop-off points and for students' meeting the bus on schedule. CPLA provides transportation as a courtesy to our students. Therefore, parents are responsible for their child's supervision until such time he/she boards the bus and after the student leaves the bus at the end of the school day.

Students are to wait in the vehicle or parking lot with a parent/guardian. Parents are required to escort child(ren) to the bus for boarding. No running, pushing or shoving will be allowed when boarding or getting off the bus.

After the bus stops, wait until you get directions from the driver before getting on or off the bus.

### **Riding the Bus**

- Only students enrolled at The College Preparatory and Leadership Academy and registered for transportation are permitted to board the bus.
- All school rules as listed in Parent/Student Handbook are also in effect while traveling on school buses.
- All students will be assigned seats on the bus by CPLA Staff if necessary.
- Take assigned seats as soon as you get on the bus. No standing will be permitted.

- All seats must be shared. If the bus is filled to capacity, state law permits three to each seat as long as students are safely contained within the seat compartment; this applies to junior and senior high students as well as those in the elementary grades.
- No student shall leave or be out of his/her seat while the bus is in motion.
- All parts of a student's body shall be kept inside the bus, especially when a window is open.
- Do not throw anything in the bus or out an open window.
- Nothing shall be held so it extends out of the window or in the aisle of the bus.
- Parents shall be financially responsible for any damage to the interior or exterior of the bus done by their child/children.
- No eating or drinking is permitted on the bus at any time.
- Talk quietly at all times. At intersections and at railroad crossings, there is to be no talking to ensure safety.
- Illegal drugs of any type shall not be permitted on the bus at any time.
- No smoking or use of tobacco products shall be allowed on the bus at any time.
- Absolutely no alcohol is allowed on the bus at any time.
- Live animals (caged or otherwise), firearms, ammunition, explosives or other dangerous materials and objects which may interfere with the safe operation of the vehicle shall not be transported on the school bus.

Learn how to get off the bus in case of an emergency. The bus driver will conduct practice drills periodically.

Students must board the bus at their assigned bus depot location to and from school. Changes in bus pick-up or drop-off must be made through the office. Approval for any change must be requested by the parent or guardian in writing and turned in to the office. In the event your child will not ride the bus in the afternoon, please call the office before 12:00 p.m.

### **Obeying the Passenger Rules**

The CPLA Staff and the driver will be responsible for the orderly conduct of his/her passengers. While on the bus, the student is under the authority of and directly responsible to the CPLA Staff and the bus driver, where applicable. The CPLA Staff and the driver have the authority to enforce the established



procedures for bus conduct. If any student willfully refuses to obey the bus driver or the posted safety rules, a School Bus Incident Report shall be completed and turned in to The CPLA Office.

There is a level of NO Tolerance in regards to bus safety and the School Leader shall make the decision and notify the parents in writing of bus suspension with an explanation for this action. The bus driver will not permit the student to board the bus until the suspension is completed or the School Leader stipulates otherwise. The only due process required is notice to the parent and student of an intended bus riding suspension and an opportunity to appear before the administrator considering the suspension before it happens.

All students must be picked up at the SAME bus depot location Monday through Friday and dropped off at the SAME bus depot location Monday through Friday. Emergency situations arising require parents to notify the office.

Please note that for morning pick-up you will have to remain with your child until they are on the bus. For afternoon drop-off you will have to be present at the bus depot for the safe arrival of your child. If you are not present, your child will be brought back to The CPLA and you will be contacted to pick them up. After 2 times of failing to pick up your child, he/she will be suspended from the bus. After School Care fees will be applied and possible suspension of bus transportation.

We look forward to providing safe and quality transportation services to your family.

### **Bus Behavior**

Students, at all times while riding a school bus or other school-owned or operated vehicle, shall observe the directives of the school bus driver and/or bus/contract vehicle safety monitor. The following conduct is specifically prohibited and may result in revocation of school system provided transportation privileges; delaying the bus schedule, fighting, smoking, inappropriate behavior of a lewd or offensive nature, using profanity or refusing to obey the driver's instructions, tampering with or willfully damaging the school vehicle, getting off at an unauthorized stop, departing the bus via the emergency door or windows without being told to do so by the driver, distracting the driver's attention by participating in disruptive behavior while the vehicle is in operation, standing or moving around the bus while the vehicle is in motion, throwing objects from the bus windows or doors, failing to observe and obey safety regulations, failing to sit in an assigned seat if applicable, willfully trespassing on a school-owned or operated vehicle, or violating any other Code of Conduct rule while on the school bus. If a violation of this Code also violates other rules, consequences in addition to those listed below may be implemented.

### **Consequences**

Suspension from bus and / or from school depending on the nature of the violation. Fighting, bullying, intimidation, profanity, or any other behavior that results in the bus having to stop to deal with a student will result in automatic suspension from the bus.

#### **Athletic Policy**

Middle and High School students (6<sup>th</sup>-12<sup>th</sup> grades) have the opportunity to participate in athletics. Students must maintain satisfactory grades (C average or higher), meet attendance requirements, and display “On Point” behavior. Parents must provide proper documentation of physical examination, and pay appropriate athletic fees. For more information, please refer to The Point Athletic Manual.