



# Middle Campus Parent/Student Handbook



1401 Leaphart Street West Columbia, SC 29169  
Office Hours 7:10 am – 4:00 pm  
Main Number – (803) 926-0520

Andrew J. Hart - Head of School  
Bruce Moseley - Middle Campus Administrator

Dear Parents and Students,

Welcome to East Point Academy. East Point is a globally minded public charter school that offers a bilingual education to students in 4K - 8th grade. We are focused on creating a school culture where a positive attitude, kindness and hard work are valued. We believe that every student should have a rich educational experience including a rigorous academic program, a strong focus on language immersion, comprehensive arts programs and a school culture that respects and values every child in our care.

We provide rigorous and engaging academic programs centered on Mandarin language immersion and cultural literacy. Our approach incorporates student inquiry and project-based learning in conjunction with technology integration. Our caring and dedicated teachers, staff and administration will work together with our parents, community partners and our school board to create a safe, healthy, rewarding and fun learning environment for our students.

Education is a partnership between the student, the parent and the school – a partnership to provide a quality education in a positive and supportive environment. We look forward to working with you. Please take time to review and discuss the items in this handbook with your child(ren) who are enrolled in our school. If you have questions regarding any item(s) now or as the year progresses, please feel free to contact us.

## **MISSION**

The mission of East Point Academy is to produce academically and personally successful students who are proficient in both Mandarin Chinese and English and to promote cultural exchange and understanding.

Sincerely,

East Point Academy Leadership Team

# PANDA CORE VALUES

The Panda Core Values guide our behavior and set the expectations for our school culture. We expect all staff and students to abide by these values. Simply put, we expect all of our staff and students to

## PANDA Core Values



- P** – Place an emphasis on service to others.  
We will:
- share our time and talents with others.
  - find positive ways to contribute to our classmates and school.
  - think about how our actions make others feel.

- A** – Always tell the truth.  
We will:
- be honest with ourselves and others.
  - demonstrate fairness in our judgments and actions.

- N** – Never be a bully.  
We will:
- be nice to others.
  - treat others the way that we would like to be treated.

- D** – Do our best in school.  
We will:
- work hard.
  - complete all our school assignments and homework.
  - be reliable.

- A** – Always be respectful of ourselves, others and our school.  
We will:
- treat others with dignity.
  - behave well in class.
  - value our cultural differences.
  - take good care of our school property.

## **ACADEMIC RECOGNITION**

At the end of each nine-week grading period, grades are reviewed to determine qualification for the A and A/B honor rolls. Students who qualify for the A honor roll must maintain a minimum average of 90 in each subject in which he/she is enrolled. Students who qualify for the A/B honor roll must maintain a minimum average of 80 in each subject in which he/she is enrolled. For the annual honor roll recognition, students must remain on the honor roll every grading period.

## **ALCOHOL AND DRUG USE**

Possession, sale, distribution, use, in any amount, of alcohol, marijuana, hallucinogenic drugs or any other controlled substance is prohibited. No student will market or distribute any substance which is represented to be or is substantially similar in color, shape, size or markings of a controlled substance. Students in violation of this policy face strong circumstances up to and including expulsion.

## **ANNOUNCEMENTS**

General announcements will be made each morning at 8:00 a.m.

## **ARRIVAL AND DEPARTURE TIMES**

The instructional day is from 7:55 a.m. to 3:25 p.m. You may drop your child off as early as 7:15 a.m. This time is when the building is open and appropriate supervision is provided. Morning car line ends at 7:55 a.m. Afternoon car line runs from 3:25-4:00 p.m.

## **ASSESSMENTS**

Our goal is for all tests and exams to be positive learning experiences. We deliver both formative and summative assessments. Formative assessments inform teachers of the students current mastery and provide valuable feedback for future instruction. Summative assessments provide a sum of what students have learned over a specific time period.

Formative assessments include teacher generated tests and Measures of Academic Progress (MAP). MAP is given 2-3 times each year. Teachers may give tests at their discretion to determine student progress. Results of the MAP assessment are provided to parents. Summative assessments include the Assessment of Performance toward Proficiency in Languages (AAPPL) language proficiency examination, SC-PASS, SC-READY and other state mandated assessments. These tests are used to measure student success at meeting established school or state standards.

The AAPPL examination taken in the **8th Grade** will be used to award high school credits in Mandarin and/or Spanish. The examination includes reading, writing, listening and speaking. Students can earn up to 4 high school credits for foreign language.

# ATTENDANCE REGULATIONS

East Point Academy believes that attendance is a key factor in student achievement, and any absence from school represents an educational loss to the student. However, we also recognize that some absences from school are unavoidable and have established an attendance policy which allows for absences in inevitable circumstances.

**POLICY:** Students are expected to attend school each day in accordance with the approved school calendar. Any student who misses school must present a written excuse, signed by a parent or guardian, or the medical professional who treated the child and the absence will be considered **LAWFUL**. The maximum number of days that may be recorded as **LAWFUL** absences with parent notes will be **FIVE** per school year. If a written excuse is not turned in within **THREE** days after the child is back in school or is without acceptable cause, the absence will be considered unexcused and **UNLAWFUL**. The maximum number of days that a child is allowed to miss in one school year is a total of **TEN**, regardless of type. When a student is absent more than a total of **TEN** days the school administrator must approve or disapprove any additional absences. In addition, attendance is an important factor that is used in promotion/retention decisions for children.

<p><b>Children will be considered <u>lawfully</u> absent when:</b></p> <ul style="list-style-type: none"> <li>★ They are <i>ill</i> and their attendance in school would endanger their health or the health of others, and can provide a written excuse from a medical professional.</li> <li>★ There is a <b>death or serious illness in their immediate family</b> - with proper documentation (i.e. bulletin, death notice, obituary, etc).</li> <li>★ There is a recognized <b>religious holiday</b> of their faith and it has been pre-approved by the school administrator.</li> <li>★ They are participating in sanctioned <b>school activities</b>.</li> <li>★ The student is <b>suspended</b> from school.</li> <li>★ There is a necessary <b>medical or legal appointment</b> that cannot be scheduled during non-school hours - with proper documentation.</li> </ul> <p><b>Lawful absences will allow students to make up missed work.</b></p>	<p><b>Children will be considered unlawfully absent when:</b></p> <ul style="list-style-type: none"> <li>★ They have <b>exceeded the five</b> days that may be excused with a <b>parent note</b>.</li> <li>★ A student is absent <b>without acceptable cause</b> with or without knowledge of his/her parents.</li> <li>★ They are out of town on trips or <b>vacations</b>.</li> </ul>
<p><b>**Please note: In order to participate in extracurricular activities or sports, children must be in attendance at least half of the school day on the day of the event.**</b></p>	

**TRUANCY:** After **THREE CONSECUTIVE** or **FIVE** total **UNLAWFUL ABSENCES** are accrued, *South Carolina State Law R 43-274* identifies a child (between the ages of 6 and 17) as **TRUANT**. It also requires that school officials enter a discipline/incident report in PowerSchool and report the truancy status to the State of South Carolina. Parents will receive a letter or email when their child has been identified as truant and will be contacted for an attendance conference with a school administrator. The purpose of this conference is to identify the reasons for the child's absences and complete a Student Attendance Intervention Plan to develop interventions to ensure regular student attendance. In the event of continued unlawful absences after the meeting, the child/family may be referred to the Department of Social Services.

## BOARD OF DIRECTORS

East Point Academy is led by a nine-person Board of Directors. The Board is responsible for establishing the vision and direction of the school. In order to fulfill their duties, the Board meets once each month. During their monthly meetings there is an opportunity to provide public comments to the Board. Times and locations of the monthly Board meetings are posted at both school facilities and on the school's website. For a list of current board members please visit [www.eastpointsc.org](http://www.eastpointsc.org)

## BULLYING

East Point Academy prohibits any acts of harassment, intimidation or bullying of a student by students, staff and third parties which interferes with or disrupts a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment, whether such acts occur in a classroom, on school premises, at a school sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student. For purposes of this policy, harassment, intimidation, or bullying is defined as a gesture, a written, verbal, physical or sexual act, or electronic communication, to include cyberbullying, which is the use of cell phones, instant messaging, email, chat rooms or social networking sites such as Facebook, Instagram, TikTok and Twitter that is reasonably perceived to have the effect of either of the following.

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

Any student who believes that he/she has been subjected to harassment, intimidation or bullying in violation of this policy is encouraged to file a complaint with school administration. Complaints will be investigated promptly, thoroughly and confidentially. All school employees are required to report alleged violations of this policy to the assistant principal. Reports by students or employees may be made anonymously, although disciplinary action will not be taken against any person solely on the basis of an anonymous report.

The school prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. The school prohibits any person from falsely accusing another of harassment, intimidation or bullying.

The administration expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school. Any student who is found to have engaged in the prohibited actions outlined in this policy will be subject to disciplinary action. Any employee who violates this policy will be subject to disciplinary action. The school may also refer any individual who has violated this policy to law enforcement.

Our expectation is that students and staff live up to our Core Values and our motto. **Be nice. Work hard.**

## **CAFETERIA INFORMATION**

Students may bring their lunch or purchase lunch at the school. The lunch menu is posted for your convenience. Students may also purchase breakfast in the cafeteria. Students are expected to keep the cafeteria neat and clean while making it a pleasant place for all by being courteous and respectful.

We request students and parents not send or bring carbonated beverages, food from outside restaurants, cookies, candy, items that contain nuts, etc. to school.

## **OUTSIDE FOOD ITEMS**

In order to help keep our school safe and healthy, food items prepared outside the school cannot be given to students other than the children of those who prepared or purchased the food items. Unfortunately, we will not be able to celebrate birthdays or other special occasions with cookies, cakes or any other shared food items.

## **CHANGES IN STUDENT INFORMATION**

The school office must have a current address and telephone number at all times. Please notify the school secretary at (803)926-0520 immediately when changing address, telephone number, email address or place of employment.

## **CHEATING**

Cheating will not be tolerated. Each individual teacher will explain their classroom procedure concerning cheating. If a teacher observes a case of cheating or plagiarism, appropriate disciplinary action will be taken. The student will also receive a zero on the assignment. Cheating is not acceptable behavior of East Point Academy students.

## **CHILD ABUSE**

Any teacher, nurse, counselor, or other school professional acting in an official capacity who has reason to believe a child under age 18 has been subjected to or adversely affected by physical, mental, or emotional abuse/neglect must make a report to the County Department of Social Services or appropriate law enforcement agency in accordance with South Carolina law.

## **COMMUNICATION**

Communication between students, parents, and school staff is crucial to the success of students. Parents are strongly encouraged to check PARENTSQUARE regularly for school news and updates.

To best address your specific classroom concerns, please contact your child's teacher before contacting the school administration as the teacher will have the most information regarding your concern. Parent conferences are welcomed and encouraged. If you would like to meet with your child's teacher(s), please

contact them to set up a time and date to talk. We encourage our teachers to meet with parents as a teaching team so parents can get input from multiple sources and classes.

Teachers are asked to respond to email from parents or students within 24 hours whenever possible. Should you need an immediate response, please call the school Middle Campus (803) 926-0250.

## **CONDUCT STANDARDS**

As a school, we need to be aware that students are easily influenced by what they see and hear. Student clothing, actions and work should promote respect for all ages, races, sexes, religions and cultural diversity. Student work should contain no profanity or inappropriate slang, or glorification of alcohol, drugs and tobacco products. As a school community, it is our responsibility to help students gain respect for all people. Again, the Panda Core Values will be our guide.

## **CONSEQUENCES FOR STUDENT BEHAVIOR**

Students are expected to have proper behavior at all times. The administration will treat all students as individuals while ensuring all students are treated fairly. Students who demonstrate improper behavior may be assigned any of the following consequences: administrative conference, parent conference, temporary removal from class, and/or possible out of school suspension. Serious offenses or continued misbehavior may require a referral for expulsion.

## **DIRECTORY INFORMATION**

According to school policy, directory information regarding students will be handled in a manner consistent with the Family Educational Rights and Privacy Act (FERPA) as amended.

## **DELIVERY OF ITEMS TO STUDENTS**

Due to allergies and interruptions to instruction, we are unable to deliver flowers, balloons, etc. to students at school. Requests to deliver routine items such as lunches, musical instruments, homework, projects and messages will be honored. Students will be called to pick up such items during designated class change times.

## **DRESS CODE**

Although the responsibility for the dress and appearance of the students will rest with individual students and parents, the administration is authorized to establish administrative rules and regulations as necessary to ensure that students are properly attired.

Parents/Legal guardians have the right to determine how the student will dress providing that such attire is not destructive to school property, complies with requirements for health and safety and does not interfere with or disrupt the educational process or environment or pose a likelihood of such interference or disruption. The administration is authorized to take action in instances where an individual's dress does not meet the stated requirements.



The above policy does not mean that student, faculty or parent groups may not recommend appropriate dress for school or special occasions. It means that a student will not be prevented from attending school or a school function, or otherwise discriminated against, as long as his/her attire and appearance meet the requirements set forth.

The following rule on student dress will apply in the school and will be administered uniformly throughout the grade levels.

Clothing should not be so immodest or so inappropriate to the school setting as to interfere with or disrupt the educational process or environment or pose a likelihood of such interference or disruption. Therefore, the school will not permit clothing deemed distracting, revealing, overly suggestive or otherwise disruptive or interfering. This includes attire revealing bare midriffs, halter/tank tops, spaghetti straps and see-through shirts, tops or blouses.

- The school will not permit clothing that displays vulgar, obscene, derogatory or otherwise inappropriate symbols, language or wording.
- The school will not permit clothing or accessories (i.e., bookbags, jewelry, hats, etc.) that display or make reference to alcohol, tobacco or other illegal substances.
- Students may not wear or display gang-related attire, including gang colors or gang symbols, on their clothing or accessories.
- Under most conditions, students may not wear hats, head stockings or kerchiefs in buildings. There will be occasions when the school has “theme days” which permit hats and other accessories. Religious headgear is allowed.
- Students may wear special dress or costume for specific events or special occasions during the school day when approved by the appropriate Assistant Principal or Head of School.
- During the regular school day, students' athletic attire such as basketball, track, cheerleading, etc., must conform to all other regulations of the dress code.
- Students may not wear accessories or clothing that could pose a safety threat to themselves or others. This includes heavy chains, fish hooks, multi-finger rings, studded bracelets or collars, nose/lip to ear chains, etc.
- The school does not allow unusual body piercing that disrupts or interferes with the order of school or that distracts the learning environment or poses the likelihood of the same.
- Students may not wear overly tight or excessively short clothing items. The school does not allow bike shorts unless worn under another pair of shorts.
- Students must wear their pants at the natural waistline.
- Students' undergarments should not show. Students should not wear their undergarments outside of their clothing.

The only employees who are permitted to discuss or make corrections concerning non-compliance with the above standards are members of the Leadership Team. In the event that a non-Leadership Team member observes a student who may be in non-compliance, the following actions will be followed:

- The staff member will not address the student. The student will not be singled out or sent to the office.
- The staff member will notify a Leadership Team member of the possible non-compliance.

- If the Leadership Team member is the same gender as the student who is suspected of being non-compliant, he or she will go to the student to observe first-hand if the student is indeed in non-compliance. If the Leadership Team member is not the same gender, he or she will get another Leadership Team member, Leadership Action Council member or School Counselor who is the same gender as the student to observe first-hand if the student is indeed in non-compliance.
- The school's Leadership Team will make the final judgment on the appropriateness of any student's dress and reserves the right to prohibit students from wearing any article of clothing or accessory which may foreseeably result in an interference with or the disruption of the school environment.
- At no time will students be belittled or chastised. This is an opportunity to mentor the student.

Number of offense(s)	Consequence(s)
<u>1st violation</u>	Student conference held. Student changes attire.
<u>2nd violation</u>	Parent conference held. Student changes attire.
<u>3rd violation</u>	Parent conference held. Student changes attire. Student receives in-school-suspension.
<u>Additional violations</u>	Parent conference held. Student changes attire. Student receives an out-of-school suspension.

The school will review this policy on a regular basis with input and advice from the School Improvement Council (SIC), parents, teachers, administrators and students. The school will make subsequent recommendations to the Board through administrative channels.

The school will provide written notice of this policy and administrative rule on student dress in the school handbooks which are provided either in print or electronically to students and parents.

## EARLY DISMISSALS

Students are expected to attend each class each day of the school year, except for medical and family emergencies. In case of an emergency or an unusual need to leave campus before the end of the school day, an early dismissal for a student may be requested by the parent/guardian. Classes missed due to an early dismissal are counted as class absences.

Please follow these guidelines when requesting early dismissals:

- Except in an emergency, early dismissal should be requested in writing by the parent/guardian.
- Dismissal notes must include the following: student's name and grade, date and time of early dismissal, reason for early dismissal, telephone number where parent/guardian can be reached and the signature of the parent/guardian.

- Students will take the early dismissal note to the front office prior to 8:25 a.m. Front office personnel will issue the student an early dismissal pass. The student should present the early dismissal pass to the teacher at the designated time of dismissal.
- At the time of dismissal, the student will report to the front office to be signed out. Students are not allowed to leave school unsupervised. A parent must pick them up and sign them out prior to 3:00p.m. After 3:00p.m. parents must use the carline process to pick up their student.

## **EMAIL & INTERNET USE**

- Students are responsible for appropriate use of Internet, email and school network.
- Network usernames and emails belong to East Point Academy.
- Passwords must be kept secure.
- Communication on our network, and East Point email, **will be monitored.**
- **All communications should comply with the Children’s Internet Protection Act.**
- Prohibited files, including profane images, songs, text, and multimedia are not to be visited nor downloaded on school devices.
- Users should not expect files created on East Point’s devices or network to be private.
- Students will not attempt to filter or block internet communication while on the EPA network.
- East Point Academy is not liable for harm or injury that is the consequence of any inaccurate information the user may obtain through the Internet and Electronic Mail Services.
- Misuse of email and Internet will result in disciplinary action.

## **EMERGENCY DRILLS**

The school will hold regular emergency drills. It is expected that all students on campus at the time of such drills will participate fully. Failure to do so could possibly put other students in danger and will be treated as a serious discipline offense. Should you find yourself on campus while a drill is taking place please participate with your child. We have three basic emergency drills:

- Evacuation – An evacuation occurs when there is a reason that all staff and students must leave the school building. The most common evacuation drill is a fire drill.
- Lockout – During a lockout, the perceived danger is outside of the school. This is normally implemented when a crime has taken place in the vicinity of the school. No one will be allowed in or out of the building during a lockout. All activities inside the school continue as normal.
- Lockdown – During a lockdown situation, the perceived danger may already be inside the building or specifically directed toward a target in the school. All students and any person in the school seeks immediate shelter. All activities cease. Students **MUST** remain quiet.

## **FEES**

There may be occasions when East Point finds it necessary to charge families fees. Examples include late fees for school provided services, extracurricular opportunities, supplemental academic material (including student workbooks) and technology insurance. Fees are not refundable. Additional expenses may include class field trips, school t-shirts, yearbooks, fall and spring school pictures and event admission tickets.

## **FUNDRAISING**

Various groups and clubs will sponsor fundraising for a variety of charities and organizations. Participation is voluntary. All requests to fund raise must be approved through the Public Information Coordinator.

## **GIFT GIVING**

We recognize that our students develop close relationships with their fellow classmates and may want to give gifts. However, in order to maintain the academic environment, and provide a space where all students feel included, the giving of personal gifts between students is not allowed on school grounds.

## **GRADE REPORTS AND DISTRIBUTION**

Report cards and interims will be issued eight times per year. The grading scale below will be utilized for all students. Grades may always be reviewed on PowerSchool.

A = 90 – 100

B = 80 – 89

C = 70 -79

D = 60 – 69

F = Below 60

Parents will be contacted for a conference if their child has a 59 or lower average in any core subject at the end of the interim grading period.

## **HALL PASSES**

Students are expected to remain in class or assigned areas. Staff members will issue written passes for a student to leave class or an assigned area. The pass must specify the student's name, destination, date and time. Students who "cut" class will be subject to disciplinary action.

## **HEALTH ROOM PROCEDURES**

The health room is operated daily under the supervision of the school nurse. The school nurse is responsible for maintaining a health record on all students and providing health and medical guidance to the school leadership team.

The health room is designed to be an emergency station to care for minor illnesses or injuries that occur at school. Injuries or health concerns that occur outside of school should be treated at home or by your health care provider. The school nurse cannot diagnose or prescribe treatment. This is the responsibility of your family physician or health care provider.

There are times when a student should remain at home for his/her own welfare and for the protection of others. Students who have had any procedure requiring the use of sedation and/or anesthetic should not return to school until the anesthetic has completely worn off.

Students with a temperature of 101 or greater must remain home until their temperature has been under 101 for 24 hours without the use of fever reducing medication. Students with vomiting or diarrhea must remain at home until they have been symptom free for 12 hours and been able to tolerate a meal. For other conditions that would require your child to remain at home please see DHEC's "School Exclusion List" for students in 1st through 12 grades. The exclusion list may be found at <http://www.scdhec.gov/Library/CR-011634.pdf>

If a student develops a communicable disease, the parent should notify the school nurse. This will allow the nurse to alert teachers to observe other students for symptoms or to notify appropriate persons if needed. Parents should also notify the school nurse of any special health needs.

In the event a student becomes ill or injured and needs to go home, the persons listed on the health card will be contacted and expected to come for the child immediately. For this reason, the school should be kept up to date on any changes in phone numbers of those persons to be contacted in an emergency. When parents are called to pick up a sick child, they must make arrangements to pick up as soon as possible.

Medications to be taken during school hours must be brought to school and delivered to the school nurse or designated adult in the original container with all labels intact. Over the counter medications should only be sent to the school for a specific condition your child is known to experience. Whenever possible, medications should be given before or after school. All medications must be accompanied by parental permission and prescription medication also require written authorization from the prescribing physician or health care provider. Herbals, food supplements, alternative medicinal products and other items that do not have FDA approval also require a written order from a prescribing health care provider in addition to a parent signature.

Most of the student visits to the health room each day do not require verbal notification of a parent or guardian. The nurse cannot accept a parent's request to call anytime the child is seen in the health room. However, if a child requests to call a parent the nurse will honor that request.

## **HOMEBOUND INSTRUCTION**

In some cases, an illness or medical condition may require a student to miss school for an extended period of time. Please contact the office to discuss whether medical homebound or another program might be necessary. It is the parents' responsibility. Parents whose children require homebound must have the appropriate forms completed by the physician before homebound may begin.

## **HOMEWORK**

East Point Academy is a “low to no homework school”. We expect students to read for about 30 minutes each night and to spend 15 minutes on Mandarin. Students are also expected to complete classwork in class. Any incomplete classwork may be assigned as homework.

The annual Science Fair projects are an exception to our normal homework load. The Science projects will create added homework for students.

It is the teacher's responsibility to see that expectations for homework are clearly spelled out. It is the student's responsibility to see that daily preparation for each class is the first priority. It is the parent's responsibility to recognize that students who do their homework will have a greater chance for academic success and to help students make school work a top priority.

## **INDIVIDUAL WITH DISABILITIES ACT (IDEA)**

Students ages three through 21 years of age may receive services under IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under IDEA. The team includes the student's parent(s) or legal guardian, teachers and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free, appropriate public education and meet goals set by the team.

## **LIBRARY**

The library maintains a wide variety of materials and media to enhance and expand student learning. The library staff is available throughout the school year to help with areas of learning. Materials are available for checkout throughout the school year. The library is open during the school day. Additional library hours will be posted.

## **LOST AND FOUND**

Students are encouraged to put their full names on all personal items (jackets, PE clothes, notebooks, etc.) If items are lost, students should check the lost and found area. Any items that are unclaimed at the end of each month will be donated to charity.

## **MAKE-UP WORK**

Students will be permitted to make up work missed during an absence. This work must be completed within three days unless an extension is granted by the assistant principal. Parents may request assignments if the student is absent due to illness for two or more consecutive days. Students whose absence results in missing a test will be provided a scheduled opportunity to make up the test(s) missed within three days. The administrator may provide extra make up days for assignments.

## **PARENT TEACHER ORGANIZATION (PTO)**

The PTO is an important partner for our school. This organization provides parents and teachers with an opportunity to improve facilities and sponsor events and programs that are not normally funded. PTO members volunteer to help monitor testing, chaperone, plan special events, raise funds for projects and teachers and contact volunteers for special school needs. All parents are encouraged to join the PTO.

## **PAYMENTS**

Methods of payment are cash, credit card, bank card ,checks or money order. Checks and online payments should include parent(s) full name, street address, phone number, child's name and purpose for payment. When providing a check as payment, you authorize us either to use the information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. If your payment is returned unpaid, we will collect a \$30.00 fee through an electronic fund transfer from your account or directly from you. This procedure applies to checks made to the school or to the PTO. Payments may also be made online through [www.eastpointsc.org](http://www.eastpointsc.org) . For payments made online a surcharge may be assessed.

## **PERSONAL PROPERTY**

Personal property that interferes with instruction should not be brought to school without the permission of a teacher or administrator. The school cannot and will not be responsible for lost, misplaced or stolen items or valuables.

## **RELIGIOUS ACTIVITY**

All students at East Point Academy will be honored for their individual beliefs and/or religious preferences.

## **RESPONSE TO INTERVENTION (RtI)**

Response to Intervention integrates core instruction, assessment and interventions within a multi-tiered system to maximize student achievement and reduce behavior problems. Through the implementation of RtI, we identify and monitor at-risk students. We use problem solving and data-based decision making to provide research-based interventions and adjust the intensity of interventions based on the student's progress.

## **SCHOOL ACTIVITY ATTENDANCE**

A student must either be at school or on a school sponsored activity (field trip, etc.) from 12:00 p.m. until the end of the school day to be allowed to participate in or attend after school activities and events.

## **SCHOOL CITIZENSHIP**

Our school is a reflection of our school community and we know that you share our pride in our school. We ask that you join us in keeping the building, grounds, and furniture in top condition and in displaying the characteristics synonymous with model citizenship.

Our motto: **BE NICE. WORK HARD.**

## **SCHOOL IMPROVEMENT COUNCIL (SIC)**

The School Improvement Council is an important partner in the success of our school. The SIC is an advisory council to the Head of School and school on issues related to school improvement focused on improving student achievement and school performance. The SIC is made up of parents, teachers, students and other community representatives.

## **SECTION 504 REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 states that “no otherwise qualified individual with a handicap shall be excluded from the participation in, or denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” It is the responsibility of East Point to take reasonable steps to identify and evaluate students within the intent of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 who need accommodations or special services or programs in order that such students may receive a free appropriate public education. Additional due process rights may be afforded students who are identified under Section 504.



## **SELLING AND ADVERTISING**

The selling or advertising of items or services is permitted for school related activities only. Any school group that wishes to engage in such activities must obtain prior written approval by the Head of School. This policy also pertains to all political activity.

## **SPECIAL EDUCATION**

Academically challenged students are provided with an opportunity to succeed at East Point Academy in the following ways: observation of classroom effort, formal assessments and evaluation by licensed professionals. We are committed to providing an immersion education experience to all students enrolled in our program including those with special needs. Following the identification of students who may need special education services, the teacher will document at least six weeks of classroom interventions prior to arranging a formal assessment to determine whether special education services are necessary.

## **SEVERE WEATHER ANNOUNCEMENTS**

If severe weather-related conditions necessitate closing, delaying or having an early release, parents will be notified immediately using the parent communication platform (PARENTSQUARE). The announcement will be placed on the school's Facebook page and website. The school will also alert local television and radio stations so that they can broadcast our status. Students are not required to come to school if the district in which they reside closes school for a weather-related issue.

## **STUDENT PICK UP/DROP OFF**

### ***Drop-Off***

Students may be dropped off in car line between 7:15 and 7:55 when a staff member is present on duty. Staff on duty will assist students departing from cars during these times. For safety reasons, parents should only drop off their children when an adult is present. Please be patient, follow the moving traffic and pull forward to drop off your child. Students who are dropped off after 7:55 are considered tardy and must be walked into the office and signed in by a parent.

### ***Pick-Up***

Afternoon car line begins at 3:25 and ends at 4:00. Please be considerate of the staff on duty and be on time. Parents should drive into the queue line and show the staff outside on duty their Name Plaquard. Please place the card on the driver side dashboard or hang it from the visor.. All of the students associated with the card number will be called to your car. Parents wishing to pick a child up early from school must be present in the front office prior to them being called out of class. Students will not be called for early dismissal after 3:00 PM. Students will only be released to adults listed on the child's emergency card.

## STUDENT RECORDS

Student records are maintained in accordance with Board policy and State and Federal law. If a student transfers and enrolls in a school other than East Point Academy, his/her educational records will be transferred to that school or school system upon request by the school/system. The parent has the right to request a copy of the record that was disclosed. Parents also have a right to request an amendment of educational records if they believe the record contains information that is inaccurate or misleading.

## TARDY TO SCHOOL

Tardiness to class interrupts learning time for the entire class. All students should be seated in their desks ready for instruction when the bell rings to begin class at 8:00AM. Students with excused tardies should have a pass from the office or another teacher. Those without passes who are late to class are credited with an unexcused tardy. Excessive unexcused tardies will be reported by each teacher to an administrator for disciplinary action.

## TARDY TO CLASS

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## TECHNOLOGY USE

- Students will not physically deface, disable, or destroy devices.
- Hardware problems will be reported to the Panda Tech Team promptly.
- East Point has access to all school-owned devices (iPads and Chromebooks), and internet activity **even when away from campus.**
- Technology will be returned in working condition, undamaged, and with a working charging cord.
- Students will avoid eating and drinking around East Point Academy technology.
- Chromebooks will not be carried by LCD screen, nor will pressure be placed on the screen.
- Devices should not be left in cars, or in extreme heat or cold.
- Devices should not be jerked by the power cord.
- Devices must be carried with two hands.
- If a device breaks, or needs cleaning, submit a ticket to Panda Tech for repairs.
  - An invoice will be issued based on the extent of repairs required.
  - Do not attempt to open, or repair devices.

## **TRUANCY**

A student is considered truant in the following ways: three consecutive unexcused absences, five unexcused absences, any absence over ten days without a medical or legal excuse or twenty-five tardies to school. A truancy Intervention Plan will be developed by the school, the student, and the parent(s) prior to any referrals to authorities.

## **TELEPHONE USE**

There is a telephone available in the front office for student use before school begins and after school ends in the event of a serious need to contact their parent(s). Should an emergency arise during the day, phones are available throughout the building. Students cannot use personal cell phones during the school day. Student cell phones will be confiscated if used during the school day. If you need to get a message to your child please call the front office, texting or calling your child's cell phone could result in them receiving a discipline referral.

## **TEXTBOOKS AND CHROMEBOOKS**

School textbooks and Chromebooks are issued to students at the beginning of each year. If a textbook or Chromebook is damaged or lost, the cost will be determined by the schedule provided by the SC State Department of Education and the school. Students/Parents are responsible for repair/replacement costs for damages that are not fair wear and tear.

## **TOBACCO POSSESSION AND USE**

East Point Academy is a tobacco free school. Students are not permitted to use, transfer or possess tobacco products or tobacco paraphernalia while on school grounds, in the school buildings or during any other time that the student is under the jurisdiction of the school whether on or off school grounds. This includes electronic cigarettes. Parents must refrain from tobacco use on school grounds.

## **VIDEO MONITORING WHILE ON SCHOOL GROUNDS**

In order to promote the safety and welfare of students and staff members while they are on school grounds, video cameras have been placed throughout the school. Therefore, while on school grounds, all individuals are subject to video and audio monitoring. Students and parents are hereby notified that individuals are subject to being videotaped on school grounds at any time and videotapes are reviewed as required to determine the safety of students and staff.

## **VISITOR PROCEDURES**

Parents are welcome and encouraged to visit East Point Academy. However, all guests must check in with the front office and receive a visitor's pass before entering other areas of the school. When possible, we ask for a 24 hour notice before parents come to visit classrooms. Only parents and/or legal guardians may visit a student during the school day without permission or coordination. All persons other than parents and legal guardians wishing to visit a student must first receive written permission from the parent/legal guardian. The permission must be given to the school office in advance of the visit. Any court order restricting parental visits to a child supersedes this policy.

Please follow these guidelines for visitors other than parent/guardian:

- Permission for visitors other than parent/guardian must be requested by the parent/guardian.
- The visitor request must include the student's name, date, time, and location of the visit, the name of the visitor, and the signature of the parent/guardian. Visitors must abide by the dates, times and locations they have requested.
- The visitor request must be submitted to the school office prior to the visit.
- All visitors will be required to have their ID scanned through the database.
- Drop off and pick up times are the most vulnerable security times for a school. We ask that parents refrain from unannounced visits during these times.
- Visits may be denied if students are taking assessments or if the visit would create a disruption of learning.
- Students from other schools may not be on the East Point Academy campus without prior approval of the administration.

## **WATER BOTTLES AND SNACKS**

Water bottles will be allowed at school. Teachers will determine if a snack break is needed or appropriate in their class. Students with health issues or taking medication that requires a snack will be accommodated by the school nurse coordinating with the teacher and parent.

## **WITHDRAWALS**

A student withdrawing from school is required to have his/her parent notify the office at least two days in advance of the withdrawal date. The student and parent should report to the office by the end of the last full day he/she is in school to complete the withdrawal process and sign the withdrawal form. All materials and fees should be resolved prior to withdrawal.

East Point Academy does not discriminate on the basis of age, race, creed, color, disability, spousal affiliation, sex, national origin, sexual orientation, religion, pregnancy, service to the armed forces, or status with regard to admission to, treatment in, or employment in its programs and activities as required by Title II of ADA, Title VI, Title IX and Section 504, or any other protected characteristic, as may be required by law. Non-discrimination

inquiries regarding students should be addresses to the Head of School. Non-discrimination inquiries regarding employees and adults should also be directed to the Head of School. He can be contacted at 1043 Chris Drive, West Columbia, SC 29169, (803) 926-0520.