



## **HPA Middle School Policies**

**Snack Time:** Each student can bring food items from home to eat during their scheduled snack time. These food items must follow our Wellness Policy which can be found online at <https://www.highpointacademy.net/wellness/> . Food items can only be consumed during this allotted snack time and in the lunchroom during the scheduled lunch time. All food items must remain in lockers if outside of the snack/lunch time, including gum. Students may also have plain water throughout the day. Water must be kept in clear water bottles.

**Dress code:** Dress code will be enforced every day. Details on the uniforms for the school can be found online at <http://www.highpointacademy.net/dress-code/>. Students out of dress code will be issued a dress code referral, and a phone call home will be made, if a change of clothes is required. After a student receives a 2<sup>nd</sup> referral, he/she will be assigned an afterschool detention. Each referral earned after the second will result in another afterschool detention.

**Attendance:** All students are expected to be at school every day. Please make every effort to ensure that the students are in class. If a student must be absent, please make sure that they collect the work they missed the day they return. All students have **two days** to make up the missed work for every day they are absent. For example, if a student misses two days of school they have four days to complete the missed work.

**Tardies:** It is extremely important for students to be on time for each class. Attendance will be taken every class period. If a student received 3 or more tardies in a day or 5 or more tardies in a week, he/she will owe 1 afterschool detention for each. For example, if a student is tardy to 3 classes on a Tuesday and then 3 classes the following day, on Wednesday, he/she will earn 1 afterschool detention for the tardies on Tuesday, 1 detention for the tardies on

Wednesday, and then a separate detention for exceeding 5 tardies in that week. This would bring the total number of detentions owed to 3 for that week.

**Planners:** Planners will be consistently utilized and need to be with students at all times. All hallway and bathroom passes will be documented within the planner. Students have 2 passes per day in their planner in which a teacher will initial if a student needs to leave the classroom. Students will have to purchase a new planner if lost (\$10) or can perform lunchroom duty during their recess time for one week to earn a new planner.

**Hallway Behavior:** Students are expected to use their passing periods appropriately. While in the hallways, students should have control of their bodies and use low level voices. When we descend to the elementary/common parts of the school students are expected to act as role models for the elementary school students. Students not adhering to this policy may be subject to an afterschool detention and/or the loss of hallway privileges.

**Lockers:** All students must strive to ensure that they are prepared for their classes before entering. Locks will be provided and combinations will be shared with each student the first day of school. Students should keep their combination to themselves. HPA is not liable for anything lost, stolen, etc. Students will be expected to keep their lockers clean and organized or may lose locker privileges.

**Cell Phones/ Apple Watches** Students are expected to leave their cell phones/Apple watches in their lockers during the school day or keep these items at home. If a student is found using a phone or wearing their Apple Watch, HPA will follow the protocol below:

- 1<sup>st</sup> time: Teacher will collect the phone/watch and deliver to Ms. Rendon Student can pick it up the phone in the office afterschool.
- 2<sup>nd</sup> time: A parent/guardian can pick up the cell phone/watch from Ms. Rendon after school.
- 3<sup>rd</sup> time: A parent/guardian can pick up the phone/watch followed by a meeting with Ms. Rendon.