

WELCOME

Welcome AAST Students,

This is going to be an exciting year at the Academy for the Arts, Science, and Technology as we begin our 22nd year of existence. We celebrate earning national accreditation as an AdvancED certified STEM school. We anticipate growth to approximately 725 students representing all areas of Horry County. We welcome our sixth class of 9th grade students to the STEM program and more than 125 new juniors to our community of learners. Accordingly, our faculty, and staff, is larger than ever before. We are excited about our growth and continued increase in student achievement. We will maintain our school wide theme - "REALIZE THE POSSIBILITIES" for this school year, and add that "THE POSSIBILITIES ARE ENDLESS." This student handbook will provide details on AAST's policies, procedures and expectations. Please take time to review the contents in detail.

I look forward to the 2016 - 2017 school year, and I am excited about working with all of you. Please feel free to contact me with questions or concerns.

Robin Jones, Principal

STUDENT PROGRESS REPORTS

Term 1	Term 2
Sept. 23	Feb. 22
Oct. 27	March 28
Nov. 29	May 5
Jan. 20	June 2

TESTING DATES

ACT DATES SAT DATES

To Register: www.actstudent.org	To Register: www.collegeboard.com
Sept. 10	Oct. 1
Oct. 22	Nov. 5
Dec. 10	Dec. 3
Feb. 11	Jan. 21
April 8	March 11
June 10	May 6 & June 3



Cell Phones/Personal Learning Devices

In accordance with Horry County School District policy, cellular phones, iPods, laser pointers, video cameras, other electronic devices, and any sound producing devices which are deemed disruptive should be turned off and not visible from 8:15 AM until 2:45 PM.

AAST recognizes the tremendous impact that the effective use of technology can have in the classroom. With prior administrative approval, AAST teachers may facilitate use of appropriate instructional enhancing technology in the classroom setting. The utilization of these devices during class time is for individual use only and should not be heard by others or interfere with the instructional setting. Inappropriate use of these devices during this time may result in the loss of privilege and/or further disciplinary action.

Teachers will set clear expectations for the use of technology and communicate these expectations to students and parents. The classroom teacher will supervise the use of this technology and will dictate its use.

The use of cell phones and other electronic devices to communicate or access information during classes or testing is prohibited unless directed by the teacher. Cell phones and other electronic devices in locker rooms or restrooms are strictly prohibited. The use of audio or video recording devices is prohibited without the authorization and supervision of school faculty or staff.

AAST is not responsible for the loss, damage, or theft of any personal technology devices students choose to bring to school. Students may be asked to submit their phones to a teacher or administrator during testing.

BEFORE AND AFTER SCHOOL

In the morning, students arriving prior to 7:45 am must remain in the front lobby until the morning security station begins. Once students pass this station (see Security Measures) they may report to the cafeteria until hallways open at 8:05 am. Breakfast is available in the International Cafe each morning from 7:45 am until 8:10 am. At this time, students may go to their lockers but must be seated in their first class when school begins at 8:15 am.

Students will be dismissed at 2:45 pm to end the school day. Students may go to their lockers to retrieve materials at this time. Students should vacate the hallways by 3:00 pm and the campus parking lot by 3:15 pm. Students remaining on campus after 3:05 pm **MUST** be supervised at all times by a faculty and/or staff member. Students waiting for after school transportation should remain in the front lobby.

AAST

Student Handbook

2016-2017

The Academy for the Arts, Science, and Technology: A STEM School

895 International Drive
Myrtle Beach, South Carolina 29579
Phone: (843) 903-8460
FAX: (843) 903-8461

"Best Work, First Time, On Time"

PRINCIPAL- Ms. Robin Jones

ASSISTANT PRINCIPAL- Ms. Kelly Wilson

INSTRUCTIONAL COACH - Ms. Mariah Reiss

GUIDANCE COUNSELORS

Ms. Pamela Bosselait

Ms. Wanda Randall

AAST Core Competencies

I. Research and Information Fluency

Students apply appropriate tools to gather, evaluate, and use information.

II. Critical Thinking and Innovation

Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions. They also demonstrate creative thinking, construct knowledge, and develop innovative products and processes.

III. Communication and Collaboration

Students communicate and work individually and collaboratively to support individual learning and contribute to the learning of others.

IV. Technological Operations and Concepts

Students demonstrate a sound understanding of technology concepts, systems, and operations.

21st Century Skills

Adaptability-Adjust to new, different or changing requirements or situations; transfer skills to new tasks

Collaboration Teamwork-Work productively with others to achieve a goal; assume different roles within a group as needed.

Community Involvement-Articulate thoughts and ideas effectively using oral, written and nonverbal skills in a variety of contexts; listen effectively to decipher meaning.

Creativity- Approach new and perplexing problems with positive energy, uniqueness, and originality of thought.

Critical Thinking-Reason inductively and deductively; use systems of thinking to analyze how parts of a system interact; analyze and evaluate evidence and claims.

Entrepreneurial Spirit- Show initiative and be a self-starter; display positive and enthusiastic engagement towards tasks.

Ethics-Be truthful and trustworthy with self, information, relationships, and resources; maintain high standards of conduct in business and personal transactions.

Problem Solving-Ask questions, consider possibilities for and consequences of a possible solution; show persistence and perseverance and do not take short-cuts that lessen performance of product.

Professionalism-Use appropriate social skills and be courteous and polite to others; respect the opinion of others, be on time and use time wisely; dress and act appropriately.

Responsibility-Answer for one's own conduct and obligations to oneself, others, and the workplace

Technology Operations and Concepts-Understand and use technology systems; select and use applications effectively; transfer current knowledge to learning new technologies; practice safe and legal use of information and technologies

Security Measures

In an effort to create a safe environment for students and staff, walk-through metal detectors and hand wands will be used for screening. All persons entering the building after 8:15 am will be required to use our door entry system and will be subject to a search of their person and property at any time. Additional or updated procedures may be implemented at any time.

MEDIA CENTER POLICIES

7:45 AM - 3:15 PM

1. Each student is responsible for the materials he/she checks out of media center.
2. The loan period for books is 10 school days. Patrons with overdue books will be assessed a 10 cents per school day fine. Returned books with out the date-due sticker will result in a 50 cents fine. Lost or damaged items must be reimbursed. A replacement cost will be assessed for lost items. Patrons with overdue materials or fines will not be allowed to check out items until their account is cleared.
3. All checked-out library materials must be returned to the circulation desk and not to the shelves.
4. Each student visiting the media center should have a media center pass with the following information: full name, date, departure time from classroom, assignment to be completed, and teacher's signature. Each student must sign-in and sign-out at the circulation desk during class time. Students with passes need to return to their classes at least 8 minutes before the end of the block.
5. Photocopies and computer printing fees will be 5 cents per page for black and white and 25 cents per page for color copies.

FOOD AND DRINKS

Students who enter the building after 7:45 must consume their food prior to entering the security station. All drinks that are brought into the school by students must be in a sealable, spill-proof container.

Students are not permitted to carry food or drinks into computer labs, the theater, or science labs. Vending machines are off limits during lunch. Students who bring lunch from home should pack it in an appropriate lunch container to keep in a book bag or store in their locker until the lunch period begins. Parents should not plan to deliver lunch to their child at school. Lunch deliveries from food vendors will not be accepted by the office staff.

CAFETERIA

AAST students are expected to use proper decorum at all times. This means that food trays and personal trash should be taken back to the proper area and trash/trays must not be left on the tables. Students are not allowed to take food out of the cafeteria area without prior documented approval. Charged lunches should not exceed a \$5.00 balance.

Graduating seniors can get refunds from their lunch account at the end of the year by contacting the cafeteria manager.

Parents who wish to visit and eat lunch with their child may do so on Wednesdays with prior administrative approval and when space is available. Arrangements must be made for seating in a reserved area. Outside deliveries will not be received by the school.

VISITORS

All visitors must report to the main office upon arrival on campus. A valid driver's license or state ID must be presented upon arrival. Visitors may not enter classrooms or school functions without administrative approval. Visitors may be required to schedule a meeting with specific school staff and/or asked to return at a more convenient time. All visitors must wear a school visitor's ID badge. **Parents who wish to observe a class must submit a request with the date and time of the visit 24 hours prior.**

ALUMNI VISITATION

Graduates who wish to speak with their former teachers for any reason should schedule appointments for after school hours.

AAST alumni are invited to participate in our Alumni Day celebration. This is a day set aside for visitation opportunities with their former teachers. Visit our school website or contact the school for further details.

FIGHTING POLICY

Students are expected to make all attempts to avoid confrontation of any kind. If a situation in which a verbal or physical confrontation may occur, students are expected to seek adult assistance and/or notify the school's administration immediately. Students that do not fight back will not receive disciplinary action for fighting.

First offense for physical altercations warrants a minimum of 5 days OSS and law enforcement notification for possible charges. Depending upon the severity of the situation, students may be recommended for an expulsion hearing.

Second offense for physical altercation is suspension with a recommendation for expulsion and the notification of law enforcement for charges.

THREATS, HARASSMENT, AND BULLYING

Students are advised that if they are threatened, harassed or bullied by any other student or group of students, they should immediately report the matter to a teacher and/or administrator. Students should not respond to the acts of threats, confrontational comments, harassment, or bullying. First time offenses may result in an expulsion hearing and the notification of law enforcement.

AAST does not condone or support the practice of "hazing/initiation." Any student involved in the acts of hazing or initiations on school property or functions may be suspended or recommended for expulsion.

Students may use LiveTip to report incidents of bullying and harassment. This service is available 24 hours a day, 365 days a year. 843-915- SROS (7767).

STUDENT DRESS CODE

Student dress should be confined to clothing that is reasonable, practical and in good taste for school. School attire should reflect good taste, cleanliness, and comfort. The school will make judgments and decisions as needed to preserve the health, safety, and decorum of students. Student cooperation is expected in the following areas even during Spirit Week and other school related events:

- Hats, head scarves (wider than 3"), hoods, masks and sunglasses are prohibited inside school buildings.
- The possession of all gang related bandanas and beads are prohibited at AAST.
- Clothing which is controversial or disruptive is not allowed. Clothing will be worn so that underwear is not visible. **Pants & shirt must overlap at all times.**
- See-through clothing, spaghetti strap tops, tube tops, scooped/v-backs, cut-off shirts, halters, or clothes exposing the mid-section or bare shoulders are not allowed. Shirts and blouses are to be buttoned appropriately to avoid the exposure of cleavage. Tank tops must have a shoulder strap of no less than two inches in width and should not expose cleavage.
- Boys cannot wear sleeveless undershirts/tank shirts exposing chest side, underarm or chest hair.
- Shorts, skirts, and dresses should extend at least six inches above the knee (dollar bill rule) when worn without leggings. Slits/holes in clothing may not show skin within the required six inch above knee area. Spandex skirts and dresses (too tight to avoid rising up above six inch area when walking) should not be worn to school. Clothing items that need to be adjusted constantly to meet the dress code are not appropriate.
- Spandex leggings (All "leggings" fabric must be thick enough not to see skin) and other form-fitting "yoga" pants may be worn ONLY with tops that fully extend below the crotch / buttocks area when standing or with extended-arm reaching out.
- Shoes are to be worn at all times at school. High heel shoes must not impair or hinder a student's ability to move about in a safe manner and get to class on time. Blankets, full body suits, pajamas and bedroom slippers are not allowed.
- Clothing promoting alcohol, drugs, weapons, sexual behavior, clothing with sexual innuendos, and/or ethnic derogatories is not allowed.
- Items such as spiked jewelry (including body piercing), padlocks, chains, and metal heel plates are not allowed.
- Students in violation of the dress code policy will NOT be allowed to report to class or participate in any school function. Alternate clothing will be offered to meet the code or students may call parents to bring clothing.

ATTENDANCE POLICY

South Carolina state law requires that all children attend school regularly until the child's 17th birthday or he/she graduates from high school. The school year consists of 180 days, and **high school students cannot accumulate more than 5 unexcused absences per class and still receive credit for the course**, regardless of the grade earned in the course. Family vacations, organizational trips, or retreats during the school year are unexcused.

Students Arriving Late

Students arriving at school after 8:15 am must report to the attendance clerk to sign in and get a pass to class. Students that miss more than 40 minutes of a class will be considered absent.

When a student has three consecutive unexcused absences or a total of five unexcused absences, the school

AAST Policies

will contact parents and develop an Attendance Intervention Plan (AIP). Students exceeding five days of unexcused absences will be reported to Family Court for truancy. Students who have excessive unexcused absences in a single class may also be referred to Family Court.

EARLY DISMISSAL BY PARENT REQUEST

Students requiring early dismissal should bring a note or email from their parents to the attendance office with contact information. All requests must be verified by phone. If the note cannot be verified by phone the student will not be allowed to leave. The attendance office will notify the classroom teacher of the departure time by email. When it is time for student to leave, their teacher will dismiss them from class and they must go by the attendance office to sign out. Once they sign out they will receive a dismissal slip to exit the campus. Students that fail to bring or submit a note at the beginning of the day for early dismissal will not be guaranteed to leave by the requested time. When a parent/guardian is picking up a student they must come into the building and report to the main office. Parents are encouraged to update their approved pick-up list regularly because student will only be released to those on the list. Leaving campus without the school's authorization will result in OSS.

PROCEDURES TO FOLLOW AFTER AN ABSENCE

Students should report to the attendance office before or after school to submit a parent note with contact information or doctor's note. Students that attempt to turn in notes between classes will not be excused if they are late to their next class.

EXCUSED AND UNEXCUSED ABSENCES

Students who miss school with parent knowledge will receive an unexcused absence. Students who miss school without parent knowledge will be marked as cutting and possible disciplinary action may be taken. In the case of bereavement, an obituary article or death announcement that lists the student or parent's name may be submitted. Doctor's appointments, bereavement, court summons and OSS are all considered excused with proper documentation. Please note that some excused notes may only cover a portion of the school day, depending on the time of the appointment. Travel team absences outside of high school teams are unexcused. Class work that is assigned in advance is still expected to be turned in on the due date.

REPORTING STUDENT ABSENCES

Parents are asked to contact Mrs. Grant in the event of a student's absence from school. Parents may call the attendance office at (843) 903-8469 or by e-mail at cgrant@horrycountyschools.net.

If a student is expected to miss more than two days of school, please let Ms. Grant and the school's administration know so that student work can be gathered from their teachers for pickup or delivery by email.

If a student expects to miss five or more total days of school due to a medical reason, contact the school's administration and ask about Medical Homebound Services.

Intern Arrival and Departure

Students that arrive or depart during the school day must always sign in and out through the main office. Students must enter through the main entrance and pass through the school's security station. Outside vendor food is not allowed to be brought into the building during cafe lunch time.

MAKEUP WORK

If a student misses school for any reason, they are expected to make up their work in a timely manner. It may not always be possible to receive one on one assistance for missed work during the set class time; therefore, it is the student's responsibility to schedule a time with their teacher to make up work before or after school. Most assignments are posted on their teacher's website (Google Classroom).

Students are expected to submit projects and assignments when they are due if they were assigned in advance. Submitting work by email or posting on the teacher's website is expected (if possible).

TARDY POLICY

Tardiness is defined as not being inside the assigned classroom when the tardy bell rings. When the tardy bell rings, teachers will close their doors. Students who are late should report immediately to the attendance office for a tardy pass. Students will not be admitted into their class without a pass. Students that do not report to the attendance office immediately will be viewed as cutting class and disciplinary action will be taken.

If the student has multiple tardies, they will be seen by an administrator to address the issue and assign disciplinary consequences.

A teacher should not approve a student to be late to another teacher's class. If a student needs to remain with their teacher after class has ended, that teacher must call and get permission for that student to remain. Tardies to school are treated separate from tardies to class. Tardies reset at the end of each semester.

AAST POLICIES

METAL DETECTOR PROCEDURES

Every student is expected to go through the metal detector station on a daily basis. Students must place all items from their pockets into the inspection buckets. They must also remove all possible metals including (but not limited to) belts, watches, jewelry, and coats. All items brought in are subject to being searched. Students must then walk through the metal detector. If the alarm sounds after a second attempt, students must then step up to be hand wanded. If issues arise, students will meet with an administrator. All bags should be unzipped and ready to be checked. All drinks should be in a spill proof container. No styrofoam cups, fastfood cups or open cans should be brought into the building. If a student has a medical reason that would keep them from passing through a metal detector, a medical note from their doctor must be submitted and kept on file. The school's administration will meet with the student and parent to discuss their altered security process.

ABSENCES DUE TO FIELD TRIPS

Students are reminded that in order to go on an approved field trip:

1. They must have written permission from their parent or guardian.
2. They must have permission from each and every teacher whose class they are to miss. Any one teacher may deny permission.
3. They may not miss a class in which they have a failing Year-To-Date average in year-long and semester courses.
4. They may not attend a field trip if they are assigned ISS or OSS on the day of the trip.

MESSAGES

The school staff cannot interrupt classes to deliver messages. If it's an emergency situation, the school's administration will remove the student from class and provide an appropriate setting for contact to be made between a student and their parent/guardian.

If a parent message needs to be delivered to a student during the school day, the front desk will send an email to the student's teachers to have them stop by the front desk during lunch or between classes.

Students should not use cell phones for personal messages during the school day.

BOOKS AND LOCKERS

It is the responsibility of each student to keep up with and properly care for his/her books. If a book is lost or damaged, the student to whom that book was assigned must pay for the book before another will be issued.

Lockers are provided to assist students in keeping books and other necessary items. A student's locker combination should not be given to anyone else.

Lockers should not be shared. Any damage to the locker or inappropriate item found in the locker will be the responsibility of the person to whom it is assigned.

Nothing should be attached to the inside or outside of lockers. All lockers are to be emptied prior to students' departure for summer vacation.

All lockers are school property and are subject to inspection without notice.

LUNCH DETENTION, AFTER SCHOOL DETENTION, ISS AND OSS

Detentions, In-school suspension (ISS) or Out-of-school suspension (OSS) may be assigned by a school administrator for infractions of school policies and/or procedures. Lunch detention or after school detention may be assigned for minor offenses such as tardies. Transportation home is the responsibility of the student. ISS may be assigned by the period or full day. The number of days spent in ISS will vary based on the seriousness of the misconduct of the student and the student's overall discipline record. Students are expected to work on class work that is sent by their teacher, work on homework, read, or the ISS instructor will assign a packet for the student to complete. Sleeping in ISS is not allowed. Students are expected to report to ISS during the assigned class period and on time. Failure to serve ISS will result in additional ISS time or OSS. The time spent in ISS or OSS will not count against a student's attendance.

HCSO Parent & Student Guide

Parents and students are encouraged to reference the Horry County School district Parent & Student Guide when they have general questions about school policies and procedures. You may access the school district website by going to the following website: psguide.horrycountyschools.net or by scanning the QR Code below.



TRAFFIC FLOW

The main entrance (between AAST and OBMS) will remain open throughout the school day and should be used by parents and visitors. Students should use our side entrance (directly from International Drive). The back entrance will be open in the mornings until 8:15am. It will reopen at 2:30pm for school dismissal. Traffic flow should follow the traffic signs and pavement arrows so that students may be dropped off and picked up safely. The drop-off and pick-up patterns will be set 30 minutes prior to the opening and closing of the school day to optimize safety and fluidity. The horse shoe area is for dropping off and picking up students and for commercial deliveries.

STUDENT PARKING

AAST students who are given the privilege of driving an automobile to/from school are required to adhere to all AAST, Horry County School District, and South Carolina driver regulations/laws. All student parking is assigned between 7:00 am and 2:45 pm. After 2:45 pm student parking spots are open to after school visitors. Since driving an automobile to school is a privilege, certain conditions are attached to that privilege. Students who fail to uphold these conditions will be subject to monetary fines and/or loss of parking privileges. The conditions are as follows:

- Student drivers with a valid S.C. driver's license will be given permission to drive on the AAST campus. Parking spaces are limited, so priority will be given to Seniors and Juniors for purchasing permits. **No parking permit will be issued until all outstanding debts are paid from the previous year.**
- Students will purchase a school parking permit which will be placed on the vehicle's front windshield in the bottom left corner — **no exceptions**. Cars without permits will be fined.
- The parking permit fee for the 2016-2017 school year is \$25.00.
- Only one pass will be awarded per Junior or Senior student. Temporary one-day parking passes must be requested through the bookkeeper (i.e. accident, car maintenance). Replacement requests must be requested through administration.
- Students may only park in their assigned parking space for 2016-2017. The first two rows closest to the school building between the main entrance and the bus lot are reserved for faculty and visitors. Students who park in a faculty, visitor, or another student's assigned parking space will be issued a parking ticket. No students are to park their cars in the bus parking lot, behind the building, or in the rider drop-off area. Three parking tickets will result in loss of parking privileges.
- Students are to obey all traffic laws, signs, and pavement markings while on campus. Tickets will be issued for violations. Students may lose driving privileges for violation of safety procedures and for repeat offences. Speeding and reckless driving will result in fines and/or loss of driving privileges with no refund for the purchased permit.
- Students are not to loiter, litter or play loud music in the parking lot.
- Students are prohibited from driving across parking lines and in unauthorized areas.
- Students may not enter, take or place anything in another student's car or move their car.
- When tickets are issued, students will have five (5) school days from the date of the ticket to pay the \$10 fine. Driving privileges can be revoked until the fine is paid. All fines should be paid in the bookkeeper's office before or after school, or during the student's assigned lunch.
- Students may not ride on top of or in the back of a truck bed or in the open trunks of cars.

General Parking Lot Rules

1. Once students enter school grounds they are officially at school and may not leave campus without permission from a school administrator. Students are to exit their cars and report to the entrance area without delay.
2. Students will not be allowed to return to their cars after 8:15 AM without a pass from an administrator. Passes will not be written to go back to cars to get books, assignments or other belongings that were left in a car.
3. All vehicles on the campus are subject to on-request inspection by the school's administration.
4. Students should not transport unauthorized visitors to campus. Students should not transport other students without parent permission.
5. Students may not bring onto the school grounds any gun, ammunition, explosive, knife, blackjack, box cutters or other weapon.
6. Students may not bring on to the school grounds any alcohol, tobacco, drugs or illegal substances.
7. Students should keep their cars locked.
8. Any wrecks or damage to a car must be reported to the school's administration immediately. Failure to report such incidents may result in legal and disciplinary action.

The school and the school district will not be liable for theft or damages to vehicles.

AAST Parking

DRIVERS DEPARTING FOR AND RETURNING FROM INTERNSHIPS AND SHADOWING

All AAST Internships must be administrator-approved and teacher confirmed prior to the internship start date.

1. Students leaving the AAST campus for internships should exit through the main entrance, after signing out with the front office. They must then show their internship ID to the school security officer as they exit the campus.
2. Students returning to campus must use the main entrance and go through the security station. They must then sign in at the front desk and report to their next class. If students are early, they should remain in the front lobby until it's time for classes to change.

CONDUCT ON SCHOOL BUS

Just as teachers monitor and control the environment of their classroom, bus drivers are in charge of the children riding on their bus. Their instructions must be followed at all times. Smoking, drinking, and eating are not allowed on the bus. Students waiting for their bus after school must stay in the appointed area until the bus arrives. The rules of conduct for bus passengers are part of the AAST Code of Conduct.

Only students that are current Horry County students may ride the school bus. Visitors and friends of students may not ride the bus for any reason.

All disciplinary actions will be addressed by the school's administration. Disciplinary consequences for bus violations may result in ISS, OSS, suspension from the bus, the notification of law enforcement or an Evidentiary Hearing.

MEETING THE BUS

1. Students must be on time.
2. If a student has to walk along the highway approaching the bus stop, he/she should always walk on the shoulder.
3. Students should wait on their side of the road way and await the signal to cross from the driver. When crossing the highway, he/she should walk, not run.
4. Students should not run alongside the bus when the bus is moving but should wait until it stops and then walk to the door.
5. The bus stop is considered a part of the Horry County School District and all actions taken at the bus stop are under the jurisdiction of the policies of Horry County Schools.

ON THE BUS

1. Students should find a seat, without crowding or pushing, and remain seated while the bus is in motion.
2. Students must never extend arms, legs, or head out of the bus.
3. Students should not talk to the driver while the bus is in motion except in an emergency.
4. Students must never tamper with the emergency door or any other part of the bus equipment.
5. Students must not mark or deface the bus; the seat coverings must not be damaged in any manner. Any damage to the bus or seats should be reported by the student to the driver as soon as possible.
6. Only the driver or other authorized person should remove first aid equipment which is to be used only for emergency treatment.
7. Students must not tamper with the fire extinguisher which is to be used only by the driver in an emergency.



AAST PARKING

8. Students should only open bus windows with the permission of the driver.
9. Students must not fight or scuffle in the bus or create any disturbance. Classroom conduct should be maintained in the bus.
10. Students must not wave or shout to pedestrians or occupants of other vehicles. Students must not throw objects from the bus windows.
11. Books, lunch boxes, or other objects should not be placed in the aisle of the bus. The S.C. Commercial Driver's License Manual states there should be nothing in the aisles that might trip riders. Aisles and stairwells must always be clear. Band instruments, science projects, coolers, etc., will not be allowed on any state or county-owned school bus unless they can be placed under the seat or held in the rider's lap.
12. The school bus is for transportation to and from school. It is not to be used for transportation to and from work, athletic events, or just to get around. If a student must ride a different bus than the one to which he is assigned or get on or off the bus at a different stop, AAST Administration must have a legitimate note with a phone number from the student's parent or guardian. This note must be presented to AAST Administration before 10:00 AM in order for him to verify the note with parents. This signed and verified note must be presented to the bus driver when the student boards the bus to go home.

EXITING THE BUS ON THE SCHOOL GROUNDS

1. Students must remain seated until the bus comes to a complete stop. They must never attempt to leave until the bus has come to a full stop and the door is opened to indicate that they may leave.
2. Students should leave in an orderly manner. Pupils in the front seats leave first.
3. Students must not loiter or play around the stopped or parked bus.
4. Students should not enter a restricted area set aside for bus parking or loading unless the bus is at a complete stop.

EXITING THE BUS OFF THE SCHOOL GROUNDS

1. Students are permitted to leave only at regular designated stops. Any changes require parental request and approval by the bus supervisor.
2. The student, after alighting from the bus (if he/she must cross the highway), should go around to the front of the bus and wait until the bus driver or school bus patrol directs him to cross.
3. After the driver gives the signal, the student should walk, not run, across the highway.

Bus Passes to Ride Another Bus

For a student to ride a different bus he/she must submit a parent note to an administrator requesting permission to change buses. Students from one attendance zone may not ride a bus from another attendance zone.

HALL PASSES

Passes are required for movement in hallways during classes. Students are to travel the halls in an orderly manner. Loitering is not permitted.

Students in the hall during class must have a pass with them, indicating time and destination, signed by their teacher OR must be wearing an approved lanyard pass designating their destination. Students out of class without a pass, or in an area not designated on the pass, may be considered cutting class and will be subject to disciplinary action.

BASE SCHOOL INFORMATION

All AAST students are registered at one of the nine base high schools in the district. Students are strongly encouraged to keep up with their base school's news and calendar via school websites. AAST regularly posts base school information and announcements on the AAST Google Classroom. Urgent announcements/cancellations from base schools are made via intercom when the AAST staff receives the information in a timely manner. Students are responsible for meeting their base school deadlines after announcements are made/posted.

S.C. SAFE SCHOOLS ACT

The South Carolina Safe Schools Act of 1990 makes it a criminal offense to distribute a controlled substance while in, on, or within a radius of one-half mile of the grounds of a public school. The penalty is a \$10,000 fine or 10 years imprisonment or both.

Carrying a weapon on school property is a felony which carries up to a \$5,000 fine and a maximum prison term of five years.

The Act also provides that it is unlawful for anyone to knowingly and willfully deliver or convey to a public official, teacher, or principal any letter, document, etc., which contains a threat of death or bodily harm to the person or a member of the person's immediate family.

ADMINISTRATIVE DIRECTIVE CONCERNING WEAPONS, ILLEGAL DRUGS, ALCOHOL, AND VIOLENCE IN OUR SCHOOLS

Students or visitors who violate school district policy/state board policy/state law with regard to weapons, illegal drugs, alcohol, and/or violent behavior at school or school activities may face the following action:

1. **EXPULSION:** The student will be suspended immediately and recommended for expulsion.
2. **ARREST AND PROSECUTION:** The law enforcement authority having jurisdiction over the school will be contacted.
3. **NOTIFICATION:** The Superintendent and Director of Student Affairs will be notified immediately.

POSSESSION AND/OR USE OF TOBACCO PRODUCTS

The possession and/or use of tobacco products is prohibited on the property of all schools in the Horry County School District.

All students are prohibited from using tobacco products while inside school facilities, riding school buses and activity vehicles, and during practice of or participation in extracurricular activities sanctioned by an Horry County school. Students under the age of 18 will be referred to HCPD.

Punishment for violation of this policy will be

- First offense: Two days suspension in school
- Second offense: Two days suspension out of school
- Third offense: Out-of-school suspension with recommendation for expulsion

SEXUAL HARASSMENT/MISCONDUCT POLICY AND PROCEDURES

Purpose: To establish policy for defining and reporting sexual harassment at AAST.

Background: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature. Anyone who participates in deliberate or unsolicited verbal comments, gestures, or physical contact of a sexual nature which is unwelcome is also engaging in sexual harassment.

Policy: Sexual harassment is unacceptable conduct; therefore, all students will avoid any action or conduct which could be viewed as sexual harassment. This includes verbal or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment in or out of class. This policy shall not be used to bring frivolous or malicious charges against students.

Procedures: Any student who feels he/she has been subjected to sexual harassment should immediately notify an assistant principal.

- All allegations will be investigated promptly and confidentially.
- Any person found to have engaged in sexual harassment will be subject to appropriate disciplinary action. This action may include but is not limited to out-of-school suspension, recommendation for expulsion, and the filing of criminal charges.

Student Relationships: Every effort will be made to keep all student relations on a wholesome and acceptable level. Parents will be called whenever efforts by the counselors and principals have failed to bring about desired results.

No public display of affection is allowed.

Threats: Section 16-3-1040 of the Code of Laws of SC deals with threatening the life, person, or family of a public official. It is unlawful for any person to knowingly and willfully deliver or convey to a public official or to a teacher or principal of an elementary or secondary school any letter or paper, writing, print, missive, document, or electronic communication or any verbal or electronic communication which contains any threat to take the life of or to inflict bodily harm upon the public official, teacher, or principal, or members of their immediate families.

Substitutes: Substitute teachers are to be accorded the same respect as regular classroom teachers. It is the student's responsibility to treat a substitute with the respect and courtesy that is due all persons at the Academy for the Arts, Science, and Technology.

Code Of Conduct

School rules apply at any school event regardless of its time or location.

SKATEBOARDS and SCOOTERS ARE NOT ALLOWED AT AAST.

ALCOHOL/DRUG POLICY

Sale, distribution, use, or possession of alcoholic beverages, inhalant controlled substances, illegal drugs, marijuana, or other dangerous substances are not permitted by students in school buildings, on school property, or at school functions. Also, the sale, distribution, or abusive use of prescription, patent, or imitation drugs is not permitted.

The definitions of terms described below are to be used throughout the drug/substance use regulations:

Illegal or Dangerous Substances: Any substance that will, or is represented as one that will alter a person's ability to function normally on a mental or physical task. These substances include, but are not limited to, alcohol, look-a-like or imitation substances, marijuana, inhalants (glue, paint, white-out, Rush, etc.) or materials expressly prohibited by federal, state, or local laws.

Possession: Possession of an identifiable quantity of alcohol, narcotics, hallucinogenic drugs, look-alike drugs, or non-controlled drugs represented as controlled drugs, or any other illegal substance in school buildings, on school campuses, in vehicles on school grounds, on school buses, or at any school-sponsored activity on or off campus.

Use: Consumption in **ANY AMOUNT** of an illegal or dangerous substance or any prescription drug without appropriate authorization.

Look-A-Like or Imitation Substance: Physical appearance of the finished product is substantially similar to a specific controlled substance, or if in a tablet or capsule dosage form as a finished product is similar in color, shape, and size to any controlled substances dosage form.

Prescription & OTC Medication

All prescription medicine or Over-the-Counter medicine must be delivered to and administered by the school nurse. A signed parent approval form is required for both prescription and OTC. On arrival to school, the student should immediately report to the main office and ask to see the nurse. Medication should be brought in the pharmaceutical container. Students found with medication on them may be suspended and recommended for expulsion.

Periodic, unannounced visits to the schools and other district property will be made by the R.A.I.D. team/drug dog. Random searches may be conducted at any time in the building and parking lot.

CHEATING

A violation of the Honor Code involves one or more of the following actions:

- To present the work of another person as your own
- To copy (written, photograph or audio recording of) information from another student's work to later present as your own work
- To plagiarize (accidental or deliberate)
- Having in your possession a copy of a test to be given or having been given by a teacher; using the textbook or notes during a test or examination; talking while taking quizzes, tests, or examinations
- To fail to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raise hand to ask questions, clear your desk, etc.)
- To furnish to another student information which can be used to cheat
- To have in your possession the work of any other student or to give to another student or allow another student to use your work
- To look on another person's paper or to pass notes, irrespective of the purpose of the look or the content of the note
- A record of cheating will be kept in PowerSchool.

Note: Documented incidences of cheating may limit students from participating in certain school activities and/or organizations (such as honor societies).

Cheating will result in a zero being given for the work, parents being notified and the student not being allowed to make up the work.



AAST CONDUCT

STUDENT USE OF COMPUTERS

Computers and other electronic equipment are available to AAST students to assist in furthering their education. Computerized activities not directly related to educating our students within the approved guidelines are not allowed.

When a student damages or makes changes on a computer, IPAD, or other piece of equipment, whether intentionally or unintentionally, restitution for damages and loss of computer privileges may occur.

Students should be aware of the following guidelines concerning the use of computer equipment.

1. Passwords and other electronically recorded data are the property of Horry County Schools.
2. The deliberate production or introduction of a virus onto computer stations and networks is prohibited (and illegal) and will result in disciplinary action.
3. Accessing and/or modifying information to which the computer user has not been given appropriate authorization is prohibited. This includes attempting to bypass the internet filter to access prohibited websites.
4. Vandalism of electronic equipment will result in disciplinary action. Vandalism includes, but is not limited to deliberately erasing data and/or files, placing foreign objects into equipment, removing or altering any components that are part of the equipment.
5. If a user logs onto the computer network, the user must log off when he/she leaves the workstation.
6. Technology users must adhere to the copyright law. This includes, but is not limited to making copies of items that are covered by copyright such as music, videos, or print materials and illegally downloading mp3's video files or software.
7. Students may not access computer games during the school day.

Any violation of the rules for use of computers and equipment will result in disciplinary action. Consequences depend upon the severity and/or the frequency of the offense.

STUDENT BEHAVIOR

Student behavior should reflect **respect** towards faculty, staff, peers, and himself/herself at all times. Students are required to come to classes prepared. Students are required to do all assignments given to them by teachers and must not disrupt the classroom or disturb other students. The teacher will either discipline disruptive students, or, if the problem is serious, send disruptive students to an assistant principal. **All students must follow the instructions and/or directions of all school faculty and staff that addresses behavior.**

OFF-LIMIT AREAS

Off Limits During The School Day:

All students are to remain on campus once they arrive.

The following are off limits to students:

- Teacher workrooms
- Bus parking lot
- All wooded areas around the building
- The teacher/staff/visitor/student parking lot
- Extreme rear of the greenhouse and the ditches bordering the campus
- The pond area (behind building)
- Hallways/areas where the student has no classes

Off Limits After School:

- Students are to report to the buses, student cars, or to the parent pick-up area immediately after school. **The parent pick-up area is in the front horseshoe.**
- Only students riding buses are allowed in the bus parking lot.
- **Students are to be OFF SCHOOL PROPERTY by 3:15 PM, unless they are involved in a staff supervised activity. Students involved in supervised activities are to report directly to that activity.**

HCS D Non Discrimination Statement

Horry County Schools does not discriminate on the basis of race, sex, color, religion, national origin, age, disability, immigrant status, English-speaking status, or any other characteristic protected by applicable federal or S.C. law in its programs or activities. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Sp Ed / 504 plans -Diane Thompson- Director of Special Education

Title IX - Daryl Brown, Chief Officer for Support Services

Sexual Harassment-Ben Hardee Director of CATE

Legal Issues characteristic protected by law-

Kenny Generette-Staff Attorney

HCS D telephone number: 843-488-6700

Nondiscrimination Policy Statement- Spanish

Las escuelas del condado Horry no discriminan por razones de raza, religión, color, nacionalidad, sexo, discapacidad, edad, estado migratorio, dominio del idioma inglés o ninguna otra característica protegida por la ley federal o la ley de Carolina del Sur aplicable en sus programas o actividades. Las siguientes personas han sido designadas para manejar las preguntas relacionadas con las políticas de no discriminación:

En relación con el Título IX dirijase a Ben Hardee, Director CATE

Proyectos Especiales; para la Sección 504 o Ley de Americanos con Discapacidades contacte a Lora Tyler, Directora de Educación Especial. Puede llamar al 843-488-6700 o comunicarse con las Escuelas del Condado de Horry en 1605 Horry Street, Conway, SC 29527.