



Academy for Technology and Academics

Student Handbook

2022-2023



Welcome ATA Students!

Welcome to the 2022-2023 school year. We look forward to a very productive school year for all of our students at the Academy for Technology and Academics. It is our goal to help each student achieve excellence in all academic, athletics, and other co-curricular activities.

We encourage all students to participate fully in academic and co-curricular activities at the Academy for Technology and Academics. Further, we would encourage all students to do their best academically in all subjects so that future goals may be attained. To do this, all students must practice life skills daily in all facets.

We solicit the support of our parents in helping us educate the young people of the Academy for Technology and Academics. Please feel free to contact our faculty, guidance counselors, or administrators to discuss concerns or questions that you may have about your student's education. Only by working together can we assure the high level of educational opportunities that our young people deserve.

Sincerely,
The Administration, Faculty, and Staff of
the Academy for Technology and Academics

CAREER MAJORS

Placement depends upon class size, demand, and actual enrollment. Classes may be limited due to demand, and sections may be canceled according to demand. The following career majors are offered at the Academy for Technology and Academics:

- Automotive Technology
- Barbering
- Building Construction
- Cosmetology
- Esthetics
- Culinary Arts
- Digital Arts and Design
- Engineering (Project Lead the Way)
- Health Science/Nursing
- Health Science/Pre-Med
- CMAA (Certified Medical Administrative Assistant)

CONNECT PROGRAM

The Connect Program at the Academy for Technology and Academics is an educational approach that offers students the opportunity to graduate in three years with a South Carolina state high school diploma and a marketable career skill. Students in our Connect Program have been "hand-selected" by a committee at the district level based on very specific criteria to determine if students are capable of success at the accelerated pace and would benefit from the opportunity to finish high school in 3 years. The ATA is proud of this program, the accomplishments, and its students.

ACCIDENTS/ILLNESSES AT SCHOOL

Report all accidents that occur during class to the teacher, no matter how small the accident. Accidents that occur between classes, before school, and after school must be reported to the main office. This procedure must be followed in order to file insurance claims.

In caring for students, sometimes it becomes necessary for the faculty or school nurse to contact someone to come to school. It is imperative that the school have an emergency phone number if a person is unable to reach the parents. Parents will be requested to come and pick up their child. Only in extreme circumstances will a student be allowed to drive himself home when he is sick and only with the permission of the parent and principal. Any student who leaves the school because of sickness without signing out and obtaining permission from the main office will be considered cutting and disciplined accordingly.

HEALTH ROOM: A full-time school nurse is available for minor health problems. A student must obtain a pass from the teacher whose class he or she is assigned before going to the school nurse. Students who are sick will be allowed to wait in the health room only after parents have been contacted to pick them up. If students are not leaving school due to sickness, they will be required to return to class.

MEDICATIONS: The school nurse is not allowed to administer medications to students without appropriate documentation. This includes all prescription and over-the-counter medications. Students who need to take medication at school must follow the procedures listed below:

1. Parental permission form must be completed with details on how the medication should be administered at school.
2. All medication must be brought to school in a container appropriately labeled by a pharmacy.
3. All medication must be kept in the main office.
4. Aspirin, etc. cannot be administered without written parental consent.
5. The school nurse should be made aware of any medical problems.
6. Violation of these procedures will be handled according to the Code of Conduct.

ATTENDANCE

Success in school requires responsible student attendance. Students will not be counted absent from class/school when attending school-sponsored activities. Students are expected to make arrangements with the teacher to make up all missed work within five school days after returning from the absence. On the sixth day after an absence, all work not made up will result in a zero. Cases with multiple absences in a row will be considered by the administration for an extension of this policy. A student who misses an assigned test is expected to take the test on the day he/she returns.

Parents who anticipate a student's absence due to an extended health problem should apply immediately for homebound instruction. The student on homebound instruction will not be counted absent. A student who has more than five absences in a one unit course or more than three absences in a 1/2 unit course will not be eligible to receive credit for that course. It is the student's responsibility to keep track of absences by checking with his/her teachers or the attendance clerk.

PRINCIPAL Dr. Andrea Pridgen
ASSISTANT PRINCIPAL Mrs. Melanie Rice
INSTRUCTIONAL COACH Ms. Lisa Avellino

ATTENDANCE MAKE-UP OPPORTUNITIES: Attendance make-up will be offered at the discretion of the administration. Dates will be determined by the administration.

ABSENTEE PROCEDURES

1. On the morning of a student absence, the parent should call and notify the attendance clerk.
2. On the day of return, the student should present a note to the attendance clerk before reporting to the class(es) missed. This should be handled before the tardy bell and is not an excuse for being tardy to first period. Without a note, the student's absence is unlawful. Not providing a note could be considered class/school cutting and then addressed accordingly. Medical excuses will not be accepted unless presented within three days of the student's absence. The note is to specify the following:

- Student's name
- Date(s) of absence
- Parent's signature
- Date the note is written
- Reason for the absence
- Parent's daytime phone #

FIELD TRIPS: Field trips are permitted at the discretion of administration. In order to participate in field trip activities, a student 1) must have written permission from a parent/guardian, 2) cannot miss a class in which he/she has a failing average, 3) must not be assigned out of school or in school suspension on the day of the field trip.

DOCTOR/DENTAL APPOINTMENTS: If a student has an appointment and needs to leave campus, he/she must bring a note from home and present it to the attendance clerk prior to classes starting. The clerk will contact the parent and/or the doctor to verify the appointment before the student leaves school.

EARLY DISMISSAL: In no case may a student leave the school grounds unless he/she has been properly signed out in the attendance office by a parent or legal guardian or by the principal, assistant principal, or someone officially designated by one of them. A parent who has transferred legal guardianship of a student to another party may not sign out the student. No student will be allowed to leave during class time except for an emergency. Students should remain in all classes except for doctors' appointments or family emergencies. Listed below are procedures that must be followed for a student to leave school early: Students will be allowed to sign out under the following conditions:

1. The parent or guardian comes to the school to sign the student out. Parents should attempt to sign students out without interrupting classroom instruction. The best time to sign a student out is during the change of classes or during the student's lunch.
2. The student brings a note to the attendance office before first period begins on the day the student is to leave early. The note must be signed by a parent or guardian and must contain the following:
 - a. student's name
 - b. grade level
 - c. time of dismissal and reason
 - d. phone number where a parent can be reached

All requests must be verified. If a parent/guardian cannot be reached, the student will not be given permission to sign out early.

3. A telephone call will not serve as an adequate request for dismissal. Parents must send a note as described above, or come to the office to sign the student out.
4. Once a student leaves school early, he or she will not be allowed to return unless accompanied by a parent or is returning from a doctor or dental appointment. Students may not leave school to run errands or conduct other personal business.

BEHAVIOR EXPECTATIONS

Students are expected to conduct themselves as young ladies and gentlemen at all times. Any behavior contrary to this will necessitate intervention according to school and board policy, and this action is maintained in the student's discipline record. Excessive misbehavior will be called to the parent's attention, and a conference will be scheduled with the student, parent, and an administrator. Students elected to positions of leadership, as well as those earning other honors, are expected to set an example for the entire student body. Students may be removed from positions of leadership, extracurricular activities, or teams at the discretion of the administration for behavior problems.

BULLYING: Horry County Schools District Policy states that "Harassment, intimidation, or bullying means a gesture or written, verbal, or sexual act (1) that is reasonably perceived to have the effect of harming the student physically or emotionally or damaging a student's property; or placing the student in reasonable fear of personal harm or property damage and/or (2) that insults or demeans a student or group of students, including acts which cause substantial disruption in, or substantial interference with, the orderly operation of the school." Direct bullying examples include, but are not limited to: shoving, poking, hitting, slapping, punching, kicking, taking items. Indirect bullying examples include, but are not limited to: name-calling, threats, taunts, ridiculing, starting rumors. Bullying is a Level II infraction in the code of conduct.

SCHOOL-WIDE DISCIPLINE PLAN:

The following rules and consequences are outlined as contained in the regulations governing student conduct established and required by the S.C. Board of Education. School rules apply to any student 1) who is on school or district property; 2) who is in attendance at school or any school-sponsored activity, whether on or off district property; 3) who is on a school bus or other district vehicle; and 4) whose conduct at any time or in any place has a direct and immediate effect on maintaining order, providing an optimal learning environment, and ensuring discipline in Horry County schools. For further explanation of the State Discipline Code, refer to the Horry County Student/Parent Information Guide.

The staff will make every effort to enforce the school-wide discipline plan in a consistent and fair manner. Any behavior considered inappropriate and disruptive to the educational environment that may not be specifically addressed in this plan will be handled in a manner the administration feels is most appropriate for all concerned.

DISORDERLY CONDUCT - Level I: is defined as those activities engaged in by student(s) which tend to impede orderly classroom procedures or instructional activities, the orderly operation of the school, or the frequency or seriousness of which disturb the classroom or school.

A. **Tardiness:** 1st offense- warning, 2nd offense – Parent Contact, 3rd offense-1 block ISS, 4th offense- 1 day ISS, 5th offense – 2 days ISS. Subsequent tardies will result in out of school suspension. (OSS)

B. **Cheating:** 1st offense - "o" on the assignment and contact the parent, 2nd Offense – 1 days ISS; 3rd Offense – 2 days, subsequent offenses will result in OSS

C. **Disrupting Class:** 1st offense- 1 block ISS; 2nd offense- 1 day ISS; 3rd offense – 2 days ISS; Subsequent offenses will result in OSS

D. **Use of Profanity/Abusive/Vulgar Language or Obscene Gestures towards students:** 1st offense - 1 day OSS; 2nd offense - 2 days OSS; 3rd offense - Recommendation for Expulsion

E. **Failure to Follow Staff Directions or Repeated Violation of Classroom Rules:** 1st offense- 1 day ISS; 2nd offense- 2 days ISS; Subsequent offenses will result in OSS

F. **Use of Forged Note or Excuse:** 1st offense - 2 day ISS; Subsequent offenses will result in OSS

G. **Cutting Class (out of class without teacher's permission, failure to report to a school-wide assembly):** 1st offense- 1 day ISS; 2nd offense – 2 days ISS Subsequent offenses will result in OSS

H. **Cutting School:** 1st offense- 2 days ISS; Subsequent offenses will result in OSS

I. **Bringing unauthorized objects to school:** 1st offense - confiscation of item for remainder of school day; 2nd offense – 1 day ISS & confiscation of item until picked up by parent; 3rd offense -1 day OSS, confiscation of item remainder of school year

J. **Presence in off-limits area:** 1st offense -- 2 days ISS; Subsequent offenses - OSS

K. **Possession of Pornographic/Obscene Materials:** 1st offense - 1 day OSS/Guidance referral; 2nd offense 3 days OSS; Subsequent offenses – OSS and Recommendation for Expulsion

L. **Public Display of Affection:** 1st offense – 1 day ISS; 2nd offense – 2 days ISS; Subsequent offenses will result in OSS

M. **Leaving grounds without permission:** 1st offense- 2 days ISS; Subsequent offenses will result in OSS

N. **Violation of Cell Phone/Headphones:** 1st offense – item confiscated; 2nd offense - item confiscated; 1 day ISS; 3rd offense– item confiscated, 1 day OSS; Subsequent Offenses – item confiscated and additional days of OSS. **Phones must be picked up by a parent from the front office between 7:45 and 8:15 or between 3:30 to 4:00. Refusal to relinquish cell phone/electronic device will result in additional days of OSS.**

O. **Dress Code Violation:** 1st offense – upon correcting the issue, warning student may return to class, 2nd offense – 1 block of ISS, 3rd offense – 1 day ISS, 4th offense- 2 days ISS; subsequent offenses will result in OSS

P. **Loitering:** 1st offense –warning, 2nd offense – 1 block of ISS, 3rd offense – 1 day ISS, 4th offense- 2 days ISS; subsequent offenses will result in OSS

DISRUPTIVE CONDUCT - Level II: is defined as those activities engaged in by student(s) which are directed against persons or property, and/or the consequences of which tend to endanger the health or safety of oneself or others in school. Some instances of Level 1 conduct may overlap Level II offenses, justifying both administrative sanctions and court proceedings. Level 1 conduct may be reclassified as Level II conduct if it occurs three or more times.

A. **Confrontation/Altercation:** 1st offense - 3 days OSS; 2nd offense – 5 days OSS; Subsequent offenses will result in Recommendation for Expulsion

B. **Hit/Kick/Push:** 1st offense -3 days OSS; 2nd offense - 5 days OSS; 3rd offense - Recommendation for expulsion.

C. **Vandalism (minor):** 1st offense - Cost of repair/2 day ISS; 2nd offense - Cost of repair/3 days ISS/Guidance referral; Subsequent offenses - Cost of repair/ OSS

D. **Theft (valued under \$200):** 1st offense - 1 day OSS and cost of loss; 2nd offense - 3 days OSS and cost of loss, Subsequent offenses will result in OSS and/or Recommendation for Expulsion

E. **Threats against others:** 1st offense - 1 day OSS; 2nd offense – 2 days OSS/Recommendation for expulsion

F. **Abusive language/Obscene Gestures to teacher/staff:** 1st Offense – 3 days OSS/Guidance referral; Subsequent offenses will result in OSS and recommendation for expulsion

G. **Disrespect toward students/staff:** 1st offense - 2 days ISS; 2nd offense- 1 day OSS, 3rd offense - 3 days OSS; Subsequent offenses OSS and/or recommendation for expulsion

H. **Refusal to Obey School Personnel:** 1st offense- 2 days ISS; 2nd offense- 1 day OSS; Subsequent offenses OSS and/or recommendation for expulsion **Refusal to obey administration will result in OSS.**

I. **Possession and/or Use of Tobacco Products/Alternative Nicotine Products (including vapes, juuls, pods, chargers, and all related equipment or devices:**

***Possession or Use on campus or in the building:** 1st offense- 2-5 days OSS; 2nd offense- 3-5 days OSS and tobacco prevention education or cessation program; 3rd offense- OSS and recommendation for expulsion/evidentiary hearing. Additional days may be added to the offense if it is blatant use in the hallways or the classroom, if the student posts video of use, or if it was distributed to other students.

J. **Unlawful Assembly/Participation in Gang-Related Activities (wearing of gang insignias/colors, gang signs, gathering for purposes of intimidation/threats):** 1st offense- 3 days OSS; 2nd offense- 5 days OSS; 3rd offense- OSS and Recommendation for Expulsion

K. **Disrupting assembly:** 1st Offense- Student is removed from assembly/2 day ISS; 2nd Offense- 1 day OSS

CRIMINAL CONDUCT- Level III: is defined as those activities engaged in by student(s) which result in violence to oneself or to another's person or property or which pose a direct and serious threat to the safety of oneself or others in the school. These activities will result in the removal of the student from the school, intervention of law enforcement authorities, and/or action by the school board or its designee.

A. **Fighting:** 1st offense - 3 to 5 days of Out of School Suspension or recommendation for expulsion; 2nd offense 5 days OSS and recommendation for expulsion

B. **Sexual Misconduct:** 1st offense – OSS/Recommendation for expulsion

C. **Bullying/Cyberbullying:** 1st offense – 3 days OSS; 2nd offense – 5 days OSS and Recommendation for Expulsion.

D. **Bomb Threat:** 5 days OSS and Recommendation for expulsion

E. **Pepper Spray / Mace (Weapon):**

*Discovered in vehicle, out of sight – Warning, documented, call to parent.

*Discovered on school campus or in the building – 1st Offense – 3 days OSS; 2nd Offense – 5 days OSS; 3rd Offense – OSS and recommendation for expulsion/evidentiary hearing.

*Discharged on school campus or in the building - OSS and recommendation for expulsion/evidentiary hearing.

F. **Possession of Weapon/Explosive Device (including fireworks) on Campus:** 5 days OSS and Recommendation for expulsion

G. **Sexual Acts/Sexual Harassment:** 5 days OSS and/or Recommendation for expulsion

H. **Vandalism (major):** 5 days OSS and/or Recommendation for expulsion and restitution for damages

I. **Theft (over \$200):** 5 days OSS and/or Recommendation for Expulsion; restitution for value of the loss

J. **Arson:** 5 days OSS and Recommendation for expulsion

K. **Possession/Use of Illegal Substance or Intoxicant (drugs, look-alike drugs, alcohol, beer, wine, etc.):** 5 days OSS and Recommendation for expulsion and assignment to the ScIP program

L. **Sale and/or distribution of drugs or alcohol:** 5 days OSS and Recommendation for expulsion and assignment to the ScIP program

M. **Ammunition for a dangerous weapon in a vehicle:** (Administration will determine the student's intended use.) Without Intent – 2 days OSS; With Intent - 5 days OSS and Recommendation for Expulsion

N. **Threatening school staff members:** 5 days OSS and Recommendation for Expulsion

O. **Tampering with fire alarms or extinguishers:** 5 days OSS and/or Recommendation for Expulsion

The administrator reserves the right to handle the above conduct in the manner he or she feels is most appropriate and in the best interest of the school and student. The administrator may take into consideration mitigating circumstances in all discipline cases.

COMMONS AREA: While in the commons, students are expected to:

1. Refrain from sitting on tables or standing on the seats.
2. Put all trays, utensils, trash, and food scraps in their proper places once you have eaten.
3. Cooperate with the cafeteria staff and follow instructions given by teachers and administrators.
4. Refrain from skipping others in line.
5. Refrain from yelling or loud talking in the commons area.
6. Remain in the commons area or courtyard during lunch. No students are allowed in the hallways, parking lots, gym, or classrooms. Only the restrooms located in the commons area are to be used during lunch.
7. Leave all food and drinks in the cafeteria.
8. No cell phones allowed.

CLOSED CAMPUS: This school operates a "closed campus" system. Students are expected to remain on campus for the entire day once they arrive at school. Students do not leave campus without permission from the administration and the parents. Violation of this regulation is considered "cutting school" and is subject to disciplinary action. Students will not be allowed to leave campus and return except for scheduled doctor appointments that are confirmed with the doctor's office or when accompanied by a parent. Leaving campus to retrieve "forgotten" items, eat lunch, or take care of personal business will result in an unexcused absence and the student will not be allowed to return for any classes the remainder of that day unless given special permission by the principal. No food is allowed to be delivered to students from an outside vendor.

DRESS CODE: When a student's dress is deemed to be inappropriate by a teacher or administrator, the student will be required to make modifications or call someone to bring acceptable attire, or could be suspended.

1. All students are expected to be clean and neat.
2. All students must wear shoes. No house shoes, slippers, shower shoes, or bedroom slippers/shoes are permitted.
3. No pajamas or "lounging" pants may be worn.
4. No curlers, combs, picks, or other hair-grooming aids or implements will be worn in the hair.
5. No suggestive or revealing clothing allowed. This includes:
 - bare midriffs
 - halter tops
 - undershirts worn as outer garments
 - spandex
 - tank tops or spaghetti straps
 - skirts or shorts that are shorter than the tip of the middle finger when arms are extended completely at the side
 - low-cut tops
 - pants worn too low on hips
 - clothing that reveals underwear
 - pants or shorts with holes higher than 2 inches above the knee or that reveal skin.
6. No headgear (such as hats, caps, bandanas, sweatbands, doo-rags, hooded garments, headphones, any other headgear, etc.) will be worn in the building.
7. No sunglasses worn within the building without a doctor's note on file in the office.
8. No clothing may display profanity, images, words, and/or slogans that make references, either directly or indirectly, to alcohol, drugs, weapons, or sex.
9. Students who wear leggings, jeggings, yoga pants, or pants of a similar fit must also wear a top, skirt, or shorts that meet the dress code which is they must meet the tip of the middle finger when arms are extended completely at the side.
10. Anything deemed inappropriate by the administration.

CELL PHONE/PERSONAL ELECTRONIC DEVICE POLICY:

Each student must turn his or her phone/device off and put it away for the duration of the day. If a student does not abide by the above expectation, he or she will be subject to disciplinary consequences. There will be no administrative warnings for cell phone violations. Cell phones, electronic devices, and headphones are not allowed in the hallways.

HAZING: Hazing is defined as harassment of other students through ridicule, criticism, or requiring a student to do things against his/her will. Hazing is prohibited on school grounds. The Academy for Technology and Academics does not approve of hazing on or off school property and will cooperate with parents of hazed students if they wish to bring legal action against those who did the hazing. Anyone caught hazing another student on school property will be subject to suspension and/or expulsion.

SEXUAL HARASSMENT: Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. Any student participating in deliberate or repeated unsolicited verbal comments, gestures, or physical contact of a sexual nature which is unwelcomed is also engaging in sexual harassment. Sexual harassment is a form of sex discrimination which is prohibited by federal and state law and the Horry County Schools. Any student who feels that he or she has been the victim of sexual harassment is encouraged to report the matter to a school administrator or teacher. All allegations will be promptly investigated and addressed. No one who seeks information about sexual harassment, reports an allegation of sexual harassment, or cooperates in the investigation of sexual harassment may be subject to retaliation or reprisal in any way. Anyone found to have engaged in sexual harassment will be subject to disciplinary action as outlined in the School-wide Discipline Plan.

IN-SCHOOL SUSPENSION: ISS is designed to remove the student from normal daily activities while allowing him or her to keep up with class work and assignments. Students assigned to ISS will report to the ISS Supervisor at the assigned time and remain there until the end of their assigned time. Failure to serve the assigned time will result in an additional assignment to ISS. The student is to bring all textbooks, paper, pencil, and any other necessary supplies. While in ISS, the student will be required to work on all assignments given by the ISS supervisor, teachers, and administration. If a student completes all the assignments or no assignments are sent the ISS supervisor will assign remedial/enrichment work to be done for the remainder of the day. The ISS supervisor will check with teachers to make sure all assignments are sent. At no time will a student be allowed to talk, sleep, or waste time while in the ISS room. Any misbehavior in the ISS room may result in immediate Out of School Suspension and a parent will be required to come and pick up the student.

OUT-OF-SCHOOL SUSPENSION: When a student is suspended out of school, he or she will not be allowed to come on the school grounds unless with a parent for a conference with an administrator. The student will not be allowed to attend any functions at the school including extracurricular activities (sports, ROTC, clubs, pageants, etc.) during the suspension. Out of school suspension will begin no later than 3:30 PM on the day the OSS is assigned and continue until 7:30 AM on the day the student is allowed to return. OSS applies to all school activities falling between those times including any activities scheduled for night or weekends. If a student violates suspension and comes on the grounds, the student may be charged with trespassing. Students who are suspended will not be allowed to come on the grounds to pick up other students at the end of the day. **Students who are assigned to the Out of School suspension program are considered present.**

SEARCHES OF PERSON AND PROPERTY: Pursuant to State Law, persons entering school property are deemed to have consented to a search of their person and property. This gives administrators the right to search persons or personal property whenever reasonable suspicion exists that a student or visitor is in possession of a weapon, illegal substance, or stolen property. Metal detector checks will be conducted throughout the year by administration, pursuant to district policy.

The district has contracted with a private company to conduct random searches of school campuses throughout Horry County. These searches are conducted by professionals using trained canines. These searches include all areas of the building and the student parking areas. If the dog "alerts" on a vehicle, the student will be asked to open the vehicle and have it searched. If the student refuses, law enforcement will be contacted to conduct the search. This program is designed to deter the possession and use of illegal substances on school campuses and to periodically search for weapons and other dangerous devices. A student is responsible for all items found in the car he or she is driving, whether they were aware of the item or not.



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COMMUNICATION

ANNOUNCEMENTS: Each morning, we observe a school-wide moment of silence and recite the Pledge of Allegiance. Students are expected to be quiet during the moment of silence and during the Pledge of Allegiance. Announcements are made again prior to school dismissal in the afternoon.

STAYING CONNECTED: Parents are encouraged to email teachers regularly, check PowerSchool weekly, check each Google Classroom daily, join us on Facebook and Twitter, and visit our school website. Parents are encouraged to schedule either individual or group conferences whenever they deem it necessary. The student should, in most cases, be an integral part of the conference.

TELEPHONE CALLS: Parents may call the school to get information or to discuss concerns. A message will be given to the appropriate person to return the call if he/she is not available. Instruction will not be interrupted for phone calls. Because of our limited office staff, we are unable to accept messages over the phone for students except in emergency cases. Student use of the office phones will be limited to emergencies only.

VISITORS: All visitors are to report to the main office for a visitor's pass. Administrator approval must be granted for parents to accompany students to class. Unauthorized visits by friends, relatives, or alumni are not allowed during the instructional day. No loitering or soliciting is allowed.

DELIVERIES: Deliveries will not be made to students during class time but will be given to the student at the end of the day. Deliveries of flowers and balloons are not permitted.

STUDENT ACTIVITIES

CLUBS: The Academy for Technology and Academics offers a variety of extracurricular opportunities through clubs. All clubs will meet at the discretion of the club sponsor with approval from administration.

SCHOOL EQUIPMENT: Students are responsible for any school equipment they are issued or rent (books, devices, uniforms, instruments, etc.). Failure to return at the time requested or any damage to school equipment, property, or facilities will be paid for by the student.

RESPONSIBILITY FOR POSSESSIONS: Students should limit items brought to school to those items necessary for school activities. ATA is **NOT** responsible for items brought to school which are lost, stolen, or damaged (i.e. cell phones, headphones, money etc.).

TEXTBOOKS: Students are responsible for lost or damaged textbooks for which they are issued. Textbooks not turned in by the last day of school will be considered lost.

PDL DEVICES: PDL Devices are distributed to each student. PDL devices are the property of HCS and are to be used for instructional purposes only. Inappropriate use will result in a discipline referral. If permitted by HCS, devices may be taken home when the technology fee is paid in full. Damage to devices are the responsibility of the student to which the device is issued or their parent. Damaged or stolen devices should be reported immediately to administration so that a proper investigation may be conducted.

MEDIA CENTER

1. Students are admitted to the Media Center with a pass from a teacher.
2. No one is to leave the Media Center without a pass or until the end of the period.
3. Length of time material may be circulated:
 - a. General books-14 days
 - b. Reference books Overnight with permission
 - c. Reserve books Overnight with permission
 - d. Non-print At the Media Specialist's discretion
4. Fines will be charged for overdue materials.

TRANSPORTATION

AUTOMOBILES: Parking a vehicle on school property is a courtesy extended to students and others by the Horry County School Board. The school assumes no responsibility for damage to cars or for theft of cars or articles from cars. Students will not be issued a parking pass without a valid driver's license (permit not sufficient). Students will not be issued a parking pass until all outstanding fines are paid. All student vehicles parked on school property must be registered, assigned a parking space and display a decal in the lower left section of the windshield. A list of rules and regulations for driving or parking a vehicle on campus will be given at time of registration of the vehicle. Students who violate rules and regulations of driving or parking a vehicle on campus will be subject to additional fines and/or the loss of driving privileges. In addition, driving off campus without permission during the school day may result in loss of driving privileges. Students are reminded that upon arriving on campus, they are to park their car immediately, lock it, and report to class or designated area. Students are not allowed to leave campus without administrative permission once they have arrived on campus. Students may not loiter in the parking lot.

BUSES: Discipline on the bus must be maintained by the driver. Passenger policies apply and violations will result in disciplinary action. Offenses on the bus may result in loss of transportation privileges, ISS, OSS, or expulsion. Students who do not ride the bus for ten consecutive school days are required to submit a written parent request to the bus office for approval before being allowed to ride the bus again.

If a student is to ride a bus other than their assigned bus they should bring a note signed by their parent/guardian stating the address/destination for that day and a phone number where the parent/guardian may be reached. This note should be brought to the main office as soon as the student arrives at school. All notes must be verified before permission is granted. Students not riding the bus are not to be in the bus area.

PICK-UP and DROP-OFF AREA: Students not riding a bus must be dropped off or picked up in the front of the building. Students are not to be picked up or dropped off at any unauthorized entrance, the student parking lot, the bus parking lot, or any other area. Vehicles should move to the far right of the circle to drop off or pick up students to allow other vehicles to pass as needed. Students will not be allowed to enter the building before 7:45 am. All students must be picked up at 3:30 pm at the same location as drop off.