



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

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Student Handbook 2023-2024

Welcome AAST Students,

It is going to be a wonderful year at the Academy for the Arts, Science, & Technology as we begin our 29th year of existence. AAST faculty and staff are proud to serve students representing all areas of Horry County. We welcome approximately 330 new juniors to our community of learners. We are eager to learn and grow with you as we continue to increase student achievement and prepare you for both college and career.

The Vision of AAST is to “REALIZE THE POSSIBILITIES,” and it is my sincere hope that you will reach your maximum potential academically, socially, and emotionally. This student handbook will provide details on our policies, procedures and expectations. Please take time to review the contents in detail.

It is going to be a great 2023 - 2024 school year! I am looking forward to working with all of you.

Kelly Wilson

AAST Principal

“BEST WORK, FIRST TIME, ON TIME”

PRINCIPAL— KELLY WILSON

ASSISTANT PRINCIPAL—MARIAH REISS

INSTRUCTIONAL COACH—JONATHAN TEDETON JOHNSON

GUIDANCE COUNSELORS — WANDA RANDALL AND LACEY GORDON

AAST VISION
REALIZE THE POSSIBILITIES

AAST MISSION STATEMENT

AAST IS A COGNIA CERTIFIED SCHOOL COMMITTED TO PREPARING ITS STUDENTS TO BE COLLEGE AND CAREER-READY GLOBAL CITIZENS BY FOSTERING CREATIVITY, INNOVATION, SYSTEMATIC PROBLEM-SOLVING, AND CRITICAL THINKING THROUGH PARTICIPATION IN RIGOROUS AND AUTHENTICALLY COLLABORATIVE ACADEMIC AND CAREER EXPERIENCES.

THE STANDARDS BELOW ALONG WITH THE PROFILE OF A SC HIGH SCHOOL GRADUATE REFLECT THE EDUCATIONAL PRIORITIES OF AAST TEACHERS AND STAFF. BECAUSE AAST IS AN ADVANCED STEM CERTIFIED SCHOOL, THE TEACHERS OF ALL CONTENT AREAS STRIVE TO IMPLEMENT ELEMENTS OF QUALITY STEM TEACHING AND LEARNING INCLUDING INTEGRATED CURRICULUM, INQUIRY LEARNING, AND REAL WORLD CONNECTIONS.

DOMAIN: STEM COMMUNITY

STANDARD 1 - SCHOOL/PROGRAM PROVIDES EQUITABLE OPPORTUNITIES FOR STUDENTS TO ENGAGE IN HIGH QUALITY STEM LEARNING.

STANDARD 2 - STEM EDUCATORS COLLABORATE TO DEVELOP, IMPLEMENT, AND IMPROVE HIGH QUALITY STEM LEARNING ACTIVITIES.

STANDARD 3 - SCHOOL/PROGRAM ENGAGES DIVERSE STEM COMMUNITY IN ORDER TO SUPPORT AND SUSTAIN STEM PROGRAMS AND INITIATIVES

STANDARD 4 - SCHOOL/PROGRAM HAS ESTABLISHED A SHARED VISION FOR STEM AND HAS LEADERSHIP STRUCTURES TO SUPPORT EFFECTIVE IMPLEMENTATION.

DOMAIN: STEM LEARNING CULTURE

STANDARD 5 - LEADERS ENSURE THAT ALL STAKEHOLDERS HAVE ONGOING OPPORTUNITIES TO ACCESS INFORMATION AND LEARN ABOUT STEM IMPLEMENTATION.

STANDARD 6 - EDUCATORS AND LEADERS PARTICIPATE IN AN ONGOING SYSTEM OF STEM-SPECIFIC PROFESSIONAL LEARNING.

STANDARD 7 - STUDENTS ENGAGE COLLABORATIVELY IN AUTHENTIC INQUIRY DURING ONGOING UNITS OF STUDY.

STANDARD 8 - STUDENTS ENGAGE IN SELF-DIRECTED STEM LEARNING GUIDED BY EDUCATORS WHO ARE EFFECTIVE FACILITATORS OF LEARNING.

DOMAIN: STEM EXPERIENCES

STANDARD 9 - SCHOOL/PROGRAM PROVIDES WITHIN-SCHOOL AND EXTRACURRICULAR OPPORTUNITIES FOR STUDENTS TO EXTEND STEM LEARNING.

STANDARD 10 - STUDENTS DEMONSTRATE THEIR LEARNING THROUGH PERFORMANCE-BASED ASSESSMENTS AND HAVE OPPORTUNITIES TO DEVELOP SELF-ASSESSMENT AND SELF-MONITORING SKILLS.

STANDARD 11 - STEM LEARNING EXPERIENCES INTEGRATE ALL STEM DISCIPLINES WITH AN EMPHASIS ON PROCESSES AND PRACTICES ASSOCIATED WITH STEM.

STANDARD 12 - SCHOOL/PROGRAM PROVIDES HIGH QUALITY STEM COURSES AND CURRICULUM ALIGNED TO RECOGNIZED STANDARDS AND ORGANIZED INTO INTERDISCIPLINARY FRAMEWORKS.

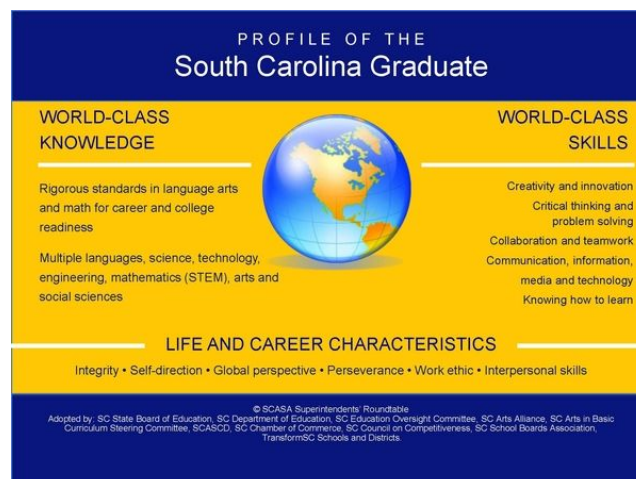
DOMAIN: STEM OUTCOMES

STANDARD 13 - STUDENTS DEMONSTRATE STEM CONTENT KNOWLEDGE REPRESENTATIVE OF STEM LITERACY OUTCOMES THAT PREPARE THEM FOR THE NEXT LEVEL OF LEARNING AND WORK.

STANDARD 14 - STUDENTS DEVELOP STEM SKILLS AND CROSS-CUTTING COMPETENCIES THAT SUPPORT WORKFORCE READINESS.

STANDARD 15 - SCHOOL/PROGRAM ENGAGES IN A CONTINUOUS IMPROVEMENT PROCESS FOR STEM.

STANDARD 16 - SCHOOL/PROGRAM CONDUCTS EVALUATIVE ACTIVITIES TO ENSURE THE EFFECTIVENESS OF STEM IMPLEMENTATION.





ACADEMY FOR THE ARTS, SCIENCE, AND TECHNOLOGY HONOR CODE 2023-2024

THE PURPOSE OF THIS HONOR CODE IS TO ENCOURAGE STUDENTS TO ACHIEVE AT THE HIGHEST LEVEL OF THEIR ABILITIES WHILE DEMONSTRATING ACADEMIC HONESTY AND PERSONAL INTEGRITY. THE CODE REPRESENTS AN EFFORT TO ESTABLISH AMONG STUDENTS, PARENTS, AND AAST FACULTY A COMMON UNDERSTANDING OF WHAT IS CONSIDERED CHEATING.

HOMEWORK - INCLUDING ASSIGNMENTS DONE ONLINE OR IN A VIRTUAL SETTING

- COPYING OR PARAPHRASING ALL OR PART OF ANOTHER'S HOMEWORK
- ALLOWING ANOTHER PERSON TO COPY OR PARAPHRASE YOUR HOMEWORK
- GIVING OR RECEIVING HELP (i.e. COLLABORATING) ON ASSIGNMENTS THAT HAVE BEEN IDENTIFIED AS WORK TO BE DONE SOLELY BY YOU

TESTS/QUIZZES - INCLUDING ASSESSMENTS DONE ONLINE OR IN A VIRTUAL SETTING

- GIVING OR RECEIVING HELP DURING A TEST OR QUIZ
- GIVING TEST QUESTIONS TO STUDENTS WHO HAVE NOT YET TAKEN THE TEST OR RECEIVING TEST QUESTIONS FROM STUDENTS WHO HAVE ALREADY TAKEN THE TEST
- COPYING SOMEONE ELSE'S ANSWERS OR ALLOWING SOMEONE TO COPY YOUR ANSWERS
- POSSESSING OR USING CHEAT SHEETS
- ATTEMPTING TO GAIN AN UNFAIR ADVANTAGE BEFORE OR DURING A TEST, SUCH AS LOOKING AT ANOTHER PERSON'S WORK, LEAVING BOOKS OR NOTES OPEN, OR SIGNALING AN ANSWER
- CHOOSING DELIBERATELY TO MISS CLASS ON TEST DAY TO AVOID TAKING A TEST OR HANDING IN AN ASSIGNMENT
- USING OR ACCESSING PERSONAL CELL PHONES DURING A TEST OR QUIZ IS PROHIBITED AND WILL BE CONSIDERED CHEATING

PROJECTS - INCLUDING ASSIGNMENTS DONE ONLINE OR IN A VIRTUAL SETTING

- TURNING IN INDIVIDUAL WORK OR PROJECTS THAT HAVE NOT BEEN DONE SOLELY BY YOU
- FAILING TO DO YOUR PART IN GROUP PROJECTS AND TAKING CREDIT FOR WORK THAT OTHERS DID
- CHOOSING DELIBERATELY TO MISS CLASS ON THE DAY PROJECTS ARE DUE IN AN ATTEMPT TO GAIN AN EXTRA TIME ADVANTAGE

RESEARCH PAPERS AND ESSAYS - INCLUDING ASSIGNMENTS DONE ONLINE OR IN A VIRTUAL SETTING

- COPYING PHRASES, SENTENCES, OR PARAGRAPHS WITHOUT USING QUOTATIONS MARKS AND GIVING PROPER MLA/APA DOCUMENTATION OF YOUR SOURCE
- PARAPHRASING OR SUMMARIZING IDEAS WITHOUT GIVING PROPER DOCUMENTATIONS OF YOUR SOURCES
- SUBMITTING ANOTHER PERSON'S RESEARCH PAPER IN PART OR WHOLE AS YOUR OWN
- DOWNLOADING FROM THE INTERNET A RESEARCH PAPER IN PART OR WHOLE AND SUBMITTING AS YOUR OWN WORK
- ASKING OR PAYING SOMEONE TO WRITE A RESEARCH PAPER FOR YOU
- GIVING OR SELLING SOMEONE A RESEARCH PAPER TO SUBMIT AS HIS/HER OWN
- PRESENTING ANY WORDS OR IDEAS THAT ARE NOT YOUR OWN WITHOUT PROPER CITATION AND DOCUMENTATION
- FALSIFYING INFORMATION IN RESEARCH ASSIGNMENTS

CALCULATOR USE - INCLUDING ASSIGNMENTS DONE ONLINE OR IN A VIRTUAL SETTING

- USING ANY CALCULATOR IN CLASS WITHOUT THE PERMISSION OF THE INSTRUCTOR
- USING PROGRAMS IN PROGRAMMABLE CALCULATORS WITHOUT THE KNOWLEDGE AND CONSENT OF THE INSTRUCTOR
- USING PROGRAMMABLE CALCULATORS AS "ELECTRONIC CHEAT SHEETS"
- STORING OR SHARING INFORMATION IN A CALCULATOR ABOUT A TEST OR QUIZ
- FAILING TO CLEAR ALL INFORMATION AS DIRECTED WHEN A CALCULATOR IS SHARED WITH ANOTHER STUDENT DURING A TEST OR QUIZ

PENALTIES FOR ANY VIOLATION OF THE HONOR CODE MAY INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: NO CREDIT FOR THE WORK (ZERO GRADE); NOTIFICATION OF PARENT/GUARDIAN AND PRINCIPAL; LOSS OF MEMBERSHIP IN HONOR SOCIETIES AND/OR BETA CLUB; IN OR OUT OF SCHOOL SUSPENSION.

HCS CORE VALUES

We put service to students above all else.
We take responsibility for the success of all students.
We care passionately about our work with students.
We build strong, positive relationships with students, staff, parents, and community.
We model and promote civility and integrity.

BEFORE AND AFTER SCHOOL

STUDENTS CAN ENTER THE BUILDING STARTING AT 7:30 AM. SECURITY STATIONS WILL BE LOCATED ON THE 600 HALLWAY, THE 400 HALLWAY, AND THE MAIN ENTRANCE IN ORDER TO EXPEDITE THE ARRIVAL PROCESS. STUDENTS MAY WAIT FOR CLASSROOMS TO OPEN IN THE CAFETERIA OR MEDIA CENTER IN THE MORNINGS. CLASSROOMS WILL OPEN AT 8:00 AM. STUDENTS MUST BE SEATED IN THEIR FIRST CLASS WHEN SCHOOL BEGINS AT 8:15 AM.

STUDENTS WHO RIDE THE BUS WILL BE DISMISSED AT 2:40 PM, STUDENT DRIVERS WILL BE DISMISSED AT 2:45 PM, AND CAR-RIDERS AT 2:50 PM. STUDENTS SHOULD GO DIRECTLY FROM THEIR CLASSROOMS TO THEIR BUS OR VEHICLE, AND HALLWAYS SHOULD BE CLEARED BY 3:00 PM. STUDENTS WILL NOT BE ALLOWED TO CONGREGATE IN THE CAMPUS PARKING LOT. STUDENTS WAITING FOR AFTER SCHOOL TRANSPORTATION SHOULD DO SO OUTSIDE OF THE BUILDING ON THE SIDEWALKS NEAR THE FRONT ENTRANCE.

VISITORS

VISITORS MUST PRESENT A VALID DRIVER'S LICENSE OR STATE ID UPON ARRIVAL. VISITORS MAY NOT ENTER CLASSROOMS OR SCHOOL FUNCTIONS WITHOUT ADMINISTRATIVE APPROVAL. PARENT CONFERENCES WITH TEACHERS MAY BE HELD VIRTUALLY OR FACE TO FACE, AND THESE SHOULD BE SCHEDULED WITH INDIVIDUAL TEACHERS IN ADVANCE.

MESSAGES

ALL STUDENTS HAVE EMAIL ACCOUNTS THROUGH HCS, AND MESSAGES CAN BE SENT VIA EMAIL DIRECTLY TO THE STUDENT FROM HIS/HER PARENT. THE SCHOOL STAFF WILL NOT INTERRUPT CLASSES TO DELIVER MESSAGES. IF THERE IS AN EMERGENCY SITUATION, THE SCHOOL'S ADMINISTRATION MAY BE CONTACTED FOR ASSISTANCE. PLEASE MAKE TRANSPORTATION ARRANGEMENTS PRIOR TO COMING TO SCHOOL FOR THE DAY.

HALL PASSES/SIGN-IN & SIGN-OUT OF CLASSROOMS

STUDENTS WILL SIGN IN AND OUT OF THEIR CLASSROOMS USING THE FORM PROVIDED BY EACH CLASSROOM TEACHER. ALL STUDENTS MUST HAVE A PASS WHEN LEAVING THE CLASSROOM. LOITERING IS NOT PERMITTED. TEACHERS MAY STAGGER RESTROOM BREAKS FOR STUDENTS DURING THE SCHOOL DAY.

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 AND/OR CANCELLATIONS FROM BASE SCHOOLS ARE MADE VIA INTERCOM WHEN THE AAST STAFF RECEIVES THE INFORMATION. STUDENTS ARE RESPONSIBLE FOR MEETING THEIR BASE SCHOOL DEADLINES AFTER ANNOUNCEMENTS ARE MADE/POSTED. *STUDENTS SHOULD CHECK THE AAST GOOGLE CLASSROOM FOR BASE SCHOOL ANNOUNCEMENTS DAILY.*

FOOD AND DRINKS

STUDENTS ARRIVING FOR SCHOOL MUST CONSUME THEIR FOOD PRIOR TO ENTERING THE SECURITY STATIONS. STUDENTS MAY BRING A REFILLABLE WATER BOTTLE TO SCHOOL. WATER BOTTLES MUST BE SEALED, SPILL-PROOF, AND MADE OF A SHATTER RESISTANT MATERIAL (METAL, PLASTIC).

STUDENTS ARE NOT PERMITTED TO CARRY FOOD OR DRINKS INTO COMPUTER LABS, THE THEATER, OR SCIENCE LABS. STUDENTS CANNOT BRING FOOD TO SHARE WITH CLASSMATES OR PEERS AT SCHOOL DUE TO THE RISK OF FOOD ALLERGIES. 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

STUDENTS WILL BE ASSIGNED TO AN ADVISORY CLASS, AND STUDENTS WILL ATTEND LUNCH WITH THEIR ADVISORY CLASS. AAST STUDENTS ARE EXPECTED TO USE PROPER DECORUM AT ALL TIMES. THIS MEANS THAT FOOD TRAYS AND PERSONAL TRASH SHOULD BE RECYCLED, COMPOSTED, OR DISPOSED OF IN THE PROPER AREA.

GRADUATING SENIORS CAN GET REFUNDS FROM THEIR LUNCH ACCOUNT AT THE END OF THE YEAR BY CONTACTING THE CAFETERIA MANAGER.

OUTSIDE FOOD DELIVERIES WILL NOT BE RECEIVED BY THE SCHOOL.

RESTROOMS

CLASSROOM TEACHERS WILL DETERMINE PROTOCOLS FOR RESTROOM VISITS DURING HIS/HER CLASS TIME. STUDENTS SHOULD SIGN OUT OF CLASS AND HAVE A PASS TO VISIT THE RESTROOM. ONLY 1 PERSON AT A TIME IS ALLOWED IN A RESTROOM STALL. DISCIPLINARY CONSEQUENCES MAY RESULT FROM MULTIPLE INDIVIDUALS BEING IN A BATHROOM STALL TOGETHER. LOITERING IN THE RESTROOMS IS NOT ALLOWED.

BOOKS, LOCKERS, AND SPORTS EQUIPMENT

STUDENTS WILL BE GIVEN DIGITAL ACCESS TO TEXTBOOKS NEEDED FOR THEIR COURSES. IF A STUDENT PREFERS A PRINTED TEXTBOOK THEN THE STUDENT AND/OR PARENT SHOULD EMAIL THE ASSISTANT PRINCIPAL, MS. REISS, WITH THAT REQUEST.

IN ORDER TO EXPEDITE THE SECURITY PROCESS, STUDENTS ARE ASKED TO BRING ONLY ESSENTIAL ITEMS TO SCHOOL. A FAST-PASS SECURITY LINE CAN BE USED BY STUDENTS WITH NO BAGS OR CLEAR BAGS. AAST STRONGLY RECOMMENDS THAT STUDENTS BRING CLEAR BAGS TO SCHOOL. THIS IS ONE OF THE WAYS WE CAN KEEP OUR CAMPUS SAFE. STUDENTS SHOULD BE PREPARED TO ASSIST IN THE SEARCH PROCESS BY REMOVING ITEMS FROM THEIR BAGS AS THEY GO THROUGH THE SECURITY CHECKPOINT. PARENTS AND/OR STUDENTS MAY EMAIL ADMINISTRATION (MS. WILSON OR MS. REISS) IN REGARDS TO SPECIAL CIRCUMSTANCES RELATED TO STUDENT BOOK BAGS.

STUDENT PROGRESS REPORTS

TERM 1

SEPT. 22 (INTERIM)

NOV. 2 (1ST QUARTER)

DEC. 1 (INTERIM)

JAN. 23 (2ND QUARTER)

TERM 2

FEB. 22 (INTERIM)

MARCH 29 (3RD QUARTER)

MAY 2 (INTERIM)

JUNE 13 (4TH QUARTER)

SECURITY MEASURES (GENERAL)

STUDENTS SHOULD LIMIT THE NUMBER OF ITEMS BROUGHT TO SCHOOL. BAGS SHOULD BE CLEAR AND CONTAIN AS FEW ITEMS AS POSSIBLE. AAST WILL PROVIDE CLEAR BAGS FOR STUDENTS IF ASSISTANCE IS NEEDED. STUDENTS WITHOUT BAGS OR WITH CLEAR BAGS MAY ENTER THROUGH ANY OF THE SECURITY CHECKPOINTS (FRONT ENTRANCE, 400 HALLWAY, 600 HALLWAY). IF STUDENTS COME TO SCHOOL WITH A TRADITIONAL BOOKBAG, THEY SHOULD BE PREPARED TO ASSIST IN THE SEARCH PROCESS OF THEIR BAGS BY EMPTYING ALL CONTENTS OF THE BAG. STUDENTS CAN EXPEDITE THE SEARCH PROCESS BY BRINGING ONLY ESSENTIAL ITEMS TO SCHOOL. ALL PERSONS ENTERING THE BUILDING AFTER 8:15 AM WILL BE REQUIRED TO USE OUR FRONT-DOOR ENTRY SYSTEM AND WILL BE SUBJECT TO A SEARCH OF THEIR PERSON AND PROPERTY AT ANY TIME.

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 WHO 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. USING SOCIAL MEDIA PLATFORMS OR TECHNOLOGY TO CYBERBULLY OTHER STUDENTS WILL NOT BE TOLERATED BY AAST AND SHOULD BE REPORTED TO A TEACHER OR ADMINISTRATOR IMMEDIATELY. STUDENTS SHOULD NOT RESPOND TO THREATS OR 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 LIVE TIP TO REPORT INCIDENTS OF BULLYING, CYBERBULLYING, AND/OR HARASSMENT. THIS SERVICE IS AVAILABLE 24 HOURS A DAY, 365 DAYS A YEAR. 843-915-SROS (7767).

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 AFFORDED 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.

Anti-Bullying Rules for Students

- 1. We will treat others with respect.**
- 2. We will not use bullying behavior on others.**
- 3. We will help students who are bullied.**
- 4. We will include students who are excluded from groups.**
- 5. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.**

CODE OF CONDUCT

SCHOOL RULES APPLY AT ANY SCHOOL EVENT REGARDLESS OF ITS TIME OR LOCATION

SC 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:

- **EXPULSION:** THE STUDENT WILL BE SUSPENDED IMMEDIATELY AND RECOMMENDED FOR EXPULSION.
- **ARREST AND PROSECUTION:** THE LAW ENFORCEMENT AUTHORITY HAVING JURISDICTION OVER THE SCHOOL WILL BE CONTACTED.
- **NOTIFICATION:** THE SUPERINTENDENT AND DIRECTOR OF STUDENT AFFAIRS WILL BE NOTIFIED IMMEDIATELY.

THE STATE OF SC CLASSIFIES **PEPPER SPRAY/MACE** AS A WEAPON. THEREFORE, THE FOLLOWING CONSEQUENCES APPLY WHEN MACE IS BROUGHT INTO A SCHOOL:

- **DISCOVERED ON SCHOOL CAMPUS OR IN THE BUILDING - 1ST OFFENSE: 3 DAYS OSS, 2ND OFFENSE: 5 DAYS OSS, 3RD OFFENSE: EVIDENTIARY HEARING**
- **DISCHARGED ON SCHOOL CAMPUS OR IN THE BUILDING - EVIDENTIARY HEARING**

POSSESSION AND/OR USE OF TOBACCO PRODUCTS/ALTERNATIVE NICOTINE PRODUCT (INCLUDING VAPES, JUULS, PODS, CHARGERS, AND ALL RELATED EQUIPMENT OR DEVICES)

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/NICOTINE PRODUCTS WHILE ON SCHOOL PROPERTY, 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.

CONSEQUENCES FOR VIOLATION OF THIS POLICY WILL BE:

- **FIRST OFFENSE: 2 TO 5 DAYS OSS**
- **SECOND OFFENSE: 3 TO 5 DAYS OSS AND TOBACCO PREVENTION OR CESSATION PROGRAM**
- **THIRD OFFENSE: EVIDENTIARY HEARING**

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 OR MATERIALS EXPRESSLY PROHIBITED BY FEDERAL, STATE, OR LOCAL LAWS.

POSSESSION: POSSESSION OF AN IDENTIFIABLE QUANTITY OF ALCOHOL, NARCOTICS, HALLUCINOGENIC DRUGS, LOOK-A-LIKE 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.

STUDENT DRESS CODE

STUDENT DRESS SHOULD BE CONFINED TO CLOTHING THAT IS REASONABLE, PRACTICAL AND IN GOOD TASTE FOR SCHOOL. SCHOOL ATTIRE SHOULD REFLECT PROPER DECORUM, CLEANLINESS, AND COMFORT. THE SCHOOL WILL MAKE JUDGMENTS AND DECISIONS AS NEEDED TO PRESERVE THE HEALTH, SAFETY, AND PROPRIETY OF STUDENTS. STUDENT COOPERATION IS EXPECTED IN THE FOLLOWING AREAS EVEN DURING SPIRIT WEEK AND OTHER SCHOOL RELATED EVENTS:

- HATS, HOODS, AND SUNGLASSES ARE PROHIBITED INSIDE SCHOOL BUILDINGS.
- THE POSSESSION OF ALL GANG RELATED BANDANAS AND BEADS ARE PROHIBITED AT AAST.
- CLOTHING SHOULD BE WORN SO UNDERWEAR IS NOT VISIBLE. **PANTS & SHIRT MUST OVERLAP AT ALL TIMES.**
- THE ENTIRE AREA FROM THE ARMPIT TO THE MID THIGH MUST BE COVERED IN THE FRONT AND THE BACK OF THE BODY.
- TOPS MUST HAVE STRAPS OF NO LESS THAN TWO INCHES IN WIDTH (3-FINGER WIDTH).
- SHOES ARE TO BE WORN AT ALL TIMES AT SCHOOL.
- 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. ATTIRE (INCLUDES CLOTHING, FACE COVERINGS, HATS, SHOES, JEWELRY, EMBLEMS, BADGES, SYMBOLS, SIGNS) SHOULD NOT INTERFERE WITH THE EDUCATIONAL PROCESS, CAUSE DISRUPTION, OR DAMAGE SCHOOL PROPERTY.
- ITEMS SUCH AS SPIKED JEWELRY (INCLUDING BODY PIERCING), PADLOCKS, CHAINS, AND METAL HEEL PLATES ARE NOT ALLOWED.

CONSEQUENCES FOR VIOLATING DRESS CODE MAY INCLUDE THE FOLLOWING:

- STUDENTS MAY CALL PARENTS TO BRING APPROPRIATE CLOTHING. IF NO ALTERNATIVE CLOTHING IS AVAILABLE, STUDENT WILL GO TO ISS.
- ABSENCE OR TARDY DUE TO DRESS CODE VIOLATION WILL BE UNEXCUSED.

CELL PHONES/PERSONAL LEARNING DEVICES

IN ACCORDANCE WITH Horry County School District Policy, cellular phones, 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 teachers may utilize cellphones during class time for instructional purposes, and **students should refer to each teacher's course syllabus for specific cellphone guidelines in the classroom.**

AAST recognizes the tremendous impact that the effective use of technology can have in the classroom. The utilization of these devices during class time is for individual use only and should not 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. Use of 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.

STUDENT RELATIONSHIPS

Public displays of affection are discouraged on campus. Every effort will be made to keep all student relations appropriate and acceptable for school. Parents will be called whenever efforts by school staff have failed to bring about desired results.



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. FAMILY VACATIONS, ORGANIZATIONAL TRIPS, OR RETREATS DURING THE SCHOOL YEAR ARE UNEXCUSED.

STUDENTS ARRIVING AT SCHOOL AFTER 8:15 AM SHOULD REPORT TO CLASS AFTER GOING THROUGH THE SECURITY CHECKPOINT AT THE FRONT DESK. STUDENTS WHO MISS MORE THAN 40 MINUTES OF A CLASS WILL BE CONSIDERED ABSENT.

WHEN A STUDENT HAS 3 CONSECUTIVE UNEXCUSED ABSENCES OR A TOTAL OF 5 UNEXCUSED ABSENCES, THE SCHOOL 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 PRIOR TO 2:00 PM BY PARENT REQUEST

STUDENTS REQUIRING EARLY DISMISSAL SHOULD SEND AN EMAIL FROM THEIR PARENT/GUARDIAN TO Ms. CONNIE GRANT (CGRANT@HORRYCOUNTYSCHOOLS.NET). THE ATTENDANCE OFFICE WILL NOTIFY THE CLASSROOM TEACHER OF THE DEPARTURE TIME BY EMAIL. WHEN IT IS TIME FOR THE STUDENT TO LEAVE, THE TEACHER WILL DISMISS THE STUDENT FROM CLASS. ALL STUDENTS MUST EXIT THE BUILDING THROUGH THE SCHOOL'S FRONT ENTRANCE. STUDENTS WHO FAIL TO SUBMIT A NOTE AT THE BEGINNING OF THE DAY FOR EARLY DISMISSAL WILL NOT BE GUARANTEED TO LEAVE BY THE REQUESTED TIME. LEAVING CAMPUS WITHOUT THE SCHOOL'S AUTHORIZATION WILL RESULT IN DISCIPLINARY CONSEQUENCES. NO STUDENTS WILL BE DISMISSED EARLY FROM SCHOOL AFTER 2:00 PM. THIS PROCEDURE IS IN PLACE TO PREVENT CONTINUAL DISRUPTIONS DURING THE LAST INSTRUCTIONAL BLOCK.

PROCEDURES TO FOLLOW AFTER AN ABSENCE

STUDENTS SHOULD SUBMIT A PARENT NOTE WITH CONTACT INFORMATION OR A DOCTOR'S NOTE TO THE ATTENDANCE CLERK, Ms. CONNIE GRANT, VIA EMAIL OR BY PLACING THE NOTE IN THE MAILBOX OUTSIDE OF THE ATTENDANCE OFFICE (500 HALLWAY). THE EXCUSE SHOULD BE SUBMITTED WITHIN 5 DAYS OF THE STUDENT'S RETURN TO SCHOOL.

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 SCHOOL 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. CLASSWORK 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 WILL BE GIVEN INFORMATION REGARDING INTERNSHIP PROCEDURES BY THEIR MAJOR TEACHERS. STUDENTS RETURNING TO CAMPUS FROM INTERNSHIP SITES WILL NOT BE ALLOWED TO BRING OUTSIDE FOOD OR BEVERAGES INTO THE BUILDING (SEE FOOD AND DRINKS).

MAKEUP WORK

IF A STUDENT MISSES SCHOOL FOR ANY REASON, HE/SHE IS EXPECTED TO MAKE UP HIS/HER 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 THE TEACHER TO MAKE UP WORK. ASSIGNMENTS FOR THE WEEK ARE POSTED ON TEACHERS' GOOGLE CLASSROOMS AND/OR TEACHER WEBSITES.

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).

ABSENCES DUE TO FIELD TRIPS

THERE WILL BE OPPORTUNITIES FOR FIELD TRIPS DURING THE 2023-2024 SCHOOL YEAR. STUDENTS ARE REMINDED THAT IN ORDER TO GO ON AN APPROVED FIELD TRIP:

- STUDENTS MUST HAVE WRITTEN PERMISSION FROM THEIR PARENT OR GUARDIAN.
- STUDENTS MUST HAVE PERMISSION FROM EACH TEACHER WHOSE CLASS THEY ARE TO MISS. ANY ONE TEACHER MAY DENY PERMISSION.
- STUDENTS MAY NOT MISS A CLASS THEY ARE CURRENTLY FAILING.
- STUDENTS CAN NOT ATTEND A FIELD TRIP IF THEY ARE ASSIGNED ISS OR OSS ON THE DAY OF THE TRIP.

TARDY POLICY

TARDINESS IS DEFINED AS NOT BEING INSIDE THE ASSIGNED CLASSROOM WHEN CLASS BEGINS. STUDENTS WHO ARE LATE TO SCHOOL SHOULD REPORT TO THE SECURITY CHECKPOINT AT THE FRONT OF THE SCHOOL AND THEN PROCEED TO CLASS. **STUDENTS IN THE SECURITY CHECKPOINT LINES AT 8:15 ARE CONSIDERED TARDY. STUDENTS SHOULD NOT LOITER IN THEIR CARS BEFORE SCHOOL STARTS. STUDENTS WHO DO NOT RIDE A BUS AND WISH TO EAT BREAKFAST IN THE CAFETERIA SHOULD ARRIVE IN ENOUGH TIME TO DO SO AND GET TO CLASS BY 8:15 AM.**

IF THE STUDENT HAS MULTIPLE TARDIES, HE/SHE 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 THE TEACHER AFTER CLASS HAS ENDED, THAT TEACHER MUST CALL AND GET PERMISSION FROM THE TEACHER OF RECORD FOR THAT STUDENT TO REMAIN. TARDIES TO SCHOOL ARE TREATED SEPARATELY FROM TARDIES TO CLASS. TARDIES RESET AT THE END OF EACH SEMESTER.

Tardy to school:

1st-3rd tardy: *warning*

4th-5th tardy: *after school detention*

6th tardy: *1 block of ISS and Revoked Driving Privileges (1 wk)*

7th tardy: *1 day of ISS and Revoked Driving Privileges (2 wks)*

8th tardy: *1 day OSS and Revoked Driving Privileges (school yr)*

9th tardy: *2 days OSS*

10th+ tardy: *3 days OSS or other Intervention Plan*

Tardy to class:

1st-3rd tardy: *warning*

4th-5th tardy: *after school detention*

6th-7th tardy: *1 block of ISS*

8th tardy: *1 day of ISS*

9th tardy: *1 day of OSS*

10th + tardy: *2 days OSS or other Intervention Plan*

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. AFTER SCHOOL DETENTION MAY BE ASSIGNED FOR MINOR OFFENSES, INCLUDING TARDIES. PERSONAL CELL PHONES MAY NOT BE USED DURING DETENTION. 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 TEACHERS, 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.

OFF-LIMIT AREAS

THE FOLLOWING ARE OFF LIMITS TO STUDENTS:

- TEACHER WORKROOMS
- BUS PARKING LOT
- ALL WOODED AREAS AROUND THE BUILDING
- THE TEACHER/STAFF/VISITOR/STUDENT PARKING AREAS
- 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 OF THE MAIN ENTRANCE OF THE BUILDING.
- ONLY STUDENTS RIDING BUSES ARE ALLOWED IN THE BUS LOOP.
- STUDENTS ARE TO BE OFF SCHOOL PROPERTY BY 3:15 PM, UNLESS THEY ARE SUPERVISED BY A TEACHER.
- THE GATES AT THE SCHOOL ENTRANCES ARE LOCKED AFTER HOURS AND ON THE WEEKENDS.

TRANSPORTATION INFORMATION

TRAFFIC FLOW

THE MAIN TRAFFIC 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 TRAFFIC ENTRANCE (DIRECTLY FROM INTERNATIONAL DRIVE). THE SIDE ENTRANCE WILL BE OPEN IN THE MORNINGS FROM 7:30 - 8:15 AM. IT WILL REOPEN AT 2:30 PM FOR SCHOOL DISMISSAL. TRAFFIC FLOW SHOULD FOLLOW THE TRAFFIC SIGNS AND PAVEMENT ARROWS SO THAT STUDENTS MAY BE DROPPED OFF AND PICKED UP SAFELY. AAST STAFF WILL ALSO BE IN THE PARKING LOT DIRECTING TRAFFIC. 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.

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 7:30 AM AND 2:45 PM. 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. 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 DRIVER'S SIDE CORNER — **NO EXCEPTIONS**. CARS WITHOUT PERMITS WILL BE FINED.
- THE PARKING PERMIT FEE FOR THE 2023-2024 SCHOOL YEAR IS \$30.00.
- ONLY ONE PASS WILL BE AWARDED PER JUNIOR OR SENIOR STUDENT. TEMPORARY ONE-DAY PARKING PASSES MUST BE REQUESTED THROUGH THE FRONT OFFICE STAFF (I.E. ACCIDENT, CAR MAINTENANCE). REPLACEMENT PASSES MUST BE REQUESTED THROUGH ADMINISTRATION.
- STUDENTS MAY ONLY PARK IN THEIR ASSIGNED PARKING SPACE FOR 2023-2024. STUDENTS WHO PARK IN A FACULTY, VISITOR, OR ANOTHER STUDENT'S ASSIGNED PARKING SPACE WILL BE ISSUED A PARKING TICKET AND VIOLATION COULD RESULT IN LOSS OF PARKING PRIVILEGES. 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 SHOULD ENTER THE BUILDING UPON ARRIVAL TO SCHOOL.**
- STUDENTS MAY NOT ENTER, TAKE, OR PLACE ANYTHING IN OR ON 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 \$5 FINE. DRIVING PRIVILEGES CAN BE REVOKED UNTIL THE FINE IS PAID.
- 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

- 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.**
- STUDENTS WILL NOT BE ALLOWED TO RETURN TO THEIR CARS AFTER 8:15 AM.
- ALL VEHICLES ON THE CAMPUS ARE SUBJECT TO ON-REQUEST INSPECTION BY THE SCHOOL'S ADMINISTRATION.
- STUDENTS MAY NOT BRING ONTO THE SCHOOL GROUNDS ANY GUN, AMMUNITION, EXPLOSIVE, KNIFE, MACE, BOX CUTTER, OR OTHER WEAPON.
- STUDENTS MAY NOT BRING ON TO THE SCHOOL GROUNDS ANY ALCOHOL, TOBACCO, DRUGS, OR ILLEGAL SUBSTANCES.
- STUDENTS SHOULD KEEP THEIR CARS LOCKED.
- 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/OR DISCIPLINARY ACTION.

THE SCHOOL AND THE SCHOOL DISTRICT WILL NOT BE LIABLE FOR THEFT OR DAMAGES TO VEHICLES.

DRIVERS DEPARTING FOR AND RETURNING FROM INTERNSHIPS AND SHADOWING

INTERNSHIPS ARE PART OF THE MAJOR EXPERIENCE FOR THE 2023-2024 SCHOOL YEAR. ALL AAST INTERNSHIPS MUST BE ADMINISTRATOR-APPROVED AND TEACHER CONFIRMED PRIOR TO THE INTERNSHIP START DATE. STUDENTS RETURNING TO CAMPUS MUST USE THE MAIN ENTRANCE AND GO THROUGH THE SECURITY STATION AT THE FRONT OF THE SCHOOL.

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 THEIR CLASSROOM UNTIL AN ANNOUNCEMENT IS MADE FOR THEM TO EXIT THE BUILDING. THE RULES OF CONDUCT FOR BUS PASSENGERS ARE PART OF THE AAST CODE OF CONDUCT.

ONLY STUDENTS WHO 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 - STUDENTS MUST BE ON TIME AND SHOULD ADHERE TO SOCIAL DISTANCING GUIDELINES WHILE AT THE BUS STOP.

IF A STUDENT HAS TO WALK ALONG THE HIGHWAY APPROACHING THE BUS STOP, HE/SHE SHOULD ALWAYS WALK ON THE SHOULDER.

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.**

STUDENTS SHOULD NOT RUN ALONGSIDE THE BUS WHEN THE BUS IS MOVING BUT SHOULD WAIT UNTIL IT STOPS AND THEN WALK TO THE DOOR.

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.

EXITING THE BUS ON THE SCHOOL GROUNDS

STUDENTS MUST REMAIN SEATED UNTIL THE BUS COMES TO A COMPLETE STOP. STUDENTS 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.

STUDENTS SHOULD LEAVE IN AN ORDERLY MANNER. STUDENTS IN THE FRONT SEATS LEAVE FIRST.

STUDENTS MUST NOT LOITER OR PLAY AROUND THE STOPPED OR PARKED BUS.

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

STUDENTS ARE PERMITTED TO LEAVE ONLY AT REGULAR DESIGNATED STOPS. ANY CHANGES REQUIRE PARENTAL REQUEST AND APPROVAL BY THE BUS SUPERVISOR.

THE STUDENT, AFTER EXITING 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/HER TO CROSS.

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 THE FRONT DESK REQUESTING PERMISSION TO CHANGE BUSES. STUDENTS FROM ONE ATTENDANCE ZONE MAY NOT RIDE A BUS FROM ANOTHER ATTENDANCE ZONE.

ON THE BUS

- STUDENTS SHOULD FIND A SEAT, WITHOUT CROWDING OR PUSHING, AND REMAIN SEATED WHILE THE BUS IS IN MOTION.
- STUDENTS MUST NEVER EXTEND ARMS, LEGS, OR HEAD OUT OF THE BUS.
- STUDENTS SHOULD NOT TALK TO THE DRIVER WHILE THE BUS IS IN MOTION EXCEPT IN AN EMERGENCY.
- STUDENTS MUST NEVER TAMPER WITH THE EMERGENCY DOOR OR ANY OTHER PART OF THE BUS EQUIPMENT.
- STUDENTS MUST NOT MARK OR DEFACE THE BUS; THE SEAT COVERINGS MUST NOT BE DAMAGED IN ANY MANNER.
- ONLY THE DRIVER OR OTHER AUTHORIZED PERSON SHOULD REMOVE FIRST AID EQUIPMENT WHICH IS TO BE USED ONLY FOR EMERGENCY TREATMENT.
- STUDENTS MUST NOT TAMPER WITH THE FIRE EXTINGUISHER WHICH IS TO BE USED ONLY BY THE DRIVER IN AN EMERGENCY.
- STUDENTS SHOULD ONLY OPEN BUS WINDOWS WITH THE PERMISSION OF THE DRIVER.
- STUDENTS MUST NOT FIGHT OR SCUFFLE IN THE BUS OR CREATE ANY DISTURBANCE. CLASSROOM CONDUCT SHOULD BE MAINTAINED IN THE BUS.
- STUDENTS MUST NOT WAVE OR SHOUT TO PEDESTRIANS OR OCCUPANTS OF OTHER VEHICLES. STUDENTS MUST NOT THROW OBJECTS FROM THE BUS WINDOWS.
- STUDENTS SHOULD TAKE ONLY NECESSARY ITEMS TO SCHOOL; AVOID CARRYING BOOKS, LUNCH BOXES, OR OTHER ITEMS ONTO THE BUS OR INTO SCHOOL BUILDINGS. THE S.C. COMMERCIAL DRIVER'S LICENSE MANUAL STATES THERE SHOULD BE NOTHING IN THE AISLES THAT MIGHT TRIP RIDERS. AISLES AND STAIRWAYS 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.
- 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/HER 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.



HCSD Non Discrimination Statement

HORRY COUNTY SCHOOLS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, DISABILITY, AGE, IMMIGRANT STATUS, ENGLISH-SPEAKING STATUS, OR ANY OTHER CHARACTERISTIC PROTECTED BY APPLICABLE FEDERAL OR S.C. LAW IN ITS PROGRAMS OR ACTIVITIES. FOR QUESTIONS REGARDING THE NONDISCRIMINATION POLICIES CALL 843-488-6700, OR WRITE HORRY COUNTY SCHOOLS, 335 FOUR MILE Rd., CONWAY, SC 29526 OR [CLICK HERE](#) FOR A LIST OF CONTACTS.

KENNY GENERETTE-STAFF ATTORNEY

HCSD 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:

PUEDE LLAMAR AL 843-488-6700 O COMUNICARSE CON LAS ESCUELAS DEL CONDADO DE HORRY EN 1605 HORRY STREET, CONWAY, SC 29527.

AAST BULLYING INTERVENTION PLAN

REVISED: July 2023

AAST ADMINISTRATION BELIEVES THAT ALL STAFF AND STUDENTS HAVE THE RIGHT TO REALIZE THEIR POSSIBILITIES IN A SCHOOL ENVIRONMENT FREE FROM HARASSMENT, INTIMIDATION OR BULLYING. **ALL AAST TEACHERS AND STAFF MEMBERS WILL ADDRESS ANY ACT THAT BORDERS ON BULLYING, INTIMIDATION OR HARASSMENT. IT IS REQUIRED THAT THESE ACTS BE BROUGHT TO THE ATTENTION OF MS. WILSON AND/OR MS. REISS SO THAT APPROPRIATE INVESTIGATIVE ACTION CAN BE TAKEN IMMEDIATELY.**

WHAT IS BULLYING?

AAST ADMINISTRATION, IN CONJUNCTION WITH HORRY COUNTY SCHOOL DISTRICT, DEFINES BULLYING AS BEHAVIOR WHICH MEETS THE FOLLOWING CRITERIA:

1. BULLYING IS BEHAVIOR THAT HURTS OR HARMS ANOTHER PERSON PHYSICALLY, EMOTIONALLY, OR SOCIALLY.
2. THERE IS AN INABILITY FOR THE TARGET TO STOP THE BEHAVIOR AND DEFEND HIM/HERSELF.
3. THERE IS AN IMBALANCE OF POWER THAT OCCURS WHEN THE STUDENT DOING THE BULLYING HAS MORE PHYSICAL, EMOTIONAL, OR SOCIAL POWER THAN THE TARGET.
4. BEHAVIOR IS REPETITIVE (HOWEVER, BULLYING CAN OCCUR IN A SINGLE INCIDENT IF THAT INCIDENT IS EITHER VERY SEVERE OR ARISES FROM A PATTERN OF BEHAVIOR).

WHAT IS NOT BULLYING?

SOMETIMES ADULTS AND/OR STUDENTS EXPERIENCE CONFLICT IN THEIR RELATIONSHIPS WITH OTHERS. CONFLICT AND/OR CONTROVERSY IS DIFFERENT THAN BULLYING:

1. CONTROVERSY, WHICH CAN BE A PROLONGED, PUBLIC, AND HEATED DISAGREEMENT AMONG INDIVIDUALS, IS NOT BULLYING.
2. CONFLICT, WHICH IS A DISAGREEMENT OR ARGUMENT IN WHICH BOTH SIDES EXPRESS THEIR VIEWS, IS NOT BULLYING.

HOW DO I REPORT BULLYING?

STUDENTS WHO ARE VICTIMS OF BULLYING BEHAVIOR OR WHO WISH TO REPORT BULLYING BEHAVIOR SHOULD CONTACT MS. REISS OR MS. WILSON. ALL AAST EMPLOYEES ARE REQUIRED TO REPORT ALLEGED VIOLATIONS OF THIS POLICY TO ADMINISTRATION AS WELL. ALL OTHER MEMBERS OF THE SCHOOL COMMUNITY, INCLUDING STUDENTS, PARENTS, VOLUNTEERS AND VISITORS, ARE ENCOURAGED TO REPORT ANY ACT THAT MAY BE BULLYING BEHAVIOR. PERSONS REPORTING BULLYING BEHAVIOR ARE ENCOURAGED TO SUBMIT A WRITTEN STATEMENT TO ADMINISTRATION. ALTHOUGH ANONYMOUS REPORTS WILL BE INVESTIGATED, FORMAL DISCIPLINARY ACTION CAN NOT BE BASED SOLELY ON THE BASIS OF AN ANONYMOUS REPORT *THAT CANNOT BE CORROBORATED*. IF REQUESTED, THE IDENTITY OF THE VICTIM WILL BE PROTECTED TO THE EXTENT ALLOWED BY LAW. **THE FOLLOWING RESOURCES CAN BE USED TO REPORT INCIDENTS OF BULLYING:**

1. [BULLYING INCIDENT REPORT FORM](#) – SUBMIT ONLINE OR PRINT AND GIVE TO AAST EMPLOYEE
2. SCHOOL CRIME TIP LINE – 843-915-7767 OR EMAIL SROTIPS@HORRYCOUNTY.ORG
3. [STUDENT AND PARENT RESOURCES ON BULLYING](#)

AAST PROHIBITS REPRISAL OR RETALIATION AGAINST ANY PERSON WHO REPORTS AN ACT OF HARASSMENT, INTIMIDATION, OR BULLYING.

DISCIPLINARY CONSEQUENCES FOR BULLYING BEHAVIOR

ACCORDING TO HORRY COUNTY SCHOOL DISTRICT POLICY, BULLYING IS A **LEVEL 2** OFFENSE AND STUDENTS ENGAGING IN BULLYING WILL BE SUBJECT TO ISS OR OSS DEPENDING UPON THE SEVERITY OF THE INCIDENT AND THE STUDENT'S DISCIPLINARY RECORD. REPEATED INSTANCES OF BULLYING MAY RESULT IN AN EXPULSION HEARING. THE DISTRICT OFFICE WILL BE NOTIFIED OF ANY INCIDENT REGARDING BULLYING BEHAVIOR AT AAST. SUPPORT FOR BOTH THE VICTIM AND THE PERPETRATOR WILL BE PROVIDED THROUGH BEHAVIORAL HEALTH SPECIALISTS, MENTAL HEALTH PROFESSIONALS, SCHOOL GUIDANCE COUNSELORS, AND MENTORS.



Students should initial each statement below to indicate their understanding of the information in the AAST handbook.

_____ I have read and will abide by the AAST Honor Code.

_____ I have read and will abide by the AAST Bullying Intervention Plan.

_____ I have read and will abide by the AAST Student Handbook.

Student Name - printed

Advisory Teacher

Student Signature

Date