

ANDERSON COUNTY ALTERNATIVE SCHOOL



HANDBOOK FOR STUDENTS AND PARENTS/GUARDIANS

2019-2020

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Anderson County Alternative School operates without discrimination on the basis of race, sex, religion, national origin, or disability in compliance with Title VI, Title VII, Title IX, Section 504, and all other applicable civil rights laws.

Revised 08-05-2019

ANDERSON COUNTY ALTERNATIVE SCHOOL

**805 East Whitner Street
Anderson, SC 29624
Telephone: (864) 260-5028
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"NEW BEGINNINGS" 2019-2020 School Year

Welcome to the Anderson County Alternative School. This school, in operation since 1996, has established itself in the community as a place where students can succeed. Educators, law enforcement officers, and private citizens throughout Anderson County worked diligently to provide a program that offers an alternative to the traditional middle and high school setting.

This handbook is designed to serve as a guide to the opportunities, expectations, and regulations at ACAS. It is important that each student and parent/custodian carefully read and understand this information. It should not, however, be considered an all-inclusive listing of rules, regulations and opportunities.

Should you need to talk with a staff member, or if you have any questions concerning any part of this handbook, please contact us at (864) 260-4888. We look forward to working with you throughout the school year.

It is a REQUIREMENT that all students bring their handbook to school every day and use it as directed by the staff at ACAS. If this handbook is lost, the student will be required to pay a \$5.50 fee for a replacement copy. Parents and students will be accountable for all information/guidelines in handbook.

IF LOST, A REPLACEMENT MUST BE PURCHASED THROUGH THE OFFICE.

**ANDERSON COUNTY ALTERNATIVE SCHOOL
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WELCOME!

We are looking forward to working with you and your student this year. You can be assured that we will be working hard to help your student be successful at ACAS. You are an important person in your child's Alternative School experience. Plan now for your child's success by committing to do the following:

1. Read the entire student handbook with your student and make sure that he/she understands each item, rule, and procedure.
2. Upon enrolling at ACAS, both parent and student will be held accountable and responsible for attendance as mandated by the South Carolina School Attendance Law. *It is YOUR responsibility to notify the school when your child is absent. You can call the day before or the morning of the absence. Please feel free to talk with our attendance clerk regarding any attendance issues.*
3. When scheduled for appointments, conferences, or counseling sessions at the Alternative School, make every effort to be there and on time. If you cannot make the appointment, please call as soon as possible to reschedule. Your input is very important to us.

ALL STUDENTS ARE REQUIRED TO BE IN DRESS CODE WHEN THEY ARE ACCOMPANYING THEIR PARENT(S) FOR CONFERENCES.

Conferences will be cancelled and rescheduled if student is not in dress code compliance when he/she comes in for a conference.

4. Please don't make excuses for your student and don't cover for him/her. Your assistance is needed to encourage the student to take responsibility for his/her actions.
5. Get your child to school on time. Bus transportation from designated sites will be available from each school district or you may bring your student to school or arrange suitable and dependable transportation for him/her. If he/she must drive, make sure that the school rules regarding car drivers are understood. See pages 16-19 for further information on transportation.
6. Reports, letters, or other important papers which requires your signature may be sent home with your child. Please sign and return them to the school by the designated date.
7. If you have concerns, please contact us. We will be happy to discuss them with you.
8. **Report any change of address or telephone number to the school immediately to allow necessary communication between school and home.**

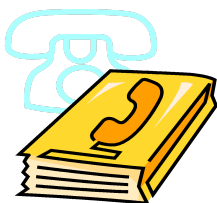
We appreciate your support for our program and look forward to working with you and offering your child an opportunity for success.

2019-2020 ANDERSON COUNTY ALTERNATIVE SCHOOL CALENDAR

| AUGUST 2019 | SEPTEMBER 2019 | OCTOBER 2019 | NOVEMBER 2019 |
|--|---|---|---|
| <p>12-16 Staff In-Service</p> <p>19 Orientation 8:30-11:00 a.m. (Students leave with parents)</p> <p>20 Buses will operate for a full day schedule</p> | <p>2 Labor Day Holiday</p> <p>19 Progress Reports issued for 1st nine weeks</p> | <p>14 Professional Development Day</p> <p>22 Last day of 1st nine weeks</p> <p>29 Report Cards issued for 1st 9 weeks</p> | <p>4-5 Fall Break</p> <p>27-29 Thanksgiving Holidays</p> <p>26 Progress Reports issued for 2nd nine weeks</p> |
| DECEMBER 2019 | JANUARY 2020 | FEBRUARY 2020 | MARCH 2020 |
| <p>Dec 23 - Jan 3 Winter Break</p> | <p>6 Students/staff return to school</p> <p>14 End of 2nd nine weeks</p> <p>17 Professional Dev.</p> <p>20 MLK Holiday</p> <p>21 Report Cards issued for 2nd nine weeks</p> | <p>17 Professional Dev.</p> <p>19 Progress Reports for 3rd nine weeks</p> | <p>20 Professional Dev</p> <p>23 Inclement Weather make-up day, if needed</p> <p>24 End of 3rd nine weeks</p> <p>31 Report Cards for for 3rd nine weeks</p> |
| APRIL 2020 | MAY 2020 | JUNE 2020 | <p>After school is out, you will receive the following in the <u>mail</u>:</p> <ol style="list-style-type: none"> 1. School Assignments for 2019-20 school year 2. Refund Check for Uniforms 3. Report Card and/or Transcript 4. Grade Placement for Middle School Students |
| <p>6-10 Spring Break</p> <p>13 Inclement Weather make-up may, if needed</p> | <p>4 Progress Reports for 4th nine weeks</p> <p>25 Memorial Day Holiday</p> | <p>4 Last Day of School for Students</p> <p>5 Inclement Weather make-up day, if needed</p> | |

INCLEMENT WEATHER SCHOOL CLOSINGS INFORMATION

Decisions on school closings will be made by 6:30 a.m. Anderson County Alternative School will follow the same schedule as Anderson School District Three. Announcements will be made on the following TV/radio stations: WYFF, WSPA, WLOS, FOX, and WRIX-FM. Announcements will also be posted on Anderson District Three's website.



FACULTY AND STAFF

Staff members can be reached by:

Telephone: (864) 260-4888

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DIRECTOR'S OFFICE

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Ed.S, The Citadel

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HIGH SCHOOL TEAM

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NEW BEGINNINGS

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B.S., Southern Wesleyan University

M.S., Strayer University

MISSION STATEMENT

The mission of the Anderson County Alternative School is to provide an opportunity for students who have been expelled from an Anderson County School District, or who are under the jurisdiction of a South Carolina Court System, to become responsible, productive citizens by offering a quality program in a rigorous and safe environment.

STUDENT EXPECTATIONS

There are many things that each of us can do to help create an environment that supports learning and social/emotional growth at Anderson County Alternative School.

“Attitude,” “Four Promises,” and “How I Run My Love and Logic Classroom” address many of the skills your student will be expected to learn at ACAS

ATTITUDE

“The longer I live, the more I realize the impact of attitude on life. Attitude is more important than facts. It is more important than the past, than education, than money, than circumstance, than failures, than successes, than what other people think or say or do. It is more important than appearance, giftedness, or skill, and it will make or break a company...a church...a home.

THE REMARKABLE THING IS THAT WE HAVE A CHOICE EVERY DAY REGARDING THE ATTITUDE WE WILL EMBRACE FOR THE DAY. We cannot change our past...we cannot change the fact that people will act in a certain way. We cannot change the inevitable. The only thing we can do is play on the one string we have, and that is our attitude. **I’M CONVINCED THAT LIFE IS 10% WHAT HAPPENS TO ME AND 90% HOW I REACT TO IT.** And so it is with you...**WE ARE IN CHARGE OF OUR ATTITUDES.”**

--Charles Swindol

Students will be expected to memorize, understand, write, recite and follow THE FOUR PROMISES and HOW I RUN MY LOVE AND LOGIC CLASSROOM as they are written below:

THE FOUR PROMISES

1. I promise to treat others with respect and dignity.
2. I promise to appreciate diversity.
3. I promise to diligently pursue my education and to respect other people’s right to pursue their education.
4. I promise to obey the rules of this school and to conduct myself with honor.

HOW I RUN MY LOVE AND LOGIC CLASSROOM

(This is the official school discipline code.)

- I will treat you with respect, so you will know how to treat me.
- Feel free to do anything that doesn’t cause a problem for anyone else.
- If you cause a problem, I will ask you to solve it.
- If you can’t solve the problem, or choose not to, I will do something.
- What I do will depend on the special person and the special situation.
- If you feel something is unfair, whisper to me, “I’m not sure that’s fair,” and we will talk.

PROGRAM DESCRIPTION/DESIGN

Anderson County Alternative School is an alternative educational program designed to promote academic and social development of students in grades 6-12, who have been expelled, court ordered, or placed by a home school. Participation in the program in middle or high school is **AN ELECTIVE OPTION** that a parent/guardian and child may choose.

Students are provided the opportunity to succeed in a supportive, non-traditional educational delivery system that is teacher-directed, computer-assisted, and based upon individual learning styles and needs. Included in the alternative school curriculum are programs to enhance the students' abilities to function successfully outside of school such as physical training, service learning, career exploration, character education, interpersonal skill development, and individual counseling and family intervention.

The characteristics and program components that will provide a challenging and effective school setting include

- ✓ **a high level of academic expectations, as well as high expectations for students to be accountable and willing to take responsibility for their actions.**
- ✓ computer-assisted instruction.
- ✓ a small student-teacher ratio.
- ✓ opportunities for students for credit recovery through online courseware and/or SC Virtual School.
- ✓ a flexible schedule that is compatible with a curriculum that emphasizes the basic academic subjects.
- ✓ an opportunity for over-age students with few or no high school credits to complete a pre-GED/GED curriculum within the regular classroom.
- ✓ direct supervision of all activities by staff.
- ✓ a parent and student counseling program.
- ✓ consistent, FULL-DAY attendance policy with a rigorous workload.
- ✓ clear, consistent goals for students and parents, communicated on a continuing basis.
- ✓ a curriculum and counseling program that engenders hope and confidence in students who lack the self-esteem to reach their potential academically and socially.
- ✓ an emphasis on the development of personal social skills that include conflict management, anger control, and cultural awareness/sensitivity.
- ✓ a clear, appropriate, and simplistic dress code for all students.
- ✓ the use of security measures such as walk-through and hand-held metal detectors, video cameras, and a school resource officer, designed to promote a safe environment for students, staff, and visitors.
- ✓ school bus transportation is available in each district at established pick-up points.
- ✓ required successful completion of "Alive at 25" training prior to allowing students with a valid

driver's license to drive on and off campus.

- ✓ involvement in service learning projects as developed by the Alternative School.
- ✓ student participation in daily school/campus clean-up.
- ✓ available services through outside agencies: Behavioral Health Services, Department of Juvenile Justice, Department of Mental Health, Health Department, JDPP, etc.
- ✓ “Word of the Week” tips for encouraging wise decision-making skills.
- ✓ participation and completion by all students in a rigorous **Student Leadership Training (SLT)** Program.
- ✓ SLT and New Beginnings staff directs rigorous physical training activities, character-enhancing exercises, and leadership development program.
- ✓ behavioral health sessions designed to foster appropriate behaviors, reduce risky habits which adversely affect adolescent growth, and assist students with the fundamentals of interpersonal behavioral skills.
- ✓ Credit recovery opportunities – see Guidance for additional information.

STUDENT AND FAMILY SERVICES

Anderson County Alternative School has many services available during the school day to all students and their families. In certain instances, these services may be required for you and your student. The Student Services Team is comprised of the guidance counselor, behavioral health counselor, and nurse.

GUIDANCE COUNSELOR

A guidance counselor is available to assist the parent/custodian as well as the student. The counselor works with students in discussing school programs, course choices, career choices and exploration, group or social problems, personal problems, and problems related to school. The guidance counselor also facilitates transitions from home school to ACAS, from suspension back to class, from ACAS back to home school, etc. This counselor will work closely with the behavioral health counselor, mental health counselor, nurse, and graduation coach to provide counseling and/or intervention. There will be times when it will be necessary for the counselor to meet with the parent/custodian and the student.

BEHAVIORAL HEALTH COUNSELOR

A behavioral health counselor is available for all students and parents. The behavioral health counselor works in a classroom setting with students to help identify and eliminate barriers to their success and develop healthy decision making skills. The behavioral health counselor oversees the TPP (Teen Pregnancy Prevention) program for all students. If you would like to preview the materials to be used in this class, contact Ms. Moore at 864-260-4888.

NURSE

A nurse is available to assist students with health needs. The nurse conducts health seminars in classrooms, maintains immunization records, distributes health information, administers medications to specific students, and conducts health screenings. The school nurse plans and implements positive health activities for all students and staff members.

SCHOOL RESOURCE OFFICER

ACAS has a full time uniformed school resource officer (SRO) who works with the school staff, community, and other agencies to assist in providing and maintaining a safe and orderly school environment. The school's SRO also goes into the classrooms to teach students about laws that pertain specifically to them.

NEW BEGINNINGS CLASS

Every student at ACAS will be required to participate in the "New Beginnings" class. This class is a combination of classroom activities and service learning projects. Students will be participating in field trips and community service activities, learning and practicing proper manners and etiquette, and addressing relevant teen issues such as bullying and character education.

STUDENT LEADERSHIP TRAINING (SLT)

Each student at this School must participate in the SLT Program. The class includes:

1. An intense physical program which requires students to participate in exercises designed to enhance physical fitness and wellness.
2. Classroom instruction that focuses on building leadership characteristics including being courteous, kind, clean, honest, helpful, trustworthy, and healthy.
3. Student leadership positions will originate in this class.

Additional information about the SLT Program and its requirements are in the last section of this handbook.

TESTING PROGRAM

The Alternative School offers a variety of tests, both required and optional. The purposes of the tests are to establish students' needs to be met by the instructional program and to assist teachers in providing appropriate instruction based on the diagnostic information provided by the test results. All statewide mandated tests are administered at ACAS, and students' scores are reported to their home schools.

CREDIT RECOVERY

If students have taken and failed a course the previous semester, the student may take the credit recovery course associated with that course. If a student wishes to recovery credit in a course which requires an EOC (English 1, Algebra 1, US History, and Biology), they may only participate if the EOC had been taken the previous semester in the initial credit attempt.

GED PREPARATION CURRICULUM

The Pre-GED and GED Preparation Curriculum is designed for the student who has few or no high school credits. See the Guidance Counselor for additional information.

ANDERSON COUNTY LIBRARY BOOKMOBILE

The Anderson County Library Bookmobile will provide library services to the Alternative School. The bookmobile makes two visits per month to the school. At this time, all students are permitted to check out and return books. Any student who does not have an Anderson County Library card will complete the application to obtain a card for use.

AGENCY REFERRALS

The Alternative School Student Services Team (SST) may make appropriate referrals to assist students and their families. Some, but not all of the referral agencies have requirements that the student and/or family must meet to qualify for services. The SST will cooperate with these agencies to best meet the

needs of the student/family population. The most common referrals are made to the following agencies: Community Mental Health, Behavioral Health, Drug/Alcohol Treatment Facilities, Acute Care Facilities, Residential Care Facilities, SC Department of Juvenile Justice, SC Department of Social Services, etc.

OPTIONAL ACCIDENT INSURANCE

Markel Insurance Company provides an **OPTIONAL** insurance that can be purchased for students during school and/or “round the clock.” A complete description of this insurance is on our school website: www.acalt.org. If the parent would like to purchase this accident insurance, he/she can sign up by going to www.markelinsurance.com, completing the information, and paying with debit or credit card. If you do not have access to a computer, you can get an application, along with the explanation of benefits in the school office.

STUDENT CODE OF CONDUCT

Discipline is necessary to provide an environment that is conducive to learning. The six Love and Logic Principles make up the official discipline code of conduct at ACAS. These principles are listed on page 9 in this handbook. The purpose of Love and Logic is to assist students in becoming responsible for his/her own decisions and actions through logical consequences.

This information is provided to inform students and parent(s)/custodian(s) of the type and range of behaviors that are unacceptable and disruptive to the positive learning environment. Nevertheless, every specific variation of prohibited conduct may not have been included. ***Therefore, students should expect to be corrected or disciplined for behavior that is considered to be inappropriate. Any staff member has the authority to correct inappropriate behaviors.***

If you experience any problems, harassment, threats, and/or intimidation by any student, please do not hesitate to report the problem immediately to your teacher or to the office.

THE RULES OF CONDUCT APPLY:

- ▶ on the school grounds;
- ▶ off the school grounds - at school functions or activities, including authorized bus stops; enroute to and from school;
- ▶ any place where the students are subject to the jurisdiction of school authorities on and off school property; and
- ▶ at any time or place where a student’s conduct has a direct and immediate effect on maintaining order and discipline in the school.

SPECIAL NOTICE

The director will investigate student conduct away from school grounds when it may have a direct and detrimental effect on the discipline or general welfare of the students and staff at the school. When assessing the impact of out-of-school behavior on ACAS, the director will take into consideration the seriousness of the alleged out-of-school offense and the protection of staff and students from the effects of violence, drugs, and/or disruptions. The director will evaluate each situation on a case-by-case basis. **AT A MINIMUM**, the director OR his designee, will meet with the student upon his/her arrival at school, give the student notice of the concerns based on the reported out of school behavior, and allow the student an opportunity to present his/her side of the story. Based on all of the circumstances,

including a finding that the alleged conduct will have a direct and immediate effect on the school, the administration may either allow the student to attend classes as usual OR may take appropriate disciplinary actions, including, but not limited to, out of school suspension in order to conduct an investigation into the matter. The parents of the student(s) will be notified of any action taken by the administration and offered the opportunity for a conference with the administration. At the conclusion of the investigation, the director will take appropriate action which may include, but is not limited to, the following: returning the student to his/her normal class schedule and removing all evidence of the suspension; placing the student on probation and allowing the student to resume his/her normal class schedule; out-of- school suspension for the student; suspension from riding the school bus; or release the student from school for the remainder of the school semester/year. The disciplinary action taken will be supported by the evidence and take into full consideration the impact of the student's presence at school on the discipline, educational environment and safety of other students and the school's faculty and staff.

ZERO TOLERANCE OF WEAPONS

It is unlawful for any person to carry, possess or have under his or her control, any weapon at a school building, school function, or school property, or on a bus or personal vehicle, carpool vehicle or other staff vehicles used for transport by and/or to the school. The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, switchblade, knife, ballistic knife, and other knives of any size, straight-edge razors, spring sticks, metal knuckles, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nunchuck, or fighting chain, throwing star or oriental dart, or any weapon of any kind handmade, or factory made, small or large.

ANY ITEM INTENDED TO BE USED AS A WEAPON WILL BE CONFISCATED AND THE PROPER AUTHORITIES WILL BE NOTIFIED.

DRESS CODE

All students are required to be in dress code any time they are on the ACAS campus, riding a bus, on a school sponsored field trip, etc. This dress code is outlined specifically in the SLT portion of this handbook, beginning on page 30 in this handbook.

No student will be allowed to attend ACAS classes, parent conferences, or any other ACAS activity unless he/she is in full compliance with the dress code. Conferences will be cancelled and rescheduled if a student comes to the school not dressed in the required school dress code.

Students are monitored daily during morning security checks to determine whether they are in compliance. If a student is not in compliance with any detail of the dress code, the student will be subject to correcting the problem or disciplinary action(s).

DRUGS, ALCOHOL, AND TOBACCO

A student shall not possess, sell, use, transmit, solicit, or be under the influence of any narcotic drug, depressant, or stimulant drug. This includes any mind or mood altering substances.

A student shall not possess, sell, or transmit any substance under the pretense ("look-alike-drugs") that it is, in fact, a prohibited substance as described in this rule. A prescription drug or a non-prescription drug shall be considered a violation of this rule; however this rule will not apply to the use of a drug as authorized by a medical prescription by a medical physician, which has been brought to school by a parent/guardian to be dispensed at school by the nurse.

A student is not allowed to mimic drug actions at any time. Casual conversation concerning the use of

controlled substances, alcohol or illegal/illicit activities will be considered a violation of the discipline code.

As stated by SC law, schools within the state will prohibit the use and/or possession of all tobacco products or paraphernalia including but not limited to cigarettes, cigars, pipes, smokeless tobacco and snuff **by all students, staff and visitors.**

The law and penalties, outlined by the law (S.C. Code ANN.16-17-500 (2006) state: A minor under the age of 18 years must not purchase, attempt to purchase, possess, or attempt to possess a tobacco product, or present or offer proof of age that is false or fraudulent for the purpose of purchasing or possession of a tobacco product.

A minor who knowingly violates this provision in person, by agent, or in any other way commits a non-criminal offense and is subject to a **civil fine in excess of \$25.00.**

The civil fine is subject to all applicable court costs, assessments, and surcharges. In lieu of the civil fine, the court may require a minor to successfully complete a Dept. of Health and Environmental Control approved smoking cessation or tobacco prevention program, or to perform not more than 5 hours of community service for a charitable institution. If a minor fails to pay the civil fine, successfully complete a smoking cessation or tobacco prevention program, or perform the required hours of community service as ordered by the court, the court may restrict the minor's driving privileges to driving only to and from school, work and church, or as the court considers appropriate for a period of 90 days beginning from the date provided by the court.

If the minor does not have a driver's license or permit, the court may delay the issuance of the minor's driver's license or permit for a period of 90 days beginning from the date the minor applies for a driver's license or permit.

DISRUPTIONS AND INTERFERENCE WITH SCHOOL

A student will not:

- a) Continuously or intentionally make noise or act in any other manner as to interfere with the teacher's ability to conduct class;
- b) Encourage any other students to violate rules;
- c) Refuse to identify him/herself upon request of any teacher, staff member, or adult personnel, or official visitor at the school;
- d) Set fire to, or attempt to set fire to, or otherwise damage any school building or property;
- e) Possess, display, discharge, or use any firearms, mace, explosives, or tear gas, or other weapons on school grounds;
- f) Use violence, force, noise, coercion, threat, intimidation, fear, passive resistance, insult or other conduct to intentionally cause the disruption of any process or function of the school;
- g) Be on campus or enter the premises of the school without the proper authorization of the director, faculty or staff member;
- h) Activate any emergency alarms in non-emergency situations—such as fire alarm and/or emergency call boxes.
- i) Talk about or insinuate any form of gang affiliation or gang activity.

SECTION 16-17-420. Disturbing schools; summary court jurisdiction.

(A) It shall be unlawful:

(1) for any person wilfully or unnecessarily (a) to interfere with or to disturb in any way or in any place the students or teachers of any school or college in this State, (b) to loiter about such school or college premises or (c) to act in an obnoxious manner thereon; or

(2) for any person to (a) enter upon any such school or college premises or (b) loiter around the premises, except on business, without the permission of the principal or president in charge.

(B) Any person violating any of the provisions of this section shall be guilty of a misdemeanor and, on conviction thereof, shall pay a fine of not more than one thousand dollars or be imprisoned in the county jail for not more than ninety days.

(C) The summary courts are vested with jurisdiction to hear and dispose of cases involving a violation of this section. If the person is a child as defined by Section 63-19-20, jurisdiction must remain vested in the Family Court.

INDECENT ACTS

A student shall not perform any act of indecency at the Alternative School. Sexual harassment will not be tolerated. Sexual harassment is defined as any unwanted, unwelcome, unsolicited sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Sexual harassment includes but is not limited to the following actions:

- Caressing or fondling of self or others
- Vulgar or inappropriate gestures
- Intimidation and/or bullying
- Lewd/suggestive verbal and/or written remarks
- Inappropriate touching/physical contact
- Exposure of sexual organs
- Reckless eyeballing
- Sexual Intercourse

A student shall not perform any other act which is subversive to good order and discipline in the school, on the school grounds, or on any school sponsored activity away from the campus. This includes, but is not limited to, violation of state and federal law, providing false information to school personnel, possession or use of any electronic device, actions that are ethnically or racially inflammatory, loitering or trespassing or community misconduct that would be so serious as to pose a threat to the school.

Sexual harassment is a crime and will not be tolerated. Any student involved in any act of sexual harassment or indecency at ACAS will be subject to dismissal and legal prosecution.

NO TOUCHING POLICY

There is a strictly enforced "no touching policy" at the school. This policy is designed to prohibit physical contact, which may become unwanted and/or inflammatory, and result in a verbal or physical altercation with serious consequences.

TRANSPORTATION

Parents/custodians must complete a form prior to the interview with the director to inform the school as to how their student will be transported to and from the Alternative School. **Students will not be allowed to car pool without written permission from BOTH parents/custodians.**

ALL STUDENTS MUST ENTER THE BUILDING IMMEDIATELY AFTER ARRIVING ON CAMPUS.

PARENT/CUSTODIAN PROVIDED TRANSPORTATION

If you are transporting your student to and from school, please observe the following drop off and pick up procedures.

MORNING DROP OFF:

Car riders, walkers, and buses will be allowed to enter the back gate on Osborne Street. Students will not be permitted to enter the school before 7:30 a.m. **Arrive before 7:55 a.m. in order to be admitted for school**

AFTERNOON PICK-UP:

School is dismissed at 2:45 p.m. Pick up in the lower parking lot in front of the school (off Cherry Ave.) no later than 3:15 p.m.

STUDENT DRIVERS

Before a student is allowed to drive to school, he/she is required to **complete the “Alive at 25” training** and present the following to ACAS: **certificate of successful completion of “Alive at 25;” ACAS parking permit, acknowledging the parents’ permission for him/her to drive; and a valid South Carolina Driver’s License. A \$5.00 parking fee is required of all student drivers.** Students driving to school must park in the parking lot assigned as student parking. Keys will be turned in during security checks. *Students will not be allowed to return to the parking area for any reason during the school day unless accompanied by a staff member. No one can ride with another student unless permission is given by phone call OR note from both students’ parents.*

What is “Alive at 25?” <http://www.scaliveat25.com>

“Alive at 25” is a highly interactive program that teaches youth to take responsibility for their behavior while driving. It teaches that their age group is most likely to be hurt or killed in a car crash. It teaches that inexperience, distractions, and peer pressure are leading causes of driving hazards. Alcohol, drugs, and speeding increase their risk of being hurt or dying in a crash. Although they’re a passenger in a car, they can still take control of the situation. Another important principle Alive at 25 teaches is that it makes sense for youth to make a commitment to change their driving behavior and how to begin to do that.

- Contact person at ACAS-Ms. April Moore 260-4888 or AprilMoore@acalt.org.
- Although this training is not held at ACAS, it is required for all students who wish to have driving privileges at ACAS.
- If you were trained at your home school, bring in your certificate that you earned in that training and we can record it for our records.
- Classes last approximately 4 ½ hours
- Classes are generally held on Saturday late morning/early afternoon
- Cost for students is \$35.00
- Classes are taught by law enforcement officers
- Students age 14 – 24 are eligible to take the class

RIDING THE BUS

Bus transportation will be provided to and from ACAS from all five school districts in Anderson County. Transportation will be provided from designated “pick-up” and “drop-off” areas ONLY. No door-to-door services are available. **“Pick-Up”/“Drop-Off” areas will not be changed to accommodate individual needs. This service is a privilege** and is extended to all students attending ACAS. If a student chooses to violate the bus rules, this privilege may be suspended or revoked. **ALL SCHOOL RULES APPLY TO STUDENTS WHEN THEY ARE RIDING TO AND FROM SCHOOL AND/OR ON SCHOOL ACTIVITIES.**

State Laws You Should Know:

1. Bus drivers are required to stay on routes and to only make stops approved by the State Department of Education.
2. S.C. Law mandates all motorists to stop for stopped school buses on roadways while students are loading and unloading. Students are to use extreme caution before crossing roads because all motorists do not stop for school buses.
3. Parents/custodians and other adults, other than the school personnel, are not allowed to board and/or ride the school bus.

Meeting the Bus:

1. Be on time—help keep the bus on schedule.
2. Do not stand or play in the roadway while waiting for the bus.
3. Don't run alongside of the bus when it is moving, and as the bus approaches, stay back ten feet from the point where the bus stops.
4. Dress code regulations and standards of conduct are the same as on school grounds.
5. Late Bus—if your bus is late arriving at the designated place, do not leave the bus stop. A bus will be there to transport you to the school.

Riding the Bus:

1. Seats will be assigned at the discretion of the driver.
2. Drivers will report any misconduct to the Alternative School Director.
3. A student may be suspended for fighting, threatening, cursing, horse playing, throwing objects on or off of the bus, and/or any other activity that is detrimental to the safety of those riding the bus or persons on the highway or pedestrians. This suspension could be for the remainder of the current school year, depending on the seriousness of the offense.
4. Weapons are never allowed on the bus.
5. Smoking is not allowed by anyone at any time on the bus.
6. No one is allowed to bring or play a radio, tape, CD, mp3 player, television, or any other electronic devices of mechanical communication on any school bus.
7. Any student found destroying any property in and on the bus will be held responsible for damages.
8. No person shall be allowed to enter or leave through the emergency door or windows except in the event of an emergency.
9. Do not throw paper and other objects. Help keep the bus clean.
10. Do not carry soft drinks and food (or any edible items such as gum and candy) on to the bus.
11. Approach your seat without pushing or disturbing others.
12. Keep arms, elbows, legs and head inside the bus and not in the aisles at all times.
13. Do not stand up, change seats or move about while the bus is in motion.
14. Remain quiet when the bus approaches a railroad crossing.
15. Glass articles, containers with liquid, live animals, snakes, insects, flowers, balloons, volatile substances, or other articles that might be hazardous are **NEVER** allowed on school buses.
16. Students must remain in ACAS uniform the entire time from boarding the bus in the morning until exiting the bus in the afternoon.
17. Police officers may be called for assistance if there is any problem that creates a safety risk while the bus is enroute to and from the school.
18. Do not distract the bus driver in any way.
19. Never leave any article of clothing such as jackets and hats on the bus. These articles may be confiscated and/or discarded.
20. Cell phones will be confiscated and may be held until the end of the school year.

21. **Students are expected to follow the bus driver's instructions promptly.**
22. Students are to remain seated, facing the front of the bus, with feet and legs not in the aisle.

Leaving the Bus:

1. Remain seated until the bus stops.
2. Leave the bus at your designated stop only.
3. After getting off the bus, students should walk in front of the bus about 10 feet and wait until the driver directs them to cross.
4. The driver of your school bus is in charge of the bus and pupils. Great responsibility is placed on the driver, and any request made by the driver must be obeyed promptly. Students will lose their PRIVILEGE of riding the school bus if they violate safety rules and regulations.

When you have questions about bus transportation to and from the Alternative School, please call the school (864-260-4888) and ask for the Bus Supervisor.

SECTION 59-67-245. Interference with operation of school bus; penalties.

No person shall willfully and wrongfully interfere with the operation of a school bus, either public or private, by boarding, restricting movement or using threats, either physical or verbal, to the driver or any passenger while the bus is engaged in the transportation of pupils to and from school or any lawful school activity or while passengers are entering or leaving the bus nor shall any person willfully fail or refuse to obey a lawful order of a school bus driver relating to the occupancy of a school bus. The use of threatening, obscene or profane language addressed to the driver or any passenger entering, leaving or waiting for a school bus is disorderly conduct and any person convicted for the use of such language shall be punished as provided in § 16-17-530. Nothing contained herein shall be interpreted to infringe upon the power and duties of duly constituted authorities.

ITEMS PROHIBITED ON CAMPUS

Each day students will be checked for necessary materials during morning check-in. They must bring the required notebook, agenda, paper, and number 2 pencil for daily use. **Any items other than notebook, school and/or library books, handbook, and paper may be considered contraband and may be taken from the student during morning check-in.**

LEGAL OR CIVIL CHARGES MAY BE FILED BY THE SCHOOL RESOURCE OFFICER FOR POSSESSION OF TOBACCO PRODUCTS BY AN INDIVIDUAL UNDER THE AGE OF 18. THE FINE IS IN EXCESS OF \$25.00 AND COURT COSTS ARE THE RESPONSIBILITY OF THE PARENT/STUDENT. (See details on page 14-15)

PROHIBITED AND/OR ILLEGAL ACTIVITY

Students engaging in illegal/criminal activities could be subject to arrest, or conviction of a criminal offense. Students engaging in any of the illegal activity or activities below could be subject to dismissal from the Alternative School. This is not an all-inclusive list.

- Violence-fighting/assault (threats/fear)
- Extortion
- Bomb threats (Federal offense)
- Truancy (unlawful school absences)
- Activating a fire/emergency alarm
- Unauthorized selling of items: i.e. candy/snacks
- Any gang-related activities such as instigating conflict, gang drawings/alphabets, posturing, stacking, displaying gang-related activities/affiliations on internet websites, etc.
- Bullying/“Jawning”(threats, fear, intimidation)

- Smoking
- Forgery
- Gambling
- Sexual Harassment
- Cheating and/or stealing
- Vandalism (destruction of property)

S.C. law requires school personnel to establish and maintain a safe school environment. Bullying, of any description, is considered a punishable crime by S. C. law. Documentation will be kept on students who “jawn”, bully, etc. and may be forwarded to the School Resource Officer for possible legal charges.

FAQs ABOUT HARASSMENT/BULLYING/INTIMIDATION

1. WHAT ARE THE CHARACTERISTICS OF HARASSMENT/BULLYING/INTIMIDATION?

- *Can be physical, emotional, and/or verbal in nature
- *Occurs over a period of time—REPEATED ACTIONS
- *Continues to occur after a person has told the bully to stop
- *Occurs when someone wants to exert power/control over someone else or others
- *Can be in many forms: a gesture, an electronic communication (text, email, etc.), or a written, verbal, physical, or sexual act that is reasonably perceived to:
 1. harm a student physically or emotionally
 2. damage a student’s property
 3. place a student in fear of personal harm or property damage
 4. insult or demean a student or group of students causing a substantial disruption in school operations
- *Determined by the victim to be harassment/bullying/intimidation—their perception!
- *It is illegal and punishable by law.

2. WHAT DOES HARASSMENT/BULLYING/INTIMIDATION LOOK AND SOUND LIKE?

- | | |
|----------------------------------|---|
| 1. Fighting/hitting/slapping | 13. Threatening to do harm |
| 2. Gossip and false gossip | 14. Lies and rumors |
| 3. Staring at | 15. Forcing someone to do something vs. their will |
| 4. Mocking | 16. Saying things that trigger reaction from past event |
| 5. “Jawning” | 17. Teasing and ridiculing someone(s) |
| 6. Disrespectful | 18. Unwanted sexual advances |
| 7. Vulgar/inappropriate gestures | 19. Threatening text messages—cyber-bullying |
| 8. Giggling/laughing at | 20. Excluding someone from an activity |
| 9. Name Calling | 21. Bullying others who are friends of the victim |
| 10. Manipulation | 20. Hazing—to gain entrance into activities |
| 11. Arguing into submission | 21. Criticizing someone’s race, religion, disability |
| 12. Ganging up on someone | 22. Putting nasty pictures on blogs/internet/sexting |

3. WHAT ARE BULLIES LIKE?

- Low self-esteem and put others down to make themselves feel important
- May have been a victim of bullying
- Have a strong need to control
- Envious of others
- Quick to get angry and use force
- Thinks others actions are hostile toward him/her
- At risk for criminal behavior and domestic violence in adulthood—bullies have a much higher likelihood of being incarcerated in the future

Indulge in other risk-taking behaviors—alcohol, drugs, truancy, vandalism, theft, etc.

4. HOW DOES IT MAKE THE VICTIM FEEL?

| | | |
|-------------------|-----------------|----------|
| Abused | Scared | Unwanted |
| Unworthy | Stressed | Hopeless |
| Possibly suicidal | Physically sick | |

5. HOW CAN WE STOP HARASSMENT/BULLYING/INTIMIDATION?

1. Live the **Four Promises**.
2. If you are being bullied online—don't reply. Save the evidence and show an adult.
3. Don't bully back!
4. Bystanders can support someone who is being bullied by not being part of the bully's activities. Report it to the appropriate school personnel.
5. Report it to the appropriate school personnel.

WHAT HAPPENS IF YOU REPORT THAT YOU OR SOMEONE YOU KNOW HAS BEEN BULLIED/HARASSED/INTIMIDATED?

- An incident of bullying/harassment/intimidation occurs.
- A report is made to a school official. This report may be made anonymously.
- Documentation of report is made (incident, people involved, place, all relevant details).
- Investigation and documentation of the reported problem.

If the report is verified:

a.) Parents of the person who is bullying will be notified of the event and documentation will be maintained in an active file for future reference.

b.) Students will be warned/counseled of consequences if this behavior continues

If report is not verifiable, documentation will be maintained, for future reference, but marked as not verified. Students who accumulate three verified reports of bullying, harassment, intimidation, etc. will be turned over, along with all documentation, to the School Resource Officer. The SRO will take whatever legal steps deemed necessary to end the bullying, harassment and/or intimidation. Legal charges may be filed

MANNERS/ETIQUETTE/PROCEDURES

- ❖ **Students will be respectful to parents, staff, guests, and other students.**
- ❖ Faculty, staff, and guests will be addressed by their proper name, title or "yes/no sir" or "yes/no ma'am".
- ❖ No profanity, vulgarity, or improper slang will be allowed.
- ❖ Stand up straight and sit-up straight—proper etiquette will be expected of students during assembly programs and school activities.
- ❖ Walk on the right side of the hallway at all times.

SCHOOL PROCEDURES

SCHOOL DAY

Students should report to school and be inside the building promptly by 7:55 a.m. every school day. Repeated tardiness may result in referral to the attendance supervisor. School will dismiss at 2:45 p.m. each day and your child must be picked up by 3:15 p.m.

A student who is still at school after 3:15 p.m. may be sent home by taxi, with the parent or guardian responsible for cab fare.

SCHEDULING FACTS

Students will receive their class schedules on their first day of enrollment. Class schedules are arranged so students can earn the maximum number of credits/classes possible. However, in some instances, due to excessive absences, availability of certain courses, time of expulsion, etc., students may not be able to earn all the credits that they could have if they had remained in their home schools. There are only 6 class periods a day in which to schedule students at ACAS.

1. ACAS students are required to take New Beginnings—this is a combination of Student Leadership Training (SLT), New Beginnings Class, and behavioral health sessions. If a second year ACAS student has already received credit for SLT, and is behind in credits, there may be an opportunity for that student to take an academic class in its place.
2. On a daily basis, students have an additional five (5) fifty-five (55) minute time slots for academic classes. It may be necessary to schedule a high school student into a double session of a class to meet the state required seat hours, complete all required work and maintain passing grades for earning high school credit.
3. It should be noted that middle school students who were enrolled in high school courses at their feeder schools may not be scheduled into those classes at ACAS due to the high school class sizes and schedules.
4. Students may be scheduled at the discretion of ACAS as deemed necessary.
5. When a student enters ACAS, any failing (grade lower than a 60) withdrawal grade sent from the home school for the current nine-week marking period will be modified according to the Uniform Grading Policy of South Carolina.
6. Students with statewide testing accommodations/modifications that are impossible to implement at ACAS, will be the responsibility of the home district who will train personnel and administer
7. the test(s) to these individuals.
8. ACAS is not responsible for providing instruction, supervision, testing, etc. **for courses** that the student began at the home school and are not offered at ACAS.
9. Middle School Curriculum—each student is scheduled into ELA, Math, Science, Social Studies, Social-Skills Training, and New Beginnings. Students who qualify are scheduled into Resource classes instead of Social Skills Training. However, it is at the discretion of the resource teacher to include these students in the social-skills training class when appropriate.
10. High School Curriculum—the table below lists high school courses usually offered at ACAS. If your student is taking a course at the home high school and ACAS does not offer the course, your student will not get credit for that class through ACAS.

EARNING HIGH SCHOOL CREDITS

To be eligible to earn a credit(s) at the high school level, a student must maintain passing grades, earn at least 120 seat hours, and complete his/her assignments/course requirements as determined by the instructor.

Online credit-recovery computer courses are available for selected students who have a *genuine* interest in getting caught up on courses they previously failed. The guidance counselor and teachers select candidates for these programs.

All credits earned at ACAS are sent to the students' home schools and placed on the official transcript. *Grades from the home schools are added to those earned at ACAS to get report card averages.*

GRADUATION REQUIREMENTS

1. Earn the specified minimum 24 units of credit as outlined by law and district policy
2. Demonstrate "proficient" in computer literacy before graduation.

| ENGLISH | MATH | SCIENCE | SOC. STUDIES |
|---|---|--|--|
| English, Level ___ I CP ___ II CP ___ III CP ___ IV CP | Algebra I CP Algebra II CP Geometry CP Precalculus Foundations in Algebra Intermediate Algebra Trigonometry (.5 credit) Concepts in Probability and Statistics | Physical Science Earth Science Environmental Science Biology I CP Chemistry I Physics | World Geography World History U.S. History/Const. Government .5 Economics .5 |
| <p style="text-align: center;"><u>ENGLISH ELECTIVES</u></p> Literacy and Comprehension I (.5 credit) Literacy and Comprehension II (.5 credit) Introduction to Communication and Speech (.5 credit) Expository Reading and Writing (.5 credit) IDEA Writing (.5 credit) Reading and Writing for Enjoyment (.5 credit) Composition and Grammar Exit Reading/Writing Remediation Remedial Reading SAT/ACT Preparation-Verbal GED English <p style="text-align: center;"><u>MATH ELECTIVES</u></p> Math Enrichment Exit Math Remediation Integrated Business Applications Financial Math Mathematical Models with Applications SAT/ ACT Prep-Math Math Essentials GED Math | | <p style="text-align: center;"><u>SCIENCE ELECTIVES</u></p> Personal Health and Wellness Environmental Science Astronomy Anatomy/Physiology GED Science <p style="text-align: center;"><u>SOCIAL STUDIES ELECTIVES</u></p> Sociology (.5 credit) Current Events Psychology Law Education GED Social Studies | |
| <p style="text-align: center;"><u>SPECIAL EDUCATION- Qualifying students are scheduled into resource classes) to meet their specific needs.</u></p> | | | |

GRADE PLACEMENT FOR HIGH SCHOOL STUDENTS

| DISTRICT/SCHOOL(S) | 10 TH GRADER | 11 TH GRADER | 12 TH GRADER |
|--|---|--|--|
| ANDERSON ONE Palmetto High Wren High | <u>6 UNITS</u> 1 English 1 Math 4 Additional | <u>12 UNITS</u> 2 English 2 Math 8 Additional | <u>18 UNITS</u> 3 English 3 Math 12 Additional |
| ANDERSON TWO Belton-Honea Path High | <u>6 UNITS</u> 1 English 1 Math 4 Additional | <u>10 UNITS</u> 2 English 2 Math 6 Additional | Enrolled in courses leading to graduation- 16 unit minimum with appropriate credits earned |
| ANDERSON THREE Crescent High | <u>5 UNITS</u> 1 English 1 Math 3 Additional | <u>11 UNITS</u> 2 English 2 Math 1 Science 1 Social Studies 5 Additional | <u>17 UNITS</u> 3 English 3 Math 2 Science 2 Social Studies 7 Additional |
| ANDERSON FOUR Pendleton High | <u>5 UNITS</u> 1 English 1 Math 3 Additional | <u>12 UNITS</u> 2 English 2 Math 1 Science 1 Social Studies 6 Additional | <u>18 UNITS</u> 3 English 3 Math 2 Science 2 Social Studies 8 Additional |
| ANDERSON FIVE T.L. Hanna High Westside High | <u>5 UNITS</u> 1 English 1 Math 1 Science 2 Additional | <u>11 UNITS</u> 2 English 2 Math 1 Science 6 Additional | <u>16 UNITS</u> 3 English 3 Math 2 Science 8 Additional |

GRADING

The statewide grading system is based on a 10-point grading scale. **All students, grades 6-12, will earn grades according to the following scale:**

A=90-100

B=80-89

C=70-79

D=60-69

F=Below 60

I=Incomplete

NA=No Credit due to excessive absences

WF=Withdraw Failing

**Grades from the home schools are added to those earned at ACAS to get report card averages.*

Students seeking information about credit requirements should see the guidance counselor.

ATTENDANCE POLICY

All students are expected, as required by law, to attend school daily unless they have a lawful reason for being absent. **The following are excusable IF the absence(s) can be verified:**

- Personal illness
- Medical requirements--must have an excuse from the medical agency
- Death of a family member
- Observance of a religious holiday(s)
- Governmental agencies--must bring excuse from agency when returning to school

An excuse for any of the above reasons must be turned in to the check-in staff or homeroom teacher no later than 3 days after the student's return to school if the absence is to be excused. It is the student's responsibility to make up all assignments, projects, and tests missed during any excused absence. All work must be made up within 3 school days after returning to school. Parent notes will only be accepted to excuse a maximum of 3 absences.

Attendance is recorded daily and is reported to the home school. It is reported to Family Court, DJJ Probation/Parole Officers, DSS Case Managers, etc. upon request. When a student does not attend school regularly and has no lawful reason for being absent, the school's behavioral health counselor may meet with the parent/guardian and the student to develop an Attendance Intervention Plan. **If there is no improvement in attendance, school officials will impose local sanctions and/or they may, in conjunction with the Anderson County Attendance Officers, prepare a case for court action, observing due process rights of parents/custodians of the students.** Students and their family may be reported to the Juvenile Deferred Prosecution Program for further legal/court action. Both parent and student are accountable/responsible for attendance as mandated by law.

EARLY DISMISSALS

Early dismissals from school are discouraged. School attendance is critically important to success; therefore, requests for early dismissal must be for valid reasons such as sickness or medical appointments.

Medical appointments during school hours are discouraged. Students will be dismissed early from school for medical reasons that are verified by the school office. This may involve the school calling the parent/custodian and/or the medical office where the student has the appointment. Emergency situations and funerals must be verified by the parent/custodian. Court dates and appointments will be verified by the school office and the court system. **Written documentation is required for ALL early dismissals. STUDENTS WILL NOT BE RELEASED TO ANYONE OTHER THAN THEIR PARENTS/GUARDIAN AND/OR THOSE INDIVIDUALS WHOM THE PARENTS/GUARDIAN HAS AUTHORIZED ON THE STUDENT INFORMATION SHEET. IF ANY OTHER INDIVIDUAL COMES TO GET A STUDENT, HE/SHE MUST HAVE A NOTE SIGNED BY THE PARENT/GUARDIAN AND MUST INCLUDE A CONTACT NUMBER FOR CONFIRMATION. A PICTURE ID IS ALSO REQUIRED AND WILL BE COPIED BEFORE THE STUDENT IS ALLOWED TO LEAVE ACAS.**

It is the responsibility of the parents/guardians to make school officials aware of the individuals who can and/or cannot pick up their student. If there has been a judge's order concerning custody, the school must have documentation of the court order requirements.

EXCUSES AND OTHER PAPERWORK

All paperwork such as medical reports, absence excuses, requests for dismissal, etc. should be given to the check-in staff or homeroom teacher who will forward them to the main office.

HEALTH ROOM AND STUDENT HEALTH PROCEDURES

Recognizing that healthy students learn better, ACAS has a full-time registered nurse to ensure student's well-being and assist with health needs.

Allergy, Illness, and Injury Information

It is important to keep the nurse informed of any of your student's health information which she will need to consider in the event of a health related situation during school hours.

Health Insurance

The ACAS SLT program is an intense physical program, so it is very important that you keep your private insurance or Medicaid coverage current so as to attend to any health care needs in a timely manner. For information about the Healthy Connections, Partners for Healthy Children Medicaid Insurance for children under age 19, contact the Anderson SC DHHS office or call the School Nurse for assistance. Contact the school nurse by phone (864-260-4888) or email her at cathygilreath@acalt.org.

Emergency Contact of Parents or Guardians

If your child is sick or injured and needs to go home, we must contact a parent, legal guardian or previously specified adult. It is vital that we have current contact information. Please notify the school as soon as possible if your contact information changes.

Student Leadership Training (SLT) Physical Activity

SLT is a required part of the program at ACAS, and all students must participate in daily physical activity. However, from time to time, a student may have a physical limitation that would require adjusting his or her physical activities. In order to restrict the activity requirements for a specific length of time, we must have notification from a doctor or health care provider, as to what the student can be expected to do. The nurse can provide a form called the SLT Profile for the doctor to fill out or we can fax the form directly to the doctor's office if a fax number is provided. The form is also available in a printable format on the web site. We will accept a regular signed note from the doctor if it includes the following:

- date restriction is to begin and end
- reason for the restriction
- specific restrictions and allowances
- doctor's name and telephone number

Health Screenings

Soon after enrollment, several health screenings are done by the school nurse. The screenings are done in a respectful and confidential manner. These are basic screenings and do not substitute for an exam by a doctor. If problems are noted during the screenings, parents will be notified by a call or letter from the nurse. If you do not want your child to have any or all of the following screenings please notify the school nurse before the student's first day of attendance:

- Vision
- Dental
- Height
- Weight
- Blood Pressure

Medication Administration at School

ACAS discourages the administration of medication during the school day when other options exist. In instances where an illness or condition may require the administration of medication during the day these procedures must be followed:

- Prescription medications must be delivered to school by a parent/guardian AND:

- ◆ The medication must be provided to school in the original labeled prescription bottle.
- ◆ ACAS medication permission form or a note signed by the parent and doctor must be provided which states that the medication is to be given at school.
- ◆ Notes must include clear instructions on how, when, how much, and what it is for. This note must include the doctor's or parent's signature and phone number for questions.
- **Over-the-counter** medications may be brought in by parent **or** student **IF** these conditions are met:
 - ◆ The medication must be in the original packaging, with original seal as purchased. AND the over-the-counter meds must be accompanied by a medication permission form or note containing the following:
 - Clear medication directions regarding how, when, amount, purpose
 - Parent's signature and phone number, in case of questions.
 - ◆ If it's to be given for more than 10 consecutive school days, a doctor's note is required.
 - ◆ If medication is brought in by a car rider, the student is to give the medicine to the check-in staff immediately after he or she arrives at school.
 - ◆ If over-the-counter medication is brought in by student that is a bus rider, he/she must give it to the bus driver as she/he boards the bus. The driver will give it to the nurse.

PLEASE NOTE:

The nurse/school will NOT be able to supply any type of over-the-counter medication for your student. NO Tylenol/Motrin type meds, NO antacids, NO cold or allergy medicine, NO cough drops, NO antibiotic ointment, etc. If you want these medications to be available for your student you must send or bring them per procedure.

- It is against school policy for a student to carry ANY medication on their person at school or on the bus without prior approval (except as described above for bringing OTC medication) for the first time.
- School nurses may not administer the first dose of any medication.
- School nurses are legally required to administer only meds with FDA approval.
- Plain Lip Balm (no color or glitter) is allowed ONLY if it is in a squeeze tube.
- All over the counter medications must be in original, unopened container. None will be given from bags/envelopes.
- Prescription medications must be brought in by a parent and turned directly over to the school nurse, or her designee.
- No medication containing aspirin (or other salicylates) will be given at school without a doctor's authorization. This includes but is not limited to BC Powder, Adult Pepto Bismol, Excedrin, and some cold and headache meds. This is due to an increased risk of Reye's Syndrome when this ingredient is given to children and teens.
- If your child forgets to take a morning dose of medication, the school nurse is not allowed to give that dose at school. Parents may come to the school to give the missed dose.
- Self-Medicating/Self-Monitoring Policy- There is a process in which students can carry essential meds and self-monitor if criteria are met. Please contact the nurse for more information.
- It is the parent's responsibility to pick up meds after the student leaves ACAS or at the end of the school year. All meds will be discarded at the end of the school year.

MEAL PROGRAM

Breakfast and lunch will be available to students for purchase. Students who do not qualify for the free breakfast/lunch program must pay the amounts listed below.

| | |
|-------------------|--|
| BREAKFAST* | <u>\$1.25</u> (full price) and <u>\$.30</u> (reduced price) per day |
| LUNCH* | <u>\$2.25</u> (full price) and <u>\$.40</u> (reduced price) per day |

Prices are subject to change

STUDENTS ARE NOT ALLOWED TO BRING BREAKFAST OR LUNCH ITEMS AND/OR BEVERAGES INTO THE BUILDING OR ONTO A BUS.

It is the student's responsibility to order his/her meal during the designated order time. No meals will be ordered for students who do not place an order themselves.

If you are unable to arrive at school on time due to an appointment, etc., please call the school office to place your lunch order. If you are absent and wish to have breakfast on the day you return, please call the school to order your breakfast the day before you return. All free and reduced status students are required to complete a new meal application before enrolling at the Alternative School. This is mandatory per Anderson District Three who prepares our school meals.

RELEASE FROM CLASSES

Students will be released from class ONLY with the permission of and escorted by a school staff member.

SAFETY STANDARDS

To ensure safety, students should always obey the basic safety precautions.

1. Know how to find the nearest exit.
2. Notify staff/faculty member immediately if something unsafe, dangerous, or illegal is noticed or found. **DO NOT TRY TO HANDLE IT OR CORRECT IT YOURSELF.**
3. In case of an altercation between students, move away from the area as soon as possible. Do not stand around to watch.
4. It is unsafe and against the school rules to run in the halls.
5. In case of an emergency situation, remain calm and quiet so that you can hear and understand instructions.
6. **Fire and Tornado Drills** are held at regular intervals throughout the school year.
7. Instructions for these procedures are posted in each classroom that explains how to leave the building in case of a fire or tornado.

During the **fire drill**, students should:

1. Walk quickly and quietly to the designated area.
2. Do not leave your group anytime during drills.
3. Absolutely no playing and talking are allowed while waiting for the all-clear bell to ring.
4. Class activity should resume promptly after returning from the drill.

During the **tornado drill**, students should:

1. Sit on the floor facing the wall with hand over head.
2. Remain quiet until the all-clear signal is given.

STUDENT TRAFFIC

Students must walk single-file, on the right side of the halls at all times. Students should only be in the halls at the beginning and closing of school and while moving from one class to another.

VISITORS

Visitors are welcome to our school. All visitors must report to the front entrance of the school and go through specific security checks, including a metal detector, prior to entering the Main Office to sign in and pick up a visitor's badge. **According to South Carolina Code Title 59>Chapter 63>Article 1110 (Consent to search person or his effects) Any person entering the premises of any school in this State shall be deemed to have consented to a reasonable search of his person and effects. This may include the use of metal detectors. Law enforcement officers will be called if any visitor causes a disruption. This is also in accordance with S.C. law.**

SCHOOL PERSONNEL HAVE THE RIGHT TO KNOW THE IDENTITY OF ALL PERSONS IN THE BUILDING. *If you wish to tour the school, please call so a staff member can be made available when you arrive.*

All visitors should refrain from using cell phones/cameras/recording devices while in the building. Privacy requirements/restrictions prohibit visitors from taking photos of students, staff, or classroom activities without prior approval from the administration.

Former students are encouraged to visit the school by appointment or to drop in after 2:45 p.m.

WITHDRAWAL PROCEDURES

To officially withdraw from Anderson County Alternative School, a student must obtain a withdrawal form and instructions from the guidance counselor's office.

The following items must be returned and cleared **BEFORE** the student's records are transferred to another school and/or SLT fees are reimbursed:

- All Textbooks
- Equipment
- Uniforms
- Fees/Fines
- ID Badge
- Lunch Fees

STUDENT LEADERSHIP TRAINING (SLT) HANDBOOK 2019–2020

“Personal Power, Positive Self-Esteem”

Dear Parent/Guardian:

The objective of the SLT program is to provide students with the opportunity to acquire the necessary skills and personal responsibility to be successful in the academic arena, as well as in their daily lives inside and outside of school. It is also designed to prepare students for possible future participation in JROTC programs.

We are all humans, and we all make mistakes. Students at the alternative school have made some mistakes in judgment, behavior, and/or conduct which have caused them to be unable to attend their home school. Our goal is the same as yours: to provide a safe environment in which your child has the opportunity to make the necessary changes that will enable him/her to return to the home school. Our goal is to help your child develop physically, to instill self-respect and respect for others, to become a more self-disciplined child, and develop leadership skills. While this may be challenging for your child, we assure you that if proper effort is provided by the student, success is guaranteed.

We look forward to working with your child in the SLT program this year. Generally, a student will attend two (2) or three (3) SLT classes per week. Students who apply themselves and satisfactorily participate in this program will be on the road to successfully completing our program.

We welcome your visits to our school, and we encourage you to help us keep our communication clear. Feel free to call for a conference or to schedule an appointment.

Mr. Rodney McCullough

DAILY SLT PROCEDURES FOR ALL STUDENTS

No student will be allowed to attend ACAS classes, parent conferences, or any other ACAS activity unless he/she is in full compliance with the dress code.

Students are monitored daily during morning security checks to determine whether they are in compliance. If a student is not in compliance with any detail of the dress code, he or she will be expected to solve the problem if they plan to remain in school that day. This may include contacting the parent/guardian.

Student uniforms will be issued by the school after the required refundable deposit is made by parent or guardian:

► **2 pair of camouflage pants:** ALL pants must be returned at the end of the year or when a student leaves the program. A refund check for the pants deposit will be mailed to the parent/guardian IF all items that were signed out to the student are returned. If all items are not returned, the \$30.00 deposit will not be refunded and the parent/guardian will have to pay a \$25.00 fee for each article of clothing (pants and/or jackets) not returned.

► **T-Shirt** - The ACAS T-shirt must be purchased from the school and worn daily. Shirts are to remain tucked in unless the student is participating in a physical activity. It is recommended that students purchase at least 2 T-shirts. T-Shirt costs are not refundable.

► **Name Badge** -The name badge is part of the uniform and must be worn every day in the appropriate manner. There is a \$5.50 fee for the first badge you receive. A temporary badge, valid for one school day, will be issued for a \$1.00 fee. A replacement badge at a cost of \$5.50 will be issued the following day if the student is unable to produce the original badge. Any badge deliberately altered or damaged will be replaced at a cost of \$5.50 to the student. This fee may be added to the end of the year fee list and may be deducted from the uniform deposit fee. Each additional badge will also cost \$5.50. STUDENTS MAY NOT BE ALLOWED TO ATTEND CLASS OR FIELD TRIPS WITHOUT THEIR NAME BADGE.

► **Handbook**- the ACAS Handbook must be in the student's notebook each day. Parents/guardians and students are responsible for reading and understanding all rules and regulations in the handbook. There is no charge for the first handbook issued during orientation/interview. However, each additional handbook must be purchased through the main office at a replacement cost of \$5.50.

All other uniform and supply items are to be purchased outside the school but must meet the following requirements:

Shoes – athletic, SOLID BLACK, leather or leather-like with black laces or Velcro closures. No writing is allowed on shoes. No canvas or cloth shoes allowed. Soles must be clean, in good condition, and for safety reasons FREE OF HOLES.

Socks – White or black crew socks only. No exceptions.

Belt - Black or brown belt with regular buckle, no studs, decorative holes, or designs (web or leather) in good condition--not torn, not too long, or not severely worn out. Pants must be worn at the waist with a belt; no sagging allowed.

Students will be given the opportunity to correct the infraction or the Director and SLT staff will help the student to make the correction. Plastic zip ties may be used to correct sagging pants. In the event the student refuses to comply, the parent will be notified to come to the school to assist in correcting the problem.

Three Ring Binder – Students are allowed to have a non-zippered three ring binder of any color with their name written on the outside cover. Notebook must be neat and organized at all times and must be in good condition without rips, torn covers, or unauthorized art/writing.

Writing notes/letters/drawings during school time to students and friends is considered a disruption in the learning process for both the writer and reader and may result in disciplinary consequences by the teacher. **This rule also applies to any notes/letters/drawings and/or PHOTOGRAPHS that are brought into the school. NO GANG GRAFFITI, SEXUALLY ORIENTED PICTURES, MUSIC GROUPS, DRAWING OR PICTURES DEPICTING VIOLENCE WILL BE ALLOWED ON PAPER AND/OR NOTEBOOKS. THE ONLY WRITING ALLOWED ON NOTEBOOKS IS THE STUDENT'S NAME.**

► **OTHER SECURITY AND CHECK-IN REQUIREMENTS:**

- No items should be left on the bus at any time.
- No cell phones or other electronic devices are allowed. If these items are brought on campus, they will be confiscated and held by the Director until the parent/guardian picks them up.
- Excess money (more than \$5.00) will be held in the front office and returned to the parent/guardian.
- Any sunglasses must be prescription strength and prescribed by a doctor.
- No compression/gym shorts or pants are to be worn under the camouflage pants.
- Three (3) dress code or grooming violations will result in a write up and may be referred for disciplinary action.

DRESSING FOR COLD WEATHER:

The SLT Director will announce when it is appropriate to wear cold weather items. Cold weather attire includes:

- **Tops** - Students may purchase (from stores) and wear long underwear tops and bottoms (SOLID BLACK ONLY). The SLT Director will determine and notify students when they may begin to wear cold weather attire as stated above.
- **Hats** - only stocking or toboggan type hats (SOLID BLACK ONLY) can be worn to the bus stop. No hats, caps, or scarves will be allowed inside the building, on the school bus, or on any school-sponsored trip/activity. These items may be worn to school only during inclement weather.
- **Jackets/coats** - Students will place personal jackets and non-uniform sweatshirts in the outside cubby-holes prior to morning check-in, where the coats will remain until the end of the school day. *Coats and cubby-holes will also be searched daily. Items left at school after each academic quarter may be given to a charitable agency.*

GROOMING POLICIES FOR STUDENTS

Males

Hair must be neatly trimmed above the ears and around the neck. No hair allowed on the forehead or the neck. Hair can be no longer than one-half (1/2) inch in length. Barbers know this type of haircut as “high and tight.” No plaited or braided hair allowed. Beards are not allowed. (Shaving profiles must come from a certified family doctor, not emergency room, nurse, or nurse assistant). Students who refuse to comply will have their parents contacted to: (1) encourage the student to shave at school under the supervision of SLT staff or (2) pick-up the student from school until they’re in compliance.

Sideburns are not allowed. (Hair on each side of the head must be cut even with top of ear) No notched eyebrows allowed. Student will be given the option to color in their eyebrow(s). If they don’t comply, a parent/guardian will be contacted to pick up their child. No goatees or mustaches are allowed. No lines cut into hair to create a design or marking/tagging. Fingernails must be trimmed to fingertips and clean. No body jewelry allowed. If jewelry or any other item of contraband is taken, it will be returned to parents/guardians only. Students will be allowed to carry squeeze tubes ONLY of Blistex or Carmex-type lip balm for their personal use. No non-prescription colored eye contacts.

Females

Hair must be clean, neat, worn off the neck and collar at all times with a well-groomed appearance. Hair must be the natural hair color. Exceptions will be considered during the initial student orientation. If hair length extends past the neck/collar, it must be maintained in a “bun” style only and positioned to the back of the head (not on top). No fancy hairstyles. If hair is braided, it must be positioned to the back of head (not on top). Hair must not be on forehead or covering the eyes. Hair accessories allowed: black elastic hair bands/ties and bobby pins. No headbands or decorative hair bows are allowed. No notched eyebrows or designs cut into hair. No jewelry of any kind is allowed. No watches, earrings, or body jewelry allowed. If jewelry or any other item of contraband is taken, it will be returned at the end of the school year, unless a parent/guardian picks it up prior to then. No long fingernails, NO ACRYLIC NAILS, NO FINGERNAIL POLISH. Fingernails must be cut short and cleaned daily. Students whose fingernails are too long will be required to cut them before entering the building that morning. No make-up is allowed; No lipstick, lip-gloss, or tinted lip color allowed. Student will be allowed to carry squeeze tubes ONLY of Blistex or Carmex-type lip balm for their personal use. No non-prescription colored eye contacts.

In summary, students’ dress and grooming must meet SLT Director’s standards.

PERFORMANCE EXPECTATIONS MALE AND FEMALE

- 1. Address staff members as Dr., Mr., Ms., or Mrs., along with the person’s last name, and never address staff by their first names.**
- 2. Address adults as sir /ma’am.**
- 3. When walking in hallways or walkways, notebooks and books must be in left hand with arms by your side.**

STUDENT LEADERSHIP POSITIONS

Students at ACAS have the opportunity to become Student Leaders by displaying their leadership ability. These students must set the standard and be the example for all students enrolled at the school. (Kindness, Loyalty, Integrity)

Qualifications:

- ✓ Grades, attendance, and discipline must be satisfactory. Student must portray good, positive attitude. Students will be expected to maintain a “C” average as evidenced at the end of each grading period.**
- ✓ Leadership knowledge test: SLT staff evaluation, flag posting, lowering and folding, drill and ceremony and leadership.**
- ✓ Physical fitness requirements as established by SLT Director.**