

Renaissance Academy

*Handbook for Students and Parent/Guardians
2021-2022*



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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 March 3, 2022

Love and Logic

Six Principles

- 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.

Four Promises

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



TABLE OF CONTENTS

Introduction.....	5-8
Faculty and Staff.....	6-7
School Calendar	8
School Overview	9-11
Brief History of Renaissance Academy.....	9
Mission Statement	9
Purpose.....	9
Beliefs.....	10
Love and Logic.....	10-11
General Procedural Information	11-22
Attendance Procedures.....	11-13
Absenteeism Policy	11
Tardy Policy (unexcused and late arrivals).....	12
Early Dismissal.....	12
Excuses and other Paperwork.....	13
Transportation Procedures.....	13-16
Parent/Custodian Provided Transportation.....	13
Student Drivers	14
Bus Riders.....	14-16
Meal Program.....	67
Safety Standards	17-20
Visitors.....	17
Morning Check-In.....	17
Daily Safety Procedures	18
Fire Drill/Tornado Drill	18
Standard Response Protocol Procedures	18-19
Inclement Weather Procedure	19
Health Room Procedures.....	19-22
Allergy, Illness, and Injury Information	19
Health Insurance.....	20
Emergency Contact of Parents or Guardians	20
Physical Activity	20

Health Screenings.....	20
Medication Administration at School.....	20-21
Prescription Medication.....	20-21
Over-the-Counter Medication.....	21-22
Student Code of Conduct	22-33
Dress Code	22-25
Items Prohibited on Campus.....	25
Prohibited and/or Illegal Activity.....	25-26
Bullying/Harassment/Intimidation	26-28
Manners and Etiquette	28
Zero Tolerance of Weapons.....	28
Drugs, Alcohol, and Tobacco.....	28-29
Indecent Acts	29-30
Disruptions and Interference with School.....	30
Intensive Support Services (ISS)	30-33
School Day/Coursework/Scheduling	33-37
School Day	33
Bell Schedule	33
Scheduling Facts	33-34
Earning High School Credits	34
Graduation Requirements	35
Grade Placement for High School Students	36
Grading	37
Withdrawal Procedures	37
Appendix.....	38-49
Contract for Admissions to Renaissance Academy	38-39
Intensive Support Services Contract	40-41
Technology User Agreement	42-48
Transportation Schedule.....	49

NEW BEGINNINGS:

2021-2022 School Year

This handbook is designed to serve as a guide to the opportunities, expectations, and regulations at Renaissance Academy. It is important that each student and parent/guardian 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 R.A. 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 this handbook.

FACULTY AND STAFF

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SCHOOL CALENDAR

RENAISSANCE ACADEMY 2021-2022 CALENDAR

August 2021						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10, 11, 12, 13, 16 Professional Development Days
17 Orientation for Students and Parents 8:30 AM- 10:30 AM
18 Buses will operate for a full school day.

September 2021						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 Labor Day Holiday
16 Progress Reports Issued

October 2021						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 End of the 1st Nine-Week Marking Period
29 Professional Development Day

November 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-2 Fall Break
23 Progress Reports Issued
24-26 Thanksgiving Break

December 2021						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Dec. 20 – Dec. 31 Winter Break

January 2022						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 Students and Staff Return
12 End of 2nd Nine-Week Marking Period
14 Professional Development Day
17 Martin Luther King Day

February 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

15 Progress Reports Issued
18 Professional Development Day

March 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 Professional Development Day
22 End of 3rd Nine-Week Marking Period

April 2022						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

11-15 Spring Break
18 Inclement Weather Day
29 Progress Reports Issued

May 2022						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

30 Memorial Day Holiday

June 2022						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2 Last Day of School
3 Professional Development Day
6-7 Inclement Weather Day

Note: Inclement Weather Days will be distance learning days and will not be made up.

NOTE:
Inclement weather days will be eLearning days and will not be made up.

HISTORY OF RENAISSANCE ACADEMY

Welcome to Renaissance Academy (R.A.). 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. Renaissance Academy is a public-school program operated by a Board of Trustees that is comprised of representatives from Anderson School Districts 1-4, a member of the County Board, and a representative member from the Solicitor's Office. Our school is open for students in grades 6-12 who have been referred to us from Anderson County School Districts 1-4 or through the court system. Specific enrollment criteria must be met prior to enrollment.

- Our school has been in operation since 1996.
- Our school serves 13 schools across the county.
- We have a very caring, capable staff to help students succeed.
- We provide a very safe, structured environment for learning.
- Our school offers most of the same courses as a student's home school.
- We have a faculty/staff of 23 members. Our staff/student ratio is 1:5 at its maximum.
- Our school has 11 highly qualified, certified classroom teachers.
- Our school offers a broad range of guidance and counseling services.
- Uniforms and security screenings provide a safe and secure environment for everyone at our school.
- Many of our students return to their home schools and continue to be successful in academics, the arts, and athletics.
- Our former students go on to graduate high school, attend college, serve in our military, or join the workforce.
- We want our students to succeed, and we are proud of their accomplishments.

Mission Statement:

Our mission is to serve the diverse needs of students leading to lifelong learning and productive citizenship.

Purpose:

Our purpose is to provide a safe environment rooted in academic rigor, positive supports, appropriate interventions, career exploration, and workplace readiness.

Beliefs

There are many things that each of us can do to help create an environment that supports learning and social/emotional growth at Renaissance Academy. We believe it all starts with attitude!

Attitude by Charles Sindoll

“The longer I live, the more important I realize the impact of attitude on life.

Attitude, to me, is more important than facts. It is more important than the past, than successes, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do. It is more important than appearance, giftedness or skill. It will make or break a company... a church... a home.

The remarkable thing is we have a choice everyday regarding the attitude we will embrace for that 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 am 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.”

Love and Logic

Love and Logic is the backbone of our discipline code at Renaissance Academy. We believe every person is special and has a special situation. Therefore, we do not have a one-size-fits all list of consequences for infractions. Instead, we take the whole child into consideration when we help them solve their problem, and that may look different for each individual child.

All staff and 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:

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

GENERAL PROCEDURAL INFORMATION

Attendance Procedures

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

Absenteeism Policy

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 attendance clerk 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.

Tardy Policy

Renaissance Academy has a “**no tardy**” policy. This policy is discussed with students and parents/guardians during the initial interview and during the student’s first-week orientation. The policy is designed to help students understand and accept their personal responsibility in their own education, and to prepare them for the “**no tardy**” policy they will find in the world of work after high school. We also understand that unexpected things may happen which would cause a student to be tardy.

Unexcused Tardy: Our school day begins at 8:00 AM, according to the official clock on the School Check-in computer in the front office. That means that students must be inside the building no later than 8:00 AM to be considered “on time.” If your child walks to school or is a car rider, please make certain that you allow enough time for him/her to arrive at school by 8:00 AM. The school resource officer or a staff member will be stationed at the back gate on Osborne Avenue to direct students into the building if they arrive by 8:00 AM or to send them to the front office if they arrive after 8:00 AM, according to the official time in the front office. All unexcused tardies will be documented in PowerSchool; more than 3 unexcused tardies will result in the student serving ISS for the day or at a later date.

Late Arrivals/Excused Tardies: students arriving at school after an early morning medical/dental appointment, or a meeting with DJJ/court officials will enter the building at the front door with a parent/guardian and present your written excuse in the main office. Students will not be penalized for excused tardies. If you are unable to arrive at school on time due to an appointment, please call the school office by 9:00 AM to place your lunch order for that day and your breakfast for the following day.

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 or those individuals whom the parents/guardians have authorized on the student's emergency contact information. If any other individual attempts to pick up a student, he/she must have a note signed by the parent/guardian, which must include a contact number for confirmation. A picture ID is also required and will be scanned through our Lobby Guard system before the student is allowed to leave Renaissance Academy.

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.

Transportation Procedures

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 Renaissance Academy. Students will not be allowed to carpool 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 Avenue. Students will not be permitted to enter the school before 7:30 a.m. Arrive before 8:00 a.m. in order to be admitted for school without a tardy.

Afternoon Pickup:

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 can drive to school, he/she is required to complete the "Alive at 25" training and present the following to Renaissance Academy:

1. certificate of successful completion of “Alive at 25” www.scaliveat25.com
2. R.A. parking permit acknowledging the parents’ permission for him/her to drive
3. a valid South Carolina Driver’s License.
4. \$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.*

Riding the Bus:

Bus transportation will be provided to and from Renaissance Academy from Anderson School Districts 1-4. 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 Renaissance Academy. 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 Renaissance Academy Director.
3. A student may be suspended for fighting, threatening, cursing, horse playing, throwing objects on or from 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 prohibited 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 and may expect disciplinary action by a school official.
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 Renaissance Academy 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 in route 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.

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.

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

Meal Program

Lunch is free for all students for the 2021-2022 school year.

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 their homeroom period. 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, please call the school office by 9:00 AM to place your lunch order. If you are absent and wish to have breakfast on the day you return, please call the school by 2:45 PM 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 Renaissance Academy.

Safety Standards

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 with our School Safety check-in system and to pick up a visitor's badge.

According to South Carolina Code Title 59, Chapter 63, Article 1110 (Consent to search person or his/her 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.

School personnel have the right to know the identity of all persons on school grounds and in the building. *If you wish to tour the school, please call ahead 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 drop in after 2:45 p.m.

Morning Check-in:

For the safety of all students, staff, and visitors, no student will be allowed to come to school without being properly checked in.

- 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, leggings, or other pants are to be worn under the student's pants.
- Three (3) dress code or grooming violations will result in a write up and may be referred for disciplinary action.

Daily Safety Measures:

- Students will be released from class ONLY with the permission of and escorted by a school staff member.
- 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.
- To ensure safety, students should always obey the basic safety precautions. Know how to find the nearest exit.
- 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.
- In case of an altercation between students, move away from the area as soon as possible. Do not stand around to watch.
- It is unsafe and against the school rules to run in the halls.
- In case of an emergency situation, remain calm and quiet so that you can hear and understand instructions.

Fire and Tornado Safety:

Drills are held at regular intervals throughout the school year. 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:

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

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

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

Standard Response Protocol Procedures:

The differentiation between different scenarios is a critical element in Standard Response Protocol.

LOCKOUT! Get inside. Lock outside doors. Students stay indoors; teachers lock outside doors; increase situation awareness; business as usual; take attendance.

LOCKDOWN! Locks, lights, out of sight. Students move away from sight, maintain silence, and do not open the door. Teachers lock interior doors, turn out the lights, move away from sight, do not open the door, maintain silence, and take attendance.

EVACUATE! To the announced location. Students leave “stuff” behind and follow instructions. Teacher leads evacuation to location, takes attendance (reports if missing, extra, or injured students).

SHELTER! Hazard and safety strategy. Tornado, Hazmat, Earthquake, etc. Evacuate to shelter area; seal the room; Drop, cover, and hold or get to high ground. Teachers lead safety strategy and take attendance (reports if missing, extra, or injured students).

HOLD! In your classroom. Clear the halls. Students remain in the classroom until the “all clear” is announced. Teacher closes and locks classroom door; business as usual; take attendance.

Inclement Weather:

Decisions on school closings will be made by 6:30 a.m. Renaissance Academy 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 and our Renaissance Academy website and Facebook page. If Renaissance Academy must call for school closing because of inclement weather, an eLearning day will be put into place. Beginning in the month of September students will be given a packet of work to cover multiple days out of school. The packet will be left in the back of the binder until needed. Teachers will be available via email from 9:30am-11:00am and 1:00pm-2:30pm on the day of cancellation to answer questions and for students to check in with their teachers via email. Students who do not check in with their teachers during the inclement weather day will be marked absent. Students will have 2 days following the return to school to complete assignments and have the opportunity to ask questions or discuss the work with the teacher. Students who do not complete these lessons will receive a zero for the assignment and will be marked absent for the inclement weather day. Each packet will be aligned with South Carolina State Standards and correlate with topics being covered in class or End of Course test review. Depending on the use of eLearning days, packets will be redistributed throughout the school year for the continued preparation of future inclement weather situations. For unexpected cancellations, teachers will have their monthly lesson calendar uploaded to their website. Students will have 2 days following the return to school to complete assignments and have the opportunity to ask questions or discuss the work with the teacher. Students who do not complete these lessons will receive a zero for the assignment.

Health Room Procedures

Recognizing that healthy students learn better, Renaissance Academy 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 Renaissance Academy's Intensive Support Services 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 caroltamaklo@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.

Physical Activity & Intensive Support Services (ISS)

ISS is an intervention that may be used at Renaissance Academy in an effort to correct behavior, as well as to avoid out-of-school suspensions. 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 a "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 signed note from the doctor if it includes the following:

- date restriction is to begin and end
- specific restrictions and allowances
- reason for the restriction
- 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 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

Renaissance Academy 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:

1. **Prescription medications** must be delivered to school by a parent/guardian AND:
 1. The medication must be provided to school in the original labeled prescription bottle.
 2. Renaissance Academy's 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.
 3. 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.
2. **Over-the-counter medications** may be brought in by parent or student IF these conditions are met:
 1. The medication must be in the original packaging, with original seal as purchased the over-the-counter meds must be accompanied by a medication permission form or note containing the following:
 2. Clear medication directions regarding how, when, amount, purpose
 3. Parent's signature and phone number, in case of questions.
 4. If it is to be given for more than 10 consecutive school days, a doctor's note is required.
 5. 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.
 6. If over-the-counter medication is brought in by student who 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. Please also be aware of the following health room procedures:

1. 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.
2. School nurses may not administer the first dose of any medication.

3. School nurses are legally required to administer only meds with FDA approval.
4. Carmex (no color or glitter) is allowed ONLY if it is in a squeeze tube.
5. All over the counter medications must be in original, unopened container. None will be given from bags/envelopes.
6. Prescription medications must be brought in by a parent and turned directly over to the school nurse, or her designee.
7. 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.
8. 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.
9. 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.
10. It is the parent's responsibility to pick up meds after the student leaves Renaissance Academy or at the end of the school year. All meds not collected by a parent/guardian will be discarded at the end of the school year.
11. Feminine hygiene products will be provided by Renaissance Academy and distributed by the school nurse. Students are not allowed to bring their own feminine hygiene products to school.

Student Code of Conduct

Dress Code:

Appearance: We have high standards concerning our dress code and personal appearance, as this is an important element of instilling confidence and creating a positive learning environment. An attractive uniform and overall appearance will communicate that you care about yourself and will prepare you for the workplace. Renaissance Academy will, consistent with the requirements of federal, state, or local law, consider making reasonable accommodations with respect to dress or grooming requirements that are directly related to a student's religion and/or ethnicity. If an accommodation of this nature is required, please notify the director, and be prepared to discuss potential reasonable accommodations. Failure to comply with the Renaissance Academy dress code may result in being assigned to Intensive Support Services (ISS) until compliance is ensured.

Uniforms: Your uniform consists of dress pants, RA polo shirt, belt, name badge and lanyard, one pair of shoes, and RA sweatshirt (cold weather). All students must be in full uniform any

time they represent the school. You will be expected to be in compliance with dress code on a daily basis at school, on field trips, on the school bus, open houses, and meetings at the school. All garments should fit properly and be clean, pressed (as applicable) and in good condition (i.e., no holes, fraying, stains, discoloration, etc.).

- Proper undergarments must be worn by all students.
- Students must present a professional appearance (neat, clean, and well groomed).
- School name badges must be worn at all times, on the outermost garment, on the student's school-issued lanyard.
- Other miscellaneous pins, buttons, stickers and/or ribbons may not be worn on the uniform or affixed to the name badge or lanyard.
- All shirts must be worn tucked in.
- Student's polo shirts must be worn with at least the bottom button fastened.
- Students may wear solid white undershirts (no printing, graphics, or pockets) under all shirts. Undershirt sleeve length should not extend below the bottom edge of the Renaissance Academy shirt sleeve. Pants must fit properly.
- A black or brown belt must be worn and must be trimmed so that the end does not hang below the belt line.
- Shoes must be solid black tennis shoes with laces or Velcro. Closed heel and closed toe styles are required. Shoes must fit properly with laces tied snugly, unless limited by temporary medical conditions requiring corrective orthopedic devices (due to broken bones, surgeries, etc.). Shoes must always be in good shape (clean, no holes, etc.).
- Students must wear solid black or white socks.
- Renaissance Academy sweatshirts will be available for purchase as an option for students who wish to add warmth. Renaissance Academy sweatshirts will be the only garment allowed to be worn over the Renaissance Academy polo shirt.

Jewelry

No visible jewelry will be allowed, and no visible piercing retainers will be allowed.

Grooming Good personal hygiene is expected of students when they report for school (e.g., clean shaven, bathed, and with appropriate application of body deodorant). Perfume or cologne must be subdued in fragrance and not be distracting to teachers or fellow students. Body modifications (e.g., piercings, extended earlobes, etc.) visible to staff are not acceptable.

- **Hair:** Hair must be neat (combed or brushed), clean, and worn in good taste so as not to be distracting to teachers or fellow students. Unnatural hair colors ("crayon colors") or eccentric styles (e.g., Mohawks, shaven designs, etc.) are not permitted. **Hair must not fall below midpoint of collar in the back, below midpoint of ear on the sides, or below eyebrows on the forehead.** Hair must be out of the eyes. Hair that is long enough will need to be placed in a bun at the back of the head. Hair that is not long enough for a

bun will need to be pinned back, out of the eyes. Students will not be allowed to have a “unicorn” ponytail at the forehead. Buns cannot be placed on top of the head. No hair accessories are permitted, with exception to a headband (thin, non-slip, elastic sport-type bands only) of neutral tones or black and black bobby pins.

- **Facial hair**, other than a neatly trimmed mustache, is unacceptable. Sideburns must be trimmed to be no longer than the bottom of the earlobe and of a consistent width on the sides from top to bottom.
- **Eyebrows:** Students are not allowed to have notched eyebrows. Notched eyebrows will be filled in with a brow pencil.
- **Makeup** must be subdued and worn in good taste so as not to be distracting to teachers or fellow students. No false eyelashes will be allowed.
- **Nails:** Nails must not be past the ends of the fingertip. Students are not allowed to have false nails. Fingernail polish must be the same color on all nails, worn in good taste. The only colors allowed are blue or gold polish (school colors), clear, or a French manicure on the natural nail. Fingernail gems and/or designs will not be permitted.

Violations: students who are in violation of the dress code or grooming expectations when they arrive at school will be required to be in compliance before they leave check-in.

- Students with dress pant violations will be given army fatigues to wear for the day and will be expected to return with the correct dress pants when they return to school.
- Students will be given a razor for facial hair violations (up to 3 offenses).
- Students who arrive without their notebook will be given a loaner notebook on their first offense. Subsequence offenses will result in the student being given a new notebook and the fee being placed on his/her fee balance.

Uniform Items:

Shirts

Dry fit polo purchased through Renaissance Academy; students are required to purchase at least 2 shirts at the time of enrollment and must be tucked in at all times.

Pants

Tan, black, or navy dress pants are acceptable. Pants must have a zipper, button, and belt loops. Pants are not allowed to be form fitting. No leggings will be allowed. Students are not permitted to wear jeans/denim or casual pants that look like jeans.

Shorts

Shorts must be black, navy, or tan khaki in color and must come to top of knee. Shorts must have a zipper, button, and belt loops. Females can also wear black, navy, or tan khaki Capri pants. Capri pants must have a zipper, button, and belt loops (no jeans/denim).

Skirts

Not permitted

Belt

Black or brown in color of the appropriate length and proper fit.

Shoes

All black tennis shoes are required (see page 23 for more details). Shoes must not have holes, the soles must be intact, with laces always tied or Velcro closed tightly.

Socks

White or black only

Cold Weather: Sweatshirts are available for purchase through Renaissance Academy. Black long john pants and black tops may be worn if they do not show under the RA uniform. If wearing a black long john top, the RA polo shirt and sweatshirt must be worn also. *There will be times during the year when sweatshirts will no longer be permitted by discretion of the Director.*

Items Prohibited on Campus:

Each day students will be checked for necessary materials during morning check-in. They must bring the required notebook, this student handbook, paper, and number 2 pencil (s) for daily use. *Any items other than notebook, school and/or library books, handbook, pencil, 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 or paraphernalia by an individual under the age of 21. The fine is in excess of \$25.00 and court costs are the responsibility of the parent/student.

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 Renaissance Academy. 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/tobacco/vape/drugs (see page 26)
- Any gang-related activities such as instigating conflict, gang drawings/alphabets, posturing, stacking, displaying gang-related activities/affiliations on internet websites, etc.
- Bullying/ "Jawing" (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 “jaw”, bully, intimidate, threat, etc. and may be forwarded to the school resource officer for possible legal charges.

Bullying, Harassment, Intimidation

What are the characteristics of harassment/bullying/intimidation?

1. Can be physical, emotional, and/or verbal in nature
2. Occurs over a period of time—REPEATED ACTIONS
3. Continues to occur after a person has told the bully to stop
4. Occurs when someone wants to exert power/control over someone else or others
5. 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:
 - a. harm a student physically or emotionally
 - b. damage a student’s property
 - c. place a student in fear of personal harm or property damage
 - d. insult or demean a student or group of students causing a substantial disruption in school operations
6. Determined by the victim to be harassment/bullying/intimidation—their perceptions. It is illegal and punishable by law.

What does harassment/bullying/intimidation look and sound like?

Fighting/hitting/slapping	Threatening to do harm
Gossip and false gossip	Lies and rumors
Staring at	Forcing someone to do something against their will
Mocking/ Giggling/laughing at	Saying things that trigger reaction from past event
“Jawning”	Teasing and ridiculing someone(s)
Disrespect	Unwanted sexual advances
Vulgar/inappropriate gestures	Threatening text messages—cyber-bullying
Name Calling	Excluding someone from an activity
Manipulation	Bullying others who are friends of the victim

Arguing into submission	Hazing—to gain entrance into activities
Ganging up on someone	Putting inappropriate pictures on blogs/internet/sexting
Criticizing someone's race, religion, disability, sexuality	

What are bullies like?

May have been a victim of bullying	Envious of others
Have a strong need to control	Quick to get angry and use force
Thinks other's actions are hostile toward him/her	
Low self-esteem and put others down to make themselves feel important	
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.	

How does bullying make the victim feel?

Abused	Scared	Unwanted
Unworthy	Stressed	Hopeless
Possibly suicidal	Physically sick	Disconnected

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.
5. Report it to the appropriate school personnel.

What happens if you report that you or someone you know has been bullied, harassed, or intimidated?

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

If the report is verified:

1. 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.
2. Students will be warned/ counseled of consequences if this behavior continues

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.

If report is not verifiable, documentation will be maintained, for future reference, but marked as not verified.

Manners and Etiquette

1. Students will be respectful to parents, staff, guests, and other students.
2. Faculty, staff, and guests will be addressed by their proper name, title, or “yes/no sir” or “yes/no ma’am”.
3. No profanity, vulgarity, or improper slang will be allowed.
4. Stand up straight and sit-up straight—proper etiquette will be expected of students during assembly programs and school activities.
5. Always walk on the right side of the hallway.
6. Students will comply with our no-touching policy (see page 28)

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 nun chuck), 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.*

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**

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**,

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.

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.

Indecent Acts

A student shall not perform any act of indecency at Renaissance Academy. 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	Inappropriate touching/physical contact
Vulgar or inappropriate gestures	Exposure of sexual organs
Intimidation and/or bullying	Reckless eyeballing
Lewd/suggestive verbal and/or written remarks	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 Renaissance Academy 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.

Disruptions and Interference with School

A student will not:

1. Continuously or intentionally make noise or act in any other manner as to interfere with the teacher’s ability to conduct class.
2. Encourage any other students to violate rules.
3. Refuse to identify him/herself upon request of any teacher, staff member, or adult personnel, or official visitor at the school.
4. Set fire to, or attempt to set fire to, or otherwise damage any school building or property.
5. Possess, display, discharge, or use any firearms, mace, explosives, or tear gas, or other weapons on school grounds.
6. 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.
7. Be on campus or enter the premises of the school without the proper authorization of the director or a faculty member.
8. Activate any emergency alarms in non-emergency situations—such as fire alarm and/or emergency call boxes.
9. Talk about or insinuate any form of gang affiliation or gang activity.

Intensive Support Services (ISS)

Intensive Support Services 2021-2022

Goal: The goal of Intensive Support Services (ISS) is to provide an opportunity for students to correct their behavior without sending the student home or having to serve out-of-school

suspensions. Renaissance Academy will make every effort to keep a non-compliant or disruptive student at school, working with them to correct their behavior, so they may return to their normal school day.

Students may be assigned to Intensive Support Services for many different reasons. When a student is non-compliant with any staff member, including (but not limited to) classroom teachers, staff assistants, bus drivers, and/or administration, the Renaissance Academy Director may choose to assign a student to ISS. ISS may be for an hour or day(s), depending on the infraction, offense, or the student's discipline history. The Director may choose to assign a student to Retro Boot Camp on his/her first offense, depending on the severity of the infraction. The time assigned to ISS will be at the discretion of the Director, or his designee, of Renaissance Academy.

How Does it Work?

Once a student has been assigned ISS, the ISS Instructor will contact the student's parent/guardian to inform them that their student has been assigned ISS, and answer any questions the parent/guardian may have.

What Will Students Do in ISS?

Students may participate in any or all of the following activities while in ISS. It will be up to the ISS Instructor to assign any or all of the following activities:

Outside Activities:

- Intense Physical Training which may include: walking/marching through the neighborhood, exercising on Cherry Hill, running on the track, using the obstacle course, push ups, sit ups, jumping jacks, side-straddle hops, etc.
- Students may be tending to the maintenance of the campus and the surrounding area, which may include: cutting grass, raking, weed pulling, picking up trash, etc.

Inside Activities:

- Students will be put on work detail, which may include: cafeteria clean-up, deep cleaning in the main buildings, laundry, cleaning school busses, etc.
- Students will be responsible for completing the work they are missing by not being in the classroom. They will not be given time during ISS to complete their work. Once ISS is successfully completed, the student will have 3 school days to complete his/her assignments.

Students who may have a temporary or long-term disability AND are put on profile by the school nurse will have activities tailored to their abilities.

ISS Uniform:

Students who are assigned to ISS by the Renaissance Academy Director, or his designee, for 3 or more consecutive days and students assigned to Retro Boot Camp, will change out of their school uniform and into the ISS uniform. This uniform will consist of: army fatigue cargo pants and an army t-shirt. Students are encouraged to wear all-black “work” tennis shoes if they know they will be changing into/wearing the ISS uniform.

If a student is dressed out into the ISS uniform, he/she will wear the ISS uniform home and wear it back to school until they have successfully completed their time. Once completed, students will wear their school uniform to school the next day and bring the ISS uniform to turn in. If a student does not return the ISS uniform, he/she will remain in ISS until the uniform is returned.

Retro Boot Camp:

If ISS does not assist the student in changing his/her behavior, students may be assigned to Retro Boot Camp by the Director. In addition to the ISS uniform mentioned above, students will be required to comply with the following:

- Males will get a high and tight haircut prior to serving their first day of Retro Boot Camp.
- Females will be required to remove any weave or extensions from their hair prior to their first day of Retro Boot Camp. They must have their natural hair pulled up into a bun on the back of their head. Females will not be allowed to wear makeup or fingernail polish while assigned to Retro Boot Camp.

ISS Code of Conduct:

The ISS Instructor will notify the Renaissance Academy Director when a student has successfully completed the assigned time Intensive Support Services. The following are performance expectations that will ensure success:

- Students will be respectful at all times.
- Students will comply with and complete the activities they are assigned.
- Students will use appropriate language at all times.
- Students will not argue or backtalk the ISS instructor.
- Students will work diligently (ie no sleeping, no talking, no playing)

Parents will be called for students who refuse to follow the performance expectations of ISS. The ISS instructor will contact the parents in an effort to solve the problem and to avoid sending the student home or out of school suspension. If a student complies after the parent call, the student will be allowed to resume ISS. If a student does not change behavior after the parent/guardian phone call, he/she may be placed on out of school suspension or have time added to ISS. If non-compliance results in disorderly conduct, law enforcement may be notified to assist.

Attendance: Students who are absent for a scheduled day(s) of ISS or Retro Boot Camp will serve that day(s) when they are able to return to school. A student will not be allowed to return to their normal classroom day until they have successfully completed ISS or Retro Boot Camp to the satisfaction of the ISS instructor. Any absences during ISS or Retro Boot Camp assignment(s) will result in unexcused absences unless the student returns with a doctor's note excusing them from school for those days.

School Day/Course Work/Scheduling

School Day

Students should report to school and be inside the building promptly by 8:00 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.*

2021-2022 Bell Schedule

HIGH SCHOOL:		MIDDLE SCHOOL:	
7:30-8:15	Morning Check in	7:30-8:15	Morning Check in
8:15-8:40	Homeroom/Breakfast	8:15-8:40	Homeroom/Breakfast
8:45-9:35	1st Period	8:45-9:35	1st Period
9:40-10:30	2nd Period	9:40-10:30	2nd Period
10:35-11:25	3rd Period	10:35-11:25	3rd Period
11:30-12:25	4th Period	11:30-12:00	LUNCH
12:30-1:00	LUNCH	12:05-12:55	4th Period
1:00-1:50	5th Period	1:00-1:50	5th Period
1:55-2:45	6th Period	1:55-2:45	6th Period

Students are expected to use the restroom or use the drinking fountain at time of class change. Students will not be allowed to leave class to use the restroom unless it is an emergency.

Scheduling Facts

1. 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/placement, 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 Renaissance Academy.

2. Daily, students have six (6) 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 Renaissance Academy due to the high school class sizes and schedules.
4. Students may be scheduled at the discretion of Renaissance Academy as deemed necessary.
5. When a student enters Renaissance Academy, any failing withdrawal grade (grade lower than a 60) 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 Renaissance Academy, will be the responsibility of the home district, who will train personnel and administer the test(s) to these individuals.
7. Renaissance Academy is not responsible for providing instruction, supervision, testing, etc. for courses that the student began at the home school and are not offered at Renaissance Academy.
8. **Middle School Curriculum**—each student is scheduled into ELA, Math, Science, Social Studies, Lead Worthy, and Enrichment. Students who qualify are scheduled into Resource classes instead of Lead Worthy. However, it is at the discretion of the resource teacher to include these students in their Lead Worthy class when appropriate.
9. **High School Curriculum**—the table below lists high school courses usually offered at Renaissance Academy. If your student is taking a course at the home high school and Renaissance Academy does not offer the course, your student will not get credit for that class through Renaissance Academy.

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 for year-long courses or 60 seat hours for semester courses, 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 Renaissance Academy are sent to the students' home schools and placed on the official transcript. *Grades from the home schools are added to those earned at Renaissance Academy 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 1 CP English 2 CP English 3 CP English 4 CP	Foundations in Algebra Intermediate Algebra Algebra I CP Algebra II CP Geometry CP Concepts in Probability and Statistics	Biology I CP Chemistry I Physics Earth Science Anatomy and Physiology	Human Geography Government .5 Economics .5 U.S. History/Const.
<p style="text-align: center;"><u>ENGLISH ELECTIVES</u></p> Literacy and Comprehension, I (.5 credit) Literacy and Comprehension, I (1 credit) Composition and Grammar (.5 credit) Composition and Grammar (1 credit) GED English		<p style="text-align: center;"><u>SCIENCE ELECTIVES</u></p> Personal Health and Wellness (.5 credit) Personal Health and Wellness (1 credit) GED Science	
<p style="text-align: center;"><u>MATH ELECTIVES</u></p> Integrated Business Applications Financial Math Personal Finance GED Math		<p style="text-align: center;"><u>SOCIAL STUDIES ELECTIVES</u></p> Current Events (.5 credit) Current Events (1credit) Psychology Law Education GED Social Studies	
<p><u>SPECIAL EDUCATION</u>- Qualifying students are scheduled into resource classes to meet their specific needs.</p>			

Grade Placement for High School Students

DISTRICT/SCHOOL(S)	10TH GRADER	11TH GRADER	12TH GRADER
ANDERSON ONE Palmetto High School Powdersville High School Wren High School	<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 School	<u>6 UNITS</u> 1 English 1 Math 4 Additional	<u>10 UNITS</u> 2 English 2 Math 6 Additional	<u>16 UNITS</u> And be enrolled in courses leading to graduation-with appropriate credits earned
ANDERSON THREE Crescent High School	<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>16 UNITS</u> 3 English 3 Math 2 Science 2 Social Studies 6 Additional
ANDERSON FOUR Pendleton High School	<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>16 UNITS</u> and be enrolled in all courses needed to graduate in June.

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 Renaissance Academy to get report card averages.*

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

Withdrawal Procedure

To officially withdraw from Renaissance Academy 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 fees for uniforms are reimbursed:

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



805 East Whitner Street, Anderson, SC 29624 ~ Phone: 864-260-4888 ~ Fax: 864-260-4004 ~ www.aacalt.org

STUDENT _____ SCHOOL YEAR: 2021-2022

CONTRACT FOR ADMISSION TO RENAISSANCE ACADEMY

We (I) understand and agree to abide by the rules and expectations as explained to us by Renaissance Academy Administration/Staff. We also understand that the following conditions for admission may be altered as necessary. We agree to the conditions for admission into the Renaissance Academy program which consist of, but are not limited to the following:

1. We (I) agree to obey the rules and procedures of the Renaissance Academy program.
2. We (I) understand that any violations of Renaissance Academy rules could result in:
 1. a referral to the Director of the school and/or his designee
 2. a referral for the student to an appropriate agency with any financial costs that might occur being the responsibility of the parent/custodian, not Renaissance Academy
 3. dismissal from the Renaissance Academy program.
3. We (I) understand if my student is enrolled in the GED Curriculum at Renaissance Academy, he/she will no longer be in courses leading to a high school diploma. The entire focus of this class is to assist in preparing the student for the GED test. ALL ATTENDANCE LAWS APPLY TO STUDENTS IN THIS CLASS.
4. We (I) understand that completion of the Intensive Support System program may be required of any Renaissance Academy student who does not follow the school's code of conduct (as outlined in the student handbook, pages 23-32). This consequence is designed to:
 - teach respect for authority;
 - assist students in learning to comply with rules/procedures;
 - provide opportunities for growth in student leadership skills.
5. We (I) understand that ALL parents/custodians will be required to cooperate with any home visit by the school staff. Home visits will be scheduled when necessary.
6. We (I) understand that participation in additional programs including but not limited to ropes course team- building, conflict resolution, counseling, and/or other intervention programs as considered appropriate by the staff may be required for the student.
7. We (I) understand that students entering school property are deemed to have consented to a search of person and property and will, in fact, be searched each day upon arriving at school and at other times as decided by the staff. Contraband items such as cell phones/electronic devices, jewelry, etc. will be confiscated and may be returned only to the parent/guardian if he/she comes to the school to pick up the items(s) after the first time. Repeated contraband offenses will result in the item(s) being held until the last day of school for the current school year. Parents must come and pick up these items.
8. We (I) give permission for my child to use internet service at Renaissance Academy and understand that my child will be held accountable for all internet activities, must abide by the internet guidelines, and will use the system for educational purposes only. We (I) agree not to hold Renaissance Academy responsible for the content of any material accessed through the school's

internet. The suspension of computer privileges may be imposed and may adversely affect my child's grades and ability to complete assignments.

9. We (I) give permission for my child to participate in all required field trip activities including tours of local detention facilities, correctional institutions, Intensive Support System activities, and other activities as planned by school officials. We (I) will not hold the school or its staff members responsible for accidents which may occur.

10. We (I) understand that by enrolling in this program, my child and I will be held accountable and responsible for attendance as mandated by the South Carolina School Attendance Law.

11. We (I) understand Renaissance Academy has high standards regarding uniforms, dress code, and grooming expectations. We (I) will abide by these expectations outlined in the student handbook (pages 23-25).

12. We (I) understand that all attempts will be made to schedule my student into the same classes he/she had at the home school. However, because of scheduling differences, course offerings, availability of virtual school courses, and earned seat hours, he/she may not be able to complete all of the courses/credits he/she began at the home school.

13. We (I) understand the terms of this agreement and have had an opportunity to ask questions.

REQUIRED SIGNATURES:

Check all appropriate statements.

_____ Our signatures indicate that we have read, agreed to follow, and received a copy of this contract.

_____ My signature (parent) indicates that we have read and also had this contract explained to us.

Parent/Guardian _____

Student _____

Director _____ **Date** _____

All Renaissance Academy programs are operated 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.



Intensive Support Services 2021-2022

Goal: The goal of Intensive Support Services (ISS) is to provide an opportunity for students to correct their behavior without sending the student home or having to serve out-of-school suspensions. Renaissance Academy will make every effort to keep a non-compliant or disruptive student at school, working with them to correct their behavior, so they may return to their normal school day.

Students may be assigned to Intensive Support Services for many different reasons. When a student is non-compliant with any staff member, including (but not limited to) classroom teachers, staff assistants, bus drivers, and/or administration, the Renaissance Academy Director may choose to assign a student to ISS. ISS may be for an hour or day(s), depending on the infraction, offense, or the student's discipline history. The Director may choose to assign a student to Retro Boot Camp on his/her first offense, depending on the severity of the infraction. The time assigned to ISS will be at the discretion of the Director, or his designee, of Renaissance Academy.

How Does it Work?

Once a student has been assigned ISS, the ISS Instructor will contact the student's parent/guardian to inform them that their student has been assigned ISS, and answer any questions the parent/guardian may have.

What Will Students Do in ISS?

Students may participate in any or all of the following activities while in ISS. It will be up to the ISS Instructor to assign any or all of the following activities:

Outside Activities:

- Intense Physical Training which may include: walking/marching through the neighborhood, exercising on Cherry Hill, running on the track, using the obstacle course, push ups, sit ups, jumping jacks, side-straddle hops, etc.
- Students may be tending to the maintenance of the campus and the surrounding area, which may include: cutting grass, raking, weed pulling, picking up trash, etc.

Inside Activities:

- Students will be put on work detail, which may include: cafeteria clean-up, deep cleaning in the main buildings, laundry, cleaning school busses, etc.
- Students will be responsible for completing the work they are missing by not being in the classroom. They will not be given time during ISS to complete their work. Once ISS is successfully completed, the student will have 3 school days to complete his/her assignments.

Students who may have a temporary or long-term disability AND are put on profile by the school nurse will have activities tailored to their abilities.

ISS Uniform:

Students who are assigned to ISS by the Renaissance Academy Director, or his designee, for 3 or more consecutive days and students assigned to Retro Boot Camp, will change out of their school uniform and into the ISS uniform. This uniform will consist of: army fatigue cargo pants and an army t-shirt. Students are encouraged to wear all-black "work" tennis shoes if they know they will be changing into/wearing the ISS uniform.

If a student is dressed out into the ISS uniform, he/she will wear the ISS uniform home and wear it back to school until they have successfully completed their time. Once completed, students will wear their school uniform to school the next day and bring the ISS uniform to turn in. If a student does not return the ISS uniform, he/she will remain in ISS until the uniform is returned.

Retro Boot Camp:

If ISS does not assist the student in changing his/her behavior, students may be assigned to Retro Boot Camp by the Director. In addition to the ISS uniform mentioned above, students will be required to comply with the following:

- Males will get a high and tight haircut prior to serving their first day of Retro Boot Camp.
- Females will be required to remove any weave or extensions from their hair prior to their first day of Retro Boot Camp. They must have their natural hair pulled up into a bun on the back of their head. Females will not be allowed to wear makeup or fingernail polish while assigned to Retro Boot Camp.

ISS Code of Conduct:

The ISS Instructor will notify the Renaissance Academy Director when a student has successfully completed the assigned time Intensive Support Services. The following are performance expectations that will ensure success:

- Students will be respectful at all times.
- Students will comply with and complete the activities they are assigned.
- Students will use appropriate language at all times.
- Students will not argue or backtalk the ISS instructor.
- Students will work diligently (ie no sleeping, no talking, no playing)

Parents will be called for students who refuse to follow the performance expectations of ISS. The ISS instructor will contact the parents in an effort to solve the problem and to avoid sending the student home or out of school suspension. If a student complies after the parent call, the student will be allowed to resume ISS. If a student does not change behavior after the parent/guardian phone call, he/she may be placed on out of school suspension or have time added to ISS. If non-compliance results in disorderly conduct, law enforcement may be notified to assist.

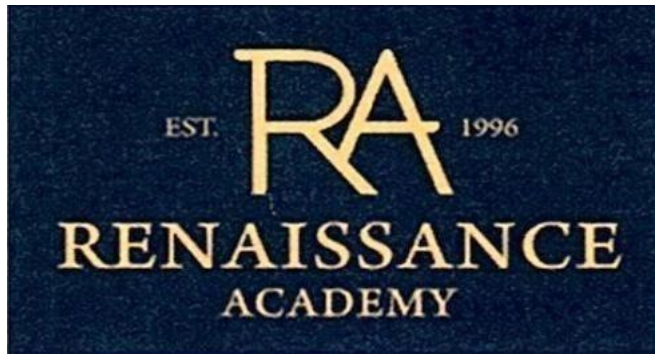
Attendance: Students who are absent for a scheduled day(s) of ISS or Retro Boot Camp will serve that day(s) when they are able to return to school. A student will not be allowed to return to their normal classroom day until they have successfully completed ISS or Retro Boot Camp to the satisfaction of the ISS instructor. Any absences during ISS or Retro Boot Camp assignment(s) will result in unexcused absences unless the student returns with a doctor’s note excusing them from school for those days.

Our signatures (parent and student) indicate that we have read and also have had the Intensive Support System program explained to us.

Parent/Guardian _____ Date _____

Student _____ Date _____

All Renaissance Academy programs are operated 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.



ACCEPTABLE USE OF TECHNOLOGY AGREEMENT

STUDENTS AND PARENTS/GUARDIANS

2021-2022

DISCIPLINE AND MISUSE

Renaissance Academy views the use of the Chromebooks as supplemental to the delivery of its educational program and expects that all students will use these devices as an essential part of their learning experiences. It is the policy of Renaissance Academy to maintain an environment that promotes ethical and responsible conduct in all electronic resource activities. With this privilege and extraordinary opportunity to explore technological devices come responsibilities for the parent and for the student.

When signing the Student/Parent Responsible Use Agreement, you are acknowledging that you understand and accept the information in this document.

Students' Unacceptable Use of Technology Resources

Unacceptable conduct includes, but is not limited to, the following:

- Using the network for illegal activities, including copyright, license, or contract violation
- Unauthorized downloading or installation of any software, including shareware and freeware.
- Using the network for financial or commercial gain, advertising, political lobbying, or illegal activities.
- Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments.
- Vandalizing and/or tampering with equipment, programs, files, software, network performance or other components of the network; use or possession of hacking software is strictly prohibited.
- Gaining unauthorized access anywhere on the network.

- Revealing the home address or phone number of one’s self or another person.
- Invading the privacy of other individuals.
- Using another user’s account or password or allowing another user to access your account or password.
- Coaching, helping, observing or joining any unauthorized activity on the network.
- Posting anonymous messages or unlawful information on the network.
- Participating in cyber-bullying or using objectionable language in public or private messages. E.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning, or slanderous.
- Falsifying permission, authorization, or identification documents.
- Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or other electronic device and/or network.
- Attempting to access or accessing sites blocked by the school’s filtering program.
- Downloading music, games, images, videos, or other media without permission of the teacher.
- Sending or forwarding social or non-school related email.
- Altering any default setting on the Chromebooks.

Parent/Guardian Email/Application Consent Form

In our efforts to inspire lifelong learners, promote academic skill, and engage students using 21st century technology skills. Renaissance Academy supports a 1:1 student/computing device program. To help ensure students the skills and knowledge necessary to responsibly navigate this emerging modern world. Renaissance Academy is offering access to selected websites, educational social networking sites, and online applications that offer safe, curricular-based environments through the A1 Digital Innovation program.

Many of these tools and applications are available through websites, other services provided by Renaissance Academy. In order for students to take full advantage of the online resources available, students may need to create one or more online accounts. Because your child's safety and security are our number one priority, all websites and tools recommended by Renaissance Academy have been thoroughly researched by experienced educators and are commonly used in education today.

Due to recent changes in the Children Online Privacy and Protection Act (COPPA) any student under the age of 13 must have written parental consent in order to benefit from these digital learning communities.

Please read and initial below:

_____ I understand my child has an email account provided by the school that will be used when setting up accounts for instructional use. Students will only be able to send or receive emails to others within the school.

_____ I understand my child will be signed up for an individual account or school approved site for instructional use.

_____ I understand that my child will have access to such programs (but not limited to) as a VoiceThread, Blogs, Podcast, Glogster, Edmodo, and Evernote.

I give consent for my child listed below, to use online resources, create online educational accounts, and access web-based instructional applications.

Student Name (Print) _____

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____ Date _____

Parent and Student Agreement

(This form must be returned to the school, completed and signed by a parent /guardian BEFORE the student will be allowed to use a Chromebook.

Student Pledge for Use of School-Owned Chromebooks

1. I understand that this Chromebook is the property of Renaissance Academy.
2. I understand that the Academy-issued Chromebook is subject to inspection at any time without notice.
3. I will not remove the Chromebook from the Academy-issued protective case.
4. I will take proper care of the Chromebook.
5. I will follow school policies outlined in the school's rules and guidelines.
6. I will not lend the Chromebook to others.
7. I will always be accountable for the Chromebook.
8. I will not remove the Chromebook from the school campus at any time.
9. I will use extreme caution with the Chromebook around food and beverages.
10. I will not attempt repairs or take the Chromebook to an outside source for repairs.
11. I will not remove school-required applications nor modify nor alter the IOS of any Chromebook, also referred to as jailbreaking.
12. I will not stack objects on top of the Chromebook.
13. I will not leave the Chromebook outside or use it near water.
14. I will save and back up my work through the school-provided student Google Drive account. It is my responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.
15. Students are ultimately responsible for saving all their personal files.
16. I will not deface the serial number, manufacturer labels, or Academy labels on any Chromebook.
17. I will file a police report with the school Resource Officer in case of theft, vandalism or other incidents.

18. I will be financially responsible for all damage or loss caused by neglect or abuse.
19. I agree to return the Chromebook/case to my teacher in good working order.
20. I agree to return the Chromebook/case to my teacher at the end of each class period.
21. I will not take or utilize photos, videos, and/or audio recordings of myself or any other person without permission, nor will I use the above in an appropriate manner.
22. I will not leave the Chromebook in an unsecured location.
23. I will not visit any internet site deemed inappropriate or not related to a classroom assignment.
24. I understand that if I violate the Academy's rules for use of a Chromebook, I will lose my privileges to use a Chromebook in all classes.
25. I have read and understand Students' Unacceptable Use of Technology Resources Statement.
26. I will immediately notify the teacher/teacher assistant if the Chromebook I am assigned has been damaged or appears to have been mishandled by another student.

By signing this document, I agree to the stipulations set forth in the above document, and in the Students' Unacceptable Use of Technology Resources.

Student Name (Please Print) _____

Student's signature _____

Parent/Guardian Name (Print) _____

Parent/Guardian's Signature _____

Date _____

Teacher _____

Acceptable use

The purpose of the school's educational network is to support research and education by providing access to unique-resources and the opportunity for collaborative work. All use of the school's technology resources must be in support of education and research and consistent with the educational objectives of the school. Use of networks or computing resources must comply with the guidelines governing those networks. Transmission of any material in violation of any federal or state laws or regulations is prohibited, this includes, but not limited to, copyrighted material, threatening or obscene material, material protected by trade secret. Access to technological resources owned or operated by the school imposes certain responsibilities and obligations on users and is subject to school policies and local, state, federal laws.

Acceptable, use is always ethical, reflects honesty and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms and the individuals rights to privacy and freedom from intimidations, harassment, bullying and unwarranted annoyance.

Procedures for use

With students, the district will notify parent/legal guardians about the district networks, related safety issues governing its internet through a general letter to all parents/legal guardians. Parental permission is not required for use of the internet, but parent/legal guardians will be notified they have the right to file a parent/legal guardian denial form available from the school principal if they do not want their child(ren) to have access to unsupervised internet resources.

Rules governing use.

Use of Technology Resources

***Students** will utilize the system and technology resources for educational and professional or career development activities only.

***Students** may download text and other non-executable files attached to email messages or from the Internet for school-related business only. Large files should be downloaded during off-peak hours whenever possible.

***Students** will check their email frequently, delete unwanted messages promptly and stay within their email quota. Be aware that the system administrator may delete email at any time.

***Students** will subscribe only to high quality discussion group mail lists relevant to their educational or professional/career development.

***Students must** ask for assistance if they do not know how to operate any computing devices.

***Students** must follow appropriate procedures, including proper startup, shutdown, and sign in procedures. Resources and peripheral devices (e.g., keyboards, disk drives, power cables) must be used with care. Keep food, drinks, gum, and magnets away from all equipment.

***Students** must use only their assigned computing device or peripherals and are prohibited from using equipment assigned to other students unless they have the [permission of the teacher or computer technician.

Students must ask for permission before printing.

***Students** damaging, marring, or defacing technology equipment in any manner is prohibited. Technology equipment refers to the computing devices, printers, monitors, CPUs, keyboards, mice, digital cameras, digital media players, digital white boards and any other associated equipment. Technology equipment also includes network cabling systems such as cables, connections, switches, or power chargers.

Students deleting, altering or modifying software residing on school equipment is strictly prohibited. This includes modifying system setups such as Windows desktops controls, menu setting, network security settings, or deleting any school-provided application.

Students modifying or altering the IOS of any Chromebook, also referred to as jailbreaking, will be considered a major violation of this acceptable use policy.

General prohibitions

***Students** may not use the school system for commercial purposes, defined as offering or providing goods or services or purchasing goods or services for personal use. The school will not be responsible for any obligations resulting from any unauthorized use of the system.

***Students** may not access the school networks with unapproved devices.

***Students** may not use the system for political activities.

***Students** will not post chain letters or engage in spamming. Spamming is sending an unnecessary message to a large number of people.

***Students** will not use their email accounts for personal use, with the exceptions of contacting a family member for emergency, work related, or school related purposes.

***Students** will not attempt to obtain access to sites, areas, or materials that are not authorized, whether or not such attempts are unlawful and whether or not such attempts may be deemed "hacking."

Personal Safety

Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes home address, home/cellular telephone number, school address and telephone number, etc.

***Student** will not agree to meet with someone they have met online without their parent/legal guardian's approval.

Use of appropriate language.

Restrictions against inappropriate language apply to public message, private message, and material posted, or web pages.

***Students** will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or gang-related language or symbols.

***Students** will not post or email information which could damage or cause danger of disruption.

***Students** will not post, email, or engage in person attacks, including prejudice or discriminatory remarks.

***Students** will not harass another person. Harassment, which includes cyber bullying, is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, he/she must stop immediately.

***Students** will not use any language in an email that threatens another person, whether it is the message or a third party.

***Student** will not knowingly or recklessly post false or defamatory information about a person or organization

Security

Security on any computer is a high priority, especially when the system involves many users. If a student believes he/she has identified a security problem on the network, he/she must notify the administrator for the school. The student will not demonstrate the problem with other users. Attempts to log on to any other network as a system administrator will result in a cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be subject to severe restrictions, cancellation of privileges or other disciplinary and/or legal action.

School Policies

All documents on the school server(s) must conform to school policies, rules and guidelines, as well as established school guidelines. Copies of policies are available on the internet at the school's web page. Persons developing or maintaining web documents are responsible for complying with these and other policies. Some of the relevant issues and related school's policy.

Electronic transmission of materials is a form of copying. As specified in school policy, no lawful copies of copyright materials may be knowingly produced or transmitted via the school's equipment, including its web server(s).

Documents created for the web and linked to the school's web page must meet the criteria for use as an instructional resource.

All communication via school web pages will comply with the use of technology resources in instruction policy and administration rules and the behavior code. Offensive behavior that is expressly prohibited by this policy includes religious, racial, and sexual harassment and/or violence.

Any student information communicated via school web pages must comply with all school policies.

Respect for Privacy

***Students** will not repost or email a message that was sent to them privately without permission from the person who originally sent the message.

***Students** will not post or email private information about another student.

Penalties for Improper Use

Students who violate the terms of this policy and/or administrative rule or who otherwise misuse their access to technology resources will be subject to disciplinary action in accordance with the student behavior code. technology resource access privileges also may be cancelled. violations of the laws of the United States or of the state of South Carolina also may subject such users to criminal prosecution. If a student user incurs unauthorized costs, the student and his/her parents/legal guardians will be responsible for all such costs.

Warranty

The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages suffered by any user. This includes loss of data, non-deliveries, misdirected deliveries or services interrupted caused by system negligence, user errors or omissions. Use of any information obtained via the internet is at the user's own risk. The school specifically denies any responsibilities for the accuracy or quality of information obtained through its services.