

R.D. Anderson Applied Technology Center



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Student-Parent Handbook 2018-2019

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Handbook Purpose

R.D. Anderson Applied Technology Center provides this Student/Parent Handbook to each one of our students so that students and their parents can become familiar with our centers' rules and regulations.

The center administration and/or the Board of Trustees may amend, modify or discontinue at any time the policies, rules and regulations to which it refers.

The R.D. Anderson handbook is a "supplement" to the home High School student/parent handbook.

Mission Statement

The Mission of R.D. Anderson Applied Technology Center is to provide a positive, innovative, and challenging applied learning environment in which staff, families and the community work together so that all students have an opportunity to develop marketable job skills and work ethics necessary to be successful in the ever-changing workplace and/or post-secondary education.

Beliefs

- Every student is entitled to a safe, comfortable, and positive learning environment.
- The mental, social, emotional, and physical development of students is the cooperative effort of the school, the parents, and the community.
- Positive attitude, academic achievement, and work ethics are the key ingredients to successful performance.
- High expectations that are clearly defined will increase student performance.
- Every student is ultimately responsible for his/her own actions. Discipline should be fair, administered equitably, and founded upon reasonable principles and policies.
- It is the responsibility of the school's faculty and staff to provide a variety of instructional approaches and meaningful activities to enable students to discover, develop and utilize their talents.
- Each student is a valued individual with unique physical, social, emotional and learning needs.
- Students should be given a variety of opportunities to demonstrate essential knowledge and skills, actively solve real-life problems, and produce quality, marketable work.
- Skills that promote appropriate behaviors for the world of work are essential components of the educational experience.

Administrative Directory/Contact Information

Mrs. Sherri Yarborough, Director, syarborough@rdanderson.org

Mr. Bobby Edwards, Assistant Director, bedwards@rdanderson.org

Mrs. Elaina Hyatt-Southern, Assistant Director, ehyatt@rdanderson.org

Mr. Cedric Miller, Guidance Counselor, cmiller@rdanderson.org

Mrs. Kerri McAlister, Industrial Relations, kmcalister@rdanderson.org

Mrs. Melanie Wilkins, Student Services/Attendance, mwilkins@rdanderson.org

Mrs. Natalie Montgomery, Administrative Assistant, nmontgomery@rdanderson.org

Mrs. Pam Floyd, Human Resource, pfloyd@rdanderson.org

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The following information can be accessed from the R.D. Anderson web site: www.rdanderson.org

- Faculty/Staff email addresses
- School Calendar
- Recent News
- Course Offerings
- Clubs
- Co-op Information
- Scholarship Opportunities
- Student Handbook/Forms

2018-2019 School Calendar

Fall, 2018

August 13-17	Teacher Staff Development
August 20	First Day of School for Students
September 1	Green Insurance Forms/Rider/Driver Forms Due
September 3	Labor Day Holiday
September 11	Class Fees Due
September 17	RDA Open House
September 17	Interims Issued
October 17	End of 1 st Grading Period
October 19	Report Cards Issued
October 26	Teacher Work Day-No School
November 6	Holiday-Election Day
November 16	Interims Issued
November 21-23	Thanksgiving Holidays
December 21	End of 1st Semester – ½ Day
December 24- January 3	Christmas/Winter Holidays

Spring, 2019

January 4	Staff Development
January 7	Students Return
January 8	Report Cards Issued
January 16	Martin Luther King, Jr. Day Holiday
January 19	Green Insurance Form Due
January 24	Class Fees Due
February 8	Interims Issued
February 18	Staff Development/Make-Up
March 15	End of 3 rd Grading Period
March 19	Report Cards Issued
March 29	Staff Development/Make-Up
April 1-5	Spring Holidays
May 7	Honors Ceremony
May 27	Memorial Day Holiday
May 30	Half Day Students
May 31	End of 2 nd semester/Last Student Day/Half Day
June 3	Staff Development/Make-Up

RDA Bell Schedule

8:30 am	1st period begins
9:40 am	DHS/DFC single block dismiss
9:45 am	1st period ends
9:45 am – 9:55 am	BREAK/Class Change
9:55 am 9:58 10:05	2nd period begins DFC late bell Dorman late bell
11:00 11:10 am	Byrnes leaves Dorman & Woodruff leave 2nd period ends
11:10 – 12:10	Faculty lunch/Planning
12:10 pm	Instructors Report to Class (no bell will ring)
12:20 pm	3rd period begins
1:35 pm	3rd period ends
1:35 pm – 1:45 pm	BREAK/Class Change
1:45 pm	4th period begins
3:00 3:10 pm	Byrnes leaves Woodruff leaves Dorman leaves 4th period ends

History

R.D. Anderson Applied Technology Center (RDA) began operation in the fall of 1969 as R.D. Anderson Area Vocational Center. The center is named after the late Rudolph D. Anderson, a former South Carolina Department of Education Administrator. RDA provides students from Byrnes, Dorman, and Woodruff High Schools with the opportunity to gather the fundamental knowledge and develop skills to prepare for post-secondary education, military service, and/or a career.

R.D. Anderson Board Members

There is a six member board that governs our Center. Membership consists of two members each from Spartanburg School Districts Four, Five, and Six. The superintendent from each school district also serves in an ex-officio position on our board.

Spartanburg District Four

Dr. Randy Grant
Mr. Charles Hembree
Dr. Rallie Liston, Superintendent

Spartanburg District Five

Mr. Mark Cleveland
Mrs. Julie McMakin
Dr. Scott Turner, Superintendent

Spartanburg District Six

Mr. Charles Boyd
Mrs. Christie Johnson
Dr. Darryl Owings, Superintendent

Motto

“Simply the Best!”

Attitudes

Employers throughout the nation have overwhelmingly indicated that the single most important trait that a prospective employee can possess is a positive attitude. Representatives from local business and industry have time and time again informed instructors at RDA that if a new, young employee (student) has a positive attitude, then he or she is almost guaranteed to be successful.

Unlike the traditional academic setting, the educational environment of RDA is unique. RDA administrators and instructors work to the best of their ability to simulate working conditions a student might encounter in his or her chosen career area. Students may be required to comply with regulations mandated by several agencies such as OSHA (Occupational Safety and Health Administration), DHEC,(Department of Environmental Control) or DHHS (Department of Health and Human Services).

A positive attitude, combined with dependability (being present) and responsibility while discharging all career duties (assignments) will provide each student with a “real world” learning experience while attending RDA.

Student Responsibilities

- Behave in the classroom/shop as you would on the job – in an orderly, respectful manner.
- Anyone who learns of someone making a threat to endanger lives or property should report it immediately to school officials.
- Come to school every day unless you have a bonafide emergency.
- Arrange to make up time and/or work missed.
- Arrive at school on time.
- Begin work immediately, without waiting to be told to do so.
- Work and study the full time allotted each class and shop session.
- Prepare for class/shop activities before school so that time spent in school is productive.
- Complete all assignments to the best of your ability in a prompt manner.
- Take responsibility and initiative for your own learning. Go beyond the minimum requirements.
- Keep up with studies daily. Do not procrastinate or fall behind.
- Take time each day to review the day's learning and prepare for tomorrow's lessons.
- Put forth your best efforts on tests and performance evaluations, and learn from your mistakes.
- Go beyond the walls of the classroom/shop and the covers of the textbooks. Seek additional references, visit job sites and talk to the practitioners in your field.
- Operate tools and equipment safely as instructed by your instructors.
- Treat all tools, machines, equipment and training aids with respect and care.
- Help your fellow students learn. Doing so will reinforce your own learning and develop your teamwork skills.

ATTENDANCE

The South Carolina Compulsory Attendance Law, Section 59-65-10, states that all parents or guardians shall cause their children or wards to attend regularly a public or private school or kindergarten of this State. Section 59-65-20 of the Compulsory Attendance Law states that any parent or guardian who neglects to enroll his child or ward or refuses to make such child or ward attend school shall, upon conviction, be fined not more than fifty dollars or be imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article.

ATTENDANCE REGULATIONS

Any student who misses school must present a written excuse, signed by his/her parent/legal guardian or documentation of a medical appointment. The school administration will keep all excuses confidential. If a student fails to bring a valid excuse to school within 3 days of the absence, he/she will automatically receive an unexcused absence. If a student brings a false (or forged) excuse, the student will be referred to the school administration for appropriate action. Excuses must be turned in to the receptionist in the main office.

The district will consider students **lawfully** absent under the following circumstances:

- They are ill and their attendance in school would endanger their health or the health of others.
- The student has a doctor, dentist, or orthodontist appointment and brings a note to that effect from the physician.
- The student is on homebound or homebased instruction.
- The student is engaged in a school-sponsored activity approved by the principal.
- The student is assigned an in-school or out-of-school suspension.
- There is a death or serious illness in their immediate family.
- There is a recognized religious holiday of their faith.
- Prearranged absences for other reasons and/or extreme hardships at the discretion of the principal.

The district will consider students **unlawfully** absent under the following circumstances:

- The student is willfully absent from school without the knowledge of their parent/legal guardian.
- The student is absent without acceptable cause with the knowledge of their parent/legal guardian.
- Absence(s) that is/are not covered by a written excuse within three (3) days after the absence(s).

For high school students, absences are counted in each individual class, in accordance to state law, Regulation R43-274 and Spartanburg School District Six. In order to be counted present, a student must be in attendance in class at least one(1) hour of the block.

MAKE UP WORK GUIDELINES

When a student is absent from class, the student will receive a zero (0) for the missed assignment or assessment in the gradebook. The teacher will adjust the grade to reflect the appropriate credit once the work has been completed. Work missed due to absences is to be made up as soon as reasonably possible after the student's return to school. Teachers may set a limit to the amount of time extended before make-up should be completed. When possible, make-up should be accomplished during a time mutually agreed upon by both the teacher and the student.

Failure to meet a reasonable teacher-imposed deadline for extended make-up is grounds for awarding zeros for the missed work. Also, failure to meet an appointment for make-up will result in loss of make-up privileges.

1. Students who are absent one day (excused or unexcused) should be prepared to fulfill any previously announced assignment (tests, projects, etc.) the day they return to class or make specific arrangements with the instructor.
2. Students who are absent for a portion of the school day should be prepared to fulfill any previously announced assignment the day they return to class.
3. Students participating in school activities (field trips, academic or athletic competition, etc.) are to be responsible for any work missed while they were away from school. Any assignments must be taken care of by the student the next day the student is in class.
4. Students who have long term excused absences (more than one day) will be allowed the same number of days missed to complete any make up assignments (i.e., 3 days absent allows for 3 days to make up the work. Any period of absences that would go beyond five consecutive days, the instructor's discretion should be used to set up a schedule for making up missed work.
5. **It is always the student's responsibility to make up any missed work and to get his/her assignments from the teacher.** No make-up work can be completed after the end of the appropriate nine weeks period without instructor **and** director approval.

Students with absences may make up any assignments missed. All assignments must be made up in a timely manner at the teacher's discretion. It is the student's responsibility to meet with their teacher to obtain missed work and agree upon a schedule for completing the assignments.

TRUANCY INTERVENTION PROCEDURES

The following intervention procedures will be implemented to encourage student attendance:

- **3 Consecutive/5 Total Unexcused Absences** – A student is considered truant if he/she accumulates 3 consecutive or 5 total unexcused absences. A letter will be sent to the parent/guardian to request an intervention conference. A written intervention plan must be completed with the parent/guardian.
- **10 Unexcused Absences** – Students ages 12-17 are considered a habitual truant if he/she accumulates 10 unexcused absences and the Spartanburg County Truancy Intervention Plan has been completed. A referral to Truancy Court may be made at this time.
- **Additional Unexcused Absences** – Students ages 12-17 are considered a chronic truant if he/she accumulates any additional unexcused absences after the student has been referred to Family Court and placed on an order to attend school.

CRITERIA FOR STUDENTS REMAINING HOME OR BEING SENT HOME WHEN SICK

There are times when a student should not be in attendance at school for his/her own welfare and for the protection of other students. Students should remain home or be sent home from school if they have any of the following symptoms:

- Fever, temperature of 100 degrees or higher, with or without other symptoms.
- A cold in the contagious stage. (Severe nasal discharge that is not clear in color).
- Any communicable disease (chicken pox, measles, pink eye, etc.).
- Undiagnosed rash or skin eruptions.
- Vomiting or diarrhea within the past 24 hours.
- Untreated head lice or scabies. R.D. Anderson follows a “no nit” procedure for students returning to school after diagnosis of head lice.
- Students with a diagnosis of strep throat must be on antibiotics for 24 hours and be fever free before returning to school.

Early Dismissal Procedure

To be dismissed early, the student must have a medical emergency or bring a note to the receptionist in the front lobby. The note must include a phone number where the parent/guardian can be reached for verification. **All Early Dismissals will be verified.** At the appropriate time, the student should report to the receptionist in the front lobby in order to sign out. Absences from RDA caused by early dismissals from the high school must be excused by the same process used for any absence. Official documentation must be brought by the student the following day in order to excuse the early dismissal. It would be helpful if the parent/guardian would call ahead of time for early dismissals.

Student Interviews

Students who go for a job interview during RDA class time will follow the same procedure as for early dismissal. If time permits, the student should return to RDA after the interview. Students must provide their own transportation for job interviews. Driving permits must be requested in advance.

Tardy Policy & Late Sign in Procedure

Students who are not in their classroom/shop when the bells ring are considered tardy and must report to the receptionist in the front lobby to sign in and obtain a pass to class. Regardless of the reason, students must sign in. **In order for a student to be considered tardy instead of absent they must arrive in class during the first 30 minutes of class for a single-period class. Students in a double-period class must arrive within the first 60 minutes to be considered present.** Students shall not be admitted to class without a pass from the receptionist in the front lobby.

Late Sign in Procedure

- Students who arrive on late buses will bring a late bus pass to the receptionist in the front lobby. If this is done, the tardy (or absence) will not count against the student.
- Students who arrive late from a doctor/dentist appointment must bring a medical statement to the receptionist in the front lobby when they arrive at school. A pass to class will be issued and class absence or tardy will be classified as lawful.
- Students who arrive at school late for any other reason will sign in at the receptionist desk in the front lobby.
- Students who are in the restrooms when bell rings without a restroom pass are considered tardy and should sign in with receptionist in the front lobby.
- Students in other areas of campus when bell rings without written permission of instructor or staff member are considered tardy and should sign in with receptionist in the front lobby.

Excessive unlawful tardies will be considered a discipline matter.

Tardies will **ONLY** be classified “Excused” if due to the following:

- Documented Doctor’s appointment.
- Documented Court appointment.
- Documented Conference, Tests, Field Trips, etc., at home high school.
- Work-Based Learning related activity.
- Late bus to/from home high school.
- Illness documented by parent excuse.

Tardies due to reasons not listed above will be classified “unexcused.” This includes missing bus to RDA from home high school without just cause; problems associated with transportation in private vehicles, NO school ID, and personal errands.

Consequences for unexcused tardies:

<u>Number of Unexcused Tardies for 9 Weeks</u>	Consequence if Drivers/Riders permit held	Consequence if NO Drivers/Riders permit held
1 st -3 rd	No Consequence - Warning	No Consequence - Warning
4 th	Driving/Riding privileges suspended for 5 days	1 Day ISS
5 th	Driving/Riding privileges suspended for 10 days	1 Day ISS
6 th	Driving/Riding privileges revoked for the remainder of the semester	3 Days ISS

Excessive tardiness is a hindrance to and distraction from instruction. Accordingly, students will be permitted **6 excused** tardies per 9 week period. Students with **7 excused** tardies will be assigned the same disciplinary measures as students with 4 unexcused tardies (see above). Each subsequent tardy (excused or unexcused) will result in the next level of discipline. Students must seek PRIOR approval from the Administration to avoid being assigned disciplinary action.

School ID Card

Students will be issued a free RDA ID card at the beginning of the semester. Students are required to wear (on their person) and have ID visible and displayed at all times. The ID should not be placed on book bags, purses, or hats. Students without an ID will not be allowed into class and must obtain a temporary ID. Temporary ID's will be available at the student services desk in the front lobby. Tardies and absences from class are not excused due to ID's.

Counseling and Guidance Program

R.D. Anderson employs a full-time guidance counselor to provide a career development program and assist students with their questions, concerns, and need for information. The counselor is available from 8:05 a.m. to 4:00 p.m. Monday through Friday in the RDA Guidance Office. Students or parents wishing to talk with a counselor outside of the 8:05 to 4:00 time frame are invited to set up an appointment.

Some of the activities provided through the Guidance Office include, but are not limited to, the following:

- Counseling regarding educational and career plans
- Counseling regarding personal/social concerns
- Career "testing" and follow-up to aid in self-discovery
- Advisement concerning college, college major, and career choice
- Assistance in contacting colleges or military recruiters

- Assistance completing college financial aid forms

A student wishing to speak with the RDA counselor may:

- Request permission from his or her instructor during class time
- Visit the guidance office outside of class time.

Cedric Miller, School Counselor, may be reached by calling 576-5020 or through e-mail at cmiller@rdanderson.org

Services Available to Students with Special Health Care Needs

Parent Notice (IHPs, 504, IDEA, Homebound): Required By S.C. Code Ann. Section 59-63-90 (Supp. 2005)
Many health care services can be provided for students to keep them at school where they can learn and participate with other students. Our goal is to provide information to parents and legal guardians about some of the services and programs available for addressing the health care needs of students during the school day to help students succeed in school. It is important that the necessary health care information is shared with the appropriate people to make sure that the students' needs are met throughout the school day.

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual Health Care Plans also called Individual Health Plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor.

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed.

Individuals with Disabilities Education Act (IDEA)

Students, ages three (3) through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an Individualized Education Program (IEP) if the student meets federal and state

requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed.

Medical Homebound Instruction

Students should be removed/re-scheduled in RDA “lab” courses when medical homebound is required for a period longer than two weeks (10 days). The student and parent should notify the homeschool to be re-scheduled in the event of extended medical homebound.

Medical homebound instruction is a service that is available for students who cannot attend school for a medical reason even with the aid of transportation. A physician must certify that the student has such a medical condition but may benefit from instruction, and must fill out the medical homebound form that the school district provides. The school district then decides whether to approve the student for medical homebound services. The school district will consider the severity of the student’s illness or injury, the length of time that the student will be out of school, the impact that a long period away from school will have on the student’s academic success, and whether the student’s health needs can be met at school.

*****Students enrolled in all courses offered for Dual Credit cannot receive credit for hours toward state or national license while on homebound. (Includes Cosmetology and Health Science Clinical Studies) Students on medical homebound cannot receive grades for assignments given in the shop which require hands-on activities.**

MEDICATION GUIDELINES

1. Medications will be given at school only when prescribed by a licensed physician. No medications will be given without signed parent permission.
2. The medication must be prescribed to be given at least 4 or more times per day or at a specific time of the day in order to be given at school. Medication that is prescribed for three times a day or less needs to be given at home, before or after school hours.
3. A parent or guardian must bring the medication to the home high schools school nurse in the original container with the prescription label attached. Students are not allowed to transport medicine to or from school. If you anticipate your child needing to take medicine at school, you may ask your pharmacist for two prescription bottles.
4. A Parent or guardian must sign the Parent Consent for Medication Administration and the Physician must sign the Physician’s Authorization for Medication Administration or provide a written prescription for the medication. The signed permission must be kept on file with the home high school nurse and is valid for the period specified on the form or expires at the end of the current school year.
5. Please note that DHEC regulations prohibit the schools from keeping more than a thirty-day supply of medication at a time. Please plan to provide a one month supply at a time and plan re-fills accordingly.
6. Asthma inhalers need to be kept with the school nurse. The student will be allowed to use the inhaler, with nurse supervision, as instructed by the physician.
7. All emergency medications: insulin, glucagons, Epi-pens, etc., will need to be arranged through the school nurse.

Course Fees

The courses listed below charge a fee for items such as: textbook and workbooks, student kits, uniforms, certification exam registration fees, and/or personal protection devices. **Items you pay for belong to you at the end of the course.**

All fees are due by September 11, 2018 1st semester & January 23, 2019 2nd semester

All Agriculture Courses	\$10.00 FFA dues (Optional)
Auto Technology I & II	\$40.00 Coveralls, \$13.00 for Skills USA dues
Cosmetology I	\$450.00 for kit (Junior year)
Health Science Clinical Studies	<ul style="list-style-type: none"> • Purchase of uniform and immunizations • provide own transportation to nursing home • 2-step TB test • Flu Shot
Dual Credit Offerings	\$15 per credit hour

Termination of a Program

The programs offered at RDA are determined by two factors: demand of business and industry and student enrollment. A decline in either of these factors could result in a program being terminated. Whenever a program is terminated, assistance and counseling will be provided for students affected by this decision.

Visitors

Upon arrival on campus, all visitors must report to the receptionist desk in the front lobby to receive a visitor's pass. To ensure an uninterrupted instructional program, visits by students from other schools or other out of school persons are prohibited during instructional time.

RDA students **may not bring guests to school to attend classes**. Students are not permitted to bring young children to school. Visitors are not permitted to sit in parked cars on the school campus at any time during the school day. Designated visitor parking is available in the parking lot area and around the circle.

Telephone Use

Students will not be permitted to use instructors' telephones or cell phones during class time. In case of sickness or an emergency, students should be sent to the receptionist in the front lobby. Instructors are to determine if a student's request for a call to be made is an emergency situation prior to sending to the office.

Insurance Waiver Form is required for RDA Students

Because of the nature of the subject matter taught at RDA, the possibility of an accident is always present. All students will be given a form regarding verification of insurance or waiver of insurance. **Students DO NOT have to have insurance to participate; however, they MUST turn in this form so that we have proof of insurance or parent permission to participate without insurance.** This form must be completed by the parent and returned to the instructor within the first two weeks of the semester. **Students cannot work in hands-on, lab situations until this form is on file at RDA.** Students can purchase school time insurance from their home high schools.

Faculty E-mail Addresses

Administrative Staff		
Sherri Yarborough	Director	syarborough@rdanderson.org
Bobby Edwards	Assistant Director	bedwards@rdanderson.org
Elaina Hyatt-Southern	Assistant Director	ehyatt@rdanderson.org
Kerri McAlister	Industrial Relations Coordinator	kmcalister@rdanderson.org
Pam Floyd	Human Resources	pfloyd@rdanderson.org
Cedric Miller	School Counselor	cmiller@rdanderson.org
Jacob Buckley	Career Development Facilitator	jbuckley@rdanderson.org
Nikki Creal	Career Coach	ncreal@rdanderson.org
Melanie Wilkins	Student Services/Receptionist	mwilkins@rdanderson.org
Natalie Montgomery	Administrative Assistant	nmontgomery@rdanderson.org
Instructional Staff		
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Amy Butler	Daily Living Skills	abutler@rdanderson.org
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Maintenance/Custodial		
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Brian Grizzle	Custodial	bgrizzle@rdanderson.org
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Veronica Hill	Custodial	vhill@rdanderson.org
Kevin Murphy	School Resource Officer	kmurphy@rdanderson.org

Field Trips

Instruction at RDA includes field trips to local business, industry and special events, which may extend beyond regular school hours. Students must have parental permission to participate in any of the field trips and any out-of-school activities to be held during the school year.

Student Accidents

Every effort is made to prevent accidents. All accidents occurring in the classroom/shop, no matter how small, should be **immediately reported to your instructor**. Accidents occurring on the RDA campus before or after class should be reported to an administrator.

In the event of an accident, the parent/guardian will be contacted by the administration or the instructor from RDA. RDA reserves the right to call the local Emergency Medical Services (EMS) for assistance or transport students to doctor or hospital. In case of accidents and resulting emergency situations, action may be taken at the discretion of school personnel that are considered necessary for the well-being of the student.

Student Sickness

RDA does not provide the services of a full-time school nurse. In the event a student reports to school sick, and/or becomes sick during class:

- The student should notify the instructor
- The student will be sent to the receptionist
- The parent/guardian will be notified
- The parent/guardian will make arrangements to have the student transported home, to the doctor, or to the hospital
- The student must sign out with the receptionist

Safety Glasses

According to the South Carolina Code 59-1-390 in reference to protective eye devices, **students are required to wear protective eye devices at all times while they are in the shop/lab.** This law **applies to every pupil and teacher in any public school participating in a Career and Technology shop or laboratory** involving use of or exposure to:

- Hot molten metals
- Milling sawing, turning, shaping, cutting, or stamping of any solid materials
- Heat treatment, tempering, or kiln firing of any metal or other materials
- Gas or electric arc welding
- Repair or servicing of any vehicle
- Caustic or explosive materials

Students will become very familiar with this law and its importance to laboratory safety.

1. The wearing of protective eye devices is required during shop/lab activities at RDA.
2. It is the responsibility of the student to be diligent in compliance with the law.
3. An initial pair of protective eyewear will be provided free to all students. Replacement of eye protection due to loss or damage shall be at the student's expense. **The cost of replacement eye protection glasses will be \$2.00.** Parents are requested to impress upon your son/daughter the importance of wearing protective eye devices.

Internet Access Policy

Instruction at RDA may include using the Internet to conduct independent research.

When conducting research on an Internet computer, students must:

- Ask permission of the instructor before using the computer.
- Not attempt to access newsgroups or newsgroup archives through the Internet, **not attempt to access Facebook, Instagram, SnapChat or any internet social gathering site.**
- Not attempt to send e-mail or register their name, home address or telephone number at any location on the Internet.
- Not attempt to use Chat (chat rooms), Instant Messenger, Telnet, Internet Relay or Trumpet Newsreader programs.
- Not attempt to download or save files to the computer hard drive or flash drive without pre-approval by the instructor.
- Not attempt to load any programs on the computer.
- Not insert a flash drive into the computer without pre-approval of the instructor.
- Not attempt to load any file sharing programs on the computer.
- Obtain permission of the instructor before printing "pages" off the Internet.
- Use the Internet session for legitimate educational purposes.

Students should understand that misuse of the Internet is in violation of the rules stated above. Any infractions will result in immediate dismissal from Internet access and possible suspension.

Photographs and Video Policy

RDA takes photographs/videos for the purpose of making promotional displays, brochures, or multimedia presentations. Some of these pictures may be used in newspaper articles, television productions, annuals at the home high school, in web pages, or other publications created by RDA. All releases will be performed in accordance with school policy and privacy laws. As required, only directory type information will be provided. This includes name, school, grade level, teachers, participation in officially recognized activities, etc. Parents must complete the multi-consent form and return within the first two weeks of the semester. Parents or students who have questions or concerns should contact the Director.

Network Code of Conduct and Board Policy R.D. Anderson Applied Technology Center

The RDA computer network has been established to give faculty and staff access to current information resources. It also provides instant communication within the center and throughout the world via the Internet. All network users must be aware of and adhere to the center policies and regulations that address electronic information resources.

Policy

The R.D. Anderson Board supports the use of the Internet to improve learning and teaching through person to person communication, student access to information, research, teacher training, collaboration and dissemination of successful educational practices, methods and materials. The school system's connection to the Internet will provide access to local, national and international sources of information and collaboration. In return for this access, every Internet user within RDA has the responsibility to respect and protect the rights of every other user in the community and on the Internet.

Network users are expected to act responsibly, ethically and legally in accordance with the center's Network Code of Conduct, the mission and purposes of other networks accessed on the Internet and the laws of the states and the United States. The Director will establish and distribute guidelines pertaining to the use of the Internet to students and staff. These guidelines will be distributed through staff and parent/student handbooks.

Network Code of Conduct

Use of the network shall be in support of education and research that is consistent with the mission of the center. Network/Internet use is limited to those students who have received a student handbook which outlines the expectations for computer usage and have a specific educational objective to research.

Users must adhere to the following rules of conduct:

1. Use the network in such a way that your use does not disrupt the networks use by others.
2. Maintain your personal files and data. Modifying or copying files/data of other users without their consent is not permitted.
3. Be ethical and courteous. Defamatory, harassing or obscene mail or discriminatory remarks are not allowed on the network.
4. Treat information created by others as the private property of the creator. Respect copyrights.
5. Use the network to access only educationally relevant material.

6. When accessing information that requires a password, protect your password from others and refrain from using the password of others.
7. Refrain from destroying, modifying or abusing computer hardware or software. "Hacking" the system is not permitted.
8. Refrain from using the network for commercial purposes.
9. Respect the privacy of others.
10. Protect yourself by not giving out personal information such as your last name, home address, phone number, or social security number. The center reserves the right to deny access to any user if it is determined that the user is engaged in unauthorized activity or is violating this code of conduct.

Harassment, Intimidation, and Bullying

Harassment, intimidation, and bullying are prohibited on all school premises, on school buses, at official school bus stops, and at all school-sponsored events. Harassment, intimidation or bullying is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of:

1. Harming a student, physically or emotionally, or damaging the student's property, or placing a student in reasonable fear of personal harm or damage to property; or
2. Insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Consequences for students who engage in harassment, intimidation, or bullying may include, but are not limited to, mandated counseling, in-school suspension, out-of-school suspension, and expulsion from school, based on the severity of the incident.

A school employee, student, or volunteer who witnesses or has reliable information that a student has been subject to harassment, intimidation, or bullying must report the incident to the Administration. All reports, including anonymous reports, or complaints must be investigated promptly and thoroughly by the principal or other appropriate school officials. Reprisals or retaliation against a person who reports an act of harassment, intimidation, or bullying is prohibited. However, persons found to have falsely accused another person of harassment, intimidation, or bullying will be subjected to the consequences specified in the student discipline code of conduct including suspension from school.

Student Discrimination

Students who believe they have been discriminated against based on their sex, disability, socioeconomic situation, or any other reason have the right to appeal to the Administration. The Administration will conduct an investigation of the complaint and render a decision. If the student is not satisfied with the decision of the Director or Assistant Director, the student may appeal to the Assistant Superintendent for Personnel/Operations (Title IX Coordinator) in their home district for issues related to alleged discrimination based on sex, or to the Assistant Superintendent for Student Services (504 Coordinator) in their home district for complaints related to discrimination based on disability or other reasons. If the matter is still unresolved, the student may submit the complaint in writing to the District Superintendent for further consideration. See the names and phone number of these people from each district in the Non-Discrimination Statement.

Sexual Harassment Policy

In accordance with Board Policy, engaging in sexual harassment of students, staff, or visitors, either male or female, on school property or while under the jurisdiction of the school, is considered a violation that is disorderly, disruptive, and/or criminal in nature and may result in disciplinary and/or legal action. The action may include suspension and/or expulsion in certain instances when it occurs while the student is on school property and/or under the jurisdiction of the school or while riding a school bus.

Sexual harassment may be generally defined as unwelcome sexual advances, requests for sexual favors, and written, spoken or physical conduct of a sexual nature. Students who feel they may have been subjected to sexual harassment are encouraged to report the matter to a parent, teacher, guidance counselor, principal, or any other school official with whom the student feels comfortable.

Student Organizations

RDA recognizes student organizations within its bounds. They are:

1. Skills USA
2. FFA (Future Farmers of America)
3. National Technical Honor Society

Visit www.rdanderson.org to find out more information about Student Organizations.

Student Participation in Extra-Curricular Activities

Members of student organizations participating in extra-curricular activities must abide by:

- All guidelines/code of ethics of the student organization
- All rules and regulations of RDA

Students may be considered ineligible for participation in extra-curricular Activities or Career Development Events if the student has:

- Two or more ISS/bus suspensions per semester
- One or more OSS per semester
- Caught using or in possession of any alcoholic beverage or illegal drugs on or off campus
- Implication in the commission of a crime or any incident on or off campus which reflects negatively on RDA

Any exception to this policy will be at the discretion of school administration.

Parent Volunteer Program

Parents are strongly encouraged to be actively involved in the school program by volunteering their services. To help ensure the safety of all students, it is the policy of RDA to conduct background checks with the South Carolina Law Enforcement Division (SLED) on all volunteers.

Grading System

The RDA grading system follows the nine-week grading period in accordance with the home high schools. The system is a school-wide comprehensive system, which evaluates and assesses students on specific skills in each occupational area and on employability skills.

For each nine-week period the student will be evaluated with criteria established by the instructor in the areas of specific skill competencies, projects, tests, homework, and other class/shop activities. ****Also during each nine-week period, students will be evaluated on employability skills.**

Grading Scale (10 point scale)

A – 90-100

B – 80-89

C – 70-79

D – 60-69

F – 59 or less

Semester Grades

Semester grades will be calculated as followed:

1st 9 week average = 45%

2nd 9 week average = 45%

Semester Exam = 10% * unless required otherwise

***Dual Credit Courses – exception to above**

The instructor will follow the grading rules/guidelines as established by the College. Categories and weightings are determined by the college.

Semester Exams

All students must take final exams 1st semester. Students may exempt 2nd semester exams if they meet RDA exam exemption criteria.

Leaving Class/Entering a Class

A student cannot enter a classroom or shop area without a pass and the permission of the program instructor. In the event a student must leave the classroom during instructional time, he/she must have a hall pass in his/her possession.

Work-Based Learning

RDA offers a variety of work-based learning opportunities to students. Programs include:

- **Work-Based Learning Experience** - a cooperative effort among the student, employer, instructor, and school. A training plan is written for each student and the student's mastery of skills in the workplace. What better place to learn than in the real-life world-of-work!
- **Shadowing** - experiences are provided for students to observe the actual work environment and gain valuable exposure to their career fields of interest.
- **Apprenticeships** - allow selected students an opportunity to begin training under the guidance of a business sponsor. This training begins while in high school and continues after graduation with students attending technical college and refining specific job skills in the workplace.
- **Internships** - provided during the summer months for Automotive Technology students who have been accepted into the AYES (Automotive Youth Education System) program and Machine Tool III/IV students who meet requirements.

Dual Credit with Technical Colleges

RDA offers dual credit courses in cooperation with Spartanburg Community College. Dual credit is earned when a student receives both high school and college credit at the same time. **Take advantage of the opportunity to earn College credit while you are still in high school.** The fee for dual credit enrollment is **\$15 per credit hour** that must be paid to receive credit with Spartanburg Community College.

Completing a Program of Study

Students who wish to complete the following programs are “REQUIRED” to earn the prerequisite grade and the Level 1 credit in the 10th grade:

Commercial Graphics
Fire Fighter
Machine Tool
Welding
Health Science/Nursing Assisting/Clinical Studies

Student Recognition

In keeping with the beliefs of RDA, positive attitude, academic achievement, skill attainment, and strong work ethics are the key ingredients to successful performance. These beliefs recognize each student as a valued individual with the opportunity to earn recognition for his/her demonstration of professionalism through the RDA recognition program.

Student of the Month: Each instructor will select a Student of the Month beginning in September and continuing through April. This award will be based on the student’s achievement in the instructor’s program. The students’ names will be announced over the school PA system, and their name will be mounted on display boards located near their programs area, and the student will receive a free school T-Shirt.

Honors Ceremony: is held during the last month of school annually. Awards given include:

1. Outstanding Student Awards
2. Director’s Awards
3. Scholarship Awards
4. Honor Student Awards
5. Most Employable
6. Work-based Learning Student of Year
7. The K. O. Couch Leadership Award

Outstanding Student Award: is presented to the overall outstanding student in each program. (Selected by the Instructor. Only one outstanding student per instructor.)

Director’s Award: is presented to selected students who have improved the most in their program while at this school (Submitted by the Instructor, selected by the Director.)

Perfect Attendance Awards: are presented for one-year and two-year perfect attendance. To be eligible, a student must attend RDA for **both semesters** of the school year (Verified by the Guidance Department.)

Scholarship Awards: are presented to those students pursuing post-secondary training within their respective trade area. (Submitted by Instructor, selected by the Scholarship Committee.)

Honor Students: Students are recognized with plaques if they **1)** are a “completer, **2)** have a 90 or higher average in their course of study at RDA, and **3)** meet attendance regulations.

Each instructor must recommend those students who meet the above criteria. (Will be verified by the Guidance Department.)

Most Employable: Student should be a completer in the program. Student employability rating/records will be used to determine winner. (One winner from each instructor)

Work-Based Learning Student of the Year Award: This award is given to a student who exemplifies the application of academic learning to real life, real work, and real world situations within the business/industry environment. The student who receives this award defines career ready characteristics, showing evidence of work-based learning influence on his or her career goal and future aspirations. (Selected by Instructor – must be a completer of the program who had WBL during the current school year) One student per program area. (The RDA student with the highest GPA and ratings will also be nominated as our School winner to OCTE for consideration for the State award.)

The K. O. Couch Leadership Award: rings are presented to one female senior and one male senior who have completed at least four units at RDA. Recipients will be selected from the “Outstanding Student” winners and selected by a committee of business and industry personnel. The Outstanding Student will have to complete a K.O. Couch Packet to be considered and they must be a Senior. This award is based on outstanding performance in school related activities, leadership, and citizenship.

Transportation

Spartanburg County Districts 4, 5, and 6 provide bus transportation between RDA and the home high schools. All students are encouraged to ride the school bus for safety, economic, and environmental reasons.

Any parent may transport their child to and/or from RDA if they prefer to do so.

The RDA Board of Trustees has approved the use of private vehicles for traveling between the center and each of the high schools. Rules have been adopted for student transportation as outlined in this document. RDA administration will oversee and enforce these rules.

Student election to drive and or ride in a private vehicle and the requirement of a permit to do so for supervisory purposes does not imply that RDA encourages the use of private vehicles nor is liable for any possible accidents that might occur during the use of same.

- **Woodruff** – All students are assigned bus transportation and must ride the bus to and from RDA.
- **Byrnes** – Students are assigned bus transportation or may elect to drive/ride in a private vehicle on a daily basis with proper documentation and credentials.
- **Dorman** – Students are assigned bus transportation or may elect to drive/ride in a private vehicle on a daily basis with proper documentation and credentials.

Riding/Driving in a Personal Vehicle to RDA

Violations of the following rules will result in consequences ranging from written warnings, probation, and the loss of private vehicle privileges temporarily or permanently depending on the frequency and severity of violations. When permits are suspended, students are assigned to the bus for transportation to and from RDA

unless the parent/guardian is available to drive them. Students who continue to drive or ride in a private vehicle when permits are suspended will be subject to disciplinary action in addition to an extension of permit suspension.

Procedures

1. Student must purchase a parking permit from their home high school. (BHS or DHS)
2. Bring your parking permit (hangtag) from your home high school with your completed RDA application to Mrs. Wilkins for verification and apply for and purchase a Driving/Riding Permit.
3. Once approved, your RDA student ID will indicate that you are a Rider or Driver. Your student ID must be worn at all times. Rider/Driver permits will be checked at random. **Students who lose their ID will be subject to \$5 charge for replacement.**
4. Display home high school hangtag on mirror facing outward. If more than one vehicle will be driven, a hangtag is not required for each vehicle; however the **hangtag must always be displayed in any vehicle driven to RDA.**
5. No passengers on motorcycles or in bed of pickups.
6. No stopping between your home high school and RDA.
7. Abide by all State and Local Traffic Laws and drive in a safe and courteous manner. Maximum speed limit on campus is 15 mph.
8. Report to class immediately upon arrival. No loitering in student parking area. Once on campus, students may not leave campus unless they sign out with the receptionist in the front office.
9. Place trash, food, drinks, etc. in the trash receptacles or leave in vehicle.
10. Loud music is not allowed anywhere on campus.
11. Any mud falling off a vehicle must be cleaned up by the driver.
12. Abide by School Discipline Codes and by State and District Policies concerning tobacco, drugs, and alcohol.
13. Park vehicle in assigned parking area.
14. All vehicles are subject to search before entering the gated area behind the school.
15. Arrive to RDA and park in time to be in class before the bell rings. Students who arrive on campus after the bell rings as well as those walking to the building or in hallway when bell rings must report to the receptionist in the front office for tardy pass to class.
16. Accept consequences for excessive Unexcused Tardies. (examples: vehicle mechanical failure, stopping for gas, oversleeping, traffic delays, waiting for driver to arrive)
17. Walk at all times from parking area to building and vice versa.

NOTE: AFTER THE 4th TARDY, RIDING/DRIVING PRIVILEGES WILL BE SUSPENDED FOR 5 DAYS. AFTER THE 5th TARDY, RIDING/DRIVING PRIVILEGES WILL BE SUSPENDED FOR 10 DAYS. A 6th TARDY WILL RESULT IN LOSS OF RIDING/DRIVING PRIVILEGES FOR THE REMAINDER OF THE SEMESTER.

Early Dismissal/Special Circumstances

Students may drive or ride in a private vehicle with a special one-day pass issued in advance for a specific purpose. Students may obtain a temporary riding or driving permit for a valid reason. (example: early dismissal, late arrival for doctor, dentist appointment, court appointment)

Emergency Situations

If there is an emergency and you do not have enough time to obtain a temporary permit from RDA, the student's parent/guardian must contact the home high school to obtain permission **BEFORE** the student drives or rides to RDA. The home high school will contact RDA granting the permission to ride/drive in an emergency.

School Bus Regulations

All students have the privilege to ride the school buses to and from RDA to their home high schools. Buses are operated under the State Department of Education transportation laws, which give the District Board of Trustees in this state power to authorize school administrators to suspend or expel pupils from riding a school bus for misconduct on the bus. The state law also states that the school bus driver shall be responsible for the conduct of the passengers while riding the school bus under his/her control, and that the driver shall report to the school authorities to or from which the students are transported, any offense committed by the students.

RDA administrators will follow each district's Bus Discipline Policy in handling incidents reported to the Center.

Student Loading / Unloading Procedures

Parents/Guardians who bring or pick up students at RDA are asked to unload/load students in the student parking lot or front circle.

Bus Loading/Unloading

All buses will load and unload at the designated bus loop. Students must report to the bus loop at the appropriate times in order to load the bus and return to home high schools.

Private Vehicle Rules and Regulations

Driving / Riding Violation

No Student ID

Speeding /
Reckless Driving

Consequence

After 3 consecutive days without a Student ID, a replacement must be purchased at a cost of \$5.

1st Offense: Permit Revoked
for 5 days
2nd Offense: Permit revoked
for remainder of semester

NOTE: If a student receives a discipline referral and is to be assigned ISS, School Administrators may suspend or revoke the student's Driving/Riding Privileges in place of the In School Suspension.

NOTE: Any vehicle on the RDA premises is subject to be searched. SC Code of laws (Act 373 of 1994)

*When a student's Riding/Driving Permit is suspended or revoked, the student is not allowed to ride to or from RDA with another RDA student. The student must ride the bus or be transported by a parent/guardian or approved designee. Upon arrival and departure to RDA the student must report to an administrator before proceeding to class or boarding the bus or parent vehicle.

Appearance/Dress Code

Students, in preparation for entry into the workplace, should dress in a manner which projects a positive and professional image. All clothing should be professional, appropriate for the work environment, and non-distracting for the educational setting.

1. Hair should be clean, well groomed, and free of curlers. **NOTE:** Cosmetology students may wear curlers at the discretion of the Instructor(s)
2. Hats, caps, scarves may be worn at teacher discretion.
3. Hats must be worn as designed, straight on head, not turned around or tilted.
4. Hoods must be removed once the student enters the building.
5. Sunglasses are not permitted unless medically necessary.
6. Coveralls, overalls, aprons, smocks, or specific attire may be specified in individual course policies.
7. Appropriate footwear, as determined by the instructor, must be worn at all times. Note: Bedroom Shoes are not permitted on campus.
8. Wearing apparel **SHOULD BE:**
 - Safe and modest
 - Clean, neat, fit appropriately, and worn as it is designed to be worn
 - Worn to cover all undergarments
 - Worn at the proper waistline
 - Void of splits, tears, or openings to expose the body or undergarments
 - Fingertip or mid-thigh length for shorts, skirts, and dresses.
9. Wearing apparel **SHOULD NOT:**
 - Be Unsafe, unhealthy
 - Promote or publicize alcohol, tobacco, illegal drugs
 - Promote gang activity
 - Display symbols, slogans, buttons, flags, pins, patches or designs that disrupt the educational process
10. Any clothing item deemed professionally offensive, unsafe for the work environment, or disruptive to the educational process will result in the removal of the student from class until appropriate garments can be obtained.

RDA Discipline

The Mission of RDA provides that **ALL** students have an opportunity to develop skills and work ethics necessary to be successful. In order for each student to be afforded these opportunities, mature and responsible behavior and the maintenance of a safe working environment are required. Students must refrain from “horseplay”, pranks, or disruptive behavior at all times.

School wide conduct rules have been established. In addition, each instructor will post a set of classroom rules and consequences associated with their rules. The seriousness of each case will be evaluated by an Assistant Director. Incidents will be dealt with in a timely manner. Each incident will be resolved in accordance with the discipline policies at each home high school. The administration will always reserve the right to make adjustments as necessary.

Cheating on Tests or Assignments

All incidents are handled by the teacher, given zero for the assignment, reprimand by the teacher, parents notified, and incident documented.

Dual Suspension

If the student is suspended from RDA or from their home high school, the student shall be suspended from both the home high school **and** RDA.

School-Wide Classroom Rules

1. Be on time to class.

You are considered tardy if you are not in the classroom by the time the tardy bell begins to ring.

2. Show respect for your teacher and for your classmates.

Disrespectful language, gestures, or attitudes will not be tolerated at RDA. If you are perceived as being disrespectful by a teacher, you have violated this rule.

3. Do not interfere in any way with the learning taking place in the classroom.

Talking, making unnecessary noises, being out of your seat without permission, are all deterrents to learning.

4. Follow directions the first time given.

You should obey directions asked of you by a teacher promptly and without any hesitation.

5. Come to class prepared with all necessary materials.

Electronic Device Policy

RDA's wireless network will be available to students ONLY on RDA issued devices.

Students are allowed the privilege of limited use of personal electronic devices on RDA property in a manner that does not interfere with the learning, safety, and well-being of students and staff. Students may possess and use personal electronic devices while at RDA or school-sponsored events as follows:

- The device remains silent and is not in use during instructional time or during testing. (unless permission was given by the instructor)
- Teachers and school administration, at their discretion, may allow students to use personal electronic devices for instructional and educational purposes.
- Students may use personal electronic devices in authorized areas of the school prior to and after the instructional day, and during other non-instructional times. (example: break between class change)
- Devices may not be used to cause a disruption in the educational process and/or be used for unethical or illegal purposes.
- Devices should not be used to: cheat on assignments, and/or tests, harass or bully others; take and distribute unauthorized photographs or recordings of other people. Students who participate in this type of action may face criminal prosecution and may lose the privilege to carry a device.

- Devices are not permitted to be on, used, or visible in any area where students or staff have an expectation of privacy, including but not limited to, restrooms, dressing rooms, school offices, or in any other areas of any school property where use is not expressly authorized.
- Devices shall not be used to capture, record, transmit, or receive any images or audio of any student or employee without **prior notice** and consent from that student or employee.
- Students are prohibited from using personal electronic devices to access, view, download, upload, share, transmit, or receive any obscene, pornographic, threatening, harassing, or other inappropriate material via the internet, email, text, or instant message.
- Students will assume all responsibility and risks relating to their possession and use of their personal electronic devices, including any and all data and content at all times. RDA employees will not be responsible to store, support, safeguard or troubleshoot any student-owned personal electronic devices.
- RDA instructors, administrators shall not be responsible or liable for the theft, loss, data loss, damage, destruction, misuse or vandalism of any student-owned personal electronic device brought onto school property.

Students who interrupt the educational process through the use of these devices, who possess or use these devices without authorization, or who use these devices for any purpose or in any manner that violates school or district policies, may be subject to disciplinary action in accordance with the student discipline code, including but not limited to, confiscation of the device and loss of the student’s privilege to possess and use such devices on school property.

Any confiscated device may be subject to search if there is a reasonable suspicion that the student was using the device for any unethical or illegal purpose. Additionally, any student who uses one of these devices for any unethical and/or illegal purpose may be subject to referral to law enforcement and criminal prosecution, and the confiscated device may be turned over to law enforcement authorities.

When a device is confiscated and held in the possession of school officials, it will be returned to the student, or if the student is a minor, to the student’s parent/guardian, at a reasonable time determined by Administration.

Nondiscrimination Statement

R.D. Anderson Applied Technology Center does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap in admission to, access to, treatment in or employment in its programs and activities.

The following persons have been designated to handle inquiries regarding discrimination policies: **Title VI, VII, and IX Coordinators**: **Ms. Britt McKinney, District 4**, 118 McEdco Road, Woodruff, SC, 29388, Telephone: 864-476-3186; **Dr. Scott Turner, District 5**, PO Box 307, 100 North Danzler Road, Duncan, SC 29334, Telephone: 864-949-2350; **Dr. Gregory Cantrell, District 6**, 1390 Cavalier Way, Roebuck, SC 29376, Telephone: 864-576-4212;

504, ADA Coordinators are: **Ms. Mary Johnson, District 4**, 118 McEdco Road, Woodruff, SC 29388, Telephone: 864-476-3186; **Cathy Boshamer, District 5**, PO Box 307, 100 North Danzler Road, Duncan, SC 29334, Telephone: 864-949-2350; **Dr. Alan Eggert, District 6**, 1390 Cavalier Way, Roebuck, SC 29376, Telephone: 864-576-4212;

Política de No Discriminación

El Centro de Tecnología Aplicada, R.D. Anderson no discrimina con base en raza, color, religión, nacionalidad, sexo, edad o habilidad física, para admitir, acceder o tratar asuntos relacionados estos programas y actividades; así como para empleo.

Las siguientes personas han sido designadas para atender quejas o preguntas relacionadas con las políticas de discriminación.

Coordinadores para los Titulos VI, VII, y IX: Ms. Britt McKinney, District 4, 118 McEdco Road, Woodruff, SC, 29388, Teléfono: 864-476-3186; Dr. Scott Turner, District 5, PO Box 307, 100 North Danzler Road, Duncan, SC 29334, Teléfono: 864-949-2350; Dr. Gregory Cantrell, District 6, 1390 Cavalier Way, Roebuck, SC 29376, Teléfono: 864-576-4212;

Coordinadores para 504, ADA: Ms. Mary Johnson, District 4, 118 McEdco Road, Woodruff, SC 29388, Teléfono: 864-476-3186; Cathy Boshamer, District 5, PO Box 307, 100 North Danzler Road, Duncan, SC 29334, Teléfono: 864-949-2350; Dr. Allen Eggert, District 6, 1390 Cavalier Way, Roebuck, SC 29376, Teléfono: 864-576-4212;

Profile of the South Carolina Graduate



World Class Knowledge

- Rigorous standards in language arts and math for career and college readiness
- Multiple languages, science, technology, engineering, mathematics (STEM), arts and social sciences

World Class Skills

- Creativity and innovation
- Critical thinking and problem solving
- Collaboration and teamwork
- Communication, information, media and technology
- Knowing how to learn

Life and Career Characteristics

- Integrity
- Self-direction
- Global perspective
- Perseverance
- Work ethic
- Interpersonal skills

Approved by SCASA Superintendents' Roundtable, SC Chamber of Commerce, State Board of Education, and Education Oversight Committee.