



Charter School

2018-2019 STUDENT HANDBOOK

Every child should taste success. No child deserves to fail.

Approved by the RLOA Board:

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Dr. Karen Wicks, Executive Director

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Mrs. Amy Kaufman, Director of Elementary

Mrs. Lauren Traynham, Director of High School

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Mrs. Joyce Dalton, Director of Title I/III/VI

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Ms. Cindy Moore, IT Coordinator

Mrs. Amanda Gunderson, Literacy Coach

Mrs. Dorothy Ratliff, Math Coach

Mr. Gregg Dixon, PBL Coach

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OVERVIEW

The Royal Live Oaks Academy of the Arts & Sciences Charter School is authorized by the South Carolina Department of Education through the Charter Institute at Erskine College. Royal Live Oaks Academy of Arts & Sciences Public Charter School does not discriminate on the basis of race, gender, disability, age, religion, immigrant status, or national origin in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For questions pertaining to:

1. Special Education contact: Shalonda Toomer
2. Federal Programs, Title I,III, VI contact: Joyce Dalton
3. 504 Plan, Guidance contact: Precious Barr

Each of the above persons may be reached, as follows: 1398 Church Rd., PO Box 528, Hardeeville SC 29927, 843-784-2630 (Phone), 843-784-2623 (Fax)

This Student Handbook has been designed to assist students in understanding expectations for their conduct. RLOA subscribes to the Responsive Classroom approach to behavior.

RLOA students will participate in determining “logical consequences” for infractions based on the level of misbehavior, using the principles of discipline outlined in *Rules in School: Teaching Discipline in the Responsive Classroom* (Kathryn Brady, Mary Beth Forton, and Deborah Porter). The goal is that children will *develop self-control, begin to understand what socially responsible behavior is, and come to value such behavior. This approach to discipline does not rely on punishment or rewards to ‘get students to behave.’ Neither does it ignore behavior that is detrimental to the child or to the group. Rather, this approach offers clear expectations for behavior and actively teaches children how to live up to those expectations.* Parents may find it helpful to purchase *Rules in School* to provide them with a more detailed understanding of the RLOA discipline philosophy.

OUR HISTORY

Royal Live Oaks Academy of the Arts & Sciences Charter School:

The Royal Live Oaks Academy of the Arts & Sciences Charter School (RLOA) opened its doors on August 20, 2012. The majority of its student population came from the Jasper County School District, with a small number of students from Beaufort County and private schools. More than ninety percent of the student population qualifies for free and/or reduced lunch. RLOA has demonstrated that students have made gains from their previous environments, even though our students still need consistent modifications and individualized instruction to make major gains.

In order to increase the successful participation of low-income students and to build a college-seeking culture, RLOA is providing an engaged learning environment that prepares students for the twenty-first century global economy.

In accordance with the South Carolina Charter School Act of 2005, RLOA's focus is to improve student learning, increase opportunities for students, encourage the use of a variety of productive teaching methods, establish new forms of accountability, create new professional opportunities for teachers, and lead South Carolina in reaching academic excellence.

The educational program of RLOA is designed to address the individual needs of every student and serve children's diverse learning styles within a small school environment of shared core values. Our school culture fosters academic pride, positive peer support, and a sense of personal responsibility among students, parents, teachers, staff, and other community members. RLOA provides a positive learning environment in which children can grow to their full potential. The integration of the arts throughout a project-based curriculum provides students with natural avenues to utilize their strengths in the service of the areas in which they need to grow. We incorporate a STEM (science, technology, engineering, and math) focus to provide our students with the training they need to function in the modern economy. Arts integration and project-based learning fit perfectly into this program.

As of July 1, 2018, Royal Live Oaks Academy is authorized by the Charter Institute at Erskine.

RLOA is a tuition-free, public charter school, and enrollment is open to any child in South Carolina.

GENERAL INFORMATION

Cancellations and Emergency Closings - When school is closed or canceled due to inclement weather or emergency situations, an official announcement will be issued through Blackboard Connect and/or the news media. Parents should monitor phone calls/messages and/or local media outlets to determine if school has been canceled or closed early.

Change of Address/Telephone Number - Please notify the school immediately if you have a change of mailing address, email address or telephone number (home, work, mobile).

Communication with RLOA - If you have a question concerning your child, please follow the chain of command below:

1. Teachers
2. Grade Level Directors
3. Chief Academic Officer
4. Executive Director
5. RLOACS Board of Education

The majority of questions can be addressed at the school level. If further assistance is needed, contact the appropriate individual at the school office by calling (843)784-2630.

Human Rights Statement - RLOACS is committed to maintaining an environment that promotes a positive school climate. Any behavior, verbal or physical, that stigmatizes or victimizes an individual on the basis of race, ethnicity, religion, sex, sexual orientation, gender identity, creed, national origin, ancestry, age, marital status, disability or genetic information is considered inappropriate. Behavior that involves an expressed or implied threat to an individual's academic efforts, employment, and participation in school sponsored extracurricular activities or personal safety will not be tolerated. Any violation of human rights should be reported to an administrator.

Parent-Teacher Conferences - Parent-teacher conferences are held according to the school calendar for students in grades K-12. Parents are encouraged to attend a conference with their child's teacher(s) during parent-teacher conferences. Additional individual conferences may be held to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child's teacher should contact the teacher to schedule an appointment.

PowerSchool - PowerSchool is a web-based student information system that allows educators, parents and students to share information. PowerSchool allows parent access to their student's

grades online anytime. For information on how to set up your free PowerSchool account, please contact the PowerSchool Administrator/Registrar. Privacy and security are our highest priority.

Reporting Concerns Regarding School - Safety Students, parents and staff members are highly encouraged to report all dangerous and potentially dangerous situations and or events directly to an administrator or to the school security officer. Such situations include, but are not limited to: threats, harassment, bullying, acts of violence, drug activity, or the possession of weapons on school property.

Tobacco-Free Policy - Students, staff members and visitors are prohibited from possessing or using tobacco, tobacco products, and smoking-related products (including but not limited to e-cigarettes) in accordance with RLOACS Board policy. This includes, but is not limited to, all school buildings, on or about school grounds, on school buses, and at all RLOACS activities. No student may leave the school campus during the school day to engage in the activities prohibited by this paragraph.

Visitors to the Building - Parents/guardians are welcome to visit to the school. When planning to visit, please contact the office at least one day in advance so the grade-level administrator can set a schedule. The administrator has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property may be subject to arrest or other legal action. Please note that the exterior doors are locked during the school day. Visitors must enter the building using the front doors and report to the office for a name tag. Friends of students may not be brought to school as visitors. Unruly or disruptive conduct by visitors which interfere with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions. In most cases, parents/guardians are allowed to visit school and eat lunch with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Parents/guardians planning to eat lunch with their child should notify the school office one day in advance. Bringing in outside restaurant food is strongly discouraged. Due to allergies, asthma and other health related concerns, animals of any kind are not permitted on school property, except for approved service animals.

Volunteering/Chaperoning at RLOACS - Volunteers make valuable contributions to our school. In order to keep students safe, we screen all volunteers and chaperones by doing a background check with SLED. If you would like information about volunteering in our schools, please see the main office and request a volunteer/chaperone application.

Attendance and Absences - RLOACS is committed to the philosophy that every student should attend every class, every period, every day. Daily attendance and promptness are expected in all classes and are essential for success in school. Since attendance represents a critical component

in the overall success of each student, when a student's absenteeism is excessive, the school will send a letter to the student's parents/guardians which sets out the total number of student absences and the importance of school attendance. If the student's attendance does not improve, the school will take additional steps to ensure the parent/guardian is aware of the student's poor attendance.

Attendance Guidelines

1. **Daily Absence Reporting**

- Parents/guardians should notify the school by telephone each day a student is absent. If the parent/guardian fails to notify the school, the school will attempt to contact the parent/guardian.
- Parents/guardians may be required to submit supporting documentation in order to excuse the absence of their student if student absenteeism is excessive. For example, in order for the absence to be excused, parents/guardians may be asked to submit written notification from a licensed physician stating the reasons why a student is unable to attend school.

2. **School Activities:** Students represent their schools in a variety of athletic and academic activities. When a student serves as an authorized representative of his/her school, the student is not considered absent (except in summer school). Students who choose to participate in extracurricular activities are to make-up all assignments missed when classes are missed. Students must attend school on the day of an extracurricular activity in order to be eligible for participation.

3. **Tardiness:** A student is tardy if he/she is not present at the start of class. A student arriving ten minutes late for class without proper authorization is considered truant. A student arriving late to school must report to the office for a tardy pass to his/her first class. Students, who are frequently tardy, either at the beginning of the day or to classes during the day, will be subject to disciplinary measures.

4. **Upon arrival to school grounds:** Once arriving at school, students must remain on school grounds and in the building until dismissal.

Counseling Services - RLOACS Counseling and Guidance program implements a comprehensive counseling and guidance program that supports the academic, career, and personal/social development of 21st Century learners. A Licensed Professional Counselor is available for mental health issues children may have.

The following program components, as delineated by RLOACS and ASCA (American School Counseling Association), organize the work of Professional School Counselors into direct and indirect services to collaborate with students, parents, and staff members. Direct services include counseling and guidance curriculum, individual planning and responsive services, all of which

support 21st Century learning. Indirect services include system support of the guidance program, as well as the Building School Improvement Plan.

- Guidance curriculum supports academic, career, and personal/social development through classroom and group activities.
- Individual plan includes counseling activities that assist students to plan, monitor and manage their own 21st Century learning.
- Responsive services include counseling or referral activities to meet the immediate needs and concerns of students.
- System support includes indirect guidance services that manage and promote the academic developmental needs of students.

Emergency Drills - Students will be informed of the appropriate action to take in an emergency. Drills for fire, weather, and other emergencies shall be conducted each school year in accordance with the requirements of counties, municipalities, or fire protection districts in which school buildings are located. Each school will conduct at least one fire drill per month, one earthquake drill per year, and two tornado drills per year (one per semester).

Field Trips - All field trips will be taken as extensions of classroom learning activities. Supervision is the responsibility of certified staff member(s) sponsoring the activity. RLOACS will only endorse field trips that are directly related to the instructional program and designated as a segment of the division or grade level ongoing curriculum program. Considerations regarding participation will be given to students with disabilities. The disciplinary rules pertaining to students on the school campus also pertain to students during school field trips. Students who engage in inappropriate behavior on field trips may be required to be escorted by a parent/guardian for future field trips or may be subject to loss of field trip privileges. Final approval for Field Trips will be determined by the Executive Director.

Medication Policy – Parents are to provide the School Nurse with students’ medications and discuss any special concerns with her..

EXPECTATIONS

Students at Royal Live Oaks Academy of the Arts & Sciences Charter School (RLOA) are expected to develop in the following areas:

1. Respect
2. Honesty
3. Cooperation
4. Good Citizenship
5. Responsibility
6. Self-Discipline
7. Caring
8. Kindness
9. Fairness
10. Dependability

RLOA SCHOOL NORMS

- Be Present
- Collaborate with a Growth Mindset
- Foster a Safe Environment
- Be Mindful of Communication

To that end, students will participate in the creation and maintenance of classroom procedures that promote the norms of RLOA. As RLOA students, they represent the vision of the school to **create and sustain a cohesive community**, not just within their classrooms and on the school campus, but beyond its walls to include the larger community.

To that end, all students are **required** to complete *at least 20 hours per school year of community service*. Community service forms are available in the office. The purpose of community service is that students learn to identify problems that they can help solve, as well as that they understand the value of good citizenship.

STUDENT BEHAVIOR CODE

The Royal Live Oaks Charter School Board expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. This requirement refers to their actions toward other students and teachers, their language, their dress and their manners. The Board believes self-discipline is an interpersonal goal of public education.

RLOA School Board Policy. Students have a responsibility to know and respect the policies, rules and regulations of the school. Violations of such policies, rules and regulations will result in disciplinary actions. The Board directs students to Royal Live Oaks' Behavior Code set forth in this policy. The Board authorizes its school authorities to employ probation and suspension and to recommend expulsion, if necessary, to enforce this policy.

It is the philosophy of RLOA to handle all student disciplinary matters at the lowest supervisory level possible and in the most reasonable manner possible. Disciplinary action will be taken in accordance with appropriate procedural rights being afforded to students and their parents/ guardians as provided by state law, State Board of Education regulation, and/or the policies of Royal Live Oaks.

The Board and the administrators offer the following listing of offenses and the required or recommended dispositions for the information of students, parents/legal guardians and school personnel.

Application of this Policy. The following rules regarding student conduct are in effect during the following times and in the following places:

- On the school grounds during, and immediately before or immediately after, school hours;
- On the school grounds at any other time when the school is being used by a school group;
- Off the school grounds at a school activity, function or event;
- En route to and from school or a school activity on a charter bus or other school vehicle;
- At any time or in any place that impacts the school's ability to maintain order and discipline at the school.

Student Conduct Away from School Grounds or School Activities. The Board expects administrators to take appropriate action when information becomes available about student misconduct away from school grounds or school activities that may have a direct and detrimental effect on or seriously threaten the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the school. When assessing the impact of out-of-school behavior on a school, the Executive Director should take into consideration the seriousness of the alleged out-of-school offense and the protection of students, faculty, staff and administrators from the effects of violence, drugs and/or disruptions.

Administrators are directed to evaluate each situation on a case-by-case basis. At a minimum, administrators should meet with the student upon his/her arrival at school, give the student notice of the concerns based on the reported out-of-school behavior and allow the student an opportunity to present his/her side of the story. Based upon all of the circumstances, including a finding that the alleged conduct will have a direct and immediate effect on the school or threatens the discipline, educational environment, safety or general welfare of students, faculty, staff and/or administrators of the school, the administration may either permit the student to attend classes as usual or may take appropriate disciplinary action including, but not limited to, in-school suspension or out-of-school suspension in order to conduct an investigation into the matter. The parents/legal guardians of students will be notified of any action taken by the administration and offered the opportunity for a conference with the administration.

In the event the student is incarcerated based on his/her out-of-school conduct, the Executive Director or her designee will notify the student that he/she is to meet with the Executive Director prior to returning to school.

At the conclusion of the inquiries to obtain more information on the matter, the Executive Director or her designee will take appropriate action which may include, but is not limited to, one or more of the following:

- returning the student to his/her normal class schedule and removing all evidence of suspension;
- placing the student on probation and allowing the student to resume his/her normal class schedule;
- placing the student on probation, allowing the student to continue class work, but restricting the student's participation in extracurricular activities and/or designated school activities, for example, clubs, study halls, pep rallies, student government activities and so forth;
- suspending the student;
- recommending expulsion of the student for the remainder of the year.

The disciplinary action taken must be supported by the evidence and take into full consideration the impact of the student's presence at school on the discipline, educational environment and safety or general welfare of other students, faculty, staff and/or administrators of the school.

LEVELS OF OFFENSES

Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion. The following is a general listing of offenses and the required or recommended disciplinary actions which should be taken as a result of such offenses being committed.

Disorderly Conduct - Level I. Disorderly conduct is defined as any activity in which a student engages that tends to impede orderly classroom procedures or instructional activities, orderly operation of the school or the frequency or seriousness of which disturbs the classroom or school.

Acts of disorderly conduct may include, but are not limited to, the following:

- classroom tardiness;
- cheating on examinations or classroom assignments;
- lying;
- blackmail of other students or school personnel;
- acting in a manner so as to interfere with the instructional process;
- abusive language between or among students, to include profane language;
- failure to complete assignments or carry out directions;
- use of forged notes or excuses;
- cutting class;
- possession or use of a paging device or electronic device in violation of RLOA policy;
- school tardiness/truancy;
- use of obscene or profane language or gestures;

- other disorderly act as determined at the school level, which are not inconsistent with Board policy.

The administration may apply sanctions in cases of disorderly conduct which may include, but are not limited to, the following:

- verbal reprimand;
- withdrawal of privileges (*a privilege, as defined by the Board, is a student's opportunity to participate in any function of the school beyond attending class and participating in the school's food service*);
- detention;
- out of school suspension;
- other sanctions approved by the Board or administration.

Disruptive Conduct - Level II. Disruptive conduct is defined as those activities engaged in by student(s) which are directed against persons or property and the consequences of which tend to endanger the health or safety of themselves or others in the school. Some instances of disruptive conduct may overlap certain criminal offenses, justifying both administrative sanctions and court proceedings.

Administration may reclassify disorderly conduct (Level I) as disruptive conduct (Level II) if the student engages in the activity three or more times.

Acts of disruptive conduct may include, but are not limited to, the following:

- fighting;
- vandalism (minor);
- stealing;
- use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, and other similar devices or materials;
- threats against others;
- trespass;
- abusive language to staff, to include profane language;
- other disruptive acts which interfere with the educational process;
- refusal to obey school personnel or agents (such as volunteer staff or volunteers) whose responsibilities include supervision of students;
- possession or use of unauthorized substances, including tobacco and tobacco products, non-prescription drugs, "look-alike" drugs, and drug paraphernalia, including rolling papers;
- illegally occupying or blocking in any way school property with the intent to deprive others of its use;
- inappropriate verbal or physical conduct of a sexual nature;
- misuse of RLOA technology resources;
- gambling on school property;
- unlawful assembly;
- disrupting lawful assembly;
- harassment, intimidation or bullying;
- intimidating, threatening, or physically abusing another student;

- any other acts as determined at the school level that are not consistent with Board policy.

Administration may apply sanctions in cases of disruptive conduct which may include, but are not limited to, the following:

- withdrawal of privileges (see definition under **Disorderly Conduct - Level I**);
- temporary removal from class;
- out-of-school suspension;
- referral to outside agency;
- expulsion;
- restitution of property and damages, where appropriate, should be sought by local school authorities;
- other sanctions as approved by the Board of administration.

Criminal Conduct - Level III. Criminal conduct is defined as those activities engaged in by students (whether or not they result in criminal charges) that result in violence to themselves or to another's person or property or which pose a direct and serious threat to the safety of themselves or others in the school. These activities usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and/or action by the Board.

Whenever a student is engaging or has engaged in activities including, but not limited to, one of the acts specified below, while on school property or at a school sanctioned or sponsored activity which the Executive Director or her designee has reason to believe may result, or has resulted, in injury or serious threat of injury to a person or to his/her property, the Executive Director or her designee is required to notify law enforcement officials. Acts for which the Executive Director must recommend students for expulsion include, but are not limited to, the following:

- bomb threat;
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device, or any other type of device or object which may be used to inflict bodily injury or death;
- sexual offenses (which include sexual acts that do not result in a criminal offense);
- arson;
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§44-53-110 through 44-53-270;
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family;
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight upon another person will not be tolerated. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.).

Additional acts for which the Executive Director may recommend students for expulsion include, but are not limited to, the following:

- vandalism (major);
- theft, possession or sale of stolen property;
- possession, use, or transfer of "look-a-like" weapons;
- assault and battery;
- extortion;
- any other acts as determined by the Board.

Royal Live Oaks Academy Discipline with Dignity

Discipline with Dignity

Discipline with Dignity is our focus to improve the culture on our campus. Discipline with Dignity establishes classroom and campus discipline through dignity and respect. It is a positive motivator for children to adopt new behaviors. Important aspects to note in regard to “Discipline with Dignity” will be the use of mindfulness, CHAMPS, and Restorative Discipline.

At Royal Live Oaks Academy, we understand that young people make mistakes, and it is the school’s role to support their socio-emotional growth as well as their academic growth. When our young people make mistakes, our goal is to create opportunities for them to take accountability for their actions and correct their mistakes. We are committed to engaging in the kind of discipline that is rooted in learning and teaches appropriate conduct consistent with school values.

As a staff we will make every effort to keep every student in the classroom and in school. When disruptive behaviors occur, we will attempt to address them in a restorative manner focused on needs, accountability, and addressing root causes. When someone in our school community is harmed, we are committed to creating space to bring together all those affected to collaboratively address needs and responsibilities, and come up with a plan to repair harm.

We understand that our young people often experience conditions in their homes and communities that are traumatizing and that may impact their behavior at school. Our staff will work to connect every student to services and caring adults in order to ensure that such students are supported in every way possible.

CONSEQUENCE MATRIX

The Consequence Matrix shows the progression of consequences for each level of behavior. In the event that a **Level One** or **Level Two** behavior “levels up” or becomes a continual problem, more serious consequences can be assigned at a school administrator’s discretion.

RLOACS CONSEQUENCE MATRIX

MINOR PROBLEM BEHAVIORS	DEFINITION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE
Defiance/ Insubordination/ Non-Compliance (M-Defiance)	Student engages in brief or low-intensity failure to follow directions or talks back.	Restorative Conversation With Teacher.	Parent Contact by Teacher.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Student will be connected to services if need is identified. Accountability steps determined by Director.
Disrespect (M-Disrespect)	Student delivers low-intensity, socially rude or dismissive	Restorative Conversation With Teacher	Parent Contact by Teacher.	Office Referral- Restorative Conversation with guidance counselor.	Student will be connected to services if need is identified.

	messages to adults or students.			Accountability steps determined by Director	Accountability steps determined by Director.
Disruption (M-Disruption)	Student engages in low-intensity, but inappropriate disruption.	Restorative Conversation With Teacher	Parent Contact by Teacher.	Office Referral- Restorative Conversation with guidance counselor. Accountability steps determined by Director	Student will be connected to services if need is identified. Accountability steps determined by Director.
Dress Code Violation (M-Dress)	Includes clothing that is overly revealing, gang affiliated, includes drug paraphernalia, or has oppressive or disrespectful images or language	Student gets sent directly to Grade Level Director for restorative discipline.	Student gets sent directly to Grade Level Director for restorative discipline. Accountability steps determined by Director.	Student gets sent directly to Grade Level Director for restorative discipline. Accountability steps determined by Director.	Student will be connected to services if need is identified. Accountability steps determined by Director.
Inappropriate Language (M-Inapp Lan)	Student engages in low-intensity instance of inappropriate language.	Restorative Conversation With Teacher	Parent Contact by Teacher.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Student will be connected to services if need is identified. Accountability steps determined by Director.
Physical Contact/ Physical Aggression(M-Contact)	Student engages in non-serious, but inappropriate physical contact.	Restorative Conversation With Teacher	Parent Contact by Teacher.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Student will be connected to services if need is identified. Accountability steps determined by Director.
Property Misuse (M-Prpty Misuse)	Student engages in low-intensity misuse of property.	Restorative Conversation With Teacher	Parent Contact by Teacher.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Student will be connected to services if need is identified. Accountability steps determined by Director.
Technology Violation (M-Tech)	Student engages in non-serious, but inappropriate (as defined by school) music/video players, camera, and/or computer.	<i>Restorative Conversation With Teacher</i>	Parent Contact by Teacher.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Student will be connected to services if need is identified. Accountability steps determined by Director.
Cheating	Cheating (giving or accepting assistance) on a test or assignment	Restorative Conversation With Teacher. Point deduction and/or zero on work, Parent contact by teacher	Restorative Conversation With Director. Point deduction and/or zero on work, Parent contact by teacher. Accountability steps determined by Director.	Restorative Conversation With Director. Point deduction and/or zero on work, Parent contact by teacher. Accountability steps determined by Director.	Student will be connected to services if need is identified. Accountability steps determined by Director.

Failure to attend class	Student leaves without permission In School Detention, does not report as required, does not attend scheduled class/homeroom after being on school grounds.	<i>Restorative Conversation With Teacher</i>	Call Home. Accountability steps determined by Director.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Student will be connected to services if need is identified. Accountability steps determined by Director.
Pornography	Possession / distribution of sexually explicit pictures, writing or other materials; includes note-writing	Office Referral- Restorative Conversation with Director. Removal from school for the day.	Office Referral- Restorative Conversation with guidance counselor and parent.. Accountability steps determined by Director	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Office Referral- Restorative Conversation with guidance counselor. Removal from school for the day. Accountability steps determined by Director
Failure to follow directions	Teacher uses discretion to decide whether student should be provided opportunity or if they should be sent directly to school official.	<i>Restorative Conversation.</i> Accountability steps determined by Teacher/ Director.	Teacher or Director will make contact with parent. Accountability steps determined by Director	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Student will be connected to services if need is identified. Accountability steps determined by Director.
Abusive Language/ Inappropriate Language/ Profanity	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.	<i>Restorative Conversation With Teacher</i>	Teacher or Director will make contact with parent. Accountability steps determined by Director.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Student will be connected to services if need is identified. Accountability steps determined by Director.
Arson/Bomb Threat/ False Alarm (Bomb) and/or Fire Alarm	Student plans and/or participates in malicious burning of property. Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. Setting off false alarm	<p>Arson related: Accountability steps determined by Director, restitution and/or restoration, if necessary, administrative hearing, notification of parent/guardian, and, if necessary, notification of law enforcement.</p> <p>Bomb related: Accountability steps determined by Director, possible administrative hearing, notification of parent/guardian, and, if necessary, notification of law enforcement.</p> <p>Fire Alarm: Accountability steps determined by Director, possible administrative hearing, notification of parent/guardian, and, if necessary, notification of law enforcement.</p>			
Bullying/ Harassment (Bullying)	<p>Bullying-The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.</p> <p>Harassment-The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion,</p>	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Student will be connected to services if need is identified. Accountability steps determined by Director.

	disability, physical features, or other protected class.				
Defiance/ Insubordination/Non-Compliance	Student engages in refusal to follow directions or talks back which impedes on instruction / learning and the safety of other students.	<i>Restorative Conversation With Teacher</i>	Teacher or Director will make contact with parent. Accountability steps determined by Director.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Student will be connected to services if need is identified. Accountability steps determined by Director.
Disrespect	Student delivers socially rude or dismissive messages to adults or students.	<i>Restorative Conversation With Teacher</i>	Teacher or Director will make contact with parent. Accountability steps determined by Director.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Student will be connected to services if need is identified. Accountability steps determined by Director.
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing and/or sustained out-of-seat behavior.	<i>Restorative Conversation With Teacher</i>	Parent Contact by Teacher.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Student will be connected to services if need is identified. Accountability steps determined by Director.
Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director.	Student will be connected to services if need is identified. Accountability steps determined by Director.
Fighting	Mutual participation in an incident involving physical violence.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Student will be connected to services if need is identified. Accountability steps determined by Director.
Forgery/ Plagiarism	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name	Restorative Conversation With Teacher. Accountability steps determined by Director	Parent Contact by Teacher. Accountability steps determined by Director	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director.	Student will be connected to services if need is identified. Accountability steps determined by Director.

	without that person's permission, or claims someone else's work as his own.				
Gang Affiliation Display (Gang Display)	Student uses gesture, dress, and/or speech to display affiliation with a gang.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director.	Student will be connected to services if need is identified. Accountability steps determined by Director.
Inappropriate Display of Affection	Student engages in inappropriate , consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult.	Restorative Conversation With Teacher.	Parent Contact by Teacher.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director.	Student will be connected to services if need is identified. Accountability steps determined by Director.
Inappropriate Location/ Out of Bounds Area (Out Bounds)	Student in unauthorized area (areas closed to students by prior verbal or written notice)	Restorative Conversation With Teacher. Accountability steps determined by Director	Student gets sent directly to Grade Level Director for restorative discipline. Accountability steps determined by Director.	Student gets sent directly to Grade Level Director for restorative discipline. Accountability steps determined by Director.	Student will be connected to services if need is identified. Accountability steps determined by Director.
Property Damage / Vandalism	Student participates in an activity that results in destruction or disfigurement of property.	Restorative Conversation With Teacher. Accountability steps determined by Director	Parent Contact by Teacher.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Student will be connected to services if need is identified. Accountability steps determined by Director.
Technology Violation	Use of Cellphone	Restorative Conversation with Teacher/Director. Confiscation of Cell Phone Parent Must Pick Up	Parent Contact by Teacher.	Restorative Conversation with Teacher/Director. Confiscation of Cell Phone Parent Must Pick Up	Student will be connected to services if need is identified. Accountability steps determined by Director.
Theft (Major)	The taking and removing of someone's personal property without permission.	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Office Referral- Restorative Conversation with guidance counselor/or Director. Accountability steps determined by Director	Restitution and/or restoration if necessary, administrative hearing , notification of parent/guardian, and, if necessary, notification of law enforcement.
Horseplay	Running, horseplay in classroom, common area, hallways and/or	<i>Restorative Conversation With Teacher.</i>	Parent Contact by Teacher. Accountability	Office Referral- Restorative Conversation with guidance counselor/or	Student will be connected to services if need is identified.

	outside building that endangers oneself or others. Includes activities that may lead to fighting.		steps determined by Director	Director. Accountability steps determined by Director	Accountability steps determined by Director.
Use/Possession of Alcohol, Drugs, and/or Tobacco (Alcohol)	Alcohol, drugs, unauthorized (non-alcoholic beer) or controlled substances, drug paraphernalia – (Sale/distribution of and/or use, under the influence of, or possession of)	Recommendation for expulsion, administrative hearing, notification of parent/guardian and, if necessary, notification of law enforcement.			
Use/Possession of Combustibles (Combust)	Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, and lighter fluid).	Recommendation for expulsion, administrative hearing, notification of parent/guardian and, if necessary, notification of law enforcement.			
Use/Possession of Weapons (Weapons)	Student is in possession of knives (> 6 in., < 6 in.) and guns (real or look alike), or other objects readily capable of causing bodily harm.	Recommendation for expulsion, administrative hearing, notification of parent/guardian and, if necessary, notification of law enforcement. Gun or knife possession (Anything more than two inches) – Automatic 365 day expulsion from school (S.C. code Revision, 1995)			
Gang attacks	Two or more students attack, threaten or intimidate another student.	Recommendation for expulsion, administrative hearing, notification of parent/guardian and, if necessary, notification of law enforcement.			
Threatening, intimidating, or act of physical abuse to school personnel or agents (chaperone, volunteers, etc.)	Obscene or profane language and/or gestures, inappropriate language to school personnel or agents	Accountability steps determined by Director, possible administrative hearing, notification of parent/guardian, and, if necessary, notification of law enforcement.			

In an emergency situation, the student may be brought straight to the office. If the teacher is unable to bring the student, the office will be contacted and an administrator will come to the classroom and remove the student.

PUNISHMENT FOR OFFENSES

Suspension. The Board provides due process of law to students, parents/legal guardians and school personnel through procedures for the suspension of students, which are consistent with federal law, state law and regulation and local policy.

According to state law, the Board may authorize the suspension of a student from school for commission of any crime, gross immorality, gross misbehavior, persistent disobedience or for violation of written rules and regulations established by the RLOA Board or the State Board of Education. The Board may

also authorize the suspension of a student when the presence of the student is detrimental to the best interest of the school. Suspension means a student cannot attend school or be on the school grounds, cannot attend any program at the school in the daytime or at night and cannot ride a vehicle chartered by the school.

Suspension is the exclusion of a student from school and school activities for a period of time not to exceed 10 school days for any one offense. The Board uses the word suspension in this policy to mean suspension from school as determined by the Grade Level Director.

The Board delegates the power of suspension to the school's administrators.

Requests for review of suspensions may be made to the Executive Director and Board Chairman or designee. The decision of the Chairman or designee ends the appeal process for suspensions. However, the Board must review suspensions that occur within the last 10 days of the school year if such suspension would make a student ineligible to receive credit for the school year.

Suspension of students who are classified as disabled will be handled consistent with federal and state law and with procedures established by the Board.

NOTE: Suspended students must make up missed work.

Expulsion. Expulsion is the removal of a student from a school for the remainder of the school year, except in cases of permanent expulsion.

A student may be expelled for the commission of any crime, gross immorality, gross misbehavior or the violation of any other written rules and regulations established by the Board or the State Board of Education, or when the presence of the student is deemed to be detrimental to the best interests of the school. Students who engage in an ongoing pattern of behavior that is disruptive to the orderly operations of the school shall be recommended for expulsion, as set forth in RLOA policy. Expulsion means the student cannot attend any school-related events or activities on or off campus, and cannot ride a vehicle chartered by the school.

The Board delegates to the Executive Director the authority to conduct administrative hearings and expel students. The decision of the Executive Director may be appealed by either the student or the administration to the Board.

Recommendations for Expulsion. Recommendations for expulsion do not automatically result in expulsion. Hearing officers have the authority and flexibility to consider other disciplinary action based on the offense, age of student, previous disciplinary record, extenuating circumstance, and totality of the incident. The Executive Director must recommend students for expulsion when the circumstances warrant it.

Administrators may apply sanctions in cases of criminal conduct which may include, but are not limited to, the following:

- withdrawal of privileges (see definition under **Disorderly Conduct - Level I**);
- out-of-school suspension;
- expulsion;
- restitution of property and damages, where appropriate, should be sought by local school authorities;
- other sanctions as approved by the Board or administration.

Extenuating, Mitigating or Aggravating Circumstances. The Board confers upon the Executive Director or her designee the authority to consider extenuating, mitigating or aggravating circumstances which may exist in a particular case of misconduct. The Executive Director should consider such circumstances in determining the most appropriate sanction.

Contacting Law Enforcement. As provided in S.C. Code Ann. §59-24-60, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or sponsored activity, which may result, or results in, injury or serious threat of injury to the person, or to another person, or his property. Such reportable activities or conduct may include, but are not limited to, the examples of criminal conduct referenced in Level III of Board Policy regarding Behavior Code.

The Board recognizes that, when law enforcement authorities are contacted pursuant to S.C. Code Ann. §59-24-60, the law enforcement authorities must make the determination whether they will conduct an investigation into the matter.

Interrogations by School Personnel and School Security Officer. Administrators and teachers, as well as school Security officer, may question students about any matter pertaining to the operation of a school and/or enforcement of its rules. The questioning shall be conducted discreetly and under circumstances which will avoid, to the extent practical under the circumstances, unnecessary embarrassment to the person being questioned. School safety and the Security officer shall act consistently with law enforcement guidelines should any routine questioning turn into a criminal investigation. Any student who answers falsely or evasively or who refuses to answer an appropriate question may be disciplined.

Interrogations by Law Enforcement. When law enforcement officers find it necessary to question a student during the school day regarding matters not connected to the school, the Executive Director or her designee shall cooperate with law enforcement and shall request to be present, so long as his/her presence does not impede the investigation. The Executive Director or her designee should make a reasonable attempt to contact the student's parent/legal guardian and request his/her presence.

Searches, Student Interrogations, and Arrests. The Board recognizes that both state law and the Fourth Amendment to the United States Constitution protect citizens, including students, from unreasonable searches and seizures.

The Board accordingly directs all RLOA personnel to conduct searches and seizures on school property or during school sponsored events in accordance with applicable federal and state law.

As authorized by state law, school administrators and officials may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels, with or without probable cause, subject to the limitations and requirements of this policy.

Use of Metal Detectors. School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; on every third individual entering an athletic event.) Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

A student's failure to permit metal detector check as provided in this policy will be considered grounds for disciplinary action including possible suspension.

Canine Searches. School officials are authorized to use trained dogs with established reliability and accuracy for detecting the presence of contraband materials. Each dog must be supervised by an authorized and qualified trainer who shall be responsible for the dog's actions. An indication by the dog that contraband is present on school property or in an automobile parked on school property shall be a reasonable basis for a further search by school officials. A dog may not be used to search students.

Seizure of Illegal Materials. If a properly conducted search yields illegal or contraband materials, such property shall be turned over to proper legal authorities for ultimate disposition.

SPECIFIC BEHAVIOR EXPECTATIONS

Alcohol Use/Drug Use. No student, regardless of age, will possess, use, sell, purchase, barter, distribute, or be under the influence of alcohol or a controlled substance, as defined in S.C. Code Ann. §§44-53-110 through 44-53-270, in the following circumstances:

- on school property (including buildings, grounds, vehicles);
- at any school-sponsored activity, function or event, whether on or off school grounds (including any place where an interscholastic athletic contest is taking place);
- in route to or from, or during any trip or activity sponsored by the Board or under the supervision of the Board or its authorized agents.

NOTE: In determining whether a student is under the influence of alcohol or a controlled substance, the student's appearance, behavior, manner, presence of an odor of the substance, and statements made by the student as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.

The administration will recommend students who violate this policy for expulsion. The Board intends to expel all students who are determined to have distributed any controlled substance on school grounds.

Tobacco Use. Students are not permitted to use or possess any tobacco products while in school buildings, on school grounds, on vehicles chartered by the school, or at any time that a student is under the direct administrative jurisdiction of the school or school officials. Disciplinary actions will be handled in accordance with the Behavior Code.

Bullying, Harassment, Intimidation. As provided in the South Carolina Safe School Climate Act, the School prohibits acts of harassment, intimidation or bullying of a student by another student or students, staff, or third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a bus or vehicle chartered by the school, at a school sponsored activity or event, whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

RLOA expects students to conduct themselves in an orderly, courteous, dignified and respectful manner. Students and employees have a responsibility to know and respect the policies, rules and regulations of the school and District.

"*Bullying, harassment, intimidation*" is defined as a gesture, an electronic communication, or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of:

- harming a student, physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or damage to his property;
- insulting or demeaning a 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.

NOTE: Any student who believes he/she has been subject to harassment, intimidation, or bullying should file a complaint with the Executive Director or her designee. Such a complaint may also be filed by a student's parent. If an employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the Executive Director or her designee as soon as practicable.

Consequences: If the investigation determines that harassment, intimidation, or bullying has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, accountability steps against the aggressor, up to and including termination of an employee or expulsion of a student; special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of student work; and/or tutoring. Individuals, including students, employees, parents, and volunteers, may also be referred to law enforcement officials. The school will take all other appropriate steps to correct or rectify the situation.

Sexual Harassment. All students and employees must avoid any action or conduct that could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct

communicated or performed in person, in writing or electronically. Sexual harassment or inappropriate conduct of a sexual nature directed at students, either male or female, by school employees, other students, volunteers or third parties associated with school is strictly prohibited. Such conduct is considered a violation that is disorderly, disruptive, and/or criminal in nature and will not be tolerated. Any employee who engages in such conduct may be subject to disciplinary action, up to and including a recommendation for termination. A student who engages in such conduct may be disciplined up to and including expulsion.

Any student who believes he/she has been subjected to sexual harassment or inappropriate conduct of a sexual nature by an employee, another student, a volunteer, or a third party, is encouraged to file a complaint with the Grade Level Director.

A parent may also file a complaint on behalf of his/her child. Students will not be subject to retaliation or reprisal for having filed a complaint.

Gang Activity or Association. Gangs and activities of gangs are prohibited on or near school property and at school-sponsored events. A "gang" consists of two or more persons acting together for and with the purpose of committing an act of violence against another person.

The following conduct is prohibited at all times on school property and at school-sponsored events, regardless of where the events are held:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, manner of grooming or other item that evidences or reflects membership in or affiliation with any gang;
- Engaging in any act, either verbal or nonverbal, including, but not limited to, gestures or handshakes, that indicates membership in or affiliation with any gang;
- Engaging in any act in furtherance of the interests of any gang activity, including, but not limited to, soliciting membership or affiliation with a gang; soliciting any person to pay for "protection"; or soliciting any person to engage in physical violence against any other person;
- Painting, writing, engraving, or otherwise inscribing any gang-related graffiti, messages, symbols or signs on school property.

In determining as part of the implementation of this regulation whether certain acts or conduct are gang-related, school officials should consult with local law enforcement.

If the school determines that a student has violated the prohibitions set forth in this policy, the student will be subject to exclusion from participation in extra-curricular activities, detention, suspension, and/or expulsion, dependent upon the specific circumstances of the offense. Students also may be referred to law enforcement. The school also reserves the right to permanently prohibit any student from wearing or displaying any article of clothing or accessory which the school has determined to be a gang indicator.

Electronics and Telecommunication Devices. For purpose of this policy, Electronics and Telecommunication Devices include cell phones, iPads, tablets, laptops, any SMART device, or paging device that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor. Elementary Students may not use any electronic devices at anytime.

Middle/High Students may use electronic devices before and after school. Only High School students may use their phones during lunch as well. In order for students to use any electronic devices in class, teachers must receive prior approval from their Grade Level Director.

Students may not videotape or record any staff or student without written permission from the Executive Director.

The Executive Director or Grade Level Directors may authorize a student to otherwise possess an electronic device if the student needs the paging device for a legitimate medical reason or otherwise needs the paging device for a legitimate reason, as determined by the Executive Director. In such cases, the student must have prior written consent from the Executive Director or Grade Level Directors.

A person who finds a student in possession or use of an electronic device in violation of this policy may confiscate the device and report the student to the Grade Level Director. The device will be returned to the student's parent/legal guardian prior to the end of the school day. A student who violates this policy regarding use and possession of electronic devices is subject to discipline as follows:

First offense - confiscation of the electronic device. and after a conference held the next school day with the parent/legal guardian, the electronic device will be returned to the parent/legal guardian.

Second offense -confiscation of the electronic device and after a conference held the next school day with the parent/legal guardian, the electronic device will be returned to the parent/legal guardian.

Computer Acceptable Use Rule - Each school year every student who uses an RLOA computer must review and sign, along with his/her parent, the Computer Acceptable Use Policy.

Weapons (Firearms). The Board or its designee will expel for no less than one calendar year any student who has brought or possessed a firearm on school property, at school related functions, or at any setting under the jurisdiction of RLOA charter school.

For purposes of this section of the policy, weapon is defined as a firearm. The term firearm is defined extensively in the U.S. Code, but generally means a weapon (gun) or destructive device (explosive, incendiary).

While on school grounds, in school buildings, on buses chartered by the school, or at school-related functions, students will not possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property when that item is not used in relation to a normal school activity at a scheduled time for the student. No student vehicles parked on school property may contain firearms, knives, blackjacks, or other items which are generally considered to be weapons. In addition to disciplinary action, having a weapon is a felony offense.

Participation in Extracurricular Activities. Student participation in extracurricular activities is a privilege (not a right) (see definition under **Disorderly Conduct - Level I**) that a student earns through proper conduct and academic achievement. A student may be denied the privilege of participating in an

extracurricular activity and/or an event when the student's conduct is not consistent with ROLA policy and rules, conduct expectations, or academic standards of the school or activity. Extracurricular activities include, but are not limited to, athletic teams, academic clubs/teams, field trips, prom, graduation exercises, and attendance at any school function outside of the normal school day. Sports, clubs, and academic groups have specific guidelines provided by coaches. These guidelines are not included in this document.

Transportation. RLOA must ensure that transportation to and from school is a safe one. All students who ride a chartered bus to and from school are required to follow bus safety rules at all times. Failure to do so will result in disciplinary sanctions, possibly including exclusion from the bus. Usual school disciplinary sanctions, such as suspension and expulsion, may also be imposed. Appropriate disciplinary action will be taken for incidents which involve severe offenses, such as: fighting, possession of weapons, drugs or alcohol, use of tobacco products, any action which endangers the safety of the driver and other student, or damage to the vehicle.

Student drivers. Students who want to drive and park their cars at the school will be required to apply for a parking pass, pay a \$10 parking pass fee, and must display their pass on their rear view mirror at all times. Priority will be given to Juniors and Seniors.

Driving and parking rules. Some of the rules covered in the Student Use of Vehicle Contract packet include:

- Student drivers are expected to be in school on time (7:30am) and not leave before their dismissal (4:00pm);
- Unauthorized vehicles are not allowed on school property during school hours. A parking pass will be issued to each student driver;
- Student drivers must abide by all state and local traffic laws at all times;
- Student drivers may not return to their vehicles or move them during the school day without administrative permission;
- Student drivers can face disciplinary consequences for allowing fellow students to be unauthorized passengers in their vehicles.

These rules are designed to ensure the safety of students, faculty, and staff, and to reduce congestion on the RLOA campus. Student drivers who do not abide by the rules, are tardy or absent without permission, or have discipline referrals can lose the privilege (see definition under **Disorderly Conduct - Level I**) of driving and parking at RLOA.

Bicycle Riders. Bicycles may be ridden to school. The responsibility for securing bicycles is left to the rider. Improper use of bicycles, such as riding in a reckless manner, constitutes grounds for the loss of bicycle parking privileges (see definition under Disorderly Conduct - Level I) at school.

Walkers. Students who live within walking distance are required to arrive promptly at school and to use routes which do not represent a hazardous situation for them. They must be accompanied by an adult.

Student Dress Code Policy. Students at RLOA are expected to wear the required uniform every day, unless non-uniforms are allowed for a special occasion by the administration.

The uniform will consist of the following:

- **K-8:** A kelly green or royal purple polo shirt with RLOA logo is required; an iron-on patch of the logo may be purchased in the office and affixed to shirts or jackets. **High school:** A gray or black polo shirt with RLOA logo is required; pants are black or khaki. **NOTE:** The 2018-19 Leadership team added RLOA- sponsored t-shirts to the uniform policy. Non-uniform jackets can only be worn on campus while outside.
- Shirts should be tucked in at all times.
- Beige (khaki) or black pants, shorts, capris, skorts, or jumpers, and P.E. shorts or sweatpants in green or purple are required for all students.
- Elastic waist pants are permitted for grades K-2 only; belted pants are required for grades 3-12 (belts required for all pants with belt loops; no chains, pocket watches, or any other accessory attached to the belt; no scarves, fabric, or other non-belt material may be substituted for a belt).
- Baggy or sagging pants are not allowed; sweatpants and P.E. shorts are worn only for athletic activities.
- Extremely tight or revealing clothing is not allowed.
- **K-12:** Jackets and pullovers worn in classrooms **MUST** be the official RLOA jackets with RLOA logo.
- Shoes and Socks:
 - Shoes must be flat, preferably sneakers; black or brown boots (short, medium, or tall).
 - The following are not allowed: “flip-flops,” sandals, or open-toed shoes, Uggs, Crocs, flashies or lights, wheelies or skates.
 - Tights are solid purple, hunter green, black, or beige only; no stripes. Pantyhose are nude, beige, black, or light shade of brown only.
 - No suspenders should be worn over any uniform shirt. Students and parents should make every effort to ensure that the uniform shirts and pants are cleaned regularly. Torn or worn clothing should be replaced.
- Any jewelry worn around the neck should be worn inside of the uniform shirt.
- All girl earrings should not be larger than a dime (in length or circumference). Earrings should be free of rhinestones, glitter, or any other embellishment. Any earrings worn by a male scholar should not exceed the size of a quarter inch.
- Hair should be free of glitter, feathers, or any ornament and be a natural color.
- Nails should be free of any artificial enhancement (acrylic, silk wraps, press-ons, gels, rhinestones, etc). In addition, nails should be free of extravagant designs.

Students may not wear the following:

- Tight clothing;
- Headwear such as bandanas, hats, and caps. Exceptions: Hats or caps may be worn outside the buildings during cool or cold weather;
- Any gang-related attire;
- Makeup with excessive coloring;
- Large gold chains or other excessive jewelry;

- Body tattoos or body piercings;
- Attire with any reference to death (i.e. skulls, poison logos, etc.), alcohol, tobacco, or controlled substances.

The school reserves the right to add to this list as concerns or problems arise.

Personal belongings that should not be brought to school include, but are not limited to, the following:

- Soda or strong “power” drinks
- Any illegal substance
- Weapons and toy weapons
- Matches or lighters
- Fireworks
- Stuffed animals or dolls

Cafeteria, Parties and Food Guidelines. In accordance with nutritional guidelines, breakfast, lunch and snacks are provided according to strict USDA standards. Whole wheat items are used with low sugar and salt content. Students can eat from the cafeteria or they can pack their meals. No fast food items or drinks may be brought on campus Food/Drink violation items will be thrown in the garbage.

Breakfast will be available from **7:00-7:25am**. *Students who arrive later than 7:25am will not be served breakfast.* Lunches must be ordered in the classroom each morning. No student will be sent to the cafeteria to order lunch.

Class parties and birthday celebrations must be approved by the Executive Director and cannot take place prior to or during lunch.

Telephone Use. Students may not use any school phone without permission from the Executive Director or her designee. Students will only be allowed to use the phone in case of an emergency. A staff member must dial the number for students. Students who use a phone without permission will be subject to disciplinary procedures. Students are also not allowed to receive phone calls. Parents/guardians are asked to communicate messages and make transportation arrangements with the child before sending the child to school in the morning. If necessary, the front office will deliver messages to students in class.

Absences. All notes (**medical and parent notes**) must be turned in to the front office within **five (5)** school days of a student's absence. Excused absences are still absences and disqualify a student from "Perfect Attendance" recognition. **Excessive** absences, tardies, or early dismissals will require a meeting with the Executive Director to determine the appropriate course of action. Students may be assigned to detention or Friday afternoon to make-up hours lost by absences, tardies and early dismissals.

Attendance. Public charter schools in South Carolina are considered public schools of choice. Student participation in these schools is by parental choice and is not mandatory. Students who violate the district's attendance policy will be withdrawn from the charter school and referred back to the resident district for adjudication.

State Board of Education Regulation 43-274 states that students will be considered in violation of the **ten (10) consecutive days compulsory attendance policy** when they do not attend school for **at least 5 hours a day** during a 10 consecutive school day period. The ten consecutive days attendance policy refers to unexcused absences. Students who violate the attendance policy will be referred to both DSS and the residential school district through the Charter Institute at Erskine truancy referral form. They will be withdrawn from the charter school.

Parents, we want your children in school every day!

- Students may begin arriving at school **no earlier than 6:45am**.
- The instructional day begins at 7:40 am and ends at 4:00pm. However, students may be dropped off as early as 6:45am. Our classroom instruction will begin promptly at 7:40am. Classroom teachers are responsible for taking and recording attendance using PowerTeacher.
- Our school dismisses at 4:00 pm M-Th; children should be picked up no later than 5:30pm. On Fridays all children should be picked up no later than 1:00pm; children on campus after 1:00pm are assumed to be part of the after-school program and will be charged accordingly. Parents must pick up students no later than 5:30pm from the after-school program. The fee should be turned in to the office.
- **Children participating in extracurricular programs after school must pick up their children within half an hour of the end of the extra-curricular program.**

Tardy. Instruction begins when students enter the building. Students arriving **after 7:40 am** are considered **tardy**. **If your child is tardy, you must escort him or her to the attendance office to receive a tardy slip.**

Tardy students who arrive in their class first rather than the front office will be sent to the office. Tardiness is excused for basically the same reasons as absences. Tardies will accumulate into an absence (**5 tardies = 1 absence**); excessive tardies (**more than 5**) will result in required Saturday Day School for **2 Saturdays**. A note is also necessary for your child to be excused for being late to school.

Parents must come into the office to sign in a tardy student. The first time a parent does not come in to sign a student in, the parent will receive a written warning. **The second time a parent does not come in to sign in a child when tardy, the tardy will be unexcused and the child will not be sent to class.** The parent(s) will be called to return to school to sign the child in for the day.

Early Checkouts. **Students who are signed out prior to 1:00 pm M-Th (and 10:45 on F) will be marked absent.** Early checkouts will be excused for the same reasons that absences are excused. All others will be unexcused. ***For the safety of your child, we will not permit early checkouts after 3:00pm each day M-Th or 10:45 Friday. Since students will miss a significant amount of instruction, signing students out early should be avoided whenever possible. Older siblings will not be allowed to sign students out without a picture I.D. and a signed note from the student's legal parent or guardian.***

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Threats or Violence Against Staff. Students shall not threaten, harass, or cause inappropriate bodily contact with and/or cause damage to the property of any school employee. Students found to be in violation of this policy shall be subject to short-term suspension, long-term suspension, or expulsion, as well as a referral to the local law enforcement agency.

Destruction or Theft of Property. Destruction of, theft of, and/or threats to destroy or damage or deface school, private, or public property can result in immediate disciplinary action as deemed appropriate by school staff.

Violence. Violence at RLOA will not be tolerated. Verbal threatening, fighting or intimidating students with or without actual physical contact, an attempt to hurt another, or actions which cause reasonable fear of immediate bodily harm is defined as an “assault” and may result in penalties ranging from short-term suspension to mandatory transfer. Fighting or making physical contact of an insulting, offensive, or provoking nature with another student is defined as “simple battery” and will result in the necessary consequence. Students guilty of “aggravated battery” (maliciously causing bodily harm to another) or “aggravated assault” (an assault made with a deadly weapon or with an object or device that is likely to result in serious bodily harm) are subject to immediate expulsion. Students who participate in a fight by running to an altercation or by encouraging others to participate are also subject to the appropriate consequence. In addition to school sanctioned disciplinary actions, students may also be referred to the appropriate law enforcement agency.

Rude or Disrespectful Behavior. Students at RLOA are expected to operate with the utmost integrity at all times, and therefore discourteous or inappropriate language and/or behavior or gestures toward a staff member or student will result in immediate accountability steps determined by Director.

Skipping Class. Any student caught skipping class is subject to immediate accountability steps determined by Director.

Classroom Disturbance. The value of “Scholarship” is of the utmost importance at RLOA, and therefore classroom disturbances will not be tolerated. Any behavior that disrupts the instructional process, distracts students and/or teachers from classroom activities and studies, and/or creates a dangerous or fearful situation for students and/or staff will result in immediate accountability steps determined by Director.

School Disturbance. Any act that may cause disruption of the school environment and/or threaten the safety or well-being of other students is strictly prohibited at RLOA. Such activities may include, but are not limited to, terroristic threats, gang-related activities, sit-downs, rioting, picketing, trespassing, inciting disturbances, threats to the school, pranks, etc.

Profanity or Obscenity. Students at RLOA are expected to uphold the value of integrity at all times, and any use of profanity or obscenity will be considered a violation of this value. Such use includes, but is not limited to, profane, vulgar, obscene words or gestures; possession of profane, vulgar, or obscene material; accessing obscene material via the Internet; profane, vulgar, obscene or insulting racial, ethnic, or religious comments or actions. Accountability steps determined by Director depending upon the severity of the violation.

Failure to Accept Disciplinary Action. Students are expected to follow the disciplinary actions set forth by any staff member at the school; students who fails to do so are subject to immediate and harsh consequences. Refusing or failure to accept the consequences, serve detention, serve a suspension, or carry out any other disciplinary action imposed by a teacher or school administrator is grounds for immediate suspension.

Gambling. Gambling in all forms is strictly prohibited at RLOA. Acts such as betting money or items on card games, dice games, the outcome of games or activities, and/or possession of gambling materials or paraphernalia may result in a variety of accountability steps determined by Director.

Providing False Information. Students engaging in any act that entails providing false information to the school will be subject to immediate consequences. Such offenses include such acts as falsifying school records, forging signatures, making or providing false statements, bribery, using an unauthorized User ID or password, etc. Accountability steps determined by Director.

Cheating. Cheating will absolutely not be tolerated at RLOA. Students found to be cheating will participate in a parent conference. Cheating includes copying someone else's work, having someone else complete an assignment, copying the answers from an answer key, going against the directions in seeking outside assistance, etc. Accountability steps determined by Director.

Plagiarism. Students who copy an idea or the actual text from another source and claim that it is their own will be guilty of plagiarism. Plagiarizing is against the law and will be punished at RLOA. Accountability steps determined by Director

Sexual Misconduct. Sexual misconduct between or among students on school property or at any school activity or event, including, but not limited to, sexual contact, sexual assault, unwelcome sexual advances or comments, request for sexual favors, indecent exposure, insulting comments about sexual orientation, stalking, etc. will be subject to accountability steps determined by Director. Such matters will also be referred to law enforcement if appropriate.

Trespassing on School Property. Students at RLOA are not allowed to enter the premises of the school after hours or on the weekend without authorization or permission from a staff member. Students found to be trespassing may be suspended. When a student refuses to leave the school property and/or returns to the school after being instructed to leave the property, the student will be in violation of this policy and the matter will be referred to law enforcement. Students who have been suspended or expelled are strictly prohibited from entering the premises of the school at any time during the length of their suspension or

expulsion. Accountability steps will be determined by the Director.

Student Rights. A student desiring to appeal an expulsion must state the appeal in a written letter and submit the letter to both the school Executive Director and the RLOA Board. The Board of Directors will consider the appeal and make a decision regarding the matter within five (5) business days. The student will remain expelled during the appeal process and will receive alternative instruction during the waiting period. Parents will receive written notification of the Board's decision within ten (10) days after the decision has been made. (See Handbook General Information section)

Parental Notification. Each year, all RLOA parents and students will sign a statement stating they have reviewed a copy of the RLOA handbook. The handbook explains all disciplinary policies and procedures as well as general school information. The information will also be posted on the school's website and copies will always be available in the front office. Parents and students may contact the Executive Director with any questions or concerns.

SPECIAL NEEDS STUDENTS

Discipline of Disabled Students. Procedures for the Discipline of Students with Disabilities. Students with disabilities, who qualify under the Individuals with Disabilities Education Act –Reauthorized for Special Education (IDEA-97) or Section 504 of the Rehabilitation Act, follow the RLOA policy for student behavior, UNLESS a student's Individualized Education Program (IEP) or Individualized Accommodation Plan (IAP) indicates that the regular school discipline code is not appropriate. In such cases, the IEP/IAP must specify the special considerations or adaptations to the student discipline code and, as appropriate, behavioral strategies to address the student's behavioral concerns that impede his/her learning or the learning of others. School Administrators responsible for discipline must work closely with the Placement/504 chairpersons (Special Services) to ensure that all steps are followed in the discipline process.

1. After the first out-of-school suspension (regardless of number of days) or the accumulation of behavioral incidents which may lead to expulsion:
 - The Executive Director notifies Placement/504 Chairperson concerning the student's behavioral incidents.
 - The Placement/504 Chairperson notifies the special education teacher and school counselor for consultation and review of behavioral intervention needs. An IEP/IAP meeting may be held, if determined appropriate, at that time to address behavioral strategies and interventions in the IEP/IAP.
 - School counselor provides and documents counseling/consultation.
 - Guidance staff provides and documents counseling and consultation.
2. At five (5) days of suspension, but no later than ten (10) days of suspension, or at the accumulation of behavioral infractions that could lead to expulsion:
 - School administrator notifies the Placement/504 Chairperson.
 - Placement/504 Chairperson schedules an IEP/IAP meeting to review/revise the student's IEP/IAP, discuss/assess the student's behavior problems, and develop/review/revise a functional behavior assessment and behavioral intervention plan.

- The school counselor and special education teacher collect and draft information for a functional behavioral assessment, behavioral intervention plan and strategies, including information from assessments, observations, special and/or regular education teachers, administrators, and parents.
- IEP/IAP team addresses the appropriate educational placement, services, and accommodations in the IEP/IAP, functional behavioral assessment, behavioral intervention plan, and the implementation of behavioral strategies, the manifestations of the student's discipline infractions to the student's disability, and changes to behavior plan and IEP/IAP.
- All required IEP/IAP meeting documentation is forwarded to Special Services immediately following the meeting.
- If a Manifestation Hearing is needed, the Office of Student Services must be notified immediately.

Medical Issues. RLOA recognizes that students may need to take medication during school hours. School personnel may administer over-the counter drugs or medication prescribed by a physician upon the written request of the parents. To minimize disruptions to the school day, medicines should be taken at home rather than at school whenever feasible. School personnel shall not agree to administer any medication that could be taken at home.

The health and welfare of the student is a vital concern in all decisions regarding the administration of medicine. Students with special needs are to be afforded all rights provided by federal and state law as enumerated in the Policies Governing Services for Children with Disabilities. Students with disabilities are to be afforded all rights provided by anti-discrimination laws, including Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act. No student may possess, use, or transmit any drug, or counterfeit drug prohibited by policy 4325, Drugs and Alcohol.

The RLOA Board follows state guidelines regarding the dispensing of medicines and generally encourages school personnel to administer medicine from a centralized location. However, in all instances, whether from a centralized location or multiple locations, any medicines kept at school for a student must be kept in a locked and secure place. Prior to dispensing medication to students pursuant to this policy, school employees shall receive training from the school nurse annually on these procedures. Medication will be dispensed by the Executive Director or the Executive Director's designee. The school nurse shall keep a record of those persons who have received the instruction and therefore are permitted to dispense medications.

A Medication Administration Order form must be completed by the physician and the parent and provided to the Executive Director or her designee before any medication can be distributed. No nonprescription aspirin or aspirin products will be given to any student, even with parental permission, due to the possibility of Reye's syndrome. No medications shall be dispensed without the required written permission. The Medication Administration Order form is available in the main office, on the school's website, or directly from the school nurse. This permission form is valid for one school year only. If the student's medication, dosage, or physician changes during the school year, a new order must be completed.

All prescription medication shall be kept in a container properly labeled by a pharmacist with the child's name, the name of the medication, and the dosage, time and frequency to be given. All non-prescription medication shall be in the original container, properly labeled with the child's name and instructions for administration. Pillboxes, plastic bags, unlabeled bottles, etc. will not be accepted.

GENERAL INFORMATION

Student/Parental Grievance Procedures. Any student/parent with a grievance issue should:

- review or discuss the grievance with the involved parties (teacher, administrator, etc.) within ten (10) days following either the event giving rise to the grievance or the time when the student/parent reasonably should have gained knowledge of its occurrence;
- if discussion does not solve the matter to the satisfaction of the student/parent, or if the student/parent is uncomfortable with an oral discussion of the matter, such student/parent shall have the right to present the grievance in writing to the school Director. This must occur within three (3) days of the discussion outlined in step 1, or within ten (10) days following either the event giving rise to the grievance or the time when the student/parent reasonably should have gained knowledge of its occurrence. The written grievance shall consist of a concise statement of the facts upon which the grievance is based and a reference to the specific provision of the policy, rule, or regulation in question. A copy of such grievance shall be filed with the Executive Director. The student shall have the right to include in the appeal a request for a hearing before the Executive Director. Such hearing shall be conducted within five (5) working days after the Executive Director's receipt of such request, and the aggrieved student shall be advised in writing of the time, place, and date of such hearing. The Executive Director shall take action on the grievance within five (5) working days after receipt thereof, or if a hearing is requested, within five (5) working days after the conclusion of said hearing. The action taken and the reasons for the action shall be reduced to writing and copies sent to the grievant and the Board of Directors Chairperson. Failure on the part of the student and parent to attend the hearing established by the Executive Director after receiving notice thereof shall be deemed a waiver of the right to appeal and shall end the grievance procedure;
- After following the above procedure, a student/parent may request a meeting with the RLOA Board of Directors for the purpose of discussing the grievance. The request will be made in writing to the Executive Director within five (5) days of the Executive Director's response to the grievance. The Executive Director will, at the next regularly scheduled board meeting, present to the Board the request that the grievance be heard, together with copies of all correspondence and responses from any lower supervisory levels. The Board will notify the student and parent of its decision (whether or not to meet with the grievant to discuss the grievance) within ten (10) days.

Emergency Care for Injury and Sudden Illness. Parent(s)/guardian(s) of every student will be required to provide the following emergency information (Health Information Form):

- Parents'/guardians' location and phone number during the school day;
- Name, address, and phone number of the student's physician;
- Name and phone number of a relative or neighbor who may be contacted in an emergency;
- Information concerning a student's particular physical disability or medical condition.

In the event of serious injury or illness to a student, the parent(s) will be notified as to whether to pick up the child at school or meet the child at the hospital. If the parent(s) cannot be reached, the student will be transported to the hospital emergency room and the physician identified on the emergency information card will be notified. Efforts to notify the parent(s) will continue until they are completed. *For all injuries serious enough to require medical attention or requiring the student to be taken home, or in all cases that the staff member in charge deems desirable, reports will be made and filed.*

No student will be taken home or sent home unless a parent, or someone designated by the parent(s), is at home to accept the responsibility for the student. Parents who object to the procedures contained in this policy are responsible to submit to the Executive Director a written emergency plan for her approval.

Solicitation By Private Individuals Or Nonschool Groups. All solicitations must be approved by the Executive Director according to RLOA Board policy; therefore, no salesperson shall be allowed to approach teachers or students during school hours. Neither will the selling of products by students to other students be allowed unless officially approved according to Board policy as a fund-raising drive.

Guidelines for Release of Students to Separated or Divorced Parents. If there is no court order or separation agreement concerning custody of the child, either parent (or legal guardian) has the same right to see the child at school or have the child released to him or her at the end of the school day. Parents must notify school officials of visitation or custodial limits if the school is to be expected to follow them.

Unless notified otherwise, the school assumes that both parents have equal access to the child. The custodial parent should provide the school a copy of the cover page, pages specifying applicable provisions, and signature page of the court order or separation agreement. In the absence of official documentation, school officials have no authority to deny either parent access to the child. Out-of-state court orders should be honored by the school.

School officials should carefully read the specifics of the court order or separation agreement. If a court order or separation agreement awards custody to either parent, the school should follow the wishes of the custodial parent regarding school day visits with the child or release of the child at the end of the school day. When limited visitation privileges are specified, the school should act in accord with the specified provisions (e.g., custodial rights on certain days which allow for eating lunch with the child or picking up the child after school).

Visits with the child during the school day shall conform, not only to the court order or separation agreement, but also to the rules and usual procedures of the school.

When the school has not been provided a court order or separation agreement and a non-enrolling parent seeks physical custody of the child at the school over the objection of the enrolling parent, the school should notify the enrolling parent before releasing the child.

School officials shall clarify with the parents that school officials cannot settle parental disputes and can only follow the provisions of a court order or separation agreement.

When in the judgment of school officials the health and/or safety of the child is at issue, the school should not release the child to the non-enrolling parent. In such instances, the Executive Director or her designee shall notify the Department of Social Services and the enrolling parent to explain the situation.

When the custodial parent is incarcerated and two (2) or more parties present themselves to have the child released to them, school officials will make every effort to ascertain the wishes of the incarcerated custodial parent before releasing the child to the presenting persons. If the wishes of the incarcerated custodial parent cannot be ascertained, the Executive Director must use her/his best judgment in releasing the child to the noncustodial parent or other relative.

Fees. The RLOACS School Board approved the following fees:

- All students will be charged a registration fee of \$15.00. This fee is paid to receive a student's schedule.
- All students who are involved with any sports group will be charged an athletic fee of \$20.00. Coaches of athletes and cheerleaders will provide other requirements for individual sports.

AGREEMENT

I have read and discussed the contents of the Handbook with my child. We agree to follow the guidelines detailed in the Handbook.

Parent Signature

Date

Student Signature

Date