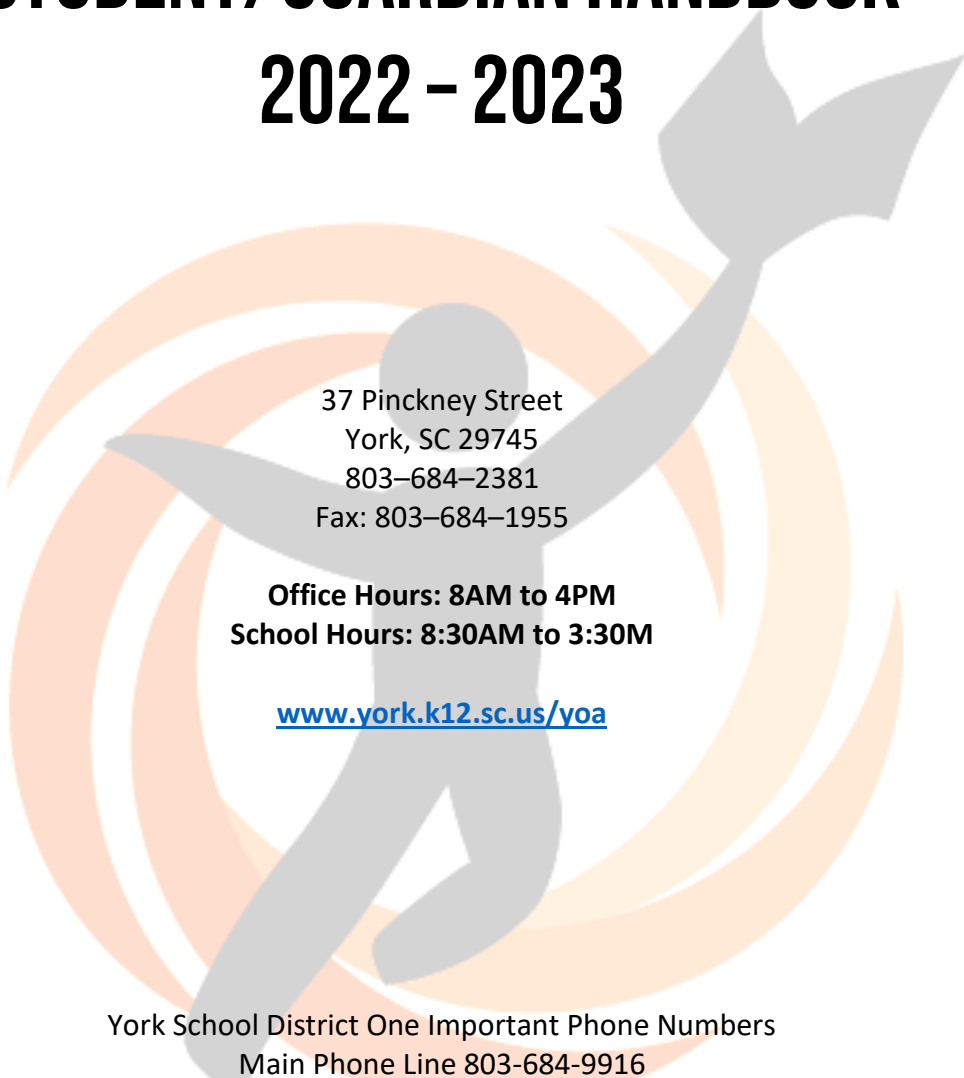


YORK ONE ACADEMY STUDENT/GUARDIAN HANDBOOK 2022 – 2023



37 Pinckney Street
York, SC 29745
803-684-2381
Fax: 803-684-1955

Office Hours: 8AM to 4PM
School Hours: 8:30AM to 3:30M

www.york.k12.sc.us/yoa

York School District One Important Phone Numbers
Main Phone Line 803-684-9916
Late Bus Info 803-818-6199
Transportation 803-684-1952

STRATEGIC CHANGE AGENDA - 2022-2027



MISSION

Our mission is to cultivate a service-oriented community of learners who strive for personal growth and excellence as communicators, collaborators, creators, and critical thinkers.

VISION

To Learn, Serve, and Give as One

BELIEFS

- Learning is a life-long, ever-changing process for students and staff.
- Each child is unique and should have the opportunity to reach his/her full potential.
- A safe, orderly, and nurturing environment is essential for learning.
- Education is a collaborative effort between schools and the community.
- Technology is a tool that should be leveraged to enhance the teaching and learning process.
- Teaching and learning should be relevant, individualized, and intentional to equip students for success.

COMMITMENTS

1. We will foster and maintain a safe learning environment for students and staff.
2. We will establish and nurture trusting and caring relationships with students, families, community members, and colleagues.
3. We will provide quality learning experiences to meet the individual needs of students.
4. We will embrace a commitment to continuous learning for students and staff.
5. We will partner and collaborate with students, families, and the community to enhance educational experiences.

**FOR MORE INFORMATION, VISIT
WWW.YORK.K12.SC.US/MISSION**

SCHOOL LEADERSHIP

Beverly Meares
Alternative Program Coordinator

Rob Farris
Assistant Administrator

Adrienne Berry
Behavior Intervention Specialist

Betty Burrell
Special Education Teacher

Susan Rodriguez
Math Interventionist

Colleen Cottom
ELA Interventionist and Transition Coordinator

Corey Riley
School Counselor

DISTRICT LEADERSHIP

Kelly S. Coxe, Superintendent

Amy Hagner, Assistant Superintendent for Finance and Operations

Dr. Latoya Dixon, Assistant Superintendent of Academic Innovation & Professional Learning

Chadwick Carper, Director of Student Services

Elissa Cox, Director of Secondary Education

Dr. Latoya Dixon, Director of Elementary Programs and Gifted Education

Bryan Greeson, Director of Special Services

Mark Sanders, Director of Human Resources

Chuck Wallace, Director of Technology

Charlie Westbrook, Director of Maintenance

Latisha Holt, Director of Food Service

Kevin Queen, Director of Safety and Transportation

Lisa Spangler, Coordinator of Special Projects

Becky Funderburk, Coordinator of Instructional Technology 7-12

Tim Cooper, Coordinator of Instructional Technology K-6 and Public Information Officer

Jessica Elliott, Family Resource Center and Parenting Partnerships Coordinator

Jessica Koon, Coordinator of Testing and Accountability

YORK SCHOOL DISTRICT ONE BOARD OF TRUSTEES

The York School District 1 Board of Trustees meet on the second Tuesday of each month. The public is invited to attend. Meetings are held at the York School District 1 Administration Office, 1475 East Liberty Street (unless noted otherwise).

Diane Howell, At-Large

Scott Childers, At-Large

Wade Anderson, Seat 1

David McSwain, Seat 2

Christopher Revels, Chair, Seat 3

Betty Johnson, Vice-Chair, Seat 4

Tracy Miskelly, Secretary, Seat 5

YORK ONE ACADEMY MISSION STATEMENT

The mission of York One Academy is to provide individualized social-emotional, psychoeducational, and academic intervention to equip students to successfully transition back into a traditional learning environment. To ensure successful transitions, YOA will offer ongoing support to home-school staff and students during and after the transition process.

WELCOME MESSAGE

Welcome to York One Academy! We are excited to have your student here as we embark on a journey together towards returning to their home school.

YOA serves as the district's alternative program. This program is designed to be a short-term intervention that helps students identify strategies that they can use upon return to their home schools. While at York One Academy, students will work collaboratively with staff to identify patterns in their behavior, explore alternatives to current behaviors, set individualized personal development goals, and engage in ongoing self-reflection.

Our staff wants what is best for your student! Each member of our staff brings diverse experience to the work we do at YOA! We value relationships with students here, and we rely on these relationships to create positive change. The core of our philosophy is that all students have the ability to be successful in working towards growth and change.

One of our big areas of focus is transition back to home schools. We work with staff at home schools before, during, and after the transition process to ensure student success beyond their time in our program.

Here in Your Service,

York One Academy Staff

PBIS SYSTEM & BEHAVIOR MODIFICATION

We use a Positive Behavioral Interventions and Supports (PBIS) framework to engage with student behaviors and monitor growth. Data collected throughout your student's time at YOA will aid in our determination of their readiness to return to their home school.

Using our PBIS system, students will engage in daily and weekly meetings with staff to discuss their behaviors. Each day, students will self-score their achievement of the five goals listed below along with a fifth goal they set for themselves. Staff will also score the student's performance for these goals. During a daily meeting, students and staff will compare their scores and come to a consensus on their overall performance. Each week, this progress will be sent home to guardians to be reviewed, signed, and returned to school.

1. Respect others.
2. Following directions.
3. Maintain personal space.
4. Respect property of school and others.
5. (student's personal goal, set weekly)

Our goal is to conduct quarterly meetings with guardians to gain their input on the student's progress and involve them in this behavior change process.

Students are responsible for self-monitoring many facets of their school experience while at YOA, including the goals discussed above, and tracking their progress in a portfolio. This portfolio will serve as the "evidence" that the student has worked to address concerns relating to their YOA placement and is prepared to return to their home school.

Our focus at YOA is on BEHAVIOR MODIFICATION. Students will participate in a variety of interventions to achieve our focus. This includes various interventions with our staff such as individual and group counseling, psychoeducational and social-emotional activities, career exploration, a required MRT group, physical activity and health, and other extracurriculars planned by our staff. The MRT (Moral Reconciliation Therapy) group is facilitated by our mental health counselor. It is **not** considered mental health therapy, but instead operates as a rolling support group aimed at creating internal change for students as they prepare to return to their home schools. This is a required part of our YOA program.

CURRICULUM

Academics are delivered through SC Virtual, Edgenuity, and/or Apex/EdOptions, these are virtual learning platforms that use both synchronous and asynchronous components. Students receive instruction from teaching via live virtual meetings, individual support with both virtual teachers and our in-person staff, asynchronous instruction via recordings and readings, and assignments through the virtual learning platforms. High school students may also complete some credits on EdGenuity and/or SC Virtual. This will be determined on a case-by-case basis and will be based on the transition plan for the students as they return to their home school.

Guardians are given an account upon student entry into the program so that they may also monitor student progress. If you need help with this process, please contact us at YOA so that we can help you navigate this system.

Note: If your student has an Individualized Education Plan (IEP) or 504 Plan, the accommodations in this plan have been shared with the SC Virtual, Edgenuity, and/or EdOptions teachers so that they can make necessary accommodations for the student.

During the transition, we will work with the student's home school to determine how students will continue their academics after leaving YOA. Some students may continue taking some courses using the virtual platforms, this determination will be made by the transition team.

SAMPLE SCHEDULE

School begins each day at 9:00AM and ends at 3:30PM. While each student will have an individualized schedule, most schedules will follow the template below (with each “Block” consisting of either academic time or social-emotional intervention time with our staff). We will work with each student upon entry into the program to build a customized schedule to meet individual needs.

8:30AM – 9:00AM	Breakfast/Check In/Morning Meeting
9:00AM – 10:00AM	Block 1
10:00AM – 11:00AM	MRT
10:30AM – 11:30AM	Block 2
12:00AM – 12:30PM	Lunch
12:00PM – 1:30PM	Block 3 (break from 12:30PM – 1PM during this block)
1:30PM – 2:30PM	Block 4 (Group Activity)
2:30PM – 3:35PM	Block 5 (Catch Up/Individual Daily Meetings/Check Out)

Please note the modified school days on the school calendar (September 28, October 27, February 1, and March 1). York One Academy will dismiss at 12:45PM on these days!

GRADING

Grades reflect the level of mastery in alignment with South Carolina College and Career Ready Standards. Standards for all courses can be found at <https://ed.sc.gov/instruction/standards-learning/>.

If a student transfers into YOA during a grading period, the grade will be calculated as a combination of the grade from the home school and the grade from YOA using the following rule:

$$(grade\ from\ home\ school) \times \frac{(number\ of\ weeks\ at\ home\ school)}{9} + (grade\ from\ YOA) \times \frac{(number\ of\ weeks\ at\ YOA)}{9}$$

Students and guardians can request a progress at any time by contacting YOA. We will be happy to discuss your student’s grades with you via a conference. Since students complete academics through EdOptions Academy, grades may not appear in PowerSchool until the end of the term. However, you can access EdOptions Academy grades through the EdOptions portal using the login given to you at orientation. If you need help accessing this, please reach out to us!

REPORT CARDS AND INTERIM REPORTS

An interim report is issued at the mid-point of each nine-week grading period and a report card is issued at the end of each nine-week grading period in each class. Students are to take the reports home and return them the following school day, signed by a guardian. Report cards will be issued after the dates listed below for each grading period.

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Grade Period Ends	October 14	December 21	March 9	June 1

ACCEPTABLE USE OF TECHNOLOGY

UNAUTHORIZED TECHNOLOGY USAGE AND ONLINE ACCESS

The following actions are prohibited:

- Knowingly loading or creating viruses
- Loading or attempting to load software or files onto a school computer without the permission of the school's technology and learning coach
- Loading or attempting to load software or files onto the district network without the permission of the Information Technology Department
- Accessing or modifying data without authorization
- Modifying or sharing passwords without authorization
- Unauthorized access, including so-called "hacking" or other unlawful activities by minors online
- Vandalism: i.e., any malicious attempt to harm or destroy data of another user
- Unauthorized disclosure, use or dissemination of personal information regarding minors. The district prohibits the use of its network and the internet to intentionally access, view, download, store, transmit or receive any information that contains material that is in violation of any district policy or administrative rule, or any local, state and/or federal laws or regulations. Prohibited material includes, but is not limited to, the following:
 - o Pornography or obscenities
 - o Harassing or threatening language or images
 - o Material that is intended, or could reasonably be perceived, to be harassing or discriminatory
 - o Material that is copyrighted or protected by trade secret
 - o Material used to further any commercial business, product advertising, virus transmission or political activity
 - o Material that is potentially disruptive of the learning environment and information sources.

The district reserves the right to monitor and/or review all uses of the district network and the internet, and users should not have any expectation of privacy in any information accessed, viewed, downloaded, stored, transmitted, or received. (See District Student/Parent Handbook pg.14 for further details)

CELL PHONES

Students can bring cell phones to YOA, but they must be powered off and turned in upon entering the building. Phones will be kept securely in the office during the school day with students being able to pick them up at dismissal. In the event of an emergency or other urgent issue, a student will be allowed monitored access to use the cell phone.

BOOK BAGS

Students are not permitted to bring book bags to York One Academy. Because students complete all their work at school, they will not need to transport many materials to and from school.

DRESS CODE

Students at YOA are expected to be in uniform each day. Uniform includes:

- khaki or black pants (not jeans)
- a collared polo shirt in black, white, gray, or blue
- an optional crewneck sweatshirt in black only (NO HOODIES)
- *No additional clothing other than undergarments may be worn under pants
- solid color low-cut sneakers or Crocs
- NO SMART WATCHES

CHROMEBOOKS

Students will be issued a District Chromebook to be used at school. Students and guardians will review the Acceptable Use Policy (see later in handbook) prior to being issued the device. Chromebook usage is a privilege, not a right. Students must abide by the Acceptable Use Policy in order to maintain access to a Chromebook. The Chromebook will remain at York One Academy and be used during the school day.

CAFETERIA INFORMATION

Breakfast and lunch will be served daily for free under the supervision of Chartwells. To access the school lunch menu, [click here](#) and choose “York One Academy.”

TRANSITION TO HOME SCHOOL

Student placement and potential return to home school is re-evaluated every 45 days. During this evaluation, staff will examine student progress towards their goals. The transition team that plans for transition to home school will include both the YOA staff and the home school staff. This team will create a transition plan that outlines what interventions were successful at YOA, what specific supports the student needs in the traditional learning environment, and how YOA staff will follow up with the student after transition has occurred.

Our transition coordinator will begin working with home schools prior to student transition by observing classes that the student will be entering and collaborating with the home school teachers. The transition coordinator will be present to shadow the student as they attend their first days back at the home school. Then, the transition team will conduct follow-up meetings with the student on an ongoing basis to ensure things are going well beyond the initial transition.

Transition out of YOA is based on student achievement of their goals, completion of the MRT group, and YOA staff recommendation for transition. Students must show evidence of internal change and behavior change in order to successfully transition out of YOA.

ATTENDANCE

Students are expected to attend school each day. An AIP (Attendance Intervention Plan) will be completed with any student, grades 5-12, and a guardian where a student has missed more than three unexcused days in a row or five unexcused days total. If additional days are missed, a student may be referred to the social worker for additional interventions that may include a student to being court ordered to attend school.

CHRONIC ABSENTEEISM

Beginning in the 2017-2018 school year, school districts within our state are required to identify students who are chronically absent to the State Department of Education as part of the implementation of the Every Student Succeeds Act. According to the United States Department of Education's Office of Civil Rights (OCR), an absent student is one who misses 50% of the instructional day for any reason regardless of whether the absence is excused or unexcused. Using this definition of absent, OCR requires states to report the number of students in each school and district who are absent at least 10% of the time during which they are enrolled. More specifically, students who are enrolled in the same school for an entire academic year and miss 18 or more days (10% of the school year) will be considered chronically absent. The total number of chronically absent students will be included in both school and district report cards and reported to OCR.

Because chronic absenteeism is associated with poor academic performance, increased dropout rates and decreased graduation rates, districts and schools are encouraged to make guardians aware of this change and stress the importance on-time daily attendance plays in student achievement. Once a student is identified as chronically absent, guardians will be notified and asked to sign an acknowledgment form with information on how to work towards minimizing school absences.

In order to facilitate the flow of information, the SC State Department of Education has standardized attendance coding and minute by minute tracking in PowerSchool for all schools throughout the state. Previously, districts were able to develop their own attendance codes and policies related to their use. Due to the standardization, guardians may notice some changes when reviewing attendance either through the PowerSchool Portal or reviewing attendance records provided by staff members, including the use of new attendance codes. One significant change is the coding of early dismissals at the elementary level. In the past, when a student was signed out early, this was not indicated in PowerSchool attendance records with separate coding. Now guardians may see an absence coding of **SC - EDSM= Early Dismissal** or **SC - DSML= Dismissal**, based on the time the student was signed out and/or the reason for the time away from school.

CHRONIC ABSENTEEISM AND TRUANCY

Chronic absenteeism is different from truancy. Although there is some overlap, the definition and types of absences considered are not completely the same.

	Chronic Absenteeism	Truancy
Definition	Any student in K-12 who misses 50% or more of the instructional day for any reason for 10% (or more) of the enrollment period.	A student between the ages of 6-17 who has accumulated 3 consecutive or a total of 5 or more unexcused/unlawful absences during the academic year. Continued unexcused absences after the truancy intervention process begins may result in referral to family court and/or the involvement of the Department of Social Services.
Types of absences included	All types of absences contribute to chronic absenteeism, including days when a student is not present for 50% of the school day. This includes excused absences, unexcused absences, suspensions, tardy arrivals and early dismissals.	Only full day unexcused absences contribute to a truancy designation for the academic year.

If you have questions about your student's specific attendance record or potential future absences, please contact his/her school attendance secretary. For questions about school district attendance policies or the implementation of directives from the State Department of Education regarding Chronic Absenteeism, please contact Chad Carper at the District Office at 803.684.9916 or via email at ccarper@york.k12.sc.us.

TARDIES

Students and parent(s)/guardian(s) are encouraged and expected to understand how important it is to attend school each day and be on time to school. Tardies to school, as well as early dismissals, interrupt our classroom routines and will result in a loss of learning.

All students entering the building after the designated arrival time must be signed in at front office by a parent/guardian.

EXCUSED ABSENCES

Upon returning to school after an absence, the student will need documentation for the absence to be considered excused. Please ensure the following information is included in the documentation:

- Full name of individual student
- Date(s) of absence
- Reason for absence
- Phone number where guardian can be reached during the day.

Accepted Excused Absences:

- Death in the immediate family
- Illness of student (With Doctors Note)
- Court Summons
- Physical/mental incapability (With Doctors Note)
- Observance of religious holiday (Admin needs to be made aware prior to holiday)
- Other extenuating circumstances at the discretion of Student Services

STUDENT CODE OF CONDUCT

Level I – Disorderly Conduct

Disorderly conduct includes 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
- profanity
- abusive language between or among students
- Failure to comply with directives from school/district personnel or agents
- use of forged notes or excuses
- cutting class
- Leaving school without permission
- school tardiness
- truancy
- Violations of the electronic device policy

NOTE: Possession of a weapon is not addressed under LEVEL I – disorderly conduct. However, unintentional or inadvertent possession of a weapon in conflict with district policy can be handled as a LEVEL I incident at the discretion of the principal if the student immediately brings the weapon to the attention of a teacher or administrator and turns the weapon over to school authorities prior to discovery by a school employee. Under these circumstances the principal may deal with the offense in compliance with LEVEL I sanctions with the superintendent’s approval. In compliance with federal and state law, this allowance does not apply to possession of a firearm (see policy JICI).

LEVEL II – Disruptive Conduct

Disruptive conduct includes those activities in which students engage that 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 administrative sanctions, legal sanctions and court proceedings.

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

- Violation of a Level 1 intervention plan and/or behavioral contract
- use of an intoxicant
- use or possession of tobacco products or materials, including e-cigarettes and vapes
- fighting
- inciting others to violence or provoking a fight
- vandalism (minor)
- stealing
- threats against others
- harassment, intimidation or bullying
- trespassing

- abusive language to staff and/or students
- repeated refusal to obey school personnel or agents (such as volunteer aides or chaperones)
- possession or use of unauthorized substances, as defined by law or local school board policy
- illegally occupying school property in any way with the intent to deprive others of its use
- unlawful assembly
- disrupting lawful assembly
- inappropriate use of technology
- Show/display gang related colors and/or symbols, flashing signs and "flagging"
- other disruptive conduct

LEVEL III - Criminal Conduct

Criminal conduct includes those activities in which students engage 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.

Acts of criminal conduct may include, but are not limited to, the following.

- assault and battery
- extortion
- Threat of the use of a destructive device
- tampering with fire alarms or other safety devices
- possession, use or transfer of explosives or other incendiary devices
- failure to report knowledge of weapons or explosive devices to school authorities
- possession, use or transfer of dangerous weapons or lookalike weapons
- possession, use or transfer of a firearm**
- sexual offenses
- vandalism (major)
- theft, possession or sale of stolen property
- arson
- furnishing or selling unauthorized substances as defined by board policy
- distribution, sale, purchase, manufactured or unlawful possession of a controlled substance
- illegal use of technology
- maliciously transmitting sexual images of minors, other than images of the student or images of the student or images transmitted with uncoerced consent of the individual in in the images.
- threatening to take the life of or inflict bodily harm upon a teacher, principal, or members of their immediate family
- threatening students and/or school(s) in violation of state law

HARASSMENT, INTIMIDATION, BULLYING

The board prohibits acts of harassment, intimidation or bullying of a student by students, staff and 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 school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not is held on school premises, or at another program or function where the school is responsible for the student. All students at YOA are entitled to attend school free from threats or intimidation. Students should report any problems to

a staff member immediately. Students who "bully" others will be disciplined appropriately. (see York School District Student/Parent Handbook for more details)

STUDENT INTERVIEWS, INTERROGATIONS AND SEARCHES

Students do not lose their constitutional rights upon entering school premises. The Fourth Amendment to the United States Constitution protects all citizens, including students, from unreasonable searches. However, students and their belongings are subject to reasonable searches and seizures when administrators have a belief considered to be reasonable under these circumstances:

- A student committed a crime or a violation of a school rule.
- Such a search will reveal contraband or evidence of a violation of a school rule or a criminal law.

Any search conducted must be reasonable in scope given the age and sex of the student and the nature of the alleged infraction. Only the principal or his/her designee may conduct such searches within the constitutional parameters outlined above unless exigent circumstances exist which require another staff member to take immediate action for safety reasons.

TOBACCO POLICY

York School District One provides a 100 percent tobacco-free, smoke-free environment for all students. Students are not allowed to use or to possess tobacco products or tobacco paraphernalia including, but not limited to, lighters, matches, cigarettes, cigars, pipes, bidis, kreteks, smokeless tobacco, mint snuff, snuff and alternative nicotine products (i.e. ecigarettes, vapes) within all district facilities, on school buses, vehicles and grounds; at all district-sponsored events whether on or off school grounds or during any other time they are under the direct administrative jurisdiction of the school whether on or off the school grounds. The district does not permit the use of candy or other novelty items that look like tobacco products including, but not limited to, candy, gum or beef jerky cigarettes, cigars or smokeless tobacco and alternative nicotine products within all district facilities: on school buses, vehicles, and grounds; at all district-sponsored events whether on or off school grounds or during any other time they are under the direct administrative jurisdiction of the school whether on or off the school grounds. This tobacco-free designation applies not only to normal school hours, but also to all district-sponsored events, before, during or after school, on campus or off campus, scheduled or unscheduled. No student, regardless of age, will possess, use, sell, purchase, barter or distribute alcoholic beverages or other controlled substances and/or drug paraphernalia such as pipes, rolling papers, vials, vape pens and/or cartridges, etc., under the following circumstances.

- on school property (including buildings, grounds, vehicles)
 - at any school-sponsored activity, function, or event whether on or off school grounds
 - during any field trip
 - en route to or from school
 - at the bus stop
 - during any trip or activity sponsored by the board or under the supervision of the board or its authorized agents
- ALCOHOL AND OTHER CONTROLLED SUBSTANCES** No student, regardless of age, will possess, use, sell, purchase, barter or distribute alcoholic beverages or other controlled substances and/or drug paraphernalia such as pipes, rolling papers, vials, vapes, etc., under the following circumstances.
- on school property (including buildings, grounds, vehicles)
 - at any school-sponsored activity, function, or event whether on or off school grounds
 - during any field trip
 - en route to or from school
 - at the bus stop
 - during any trip or activity sponsored by the board or under the supervision of the board or its authorized agents

No student will aid, abet, assist or conceal possession, consumption, purchase, or distribution of any alcoholic beverage by any other student or student in any of the circumstances listed above. No student will market or distribute any substance which is represented to be or is similar in color, shape, size, or markings to a controlled substance in any of the circumstances listed above. 46 All principals will cooperate fully with law enforcement agencies and will report to them all information pertinent or beneficial in their efforts to stop the sale, possession and use of controlled substances and/or substances represented to be controlled substances.

ALCOHOL AND OTHER CONTROLLED SUBSTANCES

No student, regardless of age, will possess, use, sell, purchase, barter or distribute alcoholic beverages or other controlled substances and/or drug paraphernalia such as pipes, rolling papers, vials, vapes, etc., under the following circumstances.

- on school property (including buildings, grounds, vehicles)
- at any school-sponsored activity, function, or event whether on or off school grounds
- during any field trip
- en route to or from school
- at the bus stop
- during any trip or activity sponsored by the board or under the supervision of the board or its authorized agents

No student will aid, abet, assist or conceal possession, consumption, purchase, or distribution of any alcoholic beverage by any other student or student in any of the circumstances listed above. No student will market or distribute any substance which is represented to be or is similar in color, shape, size, or markings to a controlled substance in any of the circumstances listed above. All principals will cooperate fully with law enforcement agencies and will report to them all information pertinent or beneficial in their efforts to stop the sale, possession and use of controlled substances and/or substances represented to be controlled substances.

ACTIONS-DUE PROCESS-ADMINISTRATION

- 1st Offense: The student and guardian will be notified by an administrator that a guardian conference must be held before the student returns to classes. The guardian conference is to review the policy and enforcement procedures and to determine the level of guardian support. The guardians will be informed in writing.
- 2nd Offense: The student will receive two (2) days' suspension from school. The guardians will be notified in writing.
- 3rd Offense: The student will receive five (5) days' suspension from school. The guardians will be notified in writing.
- 4th Offense: Possible recommendation for alternative schedule or expulsion.

The administration reserves the right to handle the above actions in the manner they feel most appropriate for all concerned; except when board policy explicitly directs a specific action. These offenses may result in recommendation for expulsion.

In addition to other penalties, the student is referred to the Law Enforcement for further action and/or The York District One Substance Abuse Coordinator.

EXPLUSION

York One Academy reserves the right to recommend students for expulsion. Authority to expel students from school rests solely with the board. The board delegates the initial authority to hear and decide recommendations for expulsion to a hearing committee. (See District Handbook pg. 46 for more details)

EMERGENCY DRILL PROCEDURES

Emergency drill procedures are posted in each classroom. This information includes a map of the building, which indicates the evacuation route. Staff will familiarize students with the specific route. In the event of any fire or emergency evacuation students are expected to exit the room in an orderly manner as directed by staff. When a tornado drill is announced the students are to assemble in designated areas as directed by staff. Students are expected to sit quietly until dismissed.

MEDICINE

School personnel will not dispense medications except as provided permitted by the administration rule JLCD-R. All medication must be brought to and from school by a responsible adult--not by a student--and a Guardian/Physician request and permission form to Administer Medication at school must be signed by guardian and the prescribing physician and filed with the school nurse office. All medications brought to school for school personnel to administer must be in an original container. If pills need to be scored/broken for dosage, this should be done before taking medicine to school. Prescription medications must have a current prescription label on the container. Emergency medications (inhalers, epi-pen, etc.) can be carried ONLY with written permission of a doctor. All health care information, including medication information must be updated each school year.

All medicines will be kept in a secured location in the office and administered by the school nurse /appropriately trained designee. Any unused medicine not reclaimed by a guardian within two weeks of the termination of treatment or the last day of school will be destroyed.

The school is not responsible for any adverse reactions when the medication has been given in the prescribed way. The school retains the authority to reject requests for the administration of medicine.

MEDICAL EMERGENCIES

Guardians will be called immediately in case of a medical emergency. If neither guardians nor emergency contacts can be reached, school personnel will call 911. Guardians will be responsible for any expenses that occur. ANY GUARDIAN WANTING A DIFFERENT COURSE OF ACTION SHOULD CONTACT A SCHOOL ADMINISTRATOR IMMEDIATELY. Your child's well-being may depend on our ability to contact a guardian immediately. A current phone number for emergency contact should be in the office at all times.

TRANSPORTATION

Morning car riders should be dropped off at the front of the building no earlier than 8:30 AM. Students will not be allowed to enter the building before 8:30 AM. Students arriving after 8:45 will need to enter by ringing the bell in front of the building and to check in the office. Reminder breakfast will be served from 8:30-9:00 AM.

Changes to transportation need to be communicated in writing with a guardian signature. Please allow 24-48 hours for any bus transportation changes.

School Bus Conduct

To help ensure safe, efficient transportation, parents/legal guardians, and students should familiarize themselves with all YSD1 policies and state laws and regulations so they will know their responsibilities. Riding the bus is a privilege rather than a right for each student to enjoy. Students who fail to follow established rules could lose the privilege to ride any YSD1 bus. A student must have permission to ride to and from school on the bus. To request a bus assignment or make any changes to a student's bus assignment, parents should contact their student's school. All bus assignment changes require a 24- hour processing period. Students are prohibited from bringing the following items on the bus: animals; drinks/food not approved by the district or driver; glass containers; weapons; balloons; oversize items - including band instruments or athletic equipment. Any object which obstructs the driver's view, blocks the aisle, blocks emergency exits, or displaces a student from a seat is prohibited. Objects which interfere with the safe operation of a school bus are prohibited. Electronic devices and handheld electronic games will be permitted if equipped with headphones and if they cannot be heard by the driver or other students. Any item carried on the bus must always remain in the student's bookbag or in the student's immediate possession. Any student not present at their assigned stop for five (5) consecutive days will be removed from bus rosters and routing. To reschedule transportation, parents/guardians must contact their students' school. This will require a 24-hour processing period. (more information can be found on pg. 11 of the district parent/student handbook)

Guest Riders on School Buses

To ensure adequate, safe seating conditions for all passengers, the district will be unable to allow guest riders on school buses, morning or afternoon.

Guest riders are students who do not ride the same bus as their "host," or students who are requesting transportation service on a bus other than the one which serves their residences or regular before-/after-school-care location.

The following students are not considered guest riders:

- Students who ride a bus and are wanting to go to the home of someone else who rides the same bus (these students must have written authorization from the school);
- Students who are living temporarily with someone other than parents/legal guardians

Video and Audio Recordings

The York School District One board of trustees has authorized the use of video and audio recording devices on all buses used by the district. The district will use these devices to monitor student behavior to maintain a safe environment. Students and parent/legal guardians are here notified that the content of the recordings may be

used in a student disciplinary proceeding. The content of the recordings is a confidential student record. The district will retain the recordings with other student records only if necessary for use in a student disciplinary proceeding or other matter as determined by the administration. For reasons of confidentiality and only when a legitimate educational purpose exists, video/audio recordings may only be reviewed by the bus driver, school and district administrators or their designees, school resource officers and/or other law enforcement personnel. Parents/Legal guardians of any affected student may request to review a video/audio recording under the direct supervision of the school administration as long as the video/audio contains recordings of their child(ren) and a legitimate educational purpose exists.

YOA Student Acknowledgements

Orientation held on: _____ Student Name: _____

Student: Please initial the following statements to acknowledge these items were discussed during Orientation.

_____ I attended Orientation and received a copy of the Student Handbook.

_____ I understand the reason for my referral as well as the exit criteria from YOA.

_____ I understand the YOA policies on dress code, cell phones, and book bags. I agree to abide by these policies during my time at YOA.

_____ I understand that by SC State Law, I am required to attend school every day. I understand that patterns of non-attendance will result in consequences.

_____ I understand that I am not allowed on any other campus in YSD1 during the time that I am assigned to YOA. This includes, but is not limited to: athletics, concerts, before school/ after school socialization or functions.

_____ I understand that bus transportation is a privilege and that misbehavior on the bus can result in a bus suspension and/or bus expulsion for up to 365 days.

_____ I understand that Technology use is a privilege and that I am only allowed use during school time for school approved research and work.

Student Signature: _____ Date: _____

Guardian Signature: _____ Date: _____

Please indicate any of the following service providers that you and your family may be working with for support.

_____ Counselor _____

Medication: _____

_____ DJJ; Contact: _____

_____ DSS; Contact: _____

Other Services: _____