



Fine Arts Preparatory School
"Growing People, Raising Stars!"

COMMUNITY HANDBOOK



Volunteer Cleanup

2024 - 2025

PalmettoPride

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OUR SCHOOL AND COMMUNITY

Our stance rests with the mission of the school and aligns with the vision to ensure that students, staff, faculty, all families, and anyone impacted by the school feels safe, loved, engaged, encouraged, and made to know that they matter. Educating a community, yes - we said community, takes all members of the local body.

VISION

The school will serve as a full-service community hub, collaborating to build harmony, equality, and well-being.

MISSION

Sparkling family and community collaboration to meet the non-academic needs of students, so they excel academically, artistically, and continually.

Enrollment & Application Procedures

Equal Education Opportunity and Non-Discrimination

Fine Arts Preparatory School is nonsectarian in its programming, admission policies, and operations. Fine Arts Preparatory School shall be open to all eligible students residing in the State of South Carolina, subject to space limitations and shall not discriminate against or refuse to provide educational services to anyone on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, sexual orientation, marital status, disability, genetic information, or parental status; and shall comply with all applicable laws and regulations relating thereto including those specifications regarding admission pursuant to South Carolina Code Ann. § 59-40-50 (B)(7) and (8) and in compliance with all federal and state laws and constitutional provisions prohibiting discrimination. Fine Arts Preparatory School provides equal access to the Boy Scouts and other designated youth groups.

Eligibility

There is no administered assessment to determine eligibility. Should the number of applicants exceed the capacity of a program, class, grade level, non-graded education grouping, or building, students must be accepted by lottery, as specified in federal or state guidance. Aside from applicants denied entry by fault of the lottery, applicants serving a current expulsion from another school shall be denied admission. There is no appeal of denial of admission due to lottery selection. A denial of admission based on any reason besides the lottery may be appealed to the Limestone Charter Association (“LCA”). The decision of LCA will be binding on the student and Fine Arts Preparatory School.

Application Process

Interested parties shall apply to Fine Arts Preparatory School. A digital and fillable application shall remain active on the school website and print copies readily available in the school office. Interested parties may contact the school office and request an application be mailed. The deadline for inclusion in the lottery will be February 15. If the number of applications received as of the deadline exceeds the capacity of a program, class, grade level, non-graded education grouping, or building, a lottery will be conducted for such oversubscribed capacity. If a lottery is not required,

then Applicants will be accepted in the order the application was received until all seats are filled. Once the seats are filled, Applicants will be placed on the waitlist in the order applications are received.

Public Lottery and Excess Applicants

Should there be excess applicants, a public lottery must occur, and enrollment is not guaranteed. The lottery will be conducted by the school with assistance from a reputable organization. Students enrolled in Fine Arts Preparatory School the previous school year have enrollment preference but must submit the intent to return form and all required re-enrollment paperwork by the deadline set by the school. Priority shall be given to siblings of enrolled students or those who, within the last six years, attended the school for at least one complete academic year, and these siblings are automatically accepted. Priority acceptance shall also be given to the child(ren) of a Fine Arts Preparatory School employee and the child(ern) of the Fine Arts Preparatory School Charter Committee members; students given these two priorities shall not exceed twenty (20) percent of the total enrollment as allowed by South Carolina Charter School Law. Students in a priority classification must timely complete all required application and enrollment paperwork.

Those not selected in the lottery shall be placed on the waiting list for that school year. Should space become available during the current year, applicants shall be notified in accordance with Notification of Placement set forth below. A new application for enrollment is required for the upcoming year.

Notification of Placement

Accepted Applicants are to be notified of placement utilizing electronic mail, or if no electronic mail is available, then by U.S. mail. Applicants shall have five (5) business days to accept or decline the enrollment decision. If no response is received within four (4) days, Fine Arts Preparatory School shall contact the applicant by telephone. Should the applicant decline or not respond within twenty-four (24) hours of the telephone call, the placement is forfeited.

Acceptance of Placement

Upon timely acceptance, the Accepted Applicant shall be provided an enrollment packet. The completed enrollment packet must be returned within 15 business days, or the spot shall be considered forfeit, and Notice of Acceptance sent to the next applicant on the waitlist. Students who receive a priority spot because of a sibling are subject to lose their spots if the anchor child does not enroll. The anchor child is defined as either the child where no lottery is needed or is pulled first of the siblings.

Accepted Applicants are required to submit the following supporting documents with the enrollment packet:

- Medical Information Form & Proof of Immunization
- Release of Academic Records/Transcripts (if Transferring)
- Proof of South Carolina Residency
- Original or Certified Birth Certificate
- Free/Reduced Lunch Application & Dietary Restrictions Form
- Transportation Request (If necessary)

Child in DSS Possession

Fine Arts Preparatory School shall enroll a child without the required documentation if the Department of Social Services (DSS) has taken possession of the child. DSS shall ensure that the required documentation is provided to Fine Arts Preparatory School in a timely manner.

Withdrawal Process

Should a student need to withdraw, issued textbooks, library books, school technology, and other items assigned that are property of Fine Arts Preparatory School are to be returned to the office of the Registrar; students are also required to clean out their school locker prior to withdrawal. Once Fine Arts Preparatory School receives an official records request from the new school, student records shall be forwarded. All withdrawal requests must be initiated in writing on an official Fine Arts Preparatory School Request for Withdrawal Form.

Attendance Policy

Regular attendance is necessary if Students are to make the desired and expected academic and social progress. However, the school recognizes that some absences are unavoidable.

- Students are required to bring written documentation for absences within 5 days from the day they return from an absence. Parents who anticipate a student's absence of more than five consecutive days should immediately contact the Guidance Counselor.
- The excuse should be turned in during morning attendance. The excuse can be a doctor's note or a note from the parent/guardian. A note from parent/guardian should contain the following:
 - Student's name
 - Parent's signature
 - Date(s) of absence
 - Date note is written
 - Daytime phone number
 - Reason for absence
- The Dean shall approve or disapprove absences in excess of 10 (5 for semester classes). A medical note or other similar documentation will be required after a student accumulates 10 absences (5 for semester) in order to assist the Dean in making that decision.
- Absences with no documentation are automatically considered unlawful.
- Students who accumulate 3 consecutive unlawful absences or a total of 5 unlawful absences will be considered truant. Parents/guardians and Students (12 years and older) will be contacted to develop a written Attendance Intervention Plan. Failure to participate and/or adhere to the plan will result in a referral to Spartanburg County Family Court.

Lawful Absence(s)

The student is ill and attendance at the school would endanger the student's health or the health of others.

- There is a death in the student's immediate family. Three absences per occurrence.
- There is a serious illness in the student's immediate family. Absences of this nature will need to consult the school guidance counselor.
- Recognized religious holiday of the student's faith.
- Activities pre-approved by the Executive Director.
- The student is suspended from school.
- There is a necessary medical or legal appointment that cannot be scheduled during non-school time.
- Absences for students whose parents/guardians are experiencing a military deployment. A Executive Director may grant up to five days of excused absences provided that 1) the absence is preapproved, 2) the student is in good standing, 3) the student has a prior record of good attendance, and 4) missed work is completed and turned in within the school's allotted time period.
- Emergencies and/or extreme hardships at the discretion of the Dean.

Unlawful Absence(s)

- The student is willfully absent from School without the knowledge of his/her parents.
- The student is absent without acceptable reason with the knowledge of his/her parents.
- The student is absent and fails to turn in an acceptable note within 5 days of the student's return.
- The student accumulates more than 10 absences, and a medical note is not received.

Tardies

An adult must come to the office to sign in a child who is tardy. HABITUAL TARDIES will be turned over to the school attendance officer for follow-up.

Early Sign-out

If a student must be dismissed early due to sickness or an emergency, a parent or guardian must sign the student out in the office. A photo ID must be presented to office personal. Sign-outs will not be permitted after 3:00p.m.

Chronic Absenteeism

Chronically absent: Any student in grade K-12 who misses 50 percent or more of the instructional day for any reason for 10 percent (or more) of the enrollment period.

All types of absences contribute to chronic absenteeism:

- Excused Absences
- Unexcused Absences
- Suspensions

A student is absent if he or she is not physically on school grounds and is not participating in instruction or instruction-related activities at an approved off-grounds location for the school day.

Truant: A student between the ages 6– 17 who has accumulated unexcused absences on three consecutive days or has accumulated a total of five or more unexcused absences during the academic year. Only full-day unexcused absences contribute to truancy. Excused absences and suspensions do not affect truancy.

Habitual Truant: A “habitual” truant is a child aged 12 to 17 years who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation of non-compliance, must be attached to the truancy petition asking for court intervention.

Chronic Truant: A “chronic” truant is a child ages 12 to 17 years who has been through the school intervention process, has reached the level of a “habitual” truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should other community alternatives and referrals fail to remedy the attendance problem, the “chronic” truant may be referred to the Family Court for violation of a previous court order. All school intervention plans existing to this point for this child and family must accompany the Contempt of Court petition as well as a written recommendation from the school to the court on action the court should take.

Guidance

Fine Arts Preparatory School provides a comprehensive guidance program which seeks to take into consideration the needs, problems, and concerns of all Students. Working with Students in the educational, vocational, personal, and social areas, the guidance department establishes the following goals:

- To help Students discover their interests, understand themselves and their abilities better so that they may have a successful School experience.
- To help Students prepare to be productive citizens of the world through career education.
- To be available to talk in confidence with any Student regarding problems of a personal nature.
- To help Students evaluate various test scores and plan for future educational and vocational needs including securing admission to post-secondary schools that meets their needs.

Grading Scale

For Carnegie Unit courses, please refer to the state Uniform Grading Policy (UGP) for quality points and state regulations guiding credit-bearing courses.

Grading Scale		High School Promotion Requirements		
A	100-90	Grade	Units	Required Courses
B	89-80	9 th	0	N/A
C	79-70	10 th	5	1 Mathematics & 1 English
D	69-60	11 th	11	2 Mathematics & 2 English
F	59-0	12 th	16	3 Mathematics, 3 English, 2 Sciences, & 2 History

South Carolina Graduation Requirements

Subject Area	Units Required
Literature & Composition	4
Mathematics	4
History & Civilization	3
Science	1
U.S. History	1
Government & Economics	1
Computer Science	1
Physical Education	1
Electives	7
Total	24

The basis for academic reporting is the teacher's evaluation of a student's performance. This evaluation is expressed as a grade. A grading system is used to indicate the specific level of a student's achievement of the mastery of the subject. Under South Carolina law, a student must earn a minimum grade of a **D** to receive credit for a course.

The dates for issue of Report Cards are listed on the school calendar. Report Cards will be issued during the 4.5-week Student lead conferences. Interims are distributed to Students at the mid-point of each grading period. These, too, will be issued during the 4.5-week Student lead conferences. If reports are not picked up by an adult during a student lead conference, they will be sent via United States Postal Service. Teachers will be available to discuss your student's progress at any point during the grading periods.

Homework

The purpose of homework is to stimulate independent study habits, to develop responsibility and self-discipline, and to reinforce learning of concepts taught by providing necessary practice for developing skill and proficiency. Homework is assigned Monday and Wednesday. At the teacher's discretion, homework may be given on Fridays. The following is the approximate amount of time your child should be spending on homework:

Grade	4 th -5 th	6 th – 8 th	9 th – 12 th
Amount of Time	45-Minutes	1-Hour	1.5-Hour

These times do not include practice time required for performing arts classes. Students must independently practice their artistic craft for one hour each day, except on Monday and Wednesday, where they must practice for a minimum of 30-minutes independently. While many projects and other creative tasks are completed in the home, they are not considered homework. They are appropriate to prove that students will test proficiently on content material and demonstrate understanding through application and practice.

If you find that your child is having challenges with homework, please contact your child's teacher and always remember that the school is here to provide resources that will help with the process of educating your child. If a student is absent, they have the opportunity to make up any missed assignments or tests. Parents should contact the child's teacher if the child has not received the missed assignments.

Make-Up Work Policy

Students are responsible for obtaining work they miss due to absences. It is understood that the nature of some work makes it impossible to complete, e.g., science lab, group activities, etc. Students have the same number of class days missed to complete work and the work will be due the class meeting following.

Example: 2 days missed - the work will be due on or before the third day back (2 missed days plus 2 days attended to turn in work).

In certain circumstances where a prolonged illness is involved, an extension of this limit may be arranged between Student and teacher. Exceptions to the normal make-up policy would be where in certain situations where the deadline was communicated.

Example: Research paper due on or before May 3rd and was communicated prior to absence.

Exams missed are to be taken outside of class time within the make-up period at the convenience of the teacher. Students are usually informed of exams in advance. Pre-announced exams will be taken when the student returns to School after being absent unless other arrangements are made at the teacher's discretion. Students who are truant will not be able to receive credit for make-up work or exams.

A suspension will be considered an extenuating circumstance for attendance purposes and make-up work will be allowed for 80% credit of work completed. Failure to do the work within the designated time may result in a grade of zero.

Late Work Policy

Late work will not be accepted for full credit. Late is any time after a past due assignment is collected by any teacher or classroom staff.

- Work turned in 1 School Day (one class period) or less after the due date will reflect a 20 point or 20% loss of credit.
- Work turned in 2 School days (2 class periods) late will reflect a 40 point or 40% loss of credit. Except for extenuating circumstances, work will not be accepted more than 2 School days after the due date. Do not confuse with make-up work after being absent.
- Long term or major assignments will not be taken late.
- An assignment graded in class will not be taken late.

School/Statewide Testing

Parents/guardians and Students will be notified in advance of testing dates. Please do not plan trips or medical appointments for your children on these dates. Other assessments may be required to monitor and track student growth and progress and used as measurement for identification of giftedness as well as exceptional student services. If your child is absent and does not have appropriate documentation, the grade received will be a zero.

Field Studies & Excursions

Field Studies & Excursions are an extension of the classroom and, therefore, are for the purpose of extending the instruction to a setting outside of School. Students or children other than those for whom the field trip has been approved may not attend or accompany the group as a part of this extended classroom activity. Parents who wish to chaperone a field trip must attend volunteer training, pay for the SLED Background Check, obtain a School Identification Badge, and be approved in advance in order to chaperone a field trip.

Textbooks

The student and parent/guardian are responsible for any textbook issued to the student. All textbooks are barcoded, creating a computerized inventory system for textbooks. The barcodes are permanently attached to the books in two places. If the barcode labels are removed from the books, the student may be charged as much as a lost textbook fee or a \$5.00 fee. Students are required to keep textbooks in good condition at all times. Any misuse of textbooks due to carelessness or neglect may be considered cause to charge the student a fee for damages to that book. Students will return textbooks to their teacher at the close of the school year or when the student withdraws from Fine Arts Preparatory School.

Response to Intervention (RtI) & Student Support Team (SST)

The RTI/MTSS process has the potential to limit the amount of academic failure that any student experiences and to increase the accuracy of special education evaluations. This could also reduce the number of children who have been mistakenly identified as having learning disabilities when their learning problems are due to cultural differences or lack of adequate instruction.

Information and data gathered by an RTI/MTSS process can lead to earlier identification of children who have true disabilities and need special education services. Section 504 of the Americans with Disabilities Act (ADA) states that it is the responsibility of the school to identify and evaluate students who, under section 504 of the Rehabilitation Act of 1973, need special services in order to receive a free appropriate public education (FAPE). Students may be eligible for services under this provision even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

If request for a special education evaluation is made, the special education team has ten days to respond and determine that a need for evaluation is appropriate. If that need is determined, then the team must have signed a parent/guardian consent for testing. Once received, the team (with input from a parent/guardian) has 60 days to complete the evaluation, and 30 additional days to generate an individual education plan (IEP) – if the student qualifies for special education services.

The IEP is designed specifically around the learning, physical, and behavioral needs of the student. Student learning and/or behavioral goals are developed, and resource support time is determined. The IEP team meets annually with the parent/guardian to discuss student growth and adjust goals. Students are evaluated every three years to determine change in services, if needed. A Parent/Guardian has the right to refuse special education services.

Title I

Fine Arts Preparatory School is designated a Title I School, which means that the school benefits from supplementary federal funding that helps ensure that all students benefit from their public-school experience. Parents may volunteer to serve on our Title I Planning Committee. We have periodic Title I Family Activities to encourage parents and children to join for math and reading experiences. An annual Parent Survey gives an opportunity for parent input.

Parent Conferences

Parents are encouraged to contact the school for a conference with the student's teacher, counselor, or an administrator. To make an appointment for a conference, please phone the school for a time suitable to all. Parent-Teacher conferences are highly encouraged in all School matters that affect our students' learning. Conferences may be held after School and may occur in person or by telephone. Parent-Teacher conferences are encouraged and may be requested by parents, guardians, or teachers. During conferences, any academic successes or challenges will be discussed and a plan for enrichment or improvement will be developed. Parents will have the opportunity to meet with teachers to discuss Student progress every 4.5 weeks. Registration links will be found on the Fine Arts Preparatory School website.

Illness & Emergencies

A Student who needs first aid and/ or becomes ill during the school day should report to the Clinic. In case of an emergency or serious illness, parents will be notified. Therefore, it is imperative that emergency information be on file in the office for every Student. The parent/guardian should contact the Attendance Office in the event of any change in Student information.

Illness

A child who has been ill should return to school only when well enough to participate fully in all activities. It is very important that your child stay home if he/she is ill.

If your child has had a temperature above 100 degrees F, diarrhea, vomiting, a rash, or a contagious illness including pink eye, strep, etc. within the last 24 hours, please keep your child at home. Remember, your child must be fever free (without fever reducing medication) for 24 hours before returning to school.

Communicable Diseases

Communicable diseases are diseases that may be transmitted from person to person. Prevention and control of communicable diseases in the school setting is an essential part of ensuring a healthy, safe environment for students and faculty. To protect others from contagious illnesses, students infected with certain diseases are not allowed to attend school while contagious. The parent/guardian of a student with a communicable or contagious disease should phone the nurse or Executive Director so that other students who have been exposed to the disease can be alerted. The school staff will follow the recommendations made by South Carolina DHEC (<http://www.scdhec.gov/Library/CR-010752.pdf>) in regards to returning to school after a communicable disease has been diagnosed by a physician.

Student Medications

Any medication to be given during the day must be delivered by the parent/guardian in the original, properly labelled container with the student's name clearly printed. Students will not be allowed to have medications (prescription or over the counter). Medications are not allowed to be transported in the child's backpack and will not be sent home with students. This includes cough drops, Orajel, and medicated ointments.

Over-the-counter medications may be given with parental permission (A Medication Permission Form signed by parent/guardian) as long as age-appropriate dosing recommendations on the product label are followed. However, if the healthcare provider prescribes a medication that is purchased over the counter and/or if the medication is prescribed differently from the manufacturer's recommendations on the container, the school will need a copy of the prescription signed by the healthcare provider that prescribed the medication.

When possible, medications should be given by parents/guardians before or after School hours. Any medication to be given during the school day, including over the counter medication, must be accompanied by a completed Medical Permission Form.

Fine Arts Preparatory School and its employees reserve the right to refuse to honor medication requests that are not consistent with professional standards and/or deemed unsafe for the school setting. Requests from parent/guardians for administration of herbal/alternative medicinal products, “off-label” or investigational medications will need a written order from a healthcare practitioner who is recognized by SC’s Dept. of Labor, Licensing, and Regulations as authorized to prescribe medications.

No student will be allowed to keep medications on their person. All other medications will be kept at School in the clinic and must be dropped off/picked up by a responsible adult when the medication is discontinued, expired, or at the end of the school year. At the time the prescription is filled ask your pharmacist to prepare a separate bottle labeled for School use.

Parent/Guardian Responsibility

- Deliver the requested forms and/or orders along with medication in the original labeled prescription container and/or proper equipment for medical procedure to the school.
- Inform the school of any changes in the student’s health condition, medical procedure, or medication.
- Update forms annually or when there is any change in the medication or medical procedure.
- Pick up any unused medication or medical supplies within one week of discontinuation or last day for Students, whichever comes first, after which medications will be disposed of.
- Provide no more than a thirty (30) day supply of medication to the School.
- Be responsible for medication/equipment until it is received by the appropriate school personnel.

School Responsibility

1. Safely assist Students with medication or performance of medical procedure.
2. Communicate with the parent/guardian any problems or issues relating to administering medication or medical procedures.
3. Destroy medicine according to policy one week after discontinuance of medication or at the end of the school year, if not reclaimed by parent/guardians.
4. Neither the person administering the above medication or procedure nor Arts Prep will be held responsible or liable for any effects or problems resulting from therefrom.

Immunizations

South Carolina Department of Health and Environmental Control (DHEC) has designated immunization requirements for school-age children. The requirements and allowed exemptions as stipulated by DHEC can be found at www.scdhec.gov.

Food & Nutrition

Café Procedures & Practices

- For the health and safety of our learning community, refrain from sharing food. This stops the passing of communicable disease and virus.
- Students may only consume items prepared by school chefs – no outside food, candy, drinks, or snacks are allowed on campus.
- Students are to utilize restaurant voices during meals, socializing with class is the goal.
- Ensure the area where students are seated is cleaner than they found it when leaving.
- Students will remain in the designated area until dismissed and will follow dismissal procedures.
- Be adventurous, try new eats from our chefs.

Care of School Facilities and Materials

Students are expected to assist in maintaining cleanliness in the classroom, lunchroom, halls, restrooms, and grounds. Students are also expected to take proper care in the use of School furniture and equipment. Students (or their families/legal caretaker) must pay for deliberate damage to School property.

Books checked out from Fine Arts Preparatory School or distributed in class that are lost, must be paid for, or replaced. All computers **MUST** be used in accordance with the School's Technology Use Policy. Therefore, Students are not allowed to use School computers to participate in social media activities, complete non-School related projects, or to send emails to their friends or family outside of the school. Failure to adhere to these guidelines will result in disciplinary action.

Chewing Gum

Chewing gum is not allowed at Fine Arts Preparatory School. Students are not able to properly sing, dance, play an instrument, or act while chewing gum. Chewing gum during these activities can be a choking hazard for our artists.

Protection of Pupil Rights Amendment (PPRA)

Under PPRA, schools must obtain written parental consent before students are required to participate in any survey, analysis, or evaluation that reveals information concerning any of the eight protected areas noted below:

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of other individuals with whom the student or the student's family has a close family relationship;
6. Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers;
7. Religious practices, affiliations, or belief of the student or student's parent/guardian; or
8. Income, other than as required by law, to determine eligibility for participation in a program or receiving financial assistance under such program.

Notification of Rights Under Family Educational and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford parents and Students over 18 years of age (“eligible Students”) certain rights with respect to the student’s education records. These rights are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents/Guardians or eligible Students should submit to the Dean a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible Student of the time and place where the records may be inspected.
- 2) The right to request the amendment of the student’s education records that the parent or eligible Student believes are inaccurate, misleading, or otherwise in violation of the Student’s privacy rights under FERPA. Parents or eligible Students who wish to ask the school to amend a record should write the Dean and clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible Student, the school will notify the parent/guardian or eligible Student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible Student when notified of the right to a hearing.
- 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to School officials with legitimate educational interests. A School official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or Student serving on an official committee, such as disciplinary or grievance committee, or assisting another School official in performing his or her tasks. A School official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another School in which a Student seeks or intends to enroll.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920.

Arrival & Departure Procedures

Morning Arrival

Drop-offs must be in the single carpool line along the sidewalk in the front of the building. Pull forward as far as possible to allow more cars in the designated area. Students may not be dropped off in the line across the road and then walk across the road without an adult. Parents/guardians may park and then walk their child across the road and to the front door. Cars are to stay in a single line in the morning (no passing or getting out of line) when dropping off their children. This is for the safety of all Students.

Drop-off begins at 8:15 a.m. Students should not be dropped before their designated time. The building is locked, and there is no supervision before that time – students will remain outside, unsupervised, and not the responsibility of the school until their appropriate arrival time.

Afternoon Dismissal

Pick-up time is 4:30 p.m. for students. A double carpool line will be used for afternoon dismissal. Only cars in the carpool lines and loading zones will be loaded. All parents are to remain in their vehicle to allow the loading process to move faster. No one will be allowed to enter the school to pick up a student; you must be in the carline. If the official car tag is not displayed, the driver will be asked to park and report to the front office for a card check to verify permission to pick-up. A photo ID will need to be presented to office personnel. The driver will then be asked to get back into carline.

Parents who arrive after 4:45 p.m. must come inside to sign children out. A photo ID will need to be presented to office personnel.

Transportation

Rider Procedures

Students will only be released from the supervision of the bus driver to a parent, adult guardian, or older sibling. If a parent, adult guardian, or older sibling is not visually present at the bus stop, the driver is required to return the student to the school and the supervision of an administrator. If your child is returned to school three times, he/she will lose bus riding privileges for the remainder of the semester. If a third offense occurs near the conclusion of the first semester, the administration has the authority to deny bus privileges for the remainder of the school year.

If you want your child to get off the bus with another adult or older Student, you must send a note to the school giving your permission. A signed and dated note must be sent to School with the Student if a change is made to how he/she is to get home from school. If your child does not have a note (signed & dated), we will send him/her home by bus or car according to the registration card. No transportation changes will be taken over the phone or by email.

Behavior on the Bus

Bus drivers cannot concentrate on their driving duties when unruly passengers distract them. A driver must give his/her full attention to the roadway. Listed below are some of the student behaviors that are important for the safe operation of our buses:

- Show respect to the bus driver and cooperate at all times.
- Get on and off the bus in an orderly fashion – no pushing or shoving.
- Remain in your seat until the bus stops at your destination.
- Refrain from making excessive noise.

Violating the rules listed above and causing other conditions that prevent the safe operation of buses are not permitted and the following will result:

Level I: Behavioral Misconduct

Behavioral misconduct is defined as those activities which tend to impede the orderly operation of a school vehicle. Repeated violations may lead to more serious disciplinary actions including suspension from the bus for an extended period of time including the remainder of the school year. Discipline records of violations are cumulative. All final disciplinary actions are left to the discretion of the school administration.

Consequences for Level I Offenses include:

- 1st referral – warning and contact parents
- 2nd referral – suspended from the bus up to three days and contact parents
- 3rd referral – suspended from the bus for the remainder of the year

Level II - Disruptive Conduct

Disruptive conduct is defined as those activities directed against persons or property, which tend to endanger the health or safety of oneself or others on a school vehicle. Disruptive records of violations are cumulative. All final disciplinary actions are left to the discretion of the school administration. Level II violations may also result in out-of-School suspensions and/or restitution of property.

Consequences for Level II Offenses include:

- 1st referral – suspended from the bus up to three days and contact parents
- 2nd referral – suspended from the bus for up to five days and contact parents
- 3rd referral – suspended from the bus for the remainder of the year

If a student is removed from the bus for the remainder of the school year for a combination of Level I and/or Level II offences, the student must remain off the bus for at least 45 School days. If parents wish to appeal the removal after 45 School days have been served, the parents/guardians should contact the Executive Director to request reinstatement of bus privileges. If a student does have bus privileges reinstated, any further referral of any nature will result in removal from the bus for the remainder of the year with no further appeal under this code.

Level III - Criminal Conduct

Criminal Conduct is defined as those activities that result in violence to oneself, another person, or destruction of property. These actions pose a direct and serious threat to the safety of oneself or others on a school vehicle. Criminal conduct usually requires administrative actions, which could result in the immediate removal of the Student from School, the intervention of law enforcement authorities, and/or action by the Board of Trustees.

Level III violations may lead to a student's immediate removal from the bus at the School. Level III violations may also result in out-of-School suspension, recommendation of expulsion from School for the remainder of the school year, notification of law enforcement authorities and/or restitution of property.

Consequences for Level III Offenses include:

- Any Referral – suspended from bus for the remainder of the school year and conference with parents/guardians.

If a student is removed from the bus for the remainder of the school year for a Level III offense, the student must remain off the bus with no appeal under this code.

If the misconduct is of such a nature that the driver cannot finish the trip, the driver may return to school so that immediate contact may be made, or the driver may stop to telephone either the Executive Director, or Executive Director's designee.

Please remember that riding the bus is a privilege, not a right! The expectation of the school administration is that the driver will report all incidents to the Executive Director. Students are under the supervision of the bus driver and are considered to be on school grounds as soon as they are at the bus stop and/or on the bus. When students are dismissed at the end of the school day, the instructions of the teacher on bus duty should be followed.

Bus Routes and Schedules

Route and schedule information is available at www.fineartsprep.org/transportation

Hazardous road conditions due to inclement weather may cause disruptions to the bus routes and time schedules. Only Students registered with the transportation department with assigned bus stops will be permitted to ride the bus. Students will not be allowed to ride with friends or to unassigned bus stops. All changes regarding bus transportation must be verified by the school and documented with a note from a parent/guardian.

Severe Weather/Tornado Warnings

When there is a threat of severe weather, Fine Arts Preparatory School officials will monitor conditions and take the advisement of the Emergency Broadcasting Center (EBC) and local authorities to determine when emergency procedures need to be implemented. When dangerous conditions exist and plans are implemented, we will use every means available to communicate this to our families. The safety of your children is our utmost concern and school may be the safest place for the children. When a tornado warning is issued, Fine Arts Preparatory School will go into tornado safety mode. Parents who are on site or waiting in the parking lot will be invited to shelter in place. Students will not be released until the EBC has determined that the threat for severe weather has ended.

Emergency School Closing or Delay Information

In the event weather or other conditions make it necessary to close or delay school, students and parents/guardians will be notified through announcements made on social media outlets, television, and via email and robocall. Fine Arts Preparatory School will give notice to the local news agencies regarding closings and delays.

School Fees

Fine Arts Preparatory School is authorized by statute, to charge fees in accordance with similar fees charged by other public schools to help offset incidental supply and similar costs in connection with meeting Students' needs. Certain families may qualify for waiver of such fees or pro rata reduction, based upon eligibility for free or reduced lunch meals, if a request is made. It is the parents' responsibility to seek such alterations to the normal fee arrangements. Cash, Credit/Debit Card, or Money Orders are accepted. No Personal Check of any kind will be accepted.

Withdrawal & Transferring

Parents/guardians should notify the registrar's office in advance if they are planning to transfer their children to another School. Please return all textbooks and library books before withdrawal.

Student Records

Submit immediate, written notification to the main office personnel in the case of any changes in address or phone numbers. All requests for student records must be made in writing by the student's parent/guardian. Student information will only be released to parents/guardians or, as appropriate, to emergency contacts (as listed in our student information system).

Volunteers

We encourage parents and community members to volunteer at School regularly. In order to ensure that our students are safe in their learning environment, volunteers must satisfactorily complete a SLED background check and pay the associated fee. Upon satisfactory completion, a volunteer can acquire a school ID and be in the classroom to assist teachers and in other places around campus. Volunteers must report to the front office upon entering the school, must sign the Volunteer Log in the Front Office, and receive proper identification to wear in the school while volunteering and have it affixed in a conspicuous place before proceeding to the volunteer location.

Parent Teacher Student Association (PTA)

PTA membership is open to all parent/guardians, teachers, staff members, and interested members of the community. The nominal fee of \$5.00 helps our school with various projects during the school year. The fund-raising projects provide technology for classrooms, landscaping projects, and other major school improvements. PTA Planning Meetings are held monthly on the third Tuesday at 6:30pm. Please join and participate!

Visitor Policy

All visitors must report to the main office or School administrator when they enter the building. All visitors, upon arrival, must check in with a valid state issued I.D. and receive a visitor's tag to be worn at all times while on campus. Visitors must have a security and background check to be able to be alone with students during a visit or activity, or for any extended (two days or more) occurrences. Visitors should dress appropriately when entering the school. Visitors are not allowed into the classrooms during instructional times without prior arrangements being made and approved by the Dean of Instruction.

Students are not permitted to bring friends, relatives, or other visitors to the school without prior permission from an administrator. Unauthorized persons in the school building or on the campus will be asked to leave. Refusal to leave school property in response to a reasonable request will result in arrest for trespass and for disruption of the school.

Telephone Calls

Reaching teachers and Students via telephone during the school day: you may leave a voicemail for teachers. Calls will not be transferred to teachers during instructional periods. Allow teachers 24-48 hours to return calls. In the event of an emergency, messages will be delivered directly to a teacher or Student. When a message must be delivered to a student, the parent/guardian will receive a call from a student if requested. Please do not text or call Students on cellular devices!

Electronics Policy (Including Cell Phones)

Personal Laptops and Tablets and similar electronics are not allowed on campus.

Arts Prep is a mobile device-free space, meaning that cell phones and smartwatches are not permitted for use at school. Smartwatches are not to be worn or used at any time during the school day. Cell phones must be placed in a Yondr Pouch in accordance with the school's Mobile Device Policy. The Yondr Pouch locks the cellular device away but allows the student to retain possession. In case of an emergency, the pouch may be broken open. While we believe that cell phones have great utility, we know that learning and social behavior drastically improve when students fully engage with their teachers and classmates. If you have an emergency and need to contact your child(ren), please contact the main office.

Students will remain in possession of their phones for the duration of each school day, inside of the locked Yondr Pouch, until dismissal. If the pouch is damaged, students will be assessed \$35 per pouch. Any Cellular Device(s) and/or other personal electronic devices are brought to the school are at the risk of the possessor/owner thereof and the school cannot be liable for the loss, damage, destruction, or theft of the device.

How it works:

- 1) Students lock mobile device in Yondr Pouch during Homeroom.
- 2) Student remains in possession of device in Yondr Pouch until dismissal.
- 3) Student unlocks case at dismissal.

Students must always adhere to the school's Mobile Device policy. Failure to comply with the policy is a violation and will have an aligning consequence. Habitual occurrences will result in the student being unable to bring a mobile device to school and/or school authorized activities.

Violations and Consequences

1. Physical damage, destruction or any other damage that circumvents the use of one or more Yondr Pouch:
 - a. The Yondr Pouch & device will be confiscated, the student's parent/guardian will be notified, and there will be a charge to replace any damaged Yondr Pouch.
2. Use of a mobile device or smart watch at an unauthorized time, event, or other unauthorized occurrences:
 - a. The device(s) in question will be confiscated. A parent or guardian must retrieve the device from the school.
3. After two (2) occurrences, the student will not be allowed to bring a mobile device to school or school-authorized activities.
4. After a third occurrence, a conference is required with the parent or guardian, and further disciplinary action will ensue, up to and including suspension or expulsion, depending on the nature of the event.

School & Classroom Parties

Fine Arts Preparatory School has authorized two (2) School parties to be held in the classroom during the academic year and during the school day. The first party will be held prior to the winter break. The second party will be held at the end of the year. Student organized parties are not permitted. Students are not allowed to plan and bring in items for impromptu parties. Birthday celebrations during the school day are not permitted. Parents and families are welcome to have lunch with their child for their birthday. Outside food for other Students cannot be brought in to celebrate. Please do not bring or send in cake, cupcakes, balloons, or stuffed animals as they are distractions to Students in the classroom.

Lost & Found

Please label all your student's belongings (such as coats, sweaters, hats, book bags, etc.) with their name so that lost items can be returned to their rightful owners. Lost and found items will be located in an appropriately designated space. Items that are not retrieved will be donated to a charitable organization. Donations will be made on the last day of every month.

Uniform & Dress Code

Students are expected to be professional, clean, neat, and dressed appropriately and in appropriate Fine Arts Preparatory School uniform at all times. The only exception is on Friday of each week. Fridays are designated jean days; students must pay \$2 to be out of uniform.

Appropriate attire for all Students includes:

- Skirts, shorts and skorts must be at least two inches below fingertip length or longer when standing (leggings or tights do not substitute for length)
- Clothing must cover undergarments.
- Pants, shorts, skirts, and skorts must be worn at the waist.
- Shoes, shirts, and pants must be worn at all times.

Inappropriate attire for all Students, and should not be worn to School, includes:

- Hats, hoods on clothing/jackets, head scarves, bandanas, and sunglasses should not be worn inside the building (this does not apply to designated spirit days assigned by the administration). Exceptions may be made by the Executive Director for medical or religious reasons.
- Tank tops, tube tops, halter tops and tops with string straps, unless covered by a shirt or blouse.
- Bare midriffs and backs
- See-through garments
- Garments that have open holes higher than the knee
- Leggings/jeggings and tights worn as pants.
- “Sagging” pants, shorts worn below the waistline.

Clothing/jewelry may not display alcohol, tobacco, vaping, or controlled substance advertisements. Clothing may not display vulgar writing or symbols that are sexual in nature, or which illustrate violence. Also, while the displayed message may not be obscene or profane, the message conveyed may still be deemed inappropriate and Students will be asked not to wear the clothing/jewelry.

- Flip Flops, including athletic slides, shoes with wheels, and cleats should not be worn to School because of safety concerns.
- Students are not allowed to have colored hair (the full head of hair must not be colored, through streaks and designs are allowed).

The administration will make the final judgment on the appropriateness of clothing and/or appearance and reserves the right to prohibit Students from wearing any articles of clothing or other items which lead to or result in the disruption of or interference with the school environment and student safety. Should the administration determine a student’s dress is inappropriate, the administration will either require the student to change or inform the student not to wear the garment to school again. Repeated violations of the dress code will result in the student not being allowed to dress out of uniform on Friday’s and depending on the extent and manner of violations may be subject to further discipline up to and including suspension or expulsion.

Discipline and Student Code of Conduct

Students and parents should read and discuss this Code together. Both parents and Students must sign the last page of the book, date it, and return it to the school. Your signature does not mean that you are in total agreement, but simply you have received and read the discipline code. It is understood by the administration and school board that some parts of the Student Code of Conduct may be reviewed and refined annually, or more frequently if necessary, according to the unique needs of students, teachers, and administrators.

Please sign and return all discipline notices that you receive. Specific classroom expectations and consequences are communicated to the students and parents by classroom teachers. If your child chooses not to do what is expected (break a rule), he/she chooses to accept the consequences. Any questions about specific classroom expectations should be directed to the teacher.

Fine Arts Preparatory School believes the community desires the best possible education for their children. School discipline shall be the responsibility of the Executive Director or his/her designee. A positive learning environment is safe, drug free, and without disruption. Good Student conduct is essential to the achievement of the school's goals and objectives. This Code of Student Conduct establishes guidelines for Students, parents, teachers, and administrators to maintain an appropriate School environment. The provisions in this Code of Student Conduct provide for firm but fair administration of disciplinary measures with an appropriate range of discretion for the application of consequences for behavioral needs, based upon individual assessments of every case, and in compliance with the philosophy set forth below. Disciplinary action is best resolved among teacher, Student, and parent in a calm, reasonable manner. However, serious violations of the Code must be handled quickly and effectively by the Administration.

When a student demonstrates behavior that is disruptive to the class or goes beyond what the teacher's system can handle in scope or frequency, the student will be referred to the office for administrative discipline. Administration will address the issue based on the guidance of the Fine Arts Preparatory School Code of Conduct. Administrative consequences will always include notification of and consultation with the parent.

Consequences may include the following:

- Conference with the parent, child, teacher, and Dean and/or Executive Director
- Withholding of privileges
- Detention
- In-School Suspension
- Out of School Suspension
- Recommendation for Expulsion

The objective of disciplinary action is to encourage good choices and acceptable behavior by the students with every reasonable effort being made to keep students within the school's influence, to rehabilitate and re-direct inappropriate behaviors, to offer effective strategies for changing such behaviors, and opportunities to do so except in very serious circumstances.

Jurisdiction of Student Conduct

School rules and the authority of the school to administer discipline apply whenever the interest of the school is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

Fine Arts Preparatory School has disciplinary authority over a student:

- During the regular school day.
- While the student attends any school-related activity, regardless of time or location.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When criminal mischief is committed on or off school property or at a school-related event.
- For certain offenses committed on the Fine Arts Preparatory School Campus as measured from any point on the school's real property boundary line.
- When the student commits a felony, as provided by South Carolina code of law, section 16-1-10.
- When the student is required to register as a sex offender.

Social Events

The rules of good conduct and appropriate attire and appearance will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share the responsibility for the conduct of the guest. Students attending social events may be asked to sign in and out for the event.

Discipline Information: Buses or Other Vehicles

Students may be transported for a variety of reasons such as field trips, extracurricular activities, emergency situations, etc.

Students are under the Code of Conduct while they are using school transportation. Any student who violates the established rules of conduct while on school transportation will be disciplined according to the Code of Conduct.

The Board of Directors and School Administration reserve discretion to consider the merits and variables of each case presented –with particular regard to extenuating, mitigating, or aggravating circumstances. Whenever alternatives to expulsion are under consideration, such variables including (but not limited to) prior conduct (disciplinary record), academic achievement, citizenship, and contributions to the regular and extra-curricular School programs by the student may be considered. Preferential treatment for the purpose of maintaining extra-curricular eligibility is not allowed.

Notification

The Dean shall notify a student's parent by phone or in writing of any violation that may result in a detention outside of regular school hours, in-school suspension, out-of-school suspension, or recommendation for expulsion. Questions from parents/guardians regarding disciplinary measures should be addressed to the teacher or school administration, as appropriate. Consequences shall not be deferred pending the outcome of a grievance.

Harassment, Intimidation, or Bullying

Fine Arts Preparatory School is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. There is a no tolerance rule for harassment, intimidation, or bullying.

Fine Arts Preparatory School prohibits acts of harassment, intimidation, or bullying in all classrooms, on school premises, or at school-sponsored activities or events, whether or not held on school premises, or at any other programs or functions where the school is responsible for the child.

Definition of harassment, intimidation, or bullying:

Harassment, intimidation, or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to 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 property damage; or
- Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Reporting harassment, intimidation or bullying:

Any student who believes that harassment, intimidation, or bullying has occurred in violation of this policy should report the situation to a school staff member. If the student has previously reported the harassment, intimidation, or bullying to the school staff member, but the misconduct continues, the student should report the situation to the Dean (or his/her designee).

All other members of the community, including students, parents/legal guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. While submission of a written report is not required, the reporting party is encouraged to submit a written report. Oral reports also will be considered official reports; however, the Dean (or his/her designee) should document the oral report for the school's records. Reports may be made anonymously, but formal disciplinary action must not be based solely on the basis of anonymous reports. It is understood that an anonymous report or delayed report may limit the investigation process.

Retaliation

Fine Arts Preparatory School prohibits reprisal or retaliation against a person who reports an act of harassment, intimidation, or bullying.

Investigation

The Executive Director (or his/her designee) is responsible for determining whether an alleged act constitutes a violation of this policy. The Executive Director (or his/her designee) will conduct a prompt investigation of the alleged incident. A record of each investigation regarding allegations of harassment, intimidation, or bullying will be maintained at the school.

Sexual Harassment/Abuse

Fine Arts Preparatory School believes that every student has the right to attend school and school related activities free from all forms of discrimination on the basis of sex, including sexual harassment/abuse. Further, Fine Arts Preparatory School, as required by Title IX of the Education Amendments of 1972 and its regulations, does not discriminate on the basis of sex in its education programs or activities. Title IX prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex that creates an intimidating, hostile or offensive environment. Fine Arts Preparatory School considers sexual harassment/abuse of students to be serious and will consider the full range of disciplinary options, up to and including recommendation for expulsion, according to the nature of the offense. Unwanted and unwelcome conduct of a sexual nature, words, gestures, or any other sexual conduct, including requests for sexual favors, directed toward another student or employee is unacceptable. Fine Arts Preparatory School encourages parental and student support in its efforts to address and prevent sexual harassment/abuse. Students and/or parents/guardians are encouraged to discuss their questions or concerns about the expectations in this area with a teacher or administrator.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or an employee. This prohibition applies to any and all inappropriate conduct. All students are expected to treat other students and employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

Students who have actual knowledge of sexual harassment/abuse are encouraged to report such conduct to a teacher, administrator, or the Title IX coordinator. Employees of the School who have actual knowledge of sexual harassment/abuse must report such conduct to the Title IX coordinator. The Title IX coordinator will evaluate the complaint to determine if the conduct meets the definition of sexual harassment under Title IX. To the extent such conduct qualifies as sexual harassment under Title IX, the School shall investigate in accordance with the procedures required by Title IX. If the complaint does not meet the conditions of sexual harassment under Title IX, the complaint will be reported to an administrator for further investigation and action pursuant to the Student Code of Conduct, as necessary. A founded complaint against a student will result in appropriate disciplinary action and potential recommendation for expulsion, according to the nature of the offense.

Inappropriate Items

Students may not bring items such as radios, headphones, video games, balls, cards, toys, laptops, tablets, or large amounts of cash. Cell devices are allowed only in accordance with the Mobile Device Policy. These items will be confiscated and held in the office for parents to pick up. Some items may not be retrieved until an investigation is completed. The school is not responsible for the safety of any personal belongings.

Inappropriate Language & Physical Aggression

Students are expected to control their voices at all times and only say appropriate things to and about others. Language that is deemed to be disrespectful, rude, profane, or obscene will not be tolerated.

Students are expected to keep their hands and feet to themselves at all times while on school property, at school events, and within the school's jurisdiction as defined below. Severe Disrespect to an Adult: Disrespect to an adult in the form of words (inappropriate language) or gestures will not be tolerated.

Tobacco/Vaping Products

Fine Arts Preparatory School is a tobacco free campus. The use of tobacco products, including vaping, is prohibited anywhere on campus, including the car line.

Vandalism

Any Student who intentionally abuses School property or the property of others will be responsible for repairing or replacing the damaged property in addition to referral for appropriate disciplinary action and potential recommendation for expulsion, according to the nature of the offense and the Student Code of Conduct.

Conduct by a student in any manner which interferes with classwork or involves substantial disorder, or invasion of the rights of others, is a basis for disciplinary action including suspension or expulsion of the student. In addition, certain other violations of the Code may result in suspension or expulsion.

Corporal Punishment

Staff members will exercise alternative means of discipline that reflect respect for the dignity of the individual Student. However, incidental contact with a student or the use of reasonable force to restrain a student who is fighting with another student, or who is threatening a student, staff member, or self, committing assault against another person, or otherwise displaying aggressive or excessive misbehavior, does not constitute corporal punishment.

Procedures, Hearings, & Appeals

South Carolina law states that no student can be suspended from a teacher's class for more than 10 days for any one offense. SC law states that no student can be removed from school for more than 30 days in a school year unless expelled. This applies to both regular education and special education students. Within three days of the first day of suspension, a student and his/her parent/guardian shall have a conference with the appropriate administrator who shall advise the student and his/her parent/guardian of the conduct of which the student is accused and the length of the suspension.

Disciplinary Investigation and Action Taken by Administration

If after the Executive Director or his/her designee investigates a report of student misbehavior, and he/she decides to recommend expulsion, the Dean should suspend the student and notify the student's parent/guardian of his/her right to meet with the Executive Director, or his/her designee. This meeting with the appropriate administrator shall be set within three days of the first day of suspension. If after meeting with the parent/guardian the Executive Director intends to proceed with recommending expulsion, the matter will be referred directly to the Board Chair.

Expulsion

A student may be recommended for expulsion for the commission of any crime, gross immorality, gross misbehavior, persistent disobedience, or for violation of written rules and promulgated regulations established by the school or when the presence of the student is detrimental to the best interest of the school. The School's Board has the authority to order the expulsion of a student after a hearing.

A student may be recommended for expulsion for engaging in the following conduct no matter where it takes place:

- Assault of a school employee or volunteer
- Criminal mischief, if punishable as a felony
- Aggravated assault
- Sexual assault
- Aggravated sexual assault
- Murder
- Capital murder
- Criminal attempt to commit murder or capital murder
- Aggravated robbery
- Breach of computer security

- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school

A student may be recommended for expulsion for engaging at School, Within 300 Feet, or at School Event:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony.
- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
- Engaging in conduct that contains the elements of an offense relating to abuse and/or volatile chemicals.
- Engaging in conduct that contains the elements of assault against an employee or a volunteer.
- Engaging in deadly conduct
- Aggravated assault, sexual assault, or aggravated sexual assault
- Arson
- Murder, capital murder, or criminal attempt to commit murder or capital murder.
- Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
- Felony drug- or alcohol-related offense.
- Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

Notice of Expulsion Recommendation

By the end of the third school day following receipt of an expulsion recommendation, the Board Chair will notify the student and his/her parent/guardian, in writing, of the following:

- the rule(s) infraction alleged to have occurred;
- the right of the student to review his/her records, including the investigative documents and any other evidence the administration intends to present at the expulsion hearing;
- the right of the student to a hearing on the evidence;
- the date, time, and place of the hearing, which must be held within fifteen (15) days of the date of written notification of the expulsion recommendation (unless the parent/legal guardian or his/her representative agree otherwise); and
- the procedure to be followed at the hearing, including the right to be represented by counsel.

Expulsion Hearing Procedure

The Board shall schedule the hearing as soon as practical, but no more than fifteen (15) days following the notification to the student's parent(s)/legal guardian(s) of the expulsion recommendation, unless a later date is agreed to with the student's parent(s)/legal guardian(s).

The hearing shall be conducted in executive session and presided over by the Board. The administrator making the recommendation for expulsion may present information and witnesses in support of the recommendation. Following the administration's presentation, the student will be provided an opportunity to question the administrator and any witnesses called by the administrator. The student will then be given an opportunity to present his or her case and call witnesses. Following the student's presentation, the administrator will be provided an opportunity to question the student and any witnesses called by the student. At the conclusion of both sides' presentations, the Board may ask questions of either side. The Board will then deliberate and return to open session to issue a decision. No student names will be used in open session.

Action Following the Hearing

At the hearing, the Board will decide whether to uphold, reverse or alter the expulsion recommendation of the Executive Director. Within ten (10) days of the hearing, the Board will issue written confirmation of its decision to the parent(s)/legal guardian(s). If the recommendation for expulsion is reversed, all absences resulting from the suspension will be excused, the student's record will be cleared with respect to the recommendation, and the student will be allowed to make up all missed work. The Board's decision may be appealed to the proper court.

Withdrawal During Process

When a student has violated Arts Prep Student Code of Conduct in a way that requires or permits an expulsion recommendation from the school and the student withdraws from the school before the expulsion hearing takes place, the school may choose to suspend the expulsion hearing bringing all proceedings to an end. If the student then re-enrolls in the school during the same or subsequent school year, the school may enforce the expulsion order or restart expulsion hearings at that time.

Restrictions During Expulsion

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student will be recommended for expulsion under federal or state law for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

Bringing to school a firearm, as defined by federal law. "Firearm" under federal law includes:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm weapon.
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Using, exhibiting, or possessing the following, as defined by the South Carolina Penal Code:

- A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use), unless the use exhibition or possession of the firearm occurs at an off-campus approved target range facility while participating nor preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department or a shooting sports sanctioning organization working with the department.
- An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.
- A club such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
- A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, a zip gun, or a tire deflation device.

Behaving in a manner that contains elements of the following offenses under the South Carolina Penal Code:

- Aggravated assault, sexual assault, or aggravated sexual assault
- Arson
- Murder, capital murder, or criminal attempt to commit murder or capital murder
- Indecency with a child
- Aggravated kidnapping
- Aggravated robbery
- Manslaughter
- Criminally negligent homicide

Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.

Engaging in retaliation against a school employee or volunteer combined with one of the above-listed offenses.

School Searches and Retention of Control Over School Property

South Carolina statutes provide that any person entering any School premises in this state is deemed to have consented to a reasonable search of his person or effects. (Strip searches by School administrators or officials are prohibited.) In order to help provide for the safety of the school population and to prevent weapons, illegal substances, and other contraband items from being brought upon School premises, notice is given that occasional School-wide or random, large-scale searches of Student areas may be conducted. Such searches may include the use of sniffer dogs around lockers or other School spaces utilized by Students, including automobiles parked on School premises, or on public right of ways immediately adjacent to School premises and ordinarily utilized for Student parking when the school is in session.

Fine Arts Preparatory School has the right to conduct a reasonable search of such areas as lockers, backpacks, purses, cars, and any computer owned by the school or electronic devices brought on school property, at any time pursuant to applicable laws or regulations. The administration, or its designee, may conduct a review of data or images displayed or stored in any cell phone or other personal electronic device being used by a Student in violation of this code or the cell device policy. Any searches conducted pursuant to these provisions will be implemented in a non-discriminatory manner.

School Administration may use electronic detection devices as an aid for finding possible weapons on School premises and/or preventing the same from being brought.

Video cameras will be used in common areas for surveillance to ensure the security and safety of students, staff, and patrons of Fine Arts Preparatory School throughout the entire campus. Disciplinary actions can be taken based on the information in the video surveillance. Discipline will be in accordance with the Student Code of Conduct. Due to privacy concerns, no video surveillance footage will be shared with parents or legal guardians unless instructed to do so with a court ordered subpoena.

While on Fine Arts Preparatory School property or at school sponsored events, students may not record, whether audio or video, employees, other students, or parents or legal guardians, without first notifying the individual of the recording. This expectation does not apply to public events such as music performances, plays, athletic competitions, etc., where there is not an expectation of privacy.

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

Confiscation of Weapons and/or Other Illegal, Dangerous, or Unauthorized Items/Devices

Any weapon or contraband item found on a student, or on property under the possession or control of the student while on school grounds or at any school sponsored event, will be confiscated immediately from the student by the appropriate administrator, school personnel, or adult in charge. Thereafter, if required by law to be turned over to law enforcement authorities, such weapon or contraband item will be surrendered to law enforcement officials. Some weapons (including all handguns) are mandated by law to be forfeited upon such confiscation and surrendered to law enforcement personnel. Any item reasonably considered a weapon or dangerous instrumentality by School administration and confiscated, if not required by law to be surrendered to law enforcement personnel, may be held in the discretion of the school administration (with the exception of Cellular Devices) until the end of the then existing School term and turned over to the student's parent after written request.

Other unauthorized devices found in use by a student during instructional time, or otherwise displayed or utilized in a distracting manner may be taken up by a teacher or administrator to be turned over to the Student's parent or legal guardian.

FINE ARTS PREPARATORY SCHOOL CANNOT BE HELD RESPONSIBLE FOR LOST OR STOLEN PERSONAL ITEMS BROUGHT TO THE SCHOOL OR SCHOOL ACTIVITIES, INCLUDING CELLULAR DEVICES

Non-Students on School Property

The School Administration and/or other designated school authorities are empowered to take appropriate action against non-students who enter any school building or grounds without permission. Such action includes the right to request assistance from the Campus Safety Officer and/or law enforcement authorities to remove such persons and, if necessary, to swear out arrest warrants.

Discipline of Students with Disabilities

When a Student identified as disabled pursuant to Section 504 of the Rehabilitation Act of 1973 (Section 504) or the Individuals with Disabilities Education Act (IDEA) violates the student behavior code, that behavior may result in suspension or expulsion so long as the disciplinary sanction does not constitute a change of placement. The school will hold a manifestation hearing to determine if the behavior is related to any documented disability. Any disciplinary sanction given must not interfere with the student's ability to receive a Free Appropriate Public Education (F.A.P.E.).

The Special Education Coordinator will participate in all decisions regarding in and out of school suspensions of a student who has an Individualized Education Plan (IEP). All in-school-suspensions and out-of-school suspensions (OSS) are logged into the Incident Management System in PowerSchool and are monitored by the Special Education Coordinator. The Special Education Coordinator will keep a cumulative document to track referrals for all Special Education students. If the student has a Behavior Intervention Plan (BIP), Administration and/or the Special Education Coordinator will ensure it was followed prior to disciplinary actions. Administration reserves the right to reduce the OSS penalty based on the student's IEP.

Self-Reporting of Inappropriate/Contraband Items

- A student who unintentionally possesses or finds a prohibited object shall immediately notify the school staff and surrender the object. A student may approach a school staff member and voluntarily surrender an object prohibited by the Code of Student Conduct without being subjected to discipline so long as the object is one that the student could lawfully possess off School grounds. This rule does not apply to firearms or destructive devices.
- If a student is in possession of an illegal drug and self-reports, School administration will contact law enforcement and administer appropriate consequences in accordance with the Code of Student Conduct.
- If a student discovers an illegal item (i.e. weapons or drugs) or other contraband on School property or at a School function, the Student may approach a School official and report the discovery. A Student shall not be in violation of the Code of Student Conduct solely for making such a report.
- This provision may not apply if the prohibited item is shown to a student or a group of Students or is used in a threat to others, if a search is ongoing in any location of the School, if the object is surrendered during a search, or if the object is not turned in prior to discovery by School staff. With respect to objects that have been turned over to School staff, the parent/guardian must make arrangements to pick up the object from the school, unless it is an object that must be turned over to law enforcement.

Technology Use Policy

The use of technology to support the curriculum and the instructional process must be selected on the basis of its potential to enhance the direct implementation of School and state academic achievement standards. Technology must not be used to substitute for teaching, except when it is used as a delivery medium such as distance learning, web-based educational approaches, etc.

Internet Acceptable Use Policy (Internet and other electronic media and on-line connections).

Technology is a vital part of education and the curriculum of the school and the school's operations. In an effort to promote learning and expand educational resources for Students, the school has made arrangements to provide worldwide electronic on-line connection access to Students and staff.

While the Internet will be a primary on-line source, this policy and any implementing administrative rule are intended to cover the use of the school's computer-related electronic on-line connections, generally, as well as the school's computer hardware and software. Reference to "Internet" as used herein will be construed as a term of convenience to cover the intended scope of this policy. The school's goal in providing this service is to promote educational excellence by communication, innovation and facilitation in sharing of teaching and learning resources.

Access to the internet, connecting millions of computer users all over the world will allow School Students and staff the opportunity to communicate with others on a global level and access educational materials worldwide. It will also enhance professional development for staff. The internet can provide a vast collection of educational resources for Students and employees. It is a global network that makes it impossible to control all available information. Because information appears, disappears, and changes constantly, it is not possible to predict or control what Students may locate.

The school makes no guarantees as to the accuracy of information received on the internet. Although Students will be under teacher supervision while on the network, it is not possible to constantly monitor individual Students and what they are accessing on the network. Some Students might encounter information that is not of educational value.

Access to the Internet is a privilege, not a right. With this privilege, there also is a responsibility to use the Internet solely for educational purposes and not to access inappropriate materials not suitable for Students. To that end, the school administration is directed to develop appropriate guidelines governing the use of School computers to access the Internet.

As part of the implementation of the administration's guidelines, Students and staff must be instructed on the appropriate use of the Internet. In addition, parents must sign a permission form to allow Students to access the Internet. Students also must sign a form in the Code of Student Conduct acknowledging that they have read and understand the acceptable use policy and administrative rule, that they will comply with this policy and rule, and that they understand the consequences of violating this policy or rule. School staff must sign a similar acknowledgment form before they will be allowed to access the Internet. Inappropriate use by any person will not be tolerated.

Acceptable Use

The purpose of the school's decision to provide Internet access is to allow an expanded opportunity for education, research, and professional development by providing access to unique resources and the opportunity for collaborative work. All use of the Internet must be in support of education and research and consistent with the educational and staff development objectives of the school. Use of any organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any federal or state laws or regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Violations will result in appropriate disciplinary action against the staff member or Student involved.

Accessing Inappropriate Sites

Student Internet activities will be monitored by the school to ensure Students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school uses approved technology protection measures to protect Students from inappropriate access in addition to monitoring. The school will provide reasonable notice of and at least one public hearing or meeting to address and communicate its Internet safety measures.

Reporting

School computer technicians who are working with a computer and come across sexually explicit images of children must report this to local law enforcement. The report must include the name and address of the owner or person in possession of the computer.

Online Behavior

The school will educate minors about appropriate, safe, and secure online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The Media Specialist or his/her designee will develop a program to educate Students on these issues in accordance with Internet Safety Standards and grade bands published on the State Department of Education website.

Off-Campus Conduct

Students, parents/legal guardians, teachers and staff members should be aware that the school may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet or web-based resources if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the school, including discipline for Student harassment and bullying.

Procedures for Use

Employees may access the Internet for educational or work-related purposes at any time that is not disruptive and does not interfere with the performance of other responsibilities by the employee or other staff members. Students will be allowed to access the Internet only under the supervision of designated staff. No Students may access the Internet without permission.

The following guidelines for acceptable use will be applicable.

- Users are expected to employ appropriate net etiquette; profanity, vulgarity or abusive, inappropriate language is prohibited. Illegal activities are forbidden, including unauthorized access or “hacking” by any users.
- Users are not to reveal their personal address or phone number or that of other individuals, students, or colleagues.
- Users are not to use another School's or individual's account without written permission from that individual.
- Vandalism will not be tolerated. Vandalism includes, but is not limited to, malicious damage to hardware, harm or destruction of software or the data of another user, and creating, uploading, or downloading computer viruses.
- Users should consider all communications and information accessible via the network to be private property. All quotes, references and sources should be cited.
- Users are not to access inappropriate or restricted information or other information not directly related to the educational or staff use purposes for which access is being provided. Restricted information includes obscene, libelous, indecent, vulgar, profane, or lewd materials; advertisements for products or services not permitted to minors by law; insulting, fighting, and harassing words; and other materials which may cause a substantial disruption of the academic environment.
- Users should remain on the system only as long as necessary to complete their work so that other individuals will have equal opportunities to access the Internet.
- Users are not to disrupt, harass or annoy other users.
- The system is not to be utilized for financial or commercial gain or for personal use other than professional activities.

Penalties for Improper Use

An employee who violates the terms of this administrative rule will be subject to disciplinary action consistent with the nature of the offense, including cancellation of Internet privileges, suspension, or termination if circumstances so warrant. Students who violate the terms of this administrative rule or who otherwise misuse their access to the Internet also will be subject to disciplinary action in accordance with the School's Code of Student Conduct to include suspension or expulsion if circumstances so warrant. Violations of the laws of the United States or the State of South Carolina also may subject the user to criminal prosecution. If a user incurs unauthorized costs, the user, as well as the user's parents (if the user is a student), will be responsible for all such costs.

Signatures & Acknowledgements

This signature page serves as an acknowledgment of the school's policies, expectations, and the seriousness of potential consequences for violations. It aims to ensure that parents/guardians and students are aware of their responsibilities and the importance of maintaining a safe and respectful school environment.

1. The document mentions South Carolina state laws that criminalize threats of bodily harm or death to school personnel or disruption of school activities. It emphasizes that such conduct must be reported to law enforcement, even if the student is very young and immature.
2. Threats of violence, harm, or death by students against others, including school staff or third parties, are considered serious violations of the Conduct Code and will result in strict disciplinary consequences, including possible expulsion and involvement of law enforcement.
3. Parents and students are required to read and understand the school's Internet Acceptable Use policy, which is detailed in the handbook. They are expected to comply with the policy and understand the consequences of violating it. This policy may include disciplinary actions covered within the Code of Student Conduct.
4. The document states that while invoking disciplinary procedures can be emotional, communication and meetings between school personnel and parents should be conducted reasonably, even in cases of differences of opinion.
5. It is made clear that staff members should not be subjected to verbal or physical abuse. Adults who abuse staff members can expect law enforcement involvement and legal actions if necessary.
6. Parents/Guardians and students acknowledge that they have read and understood the conduct regulations (Code of Student Conduct) outlined in the Fine Arts Preparatory School's handbook. They acknowledge that violations, including but not limited to those listed (firearms/weapons, arson, drugs, alcohol, conduct involving sexual acts, violent acts, etc.), may result in expulsion or other serious consequences.

I/We, the undersigned Parent(s)/Guardian(s) and Student, hereby acknowledge that we have read, understood, and agree to abide by the policies and regulations outlined in the Fine Arts Preparatory School's Community Handbook. We are aware that this acknowledgment is legally binding, and we commit to upholding the principles and guidelines set forth by Fine Arts Preparatory School for the well-being of all students and staff.

Student Name (Printed): _____ Student Grade: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____