



Dear Falcon Family:

We look forward to seeing our students back on campus as we begin second semester on Tuesday, January 18th. As we start a new semester, we are updating certain policies and procedures to ensure that we maintain an outstanding teaching and learning environment for all students and staff. Specifically, we will soon be moving to two lunch periods and we will begin the implementation of an automatic After-School Detention (ASD) policy for certain infractions of school rules. Please read through this document carefully so you will be familiar with our policies and procedures going forward. We will be communicating these updates via multiple channels to all A.C. Flora stakeholders during the week of January 18th-21st. We will also be acclimating students to these new procedures by providing guidance, directions, clarifications, and warnings throughout that week. We will begin enforcement of these updated policies and procedures on Monday, January 24th. Please know these changes are based on input from faculty, students, and parents and are all part of the belief that A.C. Flora will continue to be stronger by improving the learning environment.

LUNCH

Beginning on Monday, January 24th we will transition from one lunch to two lunches at AC Flora. All students will go to 1st and 2nd Block as usual, and then students in 1st Lunch will move to lunch and *then* 3rd Block while students in 2nd Lunch will move to 3rd Block and *then* to lunch. Your student's Lunch (1st or 2nd) will depend on their 3rd Block location in the building (see those locations below). All *afternoon* Heyward students will be in 1st Lunch on the days they attend Heyward.

1st Lunch

100 Building
300 Building (Upper and Lower)
500 Building
All Afternoon Heyward Students

2nd Lunch

200 Building
400 Building
800 Building
Fine Arts (H Building)
Gyms

LUNCH (cont'd)

Students may only eat lunch in the Cafeteria, Upper Courtyard, or Lower Courtyard. Students may not be in the area between the 100 and 200 buildings, between the 400 and the 800 including the area often referred to as "The Pit", or in any building where classes are meeting. Restrooms will be open in the 500 Building for first lunch and in the 400 Building for second lunch. Lunch students may report to a teacher's room during their lunch for tutoring, meetings, etc., but may only do so with a pass from that teacher. Students are encouraged to eat lunch, socialize, or engage in positive behavior during lunch. Playing sports, running, or horseplay are not allowed. Students are expected to show responsibility by putting trash in the trash receptacles.

The new lunch routine means that students may have the same lunch every day or they may be in one lunch on A-Day and another lunch on B-Day. In addition, seniors who have PM Release and 2nd Lunch must stay on campus for 2nd Lunch and are permitted to leave at the normal PM Release time of 1:32 pm. We know this will require a period of adjustment on everyone's part, and we will assist students with this new routine and schedule.

ID's

All students will be issued a new AC Flora ID during the week of January 18th-21st. Students are required to carry the ID with them at all times while they are on campus. The ID does not have to worn around the neck, but students are required to present their school ID if/when asked to do so. Failure to produce a valid and current AC Flora ID when asked to do so will result in one hour of After-School Detention.

TARDIES

We expect students to be on time to all classes. Beginning January 24th, students who receive a tardy in any class will be issued one hour of After-School Detention. This includes being tardy to 1st Block. School starts at 8:00 and all students are expected to be in class by that time.

After-School Detention will be held on Tuesdays/Thursdays from 3:20-4:20 PM in the Cafeteria. Additional procedures and details can be found in this document. If students have a question about a tardy that results in a detention, they should speak with their administrator.

DRESS CODE

In addition to the Richland One Dress Code guidelines and policies, we want to highlight the important points below. Violations of the Dress Code, even if corrected, will result in one hour of after-school detention. Dress code violations that cannot be corrected immediately may result in the student being sent to ISS until proper attire can be found.

- Students should dress appropriately for the school setting. In general, this means wearing clothes that are appropriate in length to cover up midriffs, undergarments, and should cover these areas when standing, walking, sitting, or during general school activities.
- Please pay special attention to the length of shorts, and take care to ensure that clothes provide school appropriate coverage. Please be reminded that hats, sunglasses, hoods, bandanas, and Do-rags should not be worn. Students should refrain from wearing clothing with any inappropriate messages/images, including, but not limited to, sexual innuendo, threatening language, racial/ethnic slurs, or any illegal activity.
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AFTER-SCHOOL DETENTION (ASD)

When students are issued a detention they will receive a detention slip indicating the reason for the detention (i.e. tardy, dress code, etc.). This detention slip is the official notification to the student and parent that the student has a detention that needs to be served. We expect students who have been issued a detention to share that information with their parent/guardian.

ASD is held every Tuesday and Thursday in the Cafeteria from 3:20 pm to 4:20 pm. Students who receive an hour of detention must serve the detention within a week of the date of issue. If students have an issue with or question about serving their detention, they should contact their administrator.

During ASD, students may work individually on homework and may not talk with other students or use their phone. Students should be picked up by 4:30 PM.

OTHER IMPORTANT DETAILS

Students who do not serve their ASD will be at risk for further consequences that may include In-School Suspension, Behavior Contracts, and possible Out of School Suspension. In addition, students may be prevented from participating in athletic and extracurricular activities if they have outstanding detention hours.