



Student Handbook

Dorchester Academy students represent the school wherever they go. They are required to conduct themselves appropriately on campus and off campus. Disciplinary actions may be taken for off campus activities.

2009

Dorchester Academy

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DORCHESTER ACADEMY

2009-2010

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SCHOOL HISTORY

With a primary concern for excellence in education under a Christian ideology, Dorchester Academy, Inc. was founded in 1966. Many concerned individuals worked diligently to promote this comprehensive educational alternative. The first Board of Directors was comprised of Dr. F. L. Shuler, President; Hugh Parler, Jr., Vice-President; Patricia H. Walters, Secretary; D.M. Rogers, Director; and Dr. J. Gavin Appleby, Director.

ACCREDITATION

Dorchester Academy has been awarded Advanced Accreditation from the South Carolina Independent Schools Association (SCISA).

MISSION

Dorchester Academy is a college preparatory day school consisting of grades 4-K through 12 and offers a quality education to its students. Dorchester Academy educates the whole child by providing academic, spiritual, and social learning opportunities.

SCHOOL OBJECTIVES

As determined by the Board of Directors of Dorchester Academy, the objectives of the school are:

- to provide a challenging college preparatory curriculum as a background which develops the academic potential of each student;
- to create an environment which encourages creativity and fosters an appreciation for learning;
- to create rational, independent, and articulate thinkers;
- to encourage responsibility, self-discipline, commitment to environmental stewardship, and respect within the school community;
- to promote physical fitness and encourage good sportsmanship through a varied and competitive athletic program;
- to encourage moral and spiritual growth.



ADMISSION

To be considered for admission to Dorchester Academy, all prospective students must either provide documentation of successfully completing a comparable standardized test and/or take an entrance exam. Copies of transcripts from previous schools must be presented. The school reserves the right to determine grade placement of all students based on the documentation and to determine appropriate credits awarded. The school further reserves the right to refuse first-time admission to any student based on prior academic or disciplinary records. D.A. has the right to refuse first-time admission and/or returning admission to any student who has a criminal record, and to expel any current student who is convicted of a criminal offense. New enrollees are required to meet with the Headmaster.

TUITION

Tuition should be submitted to Susan Hughes on or before the 15th of each month. Late fees will be added for tuition submitted after that date. Students with delinquent tuition past 60 days will not be allowed to participate in athletic or academic activities. Tuition may be placed in the drop box located under the Headmaster's window.

WITHDRAWAL

All withdrawals from the Academy are subject to requirements as stated in the school contract. Written letters for withdrawals should be submitted to the Headmaster.



VISITORS

All visitors should enter the front door and report to the Main Office. Upon arrival, a Visitor's Pass will be issued which will be worn while the visitor is on the campus. Under no circumstances will visitors, regardless of age, be allowed to accompany students in school unless the Headmaster has given prior permission. By state law, and for the safety of your child, all parents or relatives must sign in at the office prior to picking up students from class.

ARRIVAL AND DISMISSAL

School begins at 8:00 and ends at 2:30 for **all** students. The gates to the rear driveway will be locked from 8:10-2:10 for your child's safety.

Arrival: The school cafeteria will open at 7:30 each morning for early arriving students. **No child should be left at the school before 7:30 a.m. without prior approval.** Snacks may be available for purchase during this time. All students should enter the doors at the rear of the school each morning. Parents are asked to follow the driveway to the rear of the building, stay in line and allow students to enter the building through the rear doors before 8:00 a.m. Only Seniors should enter the front of the building in the morning. Faculty will be on duty to ensure all students enter the building and report to their assigned areas. After 8:00 a.m., students are tardy for school. If your child is late, please park in the front, come to the office and sign your child in.

Dismissal: Beginning at 2:15 p.m., K4/K5 parents may enter the building from the playground side to sign out these students. The remaining K4/K5 children will be dismissed with all other students at 2:30. Day care students will exit the front of the building to their rides. All other students should exit to the specified area of the school. **Students are asked to exit the building to the specified location based on the OLDEST child in the family. Older siblings will pick up their younger siblings at the appropriate exit door.** Seniors will **exit the front** of the building to their cars with their riders. All **other student drivers** and their riders are to **exit the rear** from the hall door and go straight to their vehicles, get inside and *carefully* exit the campus. **Middle school students** should **exit the front** door of the building. **K4-4th grade students** are asked to **exit in the rear** from the hall door. For the safety of all of our students, parents should drive to their loading area to pick up their child(ren) and exit the school campus carefully. All students should leave the school. No student should be left for ball practice or activities without supervision.

LOST AND FOUND

The lost and found accumulates a large supply of jackets, sweaters, backpacks, folders, etc. during the course of one school year. Parents and students are welcome to come to the office before or after school to search for missing items. All items left at the end of each semester are donated to charity.

HONOR CODE

All Dorchester Academy students will abide by an Honor Code. The Honor Code is as follows:

“A Dorchester Academy student will not lie, cheat, steal, show disrespect or tolerate those who do.”

Personal honor requires that every person act honorably in academic work as well as in every other phase of school life. Personal honor **MUST** involve respect for one’s self and respect for others, their feelings, rights, property, and the desire to obtain the best possible education. A Dorchester Academy student shall be on his/her honor to prepare and submit only his/her own work (i.e. copying homework, plagiarism, etc.) and to refrain from giving or receiving help on tests, examinations, and optional assignments (unless given prior permission by the teacher) .To comply with the Honor Code, a student at Dorchester Academy is charged with the responsibility to see that the code is neither broken by his or her actions nor by the actions of another student. It is the further responsibility of the student to report any infractions, and actively discourage lying, cheating, stealing, and disrespectful behavior in others.

HONOR CODE VIOLATIONS

I. **Cheating** is defined as giving or receiving unauthorized help on a test or assignment, including the following:

- Communicating in any way with another student during a test;
- Sharing or receiving information about a test or quiz with another student who has yet to take the test or quiz;
- Having in one’s possession materials or information, not approved in advance by the teacher, which would indicate intent to give or receive help; or
- Copying of another person’s homework;
- Looking on another person’s paper during tests or quizzes.

II. **Stealing** is defined as the taking of property or possessions of others without proper authorization or permission.

III. **Dishonesty** is defined as not being honest in work or deed, including the following: Deceiving or giving false information for the purpose of circumventing a school rule, of escaping guilt, of duping school personnel or of protecting those who are guilty;

- Withholding information; or
- Lying or being untruthful.

IV. **Plagiarism** is defined as the use of another’s words, style or ideas as if they were one’s own or without proper credit to the original source. Expectations will be age appropriate.

PATRIOTISM



All students should be proud to be a part of Dorchester Academy and always practice the American tradition of fair play, courtesy, and respect for the rights of others. Dorchester Academy will not tolerate any disrespectful action from any student concerning the flag of the United States of America or of the National Anthem. Students should stand at attention during the National Anthem and participate in the daily Pledge of Allegiance.

DAILY DEVOTIONS/CHAPEL

Each school day at Dorchester Academy begins with devotions to supply food for the spirit. Each participant should respect this moment of meditation. Grace will be said each day prior to lunch. Bi-monthly chapel meetings will be held on Mondays. Local ministers, volunteers and other community members will conduct chapel services. The services will be no more than 30-45 minutes in length and are intended to provide a spiritual focus for the week. All students are required to attend and show an attitude of respect. Students will report to Chapel with their homeroom teachers.



SCHOOL GOVERNANCE

An elected Board of Trustees governs Dorchester Academy. The Board has responsibility for selecting the leadership of the school, establishing policies and directions for the school, reviewing current practices as needed and approving the school budget. The Headmaster reports to the Board and acts as its professional advisor. The Headmaster is responsible for the day-to-day operation of the school, selection of staff members, admission of students, direction of curriculum and policies and procedures necessary to implement it, coordination of activities and communications between parent and school and community and school.

SCHOOL GRIEVANCE PROCEDURES

School grievances should follow the steps outlined below:

1. Parent and student concerns should first be directed to the teacher/person with whom they have the concern. Parents are asked to schedule a conference through the main office to prevent interrupting the learning environment.
2. If, at this point, the grievance has not been resolved, parents/students have the option of presenting their grievance to the Headmaster in **writing**. The Headmaster will meet with the student, as well as with other persons involved and/or concerned with the matter. Except in extreme instances, the Headmaster shall be the ultimate authority in student grievance matters.
3. However, if the student/parent demands a hearing before the Board of Directors, the grievance may be brought to the Board's attention by completing the "Request to Appear Form." If the Board chooses to hear the grievance, the Headmaster will schedule a meeting and make the parent aware of the meeting date and time.

CONFERENCES

Parents wishing to schedule a conference with teachers, counselors, or the administration are asked to phone the office to set up an appointment. Parents are asked to refrain from interrupting homeroom and/or instructional time.

GENERAL CONDUCT

One of the educational objectives of Dorchester Academy is to develop good citizenship. Students will be expected to conduct themselves in an orderly manner at school and at school sponsored activities, as misconduct on and off campus reflects negatively on our regular school program. A true citizen will abide by the rules, respect property, and be loyal to the democratic faith and ideals. Thus all Dorchester Academy students will abide by an Honor Code. Students should be polite, thoughtful, and courteous at all times. Movement in hallways must be quiet and orderly. There is no place for horseplay or loud boisterous talk at any time or place in the building. Standing in doorways is not permitted. Students are required to keep to the right and to keep moving when changing classes. Every student should take pride in helping to keep the grounds and building clean. The Dorchester Academy Board of Directors authorizes the Headmaster to use punishments to include detention, in-school suspension, suspension, and expulsion in a manner which they deem to be just and proper. Teachers are to document and handle minor discipline problems that arise in their classrooms. Teachers are encouraged and supported by the Board of the Directors and the administration to use approved methods of discipline needed to maintain a learning environment in the classroom. Teachers will be "firm" and "fair" with students.

Dorchester Academy has zero tolerance for the following offenses. These offenses will result in suspension or expulsion.

- **Alcohol, marijuana, and other illegal drug possession:** either having, handling, ingesting or transporting alcohol, marijuana, controlled substances or products used as paraphernalia during any school-sponsored activity, during school time, or while under the jurisdiction of the school whether on or off school premises. Dorchester Academy is a Tobacco Free school for students and faculty. No smoking is allowed in the school buildings.

Drugs shall include but are not limited to:

1. Alcohol;
2. Inhalants;
3. Non-prescription drugs not provided by parents;
4. Imitation controlled substances;
5. Anabolic steroids;
6. Controlled substances or imitation controlled substances.

A student who brings a drug as defined above onto school property, including school buses, or to school related activities, whether on or off school property, will be expelled from school and may be referred to the criminal justice or juvenile justice system.

Any student with proven knowledge of a drug on campus without reporting the possession will be punished for an Honor Code violation.

Possession of Weapons: either having, handling, or transporting any weapon, dangerous object, object that can be reasonably considered a weapon or substance that could cause harm or irritation to another individual. Possession of weapons is including the above on school buses, at school related activities on or off school property.

Weapons shall include but are not limited to:

1. Bomb, stink bomb or any device that contains combustible materials;
2. Explosives, fireworks, snapper pops, caps or any device containing combustible material and a fuse;
3. Knife or facsimile of a knife of any size or shape, including blades or other sharp device;
4. Razor blade, box cutter or any device used for cutting;
5. Ammunition, bullets, shells, or any object that could be considered to be ammunition;
6. Anti-personal spray such as mace or pepper spray;
7. Gun of any kind, facsimile, starter pistol, BB gun, stun gun, cap pistol, water pistol, hunting gun, or toy gun;
8. Other-any object or substance which could cause injury or concern for injury, including but not limited to slingshots, ice picks, multi-fingered rings, metal knuckles, nunchucks, discs designed to be thrown as a throwing star or oriental dart, or clubs.

A student who brings a weapon as defined above onto school property, including school buses, or to school related activities, whether on or off school property, will be expelled from school and may be referred to the criminal justice or juvenile justice system. The Headmaster may determine, based on the facts of the particular case, that special circumstances exist and that another disciplinary action or suspension is appropriate. Any student with proven knowledge of a weapon on campus without reporting the weapon will be punished for an Honor Code violation.

- ***Criminal record:*** Conviction of a felony;
- ***Sexual Misconduct:*** Sexual harassment or other improper sexual behavior on school grounds;
- ***Property Damage:*** Deliberate destruction and /or defacing of property (school or personal);
- ***Prank Day:*** Participation in a prank day of any kind on school property.
- ***Harassment or intimidation:*** Consists of gestures, electronic communication or a written, verbal, physical or sexual act perceived to have the effect of harming a student physically or emotionally or damaging a student's property, or insulting or demeaning a student or group of students.

As stated in the Tuition Contract Agreement, Dorchester Academy has the right to suspend or expel a student for scholastic or disciplinary reasons. In the event of such a suspension or expulsion, the Headmaster of Dorchester Academy shall be the sole judge of the sufficiency of such cause or reason. Dorchester Academy may refuse to accept any student who has prior disciplinary problems including but not limited to arrests for criminal activities, expulsions from other academic institutions, and voluntary or involuntary commitments. Dorchester Academy may expel or suspend any student if such problems arise during the school year.

Any acts of improper behavior not specifically addressed in this handbook will be subject to immediate review by the Headmaster. The Headmaster will assign the punishment deemed as just and proper.

CELL PHONE USAGE POLICY

Cell phones are permitted on school grounds using an “off and away” policy. All cell phones are to be turned off and put away, preferably in a locker, backpack, or purse. Any cell phone heard or seen in the school building during school hours will be taken and given to the Headmaster. The school is not responsible for any lost or stolen electronic devices including, but not limited to phones, pagers, PDAs etc. Cell phones are not to be in possession of students during examinations or other assessments. Phones with camera capabilities (and similar devices) are restricted in the school setting. They are absolutely prohibited in areas where there is an increased expectation of privacy (restrooms and locker rooms). The electronic transmission or posting of photographic images of a person or persons on school property, at school events, and during school activities and or hours, is prohibited without the permission of the person or persons being photographed, the Headmaster, and the student’s parents. *Exception: Students may be asked by teachers or administrators to use their cell phones in emergency situations.*



First Offense: Phone taken and parent is asked to come to the office and pick it up after school.

Second Offense: Phone taken and parent is required to come to the office to pick it up after school and the student is assigned one day of 7:00 a.m. early morning detention. The student will assessed a \$20.00 fine for early morning detention.

Third Offense: Phone must be turned in to the school office daily where it is kept until the end of the day for the remainder of the quarter.

SCHOOL-WIDE RULES AND PROCEDURES

- Anyone entering the school campus may be subject to search.
- The school has the right to search students and their belongings including, but not limited to lockers, cars, bookbags, and purses without expectation of privacy. It also reserves the right to confiscate any objects it believes may be illegal or potentially dangerous. If something has been confiscated from a child that belonged to a third party, Dorchester Academy shall be “held harmless” and not be liable for all third party claims.
- The school has the right to conduct optional /random drug testing. Random drug searches may also be conducted.
- The parent/guardian whose name is on the contract will receive school information. Dual custody must be listed on the student’s contract. The parent of any student needing special care due to parental custody issues needs to meet with the Headmaster to be sure that proper care is taken to ensure the safety of the student.
- DSS and police interview authorities have the right to come on campus and interview students as necessary.

DISCIPLINE

LOWER DIVISION DISCIPLINE (K4-4TH GRADE)

Children learn to behave at an early age. Dorchester Academy requires young students to be able to be respectful of their teachers and others so that teaching and learning may occur. We ask for parent's assistance in requiring that students follow these simple rules.

Rules:

1. Listen when others are talking.
2. Follow directions.
3. Keep hands, feet, and objects to yourself.
4. Work quietly and do not disturb others.
5. Show respect for school and personal property.
6. Work and play in a safe manner.

Classroom Consequences:

1st offense: Warning.

2nd offense: Lose a privilege.

3rd offense: Thinking Time and parent contacted by phone or note.

4th offense: Office referral.

(Positive incentives will be used throughout the year to encourage good behavior.)

An office referral for Lower Division students will result in the following procedures:

1st offense: Parent notification and a written assignment.

2nd offense: Counseling, a parent conference, and a written assignment.

3rd offense: A written behavior plan.

MIDDLE AND UPPER DIVISION RULES (5TH – 12TH GRADES)

Classroom Procedures:

1. Enter the class quietly.
2. Go directly to your seat.
3. Remain in your seat until directed otherwise.
4. Get out materials and be prepared for class.
5. Participate in class.

Rules:

1. Be prepared to work when class begins. (Have all required materials for class and use the restroom between classes.)
2. Respect other people and their property.
3. Keep hands, feet, and other objects to yourself.
4. Be polite.
5. Work quietly during tests and assignments.
6. Follow class procedures.
7. Do not bring food or drink outside of the lunchroom.

DISCIPLINARY RESPONSES

All members of the school community must demonstrate by their actions a willingness to live within the rules and expectations of Dorchester Academy. Under our educational method, we ensure a positive learning atmosphere – a safe, nurturing environment based on honesty, respect, responsibility, and discipline. In the course of operating the school, the administration may choose to reprimand student behavior and actions through a variety of disciplinary responses, from a relatively minor detention, to expulsion from the school. Continuous or willful disregard of a teacher's guidelines, demonstrated by noncompliance with either general guidelines, specific rules, or requested actions will be viewed as a conscious statement of the student's desire to be separated from the school community. Although these consequences will be primarily for middle and upper division students, the Headmaster has the right to use these responses with any students.

CLASSROOM CONSEQUENCES FOR MIDDLE DIVISION

1st Offense: Verbal Warning.

2nd Offense: Recess Denied.

3rd Offense: Parent contacted by phone or note.

4th Offense: Detention

CLASSROOM CONSEQUENCES FOR UPPER DIVISION

1st Offense: Written warning, which must be returned signed by a parent

2nd Offense: Lunch detention

3rd Offense: Parent conference.

4th Offense: Morning detention.

Morning Detention

A teacher may choose to assign lunch/recess detention or morning detention for minor violations. Students serving before school detention will be required to pay a \$20.00 fine. Students will be given a two-day notice before serving the detention as scheduled by the teacher. Any student missing a detention will be referred immediately to the Headmaster. While detentions are considered minor in nature, an accumulation of detentions is considered a serious matter showing lack of respect and may result in suspension or expulsion.

5th Offense: Office Referral for Administrative Discipline Plan

ADMINISTRATIVE DISCIPLINE PLAN

Office Referrals:

Students who are referred to the office have numerous documented classroom offenses or have broken the Honor Codes or Zero Tolerance policies. Students referred to the office will be disciplined following these steps:

1. **Administrative Detention**

Administrative Detention consists of after school Work Detail that may be assigned by the Headmaster for any student with repeated minor offenses, which have been documented by the classroom teacher. Parents will be given two days notice to make pick-up arrangements. Any student assigned to the work detail will be expected to complete the work assignment. An orange work vest and gloves will be provided for the student's safety. If a student is unable or unwilling to complete the work detail portion of the assignment, an Out-of-School Suspension will be given. Students serving will be allowed to "dress down" appropriately for the work detail portion of the assignment. Work Detail will be held from 2:30-4:30 at a cost of \$20.00 for having an adult supervise your child. The \$20.00 fee is due at the time of Work Detail. Your child will be unable to fulfill the Work Detail if a payment cannot be made by the time the student has completed the Work Detail. Any student serving a Work Detail will not be allowed to participate in any school-sponsored athletic or academic activity held on the day of the Work Detail.

2. **Conditional Suspension**

The Headmaster may assign a conditional suspension in which a student is suspended from school until a parent or guardian meets with the Headmaster.

3. **Disciplinary Review**

Students who exhibit habitual patterns of irresponsible behavior or who have violated a particularly serious school rule will undergo a disciplinary review. A disciplinary review is a meeting attended by the Headmaster, relevant faculty, the parents, and the student. The purpose of the disciplinary review is to assess the student's citizenship and to determine the appropriateness of fit between the student and the school. The ultimate goal of the disciplinary review is to address repeated disciplinary concerns as quickly as possible. Students who undergo a disciplinary review are on probation and will be ineligible for positions of leadership and any honors in athletics or academics given by Dorchester Academy for a period of one year following the review.

4. In-School-Suspension

ISS will be served on Fridays. Students will pay \$40.00 for the day. (For the hiring of a substitute.)

No sports, clubs, or school related extracurricular activities may be participated in if the student has served in ISS that day.

All classwork must be turned in at the end of the day.

Students complete a written essay assigned by the Headmaster.

No computer access or gaming will be allowed.

Lunch will be brought to the students.

5. Out-of-School Suspension (OSS)

Out-of-school suspensions serve as the most severe form of discipline prior to expulsion or dismissal. Students serving an out-of-school suspension are counted as absent and will be required to make up any missed assignments. The student will not be permitted on school grounds or allowed to participate in or attend any school-sponsored function, activity or extra-curricular event during the same day of the suspension. Out-of-school suspension will be assigned immediately, regardless of school-sponsored activities.

6. Expulsion

In some cases the Headmaster may have no option other than the expulsion of a student from the school. The Headmaster is empowered to expel a student. The student will not be permitted on school grounds or allowed to participate in or attend any school-sponsored function, activity or extra-curricular event.

NOTE: Students serving suspensions or expulsions will have 5 points deducted from their quarterly average in each class.

ATTENDANCE POLICIES

Attendance is part of the grading system here at Dorchester Academy. A student missing ten (10) times may face academic penalties and will not be permitted to pass that subject. Exceptions to this rule can be granted when extended illness is involved. Extended illness is any absence due to sickness that requires a student to miss more than three consecutive days. The ten day rule is a state statute and we are required to obey the law. Students who leave school early are counted absent from the classes they miss.

Parents must send a written excuse stating the reason for the absence within 48 hours following the absence; otherwise it will be considered an unexcused absence. ILLNESS, FAMILY TRAUMA, OR MEDICAL APPOINTMENTS shall be the basis for an excused absence. One educational trip per year with parents or a guardian will be excused if the trip does not exceed five days. The school must be notified one week in ADVANCE. School functions or college visits as approved by the Headmaster are not considered school absences; however, students are responsible for any work missed due to school-related absences (tests, homework, projects, etc.) **Dual credit courses and Dorchester County Career School students may have additional attendance requirements.**

Parents will be notified using the Autodialer when students are absent. Conferences will be held when students have accumulated 5 unexcused absences in a year long course, or 3 unexcused absences in a semester course.

TARDINESS

A student is tardy to class after the tardy bell rings. After 3 tardies to a class, the student will be referred to the Headmaster for Administrative Work Detention. Teachers keep attendance records for each class period. For middle and upper division classes, students 15 minutes late to class will be counted as absent.

SCHOOL DRESS CODE

The Dorchester Academy dress code requires students to demonstrate professional dress. Dorchester Academy is a college preparatory day school. The basic responsibility for the appearance of the students of Dorchester Academy rests with the parents and the students themselves. Students must be well groomed at all times. Student's clothing and hair should be neat and clean. Students are preparing for their futures in the world of work and should demonstrate the ability to dress appropriately. Modes of dress and style of hair for all students shall conform to the standards of good taste and neatness. Where the Headmaster and teachers note improper school dress code, parents will be called to bring their child proper attire to school. **Students missing class due to improper dress will be counted absent.** Teachers, volunteers, parents and substitutes must abide by the dress code when they are in the school.

LOWER DIVISION DRESS CODE (K4-4TH GRADE)

- All clothing must be neat, fit properly and be in good taste. (No vulgar, obscene or otherwise inappropriate symbols, language, art, or wording will be permitted on clothing. Any endorsement of any alcoholic beverage or tobacco products will not be permitted on clothing.)
- No bare midriffs.
- No pajamas or hats except for special dress up days.
- Holes, tears, ragged or cut off edges are inappropriate.
- Shoes with skates, cleats, or army-style boots are not deemed proper. Thong type flip-flops or shower type shoes made for beach or pool wear are not allowed for boys or girls. Sandals are allowed. Bedroom shoes are also prohibited.

MIDDLE AND UPPER DIVISION DRESS CODE (5TH-12TH GRADE)

Shorts/Skirts

Students in all grades, throughout the school year, may wear shorts. Modest walking shorts or capris are acceptable but must be no greater than 5 inches above the knee. *No nylon shorts, bike shorts, sweat pants or athletic shorts will be tolerated.* Boxer pants or boxer shorts are not allowed to be worn as outer garments. Undergarments should not be visible. All pants should be worn correctly.

Belt

All boys should wear belts if the pants have belt loops and their shirts tucked in.

Shirts

Polo or golf-type shirts are requested for boys. Dress shirts are requested for girls. T-shirts, without any questionable subject matter, tucked in, are permissible. (No vulgar, obscene or otherwise inappropriate symbols, language, art, or wording will be permitted on clothing. Any endorsement of any alcoholic beverage or tobacco products will not be permitted on clothing.) Girls may wear dress shirts out. If it's not appropriate, don't wear it.

Jeans/Denim/Pajama Pants

If jeans or denim pants are worn to school they must not have holes or tears, or have ragged/cut-off edges or hems. Athletic, jogging or pajama pants are prohibited from school. No leggings allowed except with an appropriate length skirt or dress. Camouflage pants will not be allowed except on special dress days.

Shoes

Shoes are to be worn at all times during the school day. Shoes with skates, cleats, or army-style boots are not deemed proper. Thong type flip-flops or shower type shoes made for beach or pool wear are not allowed for boys or girls. Sandals are allowed. Bedroom shoes are also prohibited. Muddy hunting boots should not be worn to school.

Tank Tops/Spaghetti Straps

All tops must cover appropriately. No strapless, backless, or spaghetti strap type dresses or tops should be worn by grades 5-12. Girls may wear sleeveless shirts, whose shoulder straps (or layering of straps) cover the entire shoulder but stop at the arm. Tank tops are not appropriate dress for school by themselves, they must be worn layered with other clothing. Absolutely no bare midriffs shall be shown. Blouses or shirts, which are excessively low-cut in front and reveal cleavage, are not allowed.

Hair

Boys and girls must have their hair neat and well groomed. No beards or mustaches will be allowed. Unnatural hair color (i.e. blue, purple, pink, green) is not allowed.

Piercings/Tattoos

Boys are not allowed to wear earrings or piercings of any type. Girls may wear pierced earrings; however, girls are not allowed to wear any exposed body piercing. Exposed tattoos are not acceptable for any teacher or student.

Ball Caps

Hats or ball caps are not allowed to be worn in school by boys or girls except on special occasions as defined by the administration. Caps will be taken and returned at the end of the day.

NOTE: Special dress or costumes may be worn for special occasions when approved by the administration.

Students who break the dress code policy will be required to call home for a change of clothes. Time out of class will be recorded as an absence. Excessive dress code violations may result in detention.

If it is in question, do not wear it to school!

DRESS CODE FOR AWARD BANQUETS:

Boys should wear long dress pants, collared shirts, and shoes. Shorts, t-shirts, tennis shoes, jeans, or flip flops are not appropriate. Girls should wear skirts/pants with a blouse or a dress and shoes.

DRESS CODE FOR FIELD TRIPS:

Teachers will be in charge of determining appropriate attire for field trips depending on the field activity involved. Students should remember they represent our school and should always be dressed in a manner befitting the integrity of a Dorchester Academy Raider.

SCHOOL RING

The wearing of a school ring is a privilege granted by Dorchester Academy. Dorchester Academy Juniors will be allowed to order the school ring and participate in the ring ceremony.

HALL PASSES

Students should only be in the halls at the beginning and close of school and while moving from one class to another class unless they have special permission or special duties that require them to be there. Students in the halls during class time must have passes. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting are never permitted. Students are not allowed to go to the lunchroom to purchase drinks, snacks, or other foods except at lunch.

HONOR ROLL

The Honor Roll will be published at the end of each grading period and at the end of each semester. All subjects are used to determine the honor roll. To be eligible a student must meet the following requirements in grades 1-12:

- **The Headmaster's List** will be composed of all students making all A's.
- **The Honor Roll** is compiled every nine weeks to recognize those students **who achieve a B or above** in each course. Satisfactory grades of B or above must be maintained in all courses to be listed for the Honor Roll. A student taking a course graded (S/U) must maintain an S to be included on the Honor Roll.

VEHICLES ON CAMPUS

PARKING PASS

All student drivers should have a student Parking Pass visible on the dash in the driver side of the car. Parking passes may be applied for in the front office.

The driving of automobiles by students is a privilege and not a right. Any student observed driving recklessly on school property will be disciplined severely! Once students drive onto campus in the morning, they are not to leave until the end of the school day. Students are not allowed to sit in cars before or during school. If a student needs to return to his vehicle during the school day, written permission must be given by the teacher or permission granted by the Headmaster or Athletic Director. Once the vehicle is parked, it is off limits until the end of the day. NOTE: Drivers are responsible for the actions of their passengers while driving on campus.

Failure to abide by these rules will result in the following consequences:

1st offense: Warning: The Headmaster will send a formal letter to the student's parents and schedule a conference between the child, parents, and the headmaster.

2nd offense: Loss of privileges for the school year: Driving privileges will be revoked for the remainder of the year.

PARKING ON CAMPUS

There will be no parking on roads leading into or exiting the school property. Faculty and handicapped parking is reserved next to the school building. Parents may pick up students at various exits. **Parents are not to block the driveways or exits at anytime.** Parking in front of or on the side of the school gym is a fire code violation and is prohibited.

GYMNASIUM POLICIES

The Shuler Gymnasium has recently been renovated. It is everyone's responsibility to take care of this facility. Therefore, the Board of Directors has adopted the following gymnasium policies:

1. Authorization to use the gym must be cleared by the Headmaster and the Athletic Director.
2. The Athletic Director will issue keys to all head coaches. The coach will have the responsibility to lock the gym if he opens the gym.
3. Food and drink are allowed in the gym during home games if it is bought in the concession area. All trash should be placed in the receptacles provided. Ice may be used from the ice machine with the permission of the Athletic Director.
4. Smoking is prohibited in the gym at all times by order of the fire marshal.
5. **Tennis shoes must be worn while playing on the gymnasium floor.**
6. The gym may not be used for athletic or other activities unless the sponsor, coach, or parent responsible for the activity is present. No running or playing in the gym without adult supervision.
7. No one is allowed on the stage area, the locker room area, or in the dressing rooms unless a coach or teacher in charge of the activity has given permission.
8. Each coach is responsible for cleaning the gym and dressing room area after practice. Maintenance supplies for cleaning will be provided by the school-operating budget.
9. School maintenance personnel will thoroughly clean the gym floor and restrooms as needed.
10. The Booster Club will secure all valuable items in the locked area under the bleachers. No one is to touch the sound system except the Headmaster, Athletic Director, or his designee.
11. **There will be no "free shooting" on the basketball court during halftime of any games being played in the gym. This is for student safety and the protection of the playing surface.**
12. The Headmaster and/or the Athletic Director will enforce any rules not covered under this policy accordingly.
13. A rental fee of \$150 per day (\$200.00 for air conditioned gym) will be charged for the facility for nonschool groups. A \$50 refundable deposit will be kept on file to cover cleanup charges. (For school groups, see the Special Projects Policy.) All users of the gym must clean the facility to the satisfaction of the Headmaster, lock the doors, and cut off the lights and air/heat after usage.

CAFETERIA POLICIES

Students are expected to follow these rules as part of our cafeteria policies:

1. All trash must be deposited in trash containers.
2. Tables, counters, and the floor around the table should be left clean for others.
3. Pushing or shoving in the lunch line is not allowed.
4. Talking is allowed during lunch, but noise should be kept at a minimum. Teachers assigned to cafeteria duty will monitor this.
5. Students must comply with all instructions of cafeteria personnel.
6. Class parties are allowed in the cafeteria with the permission of the Headmaster. All lunch periods will have teacher supervision as assigned.

LUNCH PROGRAM

Dorchester Academy has made a continued commitment to offer a quality, nutritional lunch at school each day. Meals will be offered to students as follows:

1. Hot Lunch (Class A) Meal –K4-4th: \$2.50; Grades 5-12: \$3.50
2. Chef Salad - \$3.00
3. Individual items or side items such as ice cream - \$.50 or \$1.00 each.

Students in grades K-4 through 8th grade order lunch daily or weekly. High School students may purchase lunch tickets daily for meals prior to homeroom. The maximum **charge** for lunches for any child will be \$10.00. Please be sure your account is paid up. All lunches, whether brought from home or purchased at school, will be eaten in the cafeteria. No lunches will be eaten in classrooms (except for ISS).

RECESS PERIODS

Students in the K4 through 4th grades will be allowed a recess period during the school day. Students in grades 5-8 may have recess. During this time all students will be fully supervised. Teachers will be assigned specific duties during this period to prevent any rough play and promote playground safety. This should be a time for students to develop social skills, exert energy, and enjoy the outside weather. Occasionally, recess may be held in the classroom or the gymnasium due to inclement weather. Teachers or Administrators reserve the right to revoke recess at any time.

ATHLETIC POLICIES

Dorchester Academy offers a complete athletic program for middle and high school students. We are extremely proud of our program. The Athletic Director who organizes all athletic events, employs coaches, and maintains all athletic facilities supervises the athletic program. In addition to a Varsity program, which competes in the South Carolina Independent School Association, there is also a Junior Varsity program. This allows our younger athletes to get adequate training and guidance prior to reaching the Varsity level. A B-Team program is also offered in football, basketball, and softball.

ELIGIBILITY

In order to practice or participate on any Dorchester Academy athletic team, the student must have met the daily attendance requirement to be counted present for the day (a minimum of three (3) class periods.) There are no exceptions to this rule. Students must pass a physical examination and file a parent permission slip prior to participation in practice. **Eligibility rules apply to all students.**

Athletic eligibility regulations adopted by the South Carolina Independent School Association are adhered to by Dorchester Academy.

It is understood at Dorchester Academy that any student who is not eligible for athletics under the rules of the South Carolina Independent School Association may not play in any interscholastic contest including scrimmage games. Furthermore, a student who was not a member of the team in good standing at the time of the last game played in the season will not be eligible to play in any post season game such as an All-Star game, parent-student game, or faculty-student game. Any questions regarding the policy for eligibility should be directed to the Athletic Director.

LIBRARY POLICIES

Students who need to use the library and media services may do so before school, after school, or during class time with the teacher's permission. The Library / Media Center utilizes the Follett Library Automation System. Each student will have his or her own personal barcode which will keep an account of all check-ins, check-outs, overdue books, fines, etc. Computers are available in the Library / Media Center for research use. Reference books have been moved to a separate room to create a separate research area.

Many new high school reference sources have been added. The Library / Media center has also expanded its Accelerated Reader books. All students are encouraged to visit, become familiar with, and to use the new technology resources.

GUIDANCE POLICIES

The Headmaster and Guidance Counselor strive to aid each student in utilizing abilities to the fullest, in making sound choices, and in developing self-understanding. Both academic and personal counseling are available to students. Included in Guidance Services at Dorchester Academy are the following:

1. Individual and group counseling
2. Schedule advisement and changes
3. Testing services
4. College and vocational counseling
5. Financial Aid Seminars
6. Ed-Op Program (Visit with college recruiters)
7. KUDER Career Inventory (Available via the Internet with an access code obtained from the Guidance Office.)
8. College catalogues and applications
9. Scholarship and grant information
10. Referrals for Special Education Services (Psychological Testing; Vision and Hearing Screening; etc.)

Seniors applying for college must submit their paperwork to the guidance counselor two weeks prior to due date.

COMPUTER LABS / TECHNOLOGY POLICIES

Computer labs are under the supervision of teachers professionally trained in this area. Computer use is encouraged for all students. The "Technology Code of Conduct" must be signed and returned before any student is permitted to utilize technology. **The Technology Code of Conduct / Acceptable Use Policy must be followed by each student. Students violating this agreement are subject to disciplinary action.** Internet access is available to all students; however, a filtering system is in use. Any student with questions about information available from our computer network should contact his teacher immediately. Facebook and Myspace are not to be accessed using school computers. Students may be held accountable for inappropriate computer usage, on or off campus.

ACADEMICS

Dorchester Academy offers two diplomas. Both the College Preparatory diploma and the General Track diploma require twenty-four (24) units. Beginning with Class of 2013, Dorchester Academy will offer two tracks: college prep and honors. The suggested requirements for each are defined as follows:

COLLEGE PREPARATORY DIPLOMA

	Number Units Required	Information
English	4 units	English IV may be earned by taking AP Literature or English 101 and 102
Mathematics	3 units (4 units beginning with the Class of 2011)	Algebra I; Geometry; Algebra II, Pre-Calculus or Statistics
Science	4 units***	Physical Science; Biology; Chemistry and one other lab science for which Biology or Chemistry is a prerequisite
Social Studies	3 units	World History/World Geography; U.S. History; Government; Economics
Physical Education	1 unit	
Computer Science	1 unit	
Foreign Language	2 units****	(Clemson and College of Charleston require 3 units)
Fine Arts	1 unit beginning with the Class of 2011	
Electives	5 units (4 units beginning with the Class of 2011)	
Total Units Required for Graduation	24 units	

GENERAL TRACK DIPLOMA (AVAILABLE PRIOR TO THE CLASS OF 2013)

	Number of Units Required	Information
English	4 units	
Mathematics	3 units (4 units beginning with the Class of 2013)	Business Math taken Fall 2008 or later will not count as a Math credit
Science	3 units	
Social Studies	3 units	World History/World Geography; U.S. History; Government; Economics
Physical Education	1 unit	
Computer Science	1 unit	
Foreign Language	None required	
Fine Arts	1 unit beginning with the Class of 2011	
Electives	8 units (9 units for classes prior to the class of 2011)	May be earned at the Dorchester County Career School
Total Units Required for Graduation	24 units	

Notes: One (1) unit in Physical education may be earned by lettering in a Varsity sport for two (2) consecutive years.

Students may earn high school credits for graduation during the 8th Grade year based on the academic qualifications of the student. These standards will be updated annually by the administration.

Elective credits may be earned during the 11th and 12th grade at Dorchester County Career and Technology Center. Credits vary by course. Please check with advisor for credit verification.

Appropriate SAT scores and cumulative grade point average (3.0) will qualify the student for the LIFE Scholarship offered to students attending a South Carolina two or four year college.

RECOMMENDED SEQUENCE OF STUDY FOR HONORS

	8 th Grade	9th Grade	10th Grade	11th Grade	12th Grade
English	English I H	English II H	English III H	English IV H	AP Lit or English 101/102
Math	Algebra I H	Geometry H	Algebra II H	Pre-Calculus	Calculus/ Statistics/ Trigonometry
Science		Physical Science	Biology	Chemistry	Physics/Advanced Biology
Social Studies			World History	U.S. History	Economics / U.S. Govt.
Computer Science		Computer 1			
Foreign Lang.		Spanish I	Spanish II	Spanish III	
Electives		Art History	PE Programming I Bible	Yearbook Journalism	Yearbook Journalism Psychology Current Events

REQUIREMENTS FOR PROMOTION

Promotion to the next higher grade is contingent upon completion of certain requirements in the Middle School and in the Upper School.

Grades 1-2: Failure of reading in the 1st or 2nd grade will make repetition of the entire grade mandatory.

Grades 3-8: In Grades 3 through 8, failure Language Arts (Reading or English) will result in the student repeating the grade. Failure of any other combination of two (2) subjects will make repetition of the entire grade mandatory unless work is made up during Summer Session for both classes. Following completion of remediation, students may be required to take the end of year exam to validate progress. The make-up work must have approval of the Headmaster.

Eighth graders in English I Honors or Algebra I Honors must achieve a minimum grade of 77 or they will have to repeat the course. **Any 8th grader who fails a course that receives high school credit, must repeat the course the following school year. Students who fail Algebra I Honors will be required to take 8th grade math/Pre-Algebra in Summer School for promotion to 9th grade.**

Promotion to the next grade in high school is determined by the following schedule:

From 8th Grade to 9th Grade: 0 units
From 9th Grade to 10th Grade: 6 units
From 10th Grade to 11th Grade: 12 units
From 11th Grade to 12th Grade: 18 units

HONOR/DUAL CREDIT/ADVANCED PLACEMENT

Honor, dual credit and advanced placement programs are designed to meet the entrance requirements for colleges and universities. Students taking Honors, Dual Credit and AP courses must meet the entrance criteria. **Students in Advanced Placement courses must take the AP exam in the spring.** Students who are successful on AP Exams should expect to receive college or advanced placement credit at the college level. Because of the demanding nature, students are advised to enroll in no more than two AP courses during one year.

Honors Courses: Honors courses meet the following criteria established by the State Department of Education:

1. Utilize a separate syllabus from college prep/tech prep classes
2. Require the reading of texts, text materials or supplemental resources that significantly differentiate the course requirements to include primary and secondary resources
3. Show evidence of rigor in course expectations, sufficiently beyond the scope of a regular college preparatory course
4. Show evidence of critical/reflective/problem-solving thinking practices
5. Require project/performance task assessment(s) either as a culminating or interim assessment(s)
6. May serve as preparation for future Advanced Placement courses.

Eighth Grade Honors: Eighth grade students may enroll in high school honors classes. Courses available for 8th graders are English I Honors and Algebra I Honors. Placement in Honors classes is based on test scores, class grades, and recommendations. Eighth grade students who are eligible for Algebra I Honors must pass the course with a 77 or above or they will be required to repeat the class in 9th grade.

Advanced Placement Courses: Advanced Placement courses are offered for students who are academically ready for challenging college-level courses. Students may register for these courses if they have minimum scores-established by the school-on the PSAT, SAT, or ACT; an “A” or high “B” in Honors courses; and evidence of consistency in completing homework and class work. While these criteria are recommended, parents may choose to waive their child into an AP class even if the student does not meet these criteria. The syllabus for any AP course must be pre-approved by the College Board. All students in AP courses must take a three hour (or longer) exam administered by the College Board. High performance on AP exams may result in college credit or advanced placement. **Students participating in AP classes must take the exam and are required to pay the exam fee.**

Dual Credit Courses: Dual Credit refers to college courses offered through USC Salkehatchie or other accredited colleges. In these courses, students earn college and high school credit. Students must have prior permission from the Headmaster or Headmaster’s designee to enroll for dual credit. **College fees and text book fees must also be paid for by the student.** To be eligible to take dual credit courses, students must be a junior or senior, have a 3.0 GPA, have earned SAT/ACT scores as required by the sponsoring college, and be recommended by the administration.

Students may take dual credit courses outside of Dorchester Academy. The number of dual credit courses a student may take is limited to the number of dual credit courses offered at Dorchester Academy plus 2 per semester. **Rising Seniors may take college classes over the summer and have them considered dual credit to be added to the high school transcript upon prior approval by the administration.**

Students should remember that all college classes are used to calculate the LIFE GPA. Students who do poorly in dual credit classes jeopardize losing their LIFE Scholarships. Students who are not willing to commit to excellence should not take these classes. Any student who fails a dual credit course taken to complete required graduation credits, will have to go to summer school.

EARLY GRADUATION

Students will advance to the Senior Class only by calendar promotion. Students desiring to graduate early must:

1. Submit a written request for early graduation to the Headmaster by August 1st of the upcoming school year.
2. Have previously completed English I, II, III.
3. Have taken the SAT or ACT.
4. Must attend a conference with the Headmaster for approval. This conference will be held with the student, Headmaster, school guidance counselor, and student's parents following the written request to determine if this is in the best interest of the student.
5. Students graduating early will not be eligible to be a graduation speaker. However, as required by the S.C. Uniform Grading Policy, all students graduating (including early graduates) will be ranked for LIFE and Palmetto Fellow Scholarship purposes.

SC VIRTUAL SCHOOL

Students may register for courses online in SC Virtual School. These courses will be recorded on school transcripts and averaged in GPA's. Because these classes are self-directed, it is necessary that students be motivated and organized to be successful. Careful consideration should be given before enrolling in these courses.

SUMMER SCHOOL

Dorchester Academy may offer a Summer Session for students requiring make-up work. **All Summer School coursework must be approved by the administration before taking Summer School courses.** The student must pass with a grade of "70" or above to correlate with the grading scale at Dorchester Academy. Nontraditional summer (credit recovery) school will consist of 30 hours of seat time of tutoring, which must be documented and approved by the headmaster. At the end of nontraditional summer school or a credit recovery class, a maximum yearly average of 70 will replace the failing course grade on the permanent record. End of course tests MAY be required to validate that students have the skills necessary to be successful in subsequent courses. Students taking high school courses, may only repeat one course in Summer School. Subsequent failures must be repeated during the school year.

GRADES

Teachers in grades 1-12 will assign grades based on the following grading system:

A	93-100
B	85-92
C	77-84
D	70-76
F	Below 70

SC GRADING SCALE

Dorchester Academy complies with the Uniform Grading Scale Policy adopted by the General Assembly of the State of South Carolina. This Grading Scale will be used to convert numerical grades as indicated on the report card to the Grade Point Average reflected on the student's transcript. It uses a quality point system to determine grade point averages (GPA). Grades earned in all academic courses, including designated courses taken in the eighth grade are used to compute GPA's. College prep courses are computed on a 4.0 scale. Honors courses are computed on a 4.5 scale. Advanced placement (AP) courses are computed on a 5.0 scale.

A copy of the revised SC Uniform Grading Policy is available at the following web link <http://ed.sc.gov/agency/stateboard/agendas/archived/2007/jan/5503.doc> (SC Department of Education, State Board of Education).

South Carolina Uniform Grading Scale Conversions, Effective 2007-08

Numerical Average	Letter Grade	College Prep	Honors	AP/IB/ Dual Credit
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	B	3.875	4.375	4.875
91	B	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	C	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	D	1.875	2.375	2.875
75	D	1.750	2.250	2.750
74	D	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.375
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	F	1.000	1.500	2.000
68	F	0.875	1.375	1.875
67	F	0.750	1.250	1.750
66	F	0.625	1.125	1.625
65	F	0.500	1.000	1.500
64	F	0.375	0.875	1.375
63	F	0.250	0.750	1.250
62	F	0.125	0.625	1.125
0-61	F	0.000	0.000	0.000
61	FA	0.000	0.000	0.000
61	WF	0.000	0.000	0.000
—	WP	0.000	0.000	0.000

All report cards and transcripts will use numerical grades for courses carrying Carnegie units for credit. On transcripts received from out of state students, grade letter equivalents will be as follows:

A = 96 B = 88 C = 80 D = 73 F = 65

A grade of "P" (passing) received from another school would be converted to a numerical designation based on the information secured from the sending institution as to the approximate numerical value of the "P". The receiving school will make the final determination regarding the conversion of the "P" into the Uniform Grading Scale. All courses carrying Carnegie unit credit must have a numerical grade as the final grade. The Uniform Grading Scale and the system for figuring GPR and class rank will apply to all courses carrying Carnegie units, including units earned at the middle school level.

Students may retake the same course at the same difficulty level under the following conditions:

1. Only courses in which a grade of "D" or "F" was earned may be retaken.
2. The course in which a "D" or "F" was earned may only be retaken during the current academic year, summer school, or no later than the next academic school year.

The student's record will reflect all courses taken and the grade earned, with the following exception:

1. Students taking courses for a Carnegie unit prior to their 9th grade year may retake any such course during their 9th grade year. In this case, only the 9th grade retake grade will be used in figuring the student's GPR and only the 9th grade attempt will show on the transcript. This rule will apply whether the grade earned is higher or lower than the pre-ninth grade attempt.

ACADEMIC HONORS / BETA CLUB

Students achieving high academic performance will be rewarded with an opportunity to join the Junior National Beta Club (Grades 6-8) or the National Beta Club (Grades 9-12). Membership is determined based on the following requirements:

1. Students must have a cumulative weighted GPA of 4.0 ("93" average) or higher for admission.
2. Students must reply to the Beta Club invitation for membership no later than September 15 of the school year. Induction of new members will be held during the first grading period of the school year.
3. Students must meet all other Beta Club eligibility criteria in regard to character and citizenship.
4. If a student's average falls below the cumulative weighted GPA of 4.0 following a semester, the student will be placed on probation for the next semester. If the student's grades do not improve to the 4.0 cumulative weighted GPA or above, the student will be ineligible for continued membership until the student reaches the 4.0 cumulative weighted GPA.

Grandfather Clause: Student previously earning admission into the Beta Club will be required to maintain a 3.75 weighted GPA.

Students in Grades 10, 11, and 12 are eligible to receive an Academic Medallion if the student has earned a cumulative weighted GPA of 4.0 or higher during the school year. These awards will be given at the Academic Awards Banquet in May of each year. Sophomores receive bronze medallions. Juniors receive silver medallions. Seniors receive gold medallions.

REPORT CARDS

Report cards will be issued quarterly to all students in grades 1-12. (K4 and K5 will send home skills checklists.) All report cards should be signed and returned to school by the end of the second day to the teacher who issued them. No grade lower than a 50 will be recorded on the report card for the FIRST QUARTER ONLY. After the first quarter, the grade earned by the student, no matter how low, will be recorded on the report card.

PROGRESS REPORTS

K4-First Grade teachers give progress reports to students on days designated on the school calendar. These designated days will fall near the middle of the grading period. Progress reports must be returned within two (2) days to the subject teacher. These reports allow the parents the opportunity to know how each student is performing in each subject area. The Headmaster requires teachers to provide additional midterm progress reports to students with averages 75 or below. Parents may check the progress of students in grades 1-12 any time using the InTouch system. (1st Quarter of 1st grade is considered an Adjustment Period and no grades will be seen in InTouch during the 1st Quarter.) Quarterly conferences will be held between parents, students, teachers, and the Headmaster for students with failing grades on report cards. Teachers are required to update InTouch grades twice per week.

FINAL EXAMS

Final examinations are given during the last three or four days of each semester to all students in Grades 9- 12. Exams are permitted to be administered at the scheduled times only. All students must remain in the examination class for the entire period. Exemptions are offered to high school students (excluding dual credit courses) and only in the Spring Semester. To exempt an exam, the student must have a “93” or better grade average in both the 3rd and 4th quarters. (Note: The “93” required grade is not an average of the two (2) quarters.) Any 8th grade student in advanced level classes may exempt their exam if he/she meets these requirements. Examinations are given at the end of each semester. Second semester exams do not cover first semester material except when deemed necessary.

Exams will be averaged as follows for a final semester grade:

1 st Quarter Grade	40%
2 nd Quarter Grade	40%
Semester Exam Grade	20%

The final grade after averaging the final exam will appear on the permanent record card.

EXTRA HELP

Teachers may provide extra help between 2:30-3:00 and Upper Division teachers may provide assistance during the lunch block. It is the parent’s and/or student’s responsibility to make arrangements in advance with the teacher for extra help and make-up testing. Parents are responsible for the transportation of students who stay after school. Extra help sessions set up by the classroom teacher take precedence over the students’ extracurricular activities.

GRADUATION PARTICIPATION REQUIREMENTS

In order to participate in graduation ceremonies each student must successfully complete the required amount of units of study.

In order to receive the Valedictorian and Salutatorian Award, a student must have attended the 10th, 11th, and 12th Grades at Dorchester Academy. Other graduation participants to include Junior Marshals and Commencement Speakers are also governed by this rule. All graduating seniors will be ranked. The selection procedure for graduation participation will be as follows:

The selection of the Top Five (5) Senior Graduates calculated by cumulative weighted Grade Point Averages for commencement speeches will be done after all senior exams are graded. The commencement speakers will be announced at the annual graduation practice. The Grade Point Average calculations for this honor will include all courses taken for Carnegie unit credit in Grades 8 – 12.

The selection of the Top Six (6) Junior Marshals calculated by cumulative weighted Grade Point Averages for commencement participation will be done after grades are averaged at the end of the school year. The Grade Point Average calculations for this honor will include all courses taken for Carnegie unit credit in Grades 8-11.

Students selected for these high honors must maintain their academic eligibility for this recognition by having no major policy violations in the areas of academics, attendance, or discipline. The Headmaster may replace any student with violations with the next student in the class ranking.

CLASS SCHEDULES

Class schedules for Grades 8-12 should be considered very carefully. With the advice of the Headmaster and/or Guidance Counselor, appropriate schedules will be determined and classes assigned. All students will be encouraged to take six subjects based on the twenty-four (24) unit graduation requirement. Seniors may be released early after four (4) classes if they are taking four (4) subjects in the Core Curriculum areas of English; math; computer science; science; social studies; or foreign language. The Headmaster will make the final decision in all early release matters based on other circumstances.

SCHEDULE CHANGE REQUEST

Schedule change requests will be permitted during the first full week of school only. Due to schedule conflicts, requests for schedule changes may be declined. Students dropping a course after the first five (5) days of school in a ½ unit course and the first ten (10) days of school in a one (1) unit course will receive a grade of “F” as stated in the Uniform Grading Scale Policy published in this handbook. Students’ schedules are generated by our computer system. Placement in sections is determined randomly. Pre-registration is used each year to determine the classes needed for the next year, and teachers are hired according to that need. **No changes will be made unless prerequisites have not been met, a course selected will not be offered, or selections are found by counselors to be inappropriate.** Students and parents must realize that perfect situations cannot be expected and that such reasons as wanting to be in class with your friends, to have certain periods free, or to have a different teacher will not be honored.

COURSE CHANGES:

1. Students who withdraw from a course after five (5) days in a ½ unit course or ten (10) days in a unit course shall be assigned a grade of “61” and 0 quality points, unless the student transfers to a different level of the same course. The “F” will be calculated in the student’s overall grade point ratio.
2. A student must have written permission from his/her parents, guidance counselor, and the school administration before dropping a course. The teacher will be notified.
3. When a student replaces a course after the drop/add period, he cannot exempt that semester’s exam and is responsible for all material missed in that class.

REGISTRATION / FINANCIAL POLICY

The Board of Directors set the tuition and fees of the school. A schedule of these fees is listed on a separate sheet. Payments may be mailed in or made in person at the school office.

All appropriate fees must be paid in full before a student is enrolled or re-enrolled. **Records will not be transferred to another school if there are outstanding fees payable to the school. Registration fees are not refundable. Tuition payment must be current for a student to participate in school extracurricular clubs/activities. Tuition is due on the first of the month and is late if received after the fifteenth of the month. A late fee of \$50.00 will be assessed on any payment received after the fifteenth.**

Tuition payments can be mailed to the school post office box (P.O. Box 901, St. George, SC 29477), turned into the office during posted business hours, or place in the drop box near the school's main entrance.

CHANGE OF STUDENT INFORMATION

Parents are asked to contact the school office when addresses, phone/cell numbers, e-mail addresses, or places of employment change.

WITHDRAWALS

Should it be necessary for a student to withdraw from Dorchester Academy at any time, the student/parent should report to the Headmaster's office with a **written request** by his parents for such action. During the school year, the student will be issued a Withdrawal Form to be signed by all teachers. The teacher will post a grade at the time of withdrawal. All fees including tuition, lab fees, fines, fees for lost books, etc. must be paid prior to the release of records to another school. Any withdrawal between April 15, and before August 1, will include a **\$500.00 per student** administrative fee, plus the first month's tuition for each child. No reimbursements for any tuition will be given after August 1. Registration fees are not refundable. **Records will not be transferred to another school only if there is no outstanding financial obligation due this school.**

TRANSCRIPTS

No fee is assessed to students when a transcript is requested for grades to be forwarded to a college, a business, or to the armed services. Transcripts will be sealed and mailed to the appropriate institution based on the student or parent's written request. Records will not be transferred if there are outstanding fees payable to the school.

TEXTBOOKS

Textbooks are the property of Dorchester Academy and issued to students accordingly. Damage from misuse will be evaluated by the issuing teacher and the Headmaster. A charge will be collected for all damaged textbooks. Textbooks are replaced as needed. The Dorchester Academy faculty makes recommendations for replacements annually. Any questions concerning controversial material in textbooks should be directed to the Headmaster. Some courses require the purchase of additional materials by the students including but not limited to dual credit courses.

SCHOOL NURSE

Dorchester Academy employs a part-time nurse to be on-site in case of medical emergencies. All students must have a current SC Certificate of Immunization on file in the school office. If a student becomes ill at school, he/she will be sent to the nurse. Students are expected to be picked up in a timely manner. Student drivers will not be released until after the office has contacted a parent, relative, or guardian. Names, email addresses, and telephone numbers of emergency contacts should be on file in the office.

MEDICATION/HEALTH

The school will provide locked storage for prescribed medication for a student upon written signed request of the parent. The request must contain explicit instructions for administering the medication to the student and should be contained in the prescribed medicine bottle. Any medication brought to school must be given to the School Nurse. Only the School Nurse, Headmaster, or person appointed by the Headmaster, shall dispense prescription/non-prescription substances with parental permission. All medication must be taken in the presence of school personnel. Any questions on this policy should be referred to the Headmaster. **No over-the-counter medications (i.e. Tylenol, Tums, cough drops, etc.) will be provided by the school.** Tylenol, Tums, and cough drops may be sent by parents with a signed note for administration, but the school does not provide these medications. These medications should be sent to school in a Ziploc bag, in the original container, labeled with the child's name and dosage.

Dorchester Academy has a No Nit Policy which provides for the exclusion of a child from school until all head lice, lice eggs (nits), and egg cases have been removed. Upon the return of the child to school, he/she should be checked by the nurse before returning to class.

MEDICAL APPOINTMENTS

Students and parents are reminded that doctor and dentist's appointments should be made at times other than school hours if at all possible. An appointment card or doctor's statement to that effect should accompany all appointments that must take place during school hours. Teachers should be notified in advance of necessary appointments. Student attendance is required for promotion. (See attendance policy.)

INJURY / ILLNESS

Any injury or illness must be reported immediately by a student to the teacher in charge. The teacher will send for the appropriate personnel to assist the student. If necessary, the parent or guardian will be notified. In the event of a serious emergency, 911 will be called first, then the parents will be notified. If the student must be transported to the hospital prior to the arrival of the parents, a representative of the school will accompany the student.

SCHOOL INSURANCE

Dorchester Academy is required by the South Carolina Independent School Association to carry Catastrophic Insurance Coverage on all students registered at the school.

EMERGENCY PROCEDURES

Dorchester Academy has developed an Emergency Procedures Plan for the purpose of maintaining a safe school. Fire drills will be conducted periodically throughout the year based on State Fire Marshal regulations. The fire alarm is the sounding of a long continuous horn. When the signal is heard, students will march out of all rooms in an orderly fashion in a single file line with as little talking, confusion, and noise as possible. A diagram is provided in this handbook for all classes. After the clearing of the building, all groups will move to a safe distance from the building and remain in line until the all clear signal is given to reenter the building. All doors and windows should be closed, and lights should be turned off in all classrooms. When exiting the building, the first student will open the door and hold it until that class is out and then the first student from the next class will do the same. Teachers will issue instructions to all students in their class concerning emergency drills early in the school year. Drills will also be held during the year for tornadoes and earthquakes. During a tornado drill, there will be an announcement over the PA. Students are to exit to an interior hallway nearest to the classroom and sit against the wall. Proper actions may mean life or death. It is important that all faculty members and students are prepared for these drills. Dorchester Academy also maintains a Blood borne Pathogens Exposure Control Plan on file in the Main Office. All proper procedures are utilized in the event of accident or injury. In case of an emergency, an Emergency Medical File is kept in the office on each student.

EMERGENCY CLOSINGS

In the event of an emergency school closing for inclement weather or any reason, the following stations will carry news regarding Dorchester Academy: **Channel 2-WCBD, Channel 4-WCIV, Channel 5 – WCSC, WALI – Radio-93.7.** Every attempt will be made to use the auto dialer system to call and email parents and teachers with the most current information. Parents may also log-on to www.dorchesteracademy.org for updates.

MAKE-UP WORK

Students are responsible for securing information and assignments given during their absence. The teacher will assign make-up tests within a five (5) day period. It is the student's responsibility to make up work and assignments missed while involved in extracurricular or athletic activities. Make-up work must be turned in within a period of time equal to the days absent. For example, the student who missed two (2) days of school would have two (2) days to complete make up assignments (Exception: major tests). Students who are absent on the day prior to the test must take the test on the day of return unless other arrangements are made with the teacher in advance.

HEALTH RECORDS

All students enrolling in Dorchester Academy for the first time must present a health certificate including a record of proper immunization. A birth certificate and photocopy of their social security card must also be presented. Any student planning to participate in our interscholastic athletic program must have a birth certificate and a physical

examination. **All student health problems and medications required by the student must be reported to the school. The main office must be notified promptly of any changes.**

SCHOOL TELEPHONE

The telephone in the Main Office is to be used for school business only. It is difficult for school personnel to deliver personal messages to students. Please anticipate needs and plan accordingly. **Only emergency messages should be requested.**

MAIN OFFICE / TEACHER CENTER

No students should be in the Main Office unless school business is to be conducted. Lounging in the Main Office will not be permitted. The copy machines located in the Main Office and the Teacher Center should not be used unless permission has been given by office personnel. Use by students is prohibited. Students are asked to use the receptionist's window when getting passes, excuses, and supplies from the office.

No students should be in the Teacher Center unless accompanied by a teacher.

FUND RAISING

No fund raising projects may be instituted in the name of Dorchester Academy or her mascot name used in the same without the permission of the Headmaster. The Headmaster must approve all school events and school sales for fund raising activities. The guidelines for fundraising for clubs, classes, and organizations are found in the Special Projects Policy Manual, which has been approved by the Board of Directors. A copy of the manual is available to all sponsors and parents from the Headmaster. The Parent Teacher Organization (PTO) and the Booster Club are also included in these policies. All groups considering fundraising activities must abide by the guidelines in the Special Projects Policy Manual.

CLUB AND CLASS SPONSORS

Club sponsors have the responsibility of guiding appropriate organizations, assisting with the election of officers, attending all club meetings, and assisting with projects that have been approved by the Headmaster. The Headmaster and the Board of Directors of Dorchester Academy must approve class sponsors. Class sponsors have the responsibility of attending class meetings, assisting with fund raising projects that are approved by the Headmaster, and offering guidance and support to all class members. No class sponsor may conduct a Class Meeting during the regular school day without the permission of the Headmaster. Class meetings should be scheduled before or after school hours or during lunch block. All classes must adhere to the Special Projects Policy Manual in regards to fund raising.

EXTRACURRICULAR CLUBS / ACTIVITIES

All students are encouraged to participate in extracurricular activities. Students must meet eligibility requirements for athletics and must follow attendance, academic, and discipline policies for all extracurricular activities. Dorchester Academy extracurricular clubs/activities include, but are not limited to, the following approved list for Dorchester Academy students:

High School	Middle School	Elementary / Primary
Football	Football	B-Team Football (5th Grade –up)
Basketball	Basketball	B-Team Basketball (5th Grade-up)
Volleyball	Volleyball	B-Team Cheerleading (5th Grade-up)
Cross Country	Cross Country	B-Team Softball (5 th Grade-up)
Baseball	Baseball	Soccer
Softball	Softball	Pom-Pom Girls (Grades K-4 – 4th)
Golf	Golf	Spelling Bees
Cheerleading	Cheerleading	National Geography Bee
Student Council	Junior Beta Club	Literary Meet
Beta Club	Academic Quiz Bowl	Science Fair
Interact Club	Spelling Bees	
Block D Club	National Geography Bee	
Fellowship of Christian Students	Literary Meet	
Yearbook Staff	One-Act Play	
Science Fair	Science Fair	
Newspaper Staff	Soccer	
Debate Club		
Academic Quiz Bowl		
Literary Meet		
One-Act Play		
Palmetto Youth Leadership		

Additional clubs and activities must be approved by the Headmaster. All correspondence being sent to parents from academic or athletic groups should be sent to the Headmaster for approval.

SOLICITATION/DISTRIBUTION OF MATERIALS

No posters, handbills, or printed material of any kind may be displayed, sold, or distributed at anytime, anywhere on the Dorchester Academy campus without the administration's consent. No solicitation of funds or sale of any product for whatever purpose may be made at anytime, anywhere on the school's campus without the administration's consent.

SUBSTITUTE TEACHERS

Substitute teachers have the same authority as regular classroom teachers and should be accorded the same respect. Students should be aware that any and all directions given by the substitute teachers should be followed. Disrespect to substitute teachers will not be tolerated. Substitute teachers are expected to follow the Faculty Handbook and required to submit to the school dress code.

TRAVEL

All extra-curricular travel will be done as a group unless permission is requested in writing and approved by the sponsor. Signed permission slips will be required.

Technology Code of Conduct/Acceptable Use Policy

2009-2010 Dorchester Academy

TECHNOLOGY CODE OF CONDUCT/ACCEPTABLE USE POLICY

The Computer Department, Media Center, and classrooms at our school offer students supervised access to the Internet along with computer usage. A few simple guidelines for students have been developed that we ask you as parents and students help us enforce:

1. No programs or games may be installed on any computer in the Dorchester Academy Network.
2. Students are to show consideration and integrity when using the computers and the Internet on the Dorchester Academy campus.
3. Anyone found tampering or vandalizing computers and networking equipment will be held responsible for any damages he/she has done.
4. The computers in the labs and in the media center are for student and faculty use. We ask that if you need to use the computer labs, please notify the computer instructors in advance. This way you can be sure that the lab is available.
5. No student will have access to the Internet unless there is a teacher present.
6. Anyone caught using the Internet in an unauthorized way, (i.e. chatting with friends, accessing unauthorized websites and programs, etc.) will have his/her privileges revoked. Further disciplinary actions will be taken.
7. No student will be allowed access to the Internet unless parents have signed and returned the written compliance policy for school use.
8. Data may be saved to flash drives and/or to the network. Anyone caught altering or accessing someone else's files without permission will be immediately disciplined.
9. The administration is strongly against cyber bullying. The administration reserves the right to discipline a student(s) for cyber bullying actions taken on or off campus if the actions are intended to have an effect on another student or the actions adversely affect the well being of a student(s) while in the school. Cyber bullying involves taunting, threatening, and/or harassing others by the use of the Internet and/or other communication devices.
10. Use of electronic devices to send pornographic images through the school system or forward them through any other electronic device may result in suspension and/or further legal action.

After reading the above

Technology Code of Conduct/Acceptable Use Policy be sure and sign the Compliance form at the end of the Student Handbook and return it to your child's homeroom teacher the first week of school.

2009-2010 STUDENT-PARENT COMPLIANCE STATEMENT

PLEASE RETURN TO SCHOOL.

The 2009-2010 Dorchester Academy Student Handbook is available online at www.dorchesteracademy.org. In an effort to be fiscally frugal, handbooks will only be given to parents requesting paper copies.

We ask that you view it online.

After having reviewed the handbook, please sign and return this form to your child's homeroom teacher during the first week of school.

1. My child's picture may be taken and published in the newspaper, yearbook, in school videos, on the school website, and on other school advertisements.
2. My phone number, email, and address information may be included in a Dorchester Academy Family Directory published for school families.
3. My child and I have read the school rules, requirements, and consequences in the Student Handbook. We agree to work together with the school and abide by them.
4. My child and I have read and understand the Internet Appropriate Use Policy and Administrative Rules included in the Student Handbook. We understand and will abide by the conditions and rules set forth therein. Violation of these conditions and rules are unethical and may constitute a criminal offense along with revoked access privileges for up to one year, disciplinary action, and possible legal action. We also agree to be responsible for any unauthorized costs incurred by my child's use of the Internet. Internet access is designed solely for educational purposes.

We have read and agree to the conditions above.

Date: _____ Grade Level: _____ Homeroom Teacher: _____

Student's Signature: _____

I further agree that my child and I will abide by these school policies when on campus.

Parent's Signature: _____

DORCHESTER ACADEMY ALMA MATER

**Brotherhood and fellowship
at our school abound.
Forward together – onward forever
Never giving ground.
Unity and loyalty, dignity and truth,
We'll give these to you
and bravely fight and strive.
Dorchester Academy, long may you stand
Hallowed halls of memories be our guiding hand.**

**Mighty Raiders, oh, we are marching
to triumph and to success.
We bear the shield of honor
And promise you our best.
Hold high the torch of wisdom
With spirit and with good cheer,
We hail thee, Alma Mater,
DORCHESTER ACADEMY!!**

Music and Words by Miriam Jordan

Dress Code Common Sense

Be honest with yourself.

- Is it too short, or too tight, or too revealing? Then don't wear it out of respect for yourself and Dorchester Academy.
- Is it disruptive, offensive, or provocative? Then don't wear it out of respect for yourself and Dorchester Academy.
- Does it draw attention to any of my private parts? Then don't wear it out of respect for yourself and Dorchester Academy.
- What rational explanation can you give for a yes answer to any of the above questions? Avoid the confrontation and stress by not pushing the Dress Code.

Don't wear it out of respect for yourself and Dorchester Academy.

PLEASE NOTE: The 2009-2010 School Handbook is subject to revision at any time.