



Faculty Handbook

2009

Dorchester Academy

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FORWARD

Dorchester Academy was established to provide a challenging college preparatory background, which would develop the academic potential of each student. This involves creating an environment, which encourages creativity and fosters an appreciation for learning. We encourage responsibility, self-discipline, commitment to environmental stewardship, and respect within the community. Moral and spiritual growths are major goals.

In order to accomplish this goal, it is imperative for all connected with the Academy to understand the rules, regulations, procedures, and expectations which guide us in our mission.

The Board of Directors and the Headmaster recognize the fact the success of this institution is highly dependent upon the performance of the employees: therefore, you – the faculty – are the strength of the school.

CODE OF ETHICS FOR TEACHING AT DORCHESTER ACADEMY

Preamble

We, as professional educators at Dorchester Academy, affirm our belief in the worth and dignity of man. We regard as essential the protection of freedom to learn and to teach. We accept the responsibility to practice our profession according to the highest ethical standards.

Principle I – Commitment to the Student

We measure success by the progress of each student toward achievement of his maximum potential. In fulfilling our obligation to the student, we:

1. Deal justly and considerately with each student.
2. Refrain from commenting unprofessionally about a student or his home.
3. Have an understanding of his educational needs.
4. Seek constantly to improve learning facilities and opportunities.
5. Guard against actions, speech or mannerisms which may be considered sexual in nature.

Principle II – Commitment to the School Family

We are particularly accountable for participating in the development of educational programs and policies, and for interpreting them to the families. In fulfilling our obligation to the school family, we:

1. Share the responsibility for improving the educational opportunities for all.
2. Use educational facilities for the intended purpose consistent with applicable policy and regulation.
3. Protect the educational program against undesirable infringement.

Principle III – Commitment to the Profession

Being aware of the value of united effort, we contribute to the support, planning, and programs of professional people. In fulfilling our obligations to professional people, we:

1. Recognize that a profession must accept responsibility for the conduct of its members and understand our own conduct may be regarded as representative.
2. Cooperate in the selective recruitment of prospective teachers and in the orientation of new teachers, and those who are new to their positions.
3. Keep the trust under which confidential information is exchanged.
4. Make appropriate use of time granted for professional purposes.
5. Represent honestly our professional qualifications and identify ourselves only with reputable educational academic programs.
6. Remember that teachers are role models for students and refrain from sarcastic, belittling, and foul language.

Principle IV – Commitment to Professional Employment Practices

In fulfilling our obligations to professional employment practices, we:

1. Apply for or offer for a position on the basis of our professional qualifications.
2. Fill no vacancy where the terms, conditions, policies, and practices do not permit the exercise of our professional judgment and skill, and where a climate conducive to professional service does not exist.
3. Adhere to the conditions of a contract or to the terms of an appointment until either has been terminated legally or by mutual consent.
4. Engage in no outside employment that will impair the effectiveness of the professional position held at Dorchester Academy.
5. Be loyal to Dorchester Academy. Do not participate in derogatory talk or actions toward the Academy, the Board of Directors, or the Leadership Team of the school.

TEACHING PHILOSOPHY

The faculty and staff of Dorchester Academy must come to the full realization that each child has an inherent right to the best education that the Academy can afford. Teachers should strive in every way possible to see that no one is denied that privilege. It is the policy of Dorchester Academy to employ only professionals in fulfilling its responsibilities to the students and parents. As professionals, all teachers should conduct themselves in an exemplary manner. A general policy to follow in this regard is to employ all aspects of the Dorchester Academy Teacher Code of Ethics.

The Academy has a definite commitment to the school family to foster the total growth of each student and to prepare the student to take his place as a responsible, law-abiding citizen in any area of a free society. It is the opinion of the Leadership Team of the Academy that by cooperation with the other agencies of the community, the churches, the clubs, and the homes, the school can provide a climate conducive to the complete development of the individual's different interests and capabilities.

Modern society offers a great opportunity and challenge for the teacher. The Academy shall strive to instill in each student a means of effective communication, not only with his peers but also with his elders, so that he may better learn to make worthwhile decisions relating to his future job or profession, his service to his country, and to his own personal family life. The student shall be encouraged to evaluate himself, to be aware of his potential, and to try to develop accordingly by self-education and self-direction.

The Dorchester Academy Board of Directors, administration, staff, students, and parents will all work together to formulate policies and activities, which are in the best interest of the Academy. In this way, it is hoped that competent social and civic responsibilities and brotherhood will be developed which will lead to better human relationships. In summary, the outlined objectives for the Academy will state that each student will be able to:

1. Communicate at least at a level that will enable him or her to be a well-adjusted, productive member of society.
2. Compete at least at a level that will enable him or her to be a well-adjusted, productive member of society.
3. Continue his or her education beyond Dorchester Academy and possess a salable skill.
4. Develop good mental and physical health habits.
5. Develop skills in the social sciences.
6. Develop his or her analytical skill so that it is usable in his or her life process.

TEACHING JOB DESCRIPTIONS

Each faculty member at Dorchester Academy has a job description for the duties contracted. The majority of the staff has responsibilities as classroom teachers. Below is a summary of that important job description.

Responsibility: The classroom teacher is responsible to the Headmaster.

General Duties: By contract, teachers are expected to direct and evaluate the learning activities of each student assigned to them. Teachers are expected to conduct themselves in a proper manner and to follow all educational ethic standards. Teachers should use extreme caution in expressing personal reactions and opinions about what they see and hear in school.

Specific Duties: All teachers are expected to perform the specific duties listed below:

1. Help every student develop a can-do self-concept.
2. Provide guidance to the student, which will promote his or her welfare and his educational development.
3. Keep accurate, permanent accounting and attendance records.
4. Provide for the care and protection of school property.
5. Maintain order and organization within the classroom.
6. Work with other faculty and staff in planning and evaluating the total school program.
7. Participate in all in-service training programs.
8. Keep abreast of new trends, technology, and research in the field of teaching
9. Carry out the rules and regulations of the school as set forth in the Parent-Student Handbook and Faculty Handbook as set by the Board of Directors and administration of the school.
10. Help the school family understand school policies and the objectives that the school is striving to achieve.
11. Have instructional programs organized and course objectives well defined as required by the Headmaster.
12. Attend all general faculty meetings, department meetings, and other required meetings as called by the Headmaster unless granted an excuse to be absent prior to the meeting.
13. Perform other duties as assigned from time to time by the administration.
14. Supervise and manage extracurricular activities specially assigned to you.
15. Supervise students assigned to you at all time to insure the health and safety of the student

to include the playground, assemblies, lunch, field trips, fire drills, and other times when applicable.

16. Conduct yourself by the adopted Dorchester Academy Teacher Code of Ethics at all times.

FOR ACADEMIC EXCELLENCE.....

As all staff members strive for academic excellence for our students, these reminders and guidelines will prevail for the current school year:

1. Long Range Plans are submitted online in the Headmaster Folder on the first day of school.
2. Lesson plans are mandatory and must be accessible online in the Headmaster Folder the last day of each week for the next week.
3. When teachers are absent from work, they are responsible for submitting lesson plans and materials for the substitute.
4. Curriculum guides serve as the basis of all instruction. Dorchester Academy's minimum standards are the SC Academic Standards. Long Range Plans and lesson plans should reflect the curricular content in curriculum guides. Guides may be revised as needed to meet the requirements as set forth by the Headmaster and SCISA.
5. Grades are to be earned through hard work. Teachers are responsible for keeping their grades up to date in Integrate Pro and updating at least twice weekly. Grading should be fair and consistent for all students. Grading is extremely important because it will be reflected in GPA for college. Extra credit is not given for nonacademic activity. Grade weighting should be considered carefully. Parents are to be provided with a copy of the grading scale and should be kept informed of student progress through InTouch, Progress Reports, and Report Cards. Teachers are responsible for setting up conferences with parents at least quarterly when students are in danger of failing.
6. All work assigned should be graded and recorded in the teacher's grade book. This is a teacher responsibility and not the responsibility of students or others. Grades should always be accessible to interested parents and the Headmaster.
7. Good classroom management is the key ingredient to successful teaching. Engaged students don't have time to cause problems. The real goal of good discipline is to make certain that students learn self-control. Discipline and academics are separate issues. Disciplinary practices should follow the student handbook. Discipline should be fair and consistent for all students. Discipline of the students in the classroom is the teacher's responsibility. The administrative staff is available to assist with discipline when needed.
8. All assessments should be graded in a timely manner and reviewed with the students to ensure they understand and learn from mistakes. Tests and examinations should be subjective as well as objective. Questions, which require students to think critically and write, are important if we are to develop higher order thinking skills. Semester exams are cumulative exams and should be administered according to policy.
9. Students should know their expectations from the teacher on the first day of class through a course syllabus (Upper Division) or parent letters.
10. Teachers should be in their classrooms during instructional time. Teachers should not leave the room during a test or exam. Make-up tests should be scheduled during Activity period, before school, or after school. Giving a test when a substitute teacher covers the class is not a good idea.

11. Cheating by students is not acceptable at Dorchester Academy in the form of “giving assistance” or “receiving assistance” from other students or the teacher. Classrooms should be monitored at all times to maintain academic integrity.
12. Proper organization of the classroom saves time and energy, helps preserve order, and contributes to character development. Good teachers devise ways of always making certain that classes are interesting, informative, and engaging.
13. Loyalty to Dorchester Academy, the school administration, and the Board of Directors is a must for success. Everyone should be treated as professionals.

FACULTY ATTENDANCE

It is extremely important that faculty members be present at school each day from 7:40-3:00. Please schedule personal appointments after school hours if at all possible to avoid the school having to use a substitute teacher for your classroom. All teachers and staff members who are unable to report to work must follow the procedure below in order that a substitute teacher can be secured:

1. Contact Mrs. Louise Blanchard, at 462-7360 the previous evening prior to the absence or in the event of an emergency or sudden illness no later than **6:30 A.M.** on the day of the illness.
2. If you are unable to reach Mrs. Blanchard, you should immediately contact Susan Hughes at 563-2722.
3. Teachers must sign the Employee Leave Request Form (**DA Form 4**) upon return to allow for the notification of payroll information.

Teachers are expected to sign-in and out daily in the main Teacher Center no later than **7:40 A.M and are to be in their classroom by 7:45 A.M.** (*Exception: When teachers have morning duty they are required to be present at 7:30.*) Teachers should check mailboxes in the Teacher Center each morning and have all copying, errands, etc. completed by the time school begins. All teachers are expected to leave no earlier than **3:00 P.M.** each day and must sign out in the Teacher Center. All General Faculty Meetings and Department Meetings are scheduled for Monday afternoons. All staff members are expected to attend these meetings. Special meetings may be called by the Headmaster.

Teachers will be expected to assist in all school related activities as requested and assigned. When classes are in session, teachers are expected to be in the room and supervising students at all times unless an emergency arises. If a teacher must leave the room for an emergency, a nearby teacher must be asked to check the room until the Headmaster can be notified.

All staff members who wish to leave campus during the regular school hours must receive permission from the Headmaster prior to leaving and sign out in the Main Office. The staff member will sign in upon return.

SUBSTITUTE TEACHERS

Substitute teachers will be assigned to classes as needed from a list approved by the Headmaster. Substitute teachers are compensated at the rate of **\$42 per day**. Teachers may request a specific substitute if the absence is expected to be long term. Every teacher is expected to prepare a **Substitute Teacher Folder** to be given to the Headmaster. The folder should contain the following information:

1. Lesson plans as appropriate for instruction.
2. Assignment sheets including lessons to be used as “emergency plans”
3. Class rosters

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4. Fire Drill instructions
5. Daily schedules for classes (especially in K-4 through 5th Grade)
6. Special arrival departure notes for students.
7. Any allergies or special medical needs of the students being served.

PLANNING BOOK

The planning book is a printed copy of the Lesson Plans submitted in the Headmaster folder online. The Headmaster or Division Assistant Head may review this information, but the information should be available for all classroom observations and evaluations.

GRADING

Teachers are required to provide to parents a grading scale which shows the weighting of classwork and assessments. Teachers are required to use the Integrate Pro to record all grades. A printed copy of this information placed in a notebook becomes the class gradebook. The teacher must record all grades immediately. Grading information is confidential. The Headmaster may review this book during classroom observations , evaluations, and online.

Teachers should grade work in a timely manner and return to students. Assessments should be reviewed with students to encourage understanding. Online gradebooks should be updated at least twice per week. **For students with OSS during the quarter, the office will be responsible for deducting 5 points from their end of the quarter grades before printing report cards.**

Teachers are required to send progress reports home at midterm for all students in danger of failing. Every effort should be made to contact the parents of students before a failing grade goes on a report card. Conferences are required for students with failing grades on report cards.

RECORDS AND REPORTS

Careful keeping of records is extremely important. Please exercise extreme caution in posting all records. **BLACK INK MUST BE USED ON ALL RECORDS.** All staff members will be asked to turn in all records and reports at the time that they are requested. If a report, grade sheet, or permanent record card is not completed in a timely fashion, the staff member will be asked to remain at school until the report is complete and given to the Headmaster.

Attendance reports are to be posted daily on the computer system.

Each classroom teacher must keep accurate and up-to-date records on each student's daily attendance for class and tardies. The policies regarding attendance of students and make-up work are found in the Dorchester Academy Parent-Student Handbook.

DISCIPLINE

Teachers are to follow the division guidelines for discipline as outlined in the Student Handbook. Teachers must always act professionally and discipline using fair and consistent practices with all students. Never, should teachers lower themselves to argue with a student or belittle them. Every effort should be made to help the student be engaged in class so there is not time for misbehavior. When sending a student to ISS, enough classwork should be provided that would equal the length of the class period.

DUTY ASSIGNMENTS

All staff members are expected to perform specific duties as instructed by the Headmaster. The following duties may be assigned to staff members:

1. **Early Morning Duty / Parking Lot Duty / Detention Hall Duty**
2. **Cafeteria Duty during the lunch period**
3. **Athletic events for ticket sales and supervision.**

Schedules will be made accordingly. Please see the Headmaster if you have a conflict with the assignment given to you.

RECESS

Recess is a privilege in grades K4-8. Students may be required to serve time for misbehavior during this block. Recess should never be taken from a whole class for one student's behavior. For the safety of our students, no classes should be outside for recess after 2:10 due to the opening of the gates for dismissal.

PERSONNEL MATTERS

The Headmaster is considered to be the personnel director of the school. Any personnel matters should be addressed accordingly. Mrs. Louise Blanchard handles all insurance matters. Please see her if your deductions, insurance coverage, or payroll needs change. All staff members are paid on a monthly basis by contract.

If the payroll date falls on a weekend or holiday, the payroll will be made on the last school working day prior to that date. Law requires the following payroll deductions:

1. FICA – Social security – Medicare
2. Federal Income Tax
3. State of South Carolina Income Tax

All employees may make elections regarding deductions. All employees are covered under a long term disability plan offered by the Dorchester Academy Board of Directors. Company insurance representatives will give explanations of the policy coverage on an annual basis. All employees with a minimum of twelve (12) months continuous employment with Dorchester Academy are eligible participants in the TIAA-CREF Retirement Program. The contribution offered by the Board of Directors is 1% of the employee's gross annual base salary. Employees are also eligible to participate in the following optional programs, which are offered, but not paid for by the school:

1. TIAA-CREF supplemental insurance
2. Cancer Insurance Coverage
3. Accident Insurance Coverage
4. Short Term Disability

Workman's Compensation Insurance covers all employees during working hours. Any accident no matter how small must be reported to the Main Office within twenty-four (24) hours in order to provide coverage for the accident.

GRIEVANCES

School problems should not be discussed with anyone except concerned officials and should be handled in an ethical and professional manner. In all manner of complaints and grievances, the normal “chain of command” will be utilized. At the onset of any controversial problem, all employees should discuss the problem with the Headmaster. In cases of termination, the employee may petition the Headmaster in writing for a hearing before the Board of Directors. The Board will review the petition and choose whether or not to hear the request. Remember, we are a team and teachers should work together understanding that each of us is an individual with unique gifts and abilities. Although, teams do not always agree on everything professional conduct should be maintained at all times.

TEACHER CONTRACT

The individual faculty member’s contract with the school is an **annual** contract for services stipulated in writing. The terms of the contract vary according to the needs of the school and the budget. The terms of each contract are a private matter negotiated between the employee and the Headmaster. Teachers are paid using the teacher pay scale. Questions about an individual contract should be discussed only with the Headmaster.

PROFESSIONAL CONDUCT

Professional conduct has many aspects, but two are paramount. The first is personal conduct, which includes issues that pertain to your personal attitude in the educational arena. It refers to your conduct as a role model and mentor of young people. This is something that originates from within and which is promoted daily through your actions and attention to duty.

The second aspect is professional respect. This component deals with the conduct of your business as it applies to the school. This reflects your attention to duty, the manner in which your lessons are carried out, and the lines of communication applied. This is the courtesy afforded to your colleagues and supervisors. This includes following the chain of command for proper input and discussion. This is the ability to participate in constructive dialogue and the search for improvement as a professional. It is the way we provide for the needs of our students. It is the way we become role models and set our work habits. And most importantly, it is the way we establish a relationship with the students.

With regards to dress, it is expected that all dress will be professional and consistent with our status as a teacher. Teachers serve as role models and should adhere to the student dress code policy. All physical education teachers may wear proper coaching attire throughout the school day.

As with all professionals with a busy schedule, there is a limited time to devote to personal matters during the school day. Teachers should conduct personal matters after school hours. Teachers should not leave campus during lunch or planning. Cell phones should be kept on silent. Teachers are not to answer personal phone calls during class time. Please ask family to leave voicemail or text messages on your cell phones, which you may retrieve at lunch or during planning time. Personal messages may be taken in the office and given to you when appropriate. It is never appropriate to leave class to make a phone call unless it is an emergency in which case someone must supervise the students for you. Should you receive an emergency phone call you will be notified immediately.

All faculty members are required to attend school assemblies and pep rallies.

RESIGNATION

It is the policy of the Board of Directors that anyone desiring to resign from employment at the school must submit a letter of resignation to the Headmaster. The Headmaster will review the circumstances involved and is authorized to accept the resignation. No resignation will be accepted for a contract employee after June 15 of the upcoming school year unless special circumstances warrant, such as spouse job transfer, illness, etc.

EMPLOYMENT AND DISMISSAL

The employment and dismissal of employees will be carried out in the following manner according to the policies established by the Board of Directors. The following is a summary of those policies:

1. Teachers and staff employees will be employed through the regular process of hiring and reemployment by the issuing of applications and contracts on an annual basis.
2. The Board of Directors gives the Headmaster the authority to search for, check references, make contacts, evaluate, select, and employ new teachers and staff based on the personnel budget. The Headmaster has the prerogative to bring this information to the Board of Directors if (s)he so desires in making a final selection.
3. Employee dismissal will be handled by the Headmaster upon proper consultation with the Board of Directors and by their direction to dismiss.
4. The Headmaster shall have the authority to immediately dismiss or suspend an employee from duty for Immoral conduct, insubordination, willful abuse of students, or financial exigency.
5. Any employee receiving a notice that they will not be reemployed, suspended, or dismissed will have a right to a hearing before the Board of Directors if it is requested within fifteen (15) days of the date of the notice of the lack of contract being issued. Failure to request a hearing within the fifteen (15) day period forfeits any obligation by the Board of Directors to give the employee a hearing on this dismissal, whatever the cause.
6. Employees given a hearing, will be given a written notice by the Board after the meeting. The decision of the Board of Directors is final.

DRESS CODE

The appearance of teachers should be professional at all times to model the dress desired in students.

MEN—Dress or sport shirts (no sweat or T shirts—except PE teachers). NO Jeans. Neatly trimmed hair.

WOMEN—Pants, skirt, or dress of the appropriate length (to provide adequate coverage of the anatomy while sitting) and NO Jeans, except on Spirit or Dress Down days.

HEALTH EXAMINATIONS

All employees are required to have a tuberculin skin test showing negative results or a physical examination with a clear chest x-ray on file, which has been performed within the last thirty-six (36) months. Hepatitis-B vaccinations are required for some employees who are primary health providers in the school as required by state law. Each employee will also complete a form annually regarding emergency health information. **(DA Form 23).**

SICK / PERSONAL LEAVE

All Dorchester Academy 10 month employees are granted 10 sick / personal leave days per year. Any unused days during a year will be accumulated until the next year until forty (40) days of **sick** leave are accumulated. No more than forty (40) days may be accumulated for any reason. Any employee accumulating more than forty (40) days of sick leave will be paid at a substitute teacher pay rate for up to five (5) days at the end of the fiscal year (June 30). An employee waives the right to accumulated but unused sick leave if he or she resigns his/her employment or is separated from employment for any reason. Employee absences in excess of their accumulated leave will be charged against their salary at the rate of \$42.00 per day (substitute pay) providing they have fulfilled the responsibility of leaving lesson plans and materials to cover their curriculum.

The Board of Directors has provided long-term disability insurance for employees who become disabled and unable to perform their jobs. In no instance may an employee borrow or have leave transferred from another employee.

For bookkeeping purposes, leave will only be granted for ½ (4 hours) day or a full day (8 hours). All leave must be approved by the Headmaster on the appropriate form (**DA Form 4**).

MATERNITY LEAVE

Employees may request maternity leave with appropriate documentation from a physician. The policy of the Board of Directors is that no specific time is designated or established for the maximum number of leave days or the date for an employee to return to work. It is the responsibility of the employee to make the proper request for days needed for the Maternity Leave with the Headmaster as least nine (9) weeks in advance.

Under normal circumstances, a maximum of six (6) weeks would satisfy most requirements. Sick / personal leave which has been accumulated by the employee may be taken during maternity leave. To reenter employment, the Headmaster will make arrangements for a proper date for the employee to return to work based on an available position. A long-term substitute will be employed for the teacher if more than ten (10) days are needed for the maternity leave.

JURY DUTY / COURT LEAVE

Employees summoned for jury duty or subpoenaed for Local, State or Federal Court may be granted leave at full pay without other personal sick / personal leave days being used. The documentation of service must be provided to the Headmaster.

PROFESSIONAL ASSOCIATIONS

All staff members are encouraged to join professional associations in their specific teaching or administrative area. Dues are to be paid by the individual staff member as part of professional development responsibilities.

Occasionally, teachers will be asked to attend staff development seminars ,conferences. The cost of these workshops will be charged to professional leave and the school will pay all registration fees for the conference. The Headmaster makes all approvals on an individual basis. Mileage may be reimbursed for these conferences at the rate of **\$.45 per mile. (DA Form 18)** In house, in-service programs and meetings will be held from tie to time and all staff is expected to attend these sessions.

PROFESSIONAL DEVELOPMENT

The standards of the South Carolina Independent School Association, which is the accreditation agency of Dorchester Academy, require that each teacher and administrator annually participate in staff development. Annual workshops are offered by SCISA and other educational agencies. Staff members are also encouraged to participate in graduate study. To participate in professional development programs and courses, the Board of Directors establishes the following guidelines:

1. The calendar year for professional development will be June 1 – May 31. This will allow teachers the opportunity to take courses during the summer session.
2. Professional development is defined as courses, seminars, workshops, institutes, etc. which will enhance the performance of that staff member.
3. Participation in any professional development should be used to advance professional education, improve deficiencies in subject-matter areas, education related to classroom management, or advancement of knowledge necessary to change a teaching assignment.

All professional development for which the staff member seeks reimbursement must be approved by the Headmaster in advance of registration for the course, workshop, etc. The Headmaster will make the final decision on all requests.

REIMBURSEMENTS

Reimbursement to employees is provided only for purchases approved by the Headmaster in advance with consideration for the operating budget of the school. The reimbursement may be for approved purchases, travel, and certain professional expenses. *Approval is mandatory from the Headmaster prior to submitting the request to the Business Office.* Receipts or other proof of purchase are required for all reimbursements. In no case will the reimbursement to an employee exceed \$400 for accommodations, meals, and travel for professional development within one (1) calendar year.

SMOKING

No smoking is allowed inside the school buildings at Dorchester Academy as mandated by DHEC regulations. Smoking is not allowed on the campus grounds by faculty or staff members during school hours. Smoking is not permitted on field trips.

SCHOOL-WIDE MEETINGS/EVENTS

Regularly scheduled general faculty meetings and department meetings will be held throughout the year. All staff members must attend these meetings unless excused by the Headmaster. This includes coaches and activity sponsors. Practices for all teams will begin after the conclusion of the faculty meetings. **Meetings will be held on Mondays at 2:40 in the Conference Room.**

Staff members are also required to attend certain school functions as scheduled such as PTO Meetings, Open Houses, and school activity events. Although, a staff member cannot attend all activity events, faculty support at all extracurricular events and athletic contests is encouraged. All faculty members are expected to attend high school graduation.

MAIL AND MESSAGES

Mail is delivered each morning to the mailboxes in the Teacher Center. Staff members should check mailboxes at least twice a day including each morning upon arrival and prior to leaving school in the afternoon. Messages taken during the school days by the office staff will be placed in your mailbox. Emergency messages will be hand delivered to the staff member. Every effort should be made to return parent calls (phone messages) before leaving campus for the day. All mail addressed to you at the school should be sent as follows:

Regular Mail:	Dorchester Academy P.O. Box 901 St. George, S.C. 29477
UPS / FedEx :	Dorchester Academy 234 Academy Rd. St. George, S.C. 29477
E-mail address:	(Example) karen.schwendinger@dorchesteracademy.org

CALENDAR

The official school calendar will be kept on the calendar in the front office. All events, practices and meetings should be scheduled on the events calendar with time and contact person.

WEBSITE

The website contains an up-to-date listing of all school events and activities. The website will be the link between Headmaster, parents, and teachers. Information to be added to the front page or links other than on personal pages should be emailed to Stephanie Gruber. The document should be EMAILED and saved as a name with no symbols or spaces. Teachers are encouraged to create class web pages and post important parent information there. All information should be professionally prepared and free of error.

SPECIAL EQUIPMENT FOR FACULTY USE

The following special equipment is available for faculty use. Please note the regulations regarding each of the following items:

1. **Laminating Machine** – Located in the Teacher Center area, the laminating machine is under the supervision of **Ms. Susan Hughes**.
2. **Ellison Letter Cutter** – Located in the Teacher Center area, teachers may use this equipment before school, during planning time, or after school. The machine must be kept in this area. Additional letter blocks and die cuts will be purchased as funds allow. Please read the directions before using. The area should be cleaned up after the use of the machine.
3. **Copy Machines** – Teachers are requested to use the copy machine in the Teacher Center. Copying should be kept to a minimum with students being required to copy and write as much as possible.

- Never leave the machines jammed. Please see Ms. Hughes if you need help in running the machine. Please be frugal in the use of supplies. Use both sides of the paper if possible for copies.
4. **Telephones** – Telephones are available for your professional use. Personal calls should be kept to a minimum; however, if the need arises for a personal call, you should use the telephone located in the Teacher Center. Only long distance calls relating to school activities are allowed. Students should not use the telephones located in the Main Office or the Athletic Director’s Office unless an emergency arises. The published school telephone number is **(843) 563-9511**.
 5. **Fax Machine** – A fax machine is located in the Administrative Assistant’s Office. The fax number for Dorchester Academy is **(843) 563- 4764**.
 6. **LCD projectors**—The school has LCD projectors for checkout through the Technology Director.
 7. **Computers**—Each classroom is provided with a computer for teacher and/or student use. Computer labs provide additional access for class use. Teachers may schedule time in an available lab for class projects or research. Classroom computers should not be moved by teachers to another room without permission from the Technology Coordinator. Teachers should save to the network drive for access to their files from any computer in the building. School computers are not to be used for Facebook, Myspace or personal blogging. Any content being sent via email or social networking outside of school should not have content which would reveal confidential information about a student, reflect poorly on the employee, or poorly on the school.
 8. **E-mail / Internet** – An e-mail account for each teacher is established by the Technology Coordinator. Staff members should not misuse the e-mail privilege by forwarding large amounts of e-mail to friends and/or other staff members. All e-mail entering and leaving Dorchester Academy is handled through a filtering system established by the Technology Coordinator. The Internet is to be used for administrative and instructional use only. Each teacher will receive a “confidential” password from the Technology Coordinator. Teacher access and use of Facebook and Myspace are prohibited on school computers. Teachers should be very careful when using networking sites for personal use inside or outside of school. Misuse of computers in or out of school may result in dismissal.

FACULTY PARKING

Faculty members are asked to park in the designated parking areas. No faculty cars may be parked underneath the gym canopy or directly behind the back door entrance of the cafeteria. Please contact the Headmaster if you have questions about a particular parking place.

EQUIPMENT / BOOK LOAN

All staff members who wish to borrow Dorchester Academy equipment for their personal use must obtain permission from the Headmaster. Staff members are to be held fully responsible for returning the equipment on loan in original condition. In the case of damage, loss, or theft, full replacement is required. Therefore, the borrower assumes all responsibility for the cost or restitution. Books are available on loan from the Library / Media Center.

Audio-visual equipment, computer equipment, and athletic equipment are also covered under this policy. Prior to seeking the approval of the Headmaster, the staff member should first discuss the availability of the items with the Librarian / Media Specialist, the Technology Coordinator, or the Athletic Director.

BUILDING KEYS

Staff members will be issued keys to their classrooms and respective areas when appropriate. All classroom doors should be locked by classroom teachers during the school day during extended periods when the room is not in use, including the lunch periods. Keys are not to be used or loaned to students for any reason.

If keys are lost or stolen, this must be reported immediately to the Headmaster. All keys issued should be reported on the Key Issue Sheet. **(DA Form 9)**

Each faculty and staff member will have their own access code for the alarm system and Sonitrol badge in order to enter the building. The system will be monitored and your access number is to remain confidential.

COURTESY COMMITTEE

Each staff member will be asked to contribute **\$15.00 per school year** to the Faculty Courtesy Committee to **purchase gifts and/or flowers for staff members and family as needed. Monies should be given to Ms. Susan Hughes** no later than September 10. The gift limits are set as follows:

Staff member's birthday	Card	\$ 2.00 limit
Staff member in hospital	Flowers	\$ 35.00 limit
Birth of child by staff member	Gift	\$ 40.00 limit
Death in staff member's immediate family (spouse; child; parent)	Flowers / Memorial	\$ 45.00 limit

Funds generated by the Courtesy Committee contributions may also be used to supplement funds for staff social events during the school year. The Headmaster will appoint a chairman of the committee annually.

TEXTBOOKS

Textbooks are provided to all students and become the student's responsibility. Students may have to purchase textbooks for dual credit courses or supplementary textbooks for certain courses not covered under normal fees. Students who damage textbooks will be required to pay for them. The following system will be used for damages assessed to textbooks:

Damage to cover = \$5.00	Lost textbook = cost of textbook (see Louise Blanchard)
Name or writing on edges = \$5.00	Water damage = cost of textbook (see Louise Blanchard)
Writing on pages / torn pages = \$.25 per page	

Teachers should check textbooks carefully as they are issued. All textbooks should be numbered to insure that the student returns the appropriate textbook at the end of the semester or school year. The textbooks issued should be checked periodically. A recommendation is at the end of each nine (9) weeks grading period. **The policies regarding the replacement cost for lost or damaged books should be covered with students at the beginning of the school year.**

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All teachers will issue textbooks by placing the student's name in the teacher's handwriting on the Textbook Issue Sheet (**DA Form 8**). Department Heads are responsible for approving all textbook orders and inventories. All textbooks are ordered from the Business Office.

BUSINESS OFFICE PROCEDURES

All staff members have the responsibility for collecting and receipting money for special events, field trips, lunches, fund raising, etc. as needed. These monies should be turned in to the Business Office on a daily basis as soon as they are collected using the Money Breakdown Sheet. Absolutely no monies should be left in classrooms or desks overnight. If it is necessary to hold money overnight for some reason, the money should be taken with you when you leave the building.

The funding of school programs and projects is accomplished through the Operating Budget of the school and gift support. The Board of Directors establishes both the long range and annual items to be funded through gift support. In order to coordinate all of the fund raising efforts of the school, all activities must be approved and placed on the school calendar by the Headmaster in conjunction with the Special Projects Policy..

CLASSROOM MAINTENANCE

Attractive classrooms and a neat and clean environment are all part of the positive public relations image which Dorchester Academy wishes to project. It is your responsibility to make certain that bulletin boards are attractively displayed and remain current throughout the year. In an effort to help keep our building clean and attractive, teachers should follow the procedure below to help with classroom maintenance:

1. At the end of the last period of the day, allow students to straighten desks and chairs.
2. Pick up all paper in the desks and on the floor and place in the trashcan provided. Send a student to dump the trash can in/near the Maintenance Storage closet.
3. Erase all marker boards and chalkboards as needed.
4. **Turn off all lights, air conditioning / heating units, and computers when leaving the room at the end of the teaching day.**

Our maintenance staff will be cleaning the building daily after school. This will include restrooms. Some minimal cleaning supplies, a vacuum cleaner, and brooms are located in the maintenance storage room. Staff members may use these during the day when emergencies arise. It is recommended that all classroom doors should be locked when the teacher and the class leave the room. This rule is for the safety and security of all personal belongings.

MAINTENANCE REQUESTS

Staff members desiring maintenance and repairs should follow the procedure outlined below:

1. Complete the Dorchester Academy Maintenance Form (**DA Form 7**). These may be found in the Teacher Center, the Main Office, or the Teacher drive. This includes technology requests.
2. Submit the request to the main office for approval. Our maintenance staff, contracted repairmen, or the Technology Coordinator will handle all needed repairs as soon as possible.

FOOD AND BEVERAGES / PARTIES

Food and beverages are not allowed in the classrooms at any time unless approved by the Headmaster or Division Assistant Headmasters for a special class project or party. Teachers will be assigned to teams, which will share the duty of overseeing the cafeteria during lunch.

The policy of Dorchester Academy is that parties should be scheduled only for special events and need to be approved by the Headmaster: When parties are given, clean up is the responsibility of the teacher involved. All teachers should be aware of special parties offered by parents during the school year. Every effort should be made by the teacher to make certain that no student is omitted from the invitation process.

EMERGENCY PROCEDURES

Regularly scheduled drills will be held according to the posted procedures and published directions for fire, tornadoes, and earthquakes. The purpose of these drills is to insure the efficient and safe use of the exit facilities available. An Emergency Evacuation Plan (Fire Drill Procedure) should be posted in each room. The plan will be given and explained to all staff members during the Teacher Workdays. Teachers should make students familiar with this plan.

During a fire drill close all windows and doors. Follow all exit instructions on the diagram. The signal for tornado drills will be announced over the public address system. Students are to exit into the hallway, sit against the wall with a book over their head. Doors and windows are to be opened where possible. Teachers will be given instructions on the school intercom regarding the earthquake drill procedures. Students will remain in the classroom for this drill.

During all drill procedures, students should remain silent even after leaving the building. The Headmaster, Administrative Assistant, and Assistant Headmasters will monitor drills. Local emergency personnel may also be used to monitor the drills during the school day. **Teachers should always bring a class record with phone contact information for students and colored Safety Plan cards with them during the drills as precautionary measures to account for students.**

LOCKDOWN

Periodically, the school may be on lockdown and all students and faculty will be required to “stay put”. No one is allowed to leave the school, the classroom, go to the restroom, go in their bookbags or purses, until the “all clear” is announced over the loudspeaker.

SAFETY ON CAMPUS

From 8:10-2:15 all doors to the school will be locked , as well as gates to the rear of the building. Visitors must enter through the front office and receive visitor passes during this time. Teachers should use their Sonitrol key upon returning to the building with their class. The gym will remain locked if there is no class scheduled for the gym.

The safety and security of the students at Dorchester Academy is of utmost importance. In the event of an emergency on campus, the Headmaster will activate an Emergency Plan by announcing “**THIS IS RAIDER ONE**” on the school intercom. At that time, all teachers should make certain that students are in a safe corner of the

classroom and the windows and doors are locked. Additional procedures for emergencies are found in the Emergency Procedures Manual.

If an emergency arises in a classroom, the teacher may use the “**Press Call**” button located in some rooms or call the Headmaster on a cell phone (560-2218). An emergency plan involving local emergency personnel will then be placed in effect.

Dorchester Academy also has a Bloodborne Pathogens Exposure Control Plan on file for emergencies arising from accidents or injuries. This plan will be reviewed with the staff annually. The school nurse will be available to handle all emergencies. **The dispensing of all medication to students and first aid treatment will be handled directly by the school nurse. Other primary health care providers are available in the school. School health policies are established by School Health Council, which is composed of school personnel, parents, and qualified medical personnel.**

ACCIDENT REPORTING AND MEDICAL PROCEDURES

Students who become sick or injured while at school should be sent to the school nurse for immediate attention. If the nurse is unavailable, the student should be referred to the Main Office. The Headmaster, office staff, or Athletic Director should be notified immediately if an injury occurs that requires medical attention. Several employees are certified in CPR and emergency medical treatment procedures. After referring the student with the injury, a Student Accident Report Form (**DA Form 11**) must be completed immediately.

The staff in the event of a medical emergency involving a student will take the following steps:

1. If a student cannot be moved to the office, the staff member should remain with the students and send someone to the Main Office for help.
2. Main Office personnel will notify parents and take the necessary steps to ensure the safety and well being of the child. The Emergency Medical Form for students (**DA Form 20**) will be used to provide information needed for requested medical help.

TRAFFIC SAFETY

All staff members are asked to please report private cars on campus, which jeopardize the safety of students. The traffic pattern on campus is a planned system. Signs indicate the traffic pattern. Students using the back parking lot should use the new gravel road beside the main entrance exit road. All Primary area teachers are asked to dismiss students to parents on a daily basis. Some teachers will be assigned to parking lot duty for afternoon dismissal.

FIELD TRIPS

School sponsored field trips are a valuable part of the educational experience of the students at Dorchester Academy. Field trips must be relevant to the curriculum content of the class at that time. In planning trips for classes and as serving as chaperones for these trips, staff members should keep the following in mind:

1. All trips require the approval of the Department Head and the Headmaster (**DA Form 10**)
2. All trips require permission slips from all students, adequate teacher and parent chaperones, and a clear itinerary. (**DA Form 15**)

3. All transportation and lodging arrangements must be made in conjunction with the Headmaster.
4. No students may transport other students on field trips unless it is an emergency and approved by the Headmaster.
5. All regulations established for the trip must be adhered to by all chaperones involved. This includes all school regulations regarding smoking, drinking, and transportation.
6. Parents serving as chaperones are not allowed to bring siblings or other children on field trips.
7. All chaperones are expected to follow school rules and policies.

When using the school bus, the aisle should remain clear for emergency access to the rear or front door for evacuation. This is a safety issue for students as well as a legal concern for the school. All items such as coolers, athletic equipment, etc. will have to be placed in the bus seat area or in other vehicles.

AFTER SCHOOL

Students of staff members should report directly to their parent's class after school. No students should be allowed to roam the building. No students are allowed to be in the school unsupervised.