

2016-2017

DORCHESTER ACADEMY PERSONNEL HANDBOOK



Working with Dorchester Academy students is a privilege. Employees and volunteers whether teaching, coaching, or sponsoring a class are expected to be role models to our students. Loyalty to Dorchester Academy, the school administration, and the Board of Directors is a must for school unity. Using social networking sites, tweeting, texting, or otherwise sending out unprofessional messages including slanderous and libelous statements which do not encourage and support unity at Dorchester Academy are grounds for immediate removal from school clubs, athletics, and/or other activities.

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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 Head of School 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 FACULTY 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 RESPONSIBILITIES

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 Head of School Folder on the first day of school.
2. Lesson plans are mandatory and must be accessible online in the Head of School 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. Students should know their expectations from the teacher on the first day of class through a course syllabus (High School) or parent letters.
5. 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 Head of School and SCISA.

6. Grades are to be earned through hard work. Teachers are responsible for keeping their grades up to date in PowerSchool. 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 PowerSchool, Progress Reports, and Report Cards. Teachers are responsible for setting up conferences with parents at least quarterly when students are in danger of failing.
7. Assignments should be posted in PowerSchool and should be graded and recorded in PowerSchool. This is a teacher responsibility and not the responsibility of students or others. Grades should always be accessible to interested parents and the Head of School.
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. 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.

10. Teachers should walk around the room to monitor students during tests and instructional time.
11. 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, recess, before school, or after school. Substitute teachers should not be left in charge of giving tests.
12. Teachers should not use students as couriers for backrubs, drinks, or ice from the cafeteria.
13. 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. Students should be referred to the office immediately using a pink slip for an Honor Code violation for cheating.
14. 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.
15. Loyalty to Dorchester Academy, the school administration, and the Board of Directors is a must for success. Everyone should be treated as professionals.

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.

JOB DESCRIPTION: TEACHER

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 Head of School.

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 Head of School.
12. Attend all general faculty, department, and other required meetings as called by the Head of School unless granted an excuse 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.
17. Tutor students between 2:30-3:00 as needed or at other times, high school lunch/study hall.
18. Attend all PTO meetings.

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 the Receptionist, the previous evening prior to the absence or in the event of an emergency or sudden illness or between than 6:30 -7:00 A.M. on the day of the illness.

2. If you are unable to reach the Receptionist, you should immediately contact the Office Administrative Assistant at 563-2722.
3. Teachers must sign the Employee Leave Request Form upon return to allow for the notification of payroll information.
4. Every teacher is expected to prepare a Substitute Teacher Folder to be given to the Receptionist in case of an emergency or sudden illness. Please let us know if you want this plan used for your absence. The folder should contain:
 - a. Lesson plans as appropriate for instruction.
 - b. Homeroom rosters
 - c. Class rosters for each period (middle and high school)
 - d. Attendance sheets
 - e. Daily class schedules for classes (including K-4 through 5th Grade)
 - f. Emergency Drill instructions
 - g. Special arrival /departure notes for students.
 - h. Any allergies or special medical needs of the students being served.
 - i. Special teacher duties assigned (lunch, traffic)
 - j. Classroom disciplinary procedures and referral slips
 - k. Lunch reports and procedures

Teachers are expected to sign in and out daily in the school office 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 staff members who wish to leave campus during the regular school hours must receive permission from the Head of School prior to leaving and sign out in the Main Office. The staff member will sign in upon return.**

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 Head of School can be notified. **All faculty members are required to attend PTO meetings, school assemblies, and pep rallies.**

SCHOOL-WIDE MEETINGS/EVENTS

All General Faculty Meetings and Department Meetings are scheduled for Monday afternoons. All staff members are expected to attend these meetings unless excused by the Head of School. 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.** Special meetings may be called by the Head of School.

Staff members are also required to attend school functions 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.

JOB DESCRIPTION: LEAD TEACHER

The Head of School selects lead teachers for each department. The lead teacher responsibilities are:

- Be a liaison between the team and the head of school for department concerns.
- Ensure new teachers in their department are mentored and make sure they are familiar with Academy procedures including PowerSchool Gradebook, email, lunch, computer access, lesson plans/long range plans, etc.
- Fill in department team members who miss Monday meetings.
- MS/HS—Keep track of discipline reports for their team and keep the team and head of school informed.
- Schedule and conduct department meetings as needed.
- Inform the team of special events, activities, or meetings.
- Remind team to post events on school calendar.
- Assist in public relations with encouraging team to provide information to be posted on website and published in local paper.
- Set up schedule for their hall bulletin board.

SUBSTITUTE TEACHERS

Substitute teachers will be assigned to classes as needed from a list approved by the Head of School. 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. Substitute teachers abide by the Substitute Teacher Policy (Appendix A). Substitute employment is on a day-to-day basis.

PLANNING BOOK

The planning book is a printed copy of the Lesson Plans submitted in the Head of School folder online. The Head of School 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 in all grades should make sure they have a minimum of 4 grades in each category with a minimum of 9 grades for the quarter in each subject. Teachers are required to use PowerSchool 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. **Teachers have 2 school days at the end of each quarter to finish grading and recording work for the quarter.** Grading information is confidential. The Head of School 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.

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.

For lower and middle school, it is the teacher's responsibility to collect and assign makeup work and tests. For high school students, teachers should remind students of when makeup work and tests are due; however in all situations, teachers should be fair to all students as per Student Handbook.

Extra credit for non-academic activities is not allowed. (Grades for attending PTO meeting, or giving food donations to a food drive.)

Grades less than 50 will not be posted on the report card for 1st quarter. Grades greater than 100 may not be given on any report card.

GRADE VERIFICATION REPORTS

Careful keeping of records is extremely important. All staff members will be asked to turn in all records and reports at the time that they are requested. If a grade verification sheet is not completed in a timely fashion, the staff member will be asked to remain at school until the work is complete and given to the Head of School.

STUDENT ATTENDANCE

Attendance is to be posted daily on PowerSchool. 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 Student Handbook. Teachers are responsible for assigning absences in their class after 3 tardies and sending a letter to the parents and giving a copy to the receptionist for the file. Teachers should also notify the head of school of homeroom repeated tardies.

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.

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. (See Bookkeeper.) The following system will be used for damages assessed to textbooks:

Damage to cover = \$5.00

Name or writing on edges = \$5.00

Writing on pages / torn pages = \$.25 per page

Lost textbook/ water damage book/ unusable book = cost of replacement textbook.

Teachers should check textbooks carefully as they are issued. All teachers will issue textbooks by placing the student's name in the teacher's handwriting on the Textbook Issue Sheet. All textbooks should be numbered to insure that the student returns the appropriate textbook at the end of the semester or school year. Teachers should number the ends of the books and keep records of textbook numbers and students assigned. 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.**

All textbooks are ordered through the Bookkeeper.

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 Head of School.
2. Field trip forms must be completed providing the agenda/itinerary with details including contact information.
3. Students are required to follow the school code of conduct when on school trips.
4. All trips require signed permission slips from all students.
5. Adequate teacher and chaperones should be planned for.
6. Screening, training, and delineation of duties for chaperones.
7. All transportation and lodging arrangements must be made in conjunction with the Head of School. When using chartered bus/auto/boat transportation, the provider should produce verification of insurance of at least \$5M.
8. No students may transport other students on field trips unless it is an emergency and approved by the Head of School.
9. All students are expected to behave in a manner appropriate for the occasion. No tolerance rules apply.

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.

All chaperones and drivers may be subject to a criminal records check.

CHAPERONES

- All regulations established for the trip must be adhered to by all chaperones involved. This includes all school regulations regarding smoking, drinking, dress, and transportation.
- In order for chaperones to give full attention the class, we ask that younger siblings not accompany a parent chaperone.
- If space is available, parents who have not been asked to sponsor are welcome to accompany students on field trips.
- There may be a charge for parents to participate in field trips to cover expenses.
- Students and parents should follow the school dress code unless otherwise notified.

DRIVERS

All drivers must complete a form and attach a copy of his/her driver's license and current liability insurance for the vehicle. By signing the form they assure that they have no DUI's or reckless driving convictions in the past 10 years.

- Each driver must have a copy of the field trip/emergency care permission form for each student traveling in his/her vehicle. The teachers will provide these permission forms to the driver at the time before departure from the school campus. Upon returning to the school, the teacher will collect these forms.
- Drivers must be parents, grandparents, legal guardians, or school employees and at least 21 years of age.
- Each driver is responsible for the supervision of the students in his/her transport for the duration of the field trip.
- Each driver/chaperone must adhere to the dress code required for the off-campus excursion.
- Drivers should refrain from using cell phones on the field trip except for emergency situations.

- Drivers are not to start their vehicle until all students are in appropriate seats and all seat belts are fastened. All children should be as far back in the seats as possible, and all doors are closed. Children should wear seatbelts at all times. Children under the age of 13 may not ride in the front seat of vehicles with passenger-side airbags.
- Drivers must drive defensively and follow a preplanned route, carefully staying within the legal speed limits at all times without making unauthorized stops.
- Drivers must not take controlled substances that might impair driving such as pain medication or muscle relaxants, or be under the influence of alcohol or use tobacco products during the duration of the field trip.
- Drivers/chaperones should not bring guests, including siblings, on a field trip unless the teacher has granted prior permission.
- Vehicles should provide only G-rated entertainment in the vehicle.
- The following adult/student ratio will be maintained at all times:
 - **K4-4th grade 1:6**
 - **Grades 5-12 1:10**

BUS DRIVERS

Any bus driver who tests positive in a drug test will have driving privileges revoked immediately. If a driver tests negative dilute, he/she must be retested. He/she will not be allowed to drive until retested and the matter resolved either by negative results or by a certified medical explanation.

PARTIES

BIRTHDAYS

Student birthdays may be celebrated by sharing refreshments with classmates during the lunch period. Parents should arrange all birthday celebrations in advance.

CLASS PARTIES

Parties may be planned for Halloween, Christmas, Valentine’s Day, Easter and end of the year. Halloween parties and Valentine’s Parties should be simple in nature. Other class parties should be approved by the administration.

OFF CAMPUS PARTIES/TRIPS

Dorchester Academy is not responsible for any party/trip not officially sponsored by the school. Students planning parties/trips off campus will not be allowed to make announcements in class or to collect money for these activities during school hours.

The policy of Dorchester Academy is that parties should be scheduled only for special events and need to be approved by the Head of School. 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.

FOOD AND BEVERAGES

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

DUTY ASSIGNMENTS

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

- 1. Early Morning Duty / After-School Traffic Duty**
- 2. Cafeteria Duty during the lunch period.**
- 3. Athletic events for ticket sales and supervision.**

Schedules will be made accordingly. Please see the Assistant Head of School if you have a conflict with the assignment given to you.

SCHOOL 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.

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 dismissal traffic.

DRESS CODE

The appearance of teachers should be professional at all times to model the dress desired in students. **NO Jeans, except on Spirit or Dress Down days.**

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

WOMEN—Pants, skirt, or dress of the appropriate length (to provide adequate coverage of the anatomy while sitting).

SMOKING

Dorchester Academy is a Tobacco Free school for students and faculty. No smoking is allowed inside the school buildings at Dorchester Academy as mandated by DHEC regulations including tobacco products as well as imitation smoking products. Smoking is not permitted on field trips by staff or chaperones.

SCHOOL SEARCH

All faculty, students, and visitors on school property are deemed to have consented to search of their person or property or a breathalyzer test if there is suspicion of illegal drugs, alcohol, or guns on school property as stated in Board policy.

VIDEO USAGE

Videos should be used for educational purposes, unless they have been preapproved by the administration for parties. Parental approval is required for any videos shown that are not G rated. PG means parental guidance and parents have the right to say NO to any video. ***If you intend to show anything that is PG or above in any grade, you MUST have parent approval.***

YOUTUBE/MULTIMEDIA

Teachers should use teachertube to access online youtube videos. Before you show any youtube or online media, make sure you preview it. Curse words, nudity/seminudity, and sexual promiscuity are prevalent in youtube and online. Having Smartboards/LCD projectors and access to these tools is great; however, we must use great caution before airing them in any classrooms.

NOTE: When you are searching for videos it is best to have your Smartboard/LCD projector off so that you make the video full screen before cutting on the Smartboard/projector since there are sometimes other videos on the sidebar or bottom panel which may have vulgar material exposed. Because we teach Christian virtues, we want to be careful of what we show in multimedia.

PERSONNEL MATTERS

The Head of School is considered to be the personnel director of the school. Any personnel matters should be addressed accordingly. The Bookkeeper handles all insurance matters. Please see her if your deductions, insurance coverage, or payroll needs change. All staff should complete and/or update their payroll information annually with the Bookkeeper to ensure proper payroll deductions and other accounting records. All staff members are paid on a monthly basis on or about the 10th of the month as per their contract. The first paydate is August 10 (except new employees are paid after 30 days employment. Thereafter new employees are paid on the 10th of each month.) All 10 month teacher employees are paid in 12 installments with 2 checks on June 10.

If the payroll date falls on a weekend or holiday, every attempt will be made to provide the payroll 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 Principal 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. 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 Head of School. In cases of termination, the employee may petition the Head of School 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.

PROFESSIONAL CONDUCT

Professional conduct has many aspects, but two are paramount for all staff. 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 the position. All staff 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. Every attempt should be made for staff to conduct personal matters after school hours. Staff should not leave campus during lunch or planning. Cell phones should be kept on silent. Staff is 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.

WHISTLEBLOWER POLICY

If any employee reasonably believes that some policy, practice, or activity of Dorchester Academy is in violation of law, a written complaint may be filed by that employee with the Head of School.

It is the intent of Dorchester Academy to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the Head of School and provides the Head of School with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The Head of School will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of Dorchester Academy, or of another individual or entity with whom Dorchester Academy had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

Upon employment, staff will be given a copy of the policy to sign and it will be placed in their personnel files.

SEXUAL HARASSMENT AND DISCRIMINATORY HARASSMENT

Under Title IX of the Education Amendments of 1972, sexual harassment is defined as verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of Dorchester Academy that denies limits, provides different or conditions the provision of aid, benefits, services or treatment protected under Title IX. Any person who has a complaint regarding sexual harassment may contact the Head of School. All complaints will be confidential and only those persons necessary for the investigation and resolution of the complaint will be given information about it.

In compliance with applicable law, Dorchester Academy prohibits sexual harassment in the workplace. The School Board considers sexual harassment to be a major offense which may result in disciplinary action or dismissal of the offending employee.

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individuals' employment, status, or promotion;
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

In compliance with applicable law, Dorchester Academy prohibits sexual or discriminatory harassment and intimidation based on race, color, or national origin. Such harassment could include physical conduct or verbal innuendo, which creates an intimidating, hostile, offensive environment.

Harassment, retaliation, coercion, interference, or intimidation of any employee due to that employee's race, color, national origin, sex, age, or disability is strictly forbidden. Any person who

has a complaint regarding sexual harassment or other discriminatory harassment should contact the Head of School without fear of retaliation.

The Head of School will keep the incident confidential to the maximum extent possible. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. However, if, after investigating any complaint of harassment or unlawful discrimination, Dorchester Academy officials determine that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

SUPERVISION GUIDELINES

- Classrooms should be accessible at all times for supervision.
- Classrooms will have an unobstructed window or visibility from hallway or remain open at all times.
- One-on-one interactions with students will be conducted so that the environment provides visibility by others. No employee or volunteer should ever be alone with one minor in an isolated situation. This includes vehicles used for transportation, activities, and/or field experiences, and meetings of any kind.
- Adults should monitor restrooms and locker rooms without being alone with one student.
- Touching behaviors should not give even the appearance of wrongdoing.

RESPONSE OF SCHOOL TO ALLEGATIONS OF CHILD ABUSE/SEXUAL ABUSE

1. Treat all reports as serious. Do not confront the accused.
2. Ensure the protection and tend to the immediate needs of the student, as the situation requires.
3. The employee who witnesses or is made aware of the abuse, must complete an incident report on any accusations as soon as it is reported and provide a copy to the Head of School.
4. The Head of School contacts law enforcement immediately. (Dorchester County Sheriff's Department. Do not investigate, but leave it to the professionals.)
5. The Head of School will notify the parents of the victim and take whatever steps are necessary to assure the safety of the student until the family arrives. (If one or both of the parents is the alleged abuser, follow the advice about notification of the parents provided by law enforcement.) With minors, the proper authorities must be notified even if the parent does not wish the incident reported.

6. The Head of School notifies the school insurance company.
7. The Head of School is the single person in charge of responding to media.
8. The accused worker or volunteer must be notified of the report and placed on leave from the school until completion of an investigation and exoneration by law enforcement.
9. Documentation will be kept of all reports and allegations by the Head of School.

DISQUALIFICATION CRITERIA

- Any felony conviction including conviction for a sexual offense, a drug felony, a violent crime, or a criminal offense involving a child or children.
- Any misdemeanor convictions within the past 10 years.
- Any pending charges or outstanding warrants until the charges are dismissed or the applicant exonerated.
- DWI/DUI conviction within past 10 years.
- Suspension of license within past 10 years.
- Failure of the applicant to disclose any felony/misdemeanor/ or pending charge/warrants.

BACKGROUND CHECKS

The school will conduct criminal background (SLED) checks on all employees and any volunteers who work with children. The school will keep confidential all information received in the background check and will be maintained in a locked personnel file. The Head of School or designee is responsible for maintaining criminal background checks.

EMPLOYMENT

CONTRACTS

Each teacher will submit a Letter of Intent by April 1, to signify their wish for continued employment with the Academy for the next year. Teacher contracts will be issued by May 1. Contracts with the school are 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 Head of School. Full-time classroom teachers are paid using the teacher pay scale. Questions about an individual contract should be discussed only with the Head of School.

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 Head of School. The Head of School 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 Head of School the authority to search for, check references, make contacts, evaluate, select, and employ new teachers and staff based on the personnel budget. The Head of School 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 Head of School upon proper consultation with the Board of Directors and by their direction to dismiss.
4. The Head of School 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.

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.

ANNUAL LEAVE

SICK/PERSONAL

All Dorchester Academy 10 month contracted 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). The yearly leave must be used before using the accumulated leave. Medical documentation is required for the use of more than 3 consecutive days from the accumulated sick days. 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. Sick leave may be used for you or your immediate family (spouse, mother, father, child, sister, brother.)

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 Head of School on the appropriate form.

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 Head of School 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 Head of School 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.

EMPLOYEE LEAVE COOPERATIVE

The school's leave policy is designed to provide leave for employees, or the employee's immediate family member(s), who experience illness or death or are involved in an accident that require absences which exceed the employee's accrued leave. This includes maternity leave. In such event, the employee may request for transfer of another employee's accrued leave. There is a minimum of 5 working days required to be out on leave in order to initiate a request for extended absences under this section, the employee must have exhausted all of his/her accrued leave days before applying, and a maximum of 90 additional days may be taken in a contractual period. Donation of accrued days for this purpose is voluntary, and donated days may not be retracted.

To be eligible for receipt, the employee must be:

- 1) A full-time employee;
- 2) For at least one (1) full contractual school year; and
- 3) Either:
 - a. Suffer from an illness or accident, or have an immediate family member suffering from an illness or injury, or in the event of a family member's death, which is long

- enough in duration to deplete the employee's accrued leave and require additional leave (Medical documentation may be required for verification purposes); or
- b. Be on maternity leave.

To submit a request, the employee must meet the above criteria and submit an Employee Leave Cooperative Request Form. In addition, the employee must contact another member with accrued sick leave and request they submit an Employee Leave Cooperative Donation Form.

Requests should be made two (2) weeks in advance, where possible. If the extended absence is unforeseen, request for approval is to be made no later than one (1) week after the initial absence.

The application will be reviewed by the head of school, assistant head, and senior member of the faculty that comprise the Cooperative Committee. The employee requesting the transfer of leave will be notified in writing within ten (10) days of submitting the request.

If absence is known in advance, as is the case with scheduled surgeries or maternity leave, the employee must demonstrate reasonable, wise, and judicious use of their sick leave to be eligible for acquiring shared days.

Requests will be reviewed on a case-by-case basis. This bank policy will be considered dormant until activated by the committee defined by the policy.

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 Head of School.

PROFESSIONAL GROWTH

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 Head of School makes all approvals on an individual basis. Mileage may be reimbursed for these conferences at the rate of **\$.55 per mile**. In house, in-service programs and meetings will be held from time 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 Head of School in advance of registration for the course, workshop, etc. The Head of School will make the final decision on all requests.

FINANCE DEPARTMENT

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 Head of School in conjunction with the Board approved Special Projects Policy.

SUPPLIES

Teachers are given a \$100 stipend for basic classroom supplies in August. This money is to be used to purchase supplies for the classroom. If a teacher leaves before the end of the semester, the money will be subtracted from their ending salary. (Copier paper, hand sanitizer, and computer ink are provided by the school.)

Additional supplies may be requested through the office during the year.

REIMBURSEMENTS

Reimbursement to employees is provided only for purchases approved by the Head of School 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 Head of School prior to submitting the request to the Bookkeeper.* 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.

TECHNOLOGY

The school has 3 computer labs and a portable laptop lab. The labs may be used by classes when not in use as per school schedule. To use the lab, sign up on the white board in the front of the room ahead of time.

The laptops in the Conference Room should not be removed without permission by the Head of School. The High School Computer teacher will have several laptops which may be checked out for periods of time to students or classes.

COMPUTER ACCESS

All staff should have access to the LAN, the teacher drive, PowerSchool, and school email. If you need help with email, PowerSchool, or your password, see the Technology Coordinator.

REMEMBER:

- **Do not share your passwords with students or store them where students can find them.** No students should be allowed access to teacher computers. (Students should not share their passwords either.)

- Save your work to your teacher drive and you can access it from anywhere in the school when you sign on to the network.
- If you have network problems notify the Technology Coordinator. If your problem has not be resolved in a satisfactory period of time, contact the Head of School.

MAIL AND MESSAGES

Mail is delivered daily 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:

Dorchester Academy

234 Academy Rd.

St. George, S.C. 29477

E-mail address: (Example) karen.neil@dorchesteracademy.org

WEBSITE/FACEBOOK

Every attempt is made to keep the website and Facebook current. This media contains an up-to-date listing of all school events and activities. They are the links between Head of School, parents, and teachers. Information and pictures to be added to the front page or links other than on personal pages should be emailed to the librarian for the website and the computer teacher for Facebook and the Head of School. The document should be EMAILED and saved as a name with no symbols or spaces. Teachers are encouraged to use PowerSchool to post important parent information there. All information should be professionally prepared and error free.

COMPUTER LAB GUIDELINES AND PROCEDURES

Computer labs should not be used without supervision. If you have students who need to use computers they should be sent to the library. Please see the calendar posted in lab for open dates and times to use the computer lab and be sure to sign up for the slots you need. Please be sure you leave the lab in order.

1. Students should not use the teacher desk, chair, or computer.
2. All computers should have a number; if there is a computer that does not work, write down the number on the white board.
3. Students should not move chairs from one computer lab or classroom to another.
4. Students should clean up their trash around the computers and place chairs back under the tables before leaving.
5. Students should not move, unplug, or transfer equipment.
6. Students should log on under their own name and log off when they are finished.
7. Students should not lock computers without permission from the teacher.
8. No food or drinks should be brought in the computer labs.

EQUIPMENT

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 **the Office Administrative Assistant**.
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 The Office Administrative Assistant 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. Notify the Bookkeeper of problems with the copy machines.
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. **SmartBoards**—The school has SmartBoards in some classrooms. These boards may NOT be written on with Expo markers or other markers. Only the Smart pens should be used on these boards. Additional boards will be added as funds become available.
8. **Laptops**—Each classroom is provided with a laptop for teacher 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 with permission from the Technology Coordinator. Teachers should save to the network drive or Google Documents 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.

9. **E-mail / Internet** – An e-mail account for each teacher is established by the Technology Coordinator/Computer Teacher. 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/Computer Teacher. 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.

EQUIPMENT / BOOK LOAN

All staff members who wish to borrow Dorchester Academy equipment for their personal use must obtain permission from the Head of School. 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 Head of School, the staff member should first discuss the availability of the items with the Librarian / Media Specialist, the Technology Coordinator, or the Athletic Director.

FACILITY ACCESS

FACULTY PARKING

Faculty members are asked to park in the designated parking areas. No faculty cars may be parked underneath the gym canopy or in Visitor parking spaces. Please contact the Head of School if you have questions about a particular parking place.

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 Head of School.

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. Upon dismissal or nonrenewal of contract, keys and badges issued should be returned to the Office Administrative Assistant.

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 the Office Administrative Assistant 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 Head of School will appoint a chairman of the committee annually.

MAINTENANCE

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 and turn it in at the front office. Forms may be found in the Teacher Center, the Main Office, or the Teacher drive.
2. Our maintenance staff, contracted repairmen, or the Technology Coordinator will handle all needed repairs as soon as possible.

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. (See [Crisis Management Guide](#).)

Faculty and staff are encouraged to keep personal cell phones with them during all emergency drills.

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 Head of School, Administrative Assistant, and Assistant Head of Schools will monitor drills. Local emergency personnel may also be used to monitor the drills during the school day. **Teachers should always bring their Emergency Bag with their Crisis Management Guide, roll or class list 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. Lockdowns may be held for Canine Searches or intruder alerts. (See Crisis Management Guide.)

SAFETY ON CAMPUS

All doors to the school will be locked at all times. 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 intruder emergency on campus, the Head of School will activate a Crisis Plan by announcing “**LOCKDOWN**” 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 [Crisis Management Guide](#).

If an emergency arises in a classroom, the teacher may use the “**Press Call**” button located in some rooms or call the Head of School 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 dispensing of all medication to students and first aid treatment will be handled directly by the health room volunteer or school receptionist. 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 health room/school receptionist for immediate attention. The Head of School, 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 must be completed immediately and filed with the Bookkeeper.

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 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 enter and exit using the gravel road beside the main entrance exit road. All Primary area teachers are asked to dismiss students to parents on a daily basis. Teachers will be assigned to duties for afternoon dismissal.

SCHOOL BUS SAFETY

In compliance with federal law, when using the school bus, make sure to ALWAYS leave the aisles clear and do not place any items in front of the emergency exits including coolers, athletic equipment, or bags. This is a safety issue for our students and also a legal concern for the school. All items must be placed in seats or under seats.

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.

AFTER-CARE

In an attempt to facilitate homework and supervision of students after school who are awaiting events, practices and games, Dorchester Academy After-Care will be held in the After-Care Classroom on the LS hallway. No students should be left for practice, games, or activities without After-Care supervision. Students who remain on campus for a specific school

event or activity must remain in After-Care until the event or activity for safety and security reasons. After-Care is available Monday through Friday until 5:30 p.m. at \$5.00 per day per student. After-Care should be paid weekly to the After-Care facilitator. Any unpaid balance will be added to tuition. Teachers willing to substitute in After-Care should notify the Head of School.

APPENDIX

APPENDIX A: SUBSTITUTE HANDBOOK AND POLICY

Each classroom teacher should have a substitute folder including:

- l. Lesson plans as appropriate for instruction.
- m. Homeroom rosters
- n. Class rosters for each period (middle and high school)
- o. Attendance sheets
- p. Daily class schedules for classes (including K-4 through 5th Grade)
- q. Emergency Drill instructions
- r. Special arrival /departure notes for students.
- s. Any allergies or special medical needs of the students being served.
- t. Special teacher duties assigned (lunch, traffic)
- u. Classroom disciplinary procedures and referral slips
- v. Lunch reports and procedures

APPLICATION

Substitutes should have an application on file with the school and should see the school's Bookkeeper to ensure all necessary payroll forms have been completed. All employees and substitutes are required to have a SLED check on record.

PAY

Checks are issued on the 10th of each month. Please come by the school to pick yours up. See the school Bookkeeper for additional information.

SIGN IN AND SIGN OUT

Substitute teachers sign in and out on a sheet in the front office. Substitutes will be given a Dorchester Academy Substitute Bag with a Substitute lanyard that will be worn at all times and returned to the office upon leaving school. Substitutes should not leave classes unattended.

EMERGENCY PLAN

Substitutes will have an emergency pack with a copy of the Crisis Management Guide in their Substitute Bag. Upon hearing the alarm bell the substitute should take their class directly to the football field taking the emergency pack with them. There will be a map of the school posted by the classroom door showing the emergency exits. Familiarize yourself with the Crisis Management Guide for procedures for other emergencies.

PARKING

Substitutes should park in the parking sections closer to the main highway. The rows of parking next to the building are for parents.

SMOKING

Dorchester Academy is a smoke-free campus. Teachers and substitutes are not to smoke on school grounds.

DRESS

The appearance of teachers and substitutes should be professional at all times to model the dress desired in students as explained in the Student Handbook. Professional dress is required, except for Spirit Days when school colors and jeans are permitted. No exposed tattoos are allowed.

MEN—Dress or sport shirts (no sweat or T shirts-except PE teachers). Neatly trimmed hair and clean shaven.

WOMEN—Pants, skirt, or dress of the appropriate length (to provide adequate coverage of the anatomy while sitting). Shirts should have shoulder straps at least 2 inches wide and no tops should expose cleavage or bare midriffs.

DUTIES

Check Duty rosters to see if the faculty member has morning or afternoon duties. Morning duties begin at 7:30 and afternoon duty begins when the bell rings and continues until all students are gone or taken to the front office. Teachers are not to leave tests which are to be graded work for Substitutes to administer (except for long term subs).

ATTENDANCE

Be in your classroom at 7:45 to monitor your classroom. Homeroom begins at 8:00. In between classes, stand in the doorway to monitor students in the hall. Never leave students unattended. (Teacher Insights are not to be left in charge of classes or alone with classes.)

CLASS ATTENDANCE

Complete the attendance report for each period. (K/4 through 4th grade only complete a homeroom attendance form.) Turn in this form to the receptionist at the end of the day.

TARDIES

Students and teachers should be in class by the end of the tardy bell.

CELL PHONE USAGE

Substitutes may have a cell phone, but it should be kept on vibrate or silence. **Personal calls or text messaging should not be accepted or made during class time.** Middle School cell phones are collected each morning and turned in to the office. All other student phones should be turned off and put away. Use of cell phones to play games is prohibited.

LUNCH

1st -8th grade classes have helpers who wipe tables daily. Two high school students are scheduled to wipe tables daily. No trash should be left on the floor or on tables and students should wipe up any spills. No food should be taken from the lunchroom. Substitute and students lunch orders should be sent to the cafeteria by 8:30. The cost of lunch for teachers and substitutes is \$2.00 per day whether you purchase a meal or a salad. Grades K4-12 order lunches and teachers complete lunch forms which are sent to the lunchroom during homeroom. Snack machines may be used during lunch, but no drinks or food should be eaten in classes except for classroom party days.

HALLS

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 should 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. (Exception Dual Credit class students after the end of class.) High School students should only use the high school restrooms. High School students may attend activities during lunch blocks.

COPIERS

Teachers and substitutes use the copier in the Teacher Center unless it is broken when the office machine is available.

KEYS

There is a Sonitrol entry card on the Substitute lanyard in the front office which must be checked out and in at the end of the day.

DISCIPLINE

Follow the rules and consequences as defined by the Academy Student Handbook online. If students have behavior problems, they should be documented for the homeroom teacher. Severe

problems/disruptive students should be sent to the lead teacher.

Please be careful with teacher supplies and do not let students abuse the teacher's supplies or candy, but return supplies to their proper locations. Please be sure that the classroom is returned to the order it was in when you entered.

DISCIPLINARY RESPONSES

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.

COMPUTER ACCESS

Substitute teachers may access the computer using Username: **substitute** password: **password**
This is not to be shared with students. Please make sure that the computers are shut down at the end of the day.

INTERNET USE/TECHNOLOGY COMPLIANCE

School computers and cell phones are not to be used for Facebook, Myspace, personal blogging, or social media. Access and use of Facebook and Myspace are prohibited on school computers. 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. Misuse of computers in or out of school will result in termination of duties.

ACCEPTABLE USE OF TECHNOLOGY REQUIREMENTS

Twenty first century educational assignments include the use of electronic media for collaboration between students and individual assignments. Dorchester Academy strives to provide a variety of instructional technology resources for its students through the media center, classrooms, and computer labs. Students may bring their personal electronic devices to school for note taking and other academic purposes; however, the device may only be used with administration/teacher permission and will be put up and away **immediately** upon request. **Dorchester Academy is not responsible for the loss or theft of any personal electronic devices or for damage or unauthorized access to the equipment or the data it contains.**

Just as with traditional classroom assignments, some technological assignments may need to be completed at home. If there is an internet connectivity issue at home which limits a student from completing assignments there, the student should use computers at school before and/or after school or should make arrangements to use the county library to complete assignments.

Students are to show consideration and integrity when using electronic devices and the internet on the Dorchester Academy campus. The following guidelines should be followed at all times whether using school or personal electronic devices:

- Personal devices should only be used by the owner of the device.
- Internet access is a privilege and students caught using the internet in an unauthorized way, (i.e. visiting social media sites, accessing unauthorized websites and programs, etc.) will have their privileges revoked. Further disciplinary actions may be taken. (The school does not provide internet/network access for personal devices; therefore, printing will not be available from personal electronic devices.)
- Anyone found tampering or vandalizing computers and networking equipment will be held responsible for any damages.
- It is unlawful to record someone without their permission; students should ONLY record (audio or video) when consent has been granted. Use of any electronic devices to save/send/store inappropriate and/or pornographic images through the school system or forward them through any other electronic device may result in suspension and/or further legal action.

- Student files should be saved to the “cloud” (i.e. Drop Box, Googledocs, etc.). Anyone caught altering or accessing someone else’s files without permission will be immediately disciplined.
- Cyberbullying will not be tolerated. The administration reserves the right to discipline a student(s) for cyberbullying 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. Cyberbullying involves taunting, threatening, and/or harassing others by the use of the internet/social media and/or other electronic devices.

The Academy reserves the right to examine any electronic device and search its contents at any time if there is reason to believe that school policies, rules, or regulations have been violated.

PROFESSIONAL CONDUCT

It is our job to enhance the learning experience for students, using Professional Behavior and Conduct. The following guides should rule staff behavior.

Unprofessional Conduct can be described as, but not limited to the following.

A teacher making sarcastic remarks directed to or about a student. **Regardless of circumstance, a teacher must keep control of him/herself.**

Teachers must treat all students with respect. The only way to solve the disrespect issues directed from Students to Teachers and Staff is for Teachers to show respect to Students. **In order to gain respect you must first show respect!** This is true for Teachers and Students.

Schools not only must have rules against harassment on paper; they also must be committed to enforcing their rules in practice. Even the best-written anti-harassment rules will not help a school unless the educational staff clearly understands them and is committed to enforcing them in a way that protects students from harassment. **Teachers must never be indifferent to bullying and harassment!**

Teachers and Staff have a responsibility to provide a safe environment for the students that is conducive to learning. They also have a responsibility to respect each student's individual rights. These two missions are not incompatible. **Young people have rights too!**

Staff must be held responsible for their actions. Unprofessional Conduct can not be tolerated!

What message do teachers and staff send when they are allowed to misbehave toward students.

In order to effectively enforce rules of conduct, all people must be held responsible, Teachers, Staff and Students.

Please be advised that the following behaviors will not be tolerated by staff:

- No squeezing, pinching, pushing, or rough handling of any student.
- No name calling or derogatory comments to any students about their abilities.
- No loss of control and anger when students have problems.
- No encouraging or participating in student issues.

EMPLOYMENT AND DISMISSAL

Substitute teachers or long term substitutes are not guaranteed any positions of future employment. They may be dismissed at any time.

The Board of Directors gives the Head of School the authority to search for, check references, make contacts, evaluate, select, and employ staff based on the personnel budget. The Head of School has the prerogative to bring this information to the Board of Directors if (s)he so desires in making a final selection.

All substitutes who work with Students must:

1. Complete a written application.
2. Attend an interview
3. Provide 3 personal references from people that state they know of no reason this person should not be allowed to work around students.

Be at least 21 years of age or in college with at least 30 hours of college credits to be left alone to supervise/chaperone groups of students.

Contracted employee dismissal will be handled by the Head of School upon proper consultation with the Board of Directors and by their direction to dismiss. **Substitutes** are not contracted employees and may not be asked to return. No explanation required.

Anyone may appear 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. Substitutes may ask for a hearing.

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.

SEXUAL HARASSMENT AND DISCRIMINATION POLICY

Under Title IX of the Education Amendments of 1972, sexual harassment is defined as verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of Dorchester Academy that denies limits, provides different or conditions the provision of aid, benefits, services or treatment protected under Title IX. Any person who has a complaint regarding sexual harassment may contact the Head of School. All complaints will be confidential and only those persons necessary for the investigation and resolution of the complaint will be given information about it.

In compliance with applicable law, Dorchester Academy prohibits sexual harassment in the workplace. The School Board considers sexual harassment to be a major offense which may result in disciplinary action or dismissal of the offending employee.

Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individuals' employment, status, or promotion;

- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

In compliance with applicable law, Dorchester Academy prohibits sexual or discriminatory harassment and intimidation based on race, color, or national origin. Such harassment could include physical conduct or verbal innuendo, which creates an intimidating, hostile, offensive environment.

Harassment, retaliation, coercion, interference, or intimidation of any employee due to that employee's race, color, national origin, sex, age, or disability is strictly forbidden. Any person who has a complaint regarding sexual harassment or other discriminatory harassment should contact the Head of School without fear of retaliation.

The Head of School will keep the incident confidential to the maximum extent possible. Retaliation against any employee for filing a complaint or participating in an investigation is strictly prohibited. However, if, after investigating any complaint of harassment or unlawful discrimination, Dorchester Academy officials determine that the complaint is not bona fide or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave false information.

The Substitute's relationship with any student should be kept professional at all times.

The Substitute is aware that the Dorchester Academy Personnel and Student Handbooks are available online at the Dorchester Academy website.

SUBSTITUTE TRAINING

Review Personnel Handbook (Appendix A: Substitute Handbook) and Crisis Management Guide in the black bag. Student Handbook is on the school website. (However, if fire alarm rings, escort your class from the building to the football field.)

Be in your classroom by 7:45 to monitor students. See teacher's plans for any other duties.

Do attendance by 8:15 and turn in to Bambi at the end of the day.

Do lunch form and place in the box by the door.

To use the computer, the username is *substitute* and the password is *password*.

If you have any questions or problems see the lead teacher: LS—Brenda Dukes; MS—Jeanne Caron; HS—Heather Judy

Basic guidelines:

Never leave students unattended in classroom, cafeteria, on playground, or computer/science labs.

Never have them sit in your lap.

Do not ask them to scratch your back or give any kinds of favors.

Keep the students busy working. Read to them/with them and discuss stories. Go over work together.

NO cell phone usage. MS takes them up in each homeroom and gives them back at the end of the day.

HS phones should be off and away. Phones you catch students using should be sent to the office.

No eating in class unless the teacher has given different instructions (as in K4/K5 snacks, etc.). Students should not be going to the lunchroom to buy snacks.

Substitutes should roam the classroom constantly to ensure students are working and not causing problems. Do not spend the day sitting at your desk.

LS: Walk them quietly in a line to the restroom and lunchroom several times a day. (K4/K5/1st have restrooms in their classrooms.)

Dismissal: At 2:20 lower school students are called to go home as their parents arrive. When bell rings ones left are brought to the LS hall.

LS and MS: Take the class out orderly to recess. Watch the road going in and out. NO TACKLE football. Keep eyes on the students at all times, be proactive watching for danger or accidents. TAKE your key to get back in.

Dismissal: When bell rings, students leave orderly.

Before leaving make sure you have seen Karen Griffith and all your payroll paperwork is complete. Payday is the 10th of each month. Make sure she knows whether to mail your check or whether you will be picking it up.

The Substitute's relationship with any student should be kept professional at all times.

The Substitute is aware that the Dorchester Academy Handbooks are available online at the Dorchester Academy website.

I have read and understand the Policies of Dorchester Academy and agree to abide by them.

Signature: _____

Date: _____