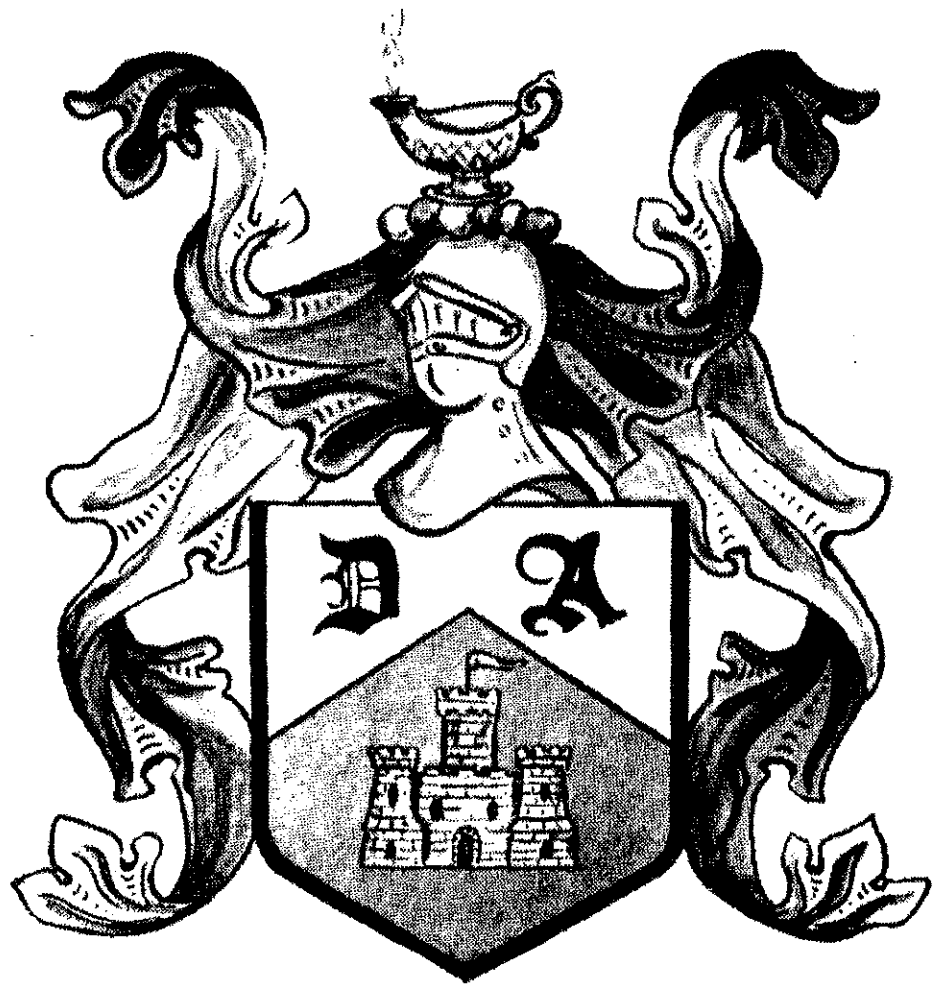


# Student-Parent Handbook

2023-2024



*Dorchester Academy*

234 Academy Road  
St. George, SC 29477

Phone: (843) 563-9511 Fax: (843) 563-4764  
[www.dorchesteracademy.org](http://www.dorchesteracademy.org)

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



# Our Vision

All Dorchester Academy students will maximize their personal potential to become productive, responsible citizens through our academic, athletic, spiritual, and leadership opportunities.

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## Mission Statement

Our mission is to provide a safe, Christian environment for educating and training students to become their best selves equipped with the knowledge, skill, and habits for leading a successful life as contributing members of a global community.

**It is understood that attendance at Dorchester Academy is a privilege and not a right. Any student who does not conform to the standards and regulations of the institution may forfeit this privilege. Dorchester Academy may request the withdrawal of any student at any time, whom, in the opinion of the administration, does not fit into the spirit of the institution, regardless of whether he/she conforms to the specific rules and regulations as noted in the Student-Parent Handbook.**

**The Student-Parent Handbook serves as a guide to students and parents regarding a variety of policies, procedures and general information applicable to Dorchester Academy.**

**NOTE: Dorchester Academy reserves the right to make changes in content or application as deemed appropriate and necessary for effective school operations; these changes may be implemented even if they have not been communicated, reprinted, or substituted in this handbook.**

## ***DORCHESTER ACADEMY STAFF***

### **Board of Directors**

Mary Lindsay	Chairperson of the Board
Brian Reeves	Director-Finance
Jeremy Byrd	Director - Technology
Jason Britt	Director - Athletics
Jennifer Dantzler	Director- Development
Marshall Connor	Director-Academics and Stakeholder Engagement
Elliott Shuler	Director- Buildings and Grounds

### **Administration**

Phillip Rizzo Jr.	Head of School
Michelle Sweatman	Lower School Admin./Director of Special Services
Michael Nelson	Athletic Director
Shelly Hodge	Financial Director
Ruth Anne O'Cain	Upper School Admin./Guidance Counselor
Sheryl Young	Administrative Assistant
Frances Ann Clayton	Administrative Assistant

### **Faculty**

Julie Stanley	K2 Teacher
Sara Pope	K2 Teacher
Sherry Collins	K3 Teacher/Pre-School Director
Chloe Berry	K2/K3 Aide
Lana Padgett	K4 Teacher
Nichole Goodman	K4 Teacher
Jess Brooker	K5 Teacher
Sherry Brownlee	K5 Teacher
Jennifer Weathers	1 <sup>st</sup> Grade Teacher
Sandi Wimberly	2 <sup>nd</sup> Grade Teacher
Melissa Smith	2nd Grade Teacher
Jonsey Proctor	3 <sup>rd</sup> Grade Teacher
Jennifer Berry	3 <sup>rd</sup> Grade Teacher
Amber Donohue	4 <sup>th</sup> Grade Teacher
Bailey Downey	4 <sup>th</sup> Grade Teacher
Robine Jackson	5 <sup>th</sup> Grade Teacher

Gracie Lott	5 <sup>th</sup> Grade Teacher
Patrick Burke	Middle School Science Teacher
Jenna Easterlin	M.S. Reading/Social Studies/Writing
Julie McAlhany	Middle School Reading/Media
Karen Ayer	Middle/High School Teacher
Damon Williams	Religion/Bible
Becky Smith	Computer Teacher
Cayce Collins	High School Science Teacher
Gay McLeod	High School English Teacher
Heather Judy	High School Social Studies Teacher
Jesse Cockcroft	Music Teacher
Vonne Knight	Art Teacher
Julianna McAlhany	PE Teacher
Becky Proctor	Media Specialist/Intervention
Savannah Shelton	SPED/Resource
Mikel Hart	Intervention

**Cafeteria Staff**

Kristen Hatchell, Manager
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**Booster Club**

Carroll Judy	President
Audrey McClure	Vice President
Elizabeth Almers	Secretary
Chip Marchant	Treasurer
DiDi Mizzell	President
Julianne Reeves	Vice President
Roberta Whetsell	Secretary
Maggi Bryant	Treasurer
Leah Owens	Fundraising Coordinator
Rachel Pendarvis	Hospitality Coordinator
Chloe Berry	Teacher Liaison

**P.T.O.**

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 and to maintain a professional attitude about responsibilities and confidentiality. 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 assistance with school clubs, athletics and/or other activities.

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## ABOUT US

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### SCHOOL HISTORY

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

### THE ORIGINAL DORCHESTER ACADEMY PHILOSOPHY

Dorchester Academy was founded in 1966 by a group of interested parents whose primary concern was for excellence in education under a Christian ideology.

The spirit of the Academy is of the present and its outlook is towards the future. The school offers an outstanding program of primary, elementary and secondary education designed to challenge and enthusiastically excite youthful minds, comprehend and associate knowledge, develop skills and provide experienced guidance towards perception, companion, empathy and a consciousness of Christian values.

Dorchester Academy believes in the individual worth of each student and endeavors to cultivate in each, the highest principal of honor, moral integrity and character, a sincere regard for spiritual values, a deep regard for academic excellence and a personal responsibility for his community and country.

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### ACCREDITATION

Dorchester Academy, an educational day school offering academic instruction in preschool through grade twelve, is an institution fully accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement **COGNIA/SACS CASI (Southern Association of Colleges and Schools Council of Accreditation and School Improvement)**. As an accredited institution of the **COGNIA** network, we are one of over 32,000 schools and systems in more than 70 countries that are committed to continuous quality improvement through accreditation. **In addition, Dorchester Academy is a member of (SCISA) the South Carolina Independent School Association.** As a member of **SCISA**, Dorchester Academy adheres to its standards for academic and athletic programs.

## **SCHOOL OBJECTIVES**

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

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

## **PATRIOTISM**

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

## **CHAPEL/DAILY DEVOTIONS**

Each school day at Dorchester Academy begins with devotions to supply food for the spirit. Each participant should respect this moment of meditation. Bi-monthly Chapel meetings will be held typically on Wednesdays. Local ministers, volunteers and other community members will often be invited to participate in Chapel services. The services are intended to provide a spiritual focus for the week. All students are required to attend and show an attitude of respect. Students will report to Chapel with their homeroom teachers. Parents are encouraged to attend Chapel as often as possible. **No camouflage (camo) clothing on Chapel Day.**

The school recognizes the Biblical fruits of the spirit for spiritual and character development taken from **Galatians 5:22-23**: "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law." (NASB)

## **GENERAL POLICY**

All students will be recognized by their birth name and gender listed on their birth certificate.



## **Admission/Enrollment**

### **ADMISSION**

To be considered for admission to Dorchester Academy, all prospective students may be required to take an entrance exam consisting of reading comprehension, vocabulary, and math. Copies of transcripts and disciplinary records from previous schools must be presented. The school reserves the right to determine grade placement of all students based on the documentation and to determine appropriate credits awarded. Credits transferred in will be calculated on a South Carolina Uniformed Grading Scale or may be awarded as non-weighted credit. Dorchester Academy further reserves the right to not accept the applicant as a student based on prior academic or disciplinary records.

ALL students whether applying for the first time or students reapplying for another year at Dorchester Academy are required to meet the South Carolina DHEC immunization requirements. As a private Christian school Dorchester Academy reserves the right to decline admission to any student who does not meet South Carolina's immunization requirements. As noted on the Enrollment/Tuition Contract Dorchester Academy shall be the sole judge of qualification of annual admittance of any student.

Additionally, they must present a health certificate including a record of proper immunization as defined by SC DHEC and are required to meet continuing immunization requirements on a yearly basis if accept for enrollment and/or re-enrollment, a birth certificate, a photocopy of their social security card and school records from their previous school including test data, report cards, and behavioral records (if any). Medical exemptions that may arise for currently enrolled students or first-time enrolling students will be reviewed on a case-by-case basis.

**All students will be recognized by their name and gender as listed on their original birth certificate.**

### **REGISTRATION / ENROLLMENT**

Currently enrolled students will have priority to re-enroll for the upcoming school year. Enrollment contracts for the upcoming year will be sent out by March. Tuition contracts returned after the early enrollment deadline will lose the discounted tuition rate. 12 month payments for the upcoming school year will begin in April and end in March. All other payments (quarterly, 60/40, and yearly) will begin in June for the upcoming school year.

New students or students gone for one year or longer are required to complete a New Student Enrollment Packet and pay a \$25.00 application fee.

Upon acceptance a new student or a student re-enrolling after a two year withdrawal period are required to pay a \$500.00 non-refundable new student registration fee (K5-12<sup>th</sup>). Additionally, they must present a health certificate including a record of proper immunization as defined by SC DHEC and are required to meet continuing immunization requirements on a yearly basis if accepted for re-enrollment, a birth certificate, a photocopy of their social security card and

school records from their previous school including test data and report cards. Medical exemptions that may arise for currently enrolled students will be reviewed on a case-by-case basis.

Any student planning to participate in our interscholastic athletic program must have a physical examination meeting SCISA requirements.

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

Enrollment is based on review of class size, student records of test data, report cards and discipline. Students entering school in K5 must be 5 years of age on or before September 1, first graders must be 6 years of age on or before September 1st, unless otherwise approved by administration.

## **TUITION**

The Board of Directors sets the tuition and fees of the school. Tuition payments can be mailed to 234 Academy Road, turned into the office during posted business hours or placed in the drop box outside the office window. All appropriate fees must be paid in full before a student is officially enrolled or re-enrolled for the upcoming year. Records will not be transferred to another school if there is an outstanding balance payable to the school. Students with delinquent tuition or lunch payments, past sixty (60) days, will not be allowed to participate in academic or athletic activities. Tuition is due on the date you signed up with FACTS with a ten-day grace period. A 5% late fee will be assessed on any past due balance after the tenth.

## **BUILDING FUND**

Each family is required to pay an annual non-refundable fee of \$100.00 unless the family has already met the \$1,000 Building Fund requirement. The Building Fund payment, as required by the Board of Directors, is due when the contract is signed and returned to the school office. The Building Fund may be paid in the following ways:

- For new families, the \$1,000 building fund requirement can be paid annually (\$100.00 in April) over twelve (12) years or in full when the first child is enrolled.
- If a family goes for one year without a student enrolled at the Academy, and re-enrolls other students, their previous Building Fund fee will be deducted from the current fee to determine their balance, if any.
- If a family goes for more than one year without a student enrolled at Dorchester Academy that family will be assessed the \$1,000 fee upon any new enrollment.

## **WITHDRAWAL**

All withdrawals from the Academy are subject to requirements as stated in the school contract. The student/parent should submit to the Head of School a **written withdrawal request**. No reimbursements for tuition will be given and registration fees are non-refundable. **Records will not be transferred if there is an outstanding financial obligation due this school.**

## **Governance**

### **SCHOOL GOVERNANCE**

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

### **SCHOOL GRIEVANCE PROCEDURES**

School grievances should follow the steps outlined below:

1. Parent and student concerns should first be directed to the teacher/person with whom they have the concern through note or email. (Parents should never just show up at a teacher's door without prior approval and permission from the Head of School who will inform the teacher in advance of the visit.) Should a conference be needed, parents are asked to schedule it through the main office to prevent interrupting the learning environment. The conference will include but not be limited to the parent(s), appropriate staff member, and the Head of School or another appointed representative of Dorchester Academy. Often, the student will be asked to attend as well if the issue involves the student directly.
2. If, at this point, the grievance has not been resolved, parents/students have the option of presenting their grievance to the Head of School in writing. The Head of School will meet with the student, as well as with other persons involved and/or concerned with the matter. Except in extreme instances, the Head of School shall be the ultimate authority in student grievance matters.
3. However, if the student/parent demands a hearing before the Board of Directors, the grievance may be brought to the Board's attention by completing a "Request to Appear Form" (see Appendix). If the Board chooses to hear the grievance, the Head of School will schedule a meeting and make the parent aware of the meeting date and time.

## **Visitors**

### **VISITORS**

All visitors should enter the front door and report to the Main Office the intended purpose of their visit. All approved visitors will be issued a Visitor's Pass, which will be worn while the visitor is on the campus. Under no circumstances will visitors, regardless of age, be allowed to accompany students in school unless the Head of School has given prior permission. By state law and for the safety of our children, all parents or relatives must sign in at the office prior to picking up students from class. Any person visiting the school may be subject to search of person or property.

### **SCHOOL TELEPHONE**

The telephone in the Main Office is to be used for school business only. School personnel cannot be responsible for delivering personal messages to students. Please anticipate needs and plan accordingly. Dorchester Academy can honor requests to deliver emergency messages only.

### **MAIN OFFICE/TEACHER CENTER**

So that Dorchester Academy can remain in compliance with the Family Education and Privacy Act (FERPA), students and visitors are not allowed in the Main Office nor Teacher Center without permission.

### **ALCOHOL, SMOKING, AND VAPES (E-cigs) ARE PROHIBITED ON THE DORCHESTER ACADEMY CAMPUS BY STUDENTS, STAFF, AND VISITORS.**

### **TEACHER CONFERENCES**

Parents wishing to schedule a conference with teachers, counselors, or the administration are asked to email the person or phone the office to set up an appointment. Parents will not be allowed to interrupt homeroom and/or instructional time unannounced for conferences. The conference will include but not be limited to the parent(s), appropriate teachers and the Head of School or another appointed representative of Dorchester Academy. Often, the student will be asked to attend as well.

## **Attendance**

### **ATTENDANCE**

**According to South Carolina law, a student missing a class ten (10) times for a year-long course or five (5) times for a semester course may face penalties and could be denied credit in the course(s) missed. Exceptions to this rule can be granted when extended illness is involved. Extended illness is any absence due to sickness that requires a student to miss more than three (3) consecutive days. This rule is a state statute that we are required to comply with in order to award Carnegie credits in high school. Students who leave school early are counted absent from the classes they miss.**

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Examples of excused or lawful absences include:

- Absences caused by a student's own illness and whose attendance in school would endanger his or health or the health of others,
- Absences due to an illness or death in the student's immediate family,
- Absences due to funeral attendance
- Medical appointment, Doctor's statement required,
- Absences due to a recognized religious holiday of the student's faith,
- Absences due to activities that are approved in advance by administration.

\*Although a student/family may not be recommended to a truancy officer because their absences are excused, they will still be required to complete coursework in order to successfully complete the course.\*

### **For students in Kindergarten-5th grade:**

A student missing more than 10 days may be required to repeat the school year or attend summer programming in order to be promoted to the next grade. An attendance conference will be held if a student has missed more than 10 days and is academically not on grade level.

### **For students in grades 6th-12th:**

A student missing more than ten (10) days or 10 classes in a year-long class or five (5) absences in a semester course (excused or unexcused) will not be promoted at the end of the school year or receive credit for an individual class, unless said student makes up missed days/class(s) in "Seat Recovery Time". Seat recovery will be completed over the summer at a fee of \$20 per hour.

In order to receive one (1) Carnegie unit of credit for a high school course the student must adhere to the attendance requirements. The school will give appropriate consideration to unique situations that may arise when students do not meet the minimum attendance requirements. Students, whose excessive absences are approved, will be assigned missed and/or make-up work.

It is the student's responsibility to obtain assignment(s) for homework and class work when absent from class. Classwork/Quizzes/Assessments shall be made up at the timeline and

discretion of the instructor for the course. Unexcused absences in excess of 3 days WILL then result in a 0 in the gradebook without the opportunity to make-up work UNLESS the student notified the instructor in advance of the absence and abided by the agreed upon timeline for making up the work. Work from excused absences will be given no more than 3 days made up for each date absent from the date of return.

- Students must bring a written doctor's excuse stating the reason for any absence within forty-eight (48) hours following the absence; otherwise it will be considered an **unexcused** absence. ILLNESS, BEREAVEMENT, FAMILY TRAUMA OR MEDICAL APPOINTMENTS shall be the basis for an excused absence. Any student absent more than ten (10) days must bring a doctor's excuse for illness. IT IS THE RESPONSIBILITY OF THE PARENT TO CHECK OUR STUDENT INFORMATION SYSTEM (FACTS) TO MAKE CERTAIN THAT EXCUSES HAVE BEEN TURNED IN BY THEIR STUDENTS.
- School functions or college visits (2 per year) **pre-approved** by the Head of School are not considered school absences; however, students are responsible for any work missed due to school-related absences. (tests, homework, projects, etc.)
- Students who choose Dual Credit Enrollment or Dorchester County Career School are required to work with these programs to ensure compliance with their attendance rules. **NOTE: Students may be required to attend classes at the Career School and USC Salkehatchie even when Dorchester Academy is closed.**

Parents are encouraged to check attendance through the student information system (FACTS). Conferences will be held when students have accumulated five (5) unexcused absences in a yearlong course or three (3) unexcused absences in a semester course. *(EXCEPTION: Parents may petition the Head of School in writing for a child to participate in Medical Homebound instruction due to illnesses or accidents which result in excessive absences. This requires a doctor to complete a Medical Homebound form for every 9-week period a child is homebound due to a medical condition. For forms for Medical Homebound, please see Appendix)*

### **TARDY (8th-12th)**

Beginning with the fourth tardy and every tardy thereafter during the quarter the student must serve a 30 minute after school detention at a fee of \$20 per session (for detention supervision).

### **SCHOOL DAY**

School begins at 7:55 a.m. and ends at 2:35 p.m. for students. Doors open at 7:35 a.m. and all students are expected to leave campus by 2:45 p.m. Any student entering late or leaving early must sign in/out at the front office. K2-K5 will dismiss at 2:15. 1st - 5th grades will dismiss at 2:25. 6th - 11th grades will dismiss at 2:35.

Students leaving early must SIGN OUT in the front office. For early sign out, a note MUST be sent to the teacher or office staff before the student is released (for students driving or riding). If anyone other than a parent is picking up a child early, the office or teacher must be notified. All staff reserves the right to call parents and verify the person picking up the child. If a student signs out of school they need a medical excuse to return on the same day.

### **EARLY DISMISSAL POLICY**

Students leaving early must be SIGNED OUT in the front office by a parent/guardian or an adult approved (in writing) by a parent/guardian. Student drivers may sign out if written permission has been sent to the front office. 8th-12th grade students will not be allowed to return to school if they leave early unless it is pre-approved by an administrator (Students are not allowed to leave campus for lunch, haircuts, or to run errands.) Please help us to ensure all instructional time is being utilized by your student. Students will not be allowed to leave campus for any reason other than a medical appointment or family emergency determined and approved by the administrative staff. Please note that students leaving campus early will result in an unexcused absence in the classes missed. In the case of illness, parents will be contacted by the nurse or office staff to obtain permission for a student to go home. Students must be present for 3 hours (not including lunch) to participate in practice, athletic events, or other school activities.

#### **CAR RIDER EXIT**

Children who are being picked up by their parents or other designated adults should exit through assigned doors. Parents are asked to pull as far up as they can to facilitate the ease of dismissal. Other drivers should pull up behind the first drivers. Parents are asked to stay in line and use the pull-through driveway. Students will be released by school staff to the appropriate cars. For the safety of all our students, parents should exit the school campus following pedestrian-right-of-way laws.

#### **AFTER SCHOOL HOURS ON CAMPUS**

Dorchester Academy encourages student participation at school-sponsored activities; however, the school cannot be responsible for students left after the official school day ends. Students and parents should know in advance the time and the place of the activity as well as the expected time of completion. Parents are urged to be with their children at all school events. For the safety of our students, any student left unattended after 2:45 p.m. will be sent to After Care on the lower school hall. Parents of those students will be charged as noted below.

#### **AFTER CARE**

To facilitate the successful completion of homework and to provide supervision for students after school, Dorchester Academy offers After-Care. No students should be left for practice, games or activities without After-Care supervision. For safety and security reasons, students who remain on campus for a specific school event or activity must remain in After-Care until time for the event or activity to begin. Students are not permitted to simply “hang out” in any building or on the grounds after regular school hours. Students found in any room or building without administrative permission or supervision may be subject to disciplinary action. Students must be registered to attend After Care in advance so that our staff has the necessary paperwork and contact information for students. After-Care is available Monday through Friday until 6:00 p.m. for a monthly fee of \$170.per student. After Care fees will be billed through FACTS Account.

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## Academics

### DIPLOMA

Dorchester Academy offers a College Preparatory Diploma. The requirements are indicated below.

English	4 units
Math	4 units
Science	4 units (3 lab sciences)
Social Studies	3 credits
World Language	2 units
Computer Technology	1 units
Fine Arts	1 Unit
PE	1 unit
Electives	4+ units

**\*\*Dorchester Academy will award a General Diploma only under extenuating circumstances with Special Services recommendation and approved by Administration. Students may also qualify for a High School Certificate of Attendance based on their academic needs.\*\***

### REQUIREMENTS FOR PROMOTION

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

#### Grades 1<sup>st</sup>– 3rd:

Students who do not master grade-level reading in the 1<sup>st</sup> or 3rd grade will make repetition of the entire grade mandatory unless satisfactory summer tutoring is provided.

#### Grades 4<sup>th</sup>- 7<sup>th</sup>:

In grades 4<sup>th</sup> - 7<sup>th</sup>, failure of Language Arts, Reading or Math will result in the student being required to repeat the grade. Failure of any other combination of two (2) subjects will make repetition of the entire grade mandatory unless work is made up during Summer Session for both classes. The make-up work must have approval of Administration.

### RETAKEING A COURSE

According to the SC Uniform Grading Policy, students are allowed to retake the same course at the same difficulty level under the following conditions:

- Only courses in which a grade of a D or F is earned may be retaken. The exception is 8<sup>th</sup> graders taking courses for Carnegie unit. They may retake a course regardless of the grade. It must be the identical course.
- Such courses must be retaken only during the current academic year or no later than the next academic year.



- The students must retake the course before enrolling in the next sequential course unless granted special approval by administration.
- The student's record will reflect all courses taken and the grade earned each time. The exception is 8<sup>th</sup> graders taking courses for Carnegie units. Their record will reflect only the 9<sup>th</sup> grade retake grade, and the GPA will reflect only the 9<sup>th</sup> grade retake grade. This applies regardless of whether the retake grade is higher or lower.
- Students who repeat a course in which a D is earned will earn a credit only for the repeated course.

### **DORCHESTER COUNTY CAREER AND TECHNOLOGY CENTER**

Elective credits (meeting the Career and Technology Education requirements) may be earned during the 10<sup>th</sup>-12<sup>th</sup> grades at Dorchester County Career and Technology Center. Credits vary by course. Additional attendance may be required for DCCTC courses. Please check with the counselor for credit verification. When attending DCCTC the student is still a Dorchester Academy student. If there are any behavioral issues at DCCTC the student will be subject to the same consequences at Dorchester Academy.

### **SC VIRTUAL SCHOOL**

Students may register for courses online in SC Virtual School. These courses will be recorded on school transcripts and averaged in GPA' as per the VS transcript including drop/add requirements. Because these classes are self-directed, it is necessary that students be motivated and organized to be successful in independent courses, before attempting these classes.

### **HONORS/DUAL CREDIT/ADVANCED PLACEMENT**

Honors and dual credit programs are designed to meet the entrance requirements for colleges and universities. Students taking Honors and/or Dual Credit courses must meet the entrance criteria. Beginning with the 2022-2023 school year, students entering grades nine (9) through twelve (12) will be required to earn a 3.70 (UGPA) or higher in order to enroll in Honors and/or Dual Credit courses.

### **HONORS TRACK**

Students in 8<sup>th</sup> - 12<sup>th</sup> grades are allowed to participate in Honors classes. Selection for entry into the Honors program is based on performance in 7<sup>th</sup> grade English and Math.

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

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

Honors credit may only be given for core content courses: English, Math, Science and Social Studies. All electives will be weighted as college prep including third year courses (except Dual

Credit courses offered through Dorchester Academy), including any distance learning virtual school or DCCTC class.

### **DUAL CREDIT COURSES**

Dual Credit refers to college courses offered through an accredited college or university. In these courses, students earn college and high school credit. Students may only take dual credit courses offered by Dorchester Academy for inclusion in their high school GPA. Students wishing to take additional courses for college credit may do so and receive one (1) high school Carnegie credit per three (3) hour college course, but the course will not count towards their Dorchester Academy GPA. **In addition to tuition, college fees and textbook fees must be paid by the student to the college. There is no reduction in tuition for taking fewer courses at Dorchester Academy. *Students should remember that all college classes are used to calculate the LIFE GPA. Students who do poorly in dual credit classes jeopardize losing their LIFE Scholarships.* Students who are not willing to commit to excellence should not take these classes. Any student who fails a dual credit course taken to complete required graduation credits will have to go to summer school to graduate (unless an applicable Virtual School class is offered).**

### **ADVANCED PLACEMENT COURSES**

Advanced Placement courses are sometimes offered for students who are academically ready for challenging college-level courses above honors curriculum. Students may register for these courses if they have minimum scores- established by the school on the PSAT, SAT or ACT; an "A" or high "B" in Honors courses; and evidence of consistency in completing homework and class work. While these criteria are recommended, parents may choose to waive their child into an AP class even if the student does not meet these criteria. The syllabus for any AP course must be pre-approved by the College Board. All students in AP courses must take a three (3) hour (or longer) exam administered by the College Board. High performance on AP exams may result in college credit or advanced placement. **Students participating in AP classes may take the exam and are required to pay the exam fee.** Students may sit for the AP exam in classes for which an exam is offered by College Board. The Commission on Higher Education will not allow students who did not take the AP approved course to receive AP credit on their transcript even if they pass the exam. Colleges, however, will recognize the exam score and depending on their policy, offer three (3) hours of college credit.

### **HIGH SCHOOL MAKE-UP WORK**

Students are responsible for securing information and assignments given during their absence.

- If a student leaves early for an athletic event, school activity, or planned appointment, it is the student's responsibility to take any tests, or turn in any assignments due that day before leaving early.
- For students coming to school late, it is the student's responsibility to take any tests or turn in any assignments due that day during lunch or after school.
- **Make-up assignments or missed tests for EXCUSED ABSENCES must be completed within a period of time equal to the days absent per class with a maximum of five (5) days to complete the major grades. (For example, the student who missed two (2) days of school will have two (2) days to complete the**

major assignments.) Minor assignments or homework/participation will be made up at the timeline discretion of the teacher. Students may be required to use their lunch, recess, and/or after school time to make up an assignment(s). When a student returns from an absence, they should be prepared to spend extra time making up assignments.

### **UNIQUE LEARNING PLANS**

Dorchester Academy recognizes that all students are unique. Students who have a history of or a medical diagnosis for a specific learning or physical challenge can apply for a Unique Learning Plan. A Unique Learning Plan is a set of strategies designed to level the playing field for students with unique concerns that hinder their access to education. Dorchester Academy works closely with Exceptional SC to fund this program. Dorchester Academy reserves the right to refuse to serve a student under this plan if appropriate need and documentation are not provided. Dorchester Academy reserves the right to refuse admission to or to release a student whose needs cannot be met in our environment and within the confines of the services we provide. ALL NEW FAMILIES MUST ALERT ADMINISTRATION PRIOR TO ADMISSION OF ANY NEEDS THEIR STUDENTS MAY HAVE FOR SPECIAL SERVICES. Dorchester Academy reserves the right to terminate a contract if such information was not provided at the time of enrollment.

### **TESTING**

All students at Dorchester Academy participate in testing (MAP/PSAT) from Kindergarten through 10<sup>th</sup> grade. Once in 11<sup>th</sup> and 12<sup>th</sup> grade, students can opt to take SAT or ACT at their expense.

### **TEXTBOOKS**

Textbooks are the property of Dorchester Academy and issued to students accordingly. Damage from misuse will be evaluated by the issuing teacher and the Head of School, and the responsible student and his or her parent will be charged a damage fee. Textbooks are replaced as needed. The Dorchester Academy faculty makes recommendations for replacements annually. Any questions concerning controversial material in textbooks should be directed to the Head of School. Some courses require the purchase of additional materials by the students including but not limited to dual credit courses.

### **GRADUATION**

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#### EARLY GRADUATION

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

1. Submit a written request for early graduation to the Head of School by August 1<sup>st</sup> of the upcoming school year.
2. Have previously completed English I, II, III.
3. Have taken the SAT or ACT.
4. Must attend a conference with the Head of School for approval. This conference will be held with the student, Head of School, school guidance counselor and student's parents following the written request to determine if this is in the best interest of the student.

5. Students graduating early will not be eligible to be a graduation speaker. However, as required by the S.C. Uniform Grading Policy, all students graduating (including early graduates) will be ranked.

### **PARTICIPATION REQUIREMENTS**

In order to participate in graduation ceremonies each student must successfully complete the required number of units of study. In order to receive the Valedictorian or Salutatorian Award, a student must have attended the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades at Dorchester Academy. Other graduation participants, to include Junior Marshals and Commencement Speakers, are also governed by this rule. All graduating seniors will be ranked according to the SC Uniform Grading Policy. The selection procedure for graduation participation will be as follows: The selection of the Top Five (5) Senior Graduates calculated by cumulative weighted Grade Point Averages for commencement speeches will be done after all senior exams are graded. The calculations for this honor will include all courses completed for Dorchester Academy GPA credit in grades 8<sup>th</sup> - 12<sup>th</sup>. The selection of the Top Six (6) Junior Marshals calculated by cumulative weighted Grade Point Averages for commencement participation will be done at the end of 1<sup>st</sup> semester. The calculations for this honor will include all courses completed for Dorchester Academy GPA credit in Grades 8<sup>th</sup> - 11<sup>th</sup>.

Students selected for these high honors must maintain their academic eligibility for this recognition by having no major policy violations in the areas of academics, attendance or discipline. Juniors must have taken a curriculum of the core courses in high school, eight (ten starting with the Class of 2025) must be honors or above (by the end of the junior year). Seniors must have taken a curriculum of the core courses in high school, ten (Fifteen starting with the Class of 2025), must be honors or above. The Head of School may replace any student with violations with the next student in the class ranking. (Beginning with the Class 2025)

### **RANKING POLICY**

Dorchester Academy follows the S.C. Uniform Grading Policy (SC UGP) and ranks all students (regardless as to when they enroll at our school) in grades 8<sup>th</sup> – 12<sup>th</sup> based upon all subjects in which they earn a Carnegie Unit.

### **GRADES**

Teachers for grades 4<sup>th</sup> - 12<sup>th</sup> will assign grades based on the following grading system which is in compliance with the SC Uniform Grading Policy (SC UGP):

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A 90-100  
B 80-89  
C 70-79  
D 60-69  
F Below 60

**No grade over 100 will be given on a report card.**

### **SC GRADING SCALE**

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

computed on a 5.5 scale. Advanced placement (AP) and dual credit courses are computed on a 6.0 scale. A copy of the revised South Carolina Uniform Grading Policy is available at the following web link <http://ed.sc.gov/agency/stateboard/agendas/archived/2007/jan/5503.doc> (SC Department of Education, State Board of Education).

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep	Honors	AP/IB/Dual Credit
100	A	5.00	5.50	6.00
99	A	4.90	5.40	5.90
98	A	4.80	5.30	5.80
97	A	4.70	5.20	5.70
96	A	4.60	5.10	5.60
95	A	4.50	5.00	5.50
94	A	4.40	4.90	5.40
93	A	4.30	4.80	5.30
92	A	4.20	4.70	5.20
91	A	4.10	4.60	5.10
90	A	4.00	4.50	5.00
89	B	3.90	4.40	4.90
88	B	3.80	4.30	4.80
87	B	3.70	4.20	4.70
86	B	3.60	4.10	4.60
85	B	3.50	4.00	4.50
84	B	3.40	3.90	4.40
83	B	3.30	3.80	4.30
82	B	3.20	3.70	4.20
81	B	3.10	3.60	4.10
80	B	3.00	3.50	4.00
79	C	2.90	3.40	3.90
78	C	2.80	3.30	3.80
77	C	2.70	3.20	3.70
76	C	2.60	3.10	3.60
75	C	2.50	3.00	3.50
74	C	2.40	2.90	3.40
73	C	2.30	2.80	3.30
72	C	2.20	2.70	3.20
71	C	2.10	2.60	3.10
70	C	2.00	2.50	3.00
69	D	1.90	2.40	2.90
68	D	1.80	2.30	2.80
67	D	1.70	2.20	2.70
66	D	1.60	2.10	2.60
65	D	1.50	2.00	2.50
64	D	1.40	1.90	2.40
63	D	1.30	1.80	2.30
62	D	1.20	1.70	2.20
61	D	1.10	1.70	2.10
60	D	1.00	1.60	2.00

## **EXAMS**

Exams will be given to 8<sup>th</sup> – 12<sup>th</sup> graders for their Carnegie Unit Courses. Final examinations will be given during the last two days of each semester for Block classes and/or at the end of the year for year-long classes. All students must remain in the examination class for the entire period. The final grade after averaging the final exam will appear on the permanent record card.

## **SCHEDULING**

### **CLASS SCHEDULES**

Scheduling in grades 8<sup>th</sup> - 12<sup>th</sup> is done with advisement from the Head of School and/or Guidance Counselor in accordance with diploma requirements and options. Schedule requests are done each spring and finalized during the summer. Seniors may be eligible for early release after the end of the second block of the day if they meet graduation requirements. Parents will be required to sign an early release form indicating that they give their student permission to leave school early. There will be no reduction in tuition due to early release.

### **SCHEDULE CHANGE REQUESTS**

Schedule change requests will be permitted during the first full week of school only. **Due to schedule conflicts, requests for schedule changes may be declined.** See below for SC UGP regulations on course changes. The drop/add period and attendance requirements for any distance learning courses (dual credit, virtual school or DCCTC) will be honored as per the issuing institution's program and its transcript. A student does not have to be failing to drop a subject. Students' schedules are generated through our computer system. Pre-registration is used each year to determine the classes needed for the next year, and teachers are hired according to that need.

### **COURSE CHANGES/WITHDRAWAL:**

1. Per the SC UGP, students who withdraw from a course after three (3) days in a ½ unit course or five (5) days in a unit course shall be assigned a grade of "51" and "0" quality points, unless the student transfers to a different level of the same course. The "51" will be calculated in the student's overall grade point ratio. The drop/add period and attendance requirements for any distance learning courses (dual credit, virtual school or DCCTC) will be honored as per the issuing institution's program and its transcript.
2. A student must have written permission from his/her parents, guidance counselor and the school administration before dropping a course. The teacher will be notified.
3. When a student replaces a course after the drop/add period, the student is responsible for all material missed in that class.
4. Grades for college courses or any other course taken from another institution independent of Dorchester Academy will follow that institution's policy.

## **ACADEMIC LETTER**

Beginning at the end of the 10<sup>th</sup> grade, students are eligible to receive an academic letter if they achieve a 4.7 GPA based on the SC grading system.

## **SCHOLARSHIPS**

Appropriate SAT or ACT scores, class rankings and cumulative grade point averages may qualify students for the state LIFE Scholarship or Palmetto Fellows Scholarship offered to students attending a South Carolina two (2) or four (4) year college. Additional scholarship applications are available in the Guidance Office.

## **SUMMER SCHOOL**

Dorchester Academy **MAY** offer a Summer Session for students requiring make-up work. The student must pass with a grade of “60” or above to correlate with the grading scale at Dorchester Academy. Non-traditional summer (credit recovery) school will consist of thirty (30) hours of seat time of tutoring, which must be documented and approved by the Head of School. At the end of non-traditional summer school or a credit recovery class, a maximum yearly average of “60” will replace the failing course grade on the permanent record. End of course tests **MAY** be required to validate that students have the skills necessary to be successful in subsequent courses. **Students taking high school courses may only repeat one course in Summer School. Subsequent failures must be repeated during the school year.** All Summer School coursework must be approved by the administration before taking Summer School courses.

**It is the student’s responsibility to report any grades at the end of summer school to Dorchester Academy. No additional high school courses may be taken over the summer for Carnegie credit unless otherwise approved by administration.**

## **REPORTS TO PARENTS**

Grades can be accessed online instantly and assignments are to be posted by teachers on the web for parent and student access. Parents are encouraged to keep up with attendance, lunch balances, assignments, grades and announcements by enrolling in email reports which will be sent to you from FACTS. Parents can check the progress of their child’s grades at ANY time utilizing the FACTS Parent Web System. Teachers are required to keep grades and assignments current in FACTS, therefore Progress Reports are not printed nor emailed.

## **CHANGE OF STUDENT INFORMATION**

The school provides a packet of information at the beginning of each year which is printed from FACTS. Please make any corrections to your information and return the forms promptly to school. Also, contact the school receptionist promptly with changes in addresses, phone/cell numbers or e-mail addresses. All information must remain current and up to date.

## **REPORT CARDS**

Report cards will be issued quarterly to all students in 5<sup>th</sup> - 12<sup>th</sup> grades. No grade lower than a “50” will be recorded on the report card for the **FIRST QUARTER ONLY**. After the first quarter, the grade earned by the student, no matter how low, will be recorded on the report card. No grade higher than “100” will be recorded on a report card.

1<sup>st</sup> – 4<sup>th</sup> grade students will receive a Standards-Based report card each quarter.

## **Discipline**

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

### **SCHOOL-WIDE PROCEDURES**

Dorchester Academy is a NO Smoking/No Vaping/No Alcohol on Campus.

Anyone entering the school campus may be subject to search, including search with a metal detector. The school has the right to search students and their belongings including, but not limited to lockers, cars, cell phones, book bags and purses without expectation of privacy. It also reserves the right to confiscate any objects it believes may be illegal or potentially dangerous. If something has been confiscated from a child that belongs to a third party, Dorchester Academy shall be "held harmless" and not be liable for any third-party claims. Additionally, any visitors to the school are deemed to have consented to search of persons, property or vehicles by the Head of School or school designee, including canine searches by the Sheriff's Department.

The school has the right to conduct random drug/alcohol testing. The school may administer a breathalyzer test to any student or his/her guest(s) as a condition of admission to school or any school activity or event. The school may administer such a test at any time during the school day and at all school-sponsored or school-related activities or events, whether on or off school grounds. All students and their guests are deemed to have consented to any such tests.

The school has the right to carry out random canine searches for illegal substance detection conducted by law officials for the purpose of exploratory sniffing of the outsides of lockers, vehicles parked on school property and any other areas of the school property deemed appropriate.

The parent/guardian whose name is on the contract will receive school information. Dual custody must be listed on the student's contract. The parent of any student needing special care due to parental custody issues needs to meet with the Head of School to be sure that proper care is taken to ensure the safety of the student.



DSS and police authorities have the right to come on campus and interview students as necessary.

### **HONOR CODE**

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

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

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

### **HONOR CODE VIOLATIONS**

Honor Code violations include but are not limited to:

1. Giving or receiving assistance on a test, report, project, or other assignment.
2. Copying another students work.
3. Knowingly plagiarizing.
4. Any honors violations will result in a zero (0) being given for the first violation. Any subsequent violation will result in a zero (0) and disciplinary action.

### **ALCOHOL, MARIJUANA AND OTHER ILLEGAL DRUG POSSESSION**

Having, handling, ingesting or transporting alcohol, marijuana, controlled substances or products used as paraphernalia during any school-sponsored activity, during school or while under the jurisdiction of the school whether on or off the premises.

Drugs shall include but are not limited to:

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

A student who brings a drug as defined above onto school property, including school buses or to school related activities, whether on or off school property, will be suspended from school and recommended to the School Board for expulsion. Said student may also be referred to the criminal justice or juvenile justice system.

## **POSSESSION OF WEAPONS**

Having, handling or transporting any weapon, dangerous object, object that can be reasonably considered a weapon or substance that could cause harm or irritation to another individual. A student who brings a weapon as defined below onto school property, including school buses or to school related activities, whether on or off school property, will be suspended from school and recommended to the School Board for expulsion. Said student may also be referred to the criminal justice or juvenile justice system. The Head of School may determine, based on the facts of the particular case, if special circumstances exist and that another disciplinary action or suspension is appropriate.

*Weapons shall include but are not limited to:*

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

## **ASSAULT**

Attacking another student with malicious intent.

## **THREATS OR INTIMIDATION**

Consists of gestures, electronic communication or a written, verbal, physical or sexual act perceived to have the effect of harming another.

## **PROPERTY DAMAGE**

Deliberate destruction and/or defacing of property (school or personal).

## **PRANK DAY**

Participation in a prank day of any kind on school property.

## **SEXUAL MISCONDUCT**

Sexual harassment or other improper sexual behavior on school grounds.

As stated in the Tuition Contract Agreement, Dorchester Academy has the right to suspend or expel a student for scholastic or disciplinary reasons. In the event of such a suspension or expulsion, the Head of School of Dorchester Academy shall be the sole judge of the sufficiency of such cause or reason. The Head of School will recommend for expulsion to the School Board, will schedule a time for the hearing, and will prepare a hearing packet for review. The School

Board will decide to uphold the recommendation or to bring the student back on a unique probation contract suitable for that student. Furthermore, Dorchester Academy may refuse to accept any student who has prior disciplinary problems including but not limited to arrests for criminal activities, expulsions from other academic institutions. Dorchester Academy may expel or suspend any student if such problems arise during the school year. Any acts of improper behavior not specifically addressed in this handbook will be subject to immediate review by the Head of School. The Head of School will assign the punishment deemed as just and proper.

#### **DISCIPLINARY RESPONSES**

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

#### **CELL PHONE USAGE**

Cell phones are to be **TURNED OFF AND OUT OF SIGHT** during school hours unless permission is given by a teacher for cell phone use in the classroom.

#### **VEHICLES ON CAMPUS**

Parent and student drivers are not to block the driveways or exits at any time. Parking in front of the gym is a fire code violation and is prohibited. Handicapped parking is reserved next to the buildings.

#### **TOBACCO/VAPING**

Possession or usage of any type of tobacco product is prohibited on campus or at school-related event.

#### **STUDENT PARKING**

**Students are not allowed to return to the parking lot during the school day.** Students must park in their designated area only. There will be no parking on roads entering or exiting the school property.

The driving of automobiles by students is a privilege and not a right. Any student observed driving recklessly on school property will be disciplined. Students caught driving recklessly will have their driving privileges revoked for a period of time determined by the Head of School. Additional offenses will receive longer periods of revocation to possibly include the remainder of the school year. Once students drive onto campus in the morning, they are not to leave until the end of the school day. Students are not allowed to sit in cars before or during school. If a student needs to return to their vehicle during the school day, permission must be given by the teacher or permission granted by the front office. Once the vehicle is parked, it is off limits until the end of the day. *NOTE: Drivers are responsible for the actions of their passengers while driving on campus.*

## **SCHOOL DRESS CODE**

The Dorchester Academy dress code requires students to demonstrate professional dress. The basic responsibility for the appearance of the students of Dorchester Academy rests with the parents and the students themselves. Students must be well groomed at all times. Student's clothing and hair should be neat and clean. Students are preparing for their futures in the world of work and should demonstrate the ability to dress appropriately. Modes of dress and style of hair for all students shall conform to the standards of good taste and neatness. If and when the Head of School and teachers note improper school dress code, students will be temporarily removed from class until parents can bring their child proper attire. **Teachers, volunteers, parents, and substitutes must abide by the dress code when they are in the school.**

### **DRESS CODE FOR ALL DAYS EXCEPT CHAPEL DAYS**

#### **K3 - 5<sup>th</sup> GRADE DRESS CODE**

All clothing must be neat, fit properly and be in good taste. (No vulgar, obscene or otherwise inappropriate symbols, language, art or wording will be permitted on clothing. Any endorsement of any alcoholic beverage or tobacco products will not be permitted on clothing.)

No bare midriff.

No pajamas or hats except for special dress up days.

Shorts/Skirts must be visible underneath shirts/sweatshirts without constant tugging to pull them down.

#### **6<sup>th</sup> - 12<sup>th</sup> GRADE DRESS CODE**

No clothing with vulgar, obscene or otherwise inappropriate symbols, language, art or wording will be permitted on clothing. Clothing with endorsements of alcoholic beverages, tobacco products or other contraband will not be permitted.

- No bare midriffs
- No strapless, backless, or spaghetti strap tops or dresses. All straps/tanks must be "3 fingers" or approximately 2 inches in width.
- Shorts, skirts and dresses must be no shorter at any point than the student's fingertips when the arms are extended and resting by the side.
- *No nylon shorts, bike shorts, sweatpants, yoga style pants (bell bottom or legging), athletic shorts, bathing suits, boxer shorts will be allowed.*
- Undergarments should not be visible. All pants should be worn correctly with the waistband situated appropriately.
- Any tears or shredded areas must come below the student's fingertip when the arms are extended by the sides.
- Pajamas are prohibited from school.
- No leggings, jeggings, yoga-style bottoms may be worn.
- Boys must be clean shaven at all times. No facial hair.
- No piercings except for ears for girls. No nose rings. No earrings for boys.
- Shoes are to be worn at all times during the school day. Shoes with skates, cleats or army-style boots are not deemed proper. Bedroom slippers are not allowed.
- Hats or ball caps are not allowed to be worn in the building.

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

### **DRESS CODE FOR CHAPEL (Wednesdays) AND SPECIAL PROGRAMS**

All students should wear casual-dressy clothes to chapel on Wednesdays.

For boys, this means a collared shirt (tie requested) tucked in with cotton/twill or dress pants and closed-in shoes.

For girls, this means dresses, skirts, long pants or dressy capris with an appropriate blouse and shoes.

Camo-camouflage clothing/hoodies/sweatshirts are not allowed on Wednesday.

**\*This applies to awards programs as well.\***

### **DRESS CODE FOR FIELD TRIPS**

**Dress code for field trips must be approved by the school administrative staff.** Students should remember they represent our school and should always be dressed in a manner befitting the integrity of a Dorchester Academy Raider. **Unless the activity requires casual clothing, the expectation is that students will adhere to chapel-wear guidelines.**

### **DRESS CODE COMMON SENSE**

Be honest with yourself.

- Is it too short, or too tight, or too revealing? Then don't wear it out of respect for yourself and Dorchester Academy.
- Is it disruptive, offensive or provocative? Then don't wear it out of respect for yourself and Dorchester Academy.
- Does it draw inappropriate attention to parts of my body? Then don't wear it out of respect for yourself and Dorchester Academy.
- What rational explanation can you give for a "yes" answer to any of the above questions? Avoid the confrontation and stress by not pushing the Dress Code. Students who break the
- dress code will be required to take necessary steps to correct the concern. All incidents will be recorded in FACTS. If a student breaks the dress code more than three times in a year, he or she will be considered in defiance and will be disciplined accordingly.

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

## ADMINISTRATIVE DISCIPLINE PLAN

### OFFICE REFERRALS:

Students who are referred to the office have numerous documented classroom offenses or have broken the Honor Code. Students referred to the office will be disciplined by following these procedures as **noted by the chart** that follows these explanations. All of these consequences will include parent contact.

#### 1. Administrative Detention (\$10 fee)

Administrative Detention consists of after school detention/work detail that may be assigned by the Head of School for any student with repeated minor offenses, which have been documented by the classroom teacher. Any student assigned to the service detail will be expected to complete the service assignment. If a student is unable or willing to complete the assignment, an Out-of-School Suspension will be given.

#### 2. In-School Suspension (ISS) (\$25 fee)

No sports, clubs or school related extracurricular activities may be participated in if the student has served in ISS that day. The student will be responsible for completing all class work, homework, tests, and any specially assigned work during the first half of ISS. Students may be assigned work detail.

#### 3. Out-of-School Suspension (OSS)

Out-of-school suspensions serve as the most severe form of discipline prior to expulsion or dismissal. The administration will determine when OSS is required. Students serving an out-of-school suspension will be listed as absent with excuse and will be required to make up any missed assignments. The student will not be permitted on school grounds or allowed to participate in or attend any school-sponsored function, activity, or extra-curricular event during the same day of the suspension. Out-of-school suspensions will be assigned immediately, regardless of school-sponsored activities. ***Students caught on campus or at a school function while suspended will be subject to arrest for trespassing.***

#### 4. Disciplinary Review

Students who exhibit habitual patterns of irresponsible behavior or who have violated a particularly **serious school rule** will undergo a Disciplinary Review. A Disciplinary Review is a meeting attended by the Head of School, relevant faculty, the parents and the student. The purpose of the Disciplinary Review is to assess the student's citizenship and to determine the appropriateness of fit between the student and the school. The ultimate goal of the Disciplinary Review is to address repeated disciplinary concerns as quickly as possible. Students who undergo a Disciplinary Review can be put on probation and would then be ineligible for positions of leadership (including forfeiting all offices held) and any honors in athletics or academics given by Dorchester Academy for a period of one (1) year following the review.

#### 5. Recommendation to the School Board for Expulsion

In some cases, the Head of School may have no option other than to recommend expulsion of a student from school. The Head of School is empowered to suspend a student until a disciplinary hearing can be arranged with the School Board. The student will not be permitted on school grounds or allowed to participate in or attend any school-sponsored function, activity or extra-curricular event. ***Students caught on campus or at a school function while suspended will be subject to arrest for trespassing.***

## Elementary Discipline Chart

Category	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
<b>Technology</b>				
<i>Unauthorized device brought to class (cell phone, SMARTwatch, headphones, etc.)</i>	Warning/put away in bookbag by student	Confiscated Parent contact (item returned when parent acknowledges it will not be brought back)	Confiscated/item and student sent to the office/parent contacted and item picked up by parent	
<i>School ipad/chromebook unsafe handling</i>	Warning	Classroom Consequence (item taken away for a period of time)  Parent notified	Referral to Admin  Consequence  Parent contact	Item taken away for the remainder of semester or year
<i>Digital Citizenship (using another student's password/login, filming without permission, hacking, inappropriate language/screennames/photos, etc.)</i>	Removal of device for a period of time/Parent Contact	Referral to Admin  Consequence  Parent contact	Referral to Admin  Consequence  Parent conference	
<b>Respect for Self</b>				
<i>Academic Honesty (talking during an assessment, looking on another student's test/quiz, plagiarizing)</i>	Parent notice, 0 given for work	Referral to Admin  Parent notice  0 given for work	Referral to Admin  Parent meeting  0 given for work	
<b>Respect for Others</b>				
<i>Defiance to staff member</i>	Class Consequence	Class Consequence  Parent Contact	Referral to Admin  Consequence  Parent Contact	
<i>Unsportsmanlike conduct (tackling, pushing, shoving)</i>	Consequence	Consequence Parent Contact	Referral to Admin  Consequence	
<i>Play fighting</i>	Warning	Classroom	Classroom	Referral to

		Consequence	Consequence Parent Contact	Admin Consequence Parent Contact
<i>Fighting</i>	Referral to Admin  Consequence  Parent Contact	Referral to Admin  Consequence  Parent Contact (Required Counseling)	Suspension  Possible: Meeting before the Board for possible expulsion	
<i>Harassment/Bullying (documented via device during school hours, documented by a teacher/staff member)</i>	Referral to Admin  Consequence (report on bullying)  Parent Contact	Referral to Admin  Parent Contact (Required Counseling)  2 <sup>nd</sup> Consequence	Suspension  Possible: Meeting before the Board for possible expulsion	
<i>Foul Language</i>	Warning-verbal  Classroom Consequence	Written notice to parent  Classroom Consequence	Written notice to parent  Referral to Admin  Consequence	
<i>Disruptive Behavior</i>	Warning (1 on 1 check-in with student)	Classroom Consequence (recess/lunch/ti me-out)  Parent contact	Referral to Admin Office  Consequence  Parent Contact	Referral to Admin  Consequence  Parent Meeting



## Middle and High School Discipline Chart (6<sup>th</sup>-12<sup>th</sup>)

Category	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
<b>Technology</b>	classroom			
<i>Unauthorized device brought to class (cell phone, SMARTwatch, headphones, etc.)</i>	Teacher takes phone. Returned at the end of the day. Loss of lunch/snack checking privilege.	Confiscated Parent contact Phone turned in daily for 2 weeks.	Confiscated/item and student sent to the office/parent contacted / phone turned in daily for 1 month.	Turn in phone daily for rest of year.
<i>School ipad/chromebook unsafe handling</i>	Classroom Consequence	Item taken away for a period of time.  Parent notified	Student sent to office/loss of computer privilege  Parent contact  1 week silent lunch	Item taken away for the remainder of semester
<i>Digital Citizenship (using another student's password/login, filming without permission, hacking, inappropriate language/screennames/photos, etc.)</i>	Item taken away for rest of day	Referral to Admin  1 week silent lunch  Parent contact	Referral to Admin  1 hour detention  Parent conference	Referral to Admin  ISS
<b>Respect for Self</b>				
<i>Academic Honesty (talking during an assessment, looking on another student's test/quiz, plagiarizing)</i>	Parent notice, 0 given for work  Beta Club probation	Referral to Admin Parent notice 0 given for work 1 week silent lunch Beta Club dismissal	Referral to Admin Parent meeting  0 given for work  1 hour detention	Referral to Admin  ISS  0 given for work
<b>Respect for Others</b>				
<i>Defiance to staff member</i>	Class Consequence	Referral to Admin  Parent Contact 1 week	Referral to Admin  1 hour detention	Referral to Admin  ISS

		silent lunch		
<i>Unsportsmanlike conduct (tackling, pushing, shoving, play fighting)</i>	Class Consequence	Referral to Admin 1 week silent lunch  Parent Contact	Referral to Admin  1 hour detention	Referral to Admin  ISS
<i>Fighting ( Both parties will be punished)</i>	Referral to Admin  Parent Contact  ISS	Referral to Admin  Parent Meeting  OSS	Referral to Admin OSS Meeting before the Board for possible expulsion	Expulsion
<i>Harassment/Bullying (documented via device during school hours, documented by a teacher/staff member)</i>	Referral to Admin  Parent Contact  ISS	Referral to Admin  Parent Meeting  OSS	Referral to Admin OSS Meeting before the Board for possible expulsion	Expulsion
<i>Foul Language</i>	Warning  Classroom Consequence	Referral to Admin 1 week silent lunch  Parent contact	Referral to Admin  1 hour detention	
<i>Disruptive Behavior</i>	Warning  Classroom Consequence	Referral to Admin 1 week silent lunch  Parent contact	Referral to Admin Office  1 hour detention  Parent Contact	Referral to Admin  ISS  Parent Meeting
Driving Violations	Referral to Admin Probation	Driving Privileges revoked for 1 month	Driving Privileges revoked for semester	Driving Privileges revoked for remainder of year
Dress Code Violation (shaving, hats in building,	Admin referral Student calls	Admin Referral	Admin Referral	Admin Referral

etc)	parent to inform them of the violation	1 week silent lunch	1 hour detention	Student will call parent to bring change of clothes. Student will remain in front office until clothing is brought. Marked absent for class.
Vaping	Admin Referral Parent Notified Vape confiscated 3 hour detention	Admin Referral ISS  Parent Meeting Required	Admin Referral OSS	Meeting with board for possible expulsion

Detention-\$10 fee, 2:30-3:30 held every other Wednesday

6th Admin referral= Suspension + Parent Conference and possibility of behavior plan

Suspension-\$25 fee, school day held 1x per week

## **School Activities**

### **SCHOOL RING**

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

### **SCHOOL LUNCH**

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

1. Hot Lunch/Meal
2. Chef Salad
3. Individual items or side items such as ice cream are available.

Students in grades K3-12<sup>th</sup> grade order lunch weekly through the FACTS Lunch component. Teachers will take attendance in FACTS, and the systems operator will alert the lunchroom staff of any absences so that excess food is not prepared. All accounts are debit accounts; charging is not allowed. Parents may log onto FACTS to view student lunch account activity. Students in grades 6th-12th are allowed to add ice cream each day in the cafeteria. Grades K5-5th grades will order ice cream on Fridays. If you do not want your child to add ice cream or have a certain kind, please send notice to a staff member.

**Students are not allowed to leave campus for lunch.**

### **RECESS**

Students in the K3 through 7<sup>th</sup> grades will be allowed a recess period during the school day. During this time all students will be supervised. Students should remain within eyesight of the teachers. This should be a time for students to develop social skills, exert energy and enjoy the outside weather. Occasionally, recess may be held in the classroom or the gymnasium due to inclement weather. **Teachers or Administrators reserve the right to revoke recess at any time from an individual student or class of students.**

### **FIELD TRIPS**

Field trips are regarded as an extension of the classroom and must have some academic purpose and be followed up with appropriate activities. To participate in a field trip, students must have a signed Parental Consent Form. Students are expected to behave in a manner appropriate for the occasion. Students are to remain with their group at all times. Teachers supervise field trips with assistance from parents. Parent chaperones may be asked to help provide transportation. Chaperones will be selected from among volunteers and will not exceed in number the needs of the group.

### **CHAPERONES**

- Teachers may assign parents to lead specific groups of students. Each chaperone is responsible for the supervision of these for the duration of the field trip.
- Chaperones must be parents, grandparents, legal guardians, aunts, older siblings, or school employees at least twenty-one (21) years of age.
- Chaperones should not bring guests, including siblings, unless the teacher has granted prior permission.

- Each chaperone must abide by the student/teacher dress code for the particular trip.
- Chaperones are asked to refrain from using cell phones on the field trip except for emergency situations. Chaperones may only take pictures and post to social media other students if approved by the parents/guardians of that student.
- Students should never be left unattended, especially be aware of students and watchful when going to public restrooms.
- Please do not purchase food items or gifts or provide opportunities that are not offered to all students in the class or pre-approved by the teacher.
- Under no circumstances is it permitted to smoke or purchase/drink alcoholic beverages during the duration of a school sponsored trip.
- Please follow procedures outlined by the teacher even if there is a difference of opinion, with the exception of a safety issue. Teachers have the ultimate responsibility and depend on your support. If there is an issue, complete an Incident Report when returning to school.
- Timelines are critical. Please be punctual and arrive at the meeting spot a few minutes early.
- All chaperones may be subject to a criminal records check. All overnight chaperones MUST have completed background check.

**DRIVERS (should comply with all chaperone expectations plus the ones below)**

- 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 during the field trip.
- Drivers should not use cell phones while driving nor during 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 thirteen (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 trip.
- Drivers/chaperones should not bring guests, including siblings.
- Vehicles should provide only G-rated entertainment in the vehicle.
- The following adult/student ratio will be maintained at all times:

K5 - 4<sup>th</sup> grade      1:5

5<sup>th</sup> - 12<sup>th</sup>          1:7

Bus ratios may differ.

- Drivers are required to complete a form, provide a copy of their driver's license and insurance card.
- Drivers are required to have a Motor Vehicle Record on file in the office.
- All drivers may be subject to a criminal records check.
- Drivers of the bus must adhere to all guidelines plus submit a copy of their CDL Passenger Class license to the office.

## **PARTIES**

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### **BIRTHDAYS**

Student birthdays may be celebrated by sharing refreshments with classmates during the lunch period. Parents should arrange all birthday celebrations in advance with the classroom teacher. If parents are sending invitations to school to go home with students, an invitation should be sent with every child.

### **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 Head of School.

### **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 or to collect money during school hours or in any way use the school name for promotional and/ or fundraising activities including social media.

### **PROM**

Dorchester Academy's Junior/Senior Prom is sponsored by the Junior Class and organized by a teacher prom committee. Juniors and seniors should complete the prom form (see Appendix) and submit it to the office at least two (2) weeks before prom. Invited guests must be in good standing at their high school or have graduated in good standing at their high school, be in the 8<sup>th</sup> grade or above, but less than twenty-one (21) years of age and not have been expelled from any school. The Head of School has final approval of prom dates. Students must be in attendance all day (as required by their schedule) the day before the prom in order to attend prom. Prom is a school function and all applicable rules, regulations and policies of Dorchester Academy as stated in the Policy Manual and Student Handbook apply to all DA students and invited guests. **All students and invited guests must arrive at Prom by 8:00 p.m.** Prom is held from 8:00 p.m. - 11:00 p.m. Students must enter prom and are not allowed to exit the prom facility. Purses, coats and jackets are subject to search by the designated chaperones or school designee at any time during prom. No food or drink will be brought by students into the prom. Waiters and waitresses must complete the prom form, be chosen from students in good standing and follow school policies. (All juniors must have paid their current dues to attend prom. All seniors must have paid their share of the class gift to attend prom.)

Should the students decide not to have the Prom on campus then there will be no need for class sponsors and class officers. No promotion of an off campus activity that is not approved by the administration shall be allowed. If there is no prom and money has been raised by class dues and or fundraisers that money will be used for the class gift.

## Health

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### MEDICATIONS

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

### LICE

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

### MEDICAL APPOINTMENTS

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

### INJURY/ILLNESS

Any injury or illness must be reported immediately by a student to the teacher in charge. The teacher will send for the appropriate personnel to assist the student. If necessary, the parent or guardian will be notified. In the event of a serious emergency, 911 will be called first, and then the parents will be notified. If the student must be transported to the hospital prior to the arrival of the parents, the Head of School or a representative of the school will accompany the student. (Teachers should file a Student Incident Report Form with the Nurse in case of injury on school property.) Any injury on school property should be reported immediately.

### SCHOOL INSURANCE

Dorchester Academy is required by the South Carolina Independent School Association to carry Catastrophic Insurance Coverage on all students registered at the school. Additional student insurance may be available for purchase by parents.

## **ATHLETIC POLICIES**

Dorchester Academy offers a complete athletic program for middle and high school students. We are extremely proud of our program. The Athletic Director organizes all athletic events, employs coaches, maintains all athletic facilities and supervises the athletic program. In addition to a varsity program, which competes in the South Carolina Independent School Association, there is also a junior varsity/junior high program. This allows our younger athletes to get adequate training and guidance prior to reaching the varsity level. B and C team programs are offered when participation allows. **Alcohol and smoking are prohibited on Dorchester Academy campus.**

**Athletes participating in sports are prohibited from driving themselves to an away game in which they will be playing. Any athlete (student) that does drive themselves to an away game will be ineligible to play in that event and/or the subsequent event.**

### **ELIGIBILITY**

**In order to practice or participate on any Dorchester Academy athletic team, the student must be a contracted student and have met the daily attendance requirement to be counted present for the day (a minimum of two blocks (three (3) hours—excluding lunch.) The only exception to this rule is bereavement of a parent/guardian, sibling or grandparent. Students must pass a physical examination and file a parent permission slip prior to participation in practice. Eligibility rules apply to all students.**

### **NO PASS-NO PLAY POLICY**

Junior varsity/junior high and varsity students must pass all courses to be eligible for sports at Dorchester Academy. Eligibility is determined by report card grades for mid-term and final grades for 8<sup>th</sup> – 12<sup>th</sup> graders and for 1<sup>st</sup> quarter, 2<sup>nd</sup> quarter, 3<sup>rd</sup> quarter and yearly averages for all other students. Students who fail a course may recover the course during summer school and regain eligibility. It is understood at Dorchester Academy that any student who is not eligible for athletics under the rules of the South Carolina Independent School Association may not play in any interscholastic contest including scrimmage games. Furthermore, a student who was not a member of the team in good standing at the time of the last game played in the season will not be eligible to play in any post season game such as an All-Star game, parent-student game or faculty-student game. Any questions regarding the policy for eligibility should be directed to the Athletic Director, who governs this policy.

### **SCISA CODE OF CONDUCT**

All student athletes, coaches and spectators are expected to follow the SCISA Code of Conduct at all athletic events. Any fines or fees levied against coaches or players for misconduct will be paid by the coach or player. (See the Dorchester Academy Athletic Handbook for more information.)



## **Special Projects/Clubs**

### **CLASS CLUBS**

The Head of School and the Board of Directors of Dorchester Academy must approve class sponsors. The junior class officers should submit options for class sponsors along with brief biographies (to include information about education, employment, and affiliation with Dorchester Academy) to the Head of School so that this information can be shared with the School Board prior to being approved. Class sponsors are required to have a background check in order to volunteer with our students. Class sponsors have the responsibility of assisting the class in preparation for prom and the senior class gift, attending club meetings, assisting with fundraising projects that are approved by Administration and offering guidance and support to all class members **in accordance with Dorchester Academy Board approved policy**. No class sponsor may conduct a Class Meeting during the regular school day without the permission of Administration. No special meetings may be held to exclude class members or sponsors. Class meetings should be scheduled before or after school hours or during lunch block. All classes must adhere to the Special Projects Policy Manual in regards to clubs/fundraising. Junior and Senior Clubs are not allowed to raise money for a class trip.

Class officers are voted on each May beginning with the 9<sup>th</sup> grade from contracted students for the next year, for the positions of President, Vice President, Secretary, Treasurer and Class Historian. Students who have had significant disciplinary action during the current school year can be prohibited from being elected to office and will be required to vacate the office should an offense occur that requires significant disciplinary action. (See Consequences on p. 16) Resignation or empty officer position: Vice President moves to President. For any other vacant office, a class vote is held. The school liaison (Administration) must be present at all school club meetings. The club should follow the school Special Projects Policy. Each club will be given the officer responsibilities and procedures information and Special Projects Policy during a meeting with their class sponsors. No money should be raised by clubs until the junior year. The only money which may be collected before the junior year is class dues. The junior class is charged with hosting the Homecoming Dance in the fall and the prom in the spring and with providing funds for their "senior gift" to the school. They can sponsor, with prior approval from the Head of School, two fundraisers outside of these two events. The "Junior Prom" for our younger students will not count as one of these fundraisers. The senior class may not sponsor fundraisers that use our school's name for any events or trips they may plan.

### **SCHOOL CLUBS**

The Administration selects sponsors for school clubs. The club sponsor has the responsibility of guiding the organization, assisting with the election of officers, attending all club meetings and assisting with special projects that have been approved by Administration.

#### **BETA CLUB**

##### **Junior Beta Club**

Students achieving high academic performance will be rewarded with an opportunity to join the Junior Beta Club (Grades 6<sup>th</sup> - 8<sup>th</sup>). Membership is determined based on the following requirements:

1. **Students must have a cumulative average of "90" in core content—Reading, English, Math, Science, Social Studies.** The GPA and the average are cumulative, not rounded, and based upon their previous school year's end of year average(s). The 6<sup>th</sup> grade eligibility is based on the end of year averages for 5<sup>th</sup> grades. The 7<sup>th</sup> grade is based on 5<sup>th</sup> and 6<sup>th</sup>. The 8<sup>th</sup> grade eligibility is based on the end of the year averages for 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> grades.
2. **Induction of the new members will be held during an Assembly.**
3. **Students must meet all other Beta Club participation requirements as set forth in the National Beta Club Constitution.** Students who have had an Administrative Disciplinary Review (refer to Administrative Discipline Plan) are not eligible to be inducted or participate in the Beta Club for a period of one (1) year from the time of infraction and must submit a written statement of remorse to the Beta Club sponsor prior to being reinstated. Members on probation may not vote or hold office. They are still required to attend meetings even if on probation.
4. **If a student's semester average falls below the unrounded cumulative average of "90", the student will be placed on probation.** The student will remain on probation until a cumulative semester average of unrounded "90" is gained at end of the next semester. If "90" is not gained at the end of the next semester, membership will be withdrawn. During probation, members may attend meetings, but may not vote or hold office.
5. **Eligibility status will be sent out to students before the drop/add period of the school year.**

#### **Senior Beta Club**

Students achieving high academic performance will be rewarded with an opportunity to join the National Beta Club (Grades 9<sup>th</sup> - 12<sup>th</sup>). Membership is determined based on the following requirements:

1. **Students must have a cumulative weighted GPA of a 4.0 (average of "90").** The GPA and the average are cumulative, not rounded, and based upon their previous school year's end of year average(s). For example, a 9<sup>th</sup> grader's eligibility is based on their 8<sup>th</sup> grade end of the year average. The 10<sup>th</sup> grade eligibility is based on the end of year GPA for 8<sup>th</sup> and 9<sup>th</sup> grades. The 11<sup>th</sup> grade eligibility is based on the end of the year averages for 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> grades. The 12<sup>th</sup> grade eligibility is based on the end of the year averages for 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grades.
2. **Induction of the new members will be held during an Assembly.**
3. **Students must meet all other Beta Club participation requirements as set forth in the National Beta Club Constitution.** Students who have had Administrative Disciplinary Reviews (refer to Administrative Discipline Plan) are not eligible to be inducted or participate in the Beta Club for a period of one (1) year from the time of infraction and must submit a written statement of remorse to the Beta Club sponsor prior to being reinstated.
4. **If a student's semester average falls below the unrounded cumulative average of "90", the student will be placed on probation.** The student will remain on probation until cumulative semester average of unrounded "90" is gained at end of the semester. If a "90" is not gained at the end of the next semester, membership will be

withdrawn. During probation, members may attend meetings, but may not vote or hold an officer position.

**5. Eligibility status will be sent out to students before the drop/add period of the school year. *Honors classes will be converted to a numerical average and not rounded.***

Additionally, Beta Club members must exhibit ethics and responsibility. Ethics includes integrity, good conduct and good moral character. Violating the ethics of the club may result in an immediate and automatic expulsion of the club as per the school discipline plan. Responsibility includes club dues, attendance at meetings as required by club by-laws and participation in club activities and functions. Failure to fulfill responsibilities will result in consequences ranging from probation to expulsion from the club.

Seniors with a cumulative 4.0 will receive Beta Club stoles at graduation.

#### FELLOWSHIP OF CHRISTIAN STUDENTS

Purpose: To promote Christian fruit by serving our school and community.

Open for membership in August each year. Club membership is unlimited. Students must be willing to attend club meetings and participate in club projects and activities. Students must abide by the NO PASS--NO PLAY POLICY and may not have had a disciplinary review with Administration.

#### INTERACT CLUB (SPONSORED BY THE LOCAL ROTARY CLUB)

Purpose: To sponsor monthly community service projects at the school, local, national, and/or international level.

Interact Club is open for membership in early September of each year. Club membership is unlimited. Students must be willing to attend meetings and participate in community service projects. Students cannot miss more than two (2) meetings. Students are divided into committees. Students must abide by the NO PASS--NO PLAY POLICY and may not have had a disciplinary review with Administration.

#### STUDENT GOVERNMENT

Purpose: To provide leadership opportunities for students.

Elections are held in 8<sup>th</sup> - 12<sup>th</sup> grades each September for two (2) class representatives and one (1) senator. Officers are elected in April for the following year. Additionally, one person from each grade may be chosen as an advisory committee. Students must attend meetings and abide by the NO PASS--NO PLAY POLICY and may not have had a disciplinary review with Administration.

#### YEARBOOK

##### SENIOR SUPERLATIVES SELECTION PROCESS

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The Challenger staff completes the senior superlative process.

##### MISS/MISTER CHALLENGER SELECTION PROCESS

The Challenger staff will hold an election of the high school classes to choose a male and a female representative for Miss & Mister Challenger by nominating a girl and a boy representative from each class. Class Representatives will be announced on Friday the week the voting takes place. Students should keep the following guidelines in mind when making their selection:

1. *Representatives should be in good academic standing.*

2. *Representatives should have completed at least two (2) years at Dorchester Academy.*
3. *Representatives should be active in school/community.*
4. *Representative may not have been previously featured on a Miss & Mister Challenger page.*
5. *Representatives are asked to take a picture on make-up picture day.*
6. *Representatives are asked to obtain a letter of recommendation and submit to the staff.*

## Other

### FACILITIES

The school insurance policy prevents the **presence of dogs** in the school facility or on school grounds. Please help us keep our facilities clean by taking all trash to trash cans after events.

### GYMNASIUM POLICIES

The Board of Directors has adopted the following gymnasium policies:

1. Authorization to use the gym must be cleared by the Head of School and the Athletic Director.
2. The Athletic Director will issue keys to all head coaches. The coaches must keep the gym locked unless in use.
3. Food and drink are allowed in the gym during home games if it is bought in the concession area. All trash should be placed in the receptacles provided. Ice may be used from the ice machine with the permission of the AD.
4. Smoking is prohibited in the gym at all times by order of the Fire Marshal.
5. **Tennis shoes must be worn while playing on the gymnasium floor.**
6. The gym may not be used for athletic or other activities unless the sponsor, coach or parent responsible for the activity is present. No running or playing in the gym without adult supervision.
7. No one is allowed on the stage, the locker room or in the dressing rooms unless a coach or teacher in charge of the activity has given permission.
8. Each coach is responsible for cleaning the gym. Maintenance supplies for cleaning will be provided by the school.
9. School maintenance personnel will thoroughly clean the gym floor and restrooms as needed.
10. No one is to touch the sound system except the Head of School, Athletic Director or his designee.
11. **There will be no "free shooting" on the basketball court during halftime of any game.**
12. The Head of School and/or the Athletic Director will enforce any rules not covered under this policy.
13. See Athletic Handbook for rental information of gym.

### SOLICITATION/DISTRIBUTION OF MATERIALS

No posters, handbills or printed material of any kind may be displayed, sold or distributed at anytime, anywhere on the Dorchester Academy campus without the Head of School's consent. No solicitation of any kind without prior consent from the Head of School.

### SUBSTITUTE TEACHERS

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

## **VOLUNTEERING**

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 and to maintain a professional attitude about responsibilities and confidentiality. 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 assistance with school clubs, athletics and/or other activities.

## **TRANSCRIPTS**

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

## **EMERGENCIES**

### **PROCEDURES**

Dorchester Academy has developed a Crisis Management Guide for the purpose of maintaining a safe school. A copy is available in the front office.

### **SCHOOL CLOSINGS**

In the event of an emergency school closing for inclement weather or any reason, the following stations will carry news regarding Dorchester Academy: **Channel 2-WCBD, Channel 4-WCIV, Channel 5-WCSC and various radio stations.** Every attempt will be made to post information on the school's website, [www.dorchesteracademy.org](http://www.dorchesteracademy.org) and on our Facebook page to notify parents and teachers of the most current information. Also, a message will be sent through school messenger to the contact number recorded in FACTS.

## **FUNDRAISING**

No fundraising projects may be instituted in the name of Dorchester Academy or her mascot name used in the same without the permission of the Head of School. The Head of School must approve all school events and school sales for fundraising activities. Please see *Special Projects/Clubs* section below.

## **GUIDANCE**

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

2. Schedule advisement and changes.
3. Testing services.
4. College and vocational counseling.
5. College visitation.
6. College catalogues and applications.
7. Scholarship and grant information.

8. College transcript preparation.
9. Referrals for Special Education Services (Psychological Testing; Vision and Hearing Screening; etc.).
10. Referrals for Unique Learning Plans (ULPs)
11. Referrals for mental health counseling

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

#### **LOST AND FOUND**

The lost and found accumulates a large supply of jackets, sweaters, backpacks, folders, etc. during the course of one (1) school year. Parents and students are welcome to come to the office before or after school to search for missing items. All items left at the end of each quarter are donated to charity.

**DORCHESTER ACADEMY**  
**MEDICAL HOMEBOUND INSTRUCTION AUTHORIZATION FORM**

**Dear Physician:**

Thank you for your dedication in keeping students in South Carolina healthy and progressing academically and socially in the regular school environment to the extent that is appropriate. The below named student and his/her parent, legal guardian, or surrogate parent has requested that the Dorchester Academy provide medical homebound instruction due to the student's inability to come to school as a result of an illness, accident, or extenuating circumstance approved by the Administration. A school representative may contact you to discuss strategies to maintain the student in the school environment and to request additional information. The Head of School or his/her designee must approve any student participating in a program for medical homebound instruction or hospitalized instruction. Please fully complete Section II as indicated.

**SECTION I – STUDENT INFORMATION:** (To be completed by school district personnel)

Student's Name:	Date of Birth:	Age:	Grade:
School:	School Year:	Is this student classified as disabled?	
Student ID#:		Yes <input type="checkbox"/> No <input type="checkbox"/> Area of Disability: _____	
Last Date of Pupil Attendance: ____/____/____ Number of Absences to Date: _____			
Does the student currently have an Attendance Intervention Plan (AIP)? Yes <input type="checkbox"/> No <input type="checkbox"/>			

**SECTION II – MEDICAL INFORMATION:** (To be completed by a *licensed physician*)

Diagnosis of condition that <u>prevents</u> school attendance: (Attach additional information if needed)			
How does this medical condition impact educational performance? Would this student be able to attend school if accommodations were made? (i.e. elevators, rest periods, shortened day, extra time between classes). If so, please explain:			
Treatment Plans: (Please include details, i.e.; medication, counseling schedule, etc., concerning your plans for returning the student to school) (Attach additional information if needed)			
Beginning date of nonattendance: ____/____/____ Ending date of nonattendance: ____/____/____			
<b>***Maximum approval period is 9 weeks *** (Extension requests will require submitting a new form.)</b>			
____ I certify that the above student cannot attend school because of illness, accident, or pregnancy, even with the aid of transportation but may profit from instruction given in the home or hospital as of this date.			
____ I certify that the above student needs to be placed on <b>Intermittent Medical Homebound</b> . The student is required to attend school a minimum of fifty percent (50%) of the time when placed on intermittent medical homebound.			
<b>* INTERMITTENT SERVICES – Physician excuse will be required stating reason student was absent for each date absent under intermittent homebound. Physician excuse due within 3 days of return from absence.</b>			
Date:	____/____/____	Phone #:	____
Address:	____		
Printed Name:	____	Physician's Signature:	____



**SECTION III – RELEASE:** (To be completed by parent/guardian or by student, if eighteen or older)

I authorize the release of medical, educational, or mental health information to school officials.

\_\_\_\_\_  
Signature of Parent/Legal Guardian/Surrogate Parent (or student if eighteen or older):

Date:

\_\_\_\_/\_\_\_\_/\_\_\_\_

**SECTION IV – AUTHORIZATION:** (To be signed and dated by the District Superintendent or Designee)

I approve the above request and I am forwarding this request to the District Superintendent or Designee for authorization. I understand that this medical condition may qualify the student as a student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act and that a referral to these processes will be made, if needed. If the student is already covered under either of these Acts, the student's team will meet to review and/or revise the student's 504 Plan or IEP to address his/her change in educational needs.

\*Approved \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ (long term requests subject to 45 days renewal/review) \*  
Not approved

Superintendent's or Designee's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Dorchester Academy

## Prom Procedures

### 1. Invited Guests:

Prom dates who are not Dorchester Academy students must

- Provide along with the attached and completed from a copy of a driver's license that shows them currently to be less than 21-years of age and have that driver's license in their possession at the prom.
- Minimum grade for a prom date is 9<sup>th</sup> grade.
- Provide high school information in advance so that the Dorchester Academy Head of School can contact the other school to verify that the guest is either a student or graduate in good standing.

### 2. Prom Forms: Prom Forms must be turned in at least one week before the date of prom.

3. **School Attendance:** Students must be in attendance the full day (as required by their schedule) for the last day of school before the prom in order to attend prom.

4. **Prom Rules:** Prom is a school function and all applicable rules, regulations, and policies of Dorchester Academy as stated in the policy manual and Student Handbook including our "No Tolerance" policies apply to all DA students and invited guests. A law enforcement officer will be on the premises during prom with a breathalyzer in the event one is needed.

5. **Prom Night:** All students and invited guests must arrive at Prom by 8:00. Prom hours are 8:00-11:00. Students must enter prom by 8:00 and are not allowed to exit the prom facility until they are ready to leave for the night. Re-entry will not be allowed. Students and their belongings are subject to search. No food or drink will be brought by students into the prom.

6. **Waiters/Waitresses:** Waiters and waitresses must be at the prom facility by 7:00. They will assist students at the beginning and end of the processional line and make sure food is kept on the tables and trash is picked up.

## **PROM**

### **Dorchester Academy**

234 Academy Road  
St. George, SC 29477  
Phone: (843) 563-9511  
Fax: (843) 563-4764  
[www.dorchesteracademy.org](http://www.dorchesteracademy.org)

*This form must be completed in pen and returned to the office 2 weeks prior to prom.*

**To be completed by Dorchester Academy Student:**

Dorchester Academy Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

DA Student's Cell: \_\_\_\_\_ DA Parent's Cell Phone: \_\_\_\_\_

I, \_\_\_\_\_, agree to obey all rules and regulations set forth by Dorchester Academy concerning student attendance at extracurricular events.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the Dorchester Academy Prom Guest:**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Student's Cell: \_\_\_\_\_ Parent's Cell Phone: \_\_\_\_\_

Current School: \_\_\_\_\_ Grade/Year of Graduation: \_\_\_\_\_

School Phone Number: \_\_\_\_\_

I, \_\_\_\_\_, agree to obey all rules and regulations set forth by Dorchester Academy concerning student attendance at extracurricular events. I further state that I am a current student or graduate in good standing at the above noted school. I am attaching a copy of my driver's license and promise to have it in my possession at the prom.

Guest's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **SPECIAL PROJECTS POLICY**

**Philosophy:** The Dorchester Academy Board of Directors is dedicated and devoted to the preservation of the Academy's academic programs. The Board recognizes that there is also significant value in extracurricular activities, but that these should never jeopardize the student's total concentration to school academic activities.

**Objective:** The objective of this policy is to provide guidance and to establish rules and regulations to govern and limit the number of fund raising projects held annually by organizations affiliated with DA.

**Governing Body:** The Governing Body of this policy is the Board of Directors.

**Applicable To:** This policy applies to all extracurricular fund raising activities, clubs, groups, etc. outside the normal classroom efforts including Class Clubs, PTO and Booster Club.

### **Policy:**

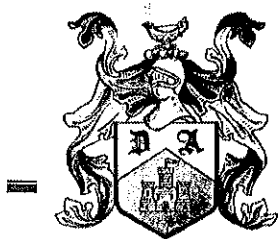
1. **Approval and Scheduling:** The policy requires that the Head of School approve all events and projects prior to scheduling the event. The Head of School is given the authority to authorize the event and later inform the Board of Directors. The Head of School will be responsible for a master calendar and must approve the date of all events. This is to prevent duplicating fundraisers by two or more different organizations at the same time.
2. **Preapproved Events and Activities:** A list of fundraisers will be approved annually by the Head of School.
3. **Facility Usage Fee:** There will be no fee for usage by any DA-affiliated organization. Any group using facilities will clean the facility after each event to the satisfaction of the Head of School or a \$150.00 fee will be implemented.

### **Class Dues Policy:**

1. **Collection:** Traditional class dues are collected to fund a school gift and prom. Class officers are voted on in the 4<sup>th</sup> quarter of 9<sup>th</sup> grade from contracted students. Classes may elect to use these funds for a **school sponsored** senior trip held **before** graduation. Class dues begin in the 10<sup>th</sup> grade, class members should vote on the amount to be collected. Fundraisers and dues are used to provide a Junior/Senior prom along with a school gift. Students are required to fund the prom or they will not be allowed to attend. The Class Treasurer and/or sponsors are responsible for depositing money and reporting accurate monthly financials. This report must be itemized to include:
  - Dues collected
  - Income and Expenses from projects
  - Balance in bank account
2. **Refund:** In the event a student leaves DA, all funds invested by that student in class dues, minus the expenses already deducted for prom and school gift, will be refunded; however, if the consent form for the school sponsored Senior trip is signed, absolutely no funds, including class dues, will be refunded. All monies raised by the student will revert back to the class account. All monies derived from class fundraising belongs to the class and not to the individuals. If funds remain in a class account at the end of the senior year, the funds will be either divided equally among the students; remain as a perpetual class account; or immediately donated to a nonprofit 501(c)(3) organization such as DA. This determination should be by a majority vote of the class by written ballot.

### **Organizations and Classes:**

1. **PTO:** This group's projects and events benefit DA as a whole. Therefore, the group is given 1<sup>st</sup> priority on all events.
2. **Booster Club:** This group's projects and events benefit the Athletic Program at all grade levels; therefore, the group is given 2<sup>nd</sup> priority on all events.
3. **Senior Class:** The class will have sponsors consisting of two couples, both of which must be approved by the Board of Directors and the Head of School. The sponsors will be responsible for the supervision of all class fundraising events. The Senior Class is responsible for funding the Senior Class Gift and will be given 3<sup>rd</sup> priority on all events.
4. **Junior Class:** The same rules applicable to the Senior Class apply to this class. The Junior Class is responsible for funding the Junior/Senior Prom.



# DORCHESTER ACADEMY

A College Preparatory School

EST. 1966

## Request to Address the Board of Directors

### NOTICE

**Due to their sensitive nature, comments or complaints about personnel or individual students will only be heard in Executive Session. Additionally, other topics you wish to address may only be appropriate for Executive Session. In such instances, the BOD will determine if your comments are appropriate for open session and will notify you accordingly.**

Any complaint about Dorchester Academy, including instruction, discipline, personnel policy, procedure or curriculum, should be referred through proper administrative channels before it is presented to the board. All complaints should be resolved through proper channels in the following order:

1. Teacher or Staff Member
2. Administration
3. Board of Directors

If these channels have been exhausted, this form should be filled out and e-mailed to [boardofdirectors@dorchesteracademy.org](mailto:boardofdirectors@dorchesteracademy.org) at least 24 hours prior to the next scheduled board meeting.

The Board of Directors follows a written agenda, a copy of which is available to assist you in participating in the meeting.

If you have indicated on this form your desire to speak, at the appropriate time, the Chair will announce your name.

You will have the floor for a maximum of 3 minutes.



# DORCHESTER ACADEMY

A College Preparatory School

EST. 1966

The Board of Directors encourages input from the stakeholders. If you want the Board to receive more information than time permits, please reduce your concerns to written form and send them to the provided e-mail. Written Comments must include name, address, and telephone number.

All individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chair.
2. Identify oneself and be brief. Comments shall be limited to 3 minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 3 minutes.
3. The Board Chair may shorten or lengthen an individual's opportunity to speak. The Chair may also deny an individual the opportunity if the individual has previously addressed the Board on the same subject within the past two months.
4. The Board Chair shall have the authority to determine procedural matters regarding participation from other attendees.
5. Be respectful, be patient, do not make threats or rude comments, limit side conversations, silence cell phones, please listen while others speak and do not interrupt.



# Dorchester academy

A College Preparatory School

EST. 1966

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Steps Taken to Resolve Grievance: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





## **TECHNOLOGY ACCEPTABLE USE POLICY**

**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 always be followed when using school electronic devices:

- 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.
- Anyone found tampering or vandalizing computers/networking equipment will be held responsible for damages.
- It is unlawful to record someone without their permission; teachers or 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, Google Docs, 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.
- Students will be required to sign the Chromebook Agreement in the case they would be checked out.

**Dorchester 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.**



## DORCHESTER ACADEMY ALMA MATER

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

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

(Composed by Mrs. Miriam Berry Jordan)