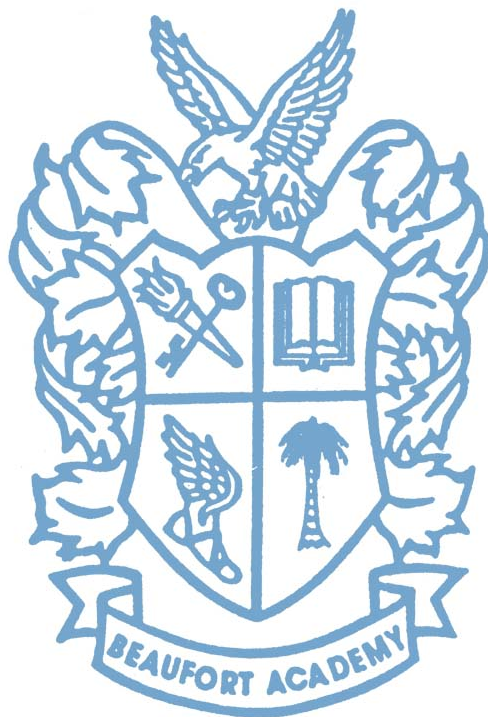


THE BLUE BOOK



The Parent and Student Handbook Beaufort Academy 2009 - 2010

Memo from the Board of Trustees

This handbook is intended for quick use by students, parents, faculty, administration and others. A more detailed treatment of many issues contained herein, as well as a discussion of other issues, may be found in the Board of Trustees' *Policy Manual* and *By-Laws*. Readers of this handbook should review the *Policies* and *By-Laws*. Reference copies of these documents are located in the school library.

Also, parents are reminded that the relationship between the school and its client families is a contractual agreement governed by the terms of the enrollment contract.

THE MISSION OF BEAUFORT ACADEMY

Beaufort Academy is a community of learners in pre-kindergarten through grade 12. It is an independent, coeducational college preparatory school that serves able students who are motivated to realize their true potential. The Academy is committed to developing the whole person within the framework of the Judeo-Christian tradition. Committed teachers promote honesty, integrity, and respect, while guiding students through a demanding curriculum. Beaufort Academy seeks to inspire in each student a sound sense of responsibility to the community and the environment, with the ultimate goal of instilling in its students a desire for life-long learning and achievement. (Revised, April 2003)

SCHOOL PHILOSOPHY AND GUIDING PRINCIPLES

At Beaufort Academy, students will find themselves immersed in a professional learning environment grounded in the foundations of the Judeo-Christian traditions where staff, parents, and students strive toward the embodiment of core values.

Intellect is the first priority in the development of our students. Academic activities will encourage curiosity, engage multiple learning styles, and promote inquiry while building upon the students' confidence to thrive at any institution of higher education. Small classes are part of the daily learning experience in order to promote individual attention, and the curriculum is designed to offer each student the opportunities and tools to identify and develop his or her unique talents and abilities.

Intellectual inquiry and academic activities are provided in a safe atmosphere based on respect for self, others, the campus community, the Beaufort community, and the environment. We expect each student to reflect the highest standards of integrity in their approach to academic endeavors, co-curricular and extracurricular activities, and their interactions with others.

Beaufort Academy students will learn the importance of leadership in classrooms and on fields, courts, and stages. Likewise, they will demonstrate leadership in their churches, through community service, and in their general demeanor on and off campus.

As a learning community, the Academy expects continual growth and self improvement. Open and honest conversation and written communication are important tools to assist with learning and development. All stakeholders are presumed to interact with in a spirit of continuous improvement.

ACCREDITATION AND SCHOOL AFFILIATIONS

Beaufort Academy is fully accredited by the Southern Association of Independent Schools (SAIS) and the Southern Association of Colleges and Schools (SACS) and is a member of the following organizations:

- The South Carolina Independent School Association (SCISA)
- The Palmetto Association of Independent Schools (PAIS)
- The Southern Association of Colleges and Schools (SACS)
- The Southern Association of Independent Schools (SAIS)
- The National Association of Independent Schools (NAIS)
- The College Board (School Code 410118)
- The National Association of College Admission Counselors (NACAC)
- The National Association of Secondary School Principals (NASSP)
- The Mid-South Independent School Business Officers Association (MISBO)
- American Secondary Schools for International Students and Teachers (ASSIST)
- South Carolina Association of Non-Profit Organizations (SCANPO)

TAX EXEMPT STATUS

Beaufort Academy is tax exempt under Internal Revenue Code 501 (c) (3). All donations, bequests, and gifts to the school are deductible under IRS guidelines.

THE BOARD OF TRUSTEES

A volunteer, self-perpetuating board of trustees is the governing body for the school. The Board sets overarching policies and holds ultimate financial and fiduciary responsibilities. The Board is composed of alumni, parents, and friends of Beaufort Academy. The elected president of the Parents Association is also a member of the Board.

THE SCHOOL ADMINISTRATION

The Board of Trustees employs the Headmaster, who is responsible for the operation of the school. The Headmaster hires and supervises all other school personnel and is the chief executive officer of the school. The School's administrative staff includes the following personnel:

- The **Director of Teaching and Learning** oversees curriculum and instruction, ensures high quality learning experiences for students, individual student compliance with performance standards, assists the headmaster regarding professional development and evaluation of personnel, and advises the headmaster in matters related to the school's accreditations.
- The **Director of Finance and Operations** is in charge of financial transactions and parent accounts, all business and insurance matters, facilities improvement, subcontracts, and other matters related to the general operations of the campus.
- The **Director of College Placement** helps students and parents with college selection and application, as well as scholarship searches and other details of the college placement process.
- The **Registrar, Technology Coordinator, and Director of Standardized Testing** manages all technology services to include scheduling and grade reporting functions, academic records, verification of graduation requirements and manages on-campus standardized testing.
- The **Admissions and Development Department** handles enrollment inquiries, including entrance testing and the obtaining of complete records and transcripts, directs the school's fundraising and external relations including Alumni affairs.
- The **School Receptionist and Attendance Secretary** maintains attendance and health records.
- The **Director of Athletics** oversees the athletic and physical education programs and is responsible for all athletic competitions and the use of all athletic facilities.
- The **administrative staff** supports the students and the faculty and facilitates communication with the parents. Parents and students are encouraged to contact members of the administration whenever one of them can be of service.

THE PARENTS ASSOCIATION

All parents of students at Beaufort Academy are members of the Parents Association. Meetings of the Parents Association are held regularly during the school year. The Parents Association seeks to provide support for the school's programs, both financial and otherwise, and, in an auxiliary capacity, keeps parents abreast of school matters. Fundraising activities are conducted throughout the year and all parents are encouraged to participate. The Parents Association also serves to enhance understanding of the school's mission and programs and to promote parent education programs.

PARENT VOLUNTEERS

The school welcomes and appreciates parents who wish to help with academic or co-curricular programs. Parents may volunteer their time through the Parents Association or by contacting the teachers or the heads of the three school divisions. Parent volunteers are recognized each year in the following ways:

- The Pat Calhoun Award is presented annually at the spring awards banquet to recognize a volunteer who has contributed significantly to the school's athletic programs. The recipient is selected by vote of the coaching staff.
- The Parent Volunteer Award is also presented at the awards banquet. The winner of this award is determined by vote of the faculty.

ADMISSIONS POLICY AND NON-DISCRIMINATION STATEMENT

The Beaufort Academy accepts qualified students of any race, religion, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, or national/ethnic origin in administration of its educational policies, financial aid programs, or athletic and other school-administered programs.

Admission decisions are individually determined and are based upon students' academic records, assessment scores, and personal interviews. The number of students and other characteristics of a particular class are also considered in making admissions decisions.

As an independent college preparatory school, Beaufort Academy reserves the right to deny admission or counsel away any student at any time when it determines that it cannot adequately serve that student.

FINANCIAL AID

Recognizing that an independent school education is not affordable to many families, the Trustees set aside a certain amount of funds each year for financial aid. Qualification is determined by parents submitting a confidential financial report to the *School and Student Service for Financial Aid*, an agency of the National Association of Independent Schools. The following stipulations apply to the financial aid program:

- Aid generally does not exceed 50% of the tuition. All families are expected to contribute to the education of their children, and must pay all appropriate fees and the capital assessment per year for five years or, if less than five years, the number of years their children attend the school.
- Returning students in good standing who demonstrate financial need have priority over new applicants for financial aid.
- Parents must submit a report to the School and Student Service for Financial Aid each year, if they wish to continue to receive assistance.

PARENT-SCHOOL COMMUNICATIONS

When parents have questions, concerns, or comments, they are invited to contact the appropriate person at the school. Usually, questions and concerns should start with the teacher involved. If parents have spoken with the teacher and not reached a satisfactory conclusion, they should contact the Director of Teaching and Learning or the Headmaster. Families are encouraged to make appointments to see the Headmaster after school hours (3:30 P.M. to 6:00 P.M.) unless there is a situation demanding urgent attention.

PARENT CONFERENCES

Parent-teacher conferences are scheduled following the first grading period for students in the Lower School. Throughout the school year, parents are encouraged to contact the appropriate teacher to schedule a conference at any time they believe it would be beneficial.

SCHOOL COMMUNICATION and ACADEMIC CALENDAR

The academic year consists of thirty-six weeks divided into two semesters with first semester concluding prior to the Winter Holiday. Each semester is divided into two terms. The last week of each semester is dedicated to exams in the middle and upper schools. Also, please visit <http://www.beaufortacademy.org> to view the academic calendar and other special announcements.

Although the Beaufort Academy website is the primary hub of information and vehicle for communication with families, the main office also maintains a computer database of mailing addresses. If you change email address, postal address, or telephone number, please contact the school receptionist with the updated information.

TRAFFIC, PARKING, AND PICKING UP/DROPPING OFF STUDENTS

Traffic flow on campus is one-way and parents should use the main entrance on the south end of the campus. Parking is restricted to marked spaces. Parents are welcome to park in the designated visitor spaces. PLEASE DRIVE SLOWLY AND CAREFULLY!

At the kindergarten building, parents are encouraged to drop off and pick up their child(ren) at the door; however, cars should not be left unattended in the driveway.

Students in grades 1-4 should be dropped off and picked up at the gate, beside the 100 building. Parents are encouraged to allow lower school students to walk to their classrooms by themselves as this contributes to their sense of accomplishment and helps them begin assuming personal responsibility. Also, parents should be prompt in picking up lower school children at dismissal time because young children become apprehensive when left waiting even for a few minutes. Lower school teachers monitor afternoon pick-up and parents should refrain from engaging teachers in conversation while they are on gate duty.

Students in grades 5 and above should be dropped off and picked up on the front of the campus near the flagpole or on the sidewalks beside the gym.

When picking up students before normal dismissal times, parents should report to the main office and ask a member of the school staff to have the student sent to the office. Parents should not send others to pick up children without advance notice for the school staff. School personnel are instructed to not allow students to leave with anyone other than a parent unless proper notification is given.

Students who walk or ride bikes to and from school should be instructed by parents to use every precaution when crossing the highway. No crossing guard or other supervision of students is provided by Beaufort Academy regarding students walking or riding bikes to and from school.

No lower or middle school student is allowed to be on campus after dismissal without parent supervision unless the student is involved in a school sponsored activity supervised by school personnel. At 3:15, Lower School students who have not been picked up will be sent to After Care in the K Building and a fee will be charged. Parents of older students, who are not picked up, will also be required to pay for supervisory services as warranted.

SCHOOL TIMES

The normal school-day times are as follows:

Kindergarten	8:00 to 2:45	Monday through Friday
Grades 1 – 4	8:00 to 3:00	Monday through Friday
Grades 5 – 8	8:00 to 3:20	Monday through Friday
Grades 9 - 12	8:00 to 3:20	Monday through Friday

Alterations in this schedule may occur from time to time during the school year.

ATTENDANCE

Students in all divisions are expected to attend school on a regular basis. Irregular attendance is disruptive to students' academic progress. Students who are sick and/or contagious should not be sent to school, and parents are strongly encouraged to be vigilant in regard to their children's attendance. While the school realizes that there will be unusual circumstances that arise from time to time, parents are asked to coordinate family trips, vacations, etc. with the school calendar. Any questions concerning anticipated absences should be directed to the headmaster at the parents' earliest possible opportunity.

Absences that might be deemed frivolous and/or lacking advance permission fall under the category of **unexcused** absences and, as such, could be subject to academic penalties that deny credit/make-up opportunities for work missed during the period of absence. **Excused** absences shall permit a student to make-up assigned work missed during an absence. In cases of absences of three days or less for illness, a parent or legal guardian's note will generally suffice. Excessive absences (ten or more in a single academic year) may jeopardize a student's academic standing as well as the integrity of the institution. In such cases, the school shall arrange a meeting with the student's parents to devise courses of action to resolve attendance issues.

DISMISSALS

All students are required to be on the campus and attend all classes, assemblies, study periods, and other meetings during regular school hours. The ability to leave campus during study periods or any other designated time is an earned privilege reserved for seniors only and will be recalled through the Headmaster or his designee if the cause arises. Parents should expect the school to verify notes of dismissal for a student even for a legitimate medical appointment, and appropriate documentation is required. Prior to leaving campus for a medical appointment, a student must present a note from his/her parent/guardian to and sign-out with the attendance secretary. Upon returning to school from the medical appointment, a student must present written verification from the medical professional and sign-in with the attendance secretary. **Any student leaving or returning to campus must follow the sign-out/sign-in procedures with the attendance secretary.**

Under no circumstances should a student leave the campus with another student during the course of the school day without written permission from the parent/guardian of both students and telephone verification by the attendance secretary.

MEDICAL FORMS

The State of South Carolina requires each student to have on file a *South Carolina Certificate of Immunization*.

Students in grades five through twelve must have on file the appropriate SCISA physical exam form in order to participate in interscholastic sports.

Parents must sign an *Emergency Medical Release Form* for each student so that school personnel can seek emergency treatment if necessary.

Parents must sign a release if students are to be allowed to receive Tylenol-type medications.

MEDICAL CONDITIONS/MEDICATIONS

Students who are ill must not be brought to school. Because the school does not have an infirmary, a child who becomes sick at school must be picked up as soon as possible after the parent has been notified by the school office. Students must be fever free and symptom free for 24 hours before returning to school.

If medications are to be taken at school, a parent should appear in person to provide written instructions and explain the circumstances to the classroom teacher and the nurse if in lower school, or the nurse if in middle or upper school. Students may not carry and administer their own medications. Special exceptions will be considered in rare situations and with the written directive of a medical professional and approval of the headmaster and school nurse.

A student whose emotional or medical condition, in the opinion of the headmaster, could be disruptive of the normal educational process may be asked to leave school until the condition is no longer deemed to be potentially disruptive.

In the event that a student is believed to have a serious communicable disease, the Headmaster must be promptly notified of the diagnosis and kept informed about the progress of treatment. In this event, the school reserves the right to evaluate its response on a case-by-case basis with professional advice. The school will make every effort to protect the identity and the right of privacy of all individuals when it receives information from any source; however, the school must exercise prudence for the health and well-being of the school community.

DISCIPLINE SYSTEM

Each member of the school community must assume responsibility for his or her own actions and must conform to the rules established by the school, as well as the laws of society and the traditional ideals of preparatory schools. Respect for each person is essential. Students are expected to be punctual and to take responsibility for their own appearance and that of the school campus. Disrespectful, abusive, or disruptive behavior is unacceptable. Behavior standards apply both on and off campus. The school reserves the right to implement disciplinary actions whenever it is deemed necessary by the administration.

In the *Lower School*, discipline is handled by the classroom teachers. In extreme cases, disciplinary matters will be referred to the school administration.

The *middle school* years are often marked by a period of accelerated maturation and development. The responsibilities for reinforcing positive and productive behavior and disciplining inappropriate or counterproductive behavior are shared between the classroom teachers and the school administration. The Headmaster will address chronic and serious disciplinary issues in the *upper and middle school* grades. In the middle and upper levels, progressive disciplinary steps include parental phone calls, parent meetings, detention, consequences designed to correct behavior, and suspension. Actively maintaining a safe and healthy school environment, an atmosphere of mutual respect, and a high regard for academic integrity are leading factors when imposing disciplinary consequences.

At any grade level, major disciplinary infractions including, but not limited to, vandalism, fighting, possession or being under the influence of alcohol or other controlled substances, possession of a weapon, aggravated insubordination, or endangering the safety of others, may result in permanent dismissal from the school. Dismissal may also result from continued refusal to obey the rules of the

school, or when a student's activities out of school are determined to be potentially detrimental to the school or student body. In the event that a local, state, or federal law is broken, the school will engage appropriate authorities as necessary.

While it is not the intention of the school to monitor student conduct during non-school times, the school reserves the right to make its own investigation of incidents involving enrolled students and to determine whether continuation of the student's attendance is in the school's best interest. The administration may suspend or dismiss a student for actions made on or off campus that reflect unfavorably upon the school.

ALCOHOL/DRUGS

Any student determined to be consuming, under the influence of, and/or in possession of alcohol or illegal drugs/controlled substances (including drug paraphernalia) on the Beaufort Academy campus or at a BA sponsored activity will face severe disciplinary consequences that could include dismissal.

ACADEMIC HONESTY

It is a fundamental assumption that any work presented by students will be their own. Cheating on a test, project, homework assignment, or examination includes any case of assistance sought, received, or offered without the prior approval of the teacher. It also includes possession or viewing of notes or other materials which could give the student an unfair advantage. Academic dishonesty is considered a breach of trust punishable by severe academic consequences or dismissal.

Plagiarism is a form of cheating. It is defined as borrowing someone else's words, ideas, or facts and passing them off as one's own. Failure to properly credit the source of those words, ideas, or facts constitutes an act of plagiarism.

Note: Unless specifically permitted by the teacher and with the exception of foreign language dictionaries, the use of online and mechanical foreign language translators constitutes an academic violation.

As evidence of our commitment to individual integrity, each student is required to write the words "Honor Pledge" and sign his or her name on assignments which will receive a grade from the teacher. This symbolizes adherence to the honor code which states, "I pledge that the work turned in is mine alone and that no inappropriate help in any form was given or received."

Students in grades 5-12 may be asked to sign an honor pledge form in the presence of the Headmaster or his designee. This form indicates that the student understands and respects the school's honor system and will abide by its intent.

The school is in the planning processes for the establishment of an **HONOR COUNCIL** to review matters where academic honesty may have been compromised. The school administration will continue to work with student leadership toward this end.

DRESS STANDARDS

The foundation of Beaufort Academy's Upper dress code lies in what is age appropriate for the business of school. Upper School students are given greater freedom with regard to dress, and given this responsibility, it is the expectation of the school that students understand what is appropriate. Dress standards are a reflection of the mission and values of Beaufort Academy and cultivate a climate of discipline and responsibility within the school community. Furthermore, these standards will instill valuable lessons of professionalism. The school expects students to present a neat, clean appearance at all times and will enforce standards of attire and personal grooming.

The following guidelines are by no means comprehensive or all-inclusive. All school clothes should be clean, appropriately sized, in good repair (no holes, patches, excessively long, or ragged hems). Student appearance that is a poor example for other students or reflects negatively on the school and is disruptive of the educational process will not be tolerated. **Upon arrival to campus and throughout the academic day, students are expected to remain in dress code.** Students who violate the dress code in ways which cannot be immediately rectified will be sent home for the day, with unexcused status, and will not be allowed to participate in extra-curricular activities that afternoon or evening. Final judgment of acceptable attire and personal appearance rests with the administrative team.

The following are always unacceptable for all BA students: headgear in any building, chains, tattoos (temporary or real), body piercing, strapless tops, slogans or commercial logos, spandex, tight-fitting knits, off-the-shoulder shirts, oversized or baggy clothes, athletic shorts, and beachwear. Girls may not have more than 2 earrings per lobe. Boys are not permitted to wear earrings. No facial hair is permitted. No student is permitted to have hair which obscures the eyes. Hair styles or colors which cause a disruption to the learning environment will not be permitted.

LOWER SCHOOL – GIRLS' ATTIRE

Shirts must be solid white, navy, or Columbia blue with sleeves (polo, turtleneck, oxford) and tucked in.

Pants must be hemmed khaki or navy twill and worn at the waist with a belt if loops are present (belt optional in pre-K through 1st grade only).

Shorts must be hemmed khaki or navy twill and worn at waist with belt if loops are present (belts optional in pre-K through 1st grade only).

Skirts/Skorts must be hemmed khaki or navy twill and worn at waist with belt if loops are present (belts optional in pre-K through 1st grade only).

Dresses must be solid white, navy, or Columbia blue and hemlines should be no shorter than 3" from the top of the knee.

Jumpers must be khaki or navy twill.

Sweaters and Sweatshirts must be solid white, navy, or Columbia blue with BA logo or small manufacturer logo. They can be a v-neck cardigan, crewneck, or vest style.

Shoes are required with back strap and closed toe. (please note- athletic shoes are preferred)

LOWER SCHOOL – BOYS' ATTIRE

Shirts must be solid white, navy, Columbia blue (polo, turtleneck, oxford) and tucked in at all times.

Pants must be hemmed khaki or navy twill and worn at waist with a belt if loops are present (belt optional in grades pre-K through 1st grade only).

Shorts must be hemmed khaki or navy twill and worn at waist with belt, if loops are present, Bermuda types (belts optional in pre-K through 1st grade only).

Sweaters and Sweatshirt must be solid white, navy, or Columbia blue with BA logo or small

manufacturer logo. They can be v-neck cardigan, crewneck, or vest style. A collared shirt must be worn underneath.

Shoes are required with back strap and closed toe. (note- athletic shoes are preferred)

MIDDLE SCHOOL- GIRLS' ATTIRE

Shirts must be a solid color and present a positive, respectful appearance; shirts with shirrtails must be tucked in. At no time may the midriff be exposed. Blouses and shirts not designed to be tucked in must pass the raised hands test. (When hands are raised above the head, no midriff is exposed.) Necklines must be modest. Other than BA logos, only small logos are allowed. (Collars are not required.)

Sweaters, Sweatshirts, and Fleeces must be a solid color. A BA logo or small manufacturer logo is permitted. A solid color, collared shirt must be worn underneath.

Pants, Capris, Shorts, Skirts, Skorts, and Jumpers must be navy, khaki, or white and hemmed. The hem of shorts, skirts, skorts, and jumpers should fall no higher than 3 inches above the knee. If loops are present, a belt must be worn. No denim; the opportunity of wearing denim for special occasions or during the week is an earned privilege.

Dresses must be a solid color. The hem of a dress should fall no higher than 3 inches above the knee. Sheer material and deep v-neck dresses are not permitted.

Shoes must have a closed back and be appropriate and safe for all school activities (no flip flops, high heels, etc.).

Outerwear may be necessary due to weather conditions, students are asked to remove outerwear in the classroom setting.

MIDDLE SCHOOL- BOYS' ATTIRE

Shirts must be a solid color. Polo, turtleneck, oxford, and similar collared shirt styles are acceptable while tee-shirts are not acceptable. Other than BA logos, only small logos are allowed. Shirts must have collars and must be neatly tucked in.

Sweaters, Sweatshirts, and Fleeces must be a solid color. A BA logo or small manufacturer logo is permitted. A solid color, collared shirt must be worn underneath.

Pants and Shorts must be navy, khaki, or white and hemmed. The hem of shorts should fall no higher than 3 inches above the knee. If loops are present, a belt must be worn. No denim; the opportunity of wearing denim for special occasions or during the week is an earned privilege.

Shoes must have a closed back and be appropriate and safe for all school activities (no flip flops, etc.).

Outerwear may be necessary due to weather conditions, students are asked to remove outerwear in the classroom

UPPER SCHOOL- GIRLS' ATTIRE

Tops must present a positive, respectful appearance; shirts with shirrtails must be tucked in. At no time may the midriff be exposed. Blouses and shirts not designed to be tucked in must pass the raised hands test. (When hands are raised above the head, no midriff is exposed.) Necklines must be modest. Collars

are not required.

Pants and shorts must be hemmed and traditional in cut/style. Hems of Shorts should fall no higher than 3 inches above the knee. No denim; the opportunity of wearing denim for special occasions or during the week is an earned privilege.

Skirts and Dresses must be no shorter than 3 inches from the top of the knee. No denim; the opportunity of wearing denim for special occasions or during the week is an earned privilege.

Shoes must be appropriate and safe for school (no flip flops, flimsy sandals, etc.). Shoes are not required to have a back.

Sweatshirts/Sweaters/Fleeces Should be solid color with only BA, collegiate or small manufacturer logos.

Outerwear may be necessary due to weather conditions, students are asked to remove outerwear in the classroom setting.

UPPER SCHOOL- BOYS ATTIRE

Shirts Polo, turtleneck, oxford, and similar collared shirt styles are acceptable while tee-shirts are not acceptable. Shirts must have collars and must be neatly tucked in. Henley collars are unacceptable. Other than BA logos, only small logos are allowed. Shirts must be long enough to remain tucked in throughout the day.

Pants and Shorts must be worn at the waist with a belt. All pants and shorts must be hemmed and traditional in cut/style. No denim; the opportunity of wearing denim for special occasions or during the week is an earned privilege.

Shoes must be appropriate and safe for school (no flip flops, flimsy sandals etc.).

Sweatshirts/Sweaters/Fleeces Should be solid color with only BA, collegiate or small manufacturer logos. A collared shirt must be worn with underneath.

Outerwear may be necessary due to weather conditions, students are asked to remove outerwear in the classroom setting.

ATHLETIC TRIPS/FIELD TRIPS ATTIRE

Middle and Upper School students going off campus on field trips or athletic events may be held to even higher standards of appearance. Participants will be notified in advance if the normal dress code is modified for certain trips. Athletic team members are expected to dress for trips as follows:

- Young men are expected to wear dress pants, dress shoes with socks, and dress shirts with ties.
- Young ladies should wear appropriate dress shoes, dresses, skirts with blouses, or pants suits.

STUDENT VISITORS OR GUESTS (including parents)

School safety and liability issues prohibit all guests not enrolled in the school from being on campus during the school day without permission of the administration. All guests must sign in and out at the front office. Only under unusual conditions will student's guest permission be granted, and arrangements must be made in advance with the administration before an invitation is issued to a guest student. Students are responsible for the conduct of their guests, and guests must conform to all school rules, including the dress code.

Visitors are not allowed to meet students in the parking lot at any time during school or the 30 minute period of time immediately after school.

AUTOMOBILES, BICYCLES, AND SKATES

The speed limit on campus is 5 m.p.h. Parking for students is permitted in the student parking area only. Students guilty of unsafe driving or parking in improper areas may lose the privilege of driving and/or parking on campus. For safety reasons, using bicycles, skateboards, skates, rollerblades, or other such devices on campus is prohibited. Riding bicycles to school is permitted, but the bicycle must be parked and chained upon arrival.

ELECTRONIC DEVICES (including cell phones)

During school hours, the use of electronic devices is specifically restricted to devices intended to support academic goals and objectives. No electronic devices (including cell phones and ipods) should be seen or heard in any academic space, including classrooms, hallways, and the library. Once seen or heard, the device shall be taken and held by the school until a parent can come pick it up. If needed, progressive disciplinary steps, such as parent meetings, work detention, and suspension will be administered.

When electronic devices (like tape recorders, calculators, personal computers, spellcheckers, ipods, etc.) assist students' academic development, teachers will invite students to use the devices. Students must follow posted instructions and teachers' requests to comply with appropriate usage. Personal computers and handheld internet-ready devices (Blackberries, PDAs, cell phones, etc.) must be registered with the Technology Coordinator before the device may be used on campus.

If students need to contact family members, they may do so by using one of the phones located in the cafeteria or the foyer of the Main Office.

Cell phones are not permitted in the Lower School. Exceptions need to be prearranged and approved by the teachers and headmaster.

STUDENTS LEFT ON CAMPUS AFTER SCHOOL HOURS

For the protection of the students and the school, students are not to be on campus after regular school hours except for specifically scheduled school events and must be under the supervision of school staff or parents. Parents are expected to arrange to transport their child(ren) off the school campus at the end of scheduled classes, sports practices, special events, etc. *The school accepts no responsibility for middle or upper school students left on campus after school hours or scheduled practices. Because these students are too old for the aftercare program, parents of children above 4th grade must arrange appropriate transportation off the school campus for their children.* Lower School students, who are left on campus after school, will be required to attend aftercare; the parents will be charged the regular daily fee. In extreme cases of older students not being picked up, parents will be required to pay for supervisory services as warranted.

SCHOOL PROPERTY

Off-limits areas during the school day include the woods, the parking lots, and other unsupervised areas. The gym, the locker rooms, and other such areas are off-limits except during assigned class periods. Upper school students are not permitted in lower and middle school classroom areas or playgrounds, unless it is with the permission of a teacher or administrator.

Malicious damage to school property will not be tolerated, and parents of students responsible for damage will be required to pay for repair or replacement, and student violators will be subject to severe discipline, including dismissal.

The school reserves the right to conduct reasonable searches of vehicles, personal property, and any other areas when it is deemed to be in the interest of the safety of the students.

SEXUAL HARASSMENT

Beaufort Academy is committed to providing a learning environment that fosters mutual respect and sensitivity among all members of the school community. To that end, the Academy expressly prohibits any student, male or female, from engaging in any practices or behaviors that constitute sexual harassment. Sexual harassment may be of a physical, verbal, visual, or psychological nature, and is generally defined as behavior that is not welcome, that is personally offensive, that lowers morale, and which interferes with academic effectiveness by creating an intimidating, offensive, or hostile environment for the recipient.

Examples of sexual harassment include, but are not limited to, the following:

- unwanted, unwelcome physical contact of a sexual nature (grabbing, touching, pinching, patting)
- unwelcome pressure for sexual activity
- unwelcome use of sexually oriented language (rude jokes, suggestive nicknames, etc.)
- sexual slurs or insults, verbal or written
- cornering or blocking of normal movement or stalking

Beaufort Academy has established a grievance procedure for dealing with instances of sexual harassment. Any person who considers him/herself to be a victim of such harassment is encouraged to report the incident(s) to the Headmaster or another administrator. A complaint will be investigated and appropriate action taken.

GRADING

Students in grades three through twelve are awarded letter grades on the traditional four-point scale of grade points (A=4.0, B=3.0, etc.). Numerical averages are converted into letter grades and recorded as follows:

A 96-100	B 87-89	C 78-80	D 71-72
A- 93-95	B- 84-86	C- 75-77	D- 70
B+ 90-92	C+ 81-83	D+ 73-74	F below 70

All courses are computed to determine grade point averages. Middle school specials and enrichment courses will also receive a grade. A student has a maximum of two weeks to have a quarter grade reviewed after its publication. After this period of time, a quarter grade is final.

Note: For those senior students seeking to qualify for the South Carolina LIFE or the South Carolina Palmetto Fellows Scholarships, numerical averages are used to determine a final cumulative GPA in accordance with the parameters outlined in South Carolina Uniform Grading Policy and calculated in accordance with the South Carolina Uniform Grading Scale. This cumulative calculation is only one of several criteria that must be met for these scholarship opportunities.

REPORTING STUDENT PROGRESS

Following the conclusion of the first three terms, Report cards are sent home with the students. Final report cards are sent home with lower school students on the last day of school. Final report cards for students in the middle and upper Schools are distributed the week following exams. Progress reports will be provided for all students at the mid-points of the first, second, and third terms and deficiency notices are sent for students in academic jeopardy in the middle of the fourth term.

Students in the lower school should receive weekly folders including student work and appropriate assessment updates.

In cases of academic difficulty, parents are encouraged to contact the appropriate classroom teacher first for specific details regarding the difficulty and recommendations for strategies to improve. If more frequent reporting is necessary for one or more courses a student is taking, the parent is encouraged to contact the school administration to devise a plan appropriate for the grade level of the student.

CLASS RANKINGS

Due to the size of the school and individual classes, and because of its excellent academic program, Beaufort Academy does not advocate and does not provide class rankings except when required by college admissions offices or when necessary for scholarship applications.

HOMEWORK

Homework is introduced in grades 1 and 2, and it is considered an integral part of the academic program in grades 3 and above. The faculty and administration is committed to continually raising the level of academic challenge as a student progresses through each grade level. Likewise, students are expected to assume greater responsibility for academic planning, assignment management, and test preparation. A student may not be expected to complete three or more tests in one day. Should a conflict arise, the student should discuss alternate arrangements with his/her teachers.

REQUIRED READING

Beaufort Academy's curriculum is designed to expose students to a wide range of subject matter, genres, and authors as a means to ensure both academic and character education. The selection of required readings is based on national educational and college preparatory standards. Starting with the seventh grade, Beaufort Academy does not permit substitution of required readings. Failure to complete required readings may result in adverse academic consequences.

FOREIGN EXCHANGE PROGRAMS AND COURSES FROM INTERNATIONAL/SPECIALIZED SCHOOLS

Students planning to participate in foreign exchange programs should seek advisement from the Headmaster and the Director of College Placement prior to, during, and upon completion of their stay in a foreign country. Beaufort Academy will not be responsible for ensuring graduation with a particular class for students who participate in foreign exchange programs.

Courses successfully completed in foreign/international/specialized schools may count toward graduation requirements if they meet accreditation standards; however, these courses may not count in GPA calculations due to the difficulty of translating grades from foreign schools to the American system.

ADVANCED PLACEMENT AND HONORS COURSES

Advanced Placement (AP) courses are core academic courses and follow a prescribed curriculum and culminate in a standardized examination prepared and evaluated by the College Board. It is the expectation that students taking AP courses will take the AP exam. AP exams are graded on a scale of 1

to 5 with 3 being considered a passing score. Most colleges and universities award credits and/or advanced standing for successful completion of AP courses. Those decisions rest entirely with the college or university.

These courses are designed for students with superior academic abilities and motivation. A student must have a B average or better and must have a record of success in the academic discipline to be eligible for Honors or AP level courses. Determination of eligibility and enrollment in Honors and AP courses rests with the Registrar and Director of Teaching and Learning in consultation with the appropriate faculty members. The school reserves the right to remove any student from an Honors or AP course when it believes it to be in the best interest of the student or the class.

Students who complete AP courses must also take the regular final exam in their course unless they exempt the exam under the conditions prescribed in this handbook. On the day of a designated College Board AP exam, a student taking the exam is expected to remain in school and attend classes not interrupted by the College Board AP exam schedule. Any student taking one or more College Board AP exam will be assessed the current testing fees.

While Beaufort Academy does not encourage it, a student may take an AP exam without having completed an officially designated AP course. Because taking an AP exam without proper preparation reduces the student's likelihood of success on that AP exam, doing so should only be done in consultation with the subject area teacher, AP Coordinator, and Director of Teaching and Learning.

The symbol H beside the name of a course denotes Honors credit. Courses designated as Honors or Advanced Placement carry an additional weighted average of .67 grade points when completed with a grade of C- (75) or higher. Thus, receiving an A in a weighted course earns the student 4.67 grade points.

EXAMINATIONS AND SEMESTER AVERAGES

All students in Middle and Upper Schools are required to take exams at the conclusion of each semester (in some Middle School courses projects take the place of written exams). Exam grades are recorded on the report cards and are averaged with the term grades to produce semester averages. Exams are counted as 20% of the semester average, with each term grade constituting 40%. In cases of exemption of exams, the semester average is determined by averaging the two term grades equally. Final grades are computed by averaging the two semester grades equally.

The only acceptable reasons for missing exams are medical or family emergencies. Proper documentation of such an emergency is required before a student will be allowed to take a make-up exam.

EXEMPTING EXAMS

Students in grades 9-12, with teacher approval, may exempt a number of final exams according to the chart below by earning a grade average of B+ (90) or better in the course.

Freshmen - one exam	Sophomores - two exams
Juniors - three exams	Seniors - all exams

To determine exemption, the first semester grade counts 50% and the average of third and fourth term grades constitutes 50%. The decision of which exam(s) an eligible student wishes to exempt must be made by the last day of regular classes in the course and the teacher(s) asked on that day. Students enrolled in courses which meet only during the first semester may exempt exams, also according to the above policy and chart, and this exemption will not reduce the number they may exempt at the end of the year.

ACADEMIC WARNING

If a student is experiencing difficulty in meeting the academic requirements of a course or grade level and/or is not performing to his/her appropriate ability levels, then the administration and faculty may place the student on academic warning. Placement on this status is a cause of concern to the school and necessitates a parent conference with the appropriate teacher(s) and administrator to plan a course of action that will assist the student in overcoming the academic difficulty. The student's progress will be reviewed at the end of the grading period. If there is no significant improvement, then the student may be placed on academic probation by the administration.

ACADEMIC PROBATION

If after being on academic warning the student continues to experience academic difficulty, then he/she may be placed on academic probation by the administration. This status means that the student may require after-school help and/or tutoring. Students may be prohibited from participating in athletics or other activities until deficiencies have been corrected. A student with this status at the end of the school year may be retained at grade level or, in some cases, may be dismissed from the school. The final decision regarding a student's academic probation status rests with the Headmaster.

MAKE-UP WORK

Excused Absences (unexpected): Students who have an excused absence for an entire day are responsible for meeting with their teachers on the day of their return to arrange for completion of make-up work even if the class does not meet on the day of their return. If a student misses a previously assigned test or quiz, the student must be prepared to take a make-up test/quiz on the day he/she returns regardless of whether the day of return coincides with the scheduled class meeting unless prior arrangements have been made with the teacher. Regular, advance-scheduled tests/quizzes must be taken even if the student missed the previous class meeting (see the Attendance policy).

Excused Absences (extended absences- three or more class meetings): The student must consult with each of his/her teachers and devise an appropriate plan for submitting all assigned work. The student is responsible for abiding by the agreed upon time parameters for completion of assigned work.

Excused Absences (partial day): Students who are absent for a portion of the day are responsible for meeting with their teachers prior to departure or after arrival on that day. In this case, missed tests/quizzes must be made up on the same day as the absence from the class. Any assigned work due must be provided to the teacher regardless of late arrival or early departure. "Assigned work" is defined as but not limited to the following: papers, projects, presentations, homework, quizzes, tests, etc. Completion of make-up or assigned work may be scheduled for after school so that it does not conflict with normal class schedules and teacher's lesson plans. It is the responsibility of the student to make up all assigned work missed while absent. This includes missing class due to athletics or any other school-sponsored activities.

Excused Absences (prearranged): Students who have an excused absence for an entire day because of prearranged reasons are responsible for meeting with their teachers prior to the day of their absence to arrange for completion of assigned work.

Unexcused Absences: Teachers will not accept assignments from a student or provide make-up tests/quizzes for a student whose absence is unexcused, and a grade of zero will be assigned.

LATE WORK

School policy states that any assigned work that is one day late (meaning the next day, not the next class meeting day) will be penalized ten percentage points. "Late" is defined as not ready to hand in or not prepared at the beginning of the scheduled class on the due date. Unless otherwise specified on a course syllabus or in the written directions of a specific assignment, a late assignment will drop a letter grade each day it is not submitted. Any assigned work turned in three or more days late will result in a grade of zero. As stated above, teachers will not accept assignments from a student or provide make-up tests/quizzes for a student whose absence is unexcused, and a grade of zero will be assigned. Any deviation from these standards must be discussed with and approved by the Headmaster.

EXTRA HELP

Teachers are normally available to provide extra help to students immediately after school until 4:00 PM on Tuesdays, Wednesdays, and Thursdays, or by arrangement with the teacher. There is no charge for this service. Students may be required to attend after-school sessions for extra help or make-up work when a teacher feels it is necessary. In some cases, outside-of-class tutoring may be necessary. This remedy should be sought only after consultation with the appropriate administrator.

MIDDLE SCHOOL ENROLLMENT AND DIPLOMA REQUIREMENTS

Middle school students in grades five through eight must be enrolled in a full complement of academic and enrichment courses, and the student must pass each course with a grade of D- (70) or higher during each academic year. To receive a Middle School diploma from Beaufort Academy, an eighth grade student must successfully achieve a grade of D- (70) or higher in his or her full complement of courses. Typically, the 8th grade courses include: English 8, World Geography 8, Physical Science 8, Pre-Algebra or Algebra 1, Introduction to Spanish, Music 8, Physical Education 8, and Studio Art 8. A Middle School diploma does not ensure placement in the Beaufort Academy Upper School.

Algebra 1 is offered to eighth grade students who have successfully passed Pre-Algebra in seventh grade with a grade of B- (84) or higher.

GRADUATION REQUIREMENTS/CLASS PLACEMENT FOR THE UPPER SCHOOL

A minimum of twenty-four academic credits is required to earn a diploma. Consult the "Special Awards Presented Upon Graduation" section for Honors diploma clarification. Courses designated as Honors or Advanced Placement earn weighted grade points. A unit of credit is earned for successful completion of a full year of work in a course. Half credits are earned in semester courses. There are eight academic periods, and students through the 11th grade are required to enroll in six courses each semester, five of which should be core academic or required courses. Placement in grades 10-12 is determined by units of credit earned. No student will be classified as an eleventh grader who has not earned a minimum of 12 academic credits prior to the beginning of the school year. No student will be classified as a twelfth grader who cannot earn the academic credits required for graduation during the current, regular school year. Students should complete the following minimum requirements during grades nine through twelve unless otherwise exempted:

<p>English - four credits, plus demonstration of competency in grammar and composition skills History – three credits, including U.S. History, U.S. Government, and Economics Mathematics - four credits, including Algebra I, Algebra II, and Geometry Science - three credits, including Biology and Chemistry and a third lab class Foreign Language – three credits Health and Physical Education - one credit Public Speaking – one-half credit Arts - one credit, usually two semester courses Additional Courses – as required to complete graduation requirements</p>
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In the event of a course failure (and in the absence of a recovery possibility/attempt) that requires a student to repeat the same course, both grades will appear on the transcript and will be included in the GPA calculations; however, only one credit will be awarded.

Some colleges require the student's transcript to show specific credit for Algebra I. A student who successfully completes Algebra I in *eighth grade* may receive an academic unit of credit. Successful completion in this instance is considered to be a numerical grade of at least 84 (B-), though listing the course on the student transcript shall be at the discretion of the school's Administration in consultation with the parents and College Counselor. No other course taken by a student below the ninth grade level will qualify for an academic unit of credit toward the graduation requirements. Transfer credit to the Upper School is subject to validation at the discretion of the school's administration.

ACADEMIC FAILURE AND RECOVERY CREDIT

Failing courses may result in scheduling conflicts which may prevent a student from being able to follow the normal sequence of courses and which may make impossible the earning of graduation credits during regular school terms. The school makes no guarantee of being able to meet the needs of students in such situations.

In order to be eligible for recovery of credit for a failed course, a student must have been enrolled at Beaufort Academy during the school year and earned a grade between 60-69 in the course. Additionally, he/she should have maintained a modicum of effort in regard to course requirements and attempted to seek assistance/recommendations to remedy deficiencies during the academic year. Summer school credits will appear separately on the student's transcript. If summer school credits are earned to make up a deficiency in a regular academic course, the original deficient grade will remain on the transcript and both grades will be averaged into the GPA, and in the Upper School only one credit will be awarded.

ELIGIBILITY FOR SUMMER CREDIT - OUTSIDE INSTITUTIONS

Credit for summer academic coursework taken outside Beaufort Academy will generally not be granted for enrolled students. Before exploring any such outside summer study opportunities for credit, students and their parents are strongly encouraged to contact the appropriate division head to fully discuss such situations as far in advance as possible.

CONCURRENT COURSES

Students enrolling and completing semester concurrent courses, defined exclusively as those courses arranged between Beaufort Academy and colleges and universities, may be awarded graduation credits as follows:

- Transfer of one-half unit of credit per course will be allowed.
- BA will calculate the concurrent course grade into the semester and cumulative GPA using our regular conversion method.
- BA will allow weighted GPA credit for courses paralleling our courses designated as Honors or AP.

COMMUNITY SERVICE

In addition to academic credits, all students, especially Upper School students, are encouraged to participate in community service either individually or through membership in school-sponsored

clubs or organizations. The inclusion of community service activities in students' college application portfolio is an important factor in admission decisions in many colleges and universities.

ACADEMIC HONORS (Middle and Upper Schools)

The school desires to recognize students for superior academic achievement. Each term, a *Headmaster's List* is published listing the names of students who earn all A's. An *Honor Roll* is also published listing the students who earned all A's or B's. Semester exams are not included in determining these honors.

Students in the Middle and Upper Schools are further recognized for their academic achievements at the Annual Academic Awards Ceremony. *Annual Academic Awards* are presented in language arts, mathematics, science, history, foreign languages, and fine arts. The determination for these awards is based upon grade averages and other criteria such as cooperation, effort, leadership, integrity, and enthusiasm for the subject.

COLLEGE SCHOLARSHIP COMMITTEE

Each year a number of organizations offer college scholarships to students based upon recommendations of the faculty and the administration. A scholarship committee is called upon to make such recommendations. The committee meets privately and its deliberations are confidential.

SPECIAL AWARDS PRESENTED UPON GRADUATION

The *Honors Diploma* is awarded to graduating seniors who have successfully completed at least six courses designated as honors or advanced placement. Only students who have earned the Honors Diploma are eligible for recognition as *Valedictorian, Salutatorian, and Third Honor Graduate*. Also, eligibility for these honor designations requires that a student must attend BA for his or her final two years of upper school work. The calculation is based upon all eight semesters of upper school. GPA calculations include only core academic subjects. Eighth grade honor designations and awards (*Valedictorian, Salutatorian, and Third Honor Graduate*) are based upon the GPA earned in the seventh and eighth grades. In case of a tie for these honors, there will be co-winners.

Cumulative Departmental Awards are given at the eighth grade and senior graduation ceremonies recognizing students who have demonstrated superior achievement. The awards are determined by GPA calculations of academic courses taken within the departments. In case of a tie, numerical averages will determine the recipient.

Honors and Highest Honors Certificates are also awarded at the graduation ceremonies. For the Honors Certificate, a student must have a cumulative GPA of 3.25 to 3.74. For the Highest Honors Certificate, the student's GPA must be at least 3.75.

Three special awards are presented to eighth graders. The *Ray Sherbert Award* recognizes an outstanding eighth grader for qualities of character, leadership, perseverance, friendliness, and loyalty. The *J. Lee Bollman Award* is presented to a student who exemplifies high standards of service to the school and community. The *Kevin Malley Award* is presented to a student who has demonstrated outstanding creative writing ability.

Several special awards are presented annually at senior graduation. An inscribed pen and pencil set is presented to the winner of the *Lillian Spears Writing Award*, signifying excellence in writing skills. A scholarship of \$500 toward college expenses is awarded to the winner of the *Catherine Cahill Harley Scholarship*, recognizing behind-the-scenes leadership. The winner of the *T. Reynolds Robinson Scholarship* is chosen as a rising sophomore, but receives the scholarship for college expenses upon graduation. The *Joseph Kessler Lipton Scholarship* is an award of at least \$500 presented to a graduating

senior who has shown marked academic improvement during the upper school years. The prestigious *Spirit Award* is presented to a graduating senior who best exemplifies the qualities considered most desirable in a Beaufort Academy graduate: character, service, scholarship, leadership, and school spirit.

JUNIOR MARSHALS AND USHERS

The *marshals* are the two juniors with the highest cumulative GPA through the first semester of the junior year. Their duties are to serve as ushers at Baccalaureate and lead the graduates in the processions/recessions at both Baccalaureate and Commencement. The *ushers* are the three juniors, four if a tie, with the next highest cumulative GPA through the first semester of the junior year. Their duties are to serve as ushers and distribute programs during Commencement.

DROP/ADD (UPPER SCHOOL)

A course may be added or dropped within the first six days of the first semester. Semester courses earning one-half credit may be dropped during the first three days of the second semester. Any course changes must be discussed with and approved by the Registrar and Director of Teaching and Learning. Though highly unusual, circumstances might dictate the necessity for a course drop after the drop/add period. A grade of W/F (withdraw/failing) will be recorded on the transcript of any student dropping a course with a grade below 70 after the completion of the first nine week grading period of that course.

SUPERVISED STUDY PERIODS

Attendance in supervised study periods by all upper school students through eleventh grade is mandatory. The ability to leave campus during an assigned study period is an earned privilege reserved for seniors only. Study period time is to be used for preparation of academic work, research in the media center, and extra help opportunities from available teachers. Students may on occasion use the study period time for approved school service activities on campus.

PHYSICAL EDUCATION

All students in Lower and Middle school are required to participate in physical education, and one credit of Health/PE is required for Upper School. Permission to be excused from PE for a class period or an extended length of time will be based on a written request which includes explanation of the circumstances from a parent or a physician. A student-athlete that misses P.E. because of an injury will not be allowed to participate in athletic practice or game on that day.

All students in fifth grade and above are required to dress in proper physical education uniform. Regulation P.E. uniform, which includes, navy blue shorts and a Beaufort Academy PE T-shirt purchased from the school. Proper athletic shoes and athletic socks are also required. Students in lower school do not dress for PE, but should wear gym shoes to school for PE. Failure to participate in physical education without a written excuse or failure to wear proper attire may result in failing grades and/or detentions.

ACADEMIC RECORDS

Grades, standardized test scores, and other school records are considered confidential information and property of Beaufort Academy. They are made available only to the student, the student's family, appropriate school personnel, and approved educational institutions. Official transcripts will be provided at no cost and must be properly authorized by the student or a parent. In general, colleges and other schools will only accept transcripts sent directly from the school office bearing the school seal and appropriate signatures.

Report cards, transcripts, and other school records will not be released in cases where school property has not been returned or when financial obligations to the school have not been met.

LEARNING SERVICES

At Beaufort Academy, we recognize that some students may need additional services in order to fully engage in a meaningful learning process, effectively utilize the best components of their distinctive learning styles, and productively pursue BA's rigorous curriculum. Through the use of multi-sensory teaching methods and strategy based instruction, the overall goals of learning services are to increase academic success, expand self knowledge, and cultivate resilient minds.

Learning Services are not included in general tuition fees and assessing eligibility for learning services is multi-step process. Once a current Psychological-Educational Evaluation Report is submitted by a family and reviewed by a Learning Specialist, the Learning Specialist will meet with the student and family to review the student's needs and offer an overview Learning Services. Once the appropriate documentation is filed, the Learning Specialist and Director of Teaching and Learning will determine service eligibility. Learning Services are subject to availability and scheduling demands.

LIBRARY

The Aimar Library is set aside as an area on campus for quiet research and media instruction at all grade levels. Middle and upper school students wishing to use the library must be accompanied by a teacher as part of a class assignment or must present a pass signed by a teacher stating the purpose of the student's visit and the amount of time required. This requirement applies to break and lunch periods as well as class and study hall. Use of the Internet and computers in the library requires students to read and abide by the Acceptable Use policy as stated in this book.

ACCEPTABLE USE POLICY FOR ON-CAMPUS COMPUTERS AND INTERNET ACCESS

Computers are to be used for academic purposes only. No playing of computer games, listening to CD's, playing of movies, or any other inappropriate use is allowed. Similarly, students will be allowed access to the Internet only for research/academic reasons. Access to personal sites, newsgroups, chat rooms, and e-mail, other than as approved by teachers as part of an assignment, is forbidden at school.

It is the responsibility of each student to adhere to the following restrictions regarding computer use on the campus:

- no downloading of any files or programs without prior approval
- no obtaining, viewing, or downloading of any defamatory, abusive, obscene, profane, threatening, sexually-oriented, racially-offensive, or illegal material
- no gambling or credit card transactions
- no altering of software, files, or systems settings
- no use of outside software or disks
- no abuse of computers or peripherals
- no use of computer technology for plagiarism or other forms of school honor code violations or theft
- no use of computer technology for purposes of harassment, whether social, sexual, racial, ethnic, or religious

Failure to adhere to these guidelines will result in loss of computer technology privileges and/or appropriate disciplinary action. In extreme cases the possibility of legal action/prosecution by agencies outside of the school may exist.

Texting, other than during those times described in this section on “Electronic Devices”, is not allowed. **A student who is caught texting or using a cell phone during a test or quiz will be assumed to be cheating.**

Personal computers and handheld internet-ready devices (blackberry, cell phones, etc.) must be registered with the Technology Coordinator before the device may be used on campus.

CO-CURRICULAR ACTIVITIES

Beaufort Academy encourages all students to participate in athletics and other co-curricular activities. Also, many colleges and universities carefully evaluate student participation in such activities in their admission decisions. Active participation fosters leadership, encourages cooperation and initiative, promotes teamwork, and improves academic knowledge and skills.

CO-CURRICULAR ELIGIBILITY, SUSPENSIONS, AND REINSTATEMENT

In order to fully participate in Beaufort Academy co-curricular activities such as sports, theatrical productions or clubs, a student must maintain a course average of at least a C- (75%) in all his/her courses. Typically, grades will be reviewed on a quarterly basis. Additionally, grades may be reviewed at the time of mid-quarter progress reports. Failure to achieve a passing grade will result in an academic review by the administration; the outcome may result in being suspended. Being suspended means a student is ineligible to participate in practice sessions, team travel, and formal competitions. The administration will reinstate the student once conditions and guidelines for reinstatement are achieved. Pertinent faculty, family members, coaches, directors, and/or activity sponsors will be provided written notification of suspension and reinstatement conditions. Students who miss any portion of school on the day of an athletic contest and performing arts presentation will not be allowed to participate in that contest or presentation. Exceptions may be granted by the administration for legitimate reasons and such exceptions must be pre-approved.

STUDENT GOVERNMENT

The Beaufort Academy Student Government (BASG) consists of representatives chosen by their classmates from grades five through twelve. The president and vice-president are elected by the student body at large. The BASG takes a leadership role in many matters involving the students.

CLASS OFFICERS

Each class in middle and upper school elects its own officers at the beginning of each school year by secret ballot. Class officers have certain specific responsibilities.

NATIONAL HONOR SOCIETY AND NATIONAL JUNIOR HONOR SOCIETY

The National Honor Society (NHS) is an organization that provides recognition to students for outstanding accomplishments in the areas of scholarship, character, leadership, and service. To be eligible, a candidate must be a member of the sophomore, junior, or senior class. Membership is granted only to those students selected by a faculty committee. The decisions of the committee are final and may not be questioned or appealed. Students must have a GPA of 3.25 or better, must have maintained for at least one year a record which is free from honor violations or major disciplinary infractions, must demonstrate leadership (either overt or silent), and must provide documentation of service to the school and/or community. A special induction ceremony is held each year. Once inducted, a member must maintain these standards for continuing membership in NHS.

The National Junior Honor Society (NJHS) recognizes those students in the eighth and ninth grades who have successfully combined academic excellence with personal leadership, character, and service. The criteria for membership are the same as for NHS. Membership in NJHS does not guarantee membership in NHS.

The NHS and NJHS are chartered by the National Association of Secondary School Principals and are governed by the rules of that organization.

ACADEMIC AND ARTS COMPETITIONS

The school provides opportunities for students to engage in many state and regional competitions through the South Carolina Independent School Association and other sponsoring agencies. Participation in these activities is encouraged for all students. Not every activity is available at each grade level. Regularly scheduled competitions may include the following:

- Math Team
- Regional Science Fair
- Story-telling contests
- Academic Quiz Bowls
- One-Act Play Competitions
- State Science Fair
- SCISA Art Show
- Debate
- Music
- Public-speaking contests
- Essay contests
- Spelling Bees

SCIENCE FAIRS

Each year students in certain grade levels and in certain upper school courses are required to participate in the Beaufort Academy Science Fair.

The BA Science Fair is held each year in late February or early March. All students in grades four, six, eight, and nine are required to complete a project. Students in certain upper school courses may be required to complete a science fair project or other form of research. Participation is optional for all other students. The teachers select some projects for participation in the regional Sea Island Science Fair.

ATHLETIC TEAMS

The school holds membership in the South Carolina Independent School Athletic Association for junior varsity and varsity competitions. On the appropriate age-level teams, athletic participation is encouraged for all students in grades five through twelve. Due to variations in student interest and availability of opponents, athletic teams may change from year to year. Student-Athletes should be familiar with guidelines and general expectations expressed by their coaches and described in the *Athletic Handbook*.

For additional policies and information on athletic eligibility, see the Co-curricular Eligibility policy in this book.

ATHLETIC TRIPS

Athletic teams may go on trips which require staying overnight. The cost of meals and accommodations for participants is the responsibility of the parents. All school rules remain in force during athletic trips, including the athletic dress code.

ATHLETIC AWARDS

Special awards programs are conducted at the conclusion of each season to recognize the participants and provide certificates, letters, plaques, etc. Special end-of-the-year awards are given at the Annual Awards Banquet. The *Athletic Achievement Award* recognizes the athlete whose efforts for

the year resulted in outstanding success in several sports. The recipient exemplifies the concept of the best all-around athlete. The *Dubart Cup* is presented to the athlete, whose efforts for the year demonstrated superior academic and athletic achievements, exemplifying the student-athlete concept.

STUDENT PUBLICATIONS

School publications are produced by students each year through credit-earning courses. Considerable out-of-class time is also required.

SCHOOL SERVICES

TUITION PAYMENT POLICY

Prompt payment of school tuition is imperative as it enables the school to meet its on-going, regular expenses. The school offers three tuition payment plans from which our families can select. By signing an enrollment contract, a parent/guardian agrees to promptly pay tuition and fees according to the selected plan, either Plan A, B, or C. Tuition may be paid in cash, by check, or credit card.

Delinquent accounts will be handled according to these guidelines:

- If an account becomes 30 days past due, then a letter will be sent from the business office requesting immediate payment.
- If an account becomes 60 days past due, a letter from the business office, with copies to the members of the Finance Committee and the Board Chair, will be sent requesting immediate payment.
- If an account becomes 90 days past due, then a letter from the Treasurer of the Board of Trustees will be sent requesting immediate payment. This letter will contain a critical message advising the parent/guardian that unless payment is received promptly, the student(s) may be forbidden to attend further classes or that a report card/transcript may be withheld until the account is brought current.

All past due accounts will be invoiced on the first day of the late month at an 18% per annum fee. Beaufort Academy reserves the right to report delinquent accounts to an outside credit agency if it decides that such an action is warranted. In addition, should it become necessary, a seriously delinquent account will be referred to an attorney for collection.

If a family is experiencing special financial circumstances pertinent to their tuition payment obligations, then they are encouraged to schedule an appointment with the Headmaster to discuss it before the situation becomes critical.

TEXTBOOKS

Textbooks for Lower School students are provided by Beaufort Academy. Students are expected to take care of the books and return them in good condition. Students must purchase lost or severely damaged books.

Textbooks for Middle and Upper School students are purchased by the families. Beaufort Academy's official online bookstore is MBS Direct, where you can purchase all textbooks and course materials. Purchases may be made on line at www.mbsdirect.net or <http://bookstore.mbsdirect.net/beaufortacademy.htm>. For additional assistance, call the Customer Service line at 800-325-3252.

Textbooks, in good condition, may be sold back to MBS Direct by working directly with the company using the above contacts, or by taking advantage of the EZ Drop program held at Beaufort

Academy during the week following final exams. Additional information will be distributed prior to the event.

STANDARDIZED TESTING

The school provides annual standardized testing for all students in grades 1 through 9. Individual student score reports are available to parents and the administration welcomes parent inquiries regarding student progress and the interpretation of test results. The school also provides and facilitates 10th and 11th grade administration of the Preliminary Scholastic Assessment Test (PSAT). Questions about standardized testing can be referred to the Director of Standardized Testing.

Juniors and Seniors are expected to take the College Board's Scholastic Assessment Test (SAT) and/or the American College Testing Program (ACT) as part of the college placement process. Registration for and the expense of these tests is the responsibility of students and parents. The Director of College Placement provides the registration documents, as well as advice and assistance, with these tests.

COLLEGE ADVISING

As a college preparatory institution, the school provides assistance to our students and parents as they engage in the college selection/application and scholarship search processes. This college search process should begin no later than the 11th grade year when the student meets with the Headmaster and Director of College Placement to begin a discussion of possibilities. Students are encouraged to visit college campuses during scheduled school breaks and the summer following their junior year. Upper School Advisory Program

All students of the Upper School are placed in an advisory group of their peers. A faculty advisor is assigned to and works with each advisory group to fulfill the Program's mission, which is to ensure a positive and productive college preparatory school experience for each student, and achieve the Program's goals, which are:

1. to maximize academic performance.
2. to foster independence and sense of self.
3. to cultivate specific passions, while encouraging well-roundedness.
4. to develop citizenship, service, and character.

ACCIDENT INSURANCE

Beaufort Academy offers families the opportunity to purchase, at minimal expense, Student Accident Insurance through Dewar Insurance Company. The plan is broad in scope as it covers medical expenses arising from all injuries including athletic injuries occurring on or off school grounds 24 hours a day with or without school supervision, up to \$1000 per injury. The benefits of this plan can often fill gaps in other coverage carried by a family caused by deductibles and co-pay provisions.

All families will be enrolled for participation unless Student Accident Plan – Waiver Form is returned to the school before the start of school. This document can be found on the school's website with other forms to be completed and returned prior to the start of the academic year.

TUTORS

The school employs tutors to help students who need academic tutoring and/or to help students learn to cope with minor learning difficulties. There is an additional fee for the services of the tutors. All paid tutorials on campus must be scheduled by the school administration and the financial transactions handled by the business office.

Tutorial services are designed to assist students in meeting the normal academic requirements of the school; however, no guarantee exists that use of tutorial assistance will result in academic success.

TRANSPORTATION

The school provides transportation for most field trips and out-of-town athletic trips. It does not provide transportation to and from school or to local athletic contests or student activities. Students and teachers/coaches are held responsible for the condition of the vehicles upon returning from trips. Students must ride in school vehicles when provided, rather than driving themselves or riding with others. Requests for exceptions to this rule must be approved in advance by the administration.

LOCKERS

Lockers are assigned to students in grades 4-12 to store their books and other items. Students are expected to keep their lockers neat and clean. Food should not be stored in lockers overnight or for any extended period of time. Books and materials left in lockers one week after the close of the school year will be considered abandoned property. Lockers are school property and may be examined at any time by school personnel. The school accepts no responsibility for valuables left in lockers.

LUNCHROOM

For grades 1-12, the school provides food and beverage sales during lunch periods. Students may bring their own lunches, but may not order deliveries during the day. We do have a Lunch Card Program that will allow the student to purchase food or beverages from the Cafeteria with their Lunch Card. The funds are applied to this card automatically and billed to the students account.

Food and beverages must be consumed in the dining area or picnic areas only. No food or beverage is allowed in classrooms or the media center without specific permission.

BEFORE AND AFTER SCHOOL CARE FOR LOWER SCHOOL STUDENTS

The kindergarten office is open at 7:30 AM for parents who need to drop off their children early. For a fee, after school care is provided until 5:30 PM in the kindergarten building.

In addition, students in grades 1-4 who are not picked up within fifteen minutes of the end of school at 3:15 p.m. will be taken (or should report) to aftercare, and parents will be assessed the regular daily fee.

OTHER INFORMATION

EMERGENCY CLOSING OF SCHOOL

In case of severe weather conditions it may be necessary to close school. The school will notify the local radio stations as far in advance as possible. (WJWJ and 98.7 "the River" radio). As circumstances and staffing permits, every attempt will be made to notify parents by- voicemail, website, and/or E-mail. We do not always follow public school decisions about closings due to weather or other emergencies.

LOST AND FOUND

Found items are stored in the gym complex. It is the responsibility of the students to check for their own belongings. At each the end of each quarter, unclaimed items will be donated to charity.

FIELD TRIPS (see also: transportation)

Teachers are encouraged to introduce their classes to the historic, cultural, and scientific resources of the community. Trips are considered a fundamental component of the curriculum. School policy dictates that parents sign a permission form (found on the back of the *Emergency Medical Release Form*) giving blanket permission for participation in field trips which occur during regular school hours.

The school reserves the right to deny participation in field trips to students whose conduct is deemed unsatisfactory.

For additional policies and information on Field Trips, see the "Transportation" section.

CLASS PARTIES/SOCIAL EVENTS

Lower school children are treated to a few scheduled class parties during the school year. The parties are planned and conducted by the teachers and room parents, and they are reviewed and approved in advance by the administration. Likewise, special outings are possible, but must be approved in advance by the classroom teacher and the administration.

Arrangements for parties given by individual students at home or elsewhere should not involve the school. Invitations to such parties cannot be given out at school. If parents must involve the school, invitations will only be given out if EVERY child in that grade level is invited, or all boys in both sections or all girls in both sections are invited.

Middle School social events are planned during the school year. Unless otherwise specified or prearranged with the school administration, only Beaufort Academy students may attend these functions. Invitations to private parties given by individual students cannot be given out at school.

In the Upper School, dances are sponsored by classes or student organizations. The Parents Association sponsors a senior girls' tea in May of each year. Other social activities or class trips are officially sponsored by the school. Attendance at upper school dances is limited to Beaufort Academy Upper School students and their dates. Requests for other guests to attend must be made in writing, in advance, to the school administration.