

THE BLUE BOOK

Beaufort Academy's Student Handbook 2011-2012



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THE MISSION OF BEAUFORT ACADEMY

BEAUFORT ACADEMY’S MISSION STATEMENT

Beaufort Academy is an independent school designed to instill in students the intellectual curiosity and strength of character for success in college and beyond. The school is committed to developing the whole person within the framework of its core values and the Judeo-Christian tradition. Beaufort Academy seeks to inspire in each student a sense of responsibility to one’s self, the community and the environment, and to build in each student the capacity to become a positive contributor and leader in an increasingly interconnected world.

BEAUFORT ACADEMY’S CORE VALUES

At Beaufort Academy, students will find themselves immersed in a professional learning environment grounded in the foundations of the Judeo-Christian traditions where faculty, parents, and students strive toward the embodiment of the core values of **intellect, respect, integrity, leadership, and pride.**

Intellect is the first priority in the development of our students. Academic activities encourage curiosity, engage multiple learning styles, and promote inquiry while building upon the students’ confidence to thrive

at any institution of higher education. Opportunities for intellectual inquiry and expression are provided in a safe atmosphere where respect for self, others, the campus, the Beaufort community, and the environment are modeled by faculty and students.

Respect for cultural differences is taught through curricular and extracurricular experiences, and reinforced in celebrations to honor the successes of students and faculty. We expect all students and faculty to reflect the highest standards of *integrity* in their approach to academic endeavors, co-curricular and extracurricular activities, and interactions with others.

Beaufort Academy students learn the importance of *leadership* in classrooms and on fields, courts, and stages; the curriculum is designed to offer students the opportunities and tools to identify and develop their unique talents and abilities. Beaufort Academy supports our students as they demonstrate leadership in their churches, through community service, and in their general demeanor on and off campus.

The core values of Beaufort Academy are characterized in the importance placed on individual and collective worth. The school promotes a sense of *pride* not in deference to arrogance, but in *respect* for success, in celebration of personal and team accomplishments through *intellect*, athletics, and *leadership*, with reverence for *integrity*, and with a limitless appreciation for the unique teaching and learning potential in all of us. Beaufort Academy students, faculty and parents show their *pride* by supporting school activities, by recognizing the importance of balancing work with spirit and fun, and by contributing to the Beaufort community and world beyond.

As a learning community, the Academy expects continual growth and self improvement from all in the quest to model these core values. All stakeholders are expected to work together in a spirit of continuous improvement, and with strong purpose, to this end.

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.

Admissions decisions play a crucial role in the institution's determination to instill the spirit of the Beaufort Academy Core Values of intellect, Respect, Integrity, Leadership, and Pride throughout the student body and the greater BA Family. As an independent college preparatory school, Beaufort Academy reserves the right to deny admission or counsel away any student or family at any time when it determines that it cannot adequately serve that student and/or when it believes the student or family will not enhance the spirit of the school's core values.

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.

LEADERSHIP AND ORGANIZATION

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 President of the Parents Association is also an ex officio member of the Board.

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 National Association of College Admission Counselors (NACAC)
- The Southern Association for College Admissions Counselors (SACAC)
- The College Board (School Code 410118)

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, and assists the headmaster regarding professional development and evaluation of personnel.
- 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 **Co-Directors of College Placement** help 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 Director** handles enrollment inquiries, including entrance testing and the obtaining of complete records and transcripts, manages reenrollment contracts, and builds new relations and shares the mission of Beaufort Academy within Beaufort and in other Low Country communities.
- The **Director of Development and Community Relations** directs the school's fundraising and external relations including Alumni affairs.
- The **School Receptionist and Office Manager** maintains attendance records and emergency contact information and coordinates operations in the front office.
- 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 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 (see Eagle Events for meeting dates and times). The Parents Association seeks to provide support for the school's programs, both financial and otherwise. Fundraising activities are conducted throughout the year and all parents are encouraged to participate. The Parents Association also serves to enhance the school's mission and foster BA's core values.

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 Beaufort Academy Parents Association, the Blue and White Club, or by contacting the school receptionist.

APPROACHES TO COMMUNICATION

SCHOOL COMMUNICATION AND ACADEMIC CALENDAR

Beaufort Academy's website is the primary hub of information and vehicle for communication with families. Also, teachers, staff, and administrators will send personal messages, specific reminders, general updates, and campus wide newsletters via email. If you change email address, postal address, or telephone number, please contact the main office with the updated information. Help us make sure you stay informed.

The academic year consists of thirty-six weeks divided into three trimesters and an Interim. The first day of school for students is Thursday, August 25 and the last Day is Wednesday, June 6. New student and family orientation is Wednesday, August 24. Please visit <http://www.beaufortacademy.org> to view the academic calendar. Eagle Events at <http://eagleevents.blogspot.com> is month to month calendar listing special events and it is updated frequently.

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.

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 have not reached a satisfactory conclusion, they should contact the Director of Teaching and Learning or the Headmaster. ** Please refer to Appendix C for PARENTAL CUSTODIAL POLICY, page 40*

PARENT CONFERENCES

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. In addition, special dates are set aside for parent-teacher conferences; these include October 6th in the evening and October 7th in the morning. In addition, conferences for some lower school parents will be arranged on February 6.

REPORTING STUDENT PROGRESS

Pre-K3 through Kindergarten

- Students should receive weekly folders including student work and appropriate assessment updates.
- A report card will be generated and sent home with students at the end of the trimester. A friendly reminder notice will be sent to parents via email, so parents will be ready to receive the report card, review the information, sign it, and return it to the teacher.
- Parents will be notified when a student experiences a drastic drop in developmental skills or academic performance. Although this is uncommon, it is an important moment to work together to find more successful outcomes.

Grades 1 through 4

- Students should receive weekly folders including student work and appropriate assessment updates.
- A report card will be generated and sent home with students at the end of the trimester. A friendly reminder notice will be sent to parents via email, so parents will be ready to receive the report card, review the information, sign it, and return it to the teacher.
- Progress report will be generated and sent home with students during the fifth or sixth week of the first and second trimesters. A friendly reminder notice will be sent to parents via email, so parents will be ready to receive the progress report, review the information, and return a signed copy.
- Parents will be notified when a student experiences a drastic drop in developmental skills or academic performance. Although this is uncommon, it is an important moment to work together to find more successful outcomes.

Grades 5 through 8

- Middle school students and parents may view weekly progress via BA-classroom. BA-classroom coordinates many functions relating to students' grades and attendance; it also acts as an online student progress reporting system. Under typical circumstance, middle school teachers will update their grade books on or before Tuesday evenings. Using the appropriate username and password, parents and students may access a student's progress throughout each trimester including typical report card information at the end of the term.
<http://netclassroom.beaufortacademy.org/NetClassroom7>
- A progress report will be generated and sent home with students during the fifth or sixth week of the first and second trimesters. A friendly reminder notice will be sent to parents via email, so parents will be ready to receive the progress report, review the information, and return a signed copy.
- Parents will be notified when a student experiences a drastic drop in developmental skills or academic performance. It is an important moment to work together to find more successful outcomes.

Grades 9 through 12

- Students in may view weekly progress via BA-classroom. BA-classroom coordinates many functions relating to students' grades and attendance; it also acts as an online student progress reporting system. Under typical circumstances, upper school teachers will update their grade books on or before Thursday evenings. Using the appropriate username and password, parents and students may access a student's progress throughout each trimester including typical report card information at the end of the term. <http://netclassroom.beaufortacademy.org/NetClassroom7>

- A progress report will be accessible during the fifth or sixth week of the first and second trimesters. A friendly reminder notice will be sent to parents via email, so parents will be ready to review the progress report.
- A student and parent will be notified when a student's grade slips below a 75 or a student's academic performance experiences a drastic change. It is an important moment to work together to find more successful outcomes.
- A report card will be accessible online following the end of each trimester. A friendly reminder notice will be sent to parents via email, so parents will be ready to view the report cards.
- Throughout the year, when questions or concerns arise, parents are encouraged to contact the teachers most directly involved. BA's talented teachers amass a wealth of knowledge, strategies, and practical experience to foster the learning process.

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 unless they are being used expressly for academic purposes. 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 (such as calculators, personal computers, spellcheckers, ipods, etc.) assist students' academic development, teachers will invite students to use the devices. 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.

ACADEMIC INFORMATION AND SERVICES

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 9th grade year. The 9th grade students will meet with the Director of College Advising to begin a discussion of the four year plan. The school will organize a College Trip during the first week of Interim and recommends all juniors and sophomores try to participate. Students are encouraged also to visit college campuses during scheduled school breaks and the summer following their sophomore and junior years.

LIBRARY

The Aimar Library is set aside as an area on campus for research, information literacy/ technology instruction, computer use, and quiet reading for pleasure and enrichment at all grade levels. Middle and upper school students wishing to use the library as a class must be accompanied by a teacher. Individual

student visits to the library require a pass signed by a teacher stating the purpose of the visit and the time. The requirement of a pass does not apply to break and lunch periods but students are expected to keep the visit academic in nature. 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. Computer games, movies, social networking, instant messaging, etc. are not allowed unless directed by a teacher for academic purposes. Nonacademic use is considered inappropriate and not allowed. This applies to personal computing devices as well. 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.

Please note at the end of this document is a Student Behavioral Pledge each student and parent will be required to sign regarding Academic Honor, Acceptable Use Policy, and the school’s lack of tolerance for Bullying.

STANDARDIZED TESTING

The school provides annual standardized testing for all students in grades one through eight. 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 8th, 10th, and 11th grade administration of the Preliminary Scholastic Assessment Test (PSAT) and 9th and 10th grade administration of the pre-ACT tests. Questions about standardized testing can be referred to the Director of Standardized Testing. Typical schedule of standardized testing may be viewed at <http://www.beaufortacademy.org>.

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.

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.

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 typical academic requirements of the school; however, no guarantee exists that use of tutorial assistance will result in academic success.

REPORTING STUDENT PROGRESS

Pre-K3 through Kindergarten

- Students should receive weekly folders including student work and appropriate assessment updates.
- A report card will be generated and sent home with students at the end of the trimester. A friendly reminder notice will be sent to parents via email, so parents will be ready to receive the report card, review the information, sign it, and return it to the teacher.
- Parents will be notified when a student experiences a drastic drop in developmental skills or academic performance. Although this is uncommon, it is an important moment to work together to find more successful outcomes.

Grades 1 through 4

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- A report card will be generated and sent home with students at the end of the trimester. A friendly reminder notice will be sent to parents via email, so parents will be ready to receive the report card, review the information, sign it, and return it to the teacher.

- Progress report will be generated and sent home with students during the fifth or sixth week of the first and second trimesters. A friendly reminder notice will be sent to parents via email, so parents will be ready to receive the progress report, review the information, and return a signed copy.
- Parents will be notified when a student experiences a drastic drop in developmental skills or academic performance. Although this is uncommon, it is an important moment to work together to find more successful outcomes.

Grades 5 through 8

- Middle school students and parents may view weekly progress via BA-classroom. BA-classroom coordinates many functions relating to students' grades and attendance; it also acts as an online student progress reporting system. Under typical circumstance, middle school teachers will update their grade books on or before Tuesday evenings. Using the appropriate username and password, parents and students may access a student's progress throughout each trimester including typical report card information at the end of the term.
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Grades 9 through 12

- Students in may view weekly progress via BA-classroom. BA-classroom coordinates many functions relating to students' grades and attendance; it also acts as an online student progress reporting system. Under typical circumstances, upper school teachers will update their grade books on or before Thursday evenings. Using the appropriate username and password, parents and students may access a student's progress throughout each trimester including typical report card information at the end of the term. <http://netclassroom.beaufortacademy.org/NetClassroom7>
- A progress report will be accessible during the fifth or sixth week of the first and second trimesters. A friendly reminder notice will be sent to parents via email, so parents will be ready to review the progress report.
- A student and parent will be notified when a student's grade slips below a 75 or a student's academic performance experiences a drastic change. It is an important moment to work together to find more successful outcomes.
- A report card will be accessible online following the end of each trimester. A friendly reminder notice will be sent to parents via email, so parents will be ready to view the report cards.
- Throughout the year, when questions or concerns arise, parents are encouraged to contact the teachers most directly involved. BA's talented teachers amass a wealth of knowledge, strategies, and practical experience to foster the learning process.

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 noncore and enrichment courses will also receive a grade. A student has a maximum of two weeks to have a trimester grade reviewed after its publication. After this period of time, a trimester 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.

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 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 school 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.

MAKE-UP WORK

Papers, projects, presentations, homework, quizzes, and tests are assigned with learning in mind. In order to support the learning process, a student is asked to be prompt in the completion of make-up or assigned work. It is the responsibility of the student to make up all assigned work missed while absent. This requirement includes missing class due to illness, personal appointments, athletics, or any other school-sponsored activities.

When assigned work is not shared with the teacher, completeness, accuracy, and learning cannot be assessed. A grade of zero will be assigned when make-up work and/or assigned work is not submitted promptly. Special accommodations will be made for extended illnesses (more than 3 days) and extended travel relating to a family member's funerals.

LATE WORK

Papers, projects, presentations, homework, quizzes, and tests are assigned with learning in mind. "Late work" 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 an additional letter grade each day it is not submitted.

When assigned work is not shared with the teacher, completeness, accuracy, and learning cannot be assessed. A grade of zero will be assigned when late work is not submitted promptly.

EXTRA HELP

Teachers are typically available to provide extra help to students immediately after school until 4:00 PM on Mondays, Tuesday, Wednesdays, and Thursdays, or by arrangement with the teacher. Faculty meetings and collaboration team meetings occasionally limit the teachers' availability after school. There is no charge for this "drop-in" model style of service.

OPTIONAL STUDY HALL FOR STUDENTS GRADES 5 TO 10

A supervised study hall will be held on campus Monday through Thursday each week except during Interim. Study hall will begin at 3:10 P.M. and end at 3:55 P.M. Students enrolled in study hall will report to the supervising teacher at the beginning of study hall. If a student needs to go to the computer lab or to an individual teacher's class for assistance, permission must be granted by the teacher supervising study hall. Study hall is located in the library.

Since the teachers will be responsible for attendance and supervision, students officially enrolled in the optional study hall must attend each day unless the student is withdrawn. Though it is both optional and free to the enrolled students, it will not operate as a "drop-in" model. It will either be a part of the student's daily schedule or not. The school will reserve the right to withdraw students from study hall if they are not present each day and/or not using the time well to further their academics at the school.

ACADEMIC PROBATION

Being placed on academic probation leads to ineligibility and participation restrictions relating to athletics, academic teams, field trips, and other school activities until the 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.

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. Reading assignments are posted online at <http://beaufortacademylibrary.wikispaces.com/Summer+Reading+2011>

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 a field trip to a student whose academic effort is deemed unsatisfactory or whose actions are counterproductive to the core values and typical safety provision. For additional policies and information on Field Trips, see the "Transportation" section.

GRADUATION AND ACADEMIC POLICIES

MIDDLE SCHOOL ENROLLMENT AND COMPLETION REQUIREMENTS

Middle school students in grades five through eight must be enrolled in a full complement of core and noncore courses, and the student must pass each course with a grade of D- (70) or higher each academic year. To receive a Middle School completion certificate 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 Language Arts 8, World Geography 8, Science 8, Math 8/Algebra I,

Introduction to Spanish or Latin, and Health and Wellness. A Middle School completion certificate does not ensure placement in the Beaufort Academy Upper School.

UPPER SCHOOL GRADUATION REQUIREMENTS AND CLASS PLACEMENT

As a college preparatory school, it is the school's responsibility to prepare students in terms of study habits and critical thinking skills as well as fundamentals of core academic subject areas which will be of use in college and beyond. To that end, under normal circumstances, each student will be required to complete a minimum of 20 core courses while enrolled in the Upper School, as well as a trimester of Public Speaking and a trimester Arts elective, and successfully complete an Interim each year.

Core courses should consist of:

- English—four credits
- Math—four credits, including Algebra I, Algebra II, and Geometry
- History— a minimum of three credits, including U.S. History
- Science—a minimum of three credits, including Biology, Chemistry, and a third lab class
- Foreign language—a minimum of three credits, usually in the same language
- Additional credits from either any of the core subject areas or any AP course (e.g., AP Psychology or AP European History)

Each trimester students must participate in five courses selected from the five core disciplines. A sixth course is expected; course work may include additional core courses, noncore courses, online courses, independent studies, skills tutorial, and audit work. The general intent of a sixth course is to support the student's learning experience and round out his or her transcript in preparation for college.

To enable transfer students to meet typical graduation requirements, schedules will be created on a case-by-case basis, determined by previous courses taken and any relevant placement tests. However, due to the differences in quality of instruction, curriculum, and course weighting that exist from school to school, Beaufort Academy does not include any course taken at other institutions on the official transcript nor will these courses count in the computation of the student's GPA. In addition, no course taken in the Middle School at Beaufort Academy or elsewhere will appear on the student's Upper School transcript, be counted toward Upper School graduation requirements, nor computed in the Upper School student's GPA. Certain courses taken in Middle School, in conjunction with grades received and assessment testing, can be used in determining Upper School placement levels.

DROP/ADD (UPPER SCHOOL)

A year-long course may be added or dropped within the first week of the first trimester. Trimester courses earning one-third credit may be dropped during the first three days of that trimester. 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 trimester of a year-long course (1 credit) or the fifth week of other course work.

EXAMINATIONS AVERAGES AND EXEMPTIONS

All students in middle and upper schools are required to take exams at the conclusion of the third trimester. The exam grades are a portion of the third trimester as listed on the course syllabus. 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.

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

The decision of which exam(s) an eligible student wishes to exempt must be made prior to the last day of regular classes.

In middle school students are gradually introduced to the final examination preparation and process. Middle school students may be eligible for an exam exemption for some courses in eighth grade.

- Grade 5 - final exams in math and science
- Grade 6 - final exams in math, science, and history
- Grades 7 and 8- final exams in all core courses

Any 8th student with a course average of 93 or higher may seek to exempt the exam by discussing the situation with the teacher and completing a petition. Final portfolios, megacognitive activities, and reflection assignments are not eligible for exemption.

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.

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.

CLASS RANKINGS

The school recognizes a valedictorian, salutatorian, and third honor graduate at its graduation ceremonies each spring, but Beaufort Academy does not advocate and does not provide additional class rankings except when required by college admissions offices or when necessary for scholarship applications.

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 four years 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.

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.

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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 and 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. Any recovery courses taken outside of Beaufort Academy must be approved ahead of time by the administration.

ELIGIBILITY FOR SUMMER CREDIT - OUTSIDE INSTITUTIONS

Core coursework credit for summer academic coursework taken outside Beaufort Academy will generally not be granted. Before exploring any such outside summer study opportunities for credit, students and their parents are strongly encouraged to contact the Director of Teaching and Learning to discuss such situations as far in advance as possible.

CONCURRENT COURSES

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

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

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, custodial family members, 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 custodial 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 are past due or have not been met.

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 noncore and enrichment courses will also receive a grade. A student has a maximum of two weeks to have a trimester grade reviewed after its publication. After this period of time, a trimester 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.

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.

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

Co-curricular eligibility is determined at the end of each trimester. Students will be classified as ineligible when they have a cumulative trimester average below a "C-" and/or have a grade lower than a 70 in any subject for the most recently completed trimester. Eligibility will be reviewed as needed at the mid-term of each trimester as well as the end of each trimester. Eligibility is not reinstated until the day mid-term grades, progress reports, or report cards are released. Students who do not meet these criteria will remain ineligible for the remainder of the trimester or until the next set of mid-term grades are released.

A student who fails a course at the end of the third trimester will be ineligible beginning the first trimester of the following year. Students starting the year as ineligible to play have the opportunity to be reclassified as eligible if they have a cumulative average of at least "C-" and do not have a grade below 70 in any subject at the mid-term.

Students starting a trimester as ineligible to play because they failed a single trimester course also have the opportunity to be reclassified as eligible if they have a cumulative average of at least "C-" and do not have a grade below 70 in any subject at the mid-term.

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 approved.

Students in a suspended status may not be on campus or attend a BA event on or off campus. To fully participate in the athletic program a student athlete must not be under disciplinary action including in-school suspension, out-of-school suspension or probation.

Ineligible student athletes will not be allowed to attend practice, play in contests, or travel with the team. These restrictions are intended to offer student athletes more time to address academic challenges. Student athletes are expected to write an action plan to improve his or her academic performance. The plan should outline the action steps for addressing academic challenges; guidance can be sought from faculty, coaches, team captains, and the Director of Athletics.

Academically ineligible athletes will be allowed to try out for any sport. The Director of Athletics and coach of that sport will determine whether or not the student will be allowed to make the team. This decision will be based on the student athlete's potential eligibility date, the point in the season, and other aspects of the team chemistry.

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 taking someone else's words, ideas, or facts and passing them off as one's own. Failure to provide appropriate credit for 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.

Please note at the end of this document is a Student Behavior Pledge each student and parent will be required to sign regarding Academic Honor, Acceptable Use Policy, and the school's lack of tolerance for Bullying.

The **BEAUFORT ACADEMY HONOR COUNCIL** reviews matters where academic honesty may have been compromised. The council's constitution follows.

Beaufort Academy Honor Council Constitution

Mission: The Honor Council is a student-elected body that is committed to upholding an atmosphere of respect, honesty, and integrity within the Beaufort Academy community. To this end, the Honor Council exists for the purposes of educating the student body concerning the Honor Code, interpreting the Honor Code, and holding hearings in situations in which a student's conduct might be in question. Finally, the Honor Council will work with the administration to help identify situations relating to integrity within the school community in which active steps might be taken to strengthen support of the institutional mission.

Composition and Qualifications: The Honor Council shall consist of nine student members (2 freshmen, 2 sophomores, 2 juniors, and 3 seniors) and 2 non-voting faculty representatives. Within the Council, there shall be a President and Vice President chosen by the Council members. Election to the Honor council is a great honor and members are held to high standards. Council members must value the ideals of citizenship; must possess sterling ethical records that are free from honor code violations; and must maintain a minimum grade point average of 2.8. Any honor violation committed by an Honor Council member shall constitute grounds for immediate removal from the Council.

Election: Election to the Honor Council will coincide with class officer elections that take place early in the academic year. Classes will vote and those candidates receiving the highest number of votes will be elected to the Honor Council. The two faculty representatives will be asked to serve by the newly elected Honor Council on an annual basis.

Procedure: Potential honor violations should be presented to the Headmaster who, after performing a preliminary investigation, will determine whether a case should be heard by the Honor Council. The Headmaster shall contact the parents of any student whose case dictates the necessity for a hearing. All Honor Council proceedings must be kept in confidence, and will be monitored by the faculty advisors. At least one of the two faculty representatives must be present during a hearing. Furthermore, any member of the Honor Council who breaches confidentiality shall be subject to dismissal from the Council and subject to disciplinary consequences. When the Honor Council is asked to assemble, and all involved parties have been thoroughly interviewed, the Council will hold a hearing consisting of at least seven of its student representatives. After careful deliberation that shall be based upon evidence presented (a personal appearance by the student in question is required), the Honor Council will issue a formal statement to the Headmaster that will outline its findings as to whether a breach of the Honor Code did or did not, in fact, occur.

The Headmaster may, at his/her discretion, ask the Council to reconvene to further explain its reasoning, particularly in cases where unanimity of opinion does not exist. In every Honor Council case, any decision concerning disciplinary consequences rests solely with the Headmaster.

ACADEMIC AWARDS AND HONORS

ACADEMIC HONORS

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.

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.

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JUNIOR MARSHALS AND USHERS

The *marshals* are the two juniors with the highest cumulative GPA through the first two trimesters 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 two trimesters of the junior year. Their duties are to serve as ushers and distribute programs during Commencement.

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
- Art Shows
- Play Competitions
- Spelling Bees
- Essay contests
- Chess Team
- Public-speaking contests
- Academic Quiz Bowls

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

PERSONAL CONDUCT AND DISCIPLINE SYSTEM

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. The School's Core Values of Intellect, Respect, Integrity, Leadership, and Pride will serve as a constant standard and reminder for student behavior. Disrespectful, abusive, or disruptive behavior is contradictory to the Core Values and is not acceptable. This is particularly true in regards to verbal, physical, or electronic bullying of any kind among our students on or off campus. Bullying activity will be considered a serious violation of the school's Core Values and will be dealt with as such. **Please note at the end of this document is a Student Behavior Pledge each student and parent will be required to sign regarding Academic Honor, Acceptable Use Policy, and the school's lack of tolerance for Bullying.** 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*, the responsibilities for reinforcing positive and productive behavior and disciplining inappropriate or counterproductive behavior are handled by the classroom teachers. In extreme cases, disciplinary matters will be referred to the school administration. Actively maintaining a safe and healthy school environment, an atmosphere of positive and productive learning, and a high regard for academic development and the core values are leading factors when imposing disciplinary consequences.

In the *middle school and upper school*, 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 administrative team 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 meetings, silent detentions, work detentions, suspension, and consequences designed to correct behavior. 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.

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 unless they are being used expressly for academic purposes. 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 (such as calculators, personal computers, spellcheckers, ipods, etc.) assist students' academic development, teachers will invite students to use the devices. 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.

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 students be granted permission to host a guest 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, other than parents and guardians, are not allowed to meet students in the parking lot at any time during school or immediately after school until 4:00 P.M.

AUTOMOBILES, BICYCLES, AND SKATES

The speed limit on campus is 5 m.p.h. Parking for students is permitted in the paved student parking area in front of the gymnasium or beside the gymnasium. Unless special permission is given by school faculty, students are not to drive or park off the paved area of the campus. 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.

A tradition of special parking arrangements for Seniors will be expressed by the Seniors through productive, clear, and ongoing communication. If conflict arises, class officers will meet to resolve dispute. Unresolved conflicts may be referred to the administrative team with details outlining how a student's or students' actions do not embody the core values of intellect, respect, integrity, leadership, and pride.

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. Older students are not permitted in lower school playground areas, 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, unwelcomed physical contact of a sexual nature (grabbing, touching, pinching, patting)
- unwelcomed pressure for sexual activity
- unwelcomed use of sexually oriented language (rude jokes, suggestive nicknames, comments, 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.

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which could give the student an unfair advantage. Academic dishonesty is considered a breach of trust punishable by severe academic consequences or dismissal.

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Beaufort Academy Honor Council Constitution

Mission: The Honor Council is a student-elected body that is committed to upholding an atmosphere of respect, honesty, and integrity within the Beaufort Academy community. To this end, the Honor Council exists for the purposes of educating the student body concerning the Honor Code, interpreting the Honor Code, and holding hearings in situations in which a student's conduct might be in question. Finally, the Honor Council will work with the administration to help identify situations relating to integrity within the school community in which active steps might be taken to strengthen support of the institutional mission.

Composition and Qualifications: The Honor Council shall consist of nine student members (2 freshmen, 2 sophomores, 2 juniors, and 3 seniors) and 2 non-voting faculty representatives. Within the Council, there shall be a President and Vice President chosen by the Council members. Election to the Honor Council is a great honor and members are held to high standards. Council members must value the ideals of citizenship; must possess sterling ethical records that are free from honor code violations; and must maintain a minimum grade point average of 2.8. Any honor violation committed by an Honor Council member shall constitute grounds for immediate removal from the Council.

Election: Election to the Honor Council will coincide with class officer elections that take place early in the academic year. Classes will vote and those candidates receiving the highest number of votes will be elected to the Honor Council. The two faculty representatives will be asked to serve by the newly elected Honor Council on an annual basis.

Procedure: Potential honor violations should be presented to the Headmaster who, after performing a preliminary investigation, will determine whether a case should be heard by the Honor Council. The Headmaster shall contact the parents of any student whose case dictates the necessity for a hearing. All Honor Council proceedings must be kept in confidence, and will be monitored by the faculty advisors. At least one of the two faculty representatives must be present during a hearing. Furthermore, any member of the Honor Council who breaches confidentiality shall be subject to dismissal from the Council and subject to disciplinary consequences. When the Honor Council is asked to assemble, and all involved parties have been thoroughly interviewed, the Council will hold a hearing consisting of at least seven of its student representatives. After careful deliberation that shall be based upon evidence presented (a personal

appearance by the student in question is required), the Honor Council will issue a formal statement to the Headmaster that will outline its findings as to whether a breach of the Honor Code did or did not, in fact, occur.

The Headmaster may, at his discretion, ask the Council to reconvene to further explain its reasoning, particularly in cases where unanimity of opinion does not exist. In every Honor Council case, any decision concerning disciplinary consequences rests solely with the Headmaster.

DAILY OPERATIONS AND SCHOOL SERVICES

DRESS CODE AND PERSONAL GROOMING (also see appendix, page 37)

The main objective of Beaufort Academy's dress code is for students to be comfortable while presenting a neat, cohesive appearance. Having students appropriately dressed for school reduces distractions and fosters a stronger learning environment. A clear and concise dress code policy helps students, parents, faculty, staff, and administrators work together to enforce the dress code and maintain the intention and spirit of the policy.

Dress Code Summary- The main guidelines include khaki bottoms and solid-color collared shirts on top. Specific requirements and special expectations are outlined in the dress code policy. Please see the addendum or view the policy at the BA's web site, <http://www.beaufortacademy.org>.

Personal Grooming- Matters regarding personal grooming remain the same. A clean and neat appearance is fundamental, and the items listed below are unacceptable.

- Visible tattoos (temporary or real), body piercings
- Regarding earrings – boys are not permitted to wear earrings and girls may not have more than two earrings per ear.
- Beards, goatees, mustaches, or long sideburns
- No student is permitted to have hair which obscures the eyes or hairstyles or colors which cause a disruption to the learning environment.

PHYSICAL EDUCATION

All students in Lower and Middle school are required to participate in physical education. 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 who does not participate in P.E. or Health and Wellness coursework because of an injury or illness will not be allowed to participate in athletic practice or game on that day.

Lower school students need to wear sneakers in the gym. They do not wear other special clothing for PE.

Middle School Students (grades 5-8) are required to wear the following for Physical Education Classes:

- Black or Navy Shorts with a drawstring (minimum 4" inseam)
- White, BA Blue, or Grey T-Shirt
- Athletic Shoes with White Socks (Sperry-type shoes are **not** acceptable)

Students are to wear clothes that fit properly. Students will be permitted to wear sweatpants and sweatshirts over their PE clothes for cooler days.

One of our homework assignments in PE is the athletic outfit. It is important for students to arrive to class properly prepared for the day. Being prepared, present, positive and productive are major parts of the student's grade. Students wouldn't go to math class without a pencil or textbook. Thus, they shouldn't come to PE without their PE clothes.

Additional PE Details and Guidelines:

- Wearing street clothes under the PE uniform is not permitted and is considered "not dressed" and will result in a loss of grade points.
- Excessively baggy or loose fitting clothing is not permitted.
- Shorts and sweatpants must be worn on the waist or hips so that no undergarments are shown.
- If a student reports to PE class without proper clothing, they will be required to walk during the period. Points will be deducted from their trimester grade. If a second violation occurs, a notice will be sent home to parents. A third violation during a trimester will result in work detention.

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 3:05	Monday through Friday
Grades 9 - 12	8:00 to 3:05	Monday through Friday

Once a student is enrolled in after school study hall, grades 5-10, the student is expected to attend 3:10 to 3:55, Monday through Thursday. In addition, students may make appointments or "drop in" for additional teacher assistance prior to 4:00 P.M.

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.

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.

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 and supervised by school personnel.

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.

ATTENDANCE, ABSENCES, AND TARDINESS

Students are expected to attend school on a regular basis. Regular attendance supports a productive learning environment and foster intellectual development. Irregular attendance is disruptive to the learning experience. Parents and guardians should inform the school receptionist of the nature of each absence on or before the day of the absence.

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 administration at the parents' earliest possible opportunity.

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. In cases of absences of three days or less for illness, a parent or legal guardian's note will generally suffice. Long or excessive absences require notation from the appropriate health care professional.

Excessive absences (ten or more in a single academic year) may jeopardize a student's academic standing as well as the quality of the instruction.

All students are required to be in the first period classroom at 8:00 A.M. each day of school. Students who are tardy to school not only miss valuable class time and school announcements, but they create a disruption to the teacher and the classroom learning process. Students will be allowed two (2) unexcused tardy days per trimester. On the third tardy, the school will send an electronic warning to the parents to inform them a work detail or a detention will be assigned on the fourth tardy of the trimester. These three tardy days per trimester without consequences should allow for all travel and family emergencies and eliminate the need for exceptions due to flat tires, power outages, and similar unavoidable circumstances. Any appeals for additional excusals or exceptions to this policy will be directed to the administration for consideration.

Student who miss any portion of school on the day of an athletic contest or 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**.

Though some opportunities will be nontraditional, attendance is mandatory for the ten days of Interim. Successful completion of Interim courses and activities is as much an expectation for promotion as passing other core curricular subjects.

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 school receptionist. Upon returning to school from the medical appointment, a student must present written verification from the medical professional to and sign-in with the school receptionist. **Any student leaving or returning to campus must follow the sign-out/sign-in procedures with the school receptionist in the main office.**

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 school receptionist.

SENIOR PRIVILEGES

Senior privileges include opportunities for responsible students to leave the school campus during free time such as the lunch period. Students with Senior Privileges will be required to sign out through the main office whenever they leave and to sign in upon their return each time they choose to leave the campus. Under no circumstances will students be allowed to sign out for one another. In addition seniors who sign out through senior privileges will need to provide the main office an active, working cell number each time they sign out. Senior students will be expected to be present and on time for all assemblies and regular classroom activities throughout the year. Students will place their senior privileges in jeopardy by failure to adhere to these guidelines, by failure to maintain excellent academic performance, and/or by failing to serve as strong role models of leadership and deportment on the Beaufort Academy campus and wherever BA students represent the school in the community and beyond.

- Senior Privileges will be granted to seniors who have made reasonable progress toward acceptance to college and have straight A's at the midpoint Progress Report of the First Trimester (Grades of B will be acceptable for Honors and AP level classes if accompanied by the teacher's recommendation), as soon as a signed letter of explanation and permission note is returned to the school from the parents.
- Senior Privileges will be granted to seniors who have made reasonable progress toward acceptance to college and who make the Honor Roll on the Report Card at the end of the First Trimester as soon as a signed letter of explanation and permission note is returned to the school from the parents.
- Senior Privileges will be granted to other seniors who have made reasonable progress toward acceptance to college and who reach Honor Roll status at the Second Trimester midpoint Progress Report or the end of the of the Second Trimester as soon as a signed letter of explanation and permission note is returned to the school from the parents.

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

during the third trimester in anticipation for the following year. 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, including: class president, vice president, secretary, and SGA representative.

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.

Upper school students wishing to offer academic assistance to younger students should contact the director of teaching and learning to discuss options and create a community service partnership agreement.

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.

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. Families are encouraged to participate.

The enrollment 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. <http://www.beaufortacademy.org>

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 possible 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 business office (with possible copies to the members of the Finance Committee and the Board Chair) 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 accounts will be invoiced on the 15th of the month with the balance due on the 1st of the following month. Past due balances will accrue finance charges at a rate of 18% per annum. 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 Director of Finance to discuss it before the situation becomes critical.

FINANCIAL AID

Recognizing that an independent school education is not affordable to many families, the Trustees allocate a portion of the annual budget 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.
- Parents must reapply by submitting a report to the *School and Student Service for Financial Aid* each year, if they wish to continue to receive assistance.
- The application for financial assistance will be viewed more positively if both parents are working outside the home. We do realize, however, that circumstances may make this impossible, or very difficult. Explaining such circumstances on your financial aid application, and describing the non-working parent's plans for eventual employment, are important.

Assistance is granted on a first come first service basis and availability is limited. Families requesting assistance are encouraged to apply in early spring.

MEDICAL FORMS

The State of South Carolina requires each student to have on file a *South Carolina Certificate of Immunization*. Parents must sign an *Emergency Medical Release Form* for each student each year so that school personnel can seek emergency treatment if necessary. Parents must sign a release if students are to be allowed to receive any medications.

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

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.

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 1-12 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 after the last day of school 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

Students in the Pre-K and Kindergarten programs have lunch and snack in the Kindergarten Building. Details will be provided by the classroom teachers.

For grades 1-12, the school provides food and beverage sales during lunch periods on a pre-order, pre-paid basis. Menus, which include food from local restaurants and caterers, are emailed to families prior to the order deadline and posted on the school website for convenience. Food and beverages are also available for all Middle and Upper School students at break. Students may bring their own lunches, but may not order deliveries during the day.

Lunches are ordered in 2 week cycles. Order forms are due to the Business Office on Wednesday mornings before 9:00 A.M. and the start of the next menu cycle. Payment is due at the time of the order and may be remitted by cash, check, or credit card (information can be kept on file). We can accept orders by hard copy, email, or fax. Lunch orders cannot be charged to student accounts.

As a general rule orders cannot be cancelled. The vendors need to have our collective order more than a week ahead to make their plans. Last minute changes may be impossible. If a student will be out for an extended period, please contact us and we will do all possible to cancel any unfilled orders.

For additional convenience, students may be issued a Cafeteria Card to use for purchasing snacks and drinks. Charges related to this card are added to the student's in-house billing account. Please see the order form and program details on the school website. This Cafeteria Card cannot be used to purchase pre-ordered lunches.

Food and beverages must be consumed in the dining area or picnic areas only. No food or beverage is allowed in the classroom 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.

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.

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 trimester, 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 a field trip to a student whose academic effort is deemed unsatisfactory or whose actions are counterproductive to the core values and typical safety provision. 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. When a Middle School student and/or parent is planning individual out of school parties, trips, and other special activities which involve some but not all the student's classmates, we ask for sensitivity in passing out invitations either written or verbal on the campus.

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.

ATHLETIC TEAMS AND PHYSICAL EDUCATION

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. To view team information and schedules, please visit the BA website at http://www.beaufortacademy.org/athletics_welcome.htm.

GAME DAY ATTIRE AT SCHOOL

Student athletes must wear only navy blue, light blue or white tops (golf shirt, oxford button down, turtleneck) with khaki bottoms (cargo pants/shorts are not permitted). Tops should be tucked in. For boys, ties and bowties are required. For girls, the Land's End Clear Blue Plaid option is available.

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.

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

Co-curricular eligibility is determined at the end of each trimester. Students will be classified as ineligible when they have a cumulative trimester average below a "C-" and/or have a grade lower than a 70 in any subject for the most recently completed trimester. Eligibility will be reviewed as needed at the mid-term of each trimester as well as the end of each trimester. Eligibility is not reinstated until the day mid-term grades, progress reports, or report cards are released. Students who do not meet these criteria will remain ineligible for the remainder of the trimester or until the next set of mid-term grades are released.

A student who fails a course at the end of the third trimester will be ineligible beginning the first trimester of the following year. Students starting the year as ineligible to play have the opportunity to be reclassified as eligible if they have a cumulative average of at least "C-" and do not have a grade below 70 in any subject at the mid-term.

Students starting a trimester as ineligible to play because they failed a single trimester course also have the opportunity to be reclassified as eligible if they have a cumulative average of at least "C-" and do not have a grade below 70 in any subject at the mid-term.

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 approved.

Students in a suspended status may not be on campus or attend a BA event on or off campus. To fully participate in the athletic program a student athlete must not be under disciplinary action including in-school suspension, out-of-school suspension or probation.

Ineligible student athletes will not be allowed to attend practice, play in contests, or travel with the team. These restrictions are intended to offer student athletes more time to address academic challenges. Student athletes are expected to write an action plan to improve his or her academic performance. The

plan should outline the action steps for addressing academic challenges; guidance can be sought from faculty, coaches, team captains, and the Director of Athletics.

Academically ineligible athletes will be allowed to try out for any sport. The Director of Athletics and coach of that sport will determine whether or not the student will be allowed to make the team. This decision will be based on the student athlete's potential eligibility date, the point in the season, and other aspects of the team chemistry.

PHYSICAL EDUCATION

All students in Lower and Middle school are required to participate in physical education. 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 who does not participate in P.E. or Health and Wellness coursework because of an injury or illness will not be allowed to participate in athletic practice or game on that day.

Lower school students need to wear sneakers in the gym. They do not wear other special clothing for PE.

Middle School Students (grades 5-8) are required to wear the following for Physical Education Classes:

- Black or Navy Shorts with a drawstring (minimum 4" inseam)
- White, BA Blue, or Grey T-Shirt
- Athletic Shoes with White Socks (Sperry-type shoes are **not** acceptable)

Students are to wear clothes that fit properly. Students will be permitted to wear sweatpants and sweatshirts over their PE clothes for cooler days.

One of our homework assignments in PE is the athletic outfit. It is important for students to arrive to class properly prepared for the day. Being prepared, present, positive and productive are major parts of the student's grade. Students wouldn't go to math class without a pencil or textbook. Thus, they shouldn't come to PE without their PE clothes.

Additional PE Details and Guidelines:

- Wearing street clothes under the PE uniform is not permitted and is considered "not dressed" and will result in a loss of grade points.
- Excessively baggy or loose fitting clothing is not permitted.
- Shorts and sweatpants must be worn on the waist or hips so that no undergarments are shown.
- If a student reports to PE class without proper clothing, they will be required to walk during the period. Points will be deducted from their trimester grade. If a second violation occurs, a notice will be sent home to parents. A third violation during a trimester will result in work detention.

Appendix 1: Beaufort Academy Dress Code, page 37

Appendix 2: Beaufort Academy Student Behavior Pledge, page 39

Appendix 3: Parental Custodial Policy, page 40



- Lower School
- Middle School
- Upper School

The days listed below will be decided and announced by administrators in advance.

Pride Day

- Students must wear only navy blue, light blue or white tops (golf shirt, oxford button down, turtleneck) with khaki bottoms (cargo pants/shorts are not permitted). The Land's End Clear Blue Plaid option is available also for girls.
- Ties and bowties are permitted and tops should be tucked in.
- Pride Days will coincide with a special ceremony, assembly, or event at BA.

Casual Day

- Students can personally choose their attire for the day.
- Some fundamental dress code guidelines will apply on this day:
 - 1) Dresses, shorts, and skirts must not exceed the 3-in rule listed in the day-to-day attire.
 - 2) Shoulders should not be seen.
 - 3) Low cut tops/dresses are not permitted.
 - 4) Slipper shoes and hats are not permitted.
 - 5) Logos and graphics must be school appropriate.
- *They will also be earned through consistent demonstration of core values*

Dress Code Violation Protocol

- Written infractions will be given to students upon violation of dress code by any faculty member.
- After the 3rd consecutive violation, the student will attend a 1 hour dress code detention/tutorial.
- Ongoing disregard for the policy or breach of trust will result in progressive disciplinary steps and consequences designed to correct behavior.
- Any HIGHLY inappropriate dress code violation will be immediately addressed by a senior administrator to determine consequences and corrective action.

Before purchasing school clothing for the school year, please visit Land's End, BA's designated clothing vendor. Although you may purchase items from other vendors, Land's End will offer you a visual reference and specific information regarding style and color of clothing. This will provide a more cohesive look throughout the grades and consistency through the years. For example, light or form fitting shirts and pants are not appropriate; a more appropriate style and fit may be seen at Land's End.
www.landsend.com

Top Examples

Polo— Button Down—Turtleneck

COLORS ALLOWED:

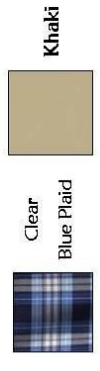
Any solid color is permitted.

MUST BE SOLID



Bottom Examples

COLORS/PATTERN ALLOWED:



Lower School

Girls

Guidelines for tops include:

- 1) **Collared golf shirt, turtleneck or mock turtleneck-** Any SOLID color is allowed. (no pattern, school approved logo ONLY).
- 2) **Button down dress shirt-** Any SOLID color is allowed.
- 3) White t-shirts (long or short sleeve) may be worn UNDER top layer shirts.
- 4) Shoulders should be covered and tops tucked in.

Guidelines for bottoms include:

- 1) Solid Khaki pants, skirts, shorts, jumper or Land's End approved CLEAR BLUE PLAID pattern skirts, shorts or jumper. Solid colored polo dresses are permitted.
- 2) Should not exceed 3 inches above the top of the knee cap.
- 3) If belt loops are present, a belt should be worn.
- 4) Cargo pants/shorts are not permitted.

Boys

Guidelines for tops include:

- 1) **Collared golf shirt, turtleneck or mock turtleneck-** Any SOLID color is allowed (no pattern, school approved logo ONLY).
- 2) **Button down dress shirt-** Any SOLID color is allowed.
- 3) White t-shirts (long or short sleeve) may be worn UNDER top layer shirts.
- 4) Shoulders should be covered and tops tucked in.

Guidelines for bottoms include:

- 1) Solid Khaki pants or shorts.
- 2) If belt loops are present, a belt should be worn.
- 3) Cargo pants/shorts are not permitted.

Middle/Upper School

Girls

Guidelines for tops include:

- 1) **Collared golf shirt, turtleneck or mock turtleneck-** Any SOLID color is allowed. (no pattern, school approved logo ONLY).
- 2) **Button down dress shirt-** Any SOLID color is allowed.
- 3) White t-shirts (long or short sleeve) may be worn UNDER top layer shirts.
- 4) Shoulders should be covered and tops tucked in.

Guidelines for bottoms include:

- 1) Solid Khaki pants, skirts, shorts, jumper or Land's End approved CLEAR BLUE PLAID pattern skirts, shorts or jumper.
- 2) Should not exceed 3 inches above the top of the knee cap.
- 3) If belt loops are present, a belt should be worn.
- 4) Cargo pants/shorts are not permitted.

Boys

Guidelines for tops include:

- 1) **Collared golf shirt, turtleneck or mock turtleneck-** Any SOLID color is allowed (no pattern, school approved logo ONLY).
- 2) **Button down dress shirt-** Any SOLID color is allowed.
- 3) White t-shirts (long or short sleeve) may be worn UNDER top layer shirts.
- 4) Shoulders should be covered and tops tucked in.

Guidelines for bottoms include:

- 1) Solid Khaki pants or shorts.
- 2) If belt loops are present, a belt should be worn.
- 3) Cargo pants/shorts are not permitted.

Footwear, Outerwear & Accessories

Footwear

Guidelines for Lower School Footwear include:

- 1) Shoes with closed toe and closed back.
- 2) Any color is permitted.
- 2) Special requests may be made by administration during special events or fieldtrips.

Guidelines for Middle/Upper School Footwear include:

- 1) No shoe restrictions (bedrooms slippers are not permitted)
- 2) Special requests may be made by administration during special events or fieldtrips.

Outerwear

- BA sweatshirts and BA issued athletic jackets are permitted.
- Any SOLID colored sweatshirt, jacket, blazer, pullover or cardigan sweater are permitted.
- Hats or hoods are not permitted inside buildings.
- Naturally fall/winter coats, of any appropriate style for school, may be worn around campus. When temperatures are moderate, students will be asked to remove coats in the classroom.

Accessory Examples



Beaufort Academy Student Behavior Pledge

The purpose of this pledge is to document the promise of each student at Beaufort Academy to honor the core values of INTELLECT, RESPECT, INTEGRITY, LEADERSHIP, AND PRIDE in all the student does as a representative of the school, and as a contributor to a positive learning environment of the campus, and as a member of the Beaufort Academy Family in the spirit of all the words imply.

Honor Pledge

My signature below represents my pledge to uphold an atmosphere of intellectual integrity in every assignment, assessment, project, or presentation I complete as a student of Beaufort Academy. I pledge specifically not to cheat on any test, project, homework assignment, writing assessment, or examination. I will not seek or accept assistance beyond what is approved by the teacher making the assignment. I know this includes possessing or viewing notes or other materials which could give me an unfair academic advantage.

I understand plagiarism is a form of cheating and is defined as taking someone's words, ideas, or work, and promoting it as one's own work. In the case of foreign language study, only dictionary usage and the use of online and mechanical foreign language translators approved by the teacher are acceptable. Any other use of such assistance not approved in advance by the teacher will constitute a violation of this pledge.

Finally, I recognize academic dishonesty or the toleration of academic dishonesty in other students is in conflict with the core values of intellect, respect and integrity and constitutes a breach of trust punishable by academic consequences including dismissal from the school.

Student's Printed Name

Student Signature

Date

Acceptable Use Policy

My signature below represents my pledge to use computers at the school for academic purposes only. I pledge I will not use computers for nonacademic purposes such as playing computer games or watching videos or engaging in any other inappropriate use of technology on the Beaufort Academy campus. I pledge specifically I will not attempt to access personal sites, newsgroups, chat rooms, or email unless approved in advance by teachers as part of an academic assignment. I pledge to adhere to each of the following restrictions:

- No downloading of any files or programs without prior approval of the teacher
- No obtaining, viewing, or downloading defamatory, abusive, obscene, profane, threatening, sexually-oriented, racially offensive or illegal material
- No gambling or credit card transactions
- No use of outside software or disks, altering of software, files or system settings
- No abuse of computers or related technology
- No use of computers or other 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, ethical, or religious.

Finally, I understand failure to adhere to the specifics of this policy will result in the loss of computer technology privileges and/or appropriate disciplinary action, and in extreme cases, the possibility of legal action/prosecution by outside the school.

Student's Printed Name

Student Signature

Date

Anti-Bullying Pledge

My signature below represents my pledge to exemplify the core values of respect and integrity in all my interactions with others on the Beaufort Academy campus. This means I believe and promote the promise for all students and faculty to enjoy our school equally, to feel safe physically and emotionally, to feel secure and accepted regardless of color, race, gender, popularity, intellectual ability, athletic ability, religion, or national origin. I pledge I will not participate in any bullying practice such as pushing, shoving, hitting, name-calling, picking-on, making fun of, laughing at, or purposely excluding someone from a conversation, activity, or academic endeavor.

I understand any and all of the bullying behaviors listed above can cause pain and stress to others and is never justified as "just teasing," "kids being kids," or by the excuse "he or she did not mind." I further understand the victim of bullying activity can never be considered to be responsible for being such a victim because "he or she asked for it," or "deserved it." My signature below represents my promise and commitment not to participate in any bullying activity, not to tolerate those who do, and to report anything I believe is bullying to a faculty member immediately.

Finally, I understand any of the bullying behaviors listed above or any such related behaviors are in conflict with the core values of respect and integrity and counterproductive to the atmosphere of school pride and the spirit of family which makes Beaufort Academy a great place to learn, and will be addressed through administrative actions and consequences as necessary.

Student's Printed Name

Student Signature

Date

Parent's Printed Name

Parent's Signature

Date

Parental Custodial Policy

Beaufort Academy recognizes that many of our students come from two household environments. Unfortunately, custody disputes have the potential to involve administrators, faculty and staff, and place the child or children in an awkward or embarrassing situation.

In the event that the parents of a child or children are separated or divorced, it is the responsibility of the parents to arrange their custody and visitation schedules in advance to avoid conflicts.

Beaufort Academy cannot and will not attempt to interpret or enforce Agreements or Court Orders to which it is not a party. These include Family Court Orders between natural/adoptive parents involving a custodial schedule.

In the event of a scheduling conflict, the school will not follow a request that the school not release the child to a natural, legal or adoptive parent, as this cannot be done absent a specific Court Order to the contrary.

It is the policy of Beaufort Academy to release educational records to both custodial and non-custodial parents.

It is the policy of Beaufort Academy to welcome both parents to participate in all school activities, parent-teacher conferences and sports events. Separate teacher conferences are available if requested in advance.

Above all, it is the policy of Beaufort Academy to provide an environment for educational excellence. Any activities or disruptions which interfere with this core mission will not be tolerated. Should parental disputes become disruptive to the school's learning environment, the child or children may be asked to leave the school permanently. No tuition refunds will be granted in this circumstance as stated in the enrollment contract.