



July 31, 2009

Dear Parents and Students,

Welcome to another school year! This is the Student Handbook for 2009 - 2010. Its purpose is to provide parents and students of Thomas Hart Academy with a written reference of policies and procedures to assist in meeting the various requirements of the school.

This handbook has been revised with a series of small modifications, including the tardy and discipline policies, so it is important that you read it in its entirety. Suggestions as to how to improve our policies and procedures are always welcome and should be brought to my attention as soon as possible. As changes become necessary, they will be promulgated by written memorandum at various points during the school year.

Please take the time not only to look over the handbook but more importantly to discuss it with your child(ren). I will enforce all rules in a fair and consistent manner. As a "team" we will strive to model appropriate behavior. By working together to teach our children the importance and necessity of rules, it will help all of us function more effectively and make the school and our children successful this year and in life.

I look forward to working with each of you as we continue to teach our young people the value of scholarship, leadership, and citizenship. If you have any needs or concerns, please share them with me. This is going to be a great school year!

With kind regards,
Trish Walker
Mrs. Trish Walker
Head of School

Thomas Hart Academy

Student Handbook

2009 – 2010

Established in 1970, Thomas Hart Academy is an independent, co-educational, non-discriminatory day school enrolling approximately 200 students in grades K3 through 8.

Our Philosophy

A school's philosophy is the foundation upon which the school is built. It establishes what the school stands for and how it operates. Families are the happiest if they select a school that reflects beliefs that are similar to their own. At Thomas Hart Academy, our work is driven by our philosophy. Every new program, every change in curriculum, every decision is made with the philosophy in mind. Each year, the Faculty and members of our Board of Directors work through the philosophy again to be certain that we are what we say we are and that we do what we say we do.

It is the philosophy of Thomas Hart Academy that each child is a unique and valuable individual who has the potential to be a contributing member of society with the capacity to develop the talents and skills to function successfully in life. We believe that each child can realize his or her own potential in four areas:

- **Intellectual Growth** - We believe that our students can develop the creative and intellectual skills to master the material necessary for them to be successful at the high school level and throughout life.
- **Physical Development** - We believe that our students can learn to be healthy individuals. They can develop coordination and physical skills, and can learn to have the confidence necessary to enable them to participate in and enjoy physical activities now and in the future.
- **Social Interaction** - We believe that our students can learn to interact with others in a positive and rewarding way, with well-developed social skills for building relationships with peers and adults of diverse ethnic/cultural and racial backgrounds.
- **Emotional and Spiritual Health** - We believe that our students can develop into spiritual individuals with a strong sense of self, family, and associated values and emotionally healthy individuals who believe success is possible and who know themselves to be likeable and capable of responding to a challenge.

Thomas Hart Academy is a family-oriented school that encourages communications with parents. We value parents' insight and the goals they have for their children.

We believe it is necessary to provide a school environment, which is nurturing and success – oriented; an environment that has established standards allowing for variability in developmental level through flexibility, latitude, and accommodation within the program.

Mission Statement

It is the mission of Thomas Hart Academy to provide an academically challenging education in a warm, supportive environment to average and above average students with a wide range of talents and skills. It is the mission of the school that students should develop self worth, and an appreciation of others of diverse cultural, racial and ethnic backgrounds. It is the mission of Thomas Hart Academy to help each student become an independent and lifelong learner with the self-confidence to take intellectual risks involving exploration along the educational journey.

Table of Contents

Headmaster's Letter	Preface
School Philosophy and Mission Statement	Page 1
Table of Contents	Page 2
I. Schedule and Attendance	
1.1 Daily Schedule	Page 4
1.2 Arrival and Departure Times	Page 4
1.3 Tardiness Policy	Page 4
1.4 Absentee Policy	Page 5
1.5 Early Departure	Page 6
II. Academic Policies	
2.1 Academic Standards and Grading Policies	Page 6
2.2 Grading Scales	Page 6
2.3 Interim Reports	Page 7
2.4 Report Cards	Page 7
2.5 Testing	Page 7
2.6 Homework	Page 7
2.7 Excessive Tardiness/Absenteeism	Page 8
2.8 Missed Work	Page 8
2.9 Calculation of Failing Grades	Page 8
2.10 Retention Policy	Page 8
2.11 Students on Suspension	Page 9
2.12 Transfer Students	Page 9
2.13 Athletic Academic Suspension	Page 9
2.14 Recognition of Academic Excellence	Page 9
2.15 Standardized Testing	Page 9
2.16 Semester Examinations	Page 10
2.17 Work for Extra Credit	Page 10
2.18 Field Trips	Page 10
2.19 Textbooks	Page 10
2.20 Homebound Schooling	Page 10
2.21 Child Study Team	Page 10
2.22 Academic Guidance	Page 10
2.23 Academic Remediation Program	Page 10
2.24 Monday Folders	Page 11
2.25 Parent-Teacher Conferences	Page 11
III. Discipline Policies	
3.1 General Policy	Page 11
3.2 Academic Dishonesty	Page 12
3.3 Minor Infractions	Page 12
3.4 Major Infractions	Page 13
3.5 Detention	Page 14
IV. Health/Medical Policies	
4.1 Immunization Requirements	Page 15
4.2 Contagious Conditions	Page 15
4.3 Minor Illness or Injury at School	Page 15
4.4 Medication at School	Page 15
4.5 Emergency Care	Page 16
4.6 Head Lice Policy	Page 16
V. Campus Security and Safety	

5.1	Access to School Buildings	Page 16
5.2	Emergency Drills	Page 16
5.3	Fire & Safety Equipment	Page 16
5.4	Inclement Weather	Page 16
5.5	Release of Students	Page 16
5.6	School Closure	Page 16
5.7	Traffic Flow: Pick-up/drop-off	Page 16
5.8	Visitors Policy	Page 17
VI.	General Information/Policies	
6.1	Awards Program	Page 17
6.2	School Calendar	Page 18
6.3	Emergency Data /Change of Address	Page 18
6.4	Dress Code	Page 18
6.5	Field Trips	Page 19
6.6	Use of School Bus	Page 19
6.7	Classroom Regulations	Page 19
6.8	Food, Gum, and Drinks	Page 20
6.9	Class Events and Parties	Page 20
6.10	Computer Lab	Page 20
6.11	Internet Use Policy	Page 20
6.12	Unauthorized Items	Page 21
6.13	Library	Page 21
6.14	Lunch	Page 21
6.15	Lunchroom	Page 21
6.16	Lockers	Page 22
6.17	Labeling of Clothing/Personal Property	Page 22
6.18	Lost & Found	Page 22
6.19	Physical Education	Page 22
6.20	Restroom Use	Page 22
6.21	Substance Abuse	Page 22
6.22	Telephone Use	Page 22
6.23	Textbooks	Page 22
VII.	Student Responsibilities	
7.1	General Responsibilities	Page 23
7.2	Special Responsibilities/Duties	Page 23
7.3	Eighth Graders' Responsibilities	Page 23
7.4	Eighth Graders' Privileges	Page 24
7.5	Student Privileges	Page 24
VIII.	Student Activities	
8.1	School Philosophy	Page 24
8.2	Description of Activities	Page 24
8.3	Activity Awards	Page 25
IX.	Student Athletics	
9.1	School Philosophy	Page 25
9.2	Description of Athletic Programs	Page 25
9.3	Leadership	Page 25
9.4	Athletic Awards	Page 26
X.	Parent Support	
10.1	Philosophy and Expectations	Page 26
10.2	Communications with School	Page 26
10.3	Field Trips	Page 27
10.4	Chaperone Responsibilities	Page 27
10.5	Driver-Chaperone Responsibilities	Page 27
10.6	Parent-Teacher Organization (PTO)	Page 27
10.7	Parent Volunteer Opportunities	Page 27
10.8	Room Parents	Page 28

XI. Board, Staff, Faculty, and Family Directories**I. Schedule and Attendance**

Being in school on time each and every day is vitally important to each student's success. The first 15 minutes of the day sets the tone for the remainder of the day. Important instructions and information are included in those first few minutes.

1. Daily Schedule.

a. The following schedule will be used for normal school days.

7:30	School buildings open to students	
7:55	First Bell for Homeroom	
8:00	Second Bell for Homeroom/ Tardy Bell	
8:00 - 8:15	Homeroom	
8:15 - 9:05	1st Period	
9:05 - 9:55	2nd Period	
9:55 - 10:45	3rd Period	
10:45 - 11:35	4th Period	Recess/Lunch for K5 – 2nd grades
11:35 - 12:25	5th Period	Recess/Lunch for K3; K4; 4 th ; 5th grades
12:25 - 1:15	Specials	Recess/Lunch for 3 rd ; 6th – 8 th grades
1:15 - 2:05	6th Period	
2:05 - 2:40	7th Period	
2:40 - 2:45	Homeroom	
2:45	Dismissal	
2:45 - 3:20	Clubs and Activities	Tuesdays only

b. The following schedule will be used for half days.

7:55	First Bell for Homeroom
8:00	Second Bell for Homeroom/ Tardy Bell
8:00 - 8:15	Homeroom
8:15 - 8:40	1st Period
8:40 - 9:05	2nd Period
9:05 - 9:30	3rd Period
9:30 - 9:45	Break
9:45 - 10:10	4th Period
10:10 - 10:35	5th Period
10:35 - 11:00	6th Period
11:00 - 11:25	7th Period
11:25 - 12:00	Assembly
12:00	Dismissal

2. Arrival and Departure Times.

a. Arrival - The school building will be opened at 7:30 a.m. The school cannot accept responsibility for students when teachers are not present to supervise them therefore students should not arrive at school before 7:30. Students who arrive at 7:30 may enter the building but may be required to wait outside their classroom until the teacher arrives. At the 7:55 a.m. bell, all students may go into their classroom.

b. Departure – The school day ends at 2:45 p.m. and students are expected to be out of the building by 3:00 unless a prior arrangement has been made with the teacher or school office. Students remaining in the building after 2:45 p.m. must be under the supervision of a coach or teacher. Students who have not been picked up by 3:00 p.m. will be required to report to After School Care. (Note: a charge is assessed for use of After School Care.)

3. Tardiness Policy (Late Arrival) - The school day begins promptly at 8:00 a.m. and all students are expected to be

in their homerooms at that time. Students are considered tardy if not in their homeroom when the tardy bell rings at 8:00.

a. Students who arrive late to school after 8:00 must be signed in at the office by an adult to obtain a tardy slip for admission to class.

b. Tardies accrue on a nine-week basis. Commencing with the fourth tardy, a note signed by the homeroom teacher will be sent home to the parents informing them of the status. Commencing with the sixth tardy during each nine-week period, there will be a \$25.00 charge for each subsequent tardy.

4. Absentee Policy – School policy pertaining to absenteeism is based on state law pertaining to public education, which sets a benchmark of ten (10) unexcused or “unlawful” absences as the point at which consequences arise for unexcused absences.

a. School policy allows up to 10 excused absences related to illness, for which a doctor’s note is required. Written excuses are required within three school days of the student’s return to school and should be turned into the homeroom teacher.

b. Absences in excess of 10 days will always require a doctor’s written excuse. After 10 unexcused absences, a student is in jeopardy of not receiving credit for the course/academic year. In such instances, a conference between parents, teacher, and Head of School will be required to outline a plan for the student to complete missed coursework.

c. Medical and dental appointments are not considered illnesses, therefore they are generally considered to be an unexcused absence. All efforts should be made to schedule these appointments after school hours. A student who leaves for a medical/dental appointment is expected to return the following day with ALL homework completed. Students who leave for a portion of the school day must make up all missed work.

d. If a student is expected to miss school because of travel, parents are asked to notify the school in advance so that any work assignments that will be missed can be made available.

e. In cases of extended/long term absence due to illness, the school recognizes an exception and will make every effort to accommodate the student’s needs while maintaining the integrity of the school’s academic standards.

f. Eighth graders may visit local high schools during the course of the school year. These days are not considered absences and will not be assessed against the student’s attendance record. (Note: these visits are arranged by the school and conducted as a group activity.)

g. Students involved in school activities or school-related appointments that require them to be away from the school will not be considered absent. However, students are responsible for all make-up work and should return to school the following day with their homework complete. There will be times when exceptions will be granted but students must receive approval in advance from their teachers.

h. For eighth graders who will receive two Carnegie units (8th grade English/Literature and Algebra I) at year’s end, attendance will be taken at each class. For example, if a student leaves at noon and will miss one of the two Carnegie-unit classes, he/she will be marked absent for that particular class.

i. After a student has accrued four (4) unexcused absences, parents will receive a letter reiterating our attendance policy. After seven (7) unexcused absences, a conference will be arranged between the parents and the Head of School/Guidance Counselor. After ten (10) unexcused absences, a student will not be allowed to participate in extracurricular activities without prior approval from the Head of School.

j. In accordance with South Carolina Independent School Association (SCISA) policy, any student who is absent or not in school for over half of the school day will not be allowed to participate in an athletic event for that day. Please note that per SCISA guidelines a Friday absence would disqualify a student from a weekend tournament.

k. As an incentive, all students are eligible for the Perfect Attendance Award. Perfect Attendance is defined as no excused or unexcused absences for the entire school year. An award is issued at the end of the school year to recognize those students who have maintained regular exemplary attendance throughout the school year.

5. Early Departure – The school recognizes that, on occasion, it will be necessary for children to depart from school early or depart for a specific event such as a doctor’s appointment. We ask parents to bear in mind that such absences do affect the educational process and that every attempt be made to minimize such absences by scheduling these appointments after 3:00. After five such early absences, parents will be contacted for a meeting.

a. If a student needs to leave before the end of the school day, a written note from the parents must be turned into the office that morning. The note should state the reason for departure, the time of departure, the name of the person picking the student up, and the time/date the student will return to school.

b. All students must be signed out when leaving school for any early dismissal and signed back in upon their return. The parent or authorized person must report to the office when signing a student out, or when a student is returning to school.

c. All students are reminded that they are responsible for checking with teachers or calling a classmate to get any missed assignments.

II. Academic Policies

It is the goal of our faculty that our students strive to achieve satisfactory growth in subject matter and in habits and attitudes that are important to the development of a well-rounded individual.

1. Academic Standards and Grading Policies – Thomas Hart Academy is committed to high standards of academic excellence for each student and to helping each student realize success in their academic studies.

a. The following academic courses are classified as core content area subjects: Language Arts, Mathematics, Social Studies, and Science.

b. The following academic courses are classified as specialty subjects: Art, Music, Physical Education, Library, Computer, and Foreign Language.

c. The academic year shall be divided into four, nine-week grading periods. Grades will be calculated and forwarded to parents at the end of each grading period.

2. Grading Scales.

a. The following grading scales will be used at Thomas Hart Academy for core academic courses:

K3 - K5 – checklist and written, anecdotal evaluations

(2) 1st Grade – written, anecdotal evaluations

E - Excellent

S - Satisfactory

N – Needs Improvement

U - Unsatisfactory

(3) 2nd Grade through 8th Grade

A	93-100	Excellent
B	85-92	Good/Above average
C	78-84	Average
D	70-77	Poor/Below average
F	Below 70	Failing
I	Incomplete	

b. For grades 2 through 8, students will be given grades for tests, quizzes, class work, homework, and projects. Individual teachers have the authority and flexibility to determine the weighting for each category. Each teacher is required to promulgate the specific weightings in a course syllabus at the beginning of the school year.

c. Students in Specialty classes (i.e. Art, Music, Physical Education, Library, Computer, and Language) will not receive numerical grades but will receive a letter grade each grading period based on participation and cooperation. The following scale will be used:

E	Excellent - Always participates, always cooperates, always exceeds teacher's expectations
S	Satisfactory – Always participates, usually cooperates, usually exceeds teacher's expectations
N	Needs improvement – Participates and cooperates but does not meet teacher's expectations
U	Unsatisfactory – Poor participation, poor cooperation

d. Although numerical grades are not assigned for grading periods or the year, specialty teachers are authorized to assign numerical grades for specific class assignments and projects. Numerical grades so assigned correlate to specialty letter grades as follows:

E	90 – 100	Excellent
S	80 – 89	Satisfactory
N	70 – 79	Needs improvement
U	69 and below	Unsatisfactory

e. An incomplete grade (I) on a report card must be changed to a numerical grade within three days unless there are extenuating circumstances. Otherwise, the grades will be averaged according to the grades available.

3. Interim Reports – Progress reports will be issued for all students in grades 1 through 8 at the midpoint of the nine-week grading period. All students will receive a progress report for the first grading period. Thereafter, a progress report for the second, third, and fourth periods will only be issued if the student's grade goes up or down by one letter grade or more, the teacher believes a progress report is necessary, or the parent requests the report. A parent or teacher may request that a student be put on Academic Watch if a child is not working to potential and needs closer monitoring. All formal reports must be returned signed by the parents within three school days. A student who fails to return reports signed will be issued detention and the parents will be called.

4. Report Cards – Report Cards are issued at the end of each nine week grading period to give parents notice of their child's academic performance. The Second Period Report will also provide grades for the first semester and the Fourth Period Report will provide grades for the second semester and for the entire academic year.

5. Testing – Testing is an important part of the student's evaluation process. Extreme care is taken to fairly test each student's ability. It is appropriate to make testing accommodations for students with special needs as long as it does not interfere with the skill being tested. For example, if testing content knowledge, it is appropriate to read test questions to a student reading below grade level. However, it would not be appropriate to read test questions to the same student if testing reading ability.

a. A student's performance on an individual assignment, quiz, test, or project or a student's performance during any specific grading period is never discussed with anyone outside of the student's other teachers, the administration, and the immediate family of the student.

b. No more than two tests or quizzes should be assigned in any given class day; however, with three days advance notice, the Head of School may waive this requirement to allow an additional quiz to be scheduled. Teachers in grades four through eight will coordinate the testing schedule to minimize conflicts.

6. Homework – Homework is an essential part of the philosophy of the school's curriculum. It is essential that students learn to budget their time to complete all homework assignments. Homework is designed to reinforce what has been taught in class, foster individual thinking, and develop responsibility through independent work habits.

a. Students in Grades 1 through 3 should expect a maximum of 30 minutes of homework per night.

b. Students in grades 4 through 8 may expect to spend more time on homework, but teachers will coordinate homework assignments to ensure that no more than one to one and a half hours of homework are assigned each night. However, it is important that students understand that additional time may be required to study for tests and to complete projects.

c. Teachers have been directed to check all homework on a regular basis, and parents will be notified if students are not completing homework assignments. Specifically, teachers are asked to notify parents if a student fails to perform two consecutive homework assignments.

d. Middle school students (grades 6 – 8) can expect to receive at least ten graded homework assignments during a nine-week grading period.

7. Excessive Tardiness/Absenteeism – Excessive tardiness or absences have a negative effect on a student's performance. Parents are asked to ensure that students arrive on time and to avoid unexcused absences.

a. A student who has an unexcused absence from all or part of the school day will be assigned a zero for all class work which may have been missed or for all graded homework that was due the day or time of the absence.

b. Planned absences of an unavoidable nature must be brought to the attention of the school office and the cognizant teacher.

8. Missed Work – Students who miss school time due to excused absences are responsible for getting any and all assignments missed while they are away from school and for making up all work in a timely fashion.

a. Kindergarten and Lower School (Grades K5 - 5th)

(1) All work missed due to a single absence must be made up within three days of the student's return to school.

(2) All work missed due to an absence of two or more days, must be made up within five days of return unless the teacher extends the time due to extenuating circumstances.

(3) Daily assignments will be collected for 4th and 5th graders and held in the school office for pick-up by parents or classmates.

b. Middle School (Grades 6th - 8th)

(1) It is the student's responsibility to keep up with missed classroom assignments. Daily assignments will be collected for 6th, 7th, and 8th graders and held in the school office for pick-up by parents or classmates.

(2) All homework missed after a single absence must be made up within three days of return.

(3) Any test missed due to a single absence must be made up on the day of return unless the teacher makes an exception, or a doctor's note is provided indicating that the illness prevented study. In that case, the student may have one additional day.

(4) If a student returns on a day that a test is being given, he or she may take the test that day or the next day at the discretion of the teacher.

(5) Class work and homework missed due to two or more days absence must be made up within five days of return unless extended by the teacher due to extenuating circumstances.

(6) Only extenuating circumstances will excuse an absence from an examination.

(7) Any long-term project assigned in grades six through eight, to include essays, term papers, science projects, etc., are due on the date given. If a student is absent on the project due date, he or she should submit the project on the first day back at school. Students will receive grade penalties for excessive delays in submission of projects.

(8) If a student fails to make up work, zeroes will be given for the missed assignments and averaged accordingly.

9. Calculation of Failing Grades – In the event that a student earns failing grades, the average for the nine-week period shall include the actual grades earned by the student.

10. Retention Policy – It is the policy of Thomas Hart to continually review the progress of each student, and on the basis of this progress, to invite students to return to Thomas Hart for the following year. If it is deemed that insufficient progress is being made, a meeting will be arranged with the student and his/her parents to discuss the situation. Specific criteria will be established that must be met for that student to progress in the fall. Such a policy is not intended to be threatening, but is an attempt to help students realize that they must assume part of the responsibility for their educational performance. Thomas Hart offers an excellent opportunity for students who demonstrate initiative and desire to take advantage of the programs being offered. The retention of students will follow the following guidelines:

a. If a student in grades 1st through 8th fails one core subject, his/her promotion is contingent on

satisfactorily completing summer school or tutoring. Evidence of successful completion of either must be submitted to the Head of School prior to re-enrollment. The school reserves the right to test the student as well.

b. If two core subjects are failed, the grade must be repeated unless summer school is attended, and the student satisfactorily completes a remedial program in both subjects. Failure in two academic subjects may deny promotion to the next grade level, at the discretion of the Head of School, and will result in admission on academic probation for the following year.

c. Students who fail three or more core subjects must repeat the grade.

11. Students on Suspension – Any student who is on suspension will receive a grade of 59 for assignments missed (i.e. tests, quizzes, or class work) during the disciplinary suspension period.

12. Transfer Students.

a. Students who attend school for less than four (4) weeks during a reporting period should not receive a formal report card. However, a letter will be sent to the parents concerning the child's progress. This letter must be signed, returned, and attached to the formal report card/permanent record.

b. Students who transfer having completed more than four (4) weeks of a reporting period should receive a report card indicating grades calculated as of the date of the transfer.

13. Athletic Academic Suspension – According to the guidelines of our accrediting agency (SCISA), a student making failing grades may not participate in athletic competitions, including cheerleading. A student will be placed on athletic probation for any grading period when grades fall below a "C." Should the grades fail to improve the following quarter, the student will be suspended from participation in all athletic activities.

14. Recognition of Academic Excellence. Students in the second semester of second grade and third through eighth grade shall be recognized for excellence in grading period and end-of-year grades. Failing to attain a particular list for one or more grading periods does not preclude a student from attaining that list for the year as long as the end-of-year grades meet the basic criteria.

a. Honor Roll – To be eligible for the Honor Roll, students must maintain a grade average of 93 with no numerical grade below 93 and no Specialty grade below Excellent.

b. Headmaster's List – To be eligible for the Headmaster's List, students must maintain a 93 average period with no grade below a 90.

c. Faculty List – To be eligible for the Faculty List, students must maintain a 90 average with no grade with no grade below an 85.

d. Honor Graduates – The two eighth graders with the highest cumulative grade point average (GPA) in grades 6 through 8, excluding specialty classes, will be recognized with designation as Valedictorian and Salutatorian, i.e. First and Second Honor Graduate.

e. Academic Marshals – The four seventh graders with the highest GPA for the seventh grade, based on the first three grading periods of the academic year, will be designated as Marshals for the Graduation exercise.

f. President's Academic Awards – Students are eligible for two awards: the President's Award for Educational Excellence recognizes students with an average of 90 or above and a score in the 85th percentile or higher on a Standardized Achievement Test. The President's Award for Educational Achievement is given for special academic achievement.

g. Principal's Achievement Award – Students in 4K through first semester 2nd grade who receive all "E"s and "S"s during any grading period will receive the Principal's Achievement Award in recognition of their outstanding work.

- h. Duke University Talent Identification Program (TIP) – Students in 4th, 5th, and 7th grades are eligible to participate in the Duke Tip based on selected scores on the Stanford Achievement Tests.
15. Standardized Testing – Standardized tests are given to Thomas Hart students to measure relative ability, knowledge levels, and standing compared to other students in the same grade and age categories.
- a. The Otis-Lennon Ability Test measures a student’s ability and is a form of IQ test.
 - b. Stanford Achievement Tests measure a student’s level of knowledge in mathematics, mathematics problem-solving, science, social studies, reading comprehension, spelling, and study skills.
 - c. The Preliminary Scholastic Aptitude Test (PSAT) measures verbal and mathematics skills and knowledge levels.
 - d. The following standardized tests will be required of students at Thomas Hart Academy:
 - (1) Otis-Lennon School Ability Test – 1st through 8th
 - (2) Stanford Achievement Test – 1st through 8th
 - (3) Stanford Achievement Test – 5K (Mathematics and Reading sections only)
 - (4) Preliminary Scholastic Assessment Test (PSAT) – 8th
 - e. Otis-Lennon and Stanford Achievement Tests are given in March of each school year, with the exception that K5 will take selected sections of the Stanford tests in late April or early May.
16. Semester Examinations – The purpose of semester examinations is to prepare middle school students for the type of comprehensive examinations they will be required to take in high school.
- a. Seventh and Eighth graders will take comprehensive examinations at the end of each semester. These exams will count no more than 20% of the semester grade.
 - b. Sixth graders will take a comprehensive exam at the end of the spring semester.
17. Work for Extra Credit – Work for extra credit may be assigned at the discretion of the teacher on the condition that it is made available to all students in the class.
18. Field Trips – Extra-curricular field trips are used whenever possible to enhance classroom instruction. Some trips will consist of visits to sites that reinforce material presented in class while some trips may require student tasks, such as note-taking or written observations.
19. Textbooks – All textbooks are supplied by Thomas Hart Academy and are issued to the student by the teacher. As soon as texts are issued, students assume responsibility for their care. **ALL BOOKS MUST BE COVERED.** Covers with an adhesive backing are not allowed as they will damage the book. Please inspect your child's book periodically for replacement covers. Loss or damage of textbooks will result in the assessment of a fee sufficient for its repair or replacement. Book covers may be purchased in the school office for a nominal fee.
20. Homebound Schooling - The Head of School can grant homebound status for extended excused absences. If granted, specific guidelines must be developed and met for tests to be administered by someone other than a faculty member.
21. Child Study Team (CST) - A CST will be formed in the event it is necessary to provide close oversight of a student’s work and progress. The team will meet as often as required and will consist of parents, Head of School, Assistant Head, applicable teachers, and a health professional (when required).
22. Academic Guidance – At Thomas Hart Academy, guidance counseling is largely confined to the eighth grade to assist these students in their transition to high school. In addition, assistance is provided to prepare eighth grade students for the Preliminary Scholastic Aptitude Test (PSAT). The Head of School will act as the school’s Guidance Counselor.

23. Academic Remediation Program – Academic remediation is the process of correcting study habits of students who experience academic difficulties. Thomas Hart Academy is committed to a remedial program that utilizes in-house assets before seeking external help. Remediation begins with the cognizant teacher and may be referred to a Child Study Team (see paragraph 2.21) if the student experiences pronounced and continuing difficulty. The following is the school’s process for remediation.
- a. Extra work (class work or homework) focusing on specific deficiencies.
 - b. Extra help – One on one instruction, or small group instruction, presented by the cognizant teacher and focused on specific deficiencies.
 - c. Parent/Student Tutor – recommended by cognizant teacher and assigned by the Head of School.
 - d. Special Remediation – one on one instruction presented by a teacher designated by the Head of School.
 - e. External Tutoring – this option must be recommended by the Child Study Team and should only be exercised if Thomas Hart resources have been exhausted.
24. Monday Folders – Student papers and announcements for the week will be sent home each week in the Monday folder. **This along with our new website are the primary means for communication between the school and home!** Parents are asked to sign all graded papers and return the folders by Wednesday. Failure to return signed papers will result in disciplinary action for the student. Please refer to the website for announcements/homework.
25. Parent-Teacher Conferences – Assessing and reporting student progress serves as a means of enhancing the link between school and home. Such communication should assist:
- a. The *student*, in becoming aware of how well he or she is mastering the educational objectives and what can be done to improve performance.
 - b. The *school*, in diagnosing and planning for differing educational needs and in estimating student growth and performance relative to established goals.
 - c. The *parents*, in understanding the school's programs, student performance, needs of the student, and how parents might assist the student at home in meeting school goals in concert with the teacher.
 - d. A combination of conferences, phone calls, interim reports, and report cards are our means of communicating student progress. Conferences at some grade levels are scheduled more regularly than in other grades, but are used at all levels to address concerns. Conferences may be scheduled by teachers or parents as needed. To insure adequate time and preparation for conferences, an appointment must be made in advance with the teacher or through the school office. Conferences should be scheduled during the teacher's planning period or after school between three and four o'clock.

III. Discipline Policies

1. General Policy – Thomas Hart Academy expects its students to observe principles of honesty, fair play, and respect for the property, rights, and feelings of others. It is fundamental to Thomas Hart's philosophy on education that the school atmosphere be quiet, orderly, and conducive to learning. Students should conduct themselves in a manner that does not detract from that atmosphere and upholds the dignity of the academic setting. An integral part of the educational process is the understanding of the basic principles of good behavior and the support of the parents at home in adhering to them. The following are guidelines of the discipline policy and are not all-inclusive.
- a. Respect - Respectful behavior towards all members of the school is expected. Abusing, harassing, or physically harming another individual or displaying any form of racial, ethnic, sexual, or religious prejudice is not acceptable. Inappropriate behavior in school shows a lack of respect for the learning environment and the school community. Students must respect the property of others and learn to care for their books and the furnishings of the school. Deliberate destruction of books or school property will be dealt with as a discipline issue.

b. Honesty - Lying, cheating, and stealing are not acceptable behaviors and are considered to be major infractions.

c. Punctuality - Thomas Hart students should be punctual (i.e. on time) and prepared for class.

d. Each classroom teacher is responsible for establishing and maintaining his or her own system of discipline and classroom management. These systems must be clearly communicated to the students and parents at the outset of the school year and consistently applied throughout the school year. Disciplinary systems need to work collaboratively with the Mission Statement of Thomas Hart Academy and the Student Handbook.

e. Appropriate informal disciplinary measures for use at Thomas Hart Academy include teacher counseling, classroom consequences, “silent lunch”, small work assignments related to the specific offense (e.g. “The Sentence”), physical exercise at lunch, conference with the Assistant Head or Head of School, and/or conference with a Teacher Board. Detention and suspension are considered to be formal disciplinary actions.

f. The general discipline policy for all grades is as follows:

(1) First offense – discussion with student, with option of note to parents.

(2) Second offense – discussion with student and/or Assistant Head or Head of School; phone call to parents.

(3) Third offense – parent conference required.

g. Unauthorized Disciplinary Measures - Corporal punishment will not be used at Thomas Hart Academy. In addition, homework is not to be used as a disciplinary measure.

2. Academic Dishonesty – Thomas Hart students are expected to act with integrity relative to schoolwork.

a. Students are expected to be scrupulously honest with respect to academic work and should never, in any context, present someone else's work as their own, or utilize any form of help on a graded exercise intended as individual work which is not expressly approved by the teacher.

b. Dishonesty or cheating of any kind on examinations, tests, quizzes, written assignments, or any graded assignment assigned by the teacher as individual work will result in a student being subject to disciplinary action. At a minimum, the student will receive a zero for the work.

c. Any student caught cheating on a graded exercise (i.e. examination, test, quiz, or graded class work) will be immediately removed from the classroom and taken to the Head of School. A student found guilty of cheating will have parents first called in for a conference with the Head of School. The Head of School will conduct an appropriate inquiry into the circumstances or appoint a third party to conduct an appropriate inquiry into the matter and report to the Head of School. After consideration of the facts and recommendations, if the Head of School determines that cheating did occur, the following will apply:

(1) Consequences for a first offense of cheating will include detention or suspension and other appropriate measures as recommended by the supervising teacher. In addition, the nature of the incident will be recorded in pencil on the student's permanent record.

(2) Consequences for a second offense of cheating include a one-day suspension from school, detention, and consideration for expulsion. For a second offense, the record of the offense will be entered in the student's record as a permanent entry.

(3) As stated previously, the first offense of cheating carries an automatic grade of zero for the affected work, with possible assignment of detention. A second offense of cheating warrants a one-day suspension, with a grade of zero assigned for all work missed on the day of suspension, and consideration of a recommendation of expulsion to the Board of Directors.

(4) In those instances where a third offense of cheating occurs, the consequence is immediate expulsion.

d. Students must understand and avoid plagiarism in all forms, including use of information from the Internet or a computer and presenting it as their own work.

3. Minor Infractions.

a. Grades K to 3rd – Inappropriate behavior will be handled by the teacher or the Assistant Head with a phone call home if necessary. At this age, denial of a privilege is often of sufficient consequence. Biting or hitting

repeatedly is considered a more serious offense and, after the second offense, parents will be called. Repetitive problems of this nature which inflict injury to others are considered serious, as well as unkind acts or words directed at others. If the offense becomes repetitive, a student's parents will be called and asked to support the resolution at home. Should your child become the target of such unkindness, please do not hesitate to call the teacher or Head of School. Anytime a student is sent to the office by a teacher is considered serious. Any student sent to the office will have a note placed in their file listing the date and the offense which caused them to be removed from class. Repeat offenders will be dealt with more severely and will require parent involvement.

b. Grades 4 to 8 – The following are considered to be minor infractions:

- (1) Failure to observe classroom procedures and school rules
- (2) Minor destruction of school property
- (3) Horseplay, running in the halls, pushing and shoving
- (4) Annoying classmates
- (5) Rude/discourteous behavior
- (6) Restless/inattentive behavior
- (7) Excessive talking in class
- (8) Leaving the lunchroom or classroom without picking up one's mess or without

permission.

(9) Failure to return within 3 school days discipline referrals, tests, quizzes, or any other school communication requiring signature by a parent.

- (10) Other offenses, determined at the discretion of the teacher

c. Consequences for Minor Infractions

Teachers may assign lunch detention (sitting separately during lunch), laps during recess, the writing of “The Sentence,” and/or other measures as deemed necessary by the teacher and/or Assistant Head or Head of School. Use of any of these punishments will be cause for a note home to parents. Any student who receives three notes home in a nine-week period will then receive detention for every subsequent note home. Upon receipt of a sixth note home in a nine-week period, the student will be referred to The Discipline Committee for review of their behavior.

4. Major Infractions – Behaviors which interfere with the effective functioning of the school, cause unnecessary trouble to others, or which physically or emotionally endanger others or oneself, are considered unacceptable and serious in nature at Thomas Hart. Behaviors that will be dealt with as serious offenses include, but are not limited to:

a. Disrespect – Disrespect, verbal or otherwise, that is directed toward faculty, staff, and students will generally be handled by the classroom teacher. In more serious cases, the matter will be referred to the Head of School who, in conjunction with the cognizant teacher, will determine the consequence(s).

b. Vulgar Language – Students are expected to use polite, appropriate language when speaking or writing to others. Students are not allowed to use inappropriate names, gestures, or signs. Patterns of use of inappropriate or vulgar language are considered serious.

c. Unauthorized Departure from Campus - A student who leaves campus without properly signing out will be considered in violation of the rules and will be dealt with seriously as it represents a threat to the student's safety.

d. Fighting – Violent acts upon other students or staff members are serious offenses and will not be tolerated. If a fight between students occurs, the circumstances will be carefully reviewed to determine responsibility and assign consequences. As a general rule, students involved in fighting will be suspended for the remainder of the school day. Suspension is at the discretion of the Head of School. Also, should inappropriate behavior continue, the student may be permanently removed from the Academy by recommendation of the Head of School and approval of the Board of Directors.

e. Vandalism - Destruction of school property is considered serious. Reparations will be made as well as assignment of an appropriate punishment.

f. Drugs, Alcohol and Tobacco - The use, possession, or distribution of these substances by Thomas Hart students at school or school-sponsored activities on campus is considered a serious offense of the highest level and will result in disciplinary action.

g. Lying and/or Stealing - A student found guilty of lying or stealing will have parents first called in for a conference with the Head of School. Upon a comprehensive review of the circumstances, or upon recommendation to the Head of School by a third party directed to inquire into the matter, the Head of School will decide the

consequences for these offenses. Consequences for a first offense of lying or stealing will include detention and other appropriate measures as recommended by the supervising teacher. Consequences for a second offense of lying or stealing include detention and/ or a one-day suspension from school.

Harassment – Harassment is defined as verbal slurs, bullying, threatening, sexual innuendo or any other action or behavior that threatens another student, faculty member, or administrator. At any time following notice of a complaint Thomas Hart Academy, at its sole discretion, may suspend or expel any student accused or suspected of abuse or harassment as defined herein following an investigation of the circumstances by the Head of School and/or appropriate law enforcement agencies.

Any student determined by investigation, and at the sole discretion of Thomas Hart Academy, to have participated in any form of abuse, harassment, or otherwise inappropriate threatening behavior is subject to discipline, up to and including immediate expulsion. Other disciplinary or responsive action may include, but is not limited to, referral to counseling and/or disciplinary action such as a warning, reprimand, suspension, expulsion, community service and/or other requirements and/or penalties. Ongoing civil or criminal charges, pleas or other court related action will not impede Thomas Hart from making an independent determination to the extent it determines it has sufficient information to take such action as it deems appropriate.

i. Major Infraction Repercussions – All of the above listed offenses as well as any offense similar in nature will be immediately referred to the Head of School. The severity of the offense as well as the students past record will be taken into account when giving punishments. Punishments for this category of offense may range from suspension to expulsion. In the case of a second offense in any of these categories the student will be referred to The Discipline Committee

5. Detention.

a. A student who receives detention will be given a detention slip by the Assistant Head or Head of School. This slip is to be taken home to parents for signature and returned to school the next day. Parents will be given at least one day's notice of a pending detention.

b. The detention will be served on the next scheduled detention day with at least one day's notice. Detention is held once a week – on Wednesday – from 3:00 to 4:00 PM. Whenever possible, the student will perform a task or tasks directly related to the offense(s) for which detention was assigned. These tasks may include writing about the offense or performing work tasks related to the offense. Students are not to study in detention except under special circumstances as authorized by the Assistant Head or Head of School.

c. A student who fails to appear for detention without advance notice from a parent and approval of the Head of School will receive an additional detention.

d. Athletic participation does not excuse detention. Likewise, afternoon hobbies such as dance, scouts, or piano lessons are not reasonable excuses to miss detention. Exceptions to this policy will be made as deemed appropriate.

e. As with most activities which are successful, parental support is essential. Detention periods are to be a formal method of teaching students the consequences of inappropriate behavior. Please do not view detention as a major event which would require you to severely critique the precipitating factors. If the school feels that a discipline problem is of great concern, the parents will be called in for a conference. Detention served with the support of parents, combined with additional unpleasant consequences at home, usually resolves most problems.

6. Suspension. A student shall be suspended for accumulation of six detentions or for a serious disciplinary offense. The student's parents shall receive a letter, preferably delivered by hand, outlining the reason for the suspension. Depending on the offense, a suspension may consist of one or two days.

7. Discipline Committee – The Discipline Committee will consist of the Head of School or the Assistant Head of School, one upper school teacher representative, one lower school teacher representative and one board member. The Discipline Committee will meet as necessary in accordance with policies outlined above.

ALL STANDARDS OF CONDUCT APPLY TO SCHOOL AND TO SCHOOL SPONSORED EVENTS. THE HEAD OF SCHOOL, IN CONCERT WITH THE BOARD OF DIRECTORS, HAS FINAL AUTHORITY IN

IV. Health/Medical Policies

1. Immunization Requirements – South Carolina Law requires students in K - 8th grades to receive a set schedule of vaccinations. These vaccinations must be documented on a DHEC Form 1148 and provided to the school office whenever a change occurs. Your doctor or local medical clinic will be knowledgeable of the minimum state requirements. A copy of the minimum requirements for the 2006 – 2007 school year is available from the school office.

Contagious Conditions – If your child is ill with a contagious disease, please notify the school. Do not send your child to school if he/she has a contagious illness diagnosed by a medical professional, rash, fever of 99° or higher in the past 24 hours, or has vomited in the past 24 hours. This policy is specifically intended to limit the spread of contagious illnesses among our students and staff.

3. Minor Illness or Injury at School.

a. When students become ill or injured at school, they will immediately be referred to the school office. If your child becomes ill enough to go home during the school day, you will be notified. Children are not allowed to leave the school grounds without permission, and will not be sent home unless the parent/guardian is notified and arranges for the child's transportation home.

b. If your child comes to the office with a minor injury, the school personnel will administer simple first-aid only. If we feel that the injury might be of serious nature, we will notify the parent immediately. Parents are requested to keep daytime phone and emergency contact information current in the school office.

c. Children will not be kept inside for recess. They need these outside breaks from the work of the classroom and fresh air is very healthy for them. If it is necessary for your child to remain indoors while at school due to an illness, please make this request in writing to your child's teacher on a daily basis.

4. Medications at School.

a. All medications must be kept in the school office. Students are not permitted to keep medication in the classroom or on their person.

b. In order for the school to begin giving medications at school, written consent from a parent/guardian consent must be given to the office personnel. If the child will be taking the medication all year or for several months, his/her parent/guardian written consent needs to be on the school's Medication Information and Consent Form. Medication that will only be given for a few days or weeks, i.e., antibiotics, antihistamines, cough medicine, etc., needs only a handwritten parent consent. The handwritten consent needs to include the date, child's name, medication, dose, time, reason to be given, number of days to be given and parent/guardian signature.

c. Prescription medication must come to school in a labeled prescription container. The label must include the date, child's name, name of medication, dosage, times to be given, duration, and physician's name. Over-the-counter medications are to be maintained in the original container. Medication that comes to school in an envelope, baggie, Kleenex or other unmarked or improperly marked container will not be given.

5. Emergency Care – In the event of an emergency the Head of School is notified immediately. The decision to call 911 is made by the Head or his/her designee. Parents/guardian will be contacted immediately.

Head Lice Policy – Thomas Hart Academy has established and enforces a nit-free policy. This means that when lice are found, the student or adult is sent home from school with treatment instructions. The person remains at home until control measures are taken and the person is shampooed with a recommended pediculicide. All nits must be removed from the hair before the person can return to school in order to evaluate effective treatment.

V. Campus Security and Safety

1. Access to School Buildings – The school building will be open at 7:30 a.m. each morning. To ensure the safety of our students all doors, with the exception of the front door, will be kept locked during the school day. Doors will be locked after the tardy bell has rung. All parents and visitors will need to use the main entrance at the front of the school.

2. Emergency Drills – Drills for emergency situations are held as often as practicable and in a manner to minimize the impact on academic instruction. Emergency drills are held periodically throughout the school year to ensure that staff and students are familiar with the procedures.

a. Fire Drills – When the alarm sounds, students, directed and guided by teachers, will move quickly and quietly outside the building to the soccer fields. Fire evacuation routes are posted in each room and must be followed exactly. When the alarm is turned off and the signal “ALL CLEAR” has been given, students may return to class with their teacher. Roll will be called during drills. Should a student be in the bathroom during a drill or emergency, they should immediately exit the school at the closest unhampered exit and rejoin his/her class.

b. Tornado/Storm Drills – Students will remain quiet and follow their teacher into the hallway. They should sit next to the wall with their head down and use a book for head protection. Students should not sit near windows or doors containing glass.

c. Emergency Evacuation – Students immediately file out of the classroom and proceed to a pre-designated spot on the soccer field. If the evacuation is related to an incident at the Lake Robinson Power Generating Plant, the students will then proceed to the parking lots for evacuation by designated teachers and staff members. Due to the complication of this latter scenario, the procedures for this scenario are covered in a separate school memo that will be disseminated after the start of the school year.

Intruder Alert – Students and teachers are notified by announcement or by a passive code that an intruder is on the campus. Students and teacher remain in their classroom, with the doors and windows secured until an “All clear” signal is passed.

3. Fire & Safety Equipment – Fire and safety equipment is located throughout each school building. Students are expected to view these items seriously and not tamper with the equipment. Staff and students must report any equipment that appears to be damaged to the school office immediately. Damaging or tampering with fire and safety equipment is considered a major infraction and will result in appropriate discipline.

4. Inclement Weather – During bad weather, children are allowed to enter the building immediately on arrival at school. They are also kept inside during recess if the weather necessitates. Please be sure that your child is dressed appropriately as conditions may change during the day.

5. Release of Students.

During the School Day – For your child's safety, parents or designated responsible persons are required to sign students in and out at the school office arriving or departing at other than normal times.

b. After School – A change in the regular routine of how a child gets home after school requires a written note from the parent/guardian. Parents must designate in writing the names of all persons authorized to pick-up your child or children. Without this written authority, teachers will not release students to person not so designated. In emergency situations a phone call can be made to the school office requesting release to a specific individual.

6. School Closure – In the event that the school is notified by the Darlington County Emergency Preparedness Office that travel conditions and/or conditions present at the school are likely to be hazardous, the school will be closed or will close early. Parents will be notified through telephone calls and/or local radio and television stations. Parents are asked not to call the school office during these times so that all parents can be notified in a timely manner. Thomas Hart Academy will follow Hartsville public schools in closing due to inclement weather. If **Darlington County** Hartsville public schools are closed, or closing early due to inclement weather, Thomas Hart will also close or be closed.

7. Traffic Flow: Pick-up/Drop-off of Students - We work diligently to make drop-off and pick-up as safe and efficient as possible.

a. Kindergarten students and single riders are to be picked up at the lower school end of the main building. Students in Pre-School (4K) and Kindergarten (5K) are picked up in the afternoon at 2:30 PM.

b. Carpoolers are to be picked up at the middle school end of the main building.

c. If it is necessary to walk your child into school, please park in the gymnasium parking lot.

d. Please do not interrupt traffic flow by holding lengthy conversations with a teacher during the drop-off and pick-up process. These teachers likely are on duty and have specific responsibilities.

d. Parents whose riders have not arrived at the pick-up area will be asked to park until the students are released, at which time they will be escorted to your vehicle. This prevents needless “logjams”.

f. Eighth grade students have the privilege of being picked up in the afternoon at the front entrance.

g. Any child not picked up by 3:00 p.m. will go to After School Care, and parents will be charged according to current fee schedule.

8. Visitor's Policy.

a. Parents are invited to visit the school or classes at any time. Please check in with the office upon arrival. As a side note, it is customary to inform the teacher in advance if parents desire to visit a classroom.

b. Students from other schools will not be permitted to visit during the school day without permission from the Head of School.

VI. General Information/Policies

1. Awards Program – Recognition of deserving performance is a strong motivator for our students. Accordingly, meaningful recognition will be provided whenever possible with the majority of awards being presented at the end of year Awards Ceremony/Program. The following is a list of non-academic awards, with criteria where applicable, which are presented during the school year or at the end of the academic school year. Athletic awards are addressed in Section IX.

a. Terrific Kids Award – this award recognizes one student from each grade for the months of August,

September, October, November, December, January, February, March, and April. The basis for selection is a student who, in the opinion of his/her teachers, has achieved an all-around successful month in academic work and school activities. Each student receives a signed certificate, a THA pencil, a THA bumper sticker, and a free meal pass at the Hartsville McDonalds Restaurant.

b. Participation Pin – this award recognizes active participation in a sport, club, or activity during the entire school year or for the duration of the activity (e.g. sports). Students who enroll in the school after the start of school are eligible for the award.

c. Citizenship Award – this award recognizes one student in each grade who demonstrates superior citizenship throughout the school year. Selection is based upon the following criteria:

- (1) Enthusiasm and willingness to participate in all class activities
- (2) Willingness to volunteer for jobs and to assist teachers without complaint
- (3) Willingness to help other students
- (4) Demonstration of a cheerful and optimistic attitude on a daily basis
- (5) Sincere desire to support and improve Thomas Hart Academy

d. Leadership Award – this award recognizes one student in each grade who demonstrates superior leadership throughout the school year. Selection is based upon the following criteria:

- (1) Ability to motivate and influence classmates in a positive manner to positive action
- (2) Positive role model in the classroom and school environment
- (3) Demonstrates initiative through personal action and involvement
- (4) Ability to set goals and make decisions
- (5) Ability to work with both students and Faculty to achieve common goals
- (6) Acceptance of responsibility

e. James Lide Coker Outstanding Leadership Award – The James Lide Coker Outstanding Leadership Award is awarded to the student in the Eighth Grade who demonstrates outstanding qualities in the areas of creativity, Christian service, devotion to family, faithfulness to friends, and willingness to work to make life better for others.

f. Attendance Award – this award recognizes students who achieve perfect attendance for the school year.

g. Accelerated Reader (AR) Program Awards – these awards recognize achievement in the school's reading program.

2. School Calendar – The annual calendar of events is sent home at the beginning of the school year and is changed only when absolutely necessary. Updated monthly calendars will be sent home at the end of each month for the upcoming month. The detailed Faculty/Staff Planning Calendar is always posted on the bulletin board outside the Assistant's Head's office. For any clarification of dates for special events, field trips, or athletic events, please check with the school office.

3. Emergency Data/Change of Address/Phone Number – Please keep the school informed of your correct home address and phone numbers for home, business, and your emergency person. **Updating this information is very important as it ensures that we will be able to contact you in an emergency.**

4. Dress Code.

a. Policy – The purpose of dress regulations is to help each student set and achieve a standard for his/her personal appearance that is appropriate within the accepted standards of Thomas Hart. Students are expected to demonstrate pride in their personal appearance for it reflects individually on them and collectively on the school attended. If, in the judgement of the administration, a student is dressed inappropriately, the student will be required to change clothes before returning to class. Additional disciplinary measures may be taken if the situation continues to be a problem. The following guidelines are not intended to cover every possible circumstance which could be applicable under the dress code. However, at some point practical reasoning must be exercised. Students or parents, who have questions about the mode of dress not addressed herein, are advised to contact the school office. It also must be noted that, as a general rule, the rules become more stringent as the students become older. In particular, students in grades 4 – 8 are held to the higher standards.

- Students may wear attractive, neat, and presentable shorts. Cut-off shorts or rolled-up cut-off shorts are not allowed. Shorts must be no shorter than the end of the fingertips of the student (standing upright with arms at their sides).
- Belts will be worn with pants that have belt loops. This applies to boys and girls.
- Collared shirts and T-shirts may be worn; however, no T-shirts, undershirts, or sweatshirts with screen-printed graphics are allowed with the exception of Thomas Hart shirts and sweatshirts.
- Sweatpants are permitted in Pre-School (3K/4K) and Kindergarten (5K) only.
- Wearing of sunglasses in buildings is not permitted during school hours.
- Hats may not be worn in the buildings during school hours. Headgear worn as a part of a religious obligation is an exception.
- Strapless dresses, halter tops, and tops that reveal cleavage or the midriff when the arms are raised are not permitted.
- Low-rise pants will be worn in such a way that no skin is exposed. An undershirt or camisole must be worn.
- Skirts should be of reasonable length with the same guidelines as shorts, i.e. be no shorter than the ends of the fingertips of the student (standing upright with arms at their sides).
- Clothing shall not promote alcohol, tobacco, or drugs, nor may its words or graphics contain vulgarity, sexual innuendo, or anything promoting discrimination against gender, race, religion, or age.
- Torn clothing and clothes with holes are NOT permitted.
- Clothing designed for the beach is not appropriate.
- All shirts must have straps of at least one inch in width.
- For grades K - 4, shoes should have straps and be comfortable for the playground. Students in grades 5 - 8 may wear shoes without a back strap. Soccer slippers may only be worn with socks.
- Shower shoes are not permitted.
- Girls in grades K – 3 may wear dresses or smocks with thinner straps.
- Shirrtails for all styles of clothing must be tucked in for students in grades 1 – 8. This rule applies to both boys and girls with the exception that girl's shirts which fall only to the waist without sufficient shirrtail for tucking are not required to be tucked (Note: Bullet # 7 still applies).
- Students attending physical education classes must have appropriate dress and footwear. Shorts must follow the finger tip rule.

5. Field Trips.

a. Field trips are intended to supplement and reinforce academic instruction and, as such, are an integral part of the school's curriculum. Weekday (i.e. same day) field trips are made to a variety of local sites. In addition, some classes will make overnight/weekend field trips in support of academics as well as to foster teamwork among students in the class.

b. The dress code for field trips is as listed below, unless the nature of the trip necessitates other clothing:

(1) Boys: Dress pants with shirt and tie or collared shirt. A belt is required to be worn. Students are encouraged to wear a sport coat or sweater. Running or sports shoes are not allowed.

(2) Girls: A dress, skirt, or dress slacks with an appropriate blouse and appropriate shoes are required. Tennis shoes, jeans, or sundresses are not allowed.

6. Use of School Bus – The availability of a school bus opens up many possibilities for field trips that support academic instruction. However, it also presents major concerns for the safe transportation of our students to and from the school. It is the policy of the school that the school bus shall be used to transport Thomas Hart students unless a preponderance of circumstances dictates otherwise. Accordingly, the following basic rules and procedures will be in effect for all uses of the bus which involve transportation of students.

a. Only designated drivers possessing a South Carolina Commercial Driver's License (CDL) are authorized to drive the Thomas Hart Academy school bus.

b. A teacher or chaperone will always be present on the bus, in addition to the driver, to ensure good order.

c. Passengers will enter and exit the bus in single file, and in an orderly manner.

d. The driver and all passengers will wear seat belts when the bus is in motion. An exception is allowed for teachers and chaperones to move about the bus to attend to the needs of students.

- e. Passengers are not allowed to put their head or hands through open windows.
- f. Passengers are not allowed to throw any type of object from the bus.
- g. Passengers are not allowed to make facial expressions or gestures at other vehicles.
- h. Passengers are allowed to talk among themselves in a quiet manner so long as the driver is not disturbed. Teachers may impose a "No Talking" rule if necessary.
- i. Passengers may lower or raise windows with permission of the teacher or driver. This should be done prior to movement of the bus.
- j. Passengers are not allowed to touch the rear door of the bus while the bus is in motion.

7. Classroom Regulations – Students are not to enter a classroom without a teacher, teacher’s aide, or staff member present. Exceptions to this rule may be granted by the teacher for computer use or special use as deemed appropriate by the teacher. Students are required to clean up their areas before leaving a classroom. The teacher has total authority in the classroom and will implement their classroom discipline rules within school policies.

8. Food, Gum, and Drinks – Food and drinks are not permitted in classrooms during school hours. All lunches in lockers must be sealed and drinks unopened (no drinking or eating from lockers between classes). There are occasions when a class will be allowed parties, etc.. at the discretion of the teacher and with prior approval of the Head of School. Gum is not permitted in school buildings during school hours Eighth graders may bring their snacks from morning break into their third period classroom provided it is approved by that teacher.

9. Class Events and Parties – Teachers and Homeroom Parents are encouraged to hold occasional parties and celebrations provided that they do not interfere with classroom instruction and curriculum flow. As a general rule for grades 1 – 5, one party per marking period is considered appropriate. Experience from previous school years indicates that parties are appropriate for Halloween, Christmas, Valentine’s Day, and Easter. Separate parties for birthdays are normally not appropriate; however, birthdays may be observed by bringing cupcakes (for example) for consumption at lunch or other similar arrangements. Middle school celebrations are allowed some discretion as to the scheduling due to the age of the students. Any additional parties to those listed above require the permission of the Head of School.

10. Computer Lab – The computer lab is a valuable resource that is used to teach students about computers as well as to support core courses. Students must listen carefully to the instructions of the computer teacher and exercise care when operating the equipment. Disregard for these rules will result in disciplinary action.

11. Internet Use Policy.

a. The Internet is a valuable and unique tool that supports the education of students at Thomas Hart Academy. The Internet provides access to information in millions of files worldwide. Its proper use can open new opportunities for research and communication. With those opportunities come the disadvantages or dangers of access to information that may not be appropriate for school-age children. Thomas Hart will make every possible effort to limit improper use and to shield our users from access to inappropriate materials.

b. Individual users of the Internet have the ultimate responsibility to use Internet resources appropriately. All Internet users are expected to use the network for purposes appropriate to the educational environment at all times. Users must refrain from any use that is not consistent with the policies, purposes, or objectives of Thomas Hart.

c. All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- (1) Be polite. Do not send abusive messages to other users.
- (2) Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- (3) Illegal activities are strictly forbidden.
- (4) Do not reveal personal information about others and be cautious when revealing personal information about yourself (age, gender, phone number, address, etc).

(5) Do not use the network in such a way that it would disrupt the use of the network by other users.

(6) All communications and information accessible via the network should be assumed to be private property, but open to public scrutiny.

(7) Do not submit, publish, display or knowingly access any material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or that encourages the use of controlled or illegal substances.

(8) Do not transmit information or software in violation of any local, state, or federal law.

d. Commercial uses of Internet resources by students and staff are prohibited. Users agree not to sell or offer for sale any goods or services that could be construed as a commercial enterprise.

e. Electronic vandalism is prohibited. Vandalism is defined as any malicious attempt to harm or destroy equipment or data of another user, the network, or any of the agencies or other networks that are connected to the Internet. This includes, but is not limited to, the creation or knowing transmission of computer viruses.

f. Copyrighted material must not be placed, copied, or redistributed on the network without the author's or owner's written permission. Permission must be specified in the document, on the network, or must be obtained directly from the author or owner.

g. Security on any computer system is a high priority. If a user can or thinks he/she can identify a security problem on the network, the member must notify the system administrator. The member should not demonstrate the problem to others. Users having passwords must not allow others to learn or use the password.

h. Any condition or activity not specifically listed above that is not consistent with the policies and objectives of Thomas Hart is prohibited.

12. Unauthorized Items – Items not authorized to be in the possession of students on campus or to be used by students on campus include radios, electronic games, pagers, cell phones, skateboards, skates or shoes with wheels in the soles of the shoes. For special occasions or events, these items may be permitted provided special permission is granted in advance by the Head of School. Penalties will include confiscation and/or detention.

13. Library.

a. The use of the school library is a student privilege at Thomas Hart as long as one exercises common courtesies and uses it for its intended purposes.

b. Library Fines – Students must return library books on time so that other students have access to the books. Report cards may be withheld for overdue books and/or outstanding library fines.

14. Lunch – Students may bring their lunch or participate in the school's lunch program. Thomas Hart's goal is to engage vendors that provide quality food that the students enjoy. As required, vendors are replaced in order to seek a happy medium. Menus will be promulgated at the beginning of the school year and any time a change occurs.

a. Parents of students in K4 through Grade 2 are asked to pack lunches that do not require independent heating as this creates difficulty for this age group given the time constraints of the lunch period.

b. Students in grades 3 – 8 may use the school's microwaves to heat lunches.

c. Time permitting, teachers in grades K4 – 2nd may heat micro-waveable meals for students. Parents are asked to discuss this issue with your teacher prior to sending these type of meals.

15. Lunchroom – Students are assigned to lunch according to their class schedule. Courtesy and consideration of others must be observed. To help create and maintain this condition, students must observe the following guidelines:

- Do not cut in line.
- When you are finished eating, leave the table and floor clean by carrying all trash to the trash containers.
- Failure to maintain lunchroom courtesy will result in being assigned to "silent lunch", lunchroom

clean-up detail, or detention.

16. Lockers – Lockers will be assigned at the beginning of the year. Lockers are provided for the convenience of the student and to help protect school-issued property. Lockers should be kept neat and clean. Any damage to an individual locker will be charged to the assigned student unless the responsible party can be identified. Damaging or defacing of lockers is considered a serious offense. Eighth graders will be assigned two lockers, one with a lock.
17. Labeling of Clothing and Personal Property – Parents are asked to label clothing (coats, sweaters, etc.), lunch boxes, balls, and backpacks with the name of their child. This will enable lost or misplaced items to be returned to their owners quickly.
18. Lost and Found – A Lost and Found box will be maintained in the main building and in the gym. Valuable items such as purses, watches, or jewelry will be turned in to the school office. Articles may be claimed before school, during morning break or lunch, and after school. Unclaimed items will be given to local, charitable organizations at the end of the school year.
19. Physical Education (P.E.) – Physical Education is an important part of the curriculum at Thomas Hart. On days students have P.E. they are expected to wear appropriate athletic clothing and shoes. Students who do not have appropriate dress or footwear may have their grade penalized or suffer a disciplinary consequence. Students who are ill and unable to participate in physical activity should bring a note from their physician.
20. Restroom Use – Students should use bathrooms designated for students. Bathrooms should be used at break and lunch to minimize classroom disruptions. Students will be issued bathroom passes during class for routine trips to the restroom and will be allowed to leave class immediately in emergencies. If your child has a medical problem that requires more frequent use, please make sure that a doctor's note is on file in the office.
21. Substance Abuse.
 - a. Philosophy.
 - (1) Thomas Hart Academy recognizes that substance abuse, the harmful use of drugs and alcohol, and the problems associated with it are becoming increasingly commonplace in our society. We recognize that a student's involvement with drugs and alcohol causes significant problems in their daily lives.
 - (2) We also recognize that in many instances a student's involvement can lead to the illnesses of chemical dependency and alcoholism. We support prevention, early intervention, and appropriate referral. Our intent is to identify and document any behavior/appearance that would be considered problematic to the student.
 - (3) We believe in the value of training employees to help recognize students in need and to increase awareness levels with respect to substance abuse.
 - (4) Thomas Hart Academy believes that, along with the parents and the community, the school has a role to play in helping students understand the health risks and total dangers of alcohol and drug use. Therefore, we will cooperate by acting as a resource to students, parents, and teachers. Our intent is to act as an educator, identifier, and referral agent and to promote the safety, health, and well-being of our students.
 - b. Policy – The possession, use, or distribution of alcohol, drugs, or tobacco is prohibited by students on school grounds and at all school-sponsored events. Additionally, a student may not be under the influence of these substances at school or school-sponsored events. Violations of this policy are considered major infractions and will be the basis for expulsion from Thomas Hart.
22. Telephone Use – The telephone in the office is the only phone to be used by students and only with the permission of the office staff. Students should not receive calls at school or be asked to call home during the day unless the matter is urgent. Teachers may be contacted by leaving a message with the office secretary. Unless a return call is urgent required, the teacher will return your phone call as soon as school is over or he/she has a break.
23. Textbooks.
 - a. All students are responsible for taking proper care of school textbooks. If a student loses a text he/she will be required to pay a replacement fee. Books which are damaged beyond normal wear and tear will be assessed

a damage fee. Report Cards will be held at the end of the year until these fees are paid.

b. All textbooks need to be covered and labeled with the student's name in the front.

VII. Student Responsibilities

1. General Responsibilities – It is the goal of Thomas Hart Academy that our students learn to be responsible citizens and involved learners. We expect each student to:

- Give your best effort in every thing you do.
- Show respect for yourself, your parents, your family, your teachers, and your classmates.
- Follow the rules and procedures of Thomas Hart Academy.
- Do not lie, cheat, or steal, and do not tolerate those who do. (Our Honor Code)
- Have fun!

2. Special Responsibilities/Duties – Within each community, it is necessary for people to perform services that help everyone in the community. The following is a list of student responsibilities to be performed during the school year.

a. Flag Detail – The Flag Detail will consist of one fourth grader and one fifth grader, assigned on a daily, rotating basis. The Flag Detail is responsible for raising the national flag at 8:00 a.m. and lowering the flag at 2:45 p.m. All fourth and fifth graders will participate in this duty. The roster will be written by Mrs. Sanderson (4th grade homeroom teacher).

b. Cafeteria Monitor – Cafeteria Monitors are responsible for policing the cafeteria and lunch tables for their class. This duty will last for a week at a time and will be assigned on a rotating basis by homeroom teachers.

c. Soccer Scoreboard Operator – The Soccer Scoreboard Operator will be responsible for setting up and operating the scoreboard at home soccer games, and with assisting the coach as required. Any student in 5th – 8th grades is eligible; see Mr. Horlbeck if you are interested. (Note: A minimum of two students is needed.)

d. Basketball Scoreboard Operator – The Basketball Scoreboard Operator will be responsible for setting up and operating the scoreboard at home basketball games. Any student in 5th – 8th grades is eligible; see Mr. Horlbeck if you are interested. (Note: A minimum of two students is needed.)

e. Student Escorts – On occasion, selected students will be asked to show prospective students around the school. Student escorts must be on the Faculty or Headmaster's Lists to act as Escorts as this duty may require occasional absence from an academic class. Students in 4th through 8th grades are eligible. See Mr. Horlbeck if you are interested in being an Escort.

f. Student Ushers – For special school events, selected students will hand out programs, show people to seats, and perform other functions to support the event. Students in 5th through 8th grades are eligible. See Mrs. O'Sullivan if you are interested in being an Usher.

g. Student Tutors – Students in 6th through 8th grades are eligible to tutor students in 3rd through 8th grades. A student tutor must be on the Faculty or Headmaster's Lists and be at least one grade above the student to be tutored. See Mrs. O'Sullivan for more information.

h. Library Assistant – Library Assistants are responsible for assisting the Librarian in issuing, receiving, and organizing of library books. Specific duties will be assigned be determined by the Librarian. Students in 5th through 8th grades are eligible. See Mrs. Crouch if you are interested.

i. Academic Marshals – The top four seventh graders, based on grade average at the end of the school year, will act as Academic Marshals at Commencement.

j. PTO Evening Child Care – Only eighth graders are eligible for this duty which involves supervising small children during PTO meetings. This responsibility normally carries with it a small stipend.

3. Eighth Graders' Responsibilities – As the class next in line for graduation, eighth graders have the responsibility to:
 - Promote a sense of honor and trust between students, as well as between students and faculty.
 - Uphold school rules.
 - Set an example as a positive role model for the children in the school.
 - Act as “Super Seniors” to the K3 and K4 classes and participate in school events with them.
 - Assume leadership roles throughout the school.
 - Act as academic tutors for lower classes.
 - Leave Thomas Hart Academy a better place because of their contributions.

4. Eighth Graders' Privileges – Eighth graders will earn the privilege to:
 - Have “Head of the Line” privilege for lunch. This includes departing class 2 – 3 minutes prior to the lunch bell.
 - Be picked up at the front entrance in the afternoons.
 - Travel with their peers to another country or a city in the continental United States.
 - Have reserved seating at all assemblies of the school.
 - Depart assemblies before other students.
 - Assist in establishing other class traditions.

5. Student Privileges.
 - a. I.O.U. Policy – Students in grades 4 through 8 may obtain a “loan” for small change of \$1.50 or less by filling out an IOU slip and placing it in the Lunch money box. These loans are to be paid within two school days. Individual students will lose this privilege if debts are not paid promptly.

 - b. Morning Break – Students in grades 3 through 8 are allowed to walk unsupervised to and from the gym to pick up morning snacks. This privilege will be revoked if students are consistently late to their third period class.

 - c. Suggestions for additional student privileges should be pursued through the Student Government.

VIII. Student Activities

1. School Philosophy – Thomas Hart Academy believes that student activities are vital to social and intellectual development. Activities promote teamwork and challenge our students to be creative.

2. Description of Activities – The following is a list of the students activities planned for the upcoming school year.

Student Government – The Student Government consists of students elected by their peers to serve in various representative positions. This activity offers the opportunity for students to develop leadership skills and participate in the management of the school. The Headmaster and Assistant Head will act as advisers for this activity.

Yearbook Staff – The Yearbook Staff, under the direction of a Faculty Adviser, is responsible for the preparation of the school yearbook. This activity offers the opportunity for students to develop social, teamwork, and organizational skills.

 - a. Fellowship of Christian Athletes (FCA) – The FCA is student organization which promotes service to others based on Christian principles. Students in grades 6 through 8 are eligible. This activity offers the opportunity for students to develop a sense of the value of service to others.

Junior BETA Club – The Junior Beta Club is a student service organization. Eligibility for membership is linked to superior academic performance. This activity offers the opportunity for students to develop a sense of the value of service to others.

-

Math Meet Team – The Math Meet Team represents Thomas Hart Academy at the annual SCISA Math Meet held in October of each year. Students from the 6th, 7th, and 8th grades are eligible. Selection is based on Math grades from the previous academic year, standardized test scores in Math and Problem-solving, and poise. This activity offers students the opportunity to develop mathematics knowledge and skills, as well as an ability to perform under stress.

Quiz Bowl Team – The Quiz Bowl Team represents Thomas Hart Academy at the annual SCISA Quiz Bowl.

Community and School Service – To promote community responsibility and to foster a sense of pride in the school, students in all grades are encouraged to volunteer at school or in the community. Students who desire to perform this service will be assisted by the school in the adoption of a class community service project. Students in grades six through eight who perform ten hours of service in the course of a year will be recognized for their efforts. This may be solo work or a group project.

h. A club must receive permission from its sponsors and the Head of School before selling any product or sponsoring any fundraising activity.

i. Clubs will meet after school or during scheduled activity periods.

j. All social activities sponsored by Thomas Hart's clubs must comply with the school's standards of behavior and must be properly chaperoned by faculty and/or parents. These activities must be approved each year (date, time, etc.) by the faculty advisor and the Head of School.

3. Activity Awards – Thomas Hart Academy desires to recognize those students who willingly participate and contribute to student activities. The following awards will be presented to students meeting the required criteria:

a. Participation Award. Each member of a school activity will receive a pin or certificate denoting that he/she participated in the activity during the school year.

b. Special Achievement Awards. Individual students will be recognized for special achievements throughout the school year.

IX. Student Athletics

1. School Philosophy – Thomas Hart Academy strongly believes that young people derive many benefits from participation in formal athletic activities. Our school athletics program encourages physical fitness, teamwork, development of knowledge and skills in a particular sport, and the pursuit of excellence.

2. Description of Athletic Programs – The following is a list of the sports that will be offered in school year 2007 – 2008:

Coed Soccer (grades 1 – 3) (September – October)

Coed Soccer (grades 4 – 6) (September – October)

Girls Tennis (grades 5 – 8) (September – October)

Girls Cheerleading (grades 1 – 3) (September – October)

Girls Cheerleading (grades 4 – 6) (September – October, January - February)

Coed Basketball Clinic (Grades 1 – 3) (February – March)

Coed Basketball (grades 4 – 6) (December – February)

Girls Middle School Basketball (grades 6 – 8) (November – February)

Boys Junior Varsity Basketball (grades 6 – 8) (November – February)

Coed Track and Field (grades 4 – 7) (March – April)

Boys Tennis (grades 5 – 8) (March – May)

3. Leadership – Whenever it is appropriate, co-captains will be chosen for each game to represent their team for that particular game. This responsibility will be rotated among all members of the team. After approximately a quarter of the season has been completed, each team may elect a Team Captain based on criteria established by the Coach.

4. Athletic Awards – Thomas Hart Academy desires to recognize excellence on the playing field as well as in the classroom. The following awards will be presented to students meeting the required criteria.

b. Participation Award. Each player will receive a pin or certificate denoting that he/she participated in the sport during the school year.

b. Most Improved Player Award. This award is presented to one player per team and recognizes that player who, in the judgment of the coach, has demonstrated the most improvement from the start to the end of the season. This award will normally be a trophy or plaque.

c. Best All-around Player Award. This award is presented to one player per team and recognizes that player who, in the judgment of the coach, has demonstrated the most skill in the playing of the sport and made a significant contribution to the team. If desired, the coach may solicit the opinions of the team players in the form of a written vote. This award will normally be a trophy or plaque.

d. Athletic Letter. This award will be presented to those students who demonstrate a dedication and commitment by participating in a team sport over a sustained period of time. Letters (junior varsity size) will be presented to middle school students (6th – 8th grades) who participate in a Middle School/Junior Varsity sport for at least two years. An exception to this rule is that eighth graders will receive a letter for participation in the eighth grade year. Once a Letter is awarded, a bar will be awarded for subsequent years of participation. A pin will be awarded for each sport and may be worn on the Letter.

X. Parent Support

1. Philosophy and Expectations – Students are the most important constituency at any school. Obviously, due to the ages of students at Thomas Hart, our students cannot always choose the best courses of action as they attempt to navigate the educational process. That being said, it is Thomas Hart Academy’s philosophy that teachers and parents must work in harmony to ensure the best interest of each and every child. Harmony is best achieved through regular and honest exchanges of information. Doubtless there will be occasions where not everyone is happy with a particular incident or action but if we work together from a perspective of mutual interest, the chances are that we will arrive at the best course of action. Simply put, we need you and you need us! Our expectation is that, as parents, you will communicate your concerns in a timely manner and we, as teachers, will do the same. Our teachers always appreciate a formal meeting, i.e. one scheduled in advance, and our teachers will communicate with you before a problem has reached the point of criticality.

2. Communications with the School – In order to ensure that each student has a successful school year, it is vital that both the school and the parents are communicating on a regular basis.

a. Informal Procedure – Parents who have a concern about their child should contact the child's teacher as soon as possible. If the problem is one of a social nature, it might be helpful to contact the Assistant Head in addition to the teacher. If the problem is with another area of the school, the concern should be first addressed with the person in charge of that area. Even though this procedure is informal, in the interest of common courtesy it is a good idea to schedule meetings in advance.

b. Formal Procedure – If the parent is still unable to resolve the problem through informal communications, the following procedure has been adopted by the Board of Directors to facilitate a solution:

- The parent or responsible party should notify the individual (i.e. teacher or staff member) that he or she intends to raise the issue or grievance with the Head of School and request that the Head address and/or resolve the problem.
- After requesting the intervention of the Head and allowing appropriate time for a resolution or address (i.e. a period of three working days), should the parent remain unsatisfied with the response or resolution of the Head, then, in that event, the parent may seek readdress of the issue by the Board of Directors.
- In raising an issue or grievance with the Board of Directors, parents will first address the issue to the Board Chairman in writing and specify the relief or resolution sought. The Chairman will then have the option of adopting the recommendation of the Head of School, adopting the resolution sought by the parent, assigning the grievance to the appropriate Board Committee for further investigation and recommendation, or putting the issue on the agenda of the full Board for disposition at the next Board Meeting.
- Should a parent remain unsatisfied with the resolution, the parents may petition the entire Board by writing each Board Member specifying the issue and relief sought. Once the full Board has been petitioned, it will be up to the individual members of the Board to seek to have the issue placed on the agenda for disposition by the Board. Should no Board Member seek to include the item in the agenda, then, in that circumstance, the decision of the Chairman of the Board shall be final. Should the item be placed on the agenda, the full Board will make what disposition it deems necessary and appropriate, and its decision shall be final.

c. The grievance process is designed to follow an appropriate *Chain of Communication* in all instances. Failure to abide by the procedures set forth herein may result in the grievance being dismissed for failure to use appropriate procedures in fairness to all involved.

3. Field Trips – Field trips are intended to reinforce and supplement the academic curriculum. Since by their very nature these activities take students away from school, it is also an opportunity for unique, fun experiences for our students. Thomas Hart encourages parental participation in our field trips. Each trip is planned by a coordinating teacher who is in charge of the event from start to finish. He/she will set the requirements for chaperones and attempt to equitably distribute the selection of parents. Parents who are not selected may still attend the event but we ask that you be mindful of the teacher’s planning efforts.

4. Chaperone Responsibilities – Parents are usually needed to help chaperone students on school field trips. The teacher responsible for coordinating the trip will ask for a specific number of chaperones and parents are welcome to volunteer on a “first-come, first-served” basis. It is customary for a parent to be given responsibility for a group that includes their child. Responsibilities of a chaperone include:

- a. Oversight and supervision of a small group of students.
- b. Ensuring that students follow the schedule of events as established by the coordinating teacher. Chaperones must not modify the itinerary without the approval of the coordinating teacher.
- c. Ensuring that all children in the group are afforded restroom breaks and opportunities for snacks.
- d. Ensuring that all children remain with their assigned group.
- e. Ensuring that children’s behavior is appropriate.

5. Driver-Chaperone Responsibilities – A driving responsibility is a significant addition to the responsibilities of a chaperone. As a driver, the chaperone is responsible for the supervision and safe transportation of assigned children for the duration of the field trip. Additional responsibilities include:

- a. Possessing a current South Carolina driver’s license and showing same to the coordinating teacher prior to the start of the trip.
- b. Ensuring that students wear seat belts at all times while the vehicle is in motion.
- c. Have a map and itinerary in case the vehicle becomes separated from the main group.
- d. It is also strongly recommended that each driver have a cellular telephone for emergency communications.

6. Parent-Teacher Organization (PTO) – The PTO is the formal mechanism for focusing the collective talent and

energy of teachers and parents. An effective PTO is neither apathetic or overbearing; ideally, the PTO is a vibrant group of individuals who work together to achieve common goals that directly benefit or improve a particular facet of the school. Simply put, an effective PTO is vital to the health of Thomas Hart Academy. While it is not possible for everyone to devote dedicated time to PTO activities, please consider some way in which you might contribute to PTO efforts. Our children and the school will most certainly benefit from your involvement!

7. Parent Volunteer Opportunities – Volunteers are always needed and are encouraged to help in many ways. Some volunteers work as tutors while others work with special projects or school administration. Many parents give presentations on their careers or participate in the Room Mom/Dad program. Whatever your talents or interests, Thomas Hart needs you and welcomes your time and support. The following is a partial list of formal and informal volunteer opportunities:

- Activity bus driver (must have a current SC CDL) (contact Mrs. Trish Walker)
- Room Mom/Room Dad (contact the Homeroom teacher)
- Parent Tutors (contact Mrs. Trish Walker)
- Halloween Carnival organizers/workers (contact Mrs. Lauri McLeland)
- Coach for Grades 1 – 3 Soccer team (contact Ms. Selena Davis)
- Coach/Sponsor for Girls Cheerleading (Grades 1 – 3) (contact Ms. Selena Davis)
- Coach/Sponsor for Girls Cheerleading (Grades 4 – 6) (contact Ms. Selena Davis)
- Coach for Coed Basketball (Grades 4 – 6) (contact Ms. Selena Davis)
- Field Day Organizer/worker (contact Ms. Selena Davis)
- Career Day Organizer/helper
- Front Office helper (contact Mrs. Patti Parnell)
- “Handyman” projects (contact Mrs. Trish Walker or Mrs. Lauri McLeland)
- Fundraiser Coordinators/helpers (contact Mrs. Lauri McLeland)
- Grandparents Day Coordinator/Helper (contact Mrs. Lauri McLeland)

8. Room Parents – Each homeroom may have one or two Room Parents whose function is to assist the homeroom teacher with special class events and advocate with the PTO on behalf of the class. These parents are normally referred to as the Room Mom or Room Dad. All parents are welcome to volunteer and participate in class activities but please remember to coordinate your activity with the Homeroom teacher and Room parent.

9. Financial Obligations. In an effort to ensure that the school’s financial resources are efficiently managed, the Board of Directors has approved a modification to the school’s policy regarding collection of billed invoices. Effective August 1, 2003, the following procedure will be in effect:

- a. The school’s Bookkeeper will post monthly invoices to arrive by the first calendar day of each month.
- b. Payment will be due on or before the tenth (10th) of the month.
- c. If payment is not received by the fifteenth (15th) of the month, a letter will be forwarded requesting payment of the billed amount.
- d. If payment is not received by the thirtieth (30th) of the month, the account will be considered overdue and the affected student will be refused admittance until the amount due is paid. It is recognized that this policy may appear harsh but the school can no longer be lenient with tardy payments that accrue to the point of abuse.

XI. Board, Staff, and Faculty Directories

Please see attached directories.