



**The
Georgetown
School
of Arts and Sciences**

2015-2016 Handbook

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Purpose and Vision

The Georgetown School of Arts and Sciences is dedicated to fostering academic, athletic and artistic excellence in students from grades 6 to 12. Located in downtown Georgetown and rooted in the community, it is open to all students who wish to pursue a rigorous college preparatory curriculum and does not discriminate on the basis of race, color, ethnic origin or religion. Students of The Georgetown School have the unique opportunity to develop their full potential as scholars and citizens in an individualized and caring environment, while contributing to and being enriched by their community.

The Georgetown School is committed to four principles: excellence, inclusion, honor and respect.

- Students are engaged in a broad and challenging program of study led by a full-time faculty, many of whom hold advanced degrees in their field of expertise. Students will develop a love of learning that will not only help them get the most out of college but remain with them throughout their lives.
- Students are part of a diverse group of young people, whose different cultural identities are valued. The composition of the student body will reflect the population of Georgetown County.
- Students are encouraged to express, discuss and debate their ideas, while learning true respect for the ideas of others. Through questioning and conversation, students learn to make informed decisions.
- Students are immersed in a culture of high expectations. Active participation in arts, athletics, and community service is the norm.
- Students are taught honesty and integrity in an atmosphere of mutual trust, maintained by the honor code.
- Students become more involved in the community as they are given opportunities to draw on the rich educational resources of our area. They will contribute to the community through service. The study of our local people, history, and environment leads outward to our nation and the world.

Organization

The School is governed by a Board of Directors composed of between five and seven members. The Board is responsible for the educational mission and financial viability of the school and holds open meetings on a monthly schedule. The Board hires the Head of School, who hires administrators and all faculty and staff. The Board, Head and administrators are assisted in their tasks by various committees composed of parents, students, faculty and members of the community.

Academics

The Georgetown School has a rigorous curriculum that requires students to be self-motivated and hardworking. In class, students are expected to participate actively, to come to class prepared, to ask questions, and to engage in discussion. Field trips are considered class time and the same expectations are in place. Beyond these basic guidelines, each teacher will set his or her particular expectations for class.

The school year is divided into four quarters known as marking periods or terms. Report cards come out at the end of the first nine weeks, the first semester, the third nine weeks and the second semester. Students are informed of their grades at the midpoint of each marking period, and if there is a problem, parents will also be informed of grades at this time.

Homework is considered integral to a student's mastery of a subject and is assigned at the discretion of teachers. For a rough estimate of the amount of time a student will spend per night on homework, multiply the student's grade by eight (8) minutes. For example, an 8th grader can expect about one hour.

The Georgetown School's entire high school curriculum should prepare students to succeed at the collegiate level. We do recognize, however, work that exceeds normal expectations and we value a student's effort to begin doing collegiate work while still in high school. From time to time, dual-credit classes may be offered to students in conjunction with Coastal Carolina University and Horry-Georgetown Tech.

Our Honors program is self-selecting. Any student can choose to earn Honors credit in a class by completing all the Honors curriculum which is assigned in addition to regular work. If a student completes all of the Honors work in a particular class, his or her grade will be noted with an "H" and his or her weighted GPA will be duly adjusted. Furthermore, if an Honors student maintains a 92 average throughout the school year (at every marking period) and takes the AP exam associated with the course, he or she may exempt the final exam while receiving Honors credit for the course. Passing grades on the AP exam will be noted on the student transcripts. (Due to changes instituted by the College Board regarding eligibility of schools to offer Advanced Placement courses, the school reserves the right to prevent a student from taking the AP exam).

In Algebra I, Physical Science and English I, Honors credit may also be awarded to 8th Grade students who choose to complete the challenging curriculum which for the non-honors student would be optional.

Class Rank: Class Rank will be determined for juniors and seniors at the end of each semester. For senior class, valedictorian and salutatorian are determined through students' grades at the midpoint of the fourth marking period. In the senior year, the semester grade counts twice, the third marking period counts once, and the midpoint grade for the fourth marking period counts half (0.5). This is averaged

with the previous three-yearly averages for grades at The Georgetown School. Class rank is determined by using weighted grades according to the South Carolina Uniform Grading Scale. The students with the highest and second highest average will be valedictorian and salutatorian, respectively. Students must be enrolled at the School during their Junior and Senior year in order to be considered for valedictorian or salutatorian. Students who earn this academic honor must also be in good standing and be representative of the goals and mission of the School.

Academic Eligibility and Probation

A student who receives 2 failing grades in two consecutive semesters for any two core courses will be placed on Academic Probation. When a student is placed on academic probation, the student and the parents shall sign a contract acknowledging the terms of academic probation.

Students admitted or placed on academic probation for a semester are expected to maintain a C average at every marking period without receiving a failing grade in any class. Should a student violate academic probation, he or she will be placed on terminal probation. If at the end of any week during terminal probation the student has failed in any class for that week, then the student may be immediately dismissed from the school. For any future academic year, the student may reapply to the school and if accepted would be placed on academic probation for the first semester.

Students must meet certain academic standards in order to participate in athletics, hold certain student offices or be selected for special duties or honors.

Academic Requirements for Athletics: A student must be passing in four core courses in order to be eligible for athletic participation. The student who fails to meet this standard at the time of the marking period midpoint will be placed on athletic probation. Additionally at the end of the formal marking period, a student who has earned an "F" in a course will be on athletic probation and a student who has two "Fs" will be ineligible for interscholastic play. An athlete on probation will not be allowed to leave during the school day to participate in athletics. According to SCISA policy, a student may become eligible only at the six, nine, or twelve week marking period. *If a student meets the eligibility requirements of SCISA but not for the School, that student may become eligible or removed from probation at the midpoint of the marking period.*

Academic Requirements for Student Officers: A student who wishes to hold student elected or appointed office must meet the following selected criteria for academics, honor, and deportment. Student Council and Class Officers must be in good standing in all areas of school life. After being elected, these officers must maintain the same academic standards as athletes. Additionally, they may not have an honor infraction, be suspended from school, or be viewed as a constant deportment problem. A violation of these standards may constitute a removal from the elected office.

Student Selection: The School is often asked to select or nominate students to represent the school at certain functions. The above criteria will serve as guidelines when such opportunities occur.

Academic Dismissal: Students who wish to continue at the School must successfully complete the academic school year. A student who earns a failure in any course is in jeopardy of not being able to return the following year. All failures must be made up in an approved summer course. Courses taught outside the school by other than the School faculty would be deemed successfully completed when the student passes an exam administered by the appropriate faculty before the beginning of the next academic year. Such an exam can be waived when the course is taken in a traditionally accredited school environment.

Attendance

Regular, on-time attendance at school is crucial for academic success. When students are absent from class, it creates problems for them and the teacher. Although absences may be excused (illness, doctor's appointment, death or serious illness in the family) or unexcused (vacation), a total of 15 missed days in any class may result in a failing grade in that class. A student in good standing who fails a class due to excessive absences may be able to petition the Petition and Grievance Committee to be allowed to make up the days and pass the class during the summer.

Whenever possible, dentist appointments, etc. should be scheduled outside of school hours. A parent must sign out all students who leave during the day. If the student is driving, a parent must call to give permission for him or her to leave or bring a note. Also, whenever possible, family trips should be planned outside the school calendar. If a student knows he or she will be missing class, he or she should collect all assignments from teachers ahead of time to be aware of what make-up work must be done. If possible, work should be turned in ahead of time.

When students arrive late to school, they must sign in at the front desk and obtain a note for class. Three tardies equal one absence from the classes missed.

Board Meetings

The Georgetown School's Board of Trustees supports the school's mission through thoughtful policy making and energetic work on the school's behalf. The Board looks to the future, making long-range plans for insuring the financial stability and educational viability of the school. This includes responsibility for the school's operating budgets, capital assets, fund raising initiatives, and endowment. The Board hires, supports, and evaluates the Head of School but does not become involved in the day-to-day running of the school.

Board meetings are open to the public and parents are strongly encouraged to attend. Although the public and parents cannot participate in board meetings,

they can request that items be placed on the agenda for discussion by submitting them to the Board recording secretary. Board by-laws contain specific information about how the Board is organized and perpetuated.

Community Service

Community service and community involvement are important parts of The Georgetown School's curriculum and are required for graduation. Students participate throughout the year in service activities with the school but are also expected to perform individual community service on their own time. Since the students will be active daily participants in the Georgetown community, they will also be able to see the direct benefits of their service.

Community service fosters a sense of civic duty as well as an awareness of others' needs. In taking an active role in the community's wellbeing, students of The Georgetown School prepare for a life of civic engagement and service to others.

Conduct

Georgetown School students are expected to conduct themselves at all times in a respectful and appropriate manner. They will learn to control their behavior, their words and their emotions so that they can show tolerance for difference and engage in civil discourse with others. There is no room for harassment, offensive conduct or demeaning treatment of any sort. In the classroom, each teacher will have particular expectations; however, any behavior which interferes with the teacher's ability to teach and the students' ability to learn will not be tolerated.

Contractual Obligations

When families enroll for the coming academic year, the contract is clear regarding a family's financial responsibilities. All re-enrollment contracts are valid unless the person financially responsible writes to the Head of School regarding their intent not to attend before June 1st. Changes in a family's financial situation during the school year that would require their contract to be re-evaluated will be handled on a case-by-case basis.

Discipline

Guiding Principles

All students deserve to learn and all faculty deserve to work in a safe and secure atmosphere. Behaviors which interfere with or threaten students' learning or teachers' teaching must be corrected, and so The Georgetown School has high expectations for appropriate conduct which will be enforced through various forms of discipline.

Misbehaviors

Teachers are in charge of their classrooms, setting the rules and standards, while the Honor Code covers lying, cheating and stealing. Tardiness, littering, disrupting class, failure to keep an extra help appointment, being in an unauthorized area, dress code violations, etc. will incur punishments that fit the offense, including but not limited to isolation, non-participation in an activity, writing an apology, cleaning, etc. Chronic offenses may result in suspension.

More Serious Violations

Some behaviors will incur severe consequences: fighting; being under the influence of or possessing alcohol, tobacco, or illegal drugs or associated paraphernalia during the academic day (whether on or off campus) or at a school sponsored event; possession of a weapon or a replica of a weapon; video or audio recording a teacher without his/her express permission; harassment or abusive behavior toward a teacher or student; or any conduct on or off campus that brings discredit to the school. These types of violations will be referred immediately to the Head of School. Appropriate consequences will be determined and may include suspension, limitation of privileges or expulsion.

If there is any suspicion or evidence of illegal substances on campus, students may be required to make their property (bags, lockers, cars) available for inspection. Refusal to allow such inspections will be deemed *prima facie* evidence of the presence of a controlled substance and may result in indefinite suspension or dismissal from the school.

Dress and Uniforms

Students are expected to dress in a clean, neat and modest way, so as not to interfere with the classroom environment. The discretion of the faculty determines appropriate student dress. However, parents and students can bear in mind the following guidelines: **General guidelines**

- Handheld audio players and cell phones may not be used during the academic day without express permission and will be confiscated if they are seen in use. No texting is allowed during the school day. It is very helpful when parents honor this guideline.
- Logos on clothing that feature or insinuate drugs, sex, alcohol, extreme political positions, or which contain offensive language are unacceptable.
- Sunglasses, hats and hoods are not to be worn during class.
- Students must wear appropriate athletic shoes for athletic clubs and team sports.
- Hairstyles should be appropriate to the school environment and allow the student to participate fully and not be a distraction in all school activities.
- Spaghetti straps, strapless tops, or bare midriffs are not allowed.
- Clothing that exposes underwear; is too tight or immodest; shorts and skirts shorter than the fingertips or any other inappropriately revealing clothing are forbidden; pajamas and slippers are not acceptable .

Students who are dressed inappropriately for school will not be allowed to attend class and may be asked to go home for a change of clothing or to put on clothing provided by the School over their attire. Repeated incidents of inappropriate dress will be cause for suspension.

Students may be required to wear the school uniform while participating in a sporting event, a field trip, or any other school-sponsored event. Students who do not wear their uniform to such an event may not be able to participate.

Downtown Setting

Parents and students are asked to be mindful of The Georgetown School's surroundings. Business owners, residents, and private property in Georgetown are to be treated with the utmost respect. When crossing the street, students must remain together and within designated crossing areas. They should be careful and considerate towards drivers and pedestrians, in keeping with common courtesy.

Field trips are integrated into the curriculum at The Georgetown School, and it is school policy to leave places better than we find them. Students should be models of good behavior, keenly aware that they are representatives of the school to the community at large.

Exam Policies

Exam review: In the Middle (6th, 7th and 8th Grades) and High School, faculty prepare students for exams through class review and study guides as appropriate. The two school days prior to

exams are traditionally reserved for this purpose. Students should make every effort to come to the review sessions prepared with questions for clarification.

Exams: Exams are given at the end of each semester for students in Grades 7-12. Middle School exams are designed to last one hour and a half. Upper School exams will last two hours. Each student may take an extra half hour on the exam. Exams count 20% of the semester grade for grades 8-12, 15% for grade 7 and 10% for grade 6.

Re-Exams: Students who go into an exam with a *passing grade* and fail the course for the semester because of a failing exam grade may take a re-exam. The highest semester grade that can be awarded to a student taking a re-exam is a 70. If the student fails the re-exam the higher of the two exam averages will be recorded.

Exemptions: Seniors who have a 92 average in a course for the year are exempt from the second semester exam.

Note: Enrollment and completion of an AP course and exam *does not* necessarily exempt a student from the second semester exam.

Financial Assistance

The purpose of financial assistance is to offer students who demonstrate financial need the opportunity to attend The Georgetown School. The following guidelines constitute the policy governing the consideration and granting of financial assistance. All of these guidelines must be met before the school can consider a request.

1. A student must be accepted and enrolled.
2. An application with the School and Student Service for Financial Aid (SSS) must be submitted, along with IRS forms 1040 and W-2, before a request is considered.
3. All accounts must be cleared from the previous year.

Grievances

The Petition and Grievance Committee will handle all requests for suspension of normal governance rules. Any requests that cannot be resolved by conversations with teachers, academic advisors, sports coaches, or the Head of School will go before the committee. Generally, matters concerning a student's class performance will go first to the teacher, then to the academic advisor, then to the Head of School before being heard before the committee.

The Petition and Grievance Committee must include at least one faculty member, one parent, one board member, and one administrator. Each constituency selects its own

representative on the Committee. In the event that a position is vacated or left vacant, the Head of School will determine how the position will be filled. The Committee will meet once per semester if necessary. Anyone wishing to initiate a meeting should address the grievance to the Head of School.

Health and Safety

A current State of SC Certificate of Immunization is required of all students.

We seek to keep all of our students, faculty and staff healthy and safe. If anyone has been exposed to a contagious disease, notify the School of the exposure immediately. When a child has any of the conditions or symptoms listed below, he or she should be kept home until the symptoms have been gone for 24 hours. If the child's condition was serious and contagious, a doctor's note may be required for him or her to return to school.

- Fever of 100 degrees orally
- Severe coughing
- Difficult or rapid breathing
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patches
- Headache or stiff neck
- Vomiting
- Severe itching of body or scalp, or scratching of scalp
- Infection present – indicated by nasal or eye discharge

If at any time a student, faculty or staff member becomes unresponsive, the school's policy is to call 911 as soon as possible to ensure professional help for a potentially serious situation.

Parents are responsible for informing the school about any allergies their children may have and of any medical condition relevant to their ability to perform normal school activities. Special provisions will be made as possible on field trips to accommodate the special needs of students and all are encouraged to participate as fully as their health allows.

Emergency Action Plan

Emergency Announcements

The school will make emergency announcements through text alerts, using the app called *Remind101*. The Georgetown School will normally follow the same inclement weather/emergency schedule as the local public schools, which announce their schedule changes over these stations:

Myrtle Beach	Charleston
WPDE (ABC)	WCIV (ABC)
WBTW (CBS)	WCSC (CBS)
WMBF (NBC)	WCBD (NBC)

Fire, Storm, and Lockdown Procedures

Fire and tornado drills will be conducted at various intervals during the school.

Fire Drills: SIGNAL— BUILDING FIRE ALARM. When safety allows, faculty are to take roll books, close the doors to the classrooms, and turn out lights. Faculty members are to lead students out designated doors to the rally point on the sidewalk in front of the building. Students are to be silent during drills. Faculty members are to check roll. It is imperative to follow all these procedures; drills must be as “real-life” as possible, if they are to be worthwhile. Teachers will await instruction from fire department officials before returning to class.

Tornado Drills: SIGNAL—CONTINUOUS BLAST OF THE AIR HORN. Students will all go to the first floor of the building and take cover in the entryways to the Auditorium. Parents are strongly encouraged to stay off the roads and leave their child/children in the safe environment of the school building in the event of an actual tornado warning. Ring of the bell will signal all clear.

Lockdown Drills: SIGNAL – EXTENDED RINGING OF THE BELL. All teachers lock both entrances to their classrooms. A class in the Auditorium will go to the dressing rooms and teachers will lock the door to the stage and the auditorium. At the observation of any unusual or potentially dangerous behavior, anyone should call 911 and report the concern. Five short blasts on the air horn will signal all clear. The first one of each will be announced to facilitate practice of procedures.

Lock Down Procedures

1. Lock door

2. Close Curtains.
3. Have students sit quietly in small groups in different locations in the room.

Graduation Requirements

Students who graduate from The Georgetown School must meet the following curriculum requirements or the equivalent high school credit requirements:

Academic:	English	(4)
	Math	(4)
	History & Social Science	(4)
	Science	(4)
	Foreign Language	(3)
	Sports and Health	(1)
	Art Appreciation	(1)
	Electives	(2)
	<u>Humanities Seminar</u>	<u>(1)</u>
		24 units

The School recognizes that 24 credit units are required for some state scholarships; therefore the School schedule provides time for 25 credit units during four high school years.

Other: Besides the academic program outlined above, students obtaining a diploma from The Georgetown School will also be required to complete the following:

- Perform twenty five (25) hours of community service per year over the course of the four high school years, beginning in Grade 9. At least five (5) of those hours will be class community service projects.
- Give a senior speech.
- Apply and be accepted to a four-year higher educational institution.
- Complete five (5) days of interning or shadowing at a business or profession.

The Head of School reserves the privilege to amend graduation requirements for students who transfer into The Georgetown School after having finished one or more years of high school.

Honor Code

Honor codes, enforced by students themselves, have been shown many times to be the most effective way of reducing cheating. Our Honor Code helps create an atmosphere of trust where lying, cheating and stealing are prohibited. Students can be assured that their grade's worth is not cheapened by another's cheating and need not worry about their possessions being stolen. A friendly atmosphere of trust and respect promotes a healthy learning environment. The Honor Code, which all students must sign, is in effect at all times on school property or at school sponsored events.

The Honor Code is enforced by a peer Honor Council made up of two students from each grade from 8th grade up. One student will be chosen by his or her classmates, and the other will be selected by faculty. One of the two senior members will serve as president of the Honor Council, and a secretary will be elected by the Council itself. In addition, there will be a teacher to serve as the Honor Council Faculty Advisor. The Honor Council's dealings are confidential and its members are prohibited from revealing anything that takes place in its meetings.

In general, a first offense against the Honor Code draws a light punishment such as an apology to whomever was affected or cleaning duty. A second offense usually results in a suspension, either in school or out of it, ranging from one to five days depending on the seriousness of the offense. A third offense almost always results in expulsion. Cheating always results in a zero on the assignment. The Honor Code and the Honor Council are not to be taken lightly; honor violations are extremely serious. Although students in the 6th and 7th grades have to sign and follow the Honor Code, they will be treated more leniently by Honor Council because of their age. All grades will write the Honor Pledge on all work before handing it in.

The peer Honor Council is guided by the Faculty Advisor who is present at all stages of the hearing process. The hearing process proceeds as follows:

1. A faculty member who suspects a student of violating the Honor Code will inform the Faculty Advisor of the suspected violation and will at that time fill out a Suspected Violation Form;
2. The Faculty Advisor will then convene the Honor Council and inform them of the nature of the hearing;
3. The Faculty Advisor will then meet with the student and confirm that the student understands the hearing process. At this point the Faculty Advisor will inform the student that he or she can ask for a private meeting with the Faculty Advisor at any stage of the process and that everything said will be confidential;
4. The accusation will then be read to the Honor Council in the presence of the accused, who at that time may opt to meet privately with the Faculty Advisor or with the Faculty Advisor and the accusing faculty member. If the accused does not choose this option, then the hearing will continue under the direction of the President of the Honor

Council. The Honor Council will meet separately or collectively with all persons possessing information relevant to the suspected violation. When the Council is satisfied that it has heard all relevant information, it will determine whether the

student has violated the Honor Code. The determination of a violation requires a unanimous vote. In the event that the Faculty Advisor disagrees with the determination of the violation, the Advisor may recommend reconsideration and explain the reasons for reconsideration. Otherwise, the Advisor will meet with the accused student and inform the student of the Council's determination.

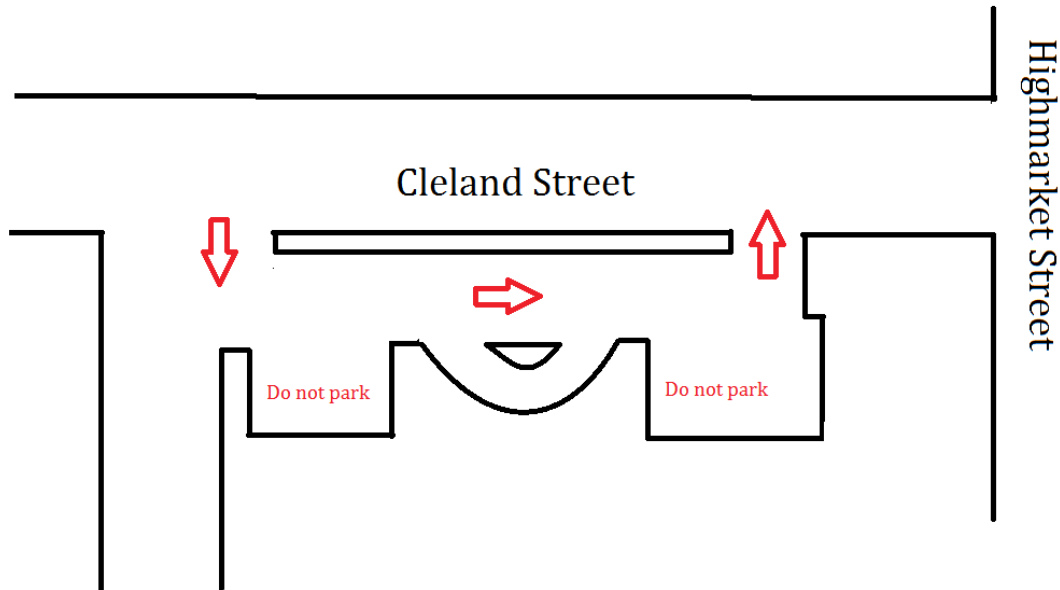
5. When the student has been told of the determination of a violation, he or she will be allowed to meet once again with the Council to discuss the grounds for the determination. At the end of this process, the Council will meet in closed session with the Faculty Advisor to determine a recommendation for punishment. Once the Council has reached a recommendation, the President and the Faculty Advisor will meet with the Head of School and present the accusation, the determination of violation and the recommendation for punishment. The Head of School can at this time either accept the recommendation for punishment or refer it back to the Honor Council. Once the Head of School has accepted a recommendation for punishment, the Head of School will inform the student's parents of the nature of the violation and of the student's punishment. The Faculty Advisor will inform the student of the same.

The Honor Council must interpret the Honor Code on a case-by-case basis, but here are a few general protocols:

- Telling the same lie to multiple people counts as a single offense. However, lying to the Honor Council when called before it always counts as a separate offense.
- Plagiarism falls under the heading of 'stealing', as it is commonly defined as a form of theft.
- Invasion of privacy may be considered theft of information. For example, it is considered an honor violation to take someone's phone and look through its text messages or pictures.
- Forging a signature or impersonating another's identity digitally or otherwise may be considered lying, and is an honor violation.
- Willfully defacing or destroying someone's property so that it is no longer usable is considered theft.
- Attempting, and failing, to cheat is considered an honor violation.
- In a case where one student gives answers to another (on homework or a test, without the explicit consent of the teacher), both students are equally guilty of cheating.

Pick-Up and Drop-Off

School begins promptly at 8:30am and ends at 3:00pm unless a student is participating in a sports program or extra-curricular activity. Drop-off takes place from 8:15-8:30am in the Cleland Street parking lot. Students should proceed directly into the building. There will be a teacher on duty to direct traffic and ensure safety at pick-up. Pick-up takes place from 3:00-3:15, using the Cleland Street parking lot and Cleland Street itself.



It is important to keep traffic flowing. Parents are asked to drop students off at the designated area only and to park cars either in the parking lots or on the street if they wish to get out of their cars. In no case may a car be left standing in the street.

Student drivers should abide by the same regulations for safe driving and posted speed limits (25 MPH for downtown Georgetown). *Student driving is a privilege and will be suspended for careless/reckless driving or speeding.* Car audio equipment should be for the enjoyment of the driver and passengers only. Students may park on the street or in the parking lots away from Coastal Eye, which needs the spaces for its patients. It is important to be on time to school, but not so important that student drivers should break speed limits or drive recklessly.