



DJA Mission

The mission of Daniel Jenkins Academy is to provide meaningful alternative educational opportunities for students who have experienced behavior challenges, while preparing students to be career, college and citizenship ready.

DJA Vision

DJA is a place where powerful educators encourage students to Keep It REAL!

Guiding Principles

- Students are responsible for their behavior and academic progress.
- A safe and structured environment promotes student learning.
- Students learn in different ways and are provided with a variety of instructional approaches to support their learning.
- Each student is a valued individual with unique physical, social, and intellectual needs.
- Students can learn how to make appropriate decisions in a supportive environment.
- Commitment to continuous improvement is essential for students to succeed.
- Parent/guardian support is crucial to the success of students.

CCSD Mission

To educate and support every child in achieving college, career, and citizenship ready.

CCSD Vision

CCSD is a premier school system in which

- Every child is supported in and out of school
- Every child succeeds academically
- Every child graduates from high school prepared for employment in the modern workforce or credential completion or postsecondary degree
- Every student, teacher, principal, and staff member is valued and respected with the opportunity to learn every day

School Schedule

Daniel Jenkins Academy's school hours will be from 9:00-4:00 Monday, Tuesday, Thursday and Friday. On Wednesday's we will run a shortened schedule and students will attend school from 9:00-12:15. Breakfast and lunch will be served all five days.

Parent /Guardian Responsibilities

1. Ensure students are present and on time each day
2. Discuss the importance of following all school rules with your child.
3. Personally notify the school office of any change in telephone or address.
4. Notify the attendance clerk at 843-747-6609 when your child is out of school for any reason.
5. Set up appointments by calling the main office number at 843-747-6609 to discuss concerns with the administrator, counselor, or teacher. Also if the school contacts you, please call back as soon as possible.
6. Contact the transportation office at 843-745-7083 and the DJA attendance clerk at 843-747-6609 for any issues regarding bus transportation.

School Messenger

School Messenger is a web-based notification service used in Charleston County School District. School Messenger is capable of delivering messages via telephone, email, text messages and printed letters to students, parents and staff. We will be using the service to deliver information regarding reminders, general information, and emergency situations via telephone. All DJA students are registered at their home school. This may cause some confusion when School Messenger calls you and or you may receive some letters from your home school that do not apply to your student. School Messenger messages specifically from DJA will be in the voice of a Daniel Jenkins Academy administrator who will identify themselves.

School Closing

DJA is part of Charleston County School District. If Charleston County schools are closed due to unusual or hazardous weather conditions, the closing will be announced on the local radio stations, television stations, the district website and Facebook.

Providing a Pathway to Success

We envision DJA as a stepping stone for our students. We see our students as capable and ready to learn and accept responsibility. We envision the faculty, staff, administration, students, home, and community actively working together respectfully and cooperatively as a unified force to accomplish our mission and make our vision a reality.

SCHOOL SAFETY, EMERGENCIES, & STUDENT HEALTH

Daniel Jenkins Academy will follow CCSD's Code of Conduct for secondary schools. This includes the Progressive Discipline Plan, interventions, and possible consequences.

Drug Prevention Dogs

The Charleston County School District and the North Charleston Police Department reserve the right to have drug prevention officers and drug dogs search the building and its other premises. An officer of the North Charleston Police Department and a dog trained to detect drugs may visit school to inspect lockers and automobiles parked on the premises. Should a student with a controlled substance on their person come close to the dog, the animal will pick up the scent. This may be a reason for the principal to investigate further. The principal or a designee will accompany the officer while on the school grounds.

Law Enforcement Notification

In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at school sanctioned or sponsored activities which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy.

Safe Schools Act

The South Carolina Safe Schools Act of 1990 makes it a criminal offense to distribute a controlled substance while in or on or within a radius of one-half mile of grounds of a public school. The penalty is up to a \$10,000 fine or 10 years imprisonment or both. The penalty is greater if the substance involved is crack cocaine. The penalty for purchase is less.

Carrying a weapon on school property is a felony that carries a \$3,000 fine and a maximum prison term of five years. The act also provides that it is unlawful for anyone to knowingly and willfully deliver or convey to a public official, teacher or Principal any letter, document, etc., which contains a threat of death or bodily harm to the person or a member of the person's immediate family.

Searches of Persons and Property

In accordance with the laws of the state of South Carolina, any person entering the premises of any school shall be deemed to have consented to a reasonable search of his or her person and effects. School principals or their designees may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, book bags, wallets, and satchels with or without probable cause. School principals or their designees may conduct reasonable searches of the person and property of visitors on school premises.

Failure to cooperate may result in a recommendation of expulsion for a student and the appropriate police agency shall be notified. Any weapons, liquor, wine, beer, stolen property, contraband or controlled substances found in such search shall be seized by the school official, the appropriate police agency notified, and the student assigned appropriate disciplinary consequences.

Smoking and/or Possession of Tobacco Products

Smoking and/or possession of tobacco products or paraphernalia is prohibited on school property during the school day and by students actively participating in or practicing for school-sponsored extracurricular events and while riding school busses and activity vehicles.

South Carolina School Safety Act

This law amends the Code of Laws of South Carolina, 1976, by adding section 16-3-615, which provides that if a student commits an assault and battery that is not aggravated on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity, the student is guilty of the crime of assault and battery on school personnel.

In addition, this law states that such an offense carries a penalty of a misdemeanor and, upon conviction; the student can be fined up to \$1,000 or imprisoned up to one year or both. Furthermore, the new law mandates that all offenses be placed in a student's permanent record and notice be sent to all teachers who deal with the student. Penalties for aggravated assault and battery are much harsher. Threatening a public official, a teacher, or principal now carries a fine of \$5,000 or five years or both. Threatening a public employee, which means any staff member who works for the district, carries a fine of \$500 or 30 days, or both.

Accidents, Emergencies, and Medical Conditions

Every effort is made to prevent accidents, and provide for the safety and security of all students. If an accident occurs, the procedure will be as follows: authorized school personnel will administer First Aid. If the accident or illness is considered serious, or if the student is uncomfortable, a parent will be called. No child who is ill or injured will be sent home alone. If a parent cannot be reached, the school will follow parents' directions on the enrollment card and consent forms to secure an individual to pick up the child, or to secure emergency medical treatment if needed.

It is important that schools have students' current addresses and phone numbers at all times. This information is especially important in cases of emergency.

School personnel should be made aware of medical and allergic conditions and provided with the name of a contact person who can be reached at all times. Students who have been sick the previous night should only attend school if sufficiently recovered.

Emergency Drills

State law requires that fire drills be conducted once each month. Drills may occur at anytime of the day. Any time the fire signal sounds, everyone in the building should consider it to be a real fire or emergency. The main objective is to evacuate the building as rapidly as possible in a safe, orderly manner. Instructions are posted in each classroom. During such an alarm, students should follow teachers' instructions very carefully. Students should walk, not run, and move quickly without pushing or shoving. If a student is not with their class when the alarm sounds, they should join another class, and remain with this class until he/she is out of the building. The student can then get permission from that teacher to join his/her regular class. An announcement will sound to let students know when it is safe to return to class.

In the event of a tornado, an announcement will be made for students and teachers to go to their

designated area inside the building. The designated area will vary depending upon the location of the classroom. Just as during a fire drill, students should follow teachers' instructions and move quickly and quietly. An announcement will be made when it is safe to return to class.

Each classroom teacher will review fire drill and tornado drill evacuation plans. To prevent a possible tragedy, we must all cooperate to insure that everyone knows the proper exit procedure from classes in case of fire or tornado.

Emergency Cards

Each parent/guardian should fill out the student's emergency card completely. It is crucial that emergency contacts are individuals who are easily reached and have access to the necessary transportation should an emergency arise. A student's significant health problems should be noted on the emergency card. The emergency card authorizes the school to obtain emergency medical care in case of a serious accident or injury or medical situation, and is kept on file with the school nurse.

Medicine

Prescription and non-prescription medications require a completed and signed CCSD **Medication Permission Request Form** (or written orders from a physician/ legal prescriber). These forms are available from the school nurse, the physician, or on the CCSD website (<http://www.ccsdschools.com>)

All medications must be given to the school nurse in their original containers with labels and instructions. Students who must carry medicine due to life threatening conditions (as verified in writing by a physician) will have an Individualized Health Plan (IHP) created by the nurse in conjunction with the parent. Please see additional details in the Code of Conduct.

School Nurse/Clinic

A student who becomes ill while at school will be escorted to the nurse where arrangements will be made for the student to go home, as soon as a parent/guardian can be reached. Students who are too sick to be in class are too sick to be in school.

Every effort will be made to contact parents to help get a sick student home. It is extremely important for parents to give the school accurate and working telephone numbers where they can be reached in case of their child's illness.

In the best interest of other students and staff, we request that a student remain at home if he/she is sick. A child should be fever-free for 24 hours before returning to school after an illness.

A parent should inform his/her child's counselor at the school at the beginning of the year if a student has a special physical or mental condition that may need attention. This information should be accurate and up-to-date. Please notify the school of any changes in your child's health status any time during the school year.

Additional Nursing Services

Telehealth

Your child may have the opportunity to participate in a school-based Telehealth visit. The program is used to bring healthcare to children in the school setting. A nurse practitioner or a doctor from

MUSC, or the local community, examines your child with the assistance of the school nurse. Computers and monitors are used so that patients and providers can see each other, talk clearly, and share information. At times special equipment, like electronic stethoscopes and a camera to look inside a child's ear are used. Parents must fill out the consent form in order for your child to participate in this service.

Harold's Pharmacy

Harold's Pharmacy is also available to students. Harold's Pharmacy delivers medication to home and to the school. Parents must fill out the consent form in order for your child to participate in this service.

Supervision of Students

Supervision will be provided in designated areas for a reasonable length of time, before and after regular school time for student activities. Supervision will be provided for students who ride abus upon their arrival and until such time as the bus departs after classes are dismissed. All other students should arrive no earlier than 9:00 A.M. on school days.

Supervision will be provided for students participating in school activities beginning 10 minutes prior to the designated start time and up to 15 minutes after the conclusion of the activity. Students who repeatedly loiter on school premises after the designated time for supervision may be excluded from attending future activities or events and subject to disciplinary action/arrest for loitering.

Trespassing

If a student is suspended or expelled they are not allowed to be on school property including; playground, basketball court and baseball field. Students at DJA are not allowed on any other CCSD property during or after school hours. The only exception would be an event that is approved by the DJA and home school principal.

Video Surveillance

As part of Daniel Jenkins Academy's safety and supervision plan, our school and immediate campus are monitored by video surveillance equipment. Tampering or otherwise altering video equipment will result in disciplinary action, restitution, and possible arrest. Information gathered via video surveillance may be used in investigating student rule violations and criminal activity.

Guidelines for Appropriate Areas on Campus

- Students are to remain on campus until officially dismissed.
- Students may not enter the building until 9:00 unless they have permission from a school official.
- Students are not allowed in parking lots or surrounding areas during school hours.
- Students are not allowed in unsupervised classroom areas during their lunch periods.
- Students should utilize restrooms in the cafeteria during their lunch period.
- Students are not allowed in any faculty restrooms or workrooms.
- School policy restricts loitering in or near restrooms, vacant classrooms, storage areas, hallways or areas near the main office.

School Bus Conduct

Students are expected to comply with behavior expectations outlined in the CCSD Code of Conduct while on all CCSD buses, at the bus stop, and after exiting the bus for regularly scheduled school sponsored events.

All school rules apply to bus conduct. Students who throw items from the bus are subject to suspension of bus privileges for the school year, expulsion, and arrest. Any student not adhering to established bus usage rules will be referred for disciplinary action.

Students who wish to ride a different bus home must present a written parent request to an administrator by 11:00 AM for preapproval. The contracted bus company has no obligation to transport students to locations other than their primary residence.

The administration, as authorized by state law, has the right to suspend or deny bus transportation to a student whose conduct is persistently and/ or flagrantly detrimental to safety and order on the bus. Students may also be suspended from school if applicable. Please see the CCSD Code of Conduct for more information.

Students are expected to arrive at the bus stop 15 minutes prior to the assigned stop time to allow for traffic variances.

SCHOOL UNIFORM AND DRESS CODE

Students are responsible for dressing in an appropriate manner at all times while on school campus or while involved in a school or district sponsored event/activity. Wearing appropriate attire promotes a positive influence on the school climate. In addition to clothing and shoes, student attire includes any jewelry, emblem, badge, symbol, sign, comment, or other items worn or displayed by an individual. CCSD board policy states that the board “reserves the right to bar from school students whose personal appearance is disruptive to the educational processes and orderly operation of the school.” Discretion to formulate reasonable dress codes is left to the administration of individual schools. Daniel Jenkins Academy has implemented a uniform policy that will be rigorously enforced. Students are expected to adhere to the spirit of the dress code every day and will face disciplinary action if they do not comply. Please see information on back inside cover for additional details regarding dress code.

- Shirts: collared or t-shirt in black, dark gray or navy
- Pants: khaki style in black, navy or khaki (no cargo)

Please see the back inside cover regarding belts, shoes, undershirts, top layers and any additional details.

Student Identification Badges

1. ID badges must be worn at all times around students’ necks while on campus. Any variance from this must be approved by administration. The ID badge is nontransferable, is the property of Daniel Jenkins Academy and must be surrendered at the request of a staff member.
2. Teachers should observe students at the beginning of each class for compliance to the policy. In the event that there is a student without an ID badge, then teachers should follow the PBIS plan.
3. A replacement charge of \$5 is assessed for lost, defaced, and/or damaged cards. Failure to display the ID badge properly, purposely damaging the ID badge, wearing another student’s ID badge, or failure to pay ID badge obligations, etc. may result in disciplinary action.
4. A temporary ID may be purchased for \$1.00. This ID may be used only on the day it is purchased. This ID should be purchased in the front office prior to check-in.
5. It is the responsibility of the student to purchase a replacement ID from the ID office upon entering the campus if he/she forgets the ID badge. Students who do not comply with ID badge policy may face disciplinary action.

ID badges with covers=\$5.00

ID (no cover) =\$3.00

ATTENDANCE REQUIREMENTS

School Achievement Begins With Regular Attendance

Parents/guardians have the responsibility to ensure that all school-age children in their care are in school and on time every day.

Students have the responsibility to be on time and attend all classes. Students are expected to attend school 180 days.

Lawful absences (excused) shall include but are not limited to

- Absences caused by a student's own illness and whose attendance in school would endanger his or her health and the health of others
- Absences due to an illness or death in the student's immediate family; the principal shall require a physician's certificate from the parent/legal guardian of a student reported continuously absent for illness.
- Absences due to a recognized religious holiday of the student's faith
- Absences due to activities that are approved in advance by the principal
 - Approved activities include the following:
 - state and national competitions
 - ceremonies honoring outstanding students
- work approved or sponsored by the school, the school district or the state department of education, accepted by the associate superintendent or school principal or designee as reason for excusing the student
 - out of school suspension
 - in school suspension
 - field trips approved by the principal or designee

Unlawful absences include but are not limited to:

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parents
- Family vacations

Chronic Absenteeism

As defined by the Office of Civil Rights (OCR), chronically absent students are those absent 10 percent or more school days during the school year. According to the OCR, an absent student is one who misses 50 percent of the instructional day for any reason and regardless of whether the absence is excused or unexcused. In other words, students who are absent for any reason – including suspension, illness, and death in the family – AND miss 10 percent or more of the school year will be considered chronically absent.

Documentation of Absences

All absences require a written explanation from the parent/guardian within three (3) school days of return from the absence. Written explanation of absences must include the student's name, parent/guardian's full name, date(s) of absence(s), and documentation of the reason for absence. Text messages and emails are not acceptable documentation for student absences. All documentation required by the school is subject to review and must be approved by the principal. Absences in excess of ten days per year will not be considered excused

with a parent/guardian note unless they are accompanied by official medical or legal documentation.

Make-Up Work

Students who are absent will be required to make up work missed in each class within one week's time. Only in extreme cases of a prolonged absence will students be given more than one week to complete work. A day's absence does not excuse a student from responsibility for all classwork/homework (to be made upon the student's return). Failure to turn in work may lead to failing classes.

It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon return to school. Failure to obtain make-up work is no excuse for not completing missed work. All teachers have an email account to communicate directly with parents as needed.

If a student is going to be absent 2 or fewer days, they may get assignments from teachers upon returning to school. If a student is going to be absent for more than 2 days, parents (or students) may call the school guidance office, to provide assistance in getting assignments.

Tardiness

A student who is tardy is defined as one who arrives after the start time of the instructional day or class period as based on the CCSD bell schedule. Parents of students ages 3-17 must come into the school to sign their children in if they are late to school.

LAWFUL TARDIES: In order for a tardy to be excused, written documentation must be provided.

1. Doctor or Dentist appointment
2. Late bus arrival
3. Teacher, guidance or administrator conference
4. Observance of a religious holiday
5. Court appearance or court ordered activity

UNLAWFUL TARDIES:

1. Illness on part of the student without a written excuse
2. Oversleeping
3. Traffic / Car trouble
4. Personal reasons
5. Missed bus / Carpool trouble

Check-in/Early Sign-Outs

Students who are late to school must sign in with the Main Office and receive a tardy slip (excused or unexcused). Students will then proceed to check-in and once checked in will then proceed directly to their assigned class. When students are signed out early on an ongoing basis; their academic performance may be negatively impacted. The school system strongly encourages parents to ensure their student is in school for the full school day every day. Students shall not be released within the final 30 minutes of the school day unless the principal or designee determines that it is an emergency, the student has a medical/dental appointment that cannot be reasonably scheduled at another time, or the teacher is notified in advance.

Late Pick-Ups

Students are required to leave campus at dismissal. Students who are consistently picked up late (30 minutes after dismissal) will be addressed on a case by case basis.

All unlawful absences, tardies, and sign-outs will result in school-based and district level interventions.

South Carolina Compulsory Attendance Law

South Carolina Code of Laws Section 59-65-10 (as amended) reads:

All parents or guardians shall cause their children or wards to attend regularly a public or private school – of this State – from the school year in which the child or ward is five years of age before September 1st until the child or ward attains his seventeenth birthday or graduates from high school. All children are required to attend a public or private kindergarten beginning at age five. If parents choose not to send their children to kindergarten, they must sign a waiver, which may be obtained at the local school.

South Carolina Code of Laws of Section 59-65-20

Any parent or guardian who neglects to enroll his child or ward or refuses to make such child or ward attend school shall, upon conviction, be fined not more than fifty dollars or be imprisoned not more than thirty days; each day's absence shall constitute a separate offense; provided, the court may in its discretion suspend the sentence of anyone convicted of the provisions of this article.

South Carolina Code of Laws of Section 59-65-70

If the court determines that the reported absence occurred without the knowledge, consent, or connivance of the responsible parent or guardian or that a bona fide attempt has been made to control and keep the child in school, the court may declare such a child to be delinquent and subject the provisions of the law in such cases.

South Carolina Code of Laws of Section 16-17-510

It is unlawful for a person to encourage, entice, or conspire to encourage or entice a child enrolled in any public or private elementary or secondary school of this State from attendance in the school or school program or transport or provide transportation in aid to encourage or entice a child from attendance in any public or private elementary or secondary school or school program. A person who violates the provisions of this section is guilty of a misdemeanor and, upon conviction, must be fined not more than one thousand dollars or imprisoned not more than two years, or both.

Truancy:

Three Levels

1. Truant:

A child, at least 6 but not yet 17 years old, who has accumulated three consecutive unlawful absences or a total of five unlawful absences

2. Habitual Truant:

A child, at least 12 but not yet 17 years old, who (1) fails to comply with the intervention plan developed by the school, the child, and the parents or guardians, and (2) accumulates two or more additional unlawful absences

3. **Chronic Truant:**

A child, at least 12 but not yet 17 years old, who (1) has been through the school intervention process; (2) has reached the level of a habitual truant and has been referred to family court and placed under an order to attend school; and (3) continues to accumulate unlawful absences

Truancy Intervention Procedures

1. The School Level Truancy Intervention Team must communicate positive attendance challenges to the parent/guardian beginning with the first unlawful absence. The school will notify the parent by telephone or mail.
2. When a student accumulates three (3) consecutive or a total of five (5) unlawful absences the principal or designee will complete a truancy investigation.
3. A conference is required with student and parent or guardian to develop a truancy intervention plan designed to improve student attendance and eliminate unlawful absences.
4. A written truancy intervention and attendance contract should be signed by all participants with a copy provided to the parent and student.
5. When a student accumulates 2 or more additional unlawful absences the school will update the truancy intervention plan, indicate why the plan was unsuccessful, and make amendments as needed.
6. If the student continues to accumulate unlawful absences and after exhaustive interventions, a referral will be made to the Department of Alternative Programs and Services.
7. In the event that unlawful absences continue following the district level conference, the case will be reviewed for additional interventions and/or further action. The case may be referred to the Department of Social Services, the Ninth Judicial Circuit Solicitor's Office for participation in Family Court, or other interventions.

Note: Suspensions are not counted as unlawful for truancy purposes. A deadline will be imposed for the work to be made-up and the responsibility for getting and completing assignments will be on the student.

Attendance Requirement for Promotion and/or Credit

All students previously enrolled in the District and those residing in the state who are entering for the first time shall be counted unlawfully absent for each day missed due to late enrollment.

All absences are defined as lawful or unlawful. Students having a lawful absence shall be permitted to make up work missed during the absence. Absences determined as unlawful will not entitle a student to make up work missed during the time of the absence. Principals may use discretion in permitting students to make up work.

High school students will be counted absent for a full period if they miss more than half of the class period. The principal may determine the lawful or unlawful nature of the absences. Students in grades nine through twelve must attend:

- Quarter Course 42 out of 45 Days
- Semester or 4 x 4 Course 85 out of 90 Days
- Year Long Course 170 out of 180 Days

Appeal Process for Denial of Credit

Consistent with state regulations, parents/legal guardians have the right to appeal attendance violation decisions and/or question the school records regarding attendance. The appeal should be made in writing to the school principal or designee. The decision of the principal or designee may be appealed to the associate superintendent or designee. The decision of the associate superintendent or designee may be appealed to the superintendent or designee by written request for appeal within 10 days of receipt of the decision of the associate superintendent or designee. The decision of the superintendent or designee is final.

Homebound Instruction

South Carolina's mandates regarding medical homebound instruction appear in the State Board of Education Regulation 43-241, Regulation 43-241 says that students who cannot attend public school because of illness, accident or pregnancy, even with the aid of transportation, are eligible for medical homebound or hospitalized instruction. A physician must certify that the student is unable to attend school but may profit from instruction given in the home, another location, or hospital. The district superintendent or his/ her designee may approve or deny any student requesting homebound instruction. A school or district representative may contact the parent and doctor to request additional information and discuss strategies to maintain the student in the school environment.

The parent has the right to appeal the homebound decision made by the superintendent or designee and school team. The appeal must be made in writing to the Department of Alternative Programs and Services within 10 days of receipt of the homebound denial letter from the school.

Homebound service is appropriate for short term intervention and should not be viewed as a long term placement for regular school attendance. Homebound instruction is designed so the student does not fall significantly behind during the period of confinement. The district's attendance (and truancy) policy does apply to homebound students. Students receiving homebound instruction should return to school-based instruction as soon as possible. Homebound services are approved for 45 instructional days at a time. If it is necessary for homebound instruction to continue beyond the approved period of time, a Medical Homebound Instruction Form will be required. The school or district representative may ask for additional information regarding the student's individual health/treatment plan, progress towards treatments goals, and specific plans to transition the student back to the school setting in order to justify the need for extended services.

Tardiness to school

All students are expected to be on time every day. If however, circumstances force a student to arrive to class after 9:20 AM, he or she must check in through the main office. A student may be excused for being tardy a maximum of three times with a note from a parent or a guardian. Habitual tardiness may result in disciplinary action.

Tardiness to Class/Hall Sweeps

Students are given 3 minutes to report to class from their previous class. Students can take care of personal needs during this time.

ACADEMIC EXPECTATIONS

South Carolina High School Diploma Requirements

In order to receive a SC state high school diploma, the student must attend the high school issuing the diploma for at least the semester immediately preceding graduation, except in the case of a bona fide change of residence to a location where the sending school will not grant the diploma. (State Regulation 43-259)

Subject	Diploma Requirements
English/Language Arts	4 Units
Mathematics	4 Units
Science*	3 Units
United States History & Constitution	1 Unit
Economics	.5 Unit
United States Government	.5 Unit
Other Social Studies Elective	1 Unit
Physical Education or Junior ROTC	1 Unit
Computer Science**	1 Unit
Foreign Language*** OR Career & Technology Education	1 Unit
TOTAL UNITS	17 UNITS
Electives: **** Must include Comprehensive Health	7 Units
TOTAL UNITS	24 Units

*All students must take End-of-Course Examinations in order to meet graduation requirements set by the State Board of Education in the following courses: English 1, Algebra 1 (or Intermediate Algebra), Biology 1 and US History.

** All students must earn one unit of credit in computer science. A unit of credit applied towards the computer science requirement may not be used to meet the math requirements or the Career and Technology Education requirements.

***The student in a College Prep program must earn one unit in a world language. Many colleges and the SC Department of Education recommend that students earn 2-3 units of the same world language. If a student does not plan to enter college, then one unit in career and technology education beyond the computer science unit must be earned.

****A unit of study which meets the Comprehensive Health Requirements must be included in a course completed by the student prior to graduation.

SOUTH CAROLINA FOUR YEAR COLLEGE REQUIREMENTS

Students planning to attend four-year public colleges and universities in South Carolina must meet the following requirements. Students interested in attending other four-year colleges should contact those schools' admissions office for specific admission requirements. Additional courses may be required.

English	4 units
Math	4 units* <ul style="list-style-type: none"> • CP Algebra 1 OR Foundations of Algebra & Intermediate Algebra • Algebra • Geometry • Algebra 2 • 4th higher-level math class
Science	3 units** <ul style="list-style-type: none"> • 2 from Biology, Chemistry or physics • The third course may be from the same field as the first 2 or from an Adv. Environmental Science with lab or Marine Biology with lab for which Biology and/or Chemistry is a prerequisite.
US History	1 unit
Economics	.5 unit
Government	.5 unit
Social Studies	1 unit
PE/ROTC	1 unit
Foreign Language	2 units of the same language Some four year universities require 3 units of the same foreign language for admission.
Computer Science	1 unit
Electives	1 unit in Fine Arts*** 1 additional unit ****

* These include Algebra I (Foundations of Algebra and Intermediate Algebra may count together as a substitute), Algebra II, and Geometry. A fourth higher-level mathematics course should be selected from among Algebra III/trigonometry, pre-calculus, calculus, statistics, discrete mathematics, or a capstone mathematics course and should be taken during the senior year.

** Two units must be taken in two different fields of the physical or life sciences and selected from among biology, chemistry, or physics. The third unit may be from the same field as one of the first two units (biology, chemistry, or physics) or from any laboratory science for which biology and/or chemistry is a prerequisite. Courses in earth science, general physical science, or introductory or general environmental science for which biology and/or chemistry is not a prerequisite will not meet this requirement. It is strongly recommended that students take physical science (taught as a laboratory science) as a prerequisite to the three required units of laboratory science outlined in this section. It is also strongly recommended that students desiring to pursue careers in science, mathematics, engineering or technology take one course in all three fields.

*** One unit in Appreciation of Art, History of Art, or Performance in one of the fine arts.

**** One unit must be taken as an elective. A college preparatory course in Computer Science (i.e., one involving significant programming content, not simply keyboarding) is strongly recommended for this elective. Other acceptable electives include college preparatory courses in English; fine arts; foreign languages; social science; humanities; laboratory science (excluding earth science, general physical science, general environmental science, or other introductory science courses for which biology and/or chemistry is not a prerequisite); or mathematics above the level of Algebra II.

OCCUPATIONAL TRACK

South Carolina has roughly 100,00 students with disabilities serviced under the Individuals with Disabilities Education Act (IDEA), of which the majority are able to earn a State High school diploma. Given the varying levels of student achievement, some students are unable to complete this required high school coursework. As a result, there is a need to provide an alternative option for students with disabilities to demonstrate their ability to transition into the work community.

The uniform, state-recognized SC High School Credential will be aligned to a newly created course of study for these students with disabilities whose Individualized Education Program (IEP) team determines this course of study is appropriate.

Required Courses to Earn the Credential

ELA (including English I w/ EOC)	4 units
Math (including Algebra I w/ EOC)	4 units
Science (including Biology w/ EOC)	2 units
Social Studies	2 units
Employability Education	4 units
PE/Health	1 unit
Technology	1 unit
Electives	6 units
Total	24 units

GRADE CLASSIFICATION

Grade 9

In order to be classified as a ninth grade student, the individual must have met the requirements and be promoted from the 8th grade.

Grade 10

In order to be classified as a tenth grade student, the individual must have completed six (6) units to include:

- One unit in English 1
- One unit in mathematics

Grade 11

In order to be classified as an eleventh grade student, the individual must have completed twelve (12) units to include:

- One unit in English 1
- One unit in English 2

- Two units in mathematics
- One unit in science

Grade 12

In order to be classified as a twelfth grade student, the individual must have completed eighteen (18) units to include*:

- One unit in English 1
- One unit in English 2
- One unit in English 3
- Three units in mathematics
- Two units in science

In addition, the student must be enrolled in all other units (required and elective) needed to complete graduation requirements.

*When, based on the student’s schedule, it is anticipated that a student will complete graduation requirements by the end of the school year, the student may be placed in a senior homeroom at the beginning of the first semester even if all of the units listed above are not completed.

Grading

The Uniform Grading Policy utilizes the numeric grade as the basis for grade point averages throughout their high school careers. This system is as follows:

Number Grade	Letter Grade	Grade Point
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
Below 60	F	0.0

Any parent who has questions or concerns about their child’s performance should contact the teacher. If concerns continue, please contact our Guidance Department.

Exams

Exams constitute 20% of a course’s final grade, and will be given at the conclusion of each particular course. No more than two exams may be administered in any one school day. EOC exams are typically given two weeks before the conclusion of each semester.

Students in Grades 9–12 take cumulative, standard based, end of course examinations. When applicable, schools administer State End of Course tests required by the S.C. Educational Accountability Act. No student may exempt a State End of Course Exam. Cumulative examinations have a computational weight of 20 percent of the final average.

Seniors are exempt from a course final exam if they have an overall average of 90 or higher and the course is for full regular credit. Seniors who have at least a 90 average may opt to take a final exam in that course to improve their grade. For these students, their final grade may be raised, but not lowered, by their final exam grade. Those seniors who do not have an overall average of 90 or higher will take exams as scheduled. Exemptions may not be given for partial credit, AP or dual credit courses. Students in grades 9-11 will take exams in all classes as scheduled.

Academic Dishonesty

When a student becomes involved in cheating or plagiarism on assigned work, or engages in any behavior that could invalidate test results, the teacher will give the student an “F” on that work. The teacher will not provide an opportunity for the student to make up such work, nor will the student be given additional assignments to improve their grade in that particular subject. Students who improperly receive or provide help will be charged with cheating. The teacher will notify parents of such students and provide documentation of the incident.

Credit Recovery

Students who have failed or lost credit due to attendance may be eligible to regain credit via an in-school, or after-school credit recovery program. Eligibility will be determined by the final grade received in the course, as well as, recommendations from the students’ teacher.

College Visits

DJA juniors and seniors are permitted two college visit days with official documentation. Official college visit forms are available in the Guidance Office or from the college. These forms should be completed, stamped and signed by college officials. Catalogs, brochures, and parent notes are not sufficient to document an official college visit.

Schedule changes

Students are encouraged to consider their course selections carefully during registration. Teacher assignments, course offerings, and class sizes are determined via registration information. Choices of specific teachers will **not** be honored. Schedules will not be changed to accommodate jobs after school. Dropping a class may adversely affect a student’s eligibility for athletics and other interscholastic competition. At the end of the spring term, students may not request changes for the following school year except:

- When a particular credit is needed for graduation.
- When a particular credit has been earned in summer school.
- When a student has not passed a prerequisite for a particular course.
- When a student has previously failed a subject with a particular teacher (if available).

Homework

Students are likely to have some form of homework each day. The agenda contains space for students to record assignments, activities, homework and tests. There are several reasons for teachers to assign homework regularly and for students to use the agenda. These reasons include but are not limited to:

- To provide extra practice on learned skills.
- To provide further learning in areas covered in class.
- To provide an opportunity for student to learn good work/study habits.

- To provide opportunity for growth in responsibility.
- To provide an opportunity to see what your child is studying and how well he/she is doing.

DJA believes that learning is important and that learning should continue after school hours. Daily homework should in no way be viewed as punishment, but rather as a way for encouraging and extending the learning. Homework comprises not more than 10% of a course grade.

Special Services

Individual Health Care Plans or Individual Health Plans (IHPs)

Individual health care plans are also called individual health plans or IHPs. School nurses who are registered nurses write IHPs to guide how a student's health care needs will be met while at school. The nurse works with the student, the student's parents or legal guardians, the student's health care provider, and other school staff to write the plan. IHPs are written for students who have special health care needs that must be met by school staff during the school day. IHPs are also written for students who have been approved by the school district to self-medicate or self-monitor. To learn more about IHPs, talk with your child's school nurse or CCSD Office of Nursing Services at 843-745-2184.

Section 504 of the Rehabilitation Act of 1973 (Section 504)

Section 504 is a federal law that requires public schools to make adjustments so that students with certain disabilities can learn and participate in settings like other students who do not have disabilities. To be eligible for services under Section 504, a student must have a condition that substantially limits one or more major life activities. A team decides if a student is eligible. The team should include the student's parent or legal guardian, the student (if able), and others who know the student or know about the student's disability, such as a teacher, a guidance counselor, a school nurse, and other school staff. If the student is eligible, the team develops an individual accommodation plan. The individual accommodation plan explains how the student's needs will be met while at school and may include health services for the student during the school day if needed. To learn more about Section 504, contact your child's school or the CCSD 504 Coordinator at 843-937-6500.

Individuals with Disabilities Education Act (IDEA)

Students, ages 3 through 21 years, may receive services under the IDEA if the student needs special education and related services to benefit from his or her educational program. A team decides if a student qualifies for services under the IDEA. The team includes the student's parent or legal guardian, teachers, and other school staff. The team develops an individualized education program (IEP) if the student meets federal and state requirements. The IEP outlines a plan for helping the student receive a free appropriate public education and meet goals set by the team. The IEP may include health services for the student during the school day if needed. Contact the Department of Exceptional Children Services at 843-937-6500 to learn more about IDEA.

School-wide Positive Behavior Expectations

- Respect
- Engage
- Accountability
- Leadership

The Behavior Management Plan (Level System)

The Behavior Management Plan is based on a five-tiered level system. Level 1 is the most restrictive and Level 5 is preparation to return to the student's home school. The Level System, Class Rules, and Interventions are posted in the classroom as a reminder for each student

Levels are determined bi-weekly based upon academics, attendance, behavior, and daily points. Progression through the levels is made by successful mastery of level requirements. Each student will be assessed by the team every two weeks to determine whether he or she will move up to the next level. Disciplinary actions may directly affect level progression.

Exit Level Requirements:

- Level 1: 1000 points**
- Level 2: 2000 points**
- Level 3: 3000 points**
- Level 4: 4000 points**
- Level 5: 5000 points**

Sample Level-Up Sheet

Student Name	Points	Homeroom				
Review Weeks:						
Current Classes:						
Current Class Average:						
Grades: 12 pts per class if passing/0 pts if failing 500 pts total for 50% overall	0					
Daily Point Card: 50 pts per day Total 500 pts for 50% overall	0					
Total Points of 1000 Possible Points	0					
Behavior Expectations: 200 pts total	0	Teacher Managed Referrals 10 Points	Level 1 Referrals 30 Points	Level 2 Referrals 60 Points	Level 3 Referrals 100 Points	
Point Lose Due to Discipline						
Previous Point Total		5,000 Total Points = DJA Staff to talk to student about phone contract and privileges 5,000 Total Points = DJA Staff to begin transition process for student's return to home school				
Total Points to Date	0					
Current Level	LEVEL 1					
Points Needed	5000					
	Level 1=1000	Level 2=2000	Level 3=3000	Level 4=4000	Level 5=5,000/Transition	
Student Earned	Responsibility	Engagement	Accountability	Leadership	On Time	Dismissal
Number of points possible	70	70	70	70	40	20
	Student successfully completed the Level Program and is ready to begin the transition process. Parent/guardian will be contacted by Ms. Hickman to schedule transition meeting and return to home high school.					
Student Signature / Meeting Date			Staff Signature / Meeting Date			
EVERY POINT COUNTS!!						

Sample Point Card

Student: _____					
HS Teacher: _____					
Date: _____ Point Total: _____					
Does Code Compliant at Arrival?	Yes	No			
Respect	✓				
Engage	✓				
Accountability	✓				
Leadership	✓				
Arrival	✓	✓	✓	✓	✓
Breakfast	✓	✓	✓	✓	✓
1st Academic On Time Y or N	✓	✓	✓	✓	✓
Profanity-ALL/Nothing	✓	✓	✓	✓	✓
2nd Academic On Time Y or N	✓	✓	✓	✓	✓
Profanity-ALL/Nothing	✓	✓	✓	✓	✓
3rd Academic On Time Y or N	✓	✓	✓	✓	✓
Transition/Profanity/Opening Doors -ALL/Nothing Assigned Area Following Directions Respectful Safe	✓	✓	✓	✓	✓
4th Academic On Time Y or N	✓	✓	✓	✓	✓
Profanity-ALL/Nothing	✓	✓	✓	✓	✓
Lunch	✓	✓	✓	✓	✓
Dismissal-NO Exit from Class for ANY Reason	✓	✓	✓	✓	✓
Total	/50				

Restoration

Students will be considered for Restoration at 5000 points. The restoration process will begin at 4000 points. Once a student reaches 4000 points they will sign a Restoration contract that reviews grades, attendance and behavior. During this period a student must submit a restoration letter and complete a minimum of 5 hours of documented community service. The student may not receive any office managed referrals once the contract is signed. If a student receives an office managed referral they will start the contract level over. Once a student starts the contract level over again 3 times they will drop to 2500 points and re-start the level-up process.

Sample Restoration Contract

Name: _____

Current Grades and Attendance:

Class Name	Grade	Unexcused Absences

Referrals While at DJA

Top Behaviors	Number
Other	
Total	

I recognize that I have to be responsible for my behavior in order to be restored. That means that I can't have any referrals between now and _____ in order to be considered for Restoration. I must also complete my community service and my Restoration letter.

Possible Restoration date: _____

I understand and agree with the above contract. I recognize that if I break the contract I will remain at Daniel Jenkins until I can complete the requirements successfully.

Student Signature

Date

Admin Signature

Date

12 Essential Social Skills

Studies have found that students being referred to the office as “defiant” are lacking one or more of the following social skills. These students need direct instruction on the “How To” for each of the skills listed below. (Dowd & Tierney, 1992; West & Young 1994a, 1994b; Young & West 1995; Peterson & Lacy, 2003)

1. **Follow Instructions:** not only needed for the social aspects of the class but also for the academic components
2. **Getting the Teachers Attention:** varies from class to class, how do students get attention in classroom?
3. **Accepting “No” for an Answer:** student are usually expected to accept “no” as an answer without responding back
4. **Accepting Feedback:** can be in regards to a student’s behavior and/or a needed correction on an assignment
5. **How to Disagree Appropriately:** most students have difficulty telling the teacher that they disagree and why
6. **How to Make a Request:** students may assume the answer is “no”, so they don’t ask or do so in a manner that will lead to “no”
7. **How to Make a Decision:** students don’t know the steps to making a sound decision
8. **How to Resist Peer Pressure:** Students don’t know how to say “no” to their peers and want to “save face”
9. **How to Negotiate:** if students don’t know how to disagree appropriately, then they will struggle with compromising
10. **How to Respond to Teasing:** students are told all the time to “ignore” their peers, but are they really taught how to do this? Also kids “blow up” after they ignore a peer and it doesn’t go away right away-there is a need to let students know it will get worse before it gets better
11. **How to Deal With an Accusation:** students become very defensive when accused of something, whether they are guilty or not, making it hard to share their side of the story
12. **How to Apologize:** students need to learn when to say “I’m sorry” and how to do it with sincerity, which will show that they care about others

GENERAL INFORMATION

Assembly Programs

Periodically, students will report to the cafeteria for meetings or special presentations. To ensure all students may benefit from programs, all people in attendance must follow these expectations:

- Enter the area as quickly and as orderly as you can, fill in every seat and remain quiet throughout the program.
- Sit appropriately and remain seated during the entire program unless or until you have permission to stand.
- Show respect for each speaker or performance by not talking to other students and not blurting out remarks.
- Students not following these guidelines will be removed from the specified area and may receive consequences.

Building Hours

The building will be open for students from 9:00AM to 4:00PM Monday, Tuesday, Thursday and Friday. On Wednesday, the building will be open from 9:00am to 12:15pm. Students are not permitted in the building at other times unless accompanied by a faculty member. For safety and security reasons, all students not under the direct supervision of a staff member must exit the campus by the appropriate time.

Cafeteria

During the school year, Daniel Jenkins Academy's cafeteria will serve breakfast and lunch. Students are not permitted to bring food outside of the cafeteria.

During breakfast and lunch periods, students are expected to:

- keep places in line (no cutting)
- display proper table manners
- sit appropriately at the table (not on table---tops)
- keep the cafeteria clean by wiping their area clean after use and throwing waste into the proper receptacle
- use appropriate language and volume levels
- take the appropriate number of items required from the cafeteria

Changes of address/updating information

It is critical that Daniel Jenkins Academy has updated and accurate contact information. Please provide an accurate address, phone number, name of parent/guardian, and emergency contact at the beginning of the year, and be sure to update information if it changes.

Student financial obligations

Parents/guardians of any student who has a financial obligation to the school/district (i.e. lost textbooks, library fines, fees, etc.) that is not cleared within the prescribed time will be notified. Failure to immediately fulfill this obligation may result in failure to receive textbooks or participation in activities or events.

Demonstration of Affection (Public)

Public demonstrations of affection of any kind are strictly prohibited. **DJA is a touch free zone.**

Entering and Leaving the Building

No student will be allowed to enter the building prior to 9:00 AM. Students dropped off by a parent or guardian may enter the Main Office at 9:00AM to wait to be checked-in. Students who ride a bus must remain on the bus until checked in. Students will enter the building and then proceed through the check-in process.

Once a student arrives at school, he or she is forbidden to leave school grounds before the end of the regular school day unless appropriately signed out or they have an early out assignment. Students will be rechecked by staff if they leave the building for field trips, work, etc.

Environmental and Facility Responsibility

Students must respect the natural environment of the campus. Students must not approach, apprehend, or harm in any way the natural wildlife on the campus. Any damage to the campus environment may result in a recommendation for expulsion. Additionally, students must respect the campus. Use of furniture must be for its intended purpose. Students will not be permitted to stand on or abuse any interior or exterior furniture, fixtures or equipment. In addition, no adhesive material may be used on interior or exterior walls or furnishings. Any damage to the facility may result in a recommendation for expulsion. Students will be expected to pay for any damages that they cause.

Family Rights and Privacy Act

Students' records are managed in a confidential manner as required by the Family Educational Rights and Privacy Act of 1974. Regulations and procedures for compliance of this act are provided through CCSD Board policy. A copy of this policy may be obtained upon request to the school principal or the district office.

Field Trips

When on school trips, students are subject to all school rules and regulations. They are expected to represent themselves, their community, and their school in an exemplary fashion. All field trip forms must be signed and returned before the trip. Phone permission will not be accepted. Students may be denied the privilege to attend field trips based on documented academic or behavioral concerns.

Hall Passes

Students are not permitted in the halls during class periods unless they are accompanied by a faculty/staff member or have a signed pass. Passes will not be written during the first 15 minutes and last 15 minutes of any class period. Students are responsible for obtaining the signed pass. Verbal permission is not acceptable. The student must go directly to and return promptly from their destination. Students found in areas without permission will be disciplined.

Hall Roaming/Loitering

Hall roaming and loitering are unacceptable and will not be tolerated. Loitering is defined as the act of being in an unauthorized place, lingering aimlessly in or about the school in unauthorized or unsupervised areas (hallways, restrooms, cafeteria), or refusing to leave when directed to do so by school staff or security personnel. Students must have a pass if they are somewhere other than where they are designated to be. Students who violate this rule are subject to disciplinary

action.

Immunizations

All students are required meet all state and local immunization requirements and provide documentation of such in order to attend Daniel Jenkins Academy. Any questions regarding immunization should be directed to the school nurse.

Internet Use

Before students are permitted to use school technology a form must be completed and signed by the student's parent or guardian. Without the signed permission form, the student will not be given access to the Internet. The technology policy is in CCSD's Code of Conduct.

Library/Media Center

DJA has a Media Center that will be available for student use. Times will be posted on the door.

Personal Property

Daniel Jenkins Academy is not responsible for books, cell phones or any personal belongings that are misplaced or stolen from any location on campus. This includes, but is not limited to items left in classrooms. The school will not investigate the theft or loss of any of these items including electronic devices or other contraband items.

Lost and Found

Found items will be kept in a secure area near the Main Office. Students who have lost clothing, books, etc., should check with main office staff. Students are to cooperate by turning in all articles that are found. At the end of school, all unclaimed items will be given to a worthy organization.

All textbooks found will be taken to the bookroom. South Carolina State Law requires parents to pay for missing books and states that this requirement must be complied with before new books are issued. If lost textbooks are found after having paid for new ones, refund checks will be issued to the parents with receipts.

Materials Needed/Suggested

All students are required to carry their notebook, Student Handbook and Agenda at all times when on campus.

Students are required to furnish their own materials in certain classes that have special requirements. All classes require notebook paper and pencils.

Messages

To avoid interrupting classes, messages will be delivered directly to students only in emergencies. School wide announcements are made only at the beginning and end of each day.

Moment of Silence/Pledge of Allegiance

In 1994, the South Carolina Legislature passed a law mandating the observance of a full minute of silence each day in schools. Additionally, the Pledge of Allegiance will be recited on a daily basis. Students are expected to stand respectfully during the daily observance.

Money

DJA students are not allowed to bring more than \$20.00. Any amount over \$20 will be confiscated.

Parent Conferences

Parents with concerns that require the input or advisement of faculty and staff are encouraged to contact the Guidance Office (843-746-7406) to schedule a conference with teacher(s) and administrator(s). Guidance or another school representative will schedule the conference giving teachers at least **48 hours** advanced notice. Parents are encouraged to contact teachers directly via email if and when possible.

Release of Student Information

The following information is eligible for release upon request by legitimate organizations at the discretion of the school principal and permission of the parent/guardian: student name, address, telephone number, date and place of birth, subjects of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance (on both an annual and daily basis), diplomas and awards received, and the most recent previous educational agency or institution attended by the student.

Any parent or guardian of a student at DJA who would prefer that any or all of the information designated above not be released should notify the office of the school principal in writing not later than ten (10) days after the beginning of the school year.

Additionally, parents who do not wish to have their children filmed, interviewed or otherwise represented in any publicly accessible media format must fill out a Media Release Form (found in the Main Office).

Telephone Usage

Students must ask permission to use any school telephone. In case of illness or other emergency, the school nurse will make necessary calls. Students will not be called to answer the phone during school hours unless approved by an administrator. Emergency messages from parents and guardians of students may be left with the main office.

Students must check in cell phones daily upon arrival. The school is not responsible for lost or stolen cell phones. Once the student has reached 5000 points they will be allowed to carry a cell phone. A phone contract must be signed by each student before access is granted.

Textbooks

Textbooks are owned by the State Department of Education, and each student is responsible for textbooks issued to him/her. Textbooks will be "scanned out" individually to students. Students should check the textbooks carefully when issued, and be sure the teacher is made aware of any previous damage or abuse to the textbooks. Textbooks are loaned to students. The student is responsible for keeping the textbook clean, and handling it carefully.

Students will be required to pay for lost, stolen, or damaged books. If a textbook is lost, students should check immediately with the teacher, the Lost and Found, and with the administrator in charge of issuing textbooks.

It is the student's responsibility to pay the replacement cost for any lost or stolen textbooks issued to him/her. All textbooks turned in to the office will be returned to the subject teacher or administrator in charge of textbooks.

The South Carolina State Department of Education has implemented a textbook inventory

system that requires every state-owned textbook to be bar-coded. Students found tampering with, destroying, or removing textbook bar codes will be subject to disciplinary action and/or charged the full replacement price of the subject textbook. Lost textbook fees are to be paid directly to the school bookkeeper. Students should keep their payment receipt for the replacement of a book. A refund will be issued with a receipt if the original lost book is found in usable condition.

Tutoring

Any student who wishes to receive additional help with their schoolwork is invited to attend scheduled tutorial sessions during lunch, before and/or after school. Teachers will post tutorial schedules outside of their room.

Vehicles/Parking

The student parking lot is available only to upperclassmen (11th and 12th grade students). Parking permits will be issued on a first come, first served basis at a cost of \$10.00. Requirements for a permit include a valid driver's license, auto registration card and proof of insurance. The permit must be hung from the rear view mirror of the vehicle for which it is issued. Any student car parked in the teacher parking lot will be towed at the owner's expense. Students who disobey traffic regulations will have parking privileges revoked. DJA is not responsible for any damage to vehicles incurred while parked on or off campus.

Visitors

In district students will not be allowed to visit between schools of the district during the regular school day. Students who do so may be charged with trespassing and/or recommended for disciplinary action.

Visitors who are on school business are welcome at school; however, immediately upon entering the school grounds, all visitors will check in at the Main Office and state the nature of their visit. Additionally, a photo ID must be presented and a temporary visitor's pass issued. According to South Carolina law, any person entering the premises of any school in South Carolina shall be deemed to have consented to a reasonable search of his person and effects. Anyone failing to comply with the check-in procedure will be asked to leave the campus. After a warning, the police will be called and the violators will be prosecuted. Out of town student visitors or family guests will not be permitted to visit in the school without prior permission of the principal or without special invitation.

Website

Additional information about Daniel Jenkins Academy may be obtained through the school's website <http://dja.ccsdschools.com/>. This site is updated regularly.

Other Information

All students are issued a handbook and agenda. The agenda is to be used for recording daily assignments and as a means of communicating with parents. It is also designed to assist students with time management and to enhance organizational skills. Students may not tear out any pages from the agenda for any reason. Students may not loan their agenda books to others. **The replacement cost will be \$5.00.**

The handbook must be in the possession of the student whose name appears on this page at all times. This handbook is a resource for parents and students. Every effort was made to ensure accuracy in preparing this student handbook. However, due to our publishing deadlines, DJA reserves the right to modify, add, or delete rules and regulations in this book at the discretion of the school administration.

Students must have their own handbooks and agendas in their possession at all times. Students may not deface or tear out pages.

I have read, understand, and will comply with the rules, procedures and regulations found in the DJA Handbook and CCSD's Code of Conduct.

Student Signature

Date

Parent Signature

Date

Keep it REAL!