

LAURENCE MANNING
academy

Laurence

Manning

Academy

Faculty

Handbook

2021-2022

SM

Mr. Tripp Boykin
Headmaster

Faculty Acknowledgement

I UNDERSTAND THAT THIS DOCUMENT IS NOT A CONTRACT BUT A LIST OF EXPECTED RESPONSIBILITIES THAT EACH PROFESSIONAL STAFF MEMBER IS REQUIRED TO UNDERTAKE IN THEIR DAY TO DAY ACTIVITIES. BY SIGNING THIS ADDENDUM, I STATE THAT I HAVE READ AND UNDERSTAND THE PRESENTED MATERIAL IN THIS DOCUMENT AND WILL ADHERE TO POLICIES PRESENTED THEREOF.

Staff Member's Signature: _____

Date: _____

Administrator's Signature: _____

Date: _____

SM

WELCOME

In order to enforce effectively those school policies concerning student behavior and dress, teachers and staff must be thoroughly familiar with those policies. Each employee is provided with a copy of the School Handbook and should become familiar with all rules of conduct included in the Handbook. The primary purpose of Laurence Manning Academy is to promote quality education and moral standards in an atmosphere of high learning and academic excellence. Laurence Manning encourages its students not only to set goals for themselves, but also, to evaluate and motivate themselves in all areas of their school activities so that one day, they may usefully serve society

ACADEMIC HONOR ROLL

Academic honor roll is determined at the end of each nine weeks for lower school and each nine-weeks for MS and HS, also, each semester, and yearly. Teachers are to compile a list and turn it into the guidance counselor.

Honor Roll: Students with no average less than an 85 in any class.

Yearly Honor Roll: Students with no yearly average less than an 85.

Headmaster Roll: Students with no average less than a 93 in any class.

Yearly Headmaster: Students with no yearly average less than a 93 in any class.

ANNOUNCEMENTS

Daily announcements are made during homeroom and the last 5 minutes of the day.

ASSEMBLIES

Chapel and assembly programs are an important part of the life of Laurence Manning Academy. Teachers are required to attend, not only for the content, but to assist in supervising the students attending.

ATTENDANCE

Teachers and assistants are expected to be in attendance for 180 school days and six planning days. All full-time faculty members shall have five days sick leave per year which includes one personal day. Additional personal/sick days can be accumulated up to ten days based on years of service.

ATTITUDE

We must be mindful every day of the example that we set for our students. If we are punctual, students will not be tardy. Let's be enthusiastic and positive about school policies, and let's support school activities. It is our duty to share in building school spirit and loyalty.

BEHAVIOR

In order to be considered a professional, we must conduct ourselves professionally. Gossip and rumors should not be repeated in the classroom or outside school, nor will uncomplimentary comments about any teacher be tolerated. Any criticism should be directed through the proper channels. Teachers are expected to conduct themselves in an exemplary manner whenever students are present. This applies to field trips, athletic events, school dances, etc....

BOOK CARE/TECHNOLOGY CARE

Students are required to maintain and care for all text books and any school-issued technology. Replacement/repair costs associated with damage to text books/technology, outside of normal wear-tear/usage during the student's care, will be the responsibility of the student.

BOOK ISSUANCE/COLLECTION

Teachers are responsible for issuing textbooks, collecting and inventorying them at the close of the school year, collecting all damages due and keeping a complete and accurate record. Report cards are not issued to students who are indebted to the school. Money collected will be turned in to the office. Teachers can obtain a price list from the administrative office regarding the textbook.

Teachers are not to issue a second textbook to a student who has not paid a fee for the first book. Part of our job as educators is to teach responsibility. Teachers who provide these extra textbooks are not helping the students become responsible.

BULLETIN BOARDS

Teachers, full-time and part-time, share in the responsibility of maintaining attractive and up-to-date bulletin boards in the hallways of the major buildings. Decorations should be ready on the first day of the new month. LMA PAT is responsible for the community bulletin board (across from the ladies' bathroom) in the Lee Building.

BUSINESS OFFICE

Employees are to contact the business officer concerning requests for information regarding social security, benefits, W-2 and W-4 forms for income taxes, workmen's compensation, deductions from your paychecks, etc.

CHAPERONES

Teachers are cautioned against offering their services as chaperons at private assemblies held by students. Parents frequently think that a teacher chaperon gives the event the approval and sanction of the school. Chaperoning these events often places the teacher in an unnecessary and unwanted position.

CLASS MEETINGS

Class meetings will be scheduled when needed and will be conducted in an orderly manner using proper parliamentary procedure by the officer in charge.

CLASS PROJECTS

All class projects must be approved through the appropriate administrator. Elementary (**K-8**) should have a parent signature form stating the project, procedure and the due date.

CLASSROOM EVALUATION/ TESTING

The method of evaluating classroom work is left up to the teacher, but a method that allows for proficiency demonstrated in a variety of ways is encouraged. The difficulty of the method of testing should be in relation to the abilities of the students involved. Each student should reach some level of success.

CLASSROOM STANDARDS

Teachers are expected to keep students on task for the entire class period. Teachers should use a variety of instructional techniques in the classroom because of the various learning styles and attention spans of the students. Teachers should go over assigned materials, homework, tests, etc., to ensure a thorough understanding of concepts. Teachers (in grades K3-3) are required to meet and plan lessons together for each week. Evidence of planning will be readily available upon request. Supervision of students is absolutely necessary at all times. Supervision is necessary during class time, recess, lunchroom time, and school sponsored activities. If it becomes necessary for a teacher to leave the classroom, the area principal or the office must be notified to arrange coverage for the students. Telephone use during class time is prohibited except in the case of an emergency. This includes cellular phone use in the classroom.

CLUB FUNDRAISERS

All LMA club fundraisers must first meet the approval of the school administration. Generally, these fundraisers are used to benefit a specific school project reflecting a specific school need. Permission for what type of fundraiser as well as where proceeds will be distributed must be put in writing and meet with prior administrative approval. Monies that remain unspent at the end of the school fiscal year will be, unless otherwise air-marked for specific school needs, absorbed into the school's general fund.

COMPUTER LAB POLICY

Students should not expect to use the computer lab to complete homework projects, unless prior arrangements have been made with the computer lab staff. Students will be charged for printouts that are not related to computer science courses.

Students should not interrupt classes in the computer lab to use the computers for any reason. The middle and high school labs are available everyday after school until 3:00 p.m. for student use if prior arrangements are made with the computer lab staff. Students who need to use a computer during school hours should use the computers in the school library or classrooms.

The computer lab will not supply students with storage devices.

LMA provides students with school-issued iPads, so use of the labs should be limited to computer/technology related classes and some class specific exercises directed by faculty.

A fee of 25¢ per page will be charged for any printouts in the computer lab that are not part of a computer science class assignment. Any work from other classes printed in the lab will be subject to this charge.

CONDITIONS OF CLASSROOMS/ATHLETIC FACILITIES

Teachers are asked to see that the students keep the building and grounds clean and presentable at all times. Please have students pick up paper, put books on the shelf or in desks, and pick up all garments off of the floor. Lock all windows and doors. Leave classrooms in such an order that maintenance can clean.

The neatness and attractiveness of the classroom has been proven to affect the attitude of the students. Students have better conduct in an orderly atmosphere.

Teachers shall make sure that students do not sit on desktops, backs of desks or at the teacher's desk at any time.

Physical Education teachers and coaches are responsible for keeping locker rooms and the gym clean, well-organized, and presentable.

COPY MACHINE

The school copy machines are for the convenience of the teachers only. They are not to be used for private purposes without permission of the school administration. Teachers are not to let their own children copy notes and assignments on the school copiers. Teachers should assume the responsibility of making their own copies for their classroom at the appropriate scheduled times and requesting copies from the workroom at the appropriate scheduled times.

CORE COURSES

The South Carolina Independent Schools Association designates only those courses common to member schools and recommended by the Commission on Higher Education as core courses. The following school academic areas and core courses are listed below:

Upper School: Mathematics, English, Science, Social Studies, Computer Science, Foreign Language, and Fine Arts.

Middle and Lower School: Mathematics, English/Grammar, Literature/Reading, Science, Social Studies, Computer Science (8th), and Physical Education (8th). Only courses that meet for the entire year will be considered for grade calculations. Specials will not be calculated into the core courses average.

COURSEWORK

Every Laurence Manning Academy teacher is expected to continuously strive for self-improvement. As per our accreditation, each teacher shall comply with the necessary criteria.

DAILY PREPARATION

The academic program at Laurence Manning Academy must be the best that can be offered. Well-planned classes at all times are imperative.

Teachers can eliminate most of the discipline problems through good organization. Students appreciate knowing where they stand and what is expected of them. Be consistent in your dealings with your students. Do not show partiality. Good class order is necessary for effective teaching and learning. Classroom time is not to be used as a study hall.

Students are not to be kept from another class by a teacher for any reason. Every assigned class is important. All special classes will be attended. Students are not to be kept from attending special area classes for tutoring.

DETENTION HALL

After-School Detention will be held from 2:40-3:40 on Tuesdays and Thursdays.

Wednesday Detention will be held from **2:40-4:30** on Wednesdays.

1. A one-day notice will be given so students can arrange rides home.
2. Failure to attend Wednesday detention hall can result in a three-day suspension.
3. Parents are responsible for making arrangements for their children to have rides home. Failure to have a ride home will not excuse anyone from detention hall.
4. Excessive detention time (three) will result in Wednesday detention.
5. Teachers shall not give detention to an entire class for the acts of a few students.

DISABILITY DISCRIMINATION POLICY: “ZERO TOLERANCE”

Laurence Manning Academy prohibits, forbids, and does not tolerate discrimination against any qualified individual with a disability. A qualified individual with a disability is anyone who can

perform the essential functions of the job with or without reasonable accommodation for his or her disability.

All qualified individuals with a disability are guaranteed the same employment opportunities as other employees or applicants. No person or employee, no matter his or her title or position has the authority, expressed, actual, apparent or implied to discriminate against a qualified employee or applicant with a disability.

Laurence Manning Academy will make all recruitment, placement; selection, training, hiring, advancement, discharge or other terms, conditions or privileges of employment based on job related qualification and abilities.

Laurence Manning Academy prohibits verbal, physical or visual conduct that belittles or demeans any qualified individual with a disability.

Reasonable Accommodation – A disability is a physical or mental impairment that substantially limits one or more major life activities which may include caring for oneself, walking, seeing, speaking, or working. Any disabled employee or applicant who is otherwise qualified for a job but for his or her disability will be accommodated for his or her disability provided the accommodation is reasonable. What is considered reasonable accommodation will be based on a case-by-case analysis. To make an accommodation request, please communicate your request to your area principal. If you feel uncomfortable making an accommodation request to the person(s) previously listed or you believe your accommodation request was not properly managed, report to the Headmaster.

If you have any questions, problems, or complaints regarding a violation of this policy, or disability discrimination in general, you must communicate your concerns to your area principal immediately. If you feel uncomfortable doing so or if your supervisor is the source of the problem, condones that problem, or ignores the problem, report to the Headmaster.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports, to the board chairperson. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

DISCIPLINE

All teachers are encouraged to handle their own discipline problems whenever possible, as this solidifies the relationship between teacher and student. However, problems should not be allowed to deteriorate without outside help. Please implement the following suggestions:

Whenever punishment is necessary, involve as few individuals as possible (teacher and student) not (teacher, student, and the class).

1. Students should not be sent out of the room to an unsupervised area.
2. Disciplining in general areas is every teacher's responsibility- when a teacher observes a rule being broken he/she must act regardless of whether or not he/she teaches that student.

Discipline is the indispensable element of a learning situation. Without discipline, classes turn into clashes between teacher and students. An orderly classroom is where there is the presence of a purpose. Rules and consequences should be stated and repeated often. Be consistent in your rules and consequences.

DISCIPLINE PROCEDURE

Teachers should send home a letter stating their discipline expectations, procedures, and consequences at the beginning of the year. Students are expected to follow all discipline procedures or face the consequences. There are several different procedures that may be used as consequences besides the classroom consequences.

DRESS

Teachers and staff members are expected to dress professionally and modestly at all times. While in the classroom, teachers and coaches are expected to wear business/business casual clothes, not athletic attire (including hats).

Fridays will be “dress down” days, if the teacher wears Laurence Manning Academy attire or Orange, White, and/or Blue. Attire should still be professional/business casual.

EMERGENCY DRILLS

Fire drills, Tornado drills, Earthquake drills, and Intruder/Active Shooter drills will be held randomly each school year. All employees of Laurence Manning Academy are required to follow the proper procedures as set forth during these drills.

Detailed information and procedures are located in the EMERGENCY PROCEDURES SECTION at the end of this handbook.

FIRE DRILLS are held several times during the year. When the fire alarm has sounded and/or fire announcement is given over the intercom, teachers and students are to immediately report to their designated fire evacuation areas in a prompt and orderly manner. Teachers should have with them their **class roster** as well as **Emergency Signal Cards (ESC) to communicate with their sweep team leader**. The teacher should appoint a student to turn off the lights and close the classroom door once all students have left the classroom.

The teacher should take roll and flash the correct ESC:

RED - student missing

YELLOW - extra student

GREEN - situation clear.

After the situation has been assessed, sweep team leaders will administer any help needed and notify the teacher when to return to the building.

TORNADO/EARTHQUAKE DRILLS are held several times during the year. When the drill is announced, all students in a safe classroom are to assume proper position against the designated inner classroom wall with biggest book over their heads. Teachers and students in unsafe classrooms are to immediately follow their evacuation routes to their designated areas and assume proper positions. Teachers should flash appropriate **Emergency Signal Cards (ESC)**. Sweep team leaders will assess situation as soon as possible and administer any help needed.

INTRUDER/ACTIVE SHOOTER DRILLS are held several times during the year. When the Intruder/Active Shooter is announced, the doors are to be closed and locked, blackout shade is to be put over the door window and window blinds/shades are to be closed. Teachers are to direct students immediately to designated safe area of the room and remain quiet. Please refer to the updated Active Shooter Procedures provided with this handbook.

Teachers are required to post an emergency kit in classrooms and other areas of responsibility on or near the door. These kits are to contain the Fire Drill, Tornado/Earthquake Drill, and Intruder/Active Shooter Drill Procedures, Evacuation Routes and Safety Areas, Emergency Signal Cards, and class rolls.

EMPLOYEE BENEFITS

1. Retirement – Laurence Manning Academy participates in a 403 (B) retirement plan through The Principal Financial Group. The teacher may invest as much as 18% of his/her salary or the prescribed amount listed in the school investment plan. The school will contribute a matching sum up to 3% of an employee's salary.
2. Health Insurance – Laurence Manning Academy has partnered with 90 Degree Benefits (Drexel and Associates agency) to provide an affordable healthcare plan for all employees that wish to participate. Based on the employee's individual salary and per the state/federal guidelines, a working scale has been developed for employees to receive an employer-based contribution towards the employee's personal plan. For plan details, please contact the Business Office.
3. Personal/Sick days – All full-time faculty members shall have five days sick leave per year which includes one personal day. Part-time faculty members shall have prorated their days of sick leave based upon the number of periods taught each day. 1 additional day of personal leave after the 5th year of service up to 10 total days will be awarded to the employee. Personal days can be carried over after the 5th year of service up to a total of 10 days. No personal days can be taken after May 1st. Exceptions for personal or family sickness or extenuating circumstances may be allowed. Taking personal-leave the day before or the day after a posted holiday will result in a full-day's pay being deducted from the employee's salary. Excessive personal leave for other than for health-related issues (medical documentation will be required) will result in a deduction of \$100.00 per day of per absences. Requests for permission to take leave for reasons other than sickness or death in the immediate family are discouraged and such requests must be submitted to the Headmaster at least five days in advance. Days absent for reasons other than personal sickness will result in a full-day's pay being deducted from salary. Days absent for personal sickness beyond the five days will be deducted at the current substitute rate during the month in which the absences occurred (ten days per month maximum will be deducted from employee pay per month). The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. It also requires that their group health benefits be maintained during the leave. These employers must provide an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:
 - for the birth and care of the newborn child of an employee;
 - for placement with the employee of a child for adoption or foster care;
 - to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
 - to take medical leave when the employee is unable to work because of a serious health condition.

Employees are eligible for leave if they have worked for their employer at least 12 months, at least 1,250 hours over the past 12 months, and work at a location where the company employs 50 or more employees within 75 miles. Time taken off work due to pregnancy complications can be counted against the 12 weeks of family and medical leave. Laurence Manning Academy will award an

additional 15 days of paid leave under the FMLA, not to exceed 20 paid days of leave per academic year. Special Rules for School Employees under FMLA 825.600 Definitions. (a) Certain special rules apply to employees of “local educational agencies,” including public school boards and elementary and secondary schools under their jurisdiction, and private elementary and secondary schools. Please see office for details.

4. School photographs – Employees may receive free school photographs of themselves and may pay half-price for school photographs of their children. Sports photos, Spring photos, senior photos, or special event photos are not included in this benefit package.

5. Teachers may receive a discount and/or charge a limited amount at OCS when preparing your rooms for back to school.

EMPLOYMENT AT LAURENCE MANNING ACADEMY

This handbook is not an employment contract. Terms of employment are defined on your separate teaching contract. The school administration reserves the right to modify the terms of this handbook as warranted.

END OF THE YEAR PROCEDURES

1. ACS-Headmaster records completed
2. Permanent records completed including ACS-Headmaster final report card inserted in the students permanent record
3. Copy of achievement scores in permanent record
4. Copy of achievement scores sent home in report card
5. Absences and tardies recorded in ACS-Headmaster and/or permanent record
6. Summer reading information sent home, if applicable
7. Certificates completed and alphabetized for Awards Day
8. Signed out with area administrative office with a book inventory and room inventory
9. Straighten/ pack up anything in the classroom and store it out of the way of any cleaning for the summer.
10. Clear any necessary items/needs with area principal.

EVALUATION

Each teacher may be evaluated during the school year. The administration may conduct both formal and informal evaluations each semester. Following each observation, a brief conference may be held with the teacher. Strengths and weaknesses will be discussed and noted at that time. A written evaluation may be placed in the teacher’s file.

EXAMS

All teachers in the Middle and High School are to administer a cumulative exam at the mid-semester mark and the end of the academic year. These exams may count only 20% to 25% of the cumulative average. The weight of the exam is at the discretion of the teacher and administration.

High School: After 1st 9wks of each semester and at the end of the course.

Middle School: At the end of each semester.

FACULTY MEETINGS

Full-time and part-time teachers are required to attend all faculty meetings unless excused by the appropriate administrator (aides are not required, unless notified to do so). Faculty meetings will take

place on the **first Wednesday of each month**. Other meetings will be scheduled as needed, but these afternoons must be kept open and without conflict. Regularly scheduled faculty meetings take precedence over all other activities and will begin promptly at 2: 50 in the designated location. An online calendar/schedule of meeting dates will be given to faculty members at the beginning of the school year so that conflicts may be avoided.

Teachers who miss a regularly scheduled monthly faculty meeting without prior administrative approval will forfeit one sick day. Each Principal may have meetings set up on a weekly or monthly schedule.

FIELD TRIPS

Trips of an educational nature are permitted. The teacher must receive advance permission from the appropriate principal. The teacher sponsoring the trip must make the transportation arrangements through Mr. Morgan Watt. The bus must be returned and cleaned by the end of the school day.

*The teacher sponsoring the field trip must accompany the class being taken on the trip.

*Signed parent permission forms are required for all school field trips.

*Inform lunchroom staff if your class will not have lunch at school.

*Field trips that require students to pay a fee should be collected by the teacher sponsoring the trip and given to the office to deposit. Funds that are not collected will be taken out of the sponsor's pay.

*Teachers that return from a field trip without any students must return to school for the remainder of the school day.

*No field trip after May 3rd of each year.

*** Teachers should fill out a field trip request form and submit it to the area principal. After the area principal approves the field trip, the date should be added given the area administrator to be added to the online master calendar.**

FOOD

Teachers in the upper school shall not allow food in their classrooms. Teachers who have special lessons involving food, either on-campus or off-campus, must receive permission from the appropriate administrator and must notify the canteen if the students will not be eating in the canteen at least 5 school days in advance. Water, in a sealed container, may be permitted in the classroom with the prior permission/approval of the area principal.

FUND RAISING

Fund raising activities must be discussed with and approved by the Headmaster before plans are finalized. All funds are to be strictly accounted for with no money being kept at home. All monies, regardless of the source, must be turned in to the school Business Office. No club or group may have its own money. There shall be NO "outside" solicitation of our student/parent body without prior administrative approval.

GRADE CALCULATIONS

All calculations are calculated by our ACS Technologies Headmaster Online system.

Highest Scholastic Average Calculations: When calculating end of the year highest scholastic averages, teachers should follow the 4 steps listed below:

Step 1: First, look at the Yearly Average in Core Courses. If a tie exists, follow Step 2.

Step 2: Average the semester grades and go to 3 decimal places. If a tie still exists, follow Step 3.

Step 3: Average the grading period grades as reported on the permanent records. If a tie still exists,

follow Step 4.

Step 4: Average the actual grades from each teacher's grade book. Carry the grade to 3 decimal places and then average the grades.

HOMEBOUND INSTRUCTION

Teachers who have students with extended absences from school requiring homebound instruction shall not be required to travel to the student's home and shall not receive any additional compensation from Laurence Manning if after school instruction is given. However, teachers are expected to provide lesson plans for a student in the above situation if they are requested by the parent and to help the student catch up on work missed once he/she returns to school.

HONORS EXTRA CREDIT GRADING CRITERIA

The following criteria would be implemented for any course designated as "Honors" in the Laurence Manning curriculum.

1. The course must be taught at an accelerated pace.
2. 25% more academic material must be covered compared to the "College Prep" level courses as outlined in the curriculum guides.
3. One optional Honors-only project is to be offered during the course.

Projects **WILL** be assigned by the instructors of all "Honors" Level Courses. These projects will include kinesthetic, tactile, and academically motivated projects.

Examples of such projects would be:

- A. Science Fair/Science Project
 - B. Math Meet/Math Projects
 - C. History Day
 - D. Living History
 - E. Mock Trials
 - F. Literary Meet
 - G. Poetry Competition
 - H. Writing Competition
4. Differentiated tests must be given in "Honors" level courses.

INTERIM REPORTS

Teachers are to issue a progress report to all students midway through the grading period for grades one through twelve. Interim reports should include a current average and comments/ suggestions for improvement. For students in grades 1-8, interims must be signed by a parent/guardian and returned to the teacher.

INTERNET COMMUNICATION

Teachers will be responsible for checking on a daily basis their school email. Communication with parents and fellow faculty members is of the utmost importance. Therefore, teachers should give out their school email address at class orientations to the parents of their students. Laurence Manning Academy reserves the right to inspect communications on the school's website at any time.

LEAVING CAMPUS

A teacher finding it necessary to leave the school campus during the school day must sign-out in the appropriate office manual, as well as advise the appropriate school official. A planning period is to be utilized as such and not to be used as free time to run errands off campus.

LUNCH DUTY

Students in grades 1-12 will eat in the canteen or at designated picnic areas on campus. All food and drink shall be disposed of in the canteen/picnic area receptacles. Classes will be in session during each lunch period; therefore, it is imperative that students remain in and around the canteen area and use the restrooms in the canteen. Students should be supervised at all times

Teachers in grades 1-8 will eat with their children. In grades 9-12 teachers will be assigned to lunch duty one day per week. General responsibilities of the teachers on duty include keeping the students in the canteen area, supervising behavior, insuring the disposal of litter, and the clearing of the tables in the lunchroom.

Students in K-3 and 4 who remain for extended daycare as well as K-5 students will have lunch in their classrooms. The teacher or aide will bring the food over from the canteen.

No students are to be in the gym during lunch unless they are being completely supervised by a faculty member. Teachers are NOT to leave students unattended in their classroom during lunch.

MAILBOXES

Faculty members should check their physical mailboxes at the beginning and the end of each school day.

MEDICINE

The faculty is prohibited from distributing any kind of medicine to students. Students who are sick or need medication are to report to the school nurse.

MODEL WORKPLACE POLICY

Employment At-Will

You are an at-will employee and nothing in this statement shall constitute a contact guaranteeing employment or compensation for any specific period of time.

As an at-will employee, you or Laurence Manning Academy can terminate this employment relationship with or without cause or reason, and with or without notice, at any time. Nothing contained in any handbook, workplace policy or work rule of Laurence Manning Academy and no verbal statements or promises shall alter the at-will employment relationship between Laurence Manning Academy and you or restrict the option of Laurence Manning Academy to terminate the employment relationship. Furthermore, no manager, supervisor, or other organization representative, including any representative with hiring authority to enter into any agreement or contract for employment for any specified duration, or to make any agreement, promise, guarantee or commitment that contradicts the above. Further, any employment agreement that contradicts your at-will status must be entered into by the Headmaster and will not be enforceable unless it is in writing.

MULTI MEDIA SECURITY POLICY

Purpose: To specify restrictions for faculty members and students in relation to public multi-media outlets.

Policy:

Laurence Manning Academy acknowledges the right that all citizens, both faculty members and students, are protected by the First Amendment of the United States Constitution. With these protections also come restrictions based on the academy's policies in regards to faculty and student behavior and school electronic media security. Both faculty and student electronic posts to website blogs and chat rooms that are open to the public domain, as well as accessing social networking sites (including, but not limited to, Facebook, Twitter, SnapChat, and Instagram), will fall under the guidelines of school policy with regards to student discipline and faculty termination. Both policies are listed in the Laurence Manning Academy Student Handbook and the Laurence Manning Academy Faculty Handbook. Teachers are reminded that the Laurence Manning Academy Board of Directors strongly recommends that teachers do not friend students on any social network site.

The following guidelines apply to posting electronic messages in the public domain for both faculty members and students. Violations of the listed restrictions may result in disciplinary actions taken by the academy up to expulsion and termination. In accordance with the Safe Schools Act (2006), students that make threatening remarks through electronic media devices will be turned in to the Manning Police Department for possible prosecution.

Faculty members:

1. Student progress.
2. Student discipline.
3. Faculty communication with students.
4. School personnel issues.
5. Personal descriptive photos or communications.
6. Threats or demeaning communication.
7. Disparaging remarks about the school, administration, or other faculty members.
8. Intentional disruption or sabotage of school electronic media.
9. Downloading and/or installation of unapproved programs, spy wear, or viruses.
10. Social networking sites.

NON SCHOOL INFORMATION

Community information/activities are sent home to parents after administrative approval.

ORDERING

High Office Manager is responsible for ordering textbooks and other school supplies. All other orders require a purchase order.

OUT-OF-SCHOOL ACTIVITIES

Announcements pertaining to social organizations outside of school will not be allowed on the intercom or in the school daily report. Non-school information shall not be sent home to parents without administrative approval.

PARENT COMMUNICATION

Close contact with parents and open lines of communication should always be maintained. Teachers must contact parents/guardians of a student who is failing or struggling, or who shows a drastic drop in grades.

PARENT CONFERENCES

Teachers are encouraged to meet with parents at all grade levels. Please be mindful that you are not to discuss a student with anyone except a child's parent or administration.

PARENT CORRESPONDENCE

Teachers should send home a beginning of the year packet to inform parents of classroom rules, consequences, dress code, classroom procedures, grading policy, and any other important information necessary.

Students and parents should be continually informed and aware of the student's status in relation to passing or failing. Reports of poor academic work or discipline problems should be sent home regularly. Parents should not be surprised at the end of a grading period of their child's academic work.

PAY DAY

The faculty and employees of LMA are paid on the 25th day of the month via direct deposit.

PROMOTION/RETENTION POLICY

Report cards will be issued to all students at the end of each grading period. Midway through the grading period, interim reports will be sent home to parents. Test papers may be sent home, signed by the parents and returned to the subject teacher. Any student that does not return the signed papers will be subject to disciplinary action. Students that maintain at least a ninety-three (93) or above average in a course during the year will be allowed to exempt the second semester exam in that course. All exemptions are subject to the administration's approval, and students who have a poor disciplinary or poor attendance record will not be allowed to exempt the exam in that course. Cumulative tests will be given at the end of each grading period.

Grading is done alphabetically according to these scales:

Grades 1-7

A+ 98-100	B+ 90-92	C+ 83-84	D 70-74
A 95-97	B 87-89	C 77-82	F Below 70
A- 93-94	B- 85-86	C - 75-76	

* No final grade should be 69.

Grades 8-12

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69
A 93-96	B 83-86	C 73-76	D 63-66*
A- 90-92	B- 80-82	C - 70-72	D- 60-62*
			F Below 60

*Passing, but not acceptable for college bound students.

K-5 must meet the readiness requirements to advance to the first grade as determined by test scores and administration.

Students in grades 1-5 failing reading, math, or who are failing any three subjects or who are failing the same subjects for two consecutive years will have to repeat the grade unless otherwise recommended by the administration after consultation with the teacher and parents. The administration, after consultation with students' teachers and parents, will make the final decision concerning grade remediation or promotion.

Students in grades 6-8 failing any three subjects or failing the same subject for two consecutive years will have to repeat the grade unless otherwise recommended by the administration after consultation with the teachers and parents. The administration, after consultation with students' teachers and parents, will make the final decision concerning grade remediation or promotion.

Students in grades 9-12 who fail a course may repeat the course for credit in summer school or through an approved credit-recovery program provided permission to take the course is obtained from the administration. Credit for new subjects taken during summer school will rarely be given.

PUBLIC RELATIONS

Next to teaching and caring for students, public relations are our most important job. Faculty and staff members should always be friendly, attentive, and enjoy taking the extra steps to personalize the experience at Laurence Manning Academy. Each faculty and staff member has an obligation to vocally support other team members employed by Laurence Manning Academy. Detrimental comments made to a parent regarding another teacher or staff member is inexcusable. Our faculty and staff members go to great lengths to support each other. One mis-quote or misinterpretation of a comment could be disastrous for another staff member. Please choose your remarks carefully when discussing another faculty member. Remember, you do not have the benefit of being in their respective classroom during the day. Employees should be eager and willing to assist the admissions office when called upon. Each member of the professional staff retains the responsibility in helping to ensure the success of our entire program. As Laurence Manning Academy benefits, so do its employees. Any questions about proper protocol surrounding public relations should be taken up with the school Director of Public Relations.

PURCHASES

All purchases at Laurence Manning Academy must be approved by the school administration. In some cases, a purchase order request may be necessary to order or purchase certain goods or services. Employees that make unapproved purchases will be solely responsible for financial retribution or payments to the vendor.

PUNCTUALITY

Regular attendance and punctuality are a part of your work attitude. Punctuality affects everyone in the work place. Absenteeism and tardiness increase the workload of your peers and the administration.

RECESS/FRONT PORCH/HALL/BUS DUTY

Pre and lower school teachers will share playground responsibilities. Teachers and assistants should be present on the playground at recess. Teachers are not to sit with each other during recess. Station a teacher at both ends of the playground. Teachers are to be keenly attentive of students.

All teachers and teacher assistants are assigned a time for Front Porch, Hall, and Bus duty. If you are unable to fulfill your duty, please have someone switch a day and cover your duty.

REPORT CARDS

A minimum of three (3) test grades in each subject per grading period is required.

Report cards are sent home on a nine-week basis. Students receive a single report card with grades for all subjects, days' present/absent, and appropriate teacher comments. For students in grades 1-8, report cards should be signed and returned within three (3) school days. Teachers should check report cards for signatures and comments from parents. Teachers keep their own report cards.

Honor Roll- no grade below an 85

Headmaster's Honor Roll- no grade below a 93

SAT/ACT PREP SEMINARS

Students may participate in an SAT/ACT test prep seminars offered by the school during the week prior to a designated testing date.

SENIOR EXAMS

Based on each student's academic success, exams will be given.

SEXUAL HARRASSMENT POLICY: "ZERO TOLERANCE"

Laurence Manning Academy does not tolerate sexual harassment. Laurence Manning Academy provides procedures for victims of sexual harassment to report sexual harassment and disciplinary penalties for those who commit sexual harassment. No person, employee or third party, no matter his or her title or position has the authority, expressed, actual, apparent or implies, to commit sexual harassment.

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature where such actions or allowance of such actions are made a condition of employment that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Examples include requiring sexual acts or favors to keep a job, to procure a job or raise, or to obtain a promotion.

Laurence Manning Academy prohibits, forbids, and does not tolerate any employee, manager or visitor, male or female, to harass an employee or to create a hostile or intolerable working environment by exhibiting, committing, or encouraging.

- Material such as pornographic or sexually explicit posters, calendars, graffiti or objects;
- Unwanted, unwelcome, and unwarranted sexual advances, including, but not limited to requests, comments, or innuendoes regarding sex; including sexual jokes, gestures, statements or stalking
- Intentional or malicious physical conduct that is sexual in nature, including but not limited to touching, pinching, patting, brushing and or pulling against another's body or clothes; and
- Physical assaults on other employees, including but not limited to rape, sexual battery, molestation, or any attempts to commit such act or assaults.

Laurence Manning Academy will determine what constitutes sexual harassment based on a review of the facts and circumstances of each situation. Laurence Manning Academy reserves the right and hereby provides notice that third parties may be used to investigate claims of sexual harassment. All employees, including supervisors and manages, will be subject to severe discipline up to and including discharge for any act of sexual harassment they are believed to have committed.

REPORTING PROCEDURE

If you are sexually harassed, you must report the act of harassment to your area principal immediately. If you feel uncomfortable doing so or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to the Headmaster.

If neither of these alternatives is satisfactory to you, then you can direct your questions, problems, complaints, or reports to the board chairperson. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

SCHOOL FUNCTIONS

Faculty members are asked to support school functions with their participation and/or attendance.

SCHOOL PROPERTY

Properties of Laurence Manning Academy (computers, desks, TV's, etc.) are not to be removed from the school grounds, unless written permission is given by school administration.

SCHOOL TRIPS

Only those faculty members directly involved in a school trip, will not have to use their personal days.

SMOKING, VAPING, AND CHEWING GUM

LMA is a smoke-free campus.

It is in bad taste for faculty and school employees to chew gum in front of the students. Please refrain from doing so.

STUDENT INFORMATION SHEETS

Homeroom teachers are responsible for having students turn in completed information sheets. These are to be alphabetized and kept in the room for emergency purposes.

STUDENT MAKE UP WORK

Students who have an excused absence have the privilege to make up class work and tests missed; however, it is the student's responsibility to get the assignments from the teachers and to arrange a time to take the tests. The teacher is to coordinate with the area principal and student to develop a fair timeline/schedule to complete missed assignments.

Outstanding assignments due to absence will be marked with a zero '0' in the ACS-Headmaster gradebook. Any outstanding assignments that are not completed within the designated time or within dates established in writing by the teacher remain a "0" in the ACS-Headmaster gradebook and cannot be completed for a passing grade.

If a student fails to complete missed work within the designated/established schedule, the teacher will report student's outstanding assignments to the area principal. Parents/guardians will be notified.

Students who have been previously assigned a test and come to school/attend the class, and then leave school for any reason before the assigned test is taken, must make the test up the following day. The instructor of each course or grade level has the right to amend make-up work or tests as deemed necessary.

Parental request for missed assignments must be submitted to the teacher or area office in a timely manner to help expedite the collection of assignments. However, most missed assignments are available through Microsoft Teams. Please understand that these assignments may not be available until after school and availability will also largely depend on when the request was submitted.

STUDENT TEST DAYS

Teachers are to be careful to coordinate with area teachers to not schedule an excessive number of graded assessments/tests for a student a single day.

No more than two (2) major tests are to be given in one (1) day. This is for all students in grades 1-12.

SUBSTITUTES

When a sub is needed, a teacher is to fill out an absentee form. If an emergency occurs, the teacher is to call Mrs. Broadway for Lower and Middle School and Mrs. Evans for High School. When a teacher returns to school, she/he is to fill out an absentee form and return it to the area principle. All substitute teachers must be approved by administration.

SUSPENSION

1. Any student who is suspended is encouraged to make up work that was missed. Any graded assignments or assessments may not earn more than a failing grade.
2. Any student suspended more that one time faces possible expulsion from Laurence Manning Academy.

TEACHER ARRIVAL AND DEPARTURE

All teachers are required to be in their designated areas no later than 7:45 A.M. Teachers are to remain in their classrooms at the end of the school day until thirty minutes after class dismissal in order to give extra help to our students. If it is necessary to leave earlier, the area principal or headmaster must be notified. Teachers are asked to check their mailboxes in the teachers' lounge at the beginning and the end of each school day to receive any messages.

TEACHER'S ASSISTANTS

According to certain criteria, some classroom teachers may have teacher's assistants to help them in the classroom. The area principal will explain specific duties.

TEACHING ASSIGNMENT

Teaching duties will be assigned by the administration to the mutual benefit of the school and the teacher.

TEACHER PARKING

All teachers are required to park in specific designated areas no later than 7:45 A.M. These areas include the parking adjacent to the Lee Building, YDC Building, Nalley Building and the Davis Gymnasium. Teachers whose classrooms are located in the middle school wing or at the gym are encouraged to park in the first row of the gym parking lot.

TELEPHONES

Teachers are to use telephones in designated areas during a break or after school.

Designated Areas:

1. Work rooms
2. Specific rooms in the office areas.

The school telephones are for school business. Teachers should not accept personal calls/texts during classtime, chapels, or meetings unless it is a case of an emergency.

TERMINATION

It is mutually understood and agreed that your yearly Contract of Employment may be terminated in the event the School determines that your conduct is seriously prejudicial to the School for any reason.

TEST LENGTH

Test lengths should not be longer than the allotted class period time. If you need longer than the allotted amount of time for a test, please schedule a two-day test.

TESTING

1. All teachers are required to monitor the classroom during tests to help prevent cheating. For a teacher to sit at the desk during testing is to encourage cheating, especially if he/she is grading papers or otherwise preoccupied.
2. Teachers shall require a blank sheet of paper to serve as a cover sheet for major tests.
3. Teachers shall require all electronic devices to be stored in a designated/secure classroom area during graded assessments.
4. Teachers may use privacy folders for younger students.
5. Teacher shall make sure that chapter tests reflect only the subject matter taught. The teacher shall not include irrelevant questions on tests except for extra credit.
6. The teacher must score all major tests. Students are not to have knowledge of other students' grades.
7. Students are not to look through a teacher's grade book. All student grades are **private** and must be kept between the student and the teacher this includes accelerated reading points for each student.
8. For Middle and High School courses, tests will not be weighted more than 66% unless prior administrative approval is given.

TESTS AND GRADES

1. Teachers may choose to drop one (1) daily grade at the end of the 9 weeks period.
2. All assessments must be recorded by the actual grade earned. If the teacher determines a test 'unfair', he/she may choose to "throw" that test grade out and offer a retest to all of the students.
3. If you wish to use a curve on any test or exam, please get approval from the area principal.
4. No six/nine weeks, semester or yearly grade is to be recorded on permanent records or report cards above 100.
5. In computing all grades, teachers must round as follows: If .5 or higher, round up. If less than .5, round down. Once grades are rounded, do not refer back to the decimal numbers for later computations. (Example 98.4= 98 and 98.5=99).
6. All teachers must return test papers to students and must post grades into ACS/Headmaster in a reasonable amount of time. Teachers may discuss this with area principals for further details.
7. All exemptions from exams will be as instructed by the area principal.

8. Testing schedule. No more than two (2) tests are given in a day. Check with grade level teachers on your level or the testing board for middle/high school. If not clear, check with area principal for further instructions.

TUTORING

Teachers are required to offer tutoring to students in need.

Tutoring is to take place after school from 2:30 until 3:00, one to two days a week.

USE OF LIBRARY

The library is used for students to check out books, read, and research. Each class in grades K5-5th is assigned a library time, one day a week. On all other days a student is allowed to go to the library as long as another class is not there.

VACATION/HOLIDAYS

Required attendance for faculty members will follow the academic calendar. Faculty members are hired for 185 days of service, unless their duties require summer work.

WEDNESDAY DETENTION

Wednesday detention will be held on designated Wednesdays from 2:40 pm-4:30pm. Failure to attend the Wednesday detention can result in suspension. One re-schedule per semester is allowed, but must be arranged in advance of the scheduled Wednesday detention.

WITHDRAWALS

No faculty member is authorized to send records or grades with a student or parent. Transcripts of withdrawals will be sent through the guidance office after clearance with the business office, classroom teacher, librarian, and main office.

WORKDAYS

Teachers and assistants are required to attend the beginning of school workdays to get classrooms ready for students, meet with area principal, and general faculty meetings for Open House and other instructions.

If a teacher has new books, they are to be numbered according to administrative instructions.

Teachers and assistants are required to complete the following items during the end of the year workdays.

See End of Year Procedures Section of details.

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Laurence Manning Academy Drills, Procedures, and Policies

LMA Fire and Drill Procedure

The following fire drill procedures and evacuation routes will be in effect for area buildings and classes within each division. Please read carefully the fire drill procedure listed below and follow the directives throughout the procedure. Pay close attention to the fire drill evacuation routes and safety areas.

1. When the fire alarm has sounded or a **FIRE EMERGENCY** is announced over the intercom, students are to immediately report to their designated fire evacuation areas in a prompt and orderly manner.
2. Teachers should have with them their class roster as well as **Emergency Signal Cards (ESC)** to communicate with their sweep team leader.
3. Teachers should flash the following **Emergency Signal Cards** after the fire drill or actual emergency has taken place. The following ESC's represent:
RED-Student is missing.
YELLOW-Extra student.
GREEN-Situation is clear.
 After the situation has been assessed, sweep team leaders will administer any help needed in the emergency situation.
4. First aid will be given to any injured student or faculty member.

The following chart represents evacuation areas, evacuation routes, and area sweep team personnel:

Building/School Division/Room Assignments	Evacuation Route	Primary Sweep Team Leader	Substitute Sweep Team Leader
Lee Building/ Lower School Rooms 1,5-7	Go through the front exit and report to the area in front of the gym.	Mrs. Horton	Nurse Brewer
Lee Building/Lower School Rooms 2,3,4	Go out end exit (near library) to the soccer field.	Mrs. Gamble	Mr. Carroll
Lee Building/Lower School Rooms 14,15, and Lab.	Go through the back exit and report to the area at the back of the parking lot.	Mrs. Hodge	Mrs. Thames
Lee Building/Lower School Rooms 9, 10, 11, 12, and 13.	Go through the exit at neighborhood end and report to the area at the back of the parking lot.	Mrs. Hodge	Mrs. Thames
Room 16/Dance Studio	Go through the gate to the neighborhood and report to the area at the back of the parking lot.	Mrs. Hodge	Mrs. Thames
Youth Development Center K-3/Fine Arts Athletic Facility	Exit buildings through either front or side doors and report to the back of the football field bleachers.	Mrs. Gamble	Mrs. Carroll

Middle School Wing Gym, Canteen Fine Arts	Go through the breezeway to the area in front and across from the gym.	Mrs. Horton	Nurse Brewer
Nalley Building High School Rooms	Go through the front, back, or side exit and report to the area in front of the building.	Mr. Boykin	Mrs. Pratt

LMA Tornado and Drill Procedure

TORNADO RESPONSE:

- A. Upon notification of an impending tornado, the Headmaster/Administrators will alert the school over the intercom system followed by an announcement of the impending tornado.
- B. On hearing the announcement/alarm, each teacher is to orderly evacuate to the safety area (see map 1 attached) assigned to their classroom. Each student should take a hardback book with them to the evacuation.
- C. Once in the safety area, the students are to sit on the floor with their knees drawn into their chest, head down, with the book opened over their heads to protect the head and neck area. If there is no time to get a book, place your hands locked at the back of the neck.
- D. Perform an evacuation student accountability check.
- E. Teachers should carry with them their class roster, emergency signal cards, and safety area locations. Conduct a second student accountability check. Emergency Signal Cards should be displayed by each teacher to indicate area status.

RED CARD - Emergency situation (student missing or injured).

YELLOW CARD - Cautionary situation (extra student).

GREEN CARD - Clear situation (all students accounted for).

The primary or alternative SWEEP person will check all classes in their safety zone.

- F. Provide first aid for any injuries and notify the school nurse for support.
- G. Sweep team will check all buildings and classrooms and report to the Headmaster.
- H. Once the danger has passed and at the instruction the Headmaster, Administrators will announce the ALL CLEAR over the loud speakers, indicating that it is safe to return to the classroom.

SAFTEY AREAS

1. All Lower School classes located in the Lee Building should remain in their classrooms against the hallway wall and follow tornado drill procedures.
2. All High School classes located in the Nalley Building should remain in their classrooms against the hallway wall and follow tornado drill procedures.
3. All Kindergarten and First Grade classes located in the Youth Development Building should seek refuge in the central hallway of the Lee Building. If there is no time for the Youth Development

Building to evacuate, teachers and students should report to the Youth Development Building's central hallway and follow normal tornado drill procedures.

4. All classes located in the Library, Computer Lab, Workroom, and Rooms 17 thru 22 should gather against the inner walls of each classroom and follow normal tornado drill procedures.
5. All classes located in the Gym, Canteen, or Fine Arts area should evacuate to the Fine Arts/Chorus Rooms in the front/fine arts section of the gym complex. If there is no time for evacuation, classes should gather against the canteen's inner walls or the interior wall of the lower level of the dressing rooms.
6. Classes located in the Weight Room or Multi-Purpose Facility should evacuate to the central hallway of the Lee Building for shelter. If there is no time for evacuation, students should gather against the inner walls of the multi-purpose building, the back wall of the coaches' office, or the inside of the shower facility located in the dressing area of the locker room.
7. All students in Room 16 should report to the central hallway of the Lee Building. If there is no time to evacuate this room, students should get under their desk and follow the normal tornado drill procedures.
8. All students in the Art, Music, and K-3 classrooms should report to the central hallway of the Lee Building. If there is no time for evacuation, students should gather against the interior walls of each of the classrooms and follow the normal tornado drill procedures.

Earthquake and Drill Procedures

Unlike tornadoes, earthquakes occur without warning. Should we experience an earthquake at LMA, please have students follow these steps:

- **DROP** where you are onto your hands and knees, making yourself as small a target as possible. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.
- **COVER** your head and neck with one arm and hand
 - If a sturdy table or desk is nearby, crawl underneath it for shelter
 - If no shelter is nearby, crawl next to an interior wall (away from windows)
 - Stay on your knees; bend over to protect vital organs
- **HOLD ON** until shaking stops
 - Under shelter: hold on to your shelter with one hand; be ready to move with it if it shifts
 - No shelter: hold on to your head and neck with both arms and hands.

When the shaking has stopped (or when the all clear announcement is given) IMMEDIATELY and before you exit your room take ten seconds to look around, make a mental note of damage and dangers, check to see if any students are injured.

If immediate help can be given to those with injuries, to stop serious bleeding, or put out a small fire, do so. Ask responsible students to assist the lightly injured. Non- ambulatory injured should be reassured and wait for treatment where they are, unless it is more dangerous to remain.

When All Clear signal is given, carefully move to your designated Evacuation/Safety Area (same as with Fire Emergencies).

REMEMBER: During an earthquake, aftershocks may occur. If an aftershock occurs, while you are exiting, Drop, Cover, and Hold On until the shaking stops.

- Teachers should carry with them their class roster, emergency signal cards, and safety area locations. Conduct a second student accountability check.
- Emergency Signal Cards should be displayed by each teacher to indicate area status.

RED CARD - Emergency situation (student missing or injured).

YELLOW CARD - Cautionary situation (extra student).

GREEN CARD - Clear situation (all students accounted for).

The primary or alternative SWEEP person will check all classes in their safety zone.

Provide first aid for any injuries and notify the school nurse for support.

Sweep team will check all buildings and classrooms and report to the Headmaster.

Tornado/Earthquake Sweep Team Assignments

Building/School Area	Primary	Substitute
Lee Building/Lower School	Mrs. Hodge	Mrs. Thames
Nalley Building/Upper School	Mr. Boykin	Mrs. Pratt
Youth Development Building/Dance/K3/Specials/Athletic Fieldhouse	Mrs. Gamble	Mr. Carroll
Middle School Wing/Gym/FA	Mrs. Horton	Nurse Brewer

FIRE/TORNADO/EARTHQUAKE SWEEP TEAMS:

In the case of an emergency situation, the primary sweep team person will be responsible for checking with each area teacher to ensure student safety and pupil accountability. In the case of illness or absence, the substitute sweep team person will assume the responsibilities of the primary sweep assignment.

LMA Intruder Lockdown/Active Shooter Policy

To further ensure the safety of students, faculty, and staff at Laurence Manning Academy and at the advisement of law enforcement, these procedures have been adopted to help prevent possible attacks by threats both domestic and foreign. In the event of an emergency situation, please follow these procedures and listen carefully to communicated instructions.

Observation of Unknown or Suspicious Person(s)

1. Upon noticing a suspicious or unknown person on campus, notify the school front office and School Safety Coordinator, Jeff Carter immediately. If you are certain that the person is intending or currently causing harm/danger, call 911 from your mobile phone and then notify the office.
2. Secure your classroom by locking the door, placing the window drape in place, taking roll, remaining calm, and awaiting administrative instructions/law enforcement instructions. Do not communicate to the students the possibility of potential danger.
3. If a child is missing from your classroom during this threat, immediately advise the administration of the situation. REMAIN WITH YOUR CLASS AT ALL TIMES.

Verification of Unknown or Suspicious Person(s) and School Lockdown

1. Upon **verification** of a suspicious or unknown person on campus, the school administration will simultaneously contact the Manning Police Department/Law Enforcement, the School Safety Coordinator, Jeff Carter, and will come over the public address system/campus messaging system and announce: **“Please secure your rooms/begin lockdown procedure at this time.”** This phrase will signal that an intruder has been verified on campus and that we are in intruder lockdown mode.
2. Teachers will secure their classroom by:
 - i. Locking the door
 - ii. Placing the blackout shade/cover over the window
 - iii. Take quick assessment of roll**
 - iv. Place desks/chairs as barricade at the door.
 - v. Move students to the secure location within the classroom
 - vi. Turn off the lights and remain QUIET/CALM
 - vii. Await Law Enforcement to secure the area. Law enforcement will be clear in letting you know what to do next.
 - viii. Do not communicate to the students the specifics of possibility of potential danger.

** If a child is missing from your classroom, please quietly notify administration right away via call or text.

3. Please note that all interior and exterior doors will be locked. Teachers will be responsible for locking their classroom doors while the exterior doors will be locked.

If an intruder is verified in a particular building, the building monitor is to immediately call 911 to report and the School Safety Coordinator, Jeff Carter (radio or 803-433-6253). Also, immediately contact administration.

4. **Do not evacuate any building unless specifically instructed by administration, law enforcement, or the School Safety Coordinator, Jeff Carter.**
5. **There are also designated respondents who may signal intruder alarms around campus as needed. PLEASE NOTE: the intruder alarm is different from a fire alarm. DO NOT EVACUATE FOR A FIRE ALARM if we are in an intruder lockdown. This could be a trick by the intruder to lure people from classrooms.**
6. Once the administration and law enforcement determine that all is safe, Law Enforcement officers will personally come and clear/release your room. DO NOT leave until law enforcement clears/releases you.

SHOULD AN INTRUDER BREACH YOUR ROOM

Counter attack– Should intruder breach your door or get into the room, be prepared to throw everything you can (students should help) at the shooter to overwhelm the shooter. Tackle the shooter, remove the gun(s)/weapon(s) if possible. Restrain. Get everyone that you can out of the room toward help/away from the danger.

If necessary, break the window (if using door is unsafe) and evacuate toward help/safety. Run AWAY from the incident. Be sure to have a bat or hammer in your room to use to break the window, should you need to evacuate through a window.

****** Law Enforcement will be on the scene very quickly and will take control of the situation/scene. It will BE VERY CLEAR who law enforcement officers are. ******

Any evacuation of the campus to a reunification area will be directed by law enforcement agencies based on the situation and conditions.

All faculty and staff are to monitor their areas for intruders. If an intruder is verified in a particular building, the faculty/staff member is to immediately call the office to communicate the situation.

- 7. Do not evacuate any building unless specifically instructed by law enforcement.**
8. Once the administration/law enforcement deems all is safe, an announcement of All Clear will come over the public address system or will be personally communicated, meaning it is safe to either go back to the classroom or to unlock the classroom and exterior doors.

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LAURENCE MANNING

academy

The Laurence Manning Academy school shield is a symbol rich in tradition and meaning. The orange field with the blue band symbolizes the school colors of Laurence Manning. The three fleur de lees are representative of the virtues of integrity, character, and discipline. The arrows on the shield represent truth with the three spheres above each arrow symbolizing the balance of academics, athletics, and arts.

Laurence Manning Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, athletics and other school administered programs.

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