

# LAURENCE MANNING ACADEMY

## STUDENT HANDBOOK

### 2021-22

*Laurence Manning Academy's Health Protocols may be found in the **Health Protocols Addendum** link provided on our school website or by request from our school nurse.*

#### IMPORTANT

It is understood that attendance at Laurence Manning Academy is a privilege and not a right. This privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. Laurence Manning Academy may request the withdrawal of any student at any time who, in the opinion of the administration, does not fit into the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations.

Laurence Manning Academy feels strongly that our students, faculty, and staff should stand in unity and respectfully to honor our nation's military and veterans during the playing of the National Anthem and for the reciting of the Pledge of Allegiance.

#### FORWARD

The purpose of this book is to give the students and parents an outline of the objectives, standards, and rules of our school. This book may not contain the answer to all problems that occur during the school year, but it does establish guidelines for arriving at a fair solution for each problem. Parents and students should be aware that the Laurence Manning Academy administration reserves the right to make all final decisions related to school policies and procedures, as well as to any policies to benefit the school. Please keep it in a convenient place and refer to it throughout the school year. Being familiar with its contents will eliminate many questions you might have. It is our wish that each of you has a happy and successful year. Your success is our future.

#### STATEMENT OF PRINCIPLE

The primary purpose of Laurence Manning Academy is to promote quality education and moral standards in a Christian atmosphere of higher 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.

#### S.C.I.S.A.

Laurence Manning Academy is a member of and accredited by the South Carolina Independent School Association and strongly supports the association's regulations in academics and athletics. LMA is also accredited by Cognia/AdvancEd/Southern Association of Colleges and Schools.

## CURRICULUM

\* All high school students will take an English class each year in high school. Since students in the classes of 2020-2024 took an English for high school credit/unit in their 8<sup>th</sup> grade year, they will be required to successfully complete 5 units of English. The 5<sup>th</sup> unit may be chosen from English V, Dual-Enrollment, or Creative Writing.

\*\* All high school students are strongly recommended to take a math course during all four years of high school, especially if they aspire to attend a four-year college or university.

A College Preparatory Diploma will be awarded to a student who satisfactorily completes 24 units of high school courses. These courses must include the following:

- 4 units English\*
- 3 units Math\*\*
- 1 unit Bible (recommended elective)
- 3 units Social Studies (U.S. History, World History, Government/Economics)
- 1 unit Physical Education
- 3 units Science
- 1 unit Computer Science (recommended elective)
- 8 units Electives

An Advanced College Preparatory Diploma will be awarded to a student who satisfactorily completes 26 units of high school courses. These students must have a 2.0 cumulative GPA on the LMA weighted 4.0 scale, and no more than one grade below 75. These courses must include the following:

- 4 units CP English\*
- 4 units Math (Alg I & II, Geometry are required)\*\*  
*+(Advanced Math may be required for admission to some technical colleges)*
- 3 units Social Studies (U.S. History, World History, Government/Economics)
- 1 unit Bible (recommended elective)
- 4 units Science (3 lab sciences required: no more than two from the same field)
- 1 unit Physical Education
- 2 units of same Foreign Language (3 units are strongly recommended)
- 1 unit Computer Science (CHE recommended for college admission)
- 1 unit of either Art Appreciation, Music, or Speech and Drama (CHE recommended electives)
- 5 units Electives

An Honors Diploma will be awarded to a student who satisfactorily completes 28 units of high school courses with no more than one grade below an 80. The student must also graduate with a cumulative 3.0 grade average on the LMA weighted 4.0 scale. These courses must include the following:

- 4 units English (at least 2 Honors)\*
- 4 units Math (Alg I, Alg II, Geo, and Adv. Math with 2 designated as Honors)\*\*
- 4 units Science (3 labs required with no more than 2 from same field with 2 designated as Honors)
- 1 unit Bible (recommended elective)
- 1 unit Physical Education
- 3 units Foreign Language (Same Language)
- 3 units Social Studies (U.S. History, World History, and Govt/Econ with 1 designated as Honors)

- 1 unit Computer Science
- 1 unit to include at least 1 unit of Art Appreciation, Music, or Speech and Drama
- 5 units Electives

A student may drop a course within the first week of the course; however, a student must add a course if he/she drops a course. All students must take at least seven subjects regardless of the number of units that have been or will be earned; furthermore, all high school students will take one English class for each year of enrollment and are strongly recommended to take a math course all four years of high school. It must be determined by the administration that the dropping of a subject is in the best interest of the student and the school.

College transcripts will reflect rank and GPA using the South Carolina Uniform Grading Scale Policy.

The Academic Committee may review individual cases for students who transfer in after the tenth grade and do not meet all course requirements for a CP or Honors diploma. All Dual-Credit courses taken through Laurence Manning Academy, the F.E. DuBose Center, Troy University, and the University of South Carolina will receive "AP/IB" level academic weight based on the Uniform Grading Scale.

Dual-Credit courses may be taken by Laurence Manning Academy students through the F.E. DuBose Center, Troy University, and the University of South Carolina. Although the number of dual-credit hours taken by LMA students is not restricted, no more than 30 credit hours of LMA-approved dual-credit hours will be applied towards a student's LMA GPA and graduation/class rank. Of those 30 credit hours, (1) the classes must be on the LMA-approved dual enrollment class list issued and approved by administration and (2) the first 30 credit hours of LMA-approved courses taken will be applied to the student's LMA GPA and graduation/class rank.

Additionally, Correspondence Courses and Independent Study courses may only be taken if there is a conflict with the student's class schedule based on academic tracking. Both Correspondence Courses and Independent Study Courses will carry only the academic weight of the actual course that is being taught currently at the school. Furthermore, it is solely the responsibility of the individual student or parent to request such courses when needed.

## GRADING

Report cards will be issued to all students at the end of each grading period. Midway through each grading period, interim reports will be sent home with student and/or be available via Headmaster Online to the parents of all students in grades 1-12. All hard copies of test papers in grades 1-5 will be sent home to be signed by the parents and returned to the subject teacher. Otherwise, work may be viewed in Microsoft Teams. The signing of papers/viewing of assessments will help keep you informed of what your child is doing in the classroom. Any student who fails to return signed papers (grades 1-5) or interim reports (grades 1-8) will be subject to disciplinary action.

Those students who have maintained at least a ninety-three (93) 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 attendance record will not be allowed to exempt the exam in that course. Additionally, no grade above 100 will be recorded on any report card or permanent record.

Cumulative tests will be given at the end of each grading period. Grading is done alphabetically according to the following scale (updated July 2016 - SC Commission on Higher Education) (LMA grading scale assignment by grade level updated July 2018):

### **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	

### **Grades 8-12**

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

*\*Passing, but not acceptable for college bound students.*

*\*\* LMA observes GPA credits on the SC UGS for all passing grades.*

K-5 students must meet readiness requirements to advance to 1<sup>st</sup> 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 subject for two consecutive years will be required to repeat the grade, unless otherwise recommended by the administration after consultation with the teachers and parent. The administration, after consultation with the student's 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 parent. The administration, after consultation with the student's teachers and parents, will make the final decision concerning grade remediation or promotion.

Students in grades 7-12 who do not take their final course ending exams will fail the subject for the year.

Students in grades 8-12 who fail a subject may repeat the subject 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. Students may request to audit a course with the permission of the school administration. Audits must occur prior to the end of the first semester of instruction. Courses that are audited must be taken outside of the traditional academic school day through either summer school or other approved programs by the school administration.

Additionally, any student who has a grade below 70 on their high school transcript or in dual-enrollment courses will not be awarded an Honors Diploma.

## CLASS RANK

Class rank will be determined by year end grades using the UGS scale, ranking only academic subjects. The Valedictorian and Salutatorian will be the top two cumulatively ranked academic seniors according to the UGS scale ending with the fourth marking period of the student's senior year.

## TRANSFER STUDENTS

Transfer students are very much welcomed at Laurence Manning. Accommodations will be made to ensure the best possible atmosphere for each transfer student. Parents of transfers are reminded that those students transferring after the 10<sup>th</sup> grade will not be assigned rank in the class order for the academic honors of Marshal, Valedictorian, and Salutatorian. Additionally, students that transfer during their senior year will not be assigned class rank.

## COLLEGE OPEN HOUSE/ADMISSIONS VISITS

Seniors are allowed two college days their senior year. Arrangements must be made in advance with the Guidance Office.

## INDIVIDUAL EDUCATIONAL NEEDS POLICY

Laurence Manning Academy is keenly aware of the educational needs of each student. To ensure that the educational success of each student is fully reached, Laurence Manning recommends that parents of students diagnosed with any medical condition such as ADD/ADHD, a learning disability, or an allergy, should inform school personnel and provide proper documentation at the beginning of school or immediately following diagnosis.

If your child's diagnosis or medical condition changes during the course of the year, please inform school personnel.

## EXTRA HELP PERIODS

Tutoring and after school help is designed for remediation and/or for students who faculty identify as not demonstrating mastery of subject matter or students who have demonstrated an uncharacteristic drop in grades. Students may request special instruction before or after school. These requests must be made in advance. The teachers want to give this help; however, no teacher is expected to stay and give extra help to a student who is inattentive, does not bring in homework, and wastes his regular school time. Parents are responsible for transportation for students who stay after school.

## CONFERENCES AND PARENT VISITS

Parent-teacher conferences are encouraged. Parents are asked to request these conferences after school hours and at least one day in advance.

Parents are asked to request classroom visits through the school administration. Request should be submitted at least one day in advance. Parent visits should NOT become a disruption to or distraction of the classroom learning environment. Parent visitors must be issued a visitor badge when they check-in/sign-in in the office. *Visitors are required follow school health protocols if allowed to access the school.*

## 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.

## ATTENDANCE POLICY

Attendance is a critical and important part of the grading system at Laurence Manning. A student missing class (unexcused) ten (10) times may face academic penalties and may not be permitted to pass that subject and may not be promoted to the next level. Exceptions to this rule can be granted when extended illness is involved. Extended illness is any absence due to sickness that requires a student to miss more than three consecutive days. The ten-day rule is a state statute and we are required to obey the law. **Students who leave school early are counted absent for a half day for school attendance and will be marked absent from the classes they miss.**

The accumulation of five (5) or more unexcused absences during a semester will result in the loss of exam exemption privileges and requires parents/guardian and student to conference with administration. Truancy will be indicated on the student's permanent record and official transcripts.

Students with excessive unexcused absences may not be permitted to participate in school trips (field trips, etc) or special events (prom, homecoming, etc.).

Unless a medical absence was coordinated with the school nurse, parents must send an excuse within two school days following the absence; otherwise it will be considered an unexcused absence. Parent written excuses for illnesses that are not accompanied by an official doctor's excuse OR coordinated with the school nurse will not be considered excused if the excuse is not brought/submitted to the office within two school days of the students return to school. ILLNESS, FAMILY TRAUMA, OR MEDICAL APPOINTMENTS shall be the basis for an excused absence. Written excuses stating the reasons for the absence are required.

After the tenth tardy, truancy will be indicated on the student's permanent record and official transcripts.

## TARDINESS

Laurence Manning Academy requires all students to be on time to school and to their classes during the school day. Tardiness is considered a serious offense. Please keep in mind that tardiness generally results in poor academic performance.

### High School and Middle School Tardiness Policy

1. The accumulation of **every third tardy will be designated as an unexcused absence.**
2. The accumulation of more than four tardies' during a semester will result in Wednesday Detention.
  - A. Students are allowed one rescheduled Wednesday Detention and it requires a note from a parent/guardian.
  - B. HIGH SCHOOLSTUDENTS: After being assigned two Wednesday detentions for tardies, student and parent/guardian will be required to attend a conference with administration. Student drivers may temporarily lose driving privileges.
3. The accumulation of seven (7) tardies' during a semester will result in the loss of exam exemption privileges.

After the tenth tardy, truancy will be indicated on the student's permanent record and official transcripts. Failure to serve assigned and scheduled detentions will result in a one-day suspension for each detention missed.

### Lower School Tardiness Policy

1. The accumulation of every third tardy will be designated as an unexcused absence.
2. The accumulation of more than four tardies during a semester may result in a call to the parent.
3. The accumulation of seven or more tardies during a semester will result in a call to the parent from the area Principal as well as formal notification placed in the student's permanent record. Disciplinary action may be taken as well.

NOTE: Students are considered tardy if they are not in HOMEROOM for attendance at the tardy bell (8:05AM). Students who come in after homeroom or at the beginning of another class will be considered tardy. Parents must send an excuse within two school days following the tardy; otherwise it will be considered an unexcused tardy.

## EXAM EXEMPTIONS POLICY FOR MIDDLE AND HIGH SCHOOL

Laurence Manning Academy strives to reward our top students for academic excellence in the classroom.

Those students who have maintained at least a ninety-three (93) average in a course during the year will be allowed to exempt the second semester exam in that course. Students may only exempt one exam for each course taken during the school year.

~~Once the attendance effects related to the pandemic are behind us, students with perfect attendance throughout an entire year (semester for high school) may exempt the final exam as well.~~

All exemptions are subject to the administration's approval, and students who have a poor disciplinary record, 2 or more Wednesday Detentions, 7 tardies to a subject period class, or any School Suspension during the year, will not be allowed to exempt any exams. Additionally, any student that has 5 or more unexcused absences per semester will not be allowed to exempt any exams.

Leaving school for any reason during exams without an official excuse will result in an administrative referral and an unexcused absence.

## GRADE PLACEMENT AND ADVANCEMENT

Laurence Manning Academy reserves the right to place a student at the appropriate grade level. Previous academic record and test scores, as well as teacher recommendations, will be used to place students in grades one (1) through eight (8). The



units required for grade advancement for grades nine (9) through twelve (12) are as follows.

Rising 10<sup>th</sup> grade- 6 units  
Rising 11<sup>th</sup> grade- 12 units  
Rising 12<sup>th</sup> grade- 17 units

## CELL PHONE POLICY

The use of cellular phones and other personal electronic communication devices (including, but not limited to smart watches) is **strictly prohibited** in classroom areas. Personal phones, tablets, smart watches, and laptops are strictly prohibited during graded assessments. Students in possession of any of these personal devices during a graded assessment will be written-up for suspicion of cheating.

Lower School Students (K3-5<sup>th</sup>) will be allowed to have a cell phone/smart watch at school either in their book bag or given to their Homeroom teacher.

Middle School (6<sup>th</sup> – 8<sup>th</sup>) students will be allowed to have a cell phone/smart watch at school but it must be placed in container with their Homeroom teacher.

High School (9<sup>th</sup>-12<sup>th</sup>) students will be allowed to keep their cell phones/smart watch on their person, but they must be placed in the provided classroom holder while in instructional areas. Phones/smart watches must be turned off during classes, assemblies, and chapels.

High School students only may use their cell phones responsibly and within the school's Acceptable Use Policy before school, at break, at lunch, or after school.

Any **Lower School or Middle School** student in possession of or using a cellular phone/smart watch during class, at break, or at any time during the school hours, may be placed in Wednesday Detention and have their cellular phone/smart watch confiscated.

Any **High School student** that is caught using a cellular phone/smart watch during class time will have their cellular phone/smart watch confiscated.

1<sup>st</sup> Offense is a warning. Parent is called by administration and the student may retrieve the device after school.

2<sup>nd</sup> Offense will result in a Wednesday Detention, the parent/guardian is called, and the parent/guardian must retrieve the device from administration.

3<sup>rd</sup> Offense will result in a suspension, the parent/guardian is called for a conference and the student is prohibited from bringing a personal device on campus for the remainder of the school year. Failure to follow these instructions will be deemed as defiance and may result in the student's dismissal from Laurence Manning Academy.

Cellular phones/smart watches confiscated must be retrieved by the student's parent and are subject to search by school personnel.

Laurence Manning Academy issued Apple iPad use is permitted and must be used in accordance with Acceptable Use Policy and the iPad Use and Obligations Agreements. Please refer to those policy documents for details.

Laurence Manning Academy is not responsible for lost, stolen, or broken devices.

## BOOKS AND SCHOOL-ISSUED ELECTRONICS

Your books and school-issued media (iPads/chargers) are the property of the school. Please take care of them. We expect a certain amount of wear and tear on the books/devices. However, where there is excessive damage, the student/family are responsible for the cost for repair or replacement.

BOOKS: All lost books must be paid for before another book can be purchased to replace lost books. The replacement cost will be high.

SCHOOL-ISSUED iPADS/CHARGERS are to be returned to the school at the end of the school year or at the request of the school. Per the iPad Use and Obligations Agreements, Students/families are responsible for damage and replacement not covered under the device's insurance/care program. See iPad Use and Obligations Agreements for details.

## LOCKERS

Each individual student in grades 6-12 is assigned a locker in school. All students are expected to keep their lockers neat and orderly. Lockers are the property and responsibility of LMA. LOCKERS CAN BE SEARCHED. LMA reserves the right to search any or all lockers at any time without the student's knowledge and/or presence.

## GENERAL RULES

The usual rules of good behavior and good taste that one finds anywhere also apply at Laurence Manning Academy. We expect courtesy to one's elders and one's fellow students, strict attention and behavior in class, and orderly conduct in the halls and on the grounds. Students are expected to conduct themselves as mature young adults capable of functioning with the maximum of self-discipline. The administrative disciplinary policies which follow are to be used as guidelines and will be enforced emphatically and justly in an instance of childish or immature behavior. Other breaches of discipline or conduct not mentioned in the guidelines which are considered prejudicial to the best interest of the Academy on or off the campus, may result in disciplinary action. Since one of the primary objectives of Laurence Manning is to encourage the development of personal responsibility and self-discipline, regulations are kept at a minimum.

## THE ACADEMY'S POLICY REGARDING THE USE OF ALCOHOL & ILLEGAL DRUGS

The Academy has no intention of intruding into the private lives of our board members, employees, or students. Our concern is that these individuals report to work/school in the mental and physical condition necessary to perform their jobs/ school tasks safely and efficiently, posing no danger to themselves or to that of their fellow workers. Students convicted of substance abuse violations, by State statute, will lose any merit-based scholarship the student may have earned.

## **ALCOHOL**

The use or possession of alcoholic beverages on Academy property, is a dischargeable offense. Furthermore, no board member, employee, or student is permitted to report to work/school, school/SCISA sponsored event while under the influence of alcoholic beverages. An individual will be considered to be "Under the Influence" when consumption of any alcoholic beverage has impaired, or is likely to impair, the individual's job performance in the judgment of his or her supervisor, administration, or law enforcement. Any individual who is perceived to be under the influence of alcohol will be immediately removed from the job/school or the school/SCISA sponsored event.

## **DRUGS**

The possession, sale or use of illegal drugs or the improper use of other drugs during working/school hours, at school/SCISA sponsored events, or on Academy premises is a dischargeable/expulsion offense. An individual is not permitted to work or attend school/SCISA events while under the influence of any drug that could adversely affect job performance or could jeopardize the safety of him/her, other individuals, or the public. The procedure for handling individuals perceived to be under the influence of illegal drugs or any drug that may adversely affect job performance is the same as the procedure for having perceived to be under the influence of alcohol.

Headmaster should not allow an individual suspected to be impaired to drive himself/herself. Transportation should be provided to the individual by calling a relative, a cab, driving the individual home, or if the individual is totally uncooperative, calling the local law enforcement authorities.

## **ALCOHOL/CONTROLLED SUBSTANCE SCREENING**

It is the policy of Laurence Manning Academy, hereafter referred to as the Academy, to provide its Board, employees and students with a safe work environment that is free from the effects of illegal drugs and alcohol.

The Academy believes the use of drugs and alcohol presents a danger not only to the individual who uses drugs and alcohol, but to the entire Academy. Therefore, the Academy is committed to taking necessary steps to eliminate drugs and alcohol from the campus.

## **TESTING OF CURRENT BOARD MEMBERS, EMPLOYEES AND STUDENTS**

Alcohol/drug testing of current board members, employees and students will be performed when there is a reasonable cause to believe that an employee or student on duty may be under the influence of alcohol or drugs. Determination of cause is within management's exclusive and sole discretion, but may include the following: unusual observed behavioral pattern, declining work performance, reasonable suspicion of drugs, personal or vehicle on-the-job accidents, etc.

Alcohol/drug testing for reasonable cause will be performed in conjunction with Clarendon Behavioral Health Services and the individual will sign the release form (Exhibit B). Individuals refusing to cooperate in the investigation, refusing to sign the release form, or undergo the required testing will be advised that they are in violation of Academy policy and subject to discharge/expulsion.

Listed below outlines the criteria and punishment for violations related to the Laurence Manning Academy Student Alcohol/Drug Testing Policy. The Board Member and Employee Alcohol/Drug Testing Policy can be found in the Laurence Manning Academy Faculty and Staff Handbook.

## RANDOM SCREENING

Students will be subject to random screening. The method will be determined by administration in cooperation with Clarendon Behavioral Services.

### NEGATIVE RESULTS

Any student who undergoes alcohol/drug testing for reasonable cause with negative results will be allowed to return to his/her assigned duties or activities.

### POSITIVE RESULTS

Any student who undergoes alcohol/drug testing for reasonable cause with positive results will be referred to the EAP for counseling or treatment. Refusal to participate in the EAP or to seek treatment for drug/alcohol abuse from a recognized professional or institution will be viewed as insubordination and the individual will be discharged/expelled.

For the first positive test by a student, the student will be suspended from participating in any extracurricular activities for 7 calendar days from the date of the positive test. The student will not be allowed to drive on school property for 14 days. And, the student will not be allowed to attend any extracurricular activities for 7 calendar days from the date of the positive test. Documentation will be made in the individual's file. Although treatment through the EAP is confidential, the Headmaster or board chair will be informed as to the continuance and completion of treatment. Upon completion of the recommended treatment, the student will again undergo screening for alcohol/drug use.

If results are positive for a second time, the student will be suspended from participating in any extracurricular activities for 14 calendar days from the date of the positive test. The student will not be allowed to drive on school property for 28 days. The student must provide a written statement from a medical professional approving the student's return to driving on school property. Additionally, the student will not be allowed to attend any extracurricular activities for 14 calendar days from the date of the positive test.

If results of a third test are positive, discharge/expulsion will result. If the second test is negative, the student will be allowed to return to his/her assigned duties. A third positive result for the twelve (12) month period following the positive screen will result in discharge/expulsion.

## DISCIPLINARY ACTIONS FOR POSITIVE RANDOM ALCOHOL/DRUG TESTS

### FIRST POSITIVE ALCOHOL/DRUG TEST

A positive test by a student will be subject to the following disciplinary actions:

1. The student will not be allowed to drive on campus for 14 days from the date of the positive test.
2. The student will not be allowed to attend any extracurricular/athletic activities for 7 calendar days from the date of the positive test.

NOTE: Student testing positive is also suspended from participation in or attendance of extracurricular/athletic activities for 7 calendar days from the date of the positive test.

### SECOND POSITIVE ALCOHOL/DRUG TEST

Any student that has a secondary positive test or has a failed legal petition to the Board of Trustees, will be subject to the following disciplinary actions:

1. The student will be suspended from and attendance of all extracurricular/athletic activities for 14 calendar days from the date of the positive test.
2. The student will not be allowed to drive on campus for 28 days from the date of the positive test. Additionally, the student must provide a written statement from a medical professional approving the student's return to driving on school property.
3. The student will be suspended from school for a term of 5 days. During this time, the student will receive a failing grade for graded work during the time of the suspension.<sup>89o</sup>

### THIRD POSITIVE ALCOHOL/DRUG TEST

A student who tests positive for a third time will be summarily dismissed/expelled from LMA.

### OUT OF SCHOOL ALCOHOL/DRUG INFRACTIONS

The Board of Trustees reserve the right to impose disciplinary measures it deems appropriate, in its discretion, regarding conduct that adversely reflects on Laurence Manning Academy.

### LEGAL PETITION FOR ALCOHOL/DRUG TESTS

Students that have infractions related to public or private law enforcement officials or school officials may petition the LMA Board of Trustees to delay their punishment until all legal remedies have been exhausted. If the student is cleared of all infractions, then no punishment will be rendered. If the student is not cleared completely of all infractions, the student's punishment will go to the secondary phase of punishment.

### SECONDARY ALCOHOL/DRUG TESTS

Students that are required by the LMA Drug/Alcohol Testing Policy to take secondary drug/alcohol tests will be required to take the first of these tests at a date 75 days after the

initial positive test. Subsequent tests for a term of 1 year will be required every 30 days. Failure to comply with these testing dates will result in dismissal from LMA.

### ALCOHOL/DRUG SEARCHES

Local law enforcement officials will conduct drug/alcohol searches of all of the grounds and property of LMA. Students possessing drugs/alcohol while on LMA property will be subject to the secondary phase of punishment. Any student found distributing or trying to distribute drugs while on school property or at any school/SCISA sponsored event will be summarily discharged/expelled from the school.

### SEARCHES

The Academy reserves the right to conduct searches by authorized personnel of individual's property on Academy premises, such as handbags, lunch boxes, automobiles, electronic devices, etc., as well as Academy property, facilities or equipment.

### MINOR OFFENSES

Minor offenses which are not covered under "Major Offenses" include anything which necessitates a student's being sent or taken to the office. Violation of the following rules will be considered minor offenses:

1. All students are expected to be on time to all obligations.
2. No chewing gum allowed at school. Food or drinks are not allowed in the classrooms without the permission of the administration. All eating will be done in the canteen or designated/monitored dining areas. All containers and litter will be placed in the trash receptacles upon completion of eating.
3. The following areas are off limits to students:
  - a. Faculty work rooms
  - b. Canteen area (except at lunch and break)
  - c. Parking lot while school is in session
  - d. Cars while school is in session
  - e. All athletic facilities, unless accompanied/supervised by a faculty member and student(s) must have the written permission of administration.
4. When moving to and from classes, keep to the RIGHT of the hall.
5. Always keep your voice low in the halls and lunchroom.
6. Put trash in trash cans.
7. Canteen stops between classes are prohibited.
8. Permission slips for leaving class in grades 7-12 are required.
9. No one may leave campus during school hours without permission through the office.
10. Written permission from parents is required for students to leave school for any special class outings or trips.
11. No student use of the office phone will be allowed unless it is an EMERGENCY.
12. Any person wishing to contact a student during classes must receive prior permission from the administration.

13. Students are not to bring visitors without prior permission from the administration. ALL Visitors must also be signed-in in the administrative office and will be issued a visitor badge which must be worn at all times while on campus.

*\*Minor offenses will generally result in after school detention.*

## MAJOR OFFENSES

Under certain conditions, it can be in the best interest of a pupil or other pupils of L.M.A. to be denied the privilege of attending school. The Board of Trustees has established procedures whereby pupils can be denied the privilege of attending school for any of the following reasons:

1. DRUGS: Any student who becomes involved in the unlawful possession or distribution of drugs at any time will be permanently suspended from Laurence Manning Academy. Law enforcement K-9 drug dogs will visit the school occasionally to patrol the parking lot, locker areas and classrooms
2. ALCOHOL: Drinking or having in one's possession, including lockers and cars, alcoholic beverages at any school function at the L.M.A. campus or any S.C.I.S.A. sponsored program on other campuses. Any person who is with individuals breaking the alcohol rule will be subject to the same punishment.
3. TOBACCO/E-CIGARETTES/VAPING: The use of tobacco, smokeless as well as smoking tobacco, e-cigarettes, and vaping devices is strictly prohibited at L.M.A. and at all South Carolina Independent School Association sponsored events.
4. OBSCENITY: The act of using obscene language by pupils in verbal or written form or in pictures or caricature in or on school property.
5. STEALING: The act of dishonestly acquiring the property of the school or property of other students.
6. FORGERY: The act of fraudulently using in writing the name of another person or falsifying times, data, grades, addresses, or other data on school forms.
7. FIGHTING: The act of quarreling involving bodily contact in or on school property or going to or from school, including any activity under school sponsorship (dances, athletic events, bus, etc.).
7. DEFIANCE OF AUTHORITY: The failure to respond or carry out a reasonable request by a faculty/staff member. Failure to comply with school policy after being previously warned of an infraction.
8. GROSS MISBEHAVIOR: The act of deliberate or willful conduct detrimental to normal functions of the program or activity under school sponsorship or the act of threats or bullying to the staff members or to other pupils.
9. SEXUAL HARASSMENT: Any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing or sexual comments, directed at a person because of his or her sex, which interferes with the ability of a student or students to receive an education. This includes sexual harassment via the use of electronic devices/social media.
10. VANDALISM: The act of willful destruction of school property or property belonging to other students.

11. INDECENCY: The act of offending against commonly recognized standards of good taste, including the use of vulgar language. This includes indecency via the use of electronic devices/social media.
12. TRUANCY: The repeated skipping or tardiness to class.
13. CHEATING: The act of obtaining or giving information that is not your own. Includes plagiarism.
14. LYING: The act of not telling the truth.
15. GAMBLING: The act of being involved in any game or chance (cards, pitching pennies, dice, etc.) where money is won or lost.
16. FIREARMS: The possession of any firearms (hand guns, rifles, shot guns, etc.) on the school grounds is strictly prohibited.
17. Anyone in possession of a firearm either on or about his/her person, book bag, or locker in any school building or facility will be subject to expulsion from L.M.A.

Violation of Major Offenses will result in Wednesday detention, suspension, or expulsion.

## OTHER RULES AND REGULATIONS

1. Doctor and dental appointments should be made after school hours.
2. All other non-school activities, music lessons, court appearances, etc. are to be scheduled after school.
3. All students will eat lunch at school. Food is not to be brought into school to students by anyone other than a parent/legal guardian.
4. Students are not to remain in the building OR ON CAMPUS after school hours unless they are under the direct suspension of a teacher.

## DISCIPLINE PROCEDURE

LMA conducts an instructional program for the benefit of the pupils enrolled in grades K-12. Students are expected to be reasonably diligent in carrying out their school obligations. Failure to be diligent in study or in adhering to school regulations means that a student is guilty of misconduct and may lose the privilege of attending LMA.

### **SUSPENSION:**

Any student who is suspended from school will be allowed to make up the work missed with no grade greater than 59 (in grades 8-12) or no grade greater than 69 (Grades 1-7) nor will the student be able to attend or take part in any school/SCISA activity. This means a student will receive an "F" on all work missed.

Any student suspended more than one time faces possible permanent expulsion from LMA.

### **DETENTION HALL:**

Detention Hall is an acceptable method of punishment at LMA.

Detention Hall will be held from 2:30 until 3:30 on any day.

At least a one-day notice will be given so that students can make arrangements for rides home.



Failure to attend Detention Hall can result in Wednesday Detention (2:30-4:30) or possible suspension.

It is the parents' responsibility to make arrangements for their children to have rides home; therefore, failure to have a ride home will not excuse a person from Detention Hall.

Excessive detention time (three) will result in a Wednesday detention.

### **WEDNESDAY DETENTION:**

Failure to serve Wednesday detention at the assigned date/time will result in a one day suspension.

## **SCHOOL VISITORS**

*Visitors are required follow school health protocols if allowed to access the school. These protocols may be in the Health Protocols Addendum.*

Any individual, parents or otherwise, visiting the school for any reason must first report to the school office and will be issued a visitor pass which must be worn at all times while on campus. The office will make arrangements for all visits. It is extremely important that classroom activities be interrupted as seldom as possible.

## **STUDENT SIGN-IN AND SIGN-OUT POLICY**

Laurence Manning Academy requires all students late to school or leaving early from school to sign-in or sign-out at the front desk/administrative office. Students that do not sign-in after coming to school late will be considered absent for the day. Students that do not sign-out before leaving school grounds will be considered as cutting. Disciplinary action will be administered in both cases as to the discretion of the administration.

## **STUDENT DROP-OFF AND PICK-UP POLICY**

Laurence Manning Academy is committed to providing a safe and efficient morning drop-off and afternoon dismissal process for our families.

While providing multiple/assigned dismissal/pick-up locations on campus and staggered dismissal times (2:15 p.m. for grades K5-5 and any K3/K4 students who do not dismiss at 12 p.m. / 2:30 p.m. for grades 6-12), we also use *CurbSmart* software to make the afternoon dismissal process as timely as possible and to minimize traffic back-ups.

Every enrolled family is issued a new placard (annually) to be displayed in the front window of their vehicle during afternoon dismissal/pick-up. The placard shows your family's assigned *CurbSmart* pick-up number. Our staff enters the number into LMA's *CurbSmart* software as you enter campus. Your children are immediately notified in their classrooms that their ride is on campus and that they move to the designated pick-up location. This is an efficient process when we all work together.

To minimize traffic issues, including traffic back-up into Georgetown Road, we strongly encourage families to arrive as close to dismissal/pick-up time as you possibly can.

More are available in our Arrival and Dismissal Procedures Addendum link at our school website or you may request a copy from the school office.

## DRESS AND GROOMING

Laurence Manning is a conservative school with a keen awareness of the visible, as well as the invisible, characteristics associated with being a lady or gentleman. Students are expected not only to be neat and clean at all times, but also to reflect either a feminine or masculine identity in their appearance. Extreme fashions in clothing and grooming have no place at Laurence Manning. Please be aware that the administration has made some changes in the dress code for all grades.

Our **young ladies** must reflect a lady-like modesty and dignity in their appearance.

1. Pants and/or jeans may be worn with the following stipulations: no hip huggers, pants with patches, tight fitting pants, pants/skirts with rips or holes (even if material is behind the hole/rip) in them, sweatpants or mini-skirts will be not allowed.
2. No bare skin is to be seen at any time between the pants/skirts and the blouses. No skin is to be seen when arms are raised.
3. No see-through blouses, tank tops, midriffs, or extremely tight-fitting blouses. Sheer clothing must be worn with appropriate, modest garment underneath. No spaghetti straps on blouses or dresses. Dresses, skirts, and tops worn with leggings cannot be more than 3 inches above the top of the kneecap. No off the shoulder or low-cut blouses, or halter tops.
4. **ALL** shirts worn by young ladies can be either plain or have only an LMA, Christian, College or Collection Logoed related statement on the front or back of the shirt. An example of a collection logoed t-shirt would be: Under Armour, Nike, Polo, Guy Harvey, Southern Tide, Southern Marsh, Carolina Girl, etc. No other forms of writing on the front or back of the shirt will be permitted. Name brand logos (no advertisements) will be allowed as long as the logo is no more than several (2 to 3) inches square. This policy includes long-sleeve t-shirts, pullovers, sweaters, jackets, and masks, as well.
5. T-shirts, including long sleeve t-shirts, for young ladies must be tucked in. Any other style shirts that the faculty and administration deem need to be tucked in, will be tucked in.
6. Undergarments must be worn.
7. Shoes must be worn at all times. Most sandals are permitted; however, molded rubber athletic sandals, slides, and other "beachwear/shower wear" are not permitted. Flip-flops may be worn, but not slides or shower/beachwear.
8. No body piercing or visible tattoos.
9. Extreme/unnatural hair styles or hair color are prohibited.
10. Sweatshirts and winter dress follow the same restrictions as the t-shirt policy

Our **young men** must reflect a manly like appearance.

1. Hair must be kept neat and trim, above the eyebrows, and above the collar, and cover not more than half of the ear. Beards, mustaches, and sideburns which extend below the ear are not acceptable. Extreme/unnatural hair styles or hair color are prohibited.

2. Shoes must be worn at all times. Most sandals are permitted; however, molded rubber athletic sandals, slides, and other “beachwear/shower wear” are not permitted. Flip flops may be worn, but not slides or shower/beachwear.
3. All shirts must be collared. Exceptions are t-shirts with Laurence Manning, Christian, College and Collection Logoed T-Shirts. An example of a collection logoed t-shirt would be: UnderArmour, Nike, Polo, Guy Harvey, Southern Tide, Southern Marsh, etc. No other t-shirts will be allowed. All shirts, including t-shirts must be tucked in. This policy includes long-sleeve t-shirts, pullovers, sweaters, and jackets as well.
4. **ALL** shirts/masks worn by young men can be either plain or have only an LMA, Christian, College or Collection Logoed related statement on the front or back of the shirt. No other forms of writing on the front or back of the shirt will be permitted. Name brand logos (no advertisements) will be allowed as long as the logo is no more than several (2 to 3) inches square. This policy includes long-sleeve t-shirts, pullovers, sweaters, jackets, and masks, as well.
5. Pants and shorts with belts must be worn in the appropriate manner. Shorts/pants cannot be baggy or sagging. Shorts/pants may not be frayed, have holes, have rips (even if material is behind the hole/rip) or be cut off. Sweatpants and jogger pants are not allowed.
6. Undergarments must be worn.
7. No earrings, body piercing or visible tattoos.
8. Sweatshirts and winter dress follow the same restrictions as the t-shirt policy

Shirts, pants, or masks with objectionable writing or pictures will not be allowed. Shirts, hats, pants, or masks bearing advertisement for alcoholic beverages, drugs, drug related slogans, sexual innuendos, or political slogans will not be allowed.

Hats are not to be worn in the building or on the school grounds during school hours (8:00am -2:30 pm).

*Hats may be permitted as protection from sun if class is held outside. Hat must be removed upon returning to buildings.*

Christian t-shirts/masks must have either biblical scripture or a Christian cross on the shirt/mask to be allowed.

No gothic or gang related apparel allowed.

#### GRADE SPECIFIC NOTES:

Students in grades K3 through 5<sup>th</sup> are allowed to wear athletic clothing, but must meet the following guidelines:

1. No objectionable writing or pictures.
2. No bare skin is to be seen at any time between the pants/skirts and the blouse. No skin is to be seen when arms are raised.
3. No see-through blouses, tank tops, midribs, or extremely tight-fitting blouses. Sheer clothing must be worn with appropriate, modest garment underneath.
4. Shoes must be worn at all times. Most sandals are permitted; however, molded rubber athletic sandals, and other “beachwear/shower wear” are not permitted. Flip flops may be worn, but not shower/beachwear style.

5. Undergarments must be worn.
6. Extreme/unnatural hair styles or colors is prohibited.
7. Hats must not be worn in the buildings.
8. Piercings:
  - a. Female - No body piercings.
  - b. Male - No earrings or body piercings.

Additionally, students in grades 4<sup>th</sup> and 5<sup>th</sup> must also follow these additional guidelines:

1. No spaghetti straps on blouses or dresses.
2. Dresses, skirts, and tops worn with leggings cannot be more than 3 inches above the top of the kneecap.
3. No off the shoulder or low-cut blouses, or halter tops.
4. Shorts should not be tight-fitting or shorter than mid-thigh.

**Students in grades 6-12** will be allowed to wear dress shorts during the school year. Tight fitting shorts, cut-off shorts, spandex shorts, nylon shorts, and shorts that are more than two inches above the kneecap are not allowed. Students who wear inappropriate shorts (too short, wrong type, etc.) will lose the privilege of wearing shorts for the remainder of the school year.

**The administration reserves the right to determine what appropriate dress is and to deviate or change the dress code as needed.**

**Students who arrive at school functions dressed inappropriately will be subject to disciplinary procedures.**

## DRESS CODE VIOLATION

First Offense - Administrative reprimand accompanied with a formal notification to the parent, which has to be signed. The student will be asked to change his/her clothing. If the student is unable to change his/her clothing, the student will be placed in administrative detention for the remainder of the school day. Any absences from class will be unexcused.

Second Offense – The student will be sent home to change his/her clothes. After school detention will be assigned to the violators of the school dress code. Any absence from class will be unexcused and the student must make up all work, as well as lose any exam exemptions. Additional offenses may result in Wednesday detention or possible suspension.

*\*Please note that the opening day assemble will constitute a verbal warning. Therefore, any subsequent dress code violation will automatically forgo the first offense category and go directly to the second offense category. Students consistently violating the dress code will lose dress privileges and the student will be subject to administrative discipline.*

## UPPER SCHOOL STUDENT COUNCIL

The students of Laurence Manning Academy shall have representation on the Student Council as follows:

- 5 Seniors elected by the Senior class
- 4 Juniors elected by the Junior class
- 3 Sophomores elected by the Sophomore class
- 2 Freshmen elected by the Freshman class

In addition to the above members, a president shall be elected from the senior class, a 1<sup>st</sup> vice-president from the junior class, a 2<sup>nd</sup> vice-president from the senior or junior class, a treasurer from the sophomore class, a secretary from the freshman class, and a historian from the 9<sup>th</sup> through 12<sup>th</sup> grade. These officers are to be elected in a general election in April or May. The eligible voters will be from the rising 9<sup>th</sup> through 12<sup>th</sup> grades. In order to be eligible to run for any of the offices a student must present to the Headmaster a petition approving his/her candidacy, consisting of at least 10 eligible voters and 3 teachers, and must be in good standing academically and financially with the school and must be approved by the Headmaster. He/She must have an academic average of 85 or above and must have a good disciplinary record. Good disciplinary record means the student should not have had any major discipline issues and no more than one minor discipline issue within the 12 months prior to petitioning for election. Additional non-elected Student Council offices of Upper School are Chaplain, and Assistant Chaplain which will be appointed from students in Upper School by the Student Council Advisor(s) and LMA Administration. Parliamentarian may be selected by the council president, but must have the approval of the Student Council Advisor (s) and the LMA Administration.

## FUNCTIONS OF THE STUDENT COUNCIL SHALL BE:

1. To promote the general welfare of Laurence Manning
2. To represent the student body to the faculty and administration
3. To make recommendations to the administration on such things as school clubs, extra-curricular activities, senior privileges, etc.
4. To develop and present assembly programs/chapel
5. To encourage honesty, loyalty, scholarship, neatness, congeniality, and school spirit of Laurence Manning.

The student Council will have a faculty advisor(s) appointed by the headmaster.

Student council members who fail to attend meetings and to assist with projects will be removed from the council by the headmaster upon request of the faculty advisor or a majority of the student council members. Rules governing attendance and procedure will be adopted by each student council each year and be presented to the Headmaster for approval.

A student may hold only one major office during the school year. Major offices are: Yearbook Editor, Student Body Officer, Class Officer, School Chaplain, or Club President.

## JUNIOR-HIGH STUDENT COUNCIL

The middle school students of Laurence Manning Academy shall be represented by the Junior-High Student Government of Laurence Manning Academy. There will be an executive council of four elected representatives: a President and Vice-President elected from the rising eighth grade class and a secretary and Treasurer elected from the rising seventh grade class. These elections will take place no later than May 15 each year. Executive council officers must be passing all subjects, must maintain an overall average of no less than 80, must have an unblemished disciplinary record, and must have administrative approval to run for and to hold an office.

Each grade shall be represented by a class president, vice-president, secretary, and treasurer to be elected no earlier than May 15, but prior to the end of school, these representatives shall be nominated and elected from the rising sixth, seventh, and eighth grades in an organized meeting presided over by the homeroom teacher(s). Class representatives must be passing all subjects and have an unblemished disciplinary record.

A simple majority of votes will determine all elections.

All council members are subject to a demerit system and may be suspended or removed from Council for academic or disciplinary reasons

The Purposes of the Junior-High Government of Laurence Manning Academy shall be:

- to promote school spirit
- to stimulate a desire to render community service
- to promote worthy leadership
- to create a spiritual environment
- to be a voice for the students
- to encourage cooperation between pupils and administration, faculty and staff
- to provide appropriate school activities for the middle school student body, grades six, seven and eight.

The activities for the Student Body and the Student Council of the Laurence Manning Academy Junior-High shall be subject to approval by the headmaster and conducted under the direction of the faculty advisor appointed by the administration.

## STUDENT PROJECTS/TRIPS/ACTIVITIES

1. All class projects and other fund-raising activities, as well as all class trips and activities must be approved by the administration/headmaster.

## DEVOTIONS

Devotions will be held each morning in all classrooms and/or over the loudspeaker. Chapel programs will be held each Wednesday.

## LIBRARY

We are proud of our library and encourage students to make full use of this fine facility. Library rules and regulations are posted in the library and copies may be obtained from the office. Library fines will be administered for books not returned in a timely manner. Fines will be posted in the library for delinquent books. The library will be used for academic work and all students are expected to utilize their library time to study or read.

## LUNCH

Light lunch, sandwiches, and snacks will be available. Milk, fruit juice, and soft drinks will also be available. A price list will be given to lower school students each month. Students making purchases in the cafeteria are required to present their lunch/Student ID cards at purchase. Lunch balances can be found on the LunchTime app or website link. Additional funds may be added to an account via a secure portal link at our school website.

Please be aware that our Laurence Manning Academy Lunch Program is a debit program and not a credit program. Therefore, before your child will be allowed to purchase lunches provided by the school, you must deposit money into your child's account. If your child's account reaches a negative balance of more than \$25.00, the account will be suspended and your child will not be allowed to charge any items in the LMA Cafeteria. Student will be served a lunch, but will be limited to a sandwich and a water. Please be sure to monitor your child's account on the LunchTime link on our school website. Additionally, accounts may be credited by using the secure transaction link located under the LMA Café link on our website.

## SEVERE WEATHER POSTPONEMENTS AND DELAYS

Please be advised that in the event of severe weather, Laurence Manning Academy will be contacting students and families by way of our school website, school sponsored social media, and our SchoolMessenger system. We will also use the following television and radio stations to communicate possible school delays or closings. These stations are: WIS TV Channel 10, WLTX TV Channel 19, Radio Stations 95.5 FM, 105.9 FM, and 1040 AM. These media outlets will be contacted regarding any delay or closure no later than 6:00am on the date of possible severe weather. As a parent, if you feel that weather conditions warrant that your child not come to school, then please feel free to keep your child at home! The safety of all of our Laurence Manning students comes first when making decisions based upon severe weather conditions.

## MULTI MEDIA SECURITY POLICY

Laurence Manning Academy acknowledges the right that all citizens are protected by the First Amendment of the United States Constitution. With these protections also come restrictions and responsibilities based on the academy's policies in regards to both student

behavior and school electronic media security. 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, SnapChat, Instagram, and Twitter), will fall under the guidelines of school policy in regards to student discipline.

The following guidelines apply to posting electronic messages in the public domain for Laurence Manning Academy students. Violations of the listed restrictions may result in disciplinary actions taken by the academy up to expulsion. In accordance with the Safe Schools Act (2006), students that make threatening statements will be reported to the Manning Police Department for possible prosecution.

Student guidelines for multi-media usage:

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

## **STUDENT ACCEPTABLE USE POLICY**

This section is dedicated to providing LMA students with guidance of acceptable use of the school's information technology resources, including but not limited to:

The internet, intranet, e-mail, portal; school assigned computing devices such as electronic devices, laptops, desktops and portable storage; and the school's network and supporting systems and data transmitted by and stored on these systems.

### Compliance with Copyright Laws

Students are to follow copyright laws at all times. Students should refer all policies regarding Educational Fair Use and proper citing of sources used electronically.

### Filtering and Monitoring Computer Resources

The school takes reasonable precautions by using filtering software to keep inappropriate Internet sites and e-mail out of the classroom. The school strongly adheres to the guidelines set forth by COPPA and CIPA when installing filtering/monitoring software devices on school equipment and software. The school does not supervise personal e-mail accounts.

The school reserves the right to review any e-mail sent or received using School equipment and e-mail accounts. No one should assume any privacy on all school networks, school devices, or school e-mail systems.



Students must adhere to the behavior expectations while using technology and e-mail, including but not limited to those expectations contained in board policy and the school's Handbook.

Technology is constantly changing and evolving. Due to the nature of the internet, online communications, and evolving technology, the school cannot ensure or guarantee the absolute safety of students during the use of technology, including email and the internet. Parents and students should contact the school immediately with any concerns related to the use of technology.

### Prohibited Uses of LMA Resources

The following uses of LMA computer/technology resources by students are prohibited from:

- The use of school computers/devices for commercial purposes.
- The use of obscene, bullying, profane, lewd, threatening, disrespectful, or gang related language or symbols.
- The bypass or attempt to bypass any of the school's security or content filtering safeguards, including but not limited to VPN software.
- Allowing another person to use the computer under your school login.
- Adding, modifying, repairing, reconfiguring or otherwise tampering with any device on the network infrastructure including, but not limited to: wireless network devices, computers, printers, servers, cabling, switches/hubs, routers, etc.
- Unauthorized access, willful overloading, more commonly known as Distributed Denial of Service or Denial of Service, or use, or attempted unauthorized access or use of school information systems.
- Destroying or tampering with any computer equipment or software.
- The use of any "hacking tools" that can be used for "computer hacking", as defined in the South Carolina Computer Crime Act, may not be possessed on school property, on any School premise, or run or loaded on any school system.
- The use of school computers for illegal activities including but not limited to planting viruses, hacking, or attempted unauthorized access to any system.
- Violating any state or federal law or regulation, board policy or administrative rule.

### Agreement of Use

Students, parents and guardians agree that LMA computer equipment must be handled with care and respect. Willful destruction will require restitution.

### Consequences

Students who violate this administrative rule may be subject to disciplinary action up to and including expulsion in accordance with board policy, and when applicable, state and federal law. Suspected criminal activity must be immediately reported to law enforcement.

### LMA Internet Safety and Other Terms of Use

#### General Access

In compliance with the Children's Internet Protection Act ("CIPA"), U.S.C. §254 (h), the

School uses technological devices designed to filter and block the use of any of the school's computers with Internet access to retrieve or transmit any visual depictions that are categorized as obscene, child pornography, or "harmful to minors" as defined in the CIPA.

Though the school makes reasonable efforts to filter such Internet content, the school cannot warrant the effectiveness of its Internet filtering due to the dynamic nature of the Internet.

Users of a school computer/device with Internet access may request that the "technology protection measures" be temporarily disabled to conduct bona fide research for another lawful purpose. These requests should be made to ETS with the knowledge of that employee's supervisor.

#### Education, Supervision, and Monitoring

It shall be the responsibility of all school staff to make a reasonable effort to educate, supervise, and monitor appropriate usage of online computer network access to the Internet in accordance with this administrative rule, CIPA, COPPA, and the Protecting Children in the 21st Century Act.

#### Personal Safety

The following list is considered precautions taken by LMA to ensure the safety of their students, employees, and other individuals.

Students will not post or email personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication.

Students will not agree to meet with someone they have met online without their parent/guardian's approval.

Students will promptly disclose to an administrator, teacher, or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Employees will report any concerns related to their use of technology to their immediate supervisor.

#### Expectation of Privacy

Individuals should not have an expectation of privacy in the use of the school's email, systems, or equipment. The school may, for a legitimate reason, perform the following:

- Obtain emails sent or received on school email.
- Monitor an individual's use on the school's systems.
- Confiscate and/or search school-owned software, equipment, or equipment connected to the school network.

The school may confiscate and search personal electronic devices in accordance with New Jersey v. T.L.O. and applicable law.

## LOST AND FOUND

Any items left in the classrooms, canteen, halls, restrooms, or on the grounds should be turned in to the library. If the items are not claimed within 30 days, they will be given to charity.

## ALTERNATE LUNCH POLICY

Students and parents are reminded that Laurence Manning Academy serves a full-service lunch each school day. For those students who do not wish to purchase lunch through the LMA canteen, the only option is to bring your own lunch with you to school. Because Laurence Manning is a closed campus, students are not allowed to leave school during the day to eat lunch and return. Senior students, with permission from their parents and administrative approval, are the only students allowed to leave the LMA campus for lunch. Students may only be brought lunch by parents or other concerned parties with the expressed permission of the administration. Violations of this policy will result in disciplinary actions.

## NATIONAL HONOR SOCIETY AND BETA CLUB

Laurence Manning is a member of the Beta Club, and the National Honor Society. In order to be considered for membership in any of these academic clubs, a student must have and maintain a certain average based on semester grades in regards to the club's bylaws. The required average must be maintained for continued membership in any of the academic clubs. Furthermore, any student that is a member of the Beta Club, the Junior Beta Club, or National Honor Society that has been caught breaking the school honor code in reference to cheating will be dismissed from the organization. Students with multiple major disciplinary actions (2) or any honor code violation in regards to cheating will not be eligible for admission into any academic merit based organization.

## AWARDS

The valedictorian award is given to the senior who has attended Laurence Manning Academy for the entire 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade and has the highest class rank ending with the fourth marking period of the student's senior year. The salutatorian award is given to the senior who has attended Laurence Manning Academy for the entire 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades and has the second highest class rank ending with the fourth marking period of the student's senior year. Any student that repeats a grade after the 8<sup>th</sup> grade or has been caught breaking the school honor code in reference to cheating between the 8<sup>th</sup> grade and 12<sup>th</sup> grade, may not be eligible for either the valedictorian, salutatorian, Marshal or any other academic merit-based award.

Recognition will be given to students who are on the Honor Roll or Headmaster's List every nine weeks grading period. To be on the Honor Roll, a student must have no grade below 85 in each subject. To be on the Headmaster's List, a student must have a 93 or above in each subject. Yearly academic awards will be issued to students achieving these

honors as well. Yearly Honor Roll and Yearly Headmaster's List will be determined by the final grades in core courses and will follow the same criteria as the nine weeks grading period.

Other awards for achievement in scholarship, citizenship, and athletics are given each year.

## BOOSTER CLUB

Patrons of Laurence Manning Academy have formed a Booster Club to help support the teams. Without the Booster Club and the help of all the patrons, L.M.A. would find it difficult to finance its broad sports program. The Booster Club provides the financing for all athletic equipment.

The parents of all athletes except cub cheerleaders, cub football, and cub basketball must pay the one-time (per academic year) \$100 athletic fee for each student athlete.

## GRADE PARENTS

1. Class parents, who would also serve as PAT representatives, are needed in grades K3-3<sup>rd</sup>. Parent volunteers are needed in grades 4-12.
2. Class parents (K3-3<sup>rd</sup>) will assist the teacher with class parties.
3. Class parents and grade parents are to assist with Halloween Carnival, PAT wrapping paper, May Day, and Teacher Appreciation Week.

## SPORTS ELIGIBILITY

Laurence Manning offers a wide variety of varsity, junior varsity, midget and cub sports to all eligible students. These sports include, but are not limited to, varsity, junior varsity, and midget football, boys and girls varsity and junior varsity basketball, varsity and junior varsity baseball, girls volleyball, softball, co-ed varsity soccer, lacrosse, sporting clays, bowling, and boys and girls tennis. In order to participate in athletics at L.M.A., a family must pay a one-hundred dollar (\$100) athletic fee per child who participates in B-Team, Junior Varsity, or Varsity athletics.

## SPORTS

(VISIT OUR ATHLETICS PAGE TO VIEW THE LMA ATHLETIC HANDBOOK)

<https://www.laurencemanning.com/athletics>

Laurence Manning Academy follows all rules established by the South Carolina Independent Schools Athletic Association as presented in the Blue Book. A copy of the Blue Book is available in the Headmaster's office and at [www.scisa.org/athletics](http://www.scisa.org/athletics).

It is also a choice and privilege, not a right, for students to participate in extra-curricular activities and athletics. Laurence Manning Academy feels strongly that our students, teams, organizations and their coaches/advisors should stand in unity and respectfully to honor our nation's military and veterans during the playing of the National Anthem and for the reciting of the Pledge of Allegiance.

## ATHLETIC TRANSPORTATION POLICY

The following policy applies to any athlete at Laurence Manning Academy:

1. No student/athlete is allowed to drive to or from an athletic event.
2. All athletes are required to ride with the team to all athletic events.
3. Varsity athletes can drive to Laurence Manning or to a pre-designated and school-approved location to meet the team and to ride with the team to the game site. They will also return with the team.
4. Junior Varsity athletes can travel from an athletic event with their parent(s) if a release form is signed. No phone calls or notes will be accepted.
5. In the event of games in the Sumter area, players from the area will meet the team in the parking lot of pre-designated business in Sumter. Following the game, varsity players will travel with the team to this location.

## GYMNASIUM

The gymnasium is for the use of students, school organizations, and other outside organizations during specified hours. The gym is not to be used except as authorized. Students using the gym after hours must get permission. If an approved adult is not present, students should assume that the gym is not open for use.

Outside organizations must pay a rental fee for the use of Laurence Manning facilities.

## CHEERLEADERS

Cheerleaders are an important party of our athletic program; therefore, we consider cheerleaders to be an extension of our athletic endeavors and, as such, they must meet the same eligibility requirements as other athletes.

All girls in the third (3<sup>rd</sup>) – fifth (5<sup>th</sup>) grades are encouraged to be a part of the cub cheerleading squad. All girls in the sixth (6<sup>th</sup>) and seventh(7<sup>th</sup>) grades can try out for the B-Team cheerleading squad. All girls in the eighth (8<sup>th</sup>) and ninth (9<sup>th</sup>) grades can try out for the junior varsity cheerleading squad. All girls in the tenth (10<sup>th</sup>), eleventh (11<sup>th</sup>), and twelfth (12<sup>th</sup>) grades may try out for the varsity cheerleading squad.

The cheerleaders will sign up and try-outs will be held in April or May.  
Cheerleaders are responsible for their uniforms.

A more detailed list of rules and regulations will be provided for each cheerleader by the school sponsor. All cheerleaders will be under the direct supervision of a school designated sponsor.

## JUNIOR CLASS FUNDRAISING AND DISBURSEMENT POLICY

Classes throughout the school will conduct fundraisers to support the academic and extra-curricular activities that they may participate in as a class during their time at Laurence Manning Academy. Examples of these activities include: Class Trips, Miss LMA Pageant and the Junior-Senior Prom. These fundraisers will include but not be limited to school break sales, t-shirt sales, food sales, concessions, and any PAT related project sales that are approved by the Laurence Manning Academy Board of Directors.

After all of the financial obligations related to the class' last major project (Junior-Senior Prom) have been taken care of, 100% of all remaining funds will be given back to the school as a class gift. This disbursement includes any additional monies raised specifically for the Junior Class extending into the class's senior year.

Only funds raised specifically for the class's senior trip will be disbursed to the class members that qualify for such monetary distributions. Qualifications for the disbursement of senior class trip monies are as follows:

Criteria for Disbursement:

- A. Funds that are raised as a total class project will be distributed equally to ALL students registered and starting on the first day of school during the class's senior year.
- B. Funds raised by individual sales, specifically for the senior class trip, will be disbursed only to the class member responsible for the sales.

## FINANCES

All funds for the operation of Laurence Manning Academy come from tuition, contributions, and fundraising activities. We operate on a monthly basis; therefore, it is imperative that fees be paid promptly. A student whose fees are not paid will be subject to suspension until those fees are paid. Bills are paid in the following manner:

1. Tuition is to be paid for 12 months on or before the 10<sup>th</sup> day of each month, beginning June 1<sup>st</sup>.

2. Tuition fees are made payable to Laurence Manning Academy.
  - a) A late charge of 5% of the outstanding balance will be charged to all accounts not paid by the tenth of the month.
  - b) Should a person become delinquent on his fees, it will be necessary for that individual to meet with the headmaster and financial director to explore Debt Settlement/Financial Agreement in order for the student to return to LMA. If the Agreement is not honored, the parent will be notified and the student will be disenrolled. Otherwise, the account holder must schedule a meeting with the finance committee to make arrangements to make payments.
  - c) A twenty- five dollar fee will be charged for returned checks.
3. Student report cards will be held and parent/student access to online reporting will be suspended each grading period when tuition is delinquent.
4. Student records/transcripts will be held until accounts are settled or in good standing.
5. All payments are made payable to Laurence Manning Academy. Electronic payments (credit card, draft) may be made by contacting the Financial Office during business hours.
6. Please bring or mail all of the above payments to Laurence Manning Academy, P.O. Box 278, Manning, SC 29102.

Tuition alone will not pay all of the school's operation costs; therefore, throughout the year, several fundraising activities will be held. All parents and students are urged to participate fully in order to make these events successful.