

LAURENCE MANNING
ACADEMY



Laurence Manning Academy

Family Handbook

(revised AUGUST 2023)

WELCOME

Welcome to Laurence Manning Academy. You have not only joined an outstanding organization, but you also now share in our school family and our school traditions.

Laurence Manning Academy's Board of Directors, administration, and faculty have developed our handbook to give the students and parents an outline of the objectives, standards, and policies of our school. Although this book may not contain the answer to all situations that may occur during the school year, it does establish guidelines for our school community and assists at arriving at fair solutions.

FORWARD

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 carefully read the policies and procedures, keep access to the handbook in a convenient place, and refer to it throughout the school year. Being familiar with its contents will eliminate many questions you might have and will help ensure that each of you has a happy and successful year. Your success is our future.

NON-DISCRIMINATION POLICY

Laurence Manning Academy admits students of any race, color, national or 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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STATEMENT OF PRINCIPLES

Laurence Manning Academy was founded in 1972 on the commitment to providing students in grades K3 through 12 with a high-quality education within a safe, friendly, and morally rich Christian environment. More than fifty years later, Laurence Manning Academy continues to prepare our students to successfully work, lead, live, worship, and play in the ever-changing landscape of the new millennium.

Laurence Manning's family of dedicated and energetic faculty, staff, and administrators offers a learning environment that promotes student growth at all levels of instruction. Students receive a quality education, as well as a personal experience that enables the development of the whole person.

Laurence Manning encourages its students to not only set academic goals for themselves, but also to evaluate and motivate themselves in all areas of their school activities and faith. Students are held accountable for their work and conduct, thereby developing a sense of responsibility and commitment to successfully completing their goals.

Student participation in our athletic and extra-curricular programs is the perfect complement to their academic experience. Students are encouraged to take an active role in their choice of clubs, service organizations, arts programs, and athletics offered at Laurence Manning Academy.

MISSION STATEMENT

The mission of Laurence Manning Academy is to provide students with a high-quality education within a safe, morally rich, and Christ-centered environment that encourages students to strive for personal excellence as they learn, lead, serve, and worship.

VISION STATEMENT

The vision of Laurence Manning Academy is to provide students, faculty, and stakeholders with quality programs, facilities, and resources that prepare students to better pursue their goals both now and in the future.

ACCREDITATION AND MEMBERSHIPS

Laurence Manning Academy is fully accredited by the **Southern Association of Colleges and Schools/ Cogna** and is one of over 32,000 schools and systems in more than 70 countries that are committed to continuous quality improvement through accreditation.

Laurence Manning Academy is also a proud and long-standing member of the **South Carolina Independent School Association (SCISA)** and strongly supports the association's regulations in academics and athletics.

SWAMPCAT CHARACTER AND CONDUCT

Being a Swampcat means more than attending Laurence Manning Academy. It is understood that attendance at Laurence Manning Academy is an honor and privilege and is 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/she conforms to the specific rules and regulations.

Students will be held to high standards both academically and morally, both on and off campus. Likewise, Swampcat families will be held to high moral and ethical standards, as they, too, always represent our school on and off campus.

Swampcat students are expected to:

- Be on time and be prepared;
- Conduct themselves an orderly fashion when in the halls and on the grounds;
- Respect ALL others in words and actions;
- Strict attention and behavior in a manner in which teachers can teach and students can learn;
- Be honest in all circumstances;
- Demonstrate courtesy to one's elders and one's fellow students. Use good and proper manners such as holding the door for others, picking up trash, and using "ma'am" and "sir" when addressing adults;
- Speak (and post) kindly of Laurence Manning Academy and of those connected our school, refraining from making negative posts/comments;
- Dress and groom appropriately (modestly and neatly) following dress/grooming code at school and all school or SCISA-sponsored events;
- Display good sportsmanship in ALL contests and competitions;
- Actively participate in the life of LMA through joining clubs and attending activities
- Stand in unity and respect to honor our nation's military and veterans during the playing of the National Anthem and for the reciting of the Pledge of Allegiance.

Swampcat families are also expected to:

- Encourage their students to represent Laurence Manning Academy in the ways listed above;
- Respect ALL others in words and actions;
- Speak (and post) kindly of Laurence Manning Academy and of those connected to our school, refraining from making negative posts/comments;
- Display good sportsmanship in ALL contests and competitions;
- Stand in unity and respect to honor our nation's military and veterans during the playing of the National Anthem and for the reciting of the Pledge of Allegiance.

TEACHER QUALIFICATIONS

Laurence Manning Academy employs teachers whose academic training, experience, or combination of both fully indicate the professional ability, insight, and passion necessary to lead classroom and academic experiences satisfactorily. Additionally, teachers in grades K5 – 12 are to have a minimum of state certificate and/or a bachelor's degree; and who are fully qualified in accordance with the current SCISA/Cognia Accreditation Standards.

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 8th grade year, they will be required to successfully complete 5 units of English. The 5th 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/Personal Finance)
- 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 2.5 cumulative GPA on the LMA weighted 5.0 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/Personal Finance)
- 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 3.5 grade average on the LMA weighted 5.0 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 with (one designated as Honors)
(U.S. History, World History, Government & Economics/Personal Finance)
- 1 unit Computer Science
- 1 unit to include at least 1 unit of Art Appreciation, Music, or Speech and Drama
- 5 units Electives

**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.

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 PowerSchool 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 and/or PowerSchool .

Family accounts must be in good standing in order to receive report cards or access reports online.

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.

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 1st 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 through an approved credit recovery program provided permission to take the course is obtained from the administration. A Summer Recovery Course must be successfully completed and passed by August 1. Students are limited to three (3) credit recovery courses and may not take more than one (1) credit recovery in a core subject.

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 10th grade- 6 units
Rising 11th grade- 12 units
Rising 12th grade- 17 units

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.

Academic Honors and Recognition

The valedictorian award is given to the senior who has attended Laurence Manning Academy for the entire 10th, 11th, and 12th 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 10th, 11th, and 12th 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 8th grade or has been caught breaking the school honor code between the 8th grade and 12th 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.

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 National Honor Society, or National Honor Society that has been caught breaking the school honor code may be dismissed or suspended from the organization. Students with major disciplinary actions or any honor code violation in regards to cheating will not be eligible for admission into any academic merit based organization.

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 10th 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.

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.

Make-up Work

Students are required to make up all class work, tests, and homework assignments missed due to absence, tardiness, late-arrivals or early dismissals. Responsibility for submitting and scheduling make-up work rests with the student to coordinate with the teacher to develop a fair timeline/schedule to complete missed assignments.

Outstanding assignments due to absence will be marked with a zero '0' in the PowerSchool gradebook. Any outstanding assignments that are not completed within the designated time (within no more than five school days of returning to school) remain a "0" in the PowerSchool gradebook and cannot be completed for a passing grade. Teachers may extend this period of time for extenuating circumstances, which must be documented in writing to the Area Principal and/or Headmaster.

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.

Most assignments are readily available to students in Microsoft Teams. For assignments not in MS Teams, parental request for any hard-copies of missed assignments must be submitted to the teacher or area office in a timely manner to help expedite the collection of assignments. Please understand that these assignments may not be available until after school and availability of hard-copy assignments will also largely depend on when the request was submitted.

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 **final** exam in that course.

Students may only exempt one exam per semester with an incentive/fundraiser exemption. However, if a student uses an incentive/fundraiser exemption for the mid-term of a course, they may still exempt the final with average of ninety-three (93) or greater.

All exemptions are subject to the administration's approval, and students who have a poor disciplinary record, 2 or more Wednesday Detentions, 6 or more tardies or absences (per semester), 6 or more absences (per semester), or any School Suspension during the year, will not be allowed to exempt any exams.

No more than (2) incentive exemptions may be offered each year.

Conferences and Parent Visits

Parent-teacher conferences are encouraged. Parents are asked to request these conferences 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.

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.

College Open House/Admissions Visits

Seniors are allowed two college days during their senior year. Arrangements must be made in advance with the Guidance Office and must provide a note/official document from college/university to the LMA Guidance Office confirming visit.

Attendance Policy

Philosophy

Regular attendance at school for the full school day is an essential, critical, and important part of educational success at Laurence Manning Academy and is also a legal requirement in South Carolina. The South Carolina Independent School Association is authorized by state law to regulate attendance policies of member schools as part of the accreditation process.

- Parents/Guardians should make every effort to schedule medical appointments and all non-school activities for after school hours.
-
- Students will be considered present at school and at all classes for the day when participating in school and/or SCISA events, academic, co-curricular or athletic with permission from the Head of School.
- Any days that a student is suspended from school are counted against the twelve absences.

Absences

In order to be promoted to the next level or to graduate or to receive credit for a course a student **must not accumulate more than twelve (12) unexcused absences or twelve (12) unexcused class meetings in a school year.**

Additionally, **a student is considered and marked absent from school if he or she does not attend at least a half of an academic schedule (4 academic periods in grades 6-8; 3 academic periods in grades 9-12).**

- **Absences may be excused with a Doctors'/Physicians' note submitted to the office within two days of student returning to school.**
- **Absences will not be excused with a note from parent/guardian.**
- **FUNDRAISER EXAM EXEMPTIONS:**
 - **A student may ONLY USE ONE FUNDRAISER exam exemption per semester.**
 - **ONLY TWO FUNDRAISER exam exemptions (one each semester) will be offered each academic year.**
 - **Student must be passing the course to use the fundraiser exam exemption.**

Lower School

The accumulation of **six (6) absences** will result in parents/guardian conference with administration and parent/guardian signature of acknowledgement of excessive absences.

Middle and High School

The accumulation of **six (6) unexcused absences** will result in parents/guardian and student conference with administration.

The accumulation of **more than (12) unexcused absences** will result in parents/guardian and student conference with administration and headmaster. The student will be placed on probation, as well as:

- The student will also lose exam exemption privileges for the remainder of the academic year (regardless of if the student qualifies for exemption with grades or fundraiser incentives).

Truancy will be indicated on the student's permanent record and official transcripts.

Extenuating Circumstances

In the case of extenuating circumstances, the parent is asked to contact the area guidance counselor and area principal to discuss the situation and develop a plan for making up work. For long-term illness to be exempted from the excessive absenteeism policy, the school may ask for verifiable proof of an illness.

Other absence policy exceptions for extenuating circumstances which parents deem important enough for a child to miss school may be requested of the area principal in writing at least two weeks in advance. The area principal will consult with the student's teachers to determine if the student's academic performance indicates that he or she can make up work missed and recover from the academic disadvantage absence will create. The area principal will respond in writing within one week.

The Head of School will determine the status of any absence not covered by the foregoing.

Tardies

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.

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.

Tardy students MUST sign in at the area office and bring a note of admission to the teacher.

Laurence Manning Academy understands that unforeseen circumstances may arise that may occasionally result in tardiness and, therefore, we allow for five (5) tardies before disciplinary action is taken.

- **Tardies may only be excused with a Doctors'/Physicians' note submitted to the office within two days of student returning to school.**

Lower School

Every 3rd unexcused tardy is recorded as one unexcused absence.

The accumulation of **six (6) unexcused tardies** will result in parents/guardian conference with administration and parent/guardian signature of acknowledgement of excessive absences.

Middle and High School

Every 3rd unexcused tardy is recorded as one unexcused absence.

The accumulation of **six (6) unexcused tardies** will result in parents/guardian and student conference with administration and will result in the student serving a Wednesday Detention.

Truancy will be indicated on the student's permanent record and official transcripts.

DISCIPLINE POLICY

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.

DISCIPLINE PROCEDURES

LMA conducts an instructional program for the benefit of the students 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). This means a student will receive an "F" on all work missed.

While serving suspension the student will NOT be able to attend or take part in any school/SCISA activity.

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

DETENTION HALL:

Detention Hall is an acceptable method of punishment at LMA.

After-School 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 After-School Detention Hall can result in Wednesday Detention (2:30-4:00) 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.

Wednesday Detention Hall will be held on scheduled Wednesdays from 2:30pm to 4:00pm.

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

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

MINOR DISCIPLINARY 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. Any person wishing to contact a student during classes must receive prior permission from the administration.
12. 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 DISCIPLINARY OFFENSES

Under certain conditions, it can be in the best interest of a student or other students of L.M.A. to be denied the privilege of attending school. The Board of Trustees has established procedures whereby students may 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 students.
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. 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.

DRESS AND GROOMING

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

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

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.

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.

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.

LMA Young Ladies

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

Hair must be kept neat and trim. Extreme/unnatural hair styles or hair color are prohibited.

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 not be 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. **T-shirts are to be plain or t-shirts with Laurence Manning, Christian (must include Biblical scripture), College, and Collection Logoed T-Shirts. Any clothing with pictures, logo, or lettering must be appropriate to the school setting.**

This policy includes long-sleeve t-shirts, pullovers, sweaters, jackets, and masks, as well.

5. **Young ladies are strongly encouraged to tuck in their t-shirts.** However, young ladies may wear their t-shirts untucked only if the t-shirt is properly sized, not oversized, and does not hang down more than 3 inches below the natural belt/waistline.

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 visible body piercing (other than traditional ear piercings) or visible tattoos.
9. Goth or gang-related clothing or clothing styles.
10. Extreme/unnatural hair styles or hair color are prohibited.
11. Sweatshirts and winter dress follow the same restrictions as the t-shirt policy.

LMA Young Men

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 that are plain or t-shirts with Laurence Manning, Christian (must include Biblical scripture), College, and Collection logoed T-Shirts. Any clothing with pictures, logo, or lettering must be appropriate to the school setting.**

This policy includes long-sleeve t-shirts, pullovers, sweaters, jackets, and masks, as well.

4. **All shirts, including t-shirts (long-sleeve and short sleeve) must be tucked in.**
5. **Pants and shorts with belts must be worn in the appropriate manner.**
 - **Young men are required to wear a belt.**
 - **Shorts/pants cannot be baggy or sagging.**
 - Shorts/pants may not be frayed, be cut-off, have holes, or have rips (even if material is behind the hole/rip).
 - Sweatpants and jogger pants are not allowed.
6. Undergarments must be worn.
7. No earrings, body piercing or visible tattoos.
8. No gothic or gang related apparel allowed.
9. Sweatshirts and winter dress follow the same restrictions as the t-shirt policy.
10. **Hats are not to be worn in the building during school hours (8:00am -2:30 pm).**

GRADE SPECIFIC NOTES:

Students in grades K3 through 5th 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, midriiffs, or extremely tight-fitting blouses.
Sheer clothing must be worn with appropriate, modest garment underneath.
4. Shirts should not be longer than the length of shorts.
5. 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.
6. Undergarments must be worn.
7. Extreme/unnatural hair styles or colors are prohibited.
8. Hats must not be worn in the buildings.
9. Piercings:
 - a. Female - No body piercings.
 - b. Male - No earrings or body piercings.

Additionally, students in grades 4th and 5th 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.

DRESS CODE VIOLATIONS

First Offense - Administrative reprimand will be accompanied with a call to the parent/guardian and a discipline referral to be signed by the parent . The student will be asked to change his/her clothing. Student will remain in the office until clothing is changed. If necessary, the parent can bring a proper change of clothing or the student may be signed out/taken home by parent/guardian to go home and change. Any missed assignments or assessments are the responsibility of the student to make up in a timely manner per our Make-up Policy.

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 assembly/chapel will constitute a verbal warning. Therefore, any subsequent dress code or grooming 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.

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.

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.

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 (K3-5th) will be allowed to have a cell phone at school either in their book bag or given to their Homeroom teacher. Phones must be powered off. Smart watches will be turned in during assessments at teacher discretion.

Middle School (6th – 8th) students will be allowed to have a cell phone at school, but it must be placed in container with their Homeroom teacher. Phones must be powered off. Smart watches will be turned in during assessments at teacher discretion.

High School (9th-12th) 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. **Smart watches must be placed in the cellphone holder during assessments.**

Phones/smart watches must be turned off during 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 STUDENT in violation of the above stated cellphone/smart watch policies will be subject to the following discipline:

1st Offense: Phone/smart watch is confiscated and warning issued. Parent is called by administration and the student may retrieve the device after school.

2nd Offense: Phone/smart watch is confiscated and will result in a Detention, the parent/guardian is called, and the parent/guardian must retrieve the device from administration.

3rd Offense: Phone/smart watch is confiscated and 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 is not responsible for lost, stolen, or broken devices.

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.

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 calendars days form 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.

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.

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.

IMPORTANT

Students are not to remain in the building OR ON CAMPUS after school hours unless they are under the direct supervision of a teacher, sponsor, or coach.

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.

Enrolled families are 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 and safe 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.

DAILY BUS TRANSPORTATION

Daily Bus Transportation is available on a first-come, first-served basis and on availability.

Bus Registration Fee is due with Bus Registration forms, bus registration will not be complete without both form and fee submitted to the business office. Billing is over 12 months, June to May. A student's seat will not be assigned until the process is fully completed and please note that bus seats are not reserved from the previous school year.

Route 1 & 2 (SUMTER)

7:05 am & 3:20 pm Willie Sue's (corner of Patriot Pkwy & Loring Mill Rd)

7:20 am IGA (corner of McCrays Mill Rd. and Pinewood Rd)

3:00 pm Family Dollar (corner of Rte. 15N & Wadford St behind Piggly Wiggly)

No one will be left at Family Dollar without a parent there to pick them up. The student will be transported to Willie Sue's for pick up.

Route 3 (SUMTER)

7:05 am & 3:15 pm Porter's Grocery

7:14 am & 3:05 pm Promise Land Ministries (across from Concord Baptist Church on 378)

7:25 am & 2:55 pm Zoar Church

Route 4 (SUMTER)

7:25 a.m. & 3:05 pm Bethel Church on Bethel Church Rd

Route 5 (SHILOH, TURBEVILLE, SARDINIA)

PLEASE NOTE: THERE IS NO SUBSTITUTE DRIVER FOR ROUTE 5. If

circumstances arise and Mrs. Jans is unable to drive the bus on a given day, parents will need to provide transportation to and from school on that day. Mrs. Jans will contact parents in a timely manner to allow them to make alternate plans.

7:00 am & 3:15 pm Pleasant Grove Church

7:10 am & 3:05 pm Ball Park

7:25 am & 2:55 pm Sardinia Presbyterian Church

Route 6 (SUMTER)

7:20 am & 3:05 pm IGA (corner of McCrays Mill Rd & Pinewood)

LUNCH

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 cafeteria, the only option is to bring your own lunch with you to school.

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.

Because Laurence Manning is a closed campus, students (except seniors*) are not allowed to leave school during the day to eat lunch and return.

Light lunch, sandwiches, and snacks will be available. Milk, fruit juice, and soft drinks will also be available. A menu/price list will be communicated to students/families 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 \$15.00, the account will be suspended and your child will not be allowed to charge any items in the LMA Cafeteria. The 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.

***SENIOR LUNCH POLICY**

***Senior students**, with permission from their parents and administrative approval, are the only students allowed to leave the LMA campus for lunch.

DEVOTIONS AND CHAPEL

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.

SCHOOL VISITORS

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.

GRADE PARENTS

1. Class parents, who would also serve as PAT representatives, are needed in grades K3-3rd. Parent volunteers are needed in grades 4-12.
2. Class parents (K3-3rd) 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.

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.

HEALTH ROOM

The safety of our students, faculty, and staff is important to Laurence Manning Academy and we make every effort toward their safety and care. Although we are unable to provide professional medical treatment to ill or injured students, our faculty and staff members have received first aid, CPR, and AED training to assist until professional care arrives.

- Students who become sick will be sent (escorted if needed) to the school office or health room. The school secretary or health room attendant will telephone parents or guardians or the person listed on the student's contact/medical form.
- Students who are injured will be brought, if feasible, to the office or health room for care. If the student cannot or should not be moved, the teacher will use the fastest means available to notify the school secretary or health room attendant.
- The school secretary or health room attendant will telephone parents or guardians or the person listed on the student's contact/medical form. If it appears that professional attention is needed, EMS will be called to transport the student to the hospital emergency room.

MEDICAL CONDITIONS

It is essential that parent/guardians fully inform the school administration in writing of any health problem or medical condition that may require special care or precautions, so that we may place this information in the student's record. If a student is taking prescription medication a note must be sent to the office, regardless of whether the medication is administered at home or at school.

MEDICATIONS

The designated employee or employees assigned by the Head of School will be trained in the administration of and accounting for medications. All medication must be taken in the presence of the designated administrator or, for grades 3K – 5, the classroom teacher.

Students taking any type of patent or prescription medication must bring to school a permission slip signed by a parent or guardian or by a physician, specifying when and for how long the medication is to be given. **Students must give all medication to the administrator, school secretary, or to the classroom teacher immediately upon entering the building.** The medication will be securely stored.

It is the parents' or guardians' responsibility to ensure that the school has a supply of medication to be administered.

The school reserves the right to have any substance brought to school by a student analyzed.

If a student is taking prescription medication a note must be sent to the office, regardless of whether the medication is administered at home or at school.

IMMUNIZATIONS

All students must be in compliance with South Carolina law regarding immunizations.

Immunization requirements change frequently. We will pass on pertinent information to parents and guardians as we learn it.

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 all-call/e-mail/SMS (text) system.

We may 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 1240 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.

EMERGENCY DRILLS AND PROCEDURES

Laurence Manning Academy works closely with area emergency management to stay up-to-date with proper emergency procedures. For the safety of our students, faculty, and staff, the academy conducts tornado, fire, intruder, and earthquake drills to refamiliarize them with proper procedures to keep them safe in the event of an actual emergency. Faculty and staff also receive training on our emergency procedures at the beginning of each school year to refamiliarize themselves with the procedures and their responsibilities.

Fire

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. Teachers should have with them their class roster as well as Emergency Signal Cards (ESC) to communicate with their sweep team leader. Teachers should flash the appropriate Emergency Signal Cards after the fire drill or

actual emergency has taken place indicating to the sweep team leader if a student is missing, if they have an extra student with their group, or if all students are present. After the situation has been assessed, sweep team leaders will administer any help needed in the emergency situation. First aid will be given to any injured student or faculty member.

Tornadoes

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. On hearing the announcement/alarm, each teacher is to orderly evacuate to the safety area assigned to their classroom. Each student should take a hardback book with them to the safety area.

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, the student is to place his/her hands locked at the back of the neck.

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

The primary or alternative SWEEP person will check all classes in their safety zone, provide first aid for any injuries, and notify the emergency personnel for support. The sweep team will also check all buildings/classrooms and report to the Headmaster.

Once the danger has passed and at the instruction the Headmaster, Administrators will announce the ALL CLEAR over the loudspeakers, indicating if it is safe to return to the classroom or, if unsafe, to a safe designated alternate location.

Earthquakes

Unlike tornadoes, earthquakes occur without warning. Should we experience an earthquake at LMA, please students are instructed to (1) drop where they are onto their hands and knees, making oneself as small a target as possible; (2) student should COVER his/her head and neck with one arm and stay on his/her knees bent over to protect vital organs'; and (3) hold on until shaking stops.

When the shaking has stopped (or when the all-clear announcement is given) IMMEDIATELY and before exiting the room, the teacher will assess the area for damage and dangers and check to see if any students are injured. Help/First-Aid will be given to those with injuries, Ask responsible students to assist the lightly injured.

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

The primary or alternative SWEEP person will check all classes in their safety zone, provide first aid for any injuries, and notify the emergency personnel for support. The sweep team will also check all buildings/classrooms and report to the Headmaster.

Lockdown

Upon suspicion of, notification of, or **verification** of a suspicious or unknown person on campus, the school administration will come over the public address system/campus messaging system and announce to faculty/staff that an intruder has been verified on campus and that we are in intruder lockdown mode. Teachers will secure their classrooms and take specific steps covered in their Intruder/Lockdown training. Once the administration and law enforcement determine that all is safe, administration safety coordinator, and/or Law Enforcement officers notify faculty/staff of the all-clear.

CO-CURRICULAR

Laurence Manning Academy is committed to providing many opportunities to foster the development of the whole student, intellectually, emotionally, and spiritually. Our clubs, fine arts programs, and athletic programs are the perfect complement to our students' academic journeys, providing opportunities to grow outside of the classroom through performances, community service, and competitions at the local, state, and national level.

Clubs and Activities

LMA is excited to offer STEM instruction in our lower school K3-5th. Students participate in hands-on, real world experiments to develop the necessary skills for the 21st century. Students at all grade levels have the opportunity to explore their creative side through classes including art, music, drama, chorus, and dance programs.

The goal of club and organizational participation is to help students prepare to become leaders and change makers in an ever-changing world. We are proud to offer students the opportunity to participate in National Junior Honor Society, National Honor Society, Beta Club, Anchor Club, Red Cross Club, Pep Club, Fellowship of Christian Athletes, Middle School Student Council, Audio/Video Club, SwampcatTV, and High School Student Council.

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 1st vice-president from the junior class, a 2nd 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 9th through 12th grade. These officers are to be elected in a general election in April or May. The eligible voters will be from the rising 9th

through 12th 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:

- To promote the general welfare of Laurence Manning
- To represent the student body to the faculty and administration
- To make recommendations to the administration on such things as school clubs, extra-curricular activities, senior privileges, etc.
- To develop and present assembly programs/chapel
- 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, a Treasurer elected from the rising seventh grade class, and a Secretary elected from the rising sixth grade class. These elections will take place during May and prior to exams. Executive council officers must be passing all subjects, must maintain an overall average of no less than 80, must have an unblemished disciplinary record, must be in good standing in the business office, and must have administrative approval to run for and to hold an office.

Each grade shall be represented by an elected representative from each homeroom in grades 6-8, to be elected at the beginning of the school year (prior to Labor Day break). These representatives shall be nominated and elected from the sixth, seventh, and eighth grades in an organized meeting presided over by the homeroom teacher(s). Class representatives must be passing all subjects, have an unblemished disciplinary record, and must be in good standing in the business office.

A simple majority of votes will determine all elections.

All council members are subject to review 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.

Class/Club Fundraising and Disbursement Policy

Classes/Organizations throughout the school will conduct fundraisers to support the academic and extra-curricular activities that they may participate in as a class/organization. Examples of these activities include, but are not limited to: Class Trips, Miss LMA Pageant, school break sales, t-shirt sales, food sales, concessions, and any related project sales that are approved by the Laurence Manning Academy administration.

STUDENT TRIPS/ACTIVITIES

Student field trips are an important part of the Laurence Manning student's academic, leadership, and social experience and are strongly encouraged. All trips must be approved by the administration/headmaster and coordinated with Transportation Director.

Student family accounts must be in good standing in order to participate in trips and activities.

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.

(YOU MAY VISIT OUR ATHLETICS LINK ON OUR SCHOOL WEBSITE TO VIEW
THE
LMA ATHLETIC HANDBOOK)

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 Athletic office and at <https://www.scisa.org/blue-book.html>

SPORTS ELIGIBILITY

Laurence Manning offers a wide variety of varsity, junior varsity, B-Team, and cub sports to all eligible (academic, disciplinary, and financial) students. Cheerleaders are also an important part 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.

For a complete list of all athletic offerings, please refer to our athletic website and/or handbook.

In order to participate in athletics at L.M.A., a family must pay Booster Club athletic fees per child who participates in Cub, B-Team, Junior Varsity, or Varsity athletics.

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 offering of sports programs. 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 athletic fees for each student athlete as follows:

\$150 for contact sports requiring helmets throughout play (example: football/lacrosse)

\$125 for non-contact sports (example: tennis, cross country, etc)

\$ 50 for each additional sport played (for student participating in more than 1 sport)

\$65 for all Cub sports

NOTE: Athletic fees for each sport are due prior to the first practice. Student-athletes will not be allowed to practice until fees are paid to the athletics office.

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 authorized 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.

BUSINESS OFFICE AND FINANCES

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

1. Tuition is to be paid for 12 months on/or before the 10th day of each month, beginning June 1st. Tuition may also be paid in-full in advance of the start of the school year.
2. Tuition/fees are made payable to Laurence Manning Academy.
 - a) A late charge of 5% of the outstanding balance may be charged to all accounts not paid by the tenth of the month.
 - b) Should a person become delinquent on his account, 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) An applicable fee will be charged for returned checks.

3. Student report cards will be held, parent/student access to online reporting will be suspended, and student eligibility to participate in extra-curricular/athletics 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 or by visiting the school website (select LMA School Pay link).
6. Please bring to the school administrative offices (1154 Academy Drive, Manning, SC 29102) 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.

ENROLLMENT AND FEES

Each year in mid-February, LMA allows existing families (whose school accounts are in good standing) to pre-register and reserve their "seat" for the coming school year. In early to mid-March, LMA opens enrollment to new families. Once open enrollment begins, placements are filled with qualifying students (new and returning) on a first-come-first-served basis while there is availability.

Tuition and fees for each year are set by the Board of Directors. Fees include the following:

Registration Fees

Building Fee

Capitol Campaign

Instructional/Technology (grades 1-12) *includes iPad lease*

Lab Fee (those taking lab science in grades 8-12)

Technology Fee (grades K3-K5)

Materials Fee (grades K3-K5)

Snack Fee (grades K3-K5)

Bus Fee (for those using transportation services)

INTERNET AND TECHNOLOGY POLICIES

MULTIMEDIA 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. As it relates to Laurence Manning Academy, 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, TikTok, Twitter, and Microsoft Teams chat/messaging), will fall under the guidelines of school policy in regards to student discipline.

1. Students shall be courteous in all Internet postings related to or referencing LMA, other students or their parents, faculty and staff.
2. Students shall not use profane, pornographic, obscene, indecent, lewd, vulgar, or sexually offensive language, pictures, or graphics, or other communication that could reasonably be anticipated to cause a substantial disruption to the school environment.
3. Students or parents shall not use the school logos or other copyrighted material of the school on a personal social media site without express, written consent from the school.
4. Students shall not post identifiable images of faculty/staff or other students or student's family on a personal social media site without permission from the subject(s), student and the student's parent or legal guardian.
5. Students shall not use Internet postings to libel or defame LMA, the Board, individual Board members, administration, other students, or school employees.
6. Students shall not use Internet postings to harass, bully, or intimidate other students or school employees.
7. Students shall not post content that negatively impacts the classroom or the school setting.

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, except for appropriate/academic Microsoft Teams Chat with faculty.
6. Intentional disruption or sabotage of school electronic media.
7. Downloading and/or installation of unapproved programs, spy wear, or viruses.

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, e-mail, portals, educational applications; 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 school technology and e-mail, including but not limited to those expectations contained in school 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/application 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. 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.