



LOWCOUNTRY PREPARATORY  
SCHOOL  
COMMUNITY HANDBOOK  
2015-2016

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## Welcome from Head of Schools

Dear Lowcountry Students and Parents,

Private schools tend to involve a lot of rules. In mathematics, one must remember the order of operations: do work inside the parentheses, then multiply and divide working left to right, then add and subtract working left to right. In Latin, we must remember to use the genitive case to demonstrate possession and the dative case when dealing with indirect objects. In English, the pronoun must agree in gender and number with its antecedent. In French, we use “vous” both when dealing with the second person singular in the case of a superior and when dealing with more than one person. In science, we know that the volume of a gas varies directly with the temperature and inversely with the pressure. On and on go the rules.

This handbook, too, contains many rules. However, remembering one simple rule covers them all. That simple rule is the Golden Rule: treat others in the manner that you would like to be treated. Do you enjoy classmates who treat you well? If so, treat your classmates well. Do you enjoy hearing praise from your classmates? If so, praise your classmates from time to time. Consider taking the initiative. Instead of responding favorably to your classmates, how about being the first one to say hello, to relay a compliment, to open a door, or to share food or drink at lunch?

The Lowcountry community is your community. It is also my community. Ultimately, it is our community. How we treat one another defines our community. I say we treat one another very well, thereby ensuring a community that is downright enjoyable every day of the academic year. Let’s go, Marlins!

Respectfully,

Scott K. Gibson III  
Head of School

## Directory

Lowcountry Preparatory School  
300 Blue Stem Drive  
Pawleys Island, SC 29585

School Phone	843-237-4147
Lower School Fax	843-237-3572
Upper School Fax	843-237-4543

Lower School Office	Gina Augustino	101
Upper School Office	Liz Cook / Valerie Hensley	105
Head of School	Scott Gibson	105
Upper School Director	David Suber	107
Admissions Director	Jamie Prosser	102
Athletic Director	Iain Riddle	104
Business Office	Wendy Sessions	101

## **Board of Trustees 2015-2016**

### **Roles and Responsibilities of the Board of Trustees**

The School's Board of Trustees is a policy making body. It is the Board's job to establish the School's mission, to make sure the School is successfully fulfilling its mission, and to plan for the future well-being of the School. In addition to establishing School policies and long range plans, the Board is accountable for insuring the financial stability of the School. This includes responsibility for the School's operating budgets, capital assets, fund raising initiatives, and endowment. The Board hires, supports, and evaluates the Head of School but does not become involved in the day to day running of the School, nor does it serve as a source of second opinions regarding decisions made by the Head of School. The work of the Board is directed towards providing for the future of the School.

### **Officers**

Elizabeth McClary	Board Chairman
Hampton Peace	Vice Chairman
Joe Sandefur	Secretary
Treasurer	John McMillen

### **Trustees**

Randy Chapman  
Ross Lenhart  
John Manning  
Charles O. Nation, II  
Linda Ray  
Stacey Smith  
Tonia Speir

## **Mission**

Lowcountry Preparatory School with its coeducational, K-3 through 12th grade program excels at preparing students for college, for leadership, and for life. Our attentive, intellectually stimulating community provides a demanding curriculum — academic, artistic, athletic, and service to others. Based on our Judeo-Christian heritage, we challenge our students to become informed, bold, resourceful, resilient, and ethical global citizens. We expect our graduates to shape a changing world.

## **Philosophy**

Teachers and students are valued as individuals within the greater community; where philosophical, intellectual, athletic, and physical differences are respected and talents are nurtured; where success and honest effort are recognized and failures become instructive; where judgments are tempered with compassion and achievements with humility; where privilege accepts responsibility; where education is not an end in itself, but a means to the individual's fulfillment as a contributing member of a greater world community; and where students assume appropriate responsibility for their schooling.

## **IB Learner Profile**

The aim of all IB Programs is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. As IB Learners we strive to be:

**Inquirers:** We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

**Knowledgeable:** We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

**Thinkers:** We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

**Communicators:** We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspective of other individuals and groups.

**Principled:** We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

**Open-Minded:** We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**Caring:** We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

**Risk-Takers:** We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**Balanced:** We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

**Reflective:** We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and professional development.

## **Citizenship**

The development of proper character and citizenship is an important part of the School's mission. We require all students to conduct themselves in a manner which reflects the values and ideals of the School. Attendance at Lowcountry Preparatory School is a statement of acceptance of these principles by students and parents alike. Every student at Lowcountry Preparatory School is expected to contribute to a safe, clean, and healthy

environment for themselves and school employees. Each grade level at Lowcountry Preparatory School is assigned cafeteria cleanup duty once a month under the guidance of their class advisor.

### **Parental Responsibility**

By enrolling a student in Lowcountry Preparatory School, parents are expressing a belief in the philosophy and expectations of the School, as well as the professionalism of its faculty and administration. We expect parents to reinforce and support the School's rules pertaining to academic expectations and behavior.

### **Statement of Diversity**

At Lowcountry Preparatory School, we view diversity as a positive aspect of our lives and an essential aspect of education. The students, staff, parents, Board of Trustees, and friends of the School recognize and respect the fact that diversity exists in the languages we speak, the colors of our skin, our gender and age, the traditions we observe, the structure of our families, the financial and educational resources in our families, and the special needs we may have. We believe that our separate heritages, beliefs, and choices of expression help to define us as individuals, and that our commitment to learning about one another and the larger world unites us as a community. Lowcountry Preparatory School assumes an ongoing responsibility to act as part of a larger community. In our recruitment of families, faculty, and staff, we strive to create a community whose members reflect the diversity inherent in our geographic area, as well as the world. In our curriculum, assembly programs, special events, guest lectures, and extracurricular activities, we work to further our commitment to diversity. We view the family as the primary source of traditions, celebrations, and values for students. The role of the School is to affirm that each individual has a distinct identity and to help students appreciate their own identities and those of others. We believe that the education we provide will enable students to value themselves while preparing them to participate with pride and confidence in a rich, complex society. We recognize that working to provide such an experience requires dedication and an ongoing commitment of time, energy, and resources. Lowcountry Preparatory School is a place where students can listen, question, challenge, probe, and thereby make sense of their world. When students graduate from the School, we hope they will carry with them a strong sense of their identity, a willingness to see the common threads, which run through all our lives, and a high regard for the value and breadth of differences.

## **Chapter One: General Information**

### **Enrollment**

In all cases, the School will evaluate each prospective student relative to the likelihood of success in our program. This will be accomplished through the interview process, testing process, review of recommendations, standardized test scores, and student transcript. Students interested in enrolling in our K5 class should note our 5 year old birthday cut-off date of September 1<sup>st</sup>. This cut-off date may apply for all grades.

### **Tuition**

The school must rely on cash flow to meet its monthly obligations in a timely manner. Prompt and timely remittance of tuition is critically important. As the contract states, no report cards will be distributed nor exams written when tuition is in arrears.

### **Financial Aid**

The purpose of financial aid is to offer students who demonstrate financial need an opportunity to attend Lowcountry Preparatory School.

The following guidelines constitute the policy governing the consideration and granting of financial assistance. All of these guidelines must be met before the school can consider a request. **The process is confidential:**

1. A student must be accepted and enrolled.
2. An application with the School and Student Service for Financial Aid (SSS) must be submitted, along with IRS forms 1040 and W-2, before a request is considered.
3. Students who receive financial aid must, in the judgment of the Head of School:
  - a. make a commendable effort academically
  - b. be in good standing academically
  - c. make a positive contribution to the school
  - d. have good character and a positive record of deportment
4. All accounts must be cleared from the previous year.

### **Parental Covenant**

Lowcountry Preparatory School believes that a positive and constructive partnership between the school and a student's parents or guardian is essential to the fulfillment of the School's mission. For this reason, Lowcountry Preparatory School reserves the right not to continue enrollment or not to re-enroll a student if, in the sole opinion of the school administration, the actions of the parent or guardian make such a positive, constructive relationship impossible, or otherwise interferes with the school's accomplishment of its educational purposes.

### **Contractual Obligations**

Parents/Guardians: When families enroll for the coming academic year, the contract is clear regarding one's financial responsibilities. All re-enrollment contracts are valid unless the person financially responsible writes to the Head of School regarding their intent not to attend before June 1st.

### **Attendance**

The single most important factor in ensuring academic success is prompt and regular attendance. For this reason, absences from school for any reason are discouraged. Parents must notify the school office if a child will be absent. The school is supportive of our students who are excelling in talents outside of our curriculum and athletic schedule. Extended departures must be communicated to the student's advisor and teachers so that an academic plan is in place for the missed days. The student is responsible for all assignments and material covered during his or her absence. Family trips should be scheduled during the vacation days allotted in the school calendar. Special trips to attend a family wedding, for example, are understandable; however, parents should weigh the disruption of missed class time against the benefit of the event before signing their child out from school.



All class work and tests must be made up within a week of the absence. Parents need to arrange for student work to be picked up during the absence. The main office keeps attendance records for each student. Parents may be asked to provide medical documentation for absences. Upper School students who accumulate more than twenty absences in a course for any reason, (including doctor visits and family emergencies) may be in jeopardy of failing the course at the discretion of the faculty in consultation with the Division Head and the Head of School. Any student who misses more than 10% of classes may be subject to retention. Repeated attendance problems will result in a parent conference and an individual action plan that may include disciplinary action, forfeit of privileges, loss of credit for coursework and probation.

### **Tardiness**

Students who report to school after the 8:00 bell will be considered tardy from school in addition to their first period class. Parents, please make an effort to get your child to school prior to the early bell at 7:55, so that they have time to get settled prior to the beginning of first period. Students are to enter and exit through the main doors and not the side entrances. If they enter after 8:00, they should get a pass from the main office.

**1-3 Offense:** Warning

**4<sup>th</sup> Offense:** 1 hour detention and parent contact

**5<sup>th</sup> Offense:** 1 hour detention and parent conference

**6<sup>th</sup> Offense:** 1 2-hour Saturday work detail and loss of driving privileges for 2 weeks

**7<sup>th</sup> Offense:** 2 2-hour Saturday work details and loss of driving privileges for the semester

**8<sup>th</sup> Offense:** 1 day OSS

**9<sup>th</sup> Offense:** 3 days OSS

**10<sup>th</sup> Offense:** Violation of this policy greater than 9 offenses is considered an act of defiance and the student will be recommended for long-term suspension or exclusion

### **Excusals**

Any student who needs to arrive at school after the normal starting time or needs to leave school for an appointment during the school day must bring a note to the main office in the morning. Students are not allowed to sign themselves out of school. A parent must communicate with an administrator by text or e-mail prior to the child's departure from campus. Communication made directly between a student and parent is not sufficient for the school to authorize the absence. An administrator will be at the front desk from 8:00 until 3:00 to handle most permissions. Parents and students must ensure that the sign-out sheet is completed and initialed by an administrator before the student departs. Any absence without both parental permission and an initial by an administrator on the sign-out sheet will be considered unexcused. The school administrators determine whether an absence or a tardy is excused or unexcused. On their first day back to school after an absence due to illness, students are to bring a note from a parent or doctor to the main office to explain the absence.

### **First Aid**

**Should any student or adult lose consciousness or become unresponsive on campus or at an off campus event, our policy is to call 911 as quickly as possible. Any adult member of the school community should not hesitate to call 911 under these circumstances.** Should something truly life threatening or unknown be happening, we want to have professional care for the individual as quickly as possible. The Head of School or Division Head should be made aware that a call has been placed. If during the day a student is injured or in any way does not appear well, faculty are to contact the parent or guardian and notify the division director. The faculty is not to make any medical assessments beyond basic first aid, nor should any faculty member administer medicine. Students must have a valid prescription and a signed note from a guardian granting the student permission to self-administer any medication, including over-the-counter medicine.

### **Illnesses**

We seek to keep all of our students, faculty and staff healthy and safe. A current State of SC Certificate of Immunization is required of all students.

If anyone has been exposed to a contagious disease, they must notify the School of the exposure immediately. If a child shows any of the symptoms listed below, the parent will be contacted and asked to come immediately and get the child. In addition, if these symptoms are observed at home, we ask that you keep the child out of school. In all cases a child should not return to school for 24 hours past their last symptomatic episode (fever breaks, etc.) Many times children are symptom free in the morning, just to have the symptoms return in the afternoon. A doctor's note stating a child is able to return to school may be required.

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

### **Lice Policy**

Lice are not an uncommon occurrence in school settings. Any child with lice must stay home until the situation is remedied. This is considered an excused absence and the school will work cooperatively with the family to see that all work is made up and that the transition back to school is a smooth one.

### **Allergies**

With the growing number of students who experience allergic reactions to various foods and materials, the School will notify parents on an annual basis of those items that will be restricted from campus. If your student has a specific need, please notify the administrative assistant in the appropriate division.

### **Car Seats**

According to the South Carolina Department of Public Safety, amended section 56-5-6410, all students who are six years of age and/or under 80 lbs or less will be required to travel in a child passenger restraint system (car seat). If your child does not have a car seat when field trips are scheduled to leave, the parent will be called and asked to pick the child up from school. This is South Carolina law mandated for the safety of all school children.

### **Emergency Announcements**

The school will post school closure information on the website and send information via Marlin Mail regarding the school's unscheduled opening and closing. Generally, the school follows the public schools regarding weather cancellations but may make exceptions from time to time. Additionally, the school will make emergency announcements on the following television stations.

#### **Myrtle Beach**

WPDE (ABC)

WBTW (CBS)

WMBF (NBC)

#### **Charleston**

WCIV (ABC)

WCSC (CBS)

WCBD (NBC)

### **Fire, Storm and Emergency Drill Procedures**

Fire and tornado drills will be conducted at various intervals during the school year. The first one of each will be announced to facilitate practice of procedures.

### **Fire Drills**

SIGNAL—CONTINUOUS SHORT RING OF THE BELLS AND SHORT BLASTS ON THE AIR HORN. When safety allows, faculty are to take roll books, close the doors to the classrooms, and turn out lights. Faculty members are to lead students to designated areas. Students are to be silent during drills. Faculty members are to check roll. It is imperative to follow all these procedures; drills must be as “real-life” as possible.

### **Tornado Drills**

SIGNAL—CONTINUOUS RING OF THE BELLS AND CONTINUOUS BLAST OF THE AIR HORN. Students in the annex will take cover in Bldg. 100 and Lower School students should proceed to (if in the annex or open area of campus) or remain in Bldg. 100. Middle and Upper School students should proceed to (if in the annex or open area of campus) or remain in Bldg. 400. Students in the gym should proceed to the boys’ locker room. **No one may be in the annex classrooms during the drills.** Students must be silent during these drills and assume the proper position. Parents are strongly encouraged to stay off the roads and leave their child/children in the safe environment of the school building in the event of an actual tornado warning.

### **Lockdown Drills**

SIGNAL – LONG CONTINUOUS BLASTS ON THE AIR HORN (7-10 seconds.) **At the observation of any unusual or potentially dangerous behavior, anyone should call 911 and report the concern.**

Administrative staff will telephone the portable classrooms for notification. Administrative staff will use walkie-talkies for communication.

### **Lock Down Procedures**

1. Lock door
2. Tilt blinds slightly
3. Tape paper over the window in the door
4. Have students sit quietly in small groups in different locations in the room.

The “all clear” signal will be two short air horn soundings followed again by two short air horn soundings.

### **Master Calendar**

The school keeps a master calendar for all school events posted on the website. Any changes to the master calendar will be announced under “News” on the website and disseminated via Marlin Mail. All events and special functions must be cleared on this calendar to avoid conflicts.

### **Daily Schedule**

#### **Lower School**

Monday – Friday

K3- K4 (half day)

8:00 School Begins

8:05 Late

12:00 Dismissal

Monday – Friday

K5 – 5<sup>th</sup> Grade

8:00 School Begins

8:05 Late

2:50 Dismissal

## Upper School

Monday – Friday

Warning Bell	7:55
Late Bell	8:00
1 <sup>st</sup> Period	8:00 – 8:55
2 <sup>nd</sup> Period	8:58 – 9:53
Homeroom	9:56 – 10:06
3 <sup>rd</sup> Period	10:09 – 11:04
4 <sup>th</sup> Period	11:07 – 12:02
Lunch/Study Hall A	12:04 – 12:34
Lunch/Study Hall B	12:34 – 1:04
5 <sup>th</sup> Period	1:07 – 2:02
6 <sup>th</sup> Period	2:05 – 3:00
Dismissal	3:00
Extra Help	3:00 – 3:30

### Extra Help

Every faculty member is required to be available for academic extra-help to assist students from 3:00-3:30 p.m. Monday through Friday. At times, especially in the Upper School, faculty and students may elect to meet during lunch/study hall or before school. Meeting with students during these times, does not preclude being available from 3:00-3:30. Faculty members should remain in their rooms during the extra help period unless the faculty member is involved in a prior school commitment or has an extenuating circumstance. While it should be the student's responsibility (in the Upper School) to seek extra help, if a student is struggling with a topic or skill it becomes the instructor's responsibility to seek out the student and notify the parent that extra help is available.

### Homeroom

Upper School students will go to their advisor's classroom for homeroom. They are allowed to eat a light snack with the advisor's permission and are expected to clean up after themselves.

### Lunch

Lunch is an integral part of the school day and provides the respite and nourishment to complete the day with measured success. Students may bring lunch from home at the start of the school day or order lunch from the menu provided by the school. **Students are not allowed to leave campus for lunch or to order food to be delivered.** Those students not purchasing lunch from the school menu should bring lunch with them in the morning. In all grades K5 -12<sup>th</sup>, lunch will be eaten in the Marlin Café and adjacent patio. All students will be assigned lunch clean-up duty to ensure that the Marlin Café is cleaned, sanitized, and prepared for the next meal.

### Assemblies

During the school year, all students and faculty are required to attend a designated assembly: chapel, guest speaker or special program, induction ceremonies, senior speeches, etc. Parents, grandparents, and guardians are always welcome. The Chapel program is nondenominational in character and seeks to inculcate timeless values of compassion, trust, honesty, fair play, kindness, and the like. At a minimum, the Upper and Middle Schools have Chapel or Assembly twice a month led by the Head of School, guest of the school, a faculty member, or a student. In the Lower School, a character lesson is held each day by a grade level teacher and their students. School uniforms are required to be worn on assembly/chapel days.

### Ceremonies

*Lower School Moving Up Ceremony:* The students and faculty in K3 - K5 and grades 1-5, will attend and parents are cordially invited. Grade 5 students will officially move up to the Middle School. All Lower School students and faculty are required to attend, parents are cordially invited.

*Middle and Upper School Awards Ceremony:* All Middle and Upper School students and faculty are required to attend; parents are cordially invited.

*Graduation:* Seniors will conclude matriculation at the School with the Commencement exercises. All faculty members (K-12), and students in Grades 9-11, are required to attend. All students, parents, and guests of seniors are invited to graduation.

### **Graduation Week**

Graduation is the pinnacle of one's matriculation at Lowcountry Preparatory School. The School makes every effort to see that this is a memorable experience through the following events. All faculty, staff and Upper School students are expected to attend graduation ceremonies.

- Baccalaureate Service (graduates and their families only)
- Awards Ceremony
- Graduation Ceremony

### **Aftercare & School Hours**

Parents should not bring students to school prior to 7:45 a.m. as no supervision is available.

**K3 - K5** Enrichment activities are offered in grades K3-K5 from 12:15 p.m. until 5:00 p.m. A rate schedule is available in the Lower School. Late departures are also available for grades 1-5 from 3:00 p.m. to 5:00 p.m.

### **Visitors**

It is imperative for student safety that all visitors sign in at the main office of Building 100 or Building 400 and receive a visitor's badge. **Parents, please respect the importance of uninterrupted class time by not going directly to classrooms or locker areas.** If you need to speak to a teacher during the school day regarding a professional matter, please allow the office personnel to make these arrangements for you or contact the teacher outside of school hours. E-mail is the preferred method to make initial contact with a teacher as direct phone calls and texts interrupt class for everyone present.

### **Parking**

The lot adjacent to the north side of the gym is reserved for faculty. Students are allowed to park in the gravel lot at the north end of campus. Visitors should park in the spaces in front of the Marlin Café. Parents, please do not park in the front circle as it impedes traffic flow and must remain open for emergency response vehicles.

### **Traffic Flow**

- There should never be two lines of traffic entering from Blue Stem or Petigru. These roads must be for exiting, as well as entering.
- Please do not pull around cars in the single line at the buildings as this presents a danger to pedestrians on campus.
- Please do not park in the center (unpaved) area to drop-off or pick-up students.
- If you wish to enter one of the buildings in the morning, park in front of the gymnasium **Please do not leave your car unattended in the line as this impedes traffic flow and turn off the engine of your car when you are not in the driver's seat.**
- Faculty, parents and student pedestrians should use walkways and crosswalks between buildings, not the central road area as footpaths.

*Procedure 1 – Cars dropping off or picking up only Lower School, K4 and K5 students:*

- Cars enter the campus from Blue Stem; form a single line for Lower School students in front of Building 100. After drop-off or pick-up, proceed directly to the rear exit on Petigru Road.

- During afternoon pick-up, students will arrive simultaneously in the porch area of Lower School building (K4 at 12:00 p.m.; Lower school students at 2:50 p.m.).

*Procedure 2 – Cars dropping off or picking up only Middle and/or Upper School student(s):*

- Enter campus from the rear entrance (Petigru Road), form a single line in front of the Middle/Upper School building. After drop-off or pick-up drive with great care across the lot to the Blue Stem exit.

*Procedure 3 – Car dropping off or picking up students from both Lower School and/or*

*Middle and/or Upper School buildings:*

- Follow procedure 1 or 2 depending on which age student is to be dropped off first. Then proceed to carefully cross the parking lot and enter the drop-off line of the other building.

*Procedure 4 – K3 Car dropping off or picking up:*

- K3 parents must park in the parking lot and escort students to and from their classrooms. Do not park along the driveway as it causes congestion and blocks sight lines for observing pedestrians on campus.

### **Student Drivers:**

Student drivers should abide by the same campus regulations for safe driving and campus speed limits (10 MPH). Student driving on campus is a privilege and will be suspended for careless/reckless driving or speeding. Driving privileges will also be suspended if patterns of tardiness develop. Car audio equipment should be for the enjoyment of the driver and passengers and should not be loud enough to hear beyond the confines of the vehicle.

### **Directory**

A directory of Lowcountry students and their families is produced each fall. The directory includes addresses, phone numbers and email addresses for each family. This directory is a copyright of the school and is intended only for use by members of the Lowcountry family for purposes of school related or personal correspondence. Reproduction or use for commercial purposes is expressly forbidden.

## Chapter Two: Academics

### Credits

Typically, a student must take five core academic courses and one elective course in a given semester. Students must earn a minimum of 24 credits. Each full year academic course is equal to one credit. A half-year course is equal to one-half credit. Only one credit is given for a course (i.e., repeating a course a student has already passed will not earn a second credit) except for select courses as designated in the Lowcountry Preparatory School Curriculum Guide.

### Graduation Requirements

Students who graduate from Lowcountry Preparatory School must meet the following curriculum requirements or the equivalent high school credit requirements. The courses listed by name in parentheses represent the minimum SCISA requirements:

English (American Literature, British Literature, World Literature)	(4)
History & Social Science (U.S. Hist., Euro. Hist., U.S. Govt. (.5)/Econ.(.5))	(4)
Math (Algebra I, Geometry, Algebra II)	(4)
Science (Physical Science, Biology, Chemistry or Physics)	(4)
Foreign Language (minimum of two units in the same language)	(3)
P.E & Health	(1)
World Religions	(.5)
Electives	(3.5)
<b>Total</b>	<b>(24)</b>

### Other Requirements:

- Perform eighty hours (80) of community service over the course of the Upper School years, beginning in Grade 9
- Complete a research project culminating in a research paper and presentation
- Apply and be accepted to college

More details on specific course requirements can be found in the Lowcountry Preparatory School Curriculum Guide. The Head of School reserves the privilege of amending graduation requirements when previous school attendance makes acquisition of the above requirements impossible.

### Grading Scale

The grading scales for students in Grades K3-12 are as follows:

#### *Grades K3*

Students will receive feedback on where they perform relative to developmental expectations.

#### *Grades K4-K5*

Student will receive either an S - Satisfactory or N – Needs Improvement on his/her enrichment class report

Other areas will be evaluated as follows:

M – Meeting Expectations

I – Improving

N – Needs time to Develop

#### *Grades 1 and 2*

Grade: A (admirable), S (satisfactory), or N (needs improvement)

Work Habits and Social/Emotional Development: S or N

#### *Grades 3 and 4*

- A Academic Excellence
  - B Superior Performance
  - C Acceptable Performance
  - D Needs Improvement
  - F Unacceptable Performance
- Conduct notation: S, N, or U

*Grades 5 thru 12*

Upper and Middle School will follow the South Carolina Uniform Grading Policy for the calculation of grades. Grading scales and notations may be revised as appropriate to the school mission with timely notification to parents and students.

Grade: A = 93-100      B = 85-92      C = 77-84      D = 70-76      F= 69-below

**Academic Averages**

Grade point averages are computed to the thousandth of a point and reported at the hundredths. Progressively computed grades indicate the final average that goes on all permanent records as detailed below:

- No grades may be above 100.
- All assignment grades must be reported in whole numbers.
- In the middle and upper school, semester exams constitute 20% of the semester grade and nine-week quarter grades count 40% each.
- Whole unit, or annual course grades are the average of the two semester grades.
- Final semester averages resulting from a re-taken final exam will be recorded as no higher than a 70%.
- IB/AP and Dual Credit courses will be awarded 1 point in accordance with the South Carolina Uniform Grading Policy for purposes of weighted averages and class rank (valedictorian and salutatorian) only.
- Honors courses will be weighted .5 points in accordance with the South Carolina Uniform Grading Policy for purposes of weighted averages and class rank (valedictorian and salutatorian) only.

**Class Rank**

Class Rank for senior class valedictorian and salutatorian is determined through the final Progress Report to include final exam grades. These final grades are averaged with the previous three-yearly averages for grades at Lowcountry Preparatory School. Class rank is determined by using weighted grades. The students with the highest and second highest average will be valedictorian and salutatorian, respectively. Students must be enrolled at the school during their Junior and Senior year in order to be considered for valedictorian or salutatorian. Students who earn this academic honor must also be in good standing with regards to conduct and be representative of the goals and mission of the School.

**Honor Roll**

In those grades determined appropriate by the faculty, students' assignments and tests are graded numerically and students may be identified as achieving Honor Roll status. Honor Roll will be calculated at each marking period and with and with an end of the year honor award.

**A Honors:**                      All grades 93 or better  
**A/B Honors:**                  All grades above 85

**Honors Credit**



Lowcountry Preparatory School's Upper School curriculum is designed to prepare our students to succeed at the collegiate level. Our standards meet or exceed those recommended by the South Carolina Independent School Association (SCISA) and the South Carolina Commission on Higher Education. In the majority of disciplines, our standard track aligns itself with the "honors" track of near-by South Carolina public schools. With this in mind, the following courses are designated "honors" courses when taken in their respective year:

8<sup>th</sup> Grade--Algebra I, Physical Science, English I, French I/Spanish I, Ancient History  
9<sup>th</sup> Grade--Geometry, Biology, English II, Modern European History, French II/ Spanish II  
10<sup>th</sup> Grade--Algebra II, Chemistry, English III, Govt/Econ, French III/Spanish III  
11<sup>th</sup> Grade--Pre-Calculus, Environmental Science, English IV, US History, French IV/Spanish IV  
12<sup>th</sup> Grade--Calculus, English V, Physics, French IV/Spanish IV

Titles on transcripts and report cards for these courses will be designated with an "H for "Honors" and weighted grade point averages (GPA) will be adjusted by an additional (.5) for each honors class.

### Exams

*Exam review:* In the Middle (7<sup>th</sup> and 8<sup>th</sup> Grades) and Upper School, faculty prepares students for exams through class review and study guides as appropriate. The two school days prior to exams are traditionally reserved for this purpose. Students should make every effort to come to the review sessions prepared with questions for clarification.

*Exams:* Exams are given at the end of each semester for students in Grades and are designed to last two hours. Exams count 20% of the semester grade.

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

*Exemptions:* Enrollment and completion of an AP course and exam **does not** exempt a student from the second semester exam. Seniors who have an A average (93 or higher) in a year-long course may be exempted from the second semester final exam if recommended by their instructor for the course, in good academic and conduct standing, and approved by the Upper School Director. The rationale being that seniors going into their last set of final exams cannot "lose" an A based on their performance on the spring exams. The following formula will be used to calculate the final grade:

$$40\%MP1 + 40\%MP2 + 20\%Sem\ 1\ Final\ Exam + 50\%MP3 + 50\%MP4 \geq 93$$

Otherwise, the final exam must be taken and the regular grading formula applies.

### Standardized Testing

Students take a variety of standardized tests as follows depending on their grade level.

- Stanford Achievement Test: Students in Grades 1-8 (March 7-11)
- Preliminary SAT (PSAT): Students in Grades 8-11 (October 14)

SAT and ACT Testing is at the heart of the college admissions process. We recommend that students take both tests. Below are the school codes:

SAT SCHOOL CODE: 411588

You may find more detailed information and register on line: [www.collegeboard.com](http://www.collegeboard.com)

ACT SCHOOL CODE: 411588

You may register on line: [www.act.org](http://www.act.org)

## **Report Cards**

Progress reports are reported at the end of the first quarter marking period and the third quarter marking period. Semester grades and final unit grades are reported at the end of the second and fourth marking periods. Grades are determined for each semester in the Lower School by averaging both quarter term grades. The yearly grade is determined by averaging the two semester grades. In the Middle and Upper School, the following formula will be applied:

$$40\%MP1 + 40\%MP2 + 20\%Semester\ 1\ Final\ Exam = Semester\ I\ Grade$$
$$40\%MP3 + 40\%MP4 + 20\%Semester\ 2\ Final\ Exam = Semester\ II\ Grade$$

The overall unit grade is the average between the two semester grades. In the Middle School, the sixth graders do not take final exams; their year-end grade is the average of the four marking period grades.

## **Advisors**

To honor our commitment to know and value each student, every student in the Middle and Upper Schools is assigned to a faculty advisor. Such a relationship provides students with the support and encouragement that will help them achieve their fullest potential. Advisors also act as the point person at school for their advisees; parents are encouraged to speak with their child's advisor if there are concerns.

Advisors and their advisees meet Monday – Friday during homeroom (9:56 – 10:06) for attendance (homeroom attendance will be used for daily attendance records), daily announcements, dress code compliance, and informal group dialogue. In addition to these daily meetings throughout the school year, the advisors meet individually with their advisees each quarter to review academic progress and to discuss any topics of concern. In addition to academics, advisors are responsible for recording student community service hours, and progress on the senior project. Advisors, parents and students are reminded that in most cases, their teachers and advisors are not trained guidance counselors and are limited in the non-academic counseling they can provide. Even though we are a close and compassionate community, advisors are reminded to not discuss personal matters beyond their comfort zone and professional training.

## **Engrade**

Each student has an Engrade account, essentially an on-line grade book, in which parents and guardians can track their child's assignment grades as teachers enter them. Frequent review of a student's Engrade account is the quickest way for parents and guardians to check in real time their child's current grade in a particular course.

## **Communication**

The School encourages open communication between students, teachers, and parents. Students are expected to seek out their teachers for clarification on assignments, explanations of grades, and extra help. Teachers post syllabi, assignments, due dates, and other relevant class information on Chalk Talk. Teachers are expected to keep their Chalk Talk page current; students are expected to review their teacher's Chalk Talk on a regular basis. Parents should also be familiar with Chalk Talk and review the Chalk Talk pages of their child's teacher. Chalk Talk and Engrade are the two most important portals for students and parents to track their progress. After checking Engrade, parents should feel comfortable contacting teachers and advisors directly. So as not to interfere with class time, e-mail is preferred method for initiating a dialogue either by phone or conference. As deemed necessary by any party involved, parent-teacher conferences may be scheduled at any point in the year. Conferences may or may not include the student, but should include both the teacher and advisor along with the parent or guardian.

## **Parent Conferences**

It is the philosophy of the school that parent-teacher conferences can be held at times arranged by faculty and parents throughout the academic year. Parents are encouraged to call the school to set up an appointment with

individual faculty or all faculty of a student whenever there is a concern. Faculty members are also encouraged to contact parents for a phone conference or appointment when deemed necessary. It is essential to notify parents in advance of progress reports or formal term reports if the student is failing a course or a course grade has significantly dropped from the last report.

### **Grievances**

When any educational institution seeks to bring faculty, parents and students into the same philosophical tent regarding the plethora of activities from academic and artistic to athletics and extracurricular, concerns are bound to arise. Parents or students who have a concern should first talk to the teacher or coach directly involved about the issue. It is at this level that the majority of issues should be resolved. If the issue is not resolved, the next step would be to go to the advisor. In unusual cases, the Division Head may become involved. After the Division Head has been consulted regarding any concern and the matter still has not been addressed to the satisfaction of the parties involved, the party or parties may schedule a meeting with the Head of School. The Head of School is the final arbiter regarding concerns stemming from the daily operations of the school.

### **Incomplete Grades**

Occasionally, due to illnesses or other unavoidable circumstance students do miss school. If a student does not have a final term grade because of missed assignments, an "I" (incomplete) is recorded. All "incompletes" must be cleared by the end of the ensuing term. Faculty comments to the parents should indicate how and when the "I" will be removed. The sooner this can be accomplished, generally the better the student's grade.

### **Late or Missed Work**

Assignments are due as stated by faculty; in the Middle and Upper School missed assignments may be recorded as zero at faculty discretion. Late assignments not because of an *excused absence* may receive a reduced grade or a zero in the Middle and Upper School at the discretion of the instructor and as appropriate to age and grade. Lower School faculty will set their own policies.

### **Academic Probation**

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

### **Academic Dismissal**

Students who wish to continue at the School must successfully complete the academic school year. A student who earns a failure in any course stands in jeopardy of not being able to return the following year. All failures must be made up prior to graduation, preferably in an approved summer school course immediately following the failed course. Courses taught outside the school by other than the School faculty may be accepted when taken in a traditionally accredited school environment.

### **Transcripts**

To comply with federal law, the school must have a signed release before forwarding student records to individuals. Release forms are available from the main office or on the school website. Business office and library accounts must be current before records are released. There is no charge for regular mail delivery. Official transcripts will be sent directly to an institution, agency, employer, or other third party. Official transcripts may also be issued to students, for inclusion into admission packages, in sealed envelopes with a signature across the seal. Unofficial (no signatures or school seal) transcripts will be released directly to students/parents for personal use. In accordance with the State of Carolina Department of Education, weighted GPAs will conform to the SC UGP GPA scale. In addition, a 4.0 GPA, unweighted, will be included using the College Board universal 4.0

scale. Transcripts and/or records will not be released if the student has outstanding books or if there is a tuition balance due.

### **College Advising**

Choosing the right college is an important and exciting process. The mission of Lowcountry Prep's college advising program is to help students and their parents navigate the college decision-making process. With a clear understanding of roles, and careful planning and research, this seemingly overwhelming process can be a meaningful and less stressful endeavor. A successful college counseling program depends on a coordinated effort among the students, the parents, and the School as we all seek to find the best matches in colleges for students and families.

### **Homework**

In a college preparatory school, homework is a critical underpinning. Students should expect homework every night in most subjects. Homework should be age and grade appropriate. Two to three hours of homework in the Upper School is considered the norm. In the Middle School it should be approximately an hour and a half to two hours in grade 6 and between two hours and two and a half hours in grades 7-8. This is expected to be the norm, not including preparing for tests, extra reading or when a major project is due. In the Lower School, beginning with Grade 1, homework may increase in 15 to 20-minute increments per grade.

Homework serves valuable purposes in that it provides students the opportunity to:

- reinforce the lesson taught;
- think independently and to question;
- acquire academic self-discipline and responsibility; and
- master academic material on a daily basis.

The school does not subscribe to the position that a student can be taught to a level of mastery during class time only. The purpose of teaching is to review material, introduce new material, explain material, answer questions, create interrogatives and an atmosphere that develops intellectual health, and to assign work, which reinforces the lesson—homework. Therefore, class time should not be allocated for the completion of homework. The student's responsibility is to be an active learner, an attentive learner, a responsible learner, and to do the homework. This is the fundamental and essential character of this partnership between students and faculty. Teachers have the flexibility to assign, grade, and weight homework as they deem appropriate to their students' age and the nature of their course. Teachers are required to clearly and specifically state their homework policy in their syllabus and to reinforce their policy on occasion and whenever a change is made. Students are to keep in mind that there is always schoolwork even when there may not be a specific assignment for the evening (reading, journaling, keeping up with current issues, etc.).

### **Questions most often asked by parents about homework:**

#### **Why is homework important?**

Students need independent practice time as they learn. This is the same practice they need when they are taking music lessons or swim lessons. Homework also can be a character-building experience. It can teach:

**Responsibility:** Taking ownership and fulfilling obligations; being fully accountable for one's mistakes and successes.

**Autonomy:** To be self-governing, to stand on one's own. The child is accountable to work outside the family.

**Perseverance:** To confront challenge with determination, to strive in spite of difficulties, to complete what one set out to accomplish.

**Time Management:** The ability to organize time in an effective, productive manner, to complete tasks on schedule without compromising quality.

**Initiative:** To be self-motivated and assertive, to be decisive in defining and pursuing personal goals.

**Self-Reliance:** To have trust and self-confidence in one's abilities.

**Resourcefulness:** The capacity to find, invent, or adapt creative means of solving problems.

### **What is my role as a parent in the homework process?**

1. Set up an area in your home away from the main family area where the child can work at a desk or table. Make sure the needed supplies are provided: pencils, pens, paper, ruler, dictionary and, if possible, a computer.
2. Sit down at the beginning of the school year with your child and make a schedule for homework. Look at the child's outside activities and make a chart that indicates homework time, soccer practice, etc. and "free" time. Stick to the schedule. *Call it quits at a reasonable time. Set an upper time limit on homework. In most instances, the child should be responsible for deciding when to begin, parents should decide when to call "time." The deadline should be consistent, say eight o'clock every evening, but can be temporarily suspended for special projects and when the child needs more time to study for major tests. The shortest route to a nightly homework marathon is to tell a child when to begin but not when he must have completed the work. Setting an upper limit teaches time-management, another of homework's values. When the upper time limit is reached, the child is to pack his/her book bag. (Rosemond, 1990).*
3. Make sure that your child has an assignment book. Let him/her know that it is his/her responsibility to write the assignments down and bring home the required material.
4. Be a parent-consultant, not a parent-participant! *"A parent-consultant is concerned, but relatively detached. He/She doesn't refuse any reasonable request for assistance, but interventions are brief, rarely lasting more than a few minutes. One such intervention might be to refer the child's questions back to the teacher – a subtle way of reinforcing the teacher's role as final authority where schoolwork is concerned." (Rosemond, 1990)*
5. Check to ensure that your child has completed the homework. Do **NOT** correct the homework and then have the child redo. Independent work done by a student is what homework is all about. The teacher will then know what the child understands and what skills may need re-teaching. If the homework is not completed and answers seem too vague, ask the child whether this is his/her best effort. If the answer is "no," have him/her go back and add to the assignment.
6. Studying for tests: After the child has taken some independent time to study for a test, you may quiz him/her. This works well for spelling, states and capital tests, vocabulary, math facts, etc. If the child has been given a study guide, it can be used to come up with related questions. If your child is not prepared, have him/her study longer. Students should study spelling by writing words; math by doing sample problems; vocabulary by writing out the meanings, and so on.

### **What do I do if my child is having a hard time with homework?**

Check your child's understanding of the assignment. Ask your child what he/she is supposed to do. If he/she does not know, have him/her call a classmate. If your child is unsure how to do a math problem, he/she may only need you to demonstrate the first problem, give a sample problem, and then let him/her continue on his/her own. If your child does not know the answer to a question related to reading, have him/her reread the question, and then look in the book and reread a section that pertains to the questions. Often students read quickly without thinking, and need to reread assignments. Students should read the questions before they start reading the assignment. If your child does not seem to understand the work, and he/she needs more than a reminder, have him/her complete what he/she is able to do and write a note to the teacher. Do not do your child's homework!

### **What if it is taking my child "hours" to do his/her homework?**

Talk with the child's teacher. Often the child is wasting much of the time just getting started. (The child may often exhibit similar behaviors in the classroom.) Go over the homework assignments with the child. Take one subject at a time and estimate a reasonable time frame for completion. (The teacher can help you with this.) Set a kitchen timer and challenge the child to beat the clock! Give the child a short break and then repeat with the next subject. Soon the child will be able to independently estimate a time for completion, and set the clock himself.

The reward will be that the child will get the homework done in a reasonable amount of time. **Reference:** Rosemond, John 1990. *Ending the Homework Hassle*. Kansas City: Andrews and McMeel.

### **Library**

Teachers are to accompany students to the library and remain with the class unless the librarian is present for the entire period. the Technology Acceptable Use Policy is in effect at all times in the library and multi-purpose room.

### **Field Trips**

Believing that meaningful learning takes place both in and out of the classroom setting, Lowcountry Preparatory School students are exposed to new opportunities away from school that allow them to experience each other, their community, and their studies in a different light. Field trips and overnight trips are an integral part of the Lowcountry Preparatory School curriculum and therefore student participation is required. In the Upper School these trips involve overnight accommodations and faculty members serving as chaperones. No provisions will be made at the school for those who do not attend. Each trip will have a fee not included in tuition which is based on the actual costs associated with the trip.

### **Student Competitions**

The school makes every effort to offer students the opportunity to compete in local, regional, state, and national competitions. At times the guidelines for such competitions are strict and limiting. On other occasions the participants are chosen by the coach, sponsor, or advisor of the activity based on performance, participation record, and deportment. Every effort is made to be as inclusive as possible.

### **Summer Reading**

As a college preparatory school, Summer Reading is required of all students. Most colleges today require a list of recently read books *in addition to those required by the school program*. Additionally, incoming college freshmen are being required to do summer reading before matriculation at many institutions of higher learning. Parents are asked to read to their children prior to entering first grade and beyond in the Lower School. Faculty will assign appropriate Summer Reading and other preparation for students in all divisions. Students will be accountable for Summer Reading upon their return to school, especially in the Middle and Upper School.

### **Community Service**

Students will be involved in appropriate community service projects. In grades K5-5<sup>th</sup>, students with classroom teacher approval will identify and lead at least one lower school project. In the Middle School, each student is required to complete community service requirements as follows:

6<sup>th</sup>: 5 hours

7<sup>th</sup>: 5 hours

8<sup>th</sup>: 5 hours

In the Upper School, each student is required to complete **twenty hours per year** (or eighty hours during the upper school years) of community service, which may be done through class projects or individually. Upper School students must have verification of hours from a supervisor for off-campus community service. These hours are to be approved and documented with the student's advisor.

## **Senior Projects**

**Seniors will be required to complete an independent research project. An example of what they might be required to do is described below:**

Each senior is required to conduct an independent, self-directed piece of research, culminating in a 2,000 (8 page) paper with a bibliography and to present the results of that research to an audience prior to graduation. The project provides:

- Practical preparation for the kinds of research expected at the college level
- An opportunity for students to engage in an in-depth study of a topic of interest within a chosen subject.

Emphasis is placed on the research process:

- Formulating an appropriate research question
- Engaging in a personal exploration of the topic
- Communicating ideas
- Developing an argument.

Participation in this process develops the capacity to:

- Analyze
- Synthesize
- Evaluate knowledge

Seniors are supported throughout the process with advice and guidance from an assigned teacher/supervisor.

Speeches are to be 5-7 minutes in length.

- Delivery will be given to the Upper School student body and other invited students and guests.
- Speeches will be judged by designated criteria distributed to the seniors and their advisors ahead of time.
- A short question and answer defense will follow each speech.
- A Senior Speech Award is presented at graduation.

## Chapter Three: Student Life

### Guiding Principles

Lowcountry Preparatory School has a commitment to ensure the safety of all students to live and learn in a healthy environment. It is, therefore, the policy of the school to ensure this learning environment by holding each student responsible for the conduct of his/her own behavior. The discipline system used at Lowcountry Preparatory School has been developed to aid students in recognizing the necessity for controlling both their emotions and their behaviors, as well as for learning what is and what is not acceptable behavior.

### Harassment Policy

Lowcountry Preparatory School prohibits acts of harassment, intimidation, or bullying of a student by students, staff, and third parties that interfere with, or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student.

For purposes of this policy, harassment, intimidation, or bullying is defined as a gesture, electronic communication, or a written, verbal, physical, or sexual act reasonably perceived to have the effect of either of the following: harming a student physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who feels he/she has been subjected to harassment, intimidation, or bullying is encouraged to notify a school administrator or the Head of School. Complaints will be investigated promptly, thoroughly, and confidentially. All school employees are required to report alleged violations of this policy. Reports by students or employees may be made anonymously. The school prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation, or bullying. The school also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

### Conduct

#### *Lower School*

The main objective of the Lower School's discipline policy is to assist students in making positive behavioral choices. Established consequences will help students develop responsible citizenship. It is understood that a warning and "time-out" will precede a child's trip to the Lower School office. The progression of consequences may be overridden at any time by the severity of the behavior. Behavioral records will be reviewed at parent/teacher conferences. The vast majority of our students respond favorably to classroom reminders in the event of unacceptable behavior. The following courses of action will target those few students who need additional objective disciplinary guidelines.

On subsequent visits to the Lower School's office the student will:

1. Set and write goals to be signed by parents.
2. Review goals and be suspended from the playground until parents sign goals.
3. Be suspended from school.

There are three simple rules that we know children will be able to memorize and easily recite. Our goal is to develop a common language that can be called upon at any time.

1. Be kind to others.
2. Respect everyone's right to learn.
3. Take responsibility for yourself and your school.



We will challenge each student to memorize the rules (and they will be able to, even the K's.) If there is an act of unkindness or other infraction, we have what is called "community give back." If you take something from the community you spend time "giving back." During recess or lunch, teachers will assign student jobs around campus.

In the classroom, if there is an infraction, teachers will ask a student to step out of the room with them, then talk with them about "what they did, why it was wrong, and what they should do in the future."

In the case of major infractions (unkindness, bullying, stealing, physical aggression or destruction of property), which are rare, the student will be sent to the Lower School Office.

*Middle & Upper Schools*

**Overview**

Lowcountry Preparatory School expects students to be mindful of the rules in the Handbook. In order to make students aware that they are responsible for their actions, the Middle and Upper School has a discipline system. Students violating the standards of behavior may be referred to the Head of School for further consequences. Behavior violations will be addressed at the appropriate level from teacher, through Division Director, and when required, the Head of Schools. The aforementioned descriptions of offenses and potential consequences serve as examples and are not intended to be comprehensive; likewise, administrators have the option of assigning a higher or lower level consequence to an offense after assessing the details of the violation or based on the number of prior offenses. Records will be maintained for all offenses.

<p><b>1</b> <b>Bullying:</b> Section 59-63-110. This article may be cited as the 'Safe School Climate Act'. Section 59-63-120. As used in this article: (1) 'Harassment, intimidation, or bullying' means a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of (a) Harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or (b) Insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school. (2) 'School' means in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the child.</p>	<p><b>Toward an adult in authority</b> <b>1<sup>st</sup> Offense:</b> 3 Days OSS, criminal charges, recommendation for expulsion <b>2<sup>nd</sup> Offense:</b> Recommendation for expulsion</p> <p><b>Toward a student</b> <b>1<sup>st</sup> Offense:</b> 1 2-hour Saturday work detail <b>2<sup>nd</sup> Offense:</b> 1 day OSS, parent conference <b>3<sup>rd</sup> Offense:</b> 2 days OSS, parent conference, behavior contract <b>4<sup>th</sup> Offense:</b> Recommendation for expulsion</p> <p><b>**Administration reserves the right to implement any of the above consequences based on the severity of the incident</b></p>
<p><b>2</b> <b>Cell Phone and Electronic Device Violation:</b> Electronic devices (examples: cell phones, iPads, iPods, tablets, MP3 players, gaming devices, etc.) must remain off and not visible during the school day (8:00-3:00) unless granted permission by the teacher for instructional use only or to make a call</p>	<p><b>1<sup>st</sup> Offense:</b> Student relinquishes device to the teacher for the remainder of the day <b>2<sup>nd</sup> Offense:</b> Student relinquishes device to the teacher for the remainder of the day and serves 1 hour detention <b>3<sup>rd</sup> Offense:</b> Student relinquishes device to the</p>

	<p>as authorized by a teacher or administrator. This includes visible earphones/earbuds.</p>	<p>Division Director until a parent conference can be arranged plus 1 hour detention  <b>4<sup>th</sup> Offense:</b> Student relinquishes device to the Division Director until a parent conference can be arranged plus 1 2-hour Saturday work detail  <b>5<sup>th</sup> Offense:</b> Student relinquishes device to the Division Director until a parent conference can be arranged plus 1 day OSS  <b>6<sup>th</sup> Offense:</b> Violation of this policy greater than 5 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion</p> <p><b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b></p>
<p><b>3</b></p>	<p><b>Cheating, Plagiarism, Collusion, and/or any other form of Academic Dishonesty:</b> Academic Dishonesty is the act of providing, receiving, or attempting to receive an unfair advantage in academic work. Examples include, but are not limited to the willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students using fraud, duress, deception, theft, trickery, talking, signs, gestures, copying, texting, or any other methodology.</p> <p>See Honor Council/Code in the handbook for further information regarding the process for Honor Council Procedures.</p>	<p>All violations of the honor code are reported to the Honor Council and should have consequences appropriate to the circumstances. Consequences may include, but are not limited to:</p> <ol style="list-style-type: none"> <li>a. Redo the assignment/exam;</li> <li>b. Reduced grade for the assignment/exam;</li> <li>c. Zero for the assignment/exam;</li> <li>d. Letter of apology to teacher</li> <li>e. Student explains offense to parent</li> <li>f. Teacher contacts parent</li> <li>g. Referral to administration for detention or suspension or in school suspension (expulsion if necessary)</li> <li>h. Receives an official Honor Code violation (first, second, or third offense)</li> </ol> <p>Any appropriate combination of a-h above</p>
<p><b>4</b></p>	<p><b>Classroom Disruption:</b> Failure to follow instructions or directions, disrupting the learning environment of the school, creating a commotion</p>	<p><b>1<sup>st</sup> Offense:</b> Warning  <b>2<sup>nd</sup> Offense:</b> 1 2-hour Saturday work detail and parent conference  <b>3<sup>rd</sup> Offense:</b> 1 day OSS  <b>4<sup>th</sup> Offense:</b> 2 days OSS  <b>5<sup>th</sup> Offense:</b> 3-5 days OSS  <b>6<sup>th</sup> Offense:</b> Violation of this policy greater than 5 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion</p> <p><b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b></p>

5	<p><b>Cutting Class/School:</b> Leaving class or school without permission. Not following proper sign-in or sign-out procedures. 10 minutes or more late for class without a pass.</p>	<p><b>1<sup>st</sup> Offense:</b> 1 2-hour Saturday work detail  <b>2<sup>nd</sup> Offense:</b> 2 2-hour Saturday work details  <b>3<sup>rd</sup> Offense:</b> 1 day OSS  <b>4<sup>th</sup> Offense:</b> 2 days OSS  <b>5<sup>th</sup> Offense:</b> 3-5 days OSS  <b>6<sup>th</sup> Offense:</b> Violation of this policy greater than 5 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion</p>
6	<p><b>Drugs/Alcohol/Narcotics:</b> Possession, Use, or Selling of Drugs/Alcohol/Narcotics or paraphernalia associated with the use of controlled substances including imitations.</p>	<p><b>1<sup>st</sup> Offense:</b> 3 days OSS, confiscation of all illegal items, possible criminal charges, parent conference  <b>2<sup>nd</sup> Offense:</b> Recommendation for expulsion, possible criminal charges, successful completion of drug/alcohol rehabilitation program</p> <p><b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b></p>
7	<p><b>Extortion:</b> Obtaining money, goods, or services through threats or intimidation.</p>	<p><b>1<sup>st</sup> Offense:</b> Recommendation for expulsion, notification of law enforcement</p>
8	<p><b>Failure to Serve Detention</b></p>	<p><b>1<sup>st</sup> Offense:</b> Student serves detention plus 1 2-hour Saturday work detail  <b>2<sup>nd</sup> Offense:</b> Student serves detention plus 2 2-hour Saturday work details  <b>3<sup>rd</sup> Offense:</b> Student serves detention plus 1 day OSS  <b>4<sup>th</sup> Offense:</b> Student serves detention plus 2 days OSS  <b>5<sup>th</sup> Offense:</b> Student serves detention plus 3-5 days OSS  <b>6<sup>th</sup> Offense:</b> Violation of this policy greater than 5 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion</p> <p><b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b></p>
9	<p><b>False Fire Alarm, Bomb Threat, or Threat of Arson</b></p>	<p><b>1<sup>st</sup> Offense:</b> 5 days OSS  <b>2<sup>nd</sup> Offense:</b> Recommendation for expulsion, notification of law enforcement</p>
10	<p><b>Fighting:</b> Includes inciting others to violence or provoking a fight on school premises or at any school sponsored activity on or off campus.</p> <p><b>Self Defense</b> is understood to be the action of blocking off an attack and immediately removing yourself from the altercation. Physical contact made in any way other to block physical contact while leaving the situation will be considered participating</p>	<p><b>1<sup>st</sup> Offense:</b> 3-5 days OSS and parent conference  <b>2<sup>nd</sup> Offense:</b> 5-10 days OSS and recommendation for expulsion</p> <p><b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b></p>

	in a fight.	
11	<b>Fireworks</b> – Possession or discharging fireworks, stink bombs or other foul smelling device, or any object that might create an explosion.	<b>1<sup>st</sup> Offense:</b> 1 day OSS <b>2<sup>nd</sup> Offense:</b> 2 days OSS <b>3<sup>rd</sup> Offense:</b> 3-5 days OSS <b>4<sup>th</sup> Offense:</b> Violation of this policy greater than 3 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion  <b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b>
12	<b>Forgery:</b> Forging, changing, or destroying school or parental documents such as report cards, progress reports, school records, referrals, etc.	<b>1<sup>st</sup> Offense:</b> 1 2-hour Saturday work detail <b>2<sup>nd</sup> Offense:</b> 2 2-hour Saturday work details <b>3<sup>rd</sup> Offense:</b> 1 day OSS <b>4<sup>th</sup> Offense:</b> 2 days OSS <b>5<sup>th</sup> Offense:</b> 3-5 days OSS <b>6<sup>th</sup> Offense:</b> Violation of this policy greater than 5 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion  <b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b>
13	<b>Gambling:</b> Gambling with cards, dice, flipping coins, throwing at the line, etc.	<b>Confiscate all materials</b> <b>1<sup>st</sup> Offense:</b> 1 2-hour Saturday work detail <b>2<sup>nd</sup> Offense:</b> 2 2-hour Saturday work details <b>3<sup>rd</sup> Offense:</b> 1 day OSS <b>4<sup>th</sup> Offense:</b> 2 days OSS <b>5<sup>th</sup> Offense:</b> 3-5 days OSS <b>6<sup>th</sup> Offense:</b> Violation of this policy greater than 5 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion  <b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b>
14	<b>Harassment/Intimidation</b>	<b>Toward an Adult</b> <b>1<sup>st</sup> Offense:</b> 3 days OSS, recommendation for expulsion <b>2<sup>nd</sup> Offense:</b> recommendation for expulsion  <b>Toward a Student</b> <b>1<sup>st</sup> Offense:</b> 1 2-hour Saturday work detail <b>2<sup>nd</sup> Offense:</b> 2 2-hour Saturday work details <b>3<sup>rd</sup> Offense:</b> 1 day OSS <b>4<sup>th</sup> Offense:</b> 2 days OSS <b>5<sup>th</sup> Offense:</b> 3-5 days OSS

		<p><b>6<sup>th</sup> Offense:</b> Violation of this policy greater than 5 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion</p> <p><b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b></p>
15	<p><b>Horseplay:</b> Shoving, pushing, or tripping that could result in student injury or cause damage to school property. Any damage to school property will result in restitution of all involved parties.</p>	<p><b>1<sup>st</sup> Offense:</b> 1 2-hour Saturday work detail  <b>2<sup>nd</sup> Offense:</b> 2 2-hour Saturday work details  <b>3<sup>rd</sup> Offense:</b> 1 day OSS  <b>4<sup>th</sup> Offense:</b> 2 days OSS  <b>5<sup>th</sup> Offense:</b> 3-5 days OSS  <b>6<sup>th</sup> Offense:</b> Violation of this policy greater than 5 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion</p> <p><b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b></p>
16	<p><b>Inciting/Instigating a Fight, Altercation, Argument, or Disruption:</b> This may include, but is not limited to, spreading rumors and/or lies through various forms of communication (texting, writing, non-verbal and verbal cues, social networking, and body language) which could lead to any of the aforementioned actions.</p>	<p><b>1<sup>st</sup> Offense:</b> 3-5 days OSS and parent conference  <b>2<sup>nd</sup> Offense:</b> 5-10 days OSS and recommendation for expulsion</p> <p><b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b></p>
17	<p><b>Insubordination</b> toward any adult, including any staff member, volunteer or visitor who is working in or for the school.</p> <ul style="list-style-type: none"> <li>• Refusal to identify self</li> <li>• Disrespectful language</li> <li>• Defiance of authority (refusal to obey any classroom or school rule)</li> <li>• Running from an adult</li> <li>• Repeated dress code violations</li> </ul> <p>Disrespect is any verbal or nonverbal cue which may demonstrate rudeness, contempt, insubordination, and/or silent defiance. These may include, but are not limited to laughter/behavior intended to mock or humiliate, rolling of the eyes, sucking of teeth, bucking of the chest/body intending to intimidate, heavy sighing, walking away, turning body away from an adult, blatantly refusing to comply (including refusing to respond), raising of the voice, and/or mumbling or muttering under breath.</p>	<p><b>1<sup>st</sup> Offense:</b> 1 2-hour Saturday work detail  <b>2<sup>nd</sup> Offense:</b> 2 2-hour Saturday work details  <b>3<sup>rd</sup> Offense:</b> 1 day OSS  <b>4<sup>th</sup> Offense:</b> 2 days OSS  <b>5<sup>th</sup> Offense:</b> 3-5 days OSS  <b>6<sup>th</sup> Offense:</b> Violation of this policy greater than 5 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion.</p> <p><b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b></p>

18	<b>Internet and Computer Violations:</b> unauthorized use of inappropriate user of a computer and/or network system	<p><b>1<sup>st</sup> Offense:</b> 1 2-hour Saturday work detail plus loss of any computer privileges for 1 week</p> <p><b>2<sup>nd</sup> Offense:</b> 2 2-hour Saturday work details plus loss of any computer privileges for 1 9-week period</p> <p><b>3<sup>rd</sup> Offense:</b> 1-3 days OSS plus loss of computer privileges for the remainder of the school year</p> <p><b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b></p>
19	<b>Laser Pointers</b>	<p><b>1<sup>st</sup> Offense:</b> The device will be confiscated and destroyed by the Division Director, 1 2-hour Saturday work detail</p> <p><b>2<sup>nd</sup> Offense:</b> The device will be confiscated and destroyed by the Division Director, 1 day OSS</p> <p><b>3<sup>rd</sup> Offense:</b> The device will be confiscated and destroyed by the Division Director, 3-5 days OSS</p> <p><b>4<sup>th</sup> Offense:</b> Violation of this policy greater than 3 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion</p> <p><b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b></p>
20	<b>Littering:</b> Intentionally discarding paper, gum, food, drink containers, etc. on school property or any school sponsored event.	<p><b>1<sup>st</sup> Offense:</b> 1 2-hour Saturday work detail</p> <p><b>2<sup>nd</sup> Offense:</b> 2 2-hour Saturday work details</p> <p><b>3<sup>rd</sup> Offense:</b> 1 day OSS</p> <p><b>4<sup>th</sup> Offense:</b> 2 days OSS</p> <p><b>5<sup>th</sup> Offense:</b> 3-5 days OSS</p> <p><b>6<sup>th</sup> Offense:</b> Violation of this policy greater than 5 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion</p> <p><b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b></p>
21	<b>Profanity or Inappropriate Sexual Language Including Obscene Gestures</b>	<p><b>Toward a student or between students including general profanity not directed at a person or inappropriate language of a sexual nature</b></p> <p><b>1<sup>st</sup> Offense:</b> 1 2-hour Saturday work detail</p> <p><b>2<sup>nd</sup> Offense:</b> 2 2-hour Saturday work details</p> <p><b>3<sup>rd</sup> Offense:</b> 1 day OSS</p> <p><b>4<sup>th</sup> Offense:</b> 2 days OSS</p> <p><b>5<sup>th</sup> Offense:</b> 3-5 days OSS</p> <p><b>6<sup>th</sup> Offense:</b> Violation of this policy greater than 5 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion</p>

		<p><b>Toward an adult</b>  <b>1<sup>st</sup> Offense:</b> 1 day OSS  <b>2<sup>nd</sup> Offense:</b> 3 days OSS  <b>3<sup>rd</sup> Offense:</b> 3-5 days OSS plus recommendation for expulsion</p>
22	<p><b>PDA (Public Displays of Affection):</b> With either opposite sex or same sex, including but not limited to kissing, intimate touching, holding hands, and putting arms around one another.</p>	<p><b>1<sup>st</sup> Offense:</b> 1 2-hour Saturday work detail  <b>2<sup>nd</sup> Offense:</b> 2 2-hour Saturday work details  <b>3<sup>rd</sup> Offense:</b> 1 day OSS  <b>4<sup>th</sup> Offense:</b> 2 days OSS  <b>5<sup>th</sup> Offense:</b> 3-5 days OSS  <b>6<sup>th</sup> Offense:</b> Violation of this policy greater than 5 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion</p> <p><b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b></p>
23	<p><b>Sexual Acts:</b> Sex acts of any kind at school, on school property, or at any school related activity on or off school grounds.</p>	<p><b>1<sup>st</sup> Offense:</b> 5-10 days OSS and recommendation for expulsion</p>
24	<p><b>Sexual Harassment:</b> Unwelcome conduct of a sexual nature which may include:</p> <ul style="list-style-type: none"> <li>• Verbal sexual advances such subtle pressure for sexual activity</li> <li>• Physical contact such as pinching, patting, or brushing against</li> <li>• Comments regarding physical or personality characteristics of a sexual nature</li> <li>• Sexually oriented kidding, teasing, or jokes</li> <li>• Indecent exposure</li> </ul>	<p><b>1<sup>st</sup> Offense:</b> 1 day OSS  <b>2<sup>nd</sup> Offense:</b> 3 days OSS  <b>3<sup>rd</sup> Offense:</b> 5 days OSS and recommendation for expulsion</p> <p><b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b></p>
25	<p><b>Tardiness</b>  Students who report to school after the 8:00 bell will be considered tardy from school in addition to their first period class. Parents, please make an effort to get your child to school prior to the early bell at 7:55, so that they have time to get settled prior to the beginning of first period. Students are to enter and exit through the main doors and not the side entrances. If they enter after 8:00, they should get a pass from the main office.</p>	<p><b>1-3 Offense:</b> Warning  <b>4<sup>th</sup> Offense:</b> 1 hour detention and parent contact  <b>5<sup>th</sup> Offense:</b> 1 hour detention and parent conference  <b>6<sup>th</sup> Offense:</b> 1 2-hour Saturday work detail and loss of driving privileges for 2 weeks  <b>7<sup>th</sup> Offense:</b> 2 2-hour Saturday work details and loss of driving privileges for the semester  <b>8<sup>th</sup> Offense:</b> 1 day OSS  <b>9<sup>th</sup> Offense:</b> 3 days OSS  <b>10<sup>th</sup> Offense:</b> Violation of this policy greater than 9 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion</p>
25	<p><b>Theft:</b> Taking without permission personal or school property.</p>	<p><b>Minor Theft of School or Personal Property (valued at under \$20)</b>  <b>1<sup>st</sup> Offense:</b> Pay restitution and 1 2-hour Saturday work detail  <b>2<sup>nd</sup> Offense:</b> Pay restitution and 1 day OSS  <b>3<sup>rd</sup> Offense:</b> Pay restitution and 3 days OSS</p>

		<p><b>4<sup>th</sup> Offense:</b> Pay restitution and recommendation for expulsion</p> <p><b>Major Theft of School or Personal Property (valued at \$20 and over)</b>  <b>1<sup>st</sup> Offense:</b> Pay restitution and 1 day OSS  <b>2<sup>nd</sup> Offense:</b> Pay restitution and 3 days OSS  <b>3<sup>rd</sup> Offense:</b> Pay restitution and recommendation for expulsion</p> <p><b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b></p>
26	<p><b>Tobacco Products and Materials: Possession/Use/Selling/Transfer</b> of tobacco products and/or materials including lighters, matches, papers. <b>Possession/Use/Selling/Transfer</b> of tobacco or imitation tobacco products including smokeless tobacco, vaporizers, and/or the liquid for a vaporizer</p>	<p><b>All smoking materials will be confiscated and destroyed by the school</b>  <b>1<sup>st</sup> Offense:</b> 2 2-hour Saturday work details  <b>2<sup>nd</sup> Offense:</b> 1 day OSS  <b>3<sup>rd</sup> Offense:</b> 3 days OSS  <b>4<sup>th</sup> Offense:</b> Recommendation for expulsion</p>
27	<p><b>Trespassing:</b> Being on school grounds when school is not in session or open for regular business hours. Being on school grounds when assigned OSS.</p>	<p><b>1<sup>st</sup> Offense:</b> 1 2-hour Saturday work detail  <b>2<sup>nd</sup> Offense:</b> 2 2-hour Saturday work details  <b>3<sup>rd</sup> Offense:</b> 1 day OSS  <b>4<sup>th</sup> Offense:</b> 2 days OSS  <b>5<sup>th</sup> Offense:</b> 3-5 days OSS  <b>6<sup>th</sup> Offense:</b> Violation of this policy greater than 5 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion</p> <p><b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b></p>
28	<p><b>Unauthorized Area:</b> This includes, but is not limited to posted areas, off-limit areas before school, after school, during lunch, vacant classrooms, areas without adult supervision, etc.</p>	<p><b>1<sup>st</sup> Offense:</b> 1 2-hour Saturday work detail  <b>2<sup>nd</sup> Offense:</b> 2 2-hour Saturday work details  <b>3<sup>rd</sup> Offense:</b> 1 day OSS  <b>4<sup>th</sup> Offense:</b> 2 days OSS  <b>5<sup>th</sup> Offense:</b> 3-5 days OSS  <b>6<sup>th</sup> Offense:</b> Violation of this policy greater than 5 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion</p> <p><b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b></p>
29	<p><b>Unauthorized Presentation and/or Distribution of a Publication and/or Unauthorized Assembly.</b></p>	<p><b>1<sup>st</sup> Offense:</b> 1 day OSS  <b>2<sup>nd</sup> Offense:</b> 2 days OSS  <b>3<sup>rd</sup> Offense:</b> 3-5 days OSS</p>



		<b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b>
<b>30</b>	<b>Vandalism:</b> Purposeful Destruction, Damage, and/or Vandalism of School Property.	<b>Full restitution by payment or repair of all involved parties, whether damage was intentional or unintentional in all cases</b> <b>1<sup>st</sup> Offense:</b> 1 day OSS <b>2<sup>nd</sup> Offense:</b> 3 days OSS <b>3<sup>rd</sup> Offense:</b> 5 days OSS and recommendation for expulsion  <b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b>
<b>31</b>	<b>Verbal Assault:</b> Threat to do harm.	<b>Toward a Student</b> <b>1<sup>st</sup> Offense:</b> 1-3 days OSS <b>2<sup>nd</sup> Offense:</b> 3-5 days OSS and recommendation for expulsion  <b>Toward an Adult</b> <b>1<sup>st</sup> Offense:</b> 3 Days OSS, criminal charges, recommendation for expulsion <b>2<sup>nd</sup> Offense:</b> Recommendation for expulsion  <b>** Administration reserves the right to implement any of the above consequences based on the severity of the incident</b>
<b>32</b>	<b>Weapons:</b> Weapons or objects used as weapons (on a person, in lockers, in or on vehicles) including possession, handling, transmission, use or attempt to use. Including but not limited to guns and knives of any type, bats, clubs, pipes, mace or pepper spray, explosives of any kind, ice picks, slingshots, blackjacks, knuckles, razors or razor blades (except for shaving for a school sponsored overnight trip). <b>All imitation or look-a-like weapons will be treated as real weapons.</b>	<b>1<sup>st</sup> Offense:</b> Recommendation for expulsion and notification of law enforcement

### School Privileges

There are a variety of privileges offered to students by virtue of achievement or seniority, but students are reminded that these are not unqualified rights and may be suspended at the discretion of the administration. Students who exercise their privileges are reminded of their obligation to abide by the rules associated with them.

### Cars on Campus

Having a car on campus is a privilege. This privilege may be suspended for a breach of expectations regarding the responsible use of a car, such as:

- Excessive or repeated tardiness
- Reckless driving
- Failure to abide by school parking restrictions

Students shall only park in the area designated for use. After arriving at School, no student may drive his or car again (without an administrator's permission) until the end of the school day. Students may not sit in their cars or loiter in the parking lot during the school day. Students must get permission from a member of the faculty if the wish to return to their car for any reason.

### **Detention**

Detentions are scheduled at the discretion of the administrator or faculty member ordering detention, and they take precedence over other school commitments. Detentions can be scheduled certain days before the academic day, after the academic day, and on Saturday mornings. Unexcused absences from detention will result in further disciplinary action. As part of detention a student may be required to sit quietly for a set amount of time, serve a set number of hours in a work detail, write on an appropriate topic, or perform other services or duties. Negative patterns of behavior will be treated with increased severity and may include weekend detention, suspension for sports or other extra-curricular activities, school suspension, probation, and ultimately separation from the school.

### **Probation**

Probation serves as a warning that continued academic or disciplinary problems could result in more severe consequences, including suspension, dismissal, or a decision not to let the student reenroll the following academic year. Probation may be accompanied by other penalties, including restrictions on student activities or requirements that he or she complete certain specified duties.

### **Suspension**

Suspension is the most serious penalty that the School imposes short of dismissal, and it should send the message that the individual has violated School standards and that the community must exclude him or her for a set period of time. Decisions involving suspension or dismissal are automatically reviewed by the Head of School. If a student has been suspended, he or she agrees to abide by the School's rules, policies and standards during the period of suspension. A suspended student is required to have completed all academic work upon returning to School. Parents of suspended students should ensure that the student does not use this period as simply free time.

### **Dismissal**

If a student is dismissed, he or she is asked to leave the School permanently and is ineligible to reenroll in subsequent years.

### **Tobacco**

Lowcountry Preparatory School is a tobacco free campus. Tobacco use by any student, faculty or staff, parent, or contract employee is strictly prohibited.

### **Technology Acceptable Use Policy (TAUP)**

The School maintains and makes available to its students, faculty and staff technology to promote educational excellence and enhance learning at our School. Use of technology is a necessity in today's world; however, that use demands responsibility on the part of the users. It is expected that all students, faculty, and staff will adhere to the same code of conduct that governs all other aspects of life within the school's jurisdiction.

The use of school computers, personal laptop computers, tablets, smart phones, and other technology, along with access to the internet is a privilege, not to be abused. Therefore, violations of the TAUP are subject to disciplinary action. Consequences for violation of the policy include but are not limited to revocation of network access, suspension of computer and/or personal laptop use, and further conduct action to include detention, suspension or expulsion from school. The school's jurisdiction also includes any and all activities by students' off-campus electronic communication that has or may have an adverse impact on the school or faculty. For faculty, staff, and administration, violation of the policy may result in loss of employment. Technology resources are the property of the school. The school reserves the right to investigate, monitor, and access any information stored or transmitted over the network.

## **Smart Phones**

Students are allowed to have in their possession smart phones for emergency purposes only. In short, they are not to be seen or heard on campus from 8:00-3:00. School is not the time for social media. Smart phones are not to be accessed without the express permission of a member of the faculty. They should be silenced and kept in a locker, backpack, or pocket. Again, cell phones are not to be used, seen, or heard during class to include study halls. Furthermore, students are not allowed to check their phones during lunch, homeroom, nor during the three minute passing time between classes. Smart phones are not authorized for use as a calculator. iPads and other tablets are not to be used as a phone. Smart phones and tablets may be brought into the classroom only with the teacher's permission for academic purposes. If a teacher sees a device, that student is to hand it over for the remainder of the day. If it should happen in the hall or a repeat offense in the classroom, the teacher should bring the phone to the Division Director where parents will be asked to come and pick it up. Parents are asked to model the behavior we seek to instill in the students by refraining from calling or texting their children during school hours for anything other than urgent matters. The front office will be staffed from 8:00-3:00 for any routine messages parents may need to rely to their child. Repeated violations of this policy may require that not allow a student to possess a phone on campus under any circumstance.

## **Violations of the Cell Phone Policy**

- 1<sup>st</sup> Offense: student relinquishes phone to the teacher for the remainder of the day
- 2<sup>nd</sup> Offense: student relinquishes phone to the teacher for the remainder of the day and serves one hour detention
- 3<sup>rd</sup> Offense: student relinquishes phone to the Division Director until a parent conference can be arranged plus one hour detention
- 4<sup>th</sup> Offense: student relinquishes phone to the Division Director until a parent conference can be arranged plus Saturday work detail
- 5<sup>th</sup> Offense: student relinquishes phone to the Division Director until a parent conference can be arranged plus one day suspension
- 6<sup>th</sup> Offense: Violation of this policy greater than 5 offenses is considered an act of defiance and the student will be recommended for long-term suspension

## **Electronic Games**

Students are not allowed to bring handheld electronic games (Nintendo, Gameboys, etc.), nor are they allowed to play similar non-academic games on their laptop, tablet, or smart phone.

## **Network**

- No one may attempt to bypass any security system of the network.
- All passwords are to be kept confidential and not shared.
- Music files and any other large copyrighted files may not be downloaded or emailed through the school network at any time.

## **Software and Hardware**

- No one may break copyright laws. If a program is added to a computer, it must have been purchased by the individual or school. Only faculty, staff, and administration are permitted to add programs to school computers. Unauthorized removal or duplication of any school licensed software is prohibited.
- School computers may not be reconfigured, modified, or altered from the configuration placed on the machine.
- Use of school computers, personal laptop computers and the network is strictly for academic purposes ONLY.

## **Internet**

- The Internet is to be used strictly for academic purposes. Areas of the Internet that would be objectionable to parents or teachers are off limits to all students. If an objectionable site is encountered accidentally, students must close the window immediately and contact the supervising faculty member.
- Students are prohibited from offering personal information of any kind over the internet.
- Accessing social media sites of any kind are prohibited from 8:00-3:00 without teacher permission.
- Games, You Tube, movies, etc. are not allowed at anytime unless it is academic in nature, and is approved by a supervising faculty member.
- No student may ever post a web site or blog using the school computers and network.
- Google translate or similar sites may be considered cheating.

## **Social Media and Email**

- A student may access social media or their email only with the permission of the supervising faculty member.
- Email messages that are anonymous or signed with a pseudonym may not be sent from the school network or from outside the school.
- Chain letters, spamming, and solicitations are prohibited.
- Because email is in written form, its tone is difficult to determine. Take care to write email that is not hurtful to the recipient or disrespectful of someone mentioned in it. Be aware that email can be forwarded to others.

## **Printing**

Lowcountry Preparatory School expects students to be prepared for all of their classes as soon as they enter the classroom. With that in mind, any assignment that needs to be printed from a flash drive or other storage device should be done prior to entering the classroom. Students are expected to print their assignments at home.

## **Laptop Computers and Tablets**

For educational purposes, the School has installed a wireless network on our campus for access to the internet. In creating this “laptop friendly” environment, the school looks to promote the use of technology as an important tool in our learning community. Upper School and Middle School students are expected to have a suitable device, be it a laptop or tablet, in order to access the internet for academic purposes. Students are encouraged to use technology for academic purposes, but must get permission from their teacher prior to using them for assignments or to take notes. Teachers should include a statement about acceptable technology use in their classroom, particularly with regards to test taking.

## **TAUP Acknowledgement and Agreement**

By signing the statement of understanding acknowledging and agreeing to abide by all of the policies and rules described within this handbook, students and parents accept the following specific principles as they pertain to technology. All students are responsible for their actions and activities involving school computers, network, and internet services, and for their computer files, passwords, and accounts. These rules provide general guidance concerning the use of the school equipment and any personal electronic device brought with them to school. These rules do not attempt to describe every possible prohibited activity by students. Students, parents, and staff who have questions about whether a particular activity is prohibited are encouraged to contact an administrator before commencing the activity. As a parent or a student, I understand that:

- My student will have unlimited access to the internet.
- My student takes full responsibility for a laptop computer or tablet just as any other personal property. The School in no way accepts responsibility for the safety or security of student owned laptops and tablets.
- If a student laptop has a network card, it will have wireless access to the internet. Parents acknowledge that the school will not monitor all student use of the internet.

- Students may not access, submit, post, publish, forward, download, scan, or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages.
- Students may not use the school's computers, network, and Internet services for any illegal activity. The school assumes no responsibility for illegal activities of students while using school computers or personal devices on school grounds.
- Students may not copy, download or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without authorization. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The School assumes no responsibility for copyright or licensing violations by students.
- Students may not represent as their own work any materials obtained on the Internet (such as papers, articles, music, art). When Internet sources are used in student work, the author, publisher, and website must be identified.
- Students may not share passwords; use other users' passwords; access or use other users' accounts; or attempt to circumvent network security systems.
- Students may not engage in any malicious use, disruption or harm school computers, network, or Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.
- Students may not attempt to use any software, utilities or other means to access Internet sites or content blocked by school filters.
- Students may not access blogs, social networking sites, etc. to which student access is prohibited.
- Within each class, the teacher will determine the acceptability of use of technology depending on the lesson planned.
- All students in the Middle and Upper Schools are expected to have a portable device with the capability of accessing the internet and having basic word processing (Microsoft Office, for example) capabilities. Though not required to bring this device every day, students should be prepared to bring a device to school with 24 hours notice
- At any point in time, the School reserves the right to deny any student the use of a personal laptop computer on campus.

### **Dress Code**

The uniform dress code at Lowcountry Preparatory School is an example of the high standards we expect from our students. We see the adherence to the dress code as an outer expression of respect. The dress code is in place to help students distinguish between dress for school and dress for their own activities. The dress code is intended to increase both pride in individual appearance and pride in Lowcountry Preparatory School; provide guidelines for neat and comfortable attire; promote modesty in appearance; and serve as a constant reminder to our community of the professionalism in which we conduct our affairs.

### **Student Dress – Lower School**

All students K3-5<sup>th</sup> grades are to wear the school uniform on a daily basis. The uniform consists of either a Navy blue or white shirt with the Lowcountry Preparatory School emblem embroidered on it and either khaki shorts, slacks, or skirts. Closed toed shoes are required for safety purposes. This uniform along with athletic shoes is what the Lower School students will wear for physical education.

### **Student Dress – Middle and Upper Schools**

Students in Middle School and Upper School will wear the Lowcountry Prep uniform on chapel/assembly days (every Friday) and on any other days designated by the administration. The Upper and Middle School uniform consists of the same embroidered shirts as the Lower School, khaki pants or shorts for the boys, and plaid skirts or khaki skirts, pants, or shorts for the girls. Modest shoes or sandals (no platforms, excessive heels, or faddish styles) must be worn at all times. Upper and Middle School students will change into proper athletic attire for

physical education classes and back into their school clothes for all other periods remaining in the day. Closed toe athletic shoes must be worn during physical activity to include working out in the weight room.

On days when the uniform is not required, students should dress in a manner that is in the same spirit of our school uniform. Students are expected to dress in a manner that is clean, neat, modest, and in good repair. Students are to be reminded that their clothing choices not only represent themselves but the entire Lowcountry Prep community. The responsibility of adhering to the guidelines that follow rests with students and their parents; however, members of the faculty will respond with disciplinary action on students who violate the guidelines. The discretion of the faculty determines appropriate student dress; however the following serve as guidelines for parents and students.

### **General Guidelines**

- Boys should wear collared polo shirts, oxford style dress shirts, or “dress” tee shirts; “technical” fabric workout shirts are not allowed.
- Pants should be made of a sturdy fabric and of a style that accept a belt. No athletic shorts. Jeans are acceptable as long as they are in good repair, are free of rips or tears, and are worn at the waist with no undergarments visible. Shorts must be hemmed and should extend past the finger tips.
- Flip-flops are acceptable “coastal prep” attire.
- Girls should wear similarly modest shirts or blouses. “Dress” tee shirts are acceptable; “technical” fabric workout shirts are not allowed.
- Girls should wear pants, shorts, or skirts in a fabric and style that could be accompanied by a belt. Athletic shorts are not allowed. Jeans are acceptable as long as they are in good repair, are free of rips or tears, and are worn at the waist with no undergarments visible. Shorts and skirts must be hemmed and should extend past the finger tips.
- Flip-flops are acceptable “coastal prep” attire.
- Nondescript tee shirts may be worn as long as they are not designed to provoke; there should be no logos promoting the use of alcohol, drugs, or conduct which is inconsistent with our School mission.
- Clothing in no way should demonstrate insensitivity to the views of others.
- Sunglasses are not to be worn indoors without a doctor’s prescription.
- Headphones or ear buds are not to be worn during the academic day.
- Hats or hoods are not to be worn indoors.
- Students must wear appropriate athletic shoes for P.E classes, athletic clubs, and team sports.
- Spaghetti straps, strapless tops, or bare midriffs are not allowed.
- Sports shorts are only to be worn during athletic activities.
- Clothing that exposes underwear; is too tight, or too revealing should not be worn.
- Tights or spandex without a skirt or shorts over them are not acceptable.
- Sweatpants, pajamas, and slippers are not acceptable.
- Students’ hair, including facial hair, must be neat, clean and well-groomed

Students who are dressed inappropriately for school will not be allowed to attend class and may be asked to go home for a change of clothing or to put on clothing provided by the School over their attire. Repeated incidents of inappropriate dress will be cause for further disciplinary measures. The Division Director is the final arbiter for what is and what is not appropriate dress.

### **Dress for Assemblies, Field Trips, Special Events, and Athletics**

School uniforms will be worn for all field trips and all school special events unless alternate attire is approved by the event sponsor. Athletic teams traditionally dress up on days of athletic events. In lieu of dressing up, team captains may direct their players to wear their team jerseys for home athletic contests.

## **Honor Code**

A community of individuals can live together only where the basic tenets of honor are the foundations of that community. At Lowcountry Preparatory School, we tell the truth and ensure that the full truth is known. We do not lie. We strive for fairness in our actions. We ensure that the work we submit is our own, and that any assistance we receive is authorized and properly documented. We do not cheat. We respect the property of others. We do not steal.

## **Purpose**

The purpose of the Honor System is to create an atmosphere of trust, honesty, and integrity with mutual respect among our community of students, educators, and families. In the Lower School, the classroom teacher will handle all such incidences in consultation with the Head of School.

## **Definitions**

*Lying:* The intentional misrepresentation or omission of facts to a member of the faculty, administration, or a fellow student. Forgery is a form of misrepresentation, fake IDs, or possessing as someone other than yourself in social media is a form of lying.

*Stealing:* The taking or borrowing of property without permission of any item that is not rightfully yours. Articles may only be taken from another student's locker with that student's expressed permission. Students may not give others carte-blanche access to their belongings.

*Cheating:* The giving or receiving of any unauthorized help on any assignment; this includes passing on any information regarding an academic assignment to a student who has not yet completed the assignment. This also includes homework that is checked or taken for a grade.

*Plagiarism:* The act of taking the ideas, writings, and works of another and representing them as the student's original work. *The Everyday Writer* explains plagiarism this way: "The use of someone else's word without crediting the other person, breaks trust within the research conversation you are a part of and with readers as well. As a mark of dishonesty, it can destroy the credibility of both research and researcher and can result in serious consequences."

## **Honor Pledge**

"On my honor, I have neither given nor received unauthorized assistance with this assignment" or (OMH). Students are encouraged to write OMH by their name at the conclusion of any test or quiz as a reminder to themselves and others that they stand by their pledge.

## **Honor Council**

Each class in grades 9-12 will elect one member to the Honor Council. The faculty will nominate the second member from each grade to the council. The Honor Council faculty advisor will recommend to the Head of School which of the two seniors will serve as the Chairman of the Honor Council. Additionally, the Middle School Director may appoint a non-voting member from the 8<sup>th</sup> grade to serve on the Honor Council.

## **Honor Hearings**

The Honor Council will hear cases involving lying, cheating, or stealing. Any conduct violations associated with an honor violation will be handled separately by school administrators. Students are encouraged to report any alleged honor violations to the Honor Council Faculty Advisor, a Division Director, or the Head of Schools. Teachers, likewise, should report any violation that they themselves have observed or if they hear about indirectly by communicating with a student. A Division Director and the Honor Council Faculty Advisor will always be present at any honor hearing as non-voting members. Parents and lawyers are not permitted at Honor Hearings. Members of the Honor Council must maintain absolute confidentiality. If a member of the Honor Council breaks confidentiality, that member will be dismissed from the hearing and not be allowed to participate in any future hearings.

## **Procedures**

1. If an individual believes that a violation of the Honor Code has occurred, that person is to bring it to the attention of the Honor Council faculty advisor, who will discuss the issue with the involved parties.
2. After an initial inquiry, the Honor Council Faculty Advisor will recommend to the Head of Schools that the situation warrants a formal honor hearing, or the advisor may recommend to the Head of Schools that the investigation be dropped at the beginning; for example, a simple misunderstanding. If the Head of Schools decides to drop the hearing, the faculty advisor will inform the accused that the honor charge has been dropped.
3. If an Honor Hearing is to proceed, the Honor Council Faculty Advisor will instruct the Chairman of the Honor Council to conduct an honor investigation.
4. Under the direct guidance of the Honor Council Faculty Advisor, the Honor Chairman will complete a thorough honor investigation into the alleged offense, interviewing any additional witnesses and collecting further evidence. At a minimum the Chairman must collect written statements from the accused, the accuser, and any other witnesses.
5. The Chairman of the Honor Council will call for an Honor Hearing with all members of the Honor Council and the faculty advisor.
6. The Honor Chairman is in charge of the proceedings. The Chairman will present the evidence and witness statements to the Honor Council and call any witnesses to the hearing.
7. Following the presentation of the case, the accused will be given the opportunity to testify. The accused is allowed to be represented by one faculty advocate to speak about the accused's character outside of the specific violation.
8. Members of the Honor Council will question the accused and any witnesses, review all documentary evidence.
9. After excusing the accused and any witnesses, the Honor Council, under the tutelage of the Honor Council Faculty Advisor, will deliberate and vote as to whether an honor violation has or has not occurred.
10. Since the Chairman of the Honor Council is involved in the investigation and the lead presenter of evidence at the hearing, he or she does not vote.
11. The Honor Chairman will collect the votes and forward the results to the Honor Council Faculty Advisor. A majority of votes must be reached to recommend that an honor violation has occurred. The recommendation, including the voting results will be forwarded to the Head of Schools.
12. The faculty advisor will brief the Head of Schools on the proceedings of the investigation, hearing, and the results of the Honor Council vote.
13. The Head of Schools has the option to accept or decline the findings of the Honor Council. It is the responsibility of the Honor Council to offer strictly a recommendation of guilt or innocence to the Head of School. The Head of School determines whether or not any disciplinary measures should be taken and what those measures will be.



## **Student Council**

Student Council and Class Officers must be in good standing in all areas of school life. After being elected, these officers must maintain the same academic standards as athletes. Additionally, they may not have an honor infraction, be suspended from school, or be viewed as a constant department problem. A violation of these standards may constitute a removal from the elected office. Responsibilities of the council include supervision of Spirit Week and other school functions, coordination of council meetings, and various all-school activities, and communication on most student life matters. The president will lead the pledge of allegiance and scripture reading at all assemblies. The vice president will fill for the president in his or hers absence. Members of the Student Council include the president and vice president, treasurer and secretary (elected by the entire student body), and a class representative elected by each class (6<sup>th</sup>-12<sup>th</sup>). The Middle School office holders are elected by the Middle School student body. There will be two separate councils: Middle School and Upper School. The two councils may at times unite to address matters that affect the entire school. Students may run for the following positions:

### Upper School

President (senior)

Vice President (junior)

Treasurer (sophomore)

Secretary (freshman)

Class Representatives (one per class)

### Middle School

President (8<sup>th</sup> grade)

Vice President/Treasurer (7<sup>th</sup> Grade)

Secretary (6<sup>th</sup> Grade)

Class Representatives (one per class)

## **Class Sponsors**

Class advisors will also serve as class sponsors. The class sponsor will be responsible for the following duties:

- Serve as academic advisor for the grade
- Monitor academic progress of each class member
- Develop class morale
- Supervise class meetings and activities
- Work with class officers to plan and run class meetings and student council Meetings
- Support the Head of Schools in planning and executing student activities and social events
- Manage class funds
- Supervise any class fundraisers including the proper completion of the Fundraiser Approval Form with sponsor recommendation
- Serve as the faculty representative in planning and executing school events or Non course specific field trips
- Serve as the lead chaperone for any event sponsored by his or her class; ensure that the event is adequately chaperoned
- Advise the class on the class gift

## **Extra-Curricular Activities**

Lowcountry Prep provides students with various and challenging opportunities. Participating and assuming leadership positions in school events and student organizations help students develop the enduring principles of integrity, self-discipline, responsibility, respect, courage, civility, and compassion. In addition, these opportunities make Lowcountry Prep a fun and exciting place to be. One of the greatest elements of student life is the degree to which students can shape their own experiences and the culture of Lowcountry Prep. Each year is different, and

each class will be responsible for any number of scheduled student events. Classes and their sponsors are challenged to better the experience of the assigned activities from year to year and are encourage to invent new traditions, events, and activities. Students in the Lower School are encouraged to participate in co-curricular activities beyond the regular class schedule as availability and time permits. Parents of Lower School students are the best judges of activity beyond the regular school day for their individual child/children. Middle and Upper School students are encouraged to participate in student life beyond academic classes and study hall as their schedule permits.

**School Events**

Art and Photography Show (SCISA)  
Chess Meet (SCISA)  
Class Trips  
Coffee House  
Community Service Day  
Debate (SCISA)  
Dances  
Drama Festival (SCISA)  
Field Day  
Geography Bee  
Holiday Performance  
Homecoming  
Leadership Conference (SCISA)  
Let Loose Night  
Literary Meet (SCISA)  
Math Meet (SCISA)  
Movie Nights  
Music Festival (SCISA)  
Prom

Quiz Bowl (SCISA)  
Spelling Bee (SCISA)  
Science Fair (SCISA)  
Spirit Week

**School Clubs**

Art Club  
Community Service Club  
Cooking Club  
Drama Club  
Film Club  
Guitar Club  
Habitat for Humanity  
Intramurals  
International Club  
Math Club  
Music Club  
Publications  
Recycling Club  
Science Club

## Chapter Four: Athletics

### Philosophy

Athletics is an important and integral part of a Lowcountry Preparatory School education. Each student-athlete has much to contribute and much to gain from playing sports here. Properly conceived, directed, and coached, interscholastic athletics provides experiences and lessons that cannot be duplicated in the classroom. Participation in athletics promotes a positive self-image; development of physical, mental, and social skills; understanding of team cooperation; and a sharing of personal experiences. Student-athletes at all levels earn the right to play through proper attendance, attitude, and work habits.

### Sportsmanship Code

As parents, students, Lowcountry Preparatory School, players, and coaches, it is our intent to support our athletic teams in accordance with the following ideals of good sportsmanship maintaining the highest standards of courtesy, discipline, deportment, and support for our teams by:

1. Treating the officials, opposing teams, and spectators from other schools as our guests.
2. Respecting the property and reputation of our competitors as well as that of our own school.
3. Showing discretion during free throws, penalty kicks, etc. by supporting our team rather than pulling against the opponent.
4. Refraining from booing or taunting officials, opposing coaches, parents, and players from other schools.
5. Cheering our teams' successes, not the opponent's misfortune.
6. Establishing a competitive athletic climate where we are known for our competitive energy. THIS CODE IS NOT INTENDED TO SUPERSEDE OR CONFLICT WITH THE SCISA "SPORTSMANSHIP CODE OF CONDUCT."

### Sports Programs – Availability based on student interest

#### Fall

JV Boys Cross Country  
JV Girls Cross Country  
Varsity Boys Cross Country  
Varsity Girls Cross Country  
JV Boys Soccer  
Varsity Boys Soccer  
JV Girls Volleyball  
Varsity Girls Volleyball

#### Winter

JV Boys Basketball  
JV Girls Basketball  
Varsity Boys Basketball  
Varsity Girls Basketball  
JV Co-Ed Swimming  
Varsity Co-Ed Swimming

#### Spring

Varsity Boys Baseball  
JV Co-Ed Golf  
Varsity Co-Ed Golf  
JV Girls Soccer  
Varsity Girls Soccer  
JV Co-Ed Tennis  
Varsity Co-Ed Tennis  
Club Lacrosse

### Athletic Eligibility

A student must pass five core courses in order to be eligible for athletic participation at the end of each grading period. The student who fails to meet this standard at the time of quarterly progress reports will be ineligible for interscholastic play until the end of the next marking period. A student who is academically ineligible to participate is also prohibited from practicing with the team until the time he/she is academically eligible to participate. Any student who did not receive credit for all courses taken the previous school year cannot be declared eligible for athletic participation until the successful completion of the first quarter. In order to be eligible to play on any given day, a student-athlete must attend three core classes.

### Marlin Club

The Marlin Club conducts various fundraisers during the course of the year specifically to assist the athletic program. Success of Marlin Club fundraisers enables the school to continually improve the excellence of athletic programs. Please support these endeavors. The Athletic Banquet is held at the end of the school year in celebration of the many athletic accomplishments of the teams and individuals throughout the year. All participating athletes are invited to attend. Family members and other students may purchase tickets to attend.

## **Chapter Five: Miscellanea**

### **Parent, Teacher, Student Organization (PTSO)**

#### **Purpose**

The purpose of the Organization is:

- To support and promote Lowcountry Preparatory School and its education, strategic and operating goals and such other matters as may be requested by the School administration.
- To provide a forum where parents can achieve a greater understanding of the School, its philosophy and goals, and where issues of mutual concern may be discussed with School representatives.
- To provide a networking mechanism through which parents can meet and interact to enhance the spirit of the School.

#### **Objectives**

- To plan and implement fundraising activities which benefit the School;
- To incorporate the skills of parents, where appropriate, in School programming;
- To improve the flow of information between the School and parents;
- To promote education and development opportunities for students;
- To encourage cooperation between teachers and parents in the education of the students;
- To establish committees to oversee projects and programs.

#### **Membership**

- Any parent or guardian of a student currently enrolled in the School is a member of the Association. All parents and teachers of the School are eligible to participate in the business meetings, programs and services of the Association.

#### **Meetings**

- Meetings are held on the first Tuesday of each month at 8:30 following the Head of School Monthly Report. The location will be announced.

#### **Alumni Association**

The Alumni Association's primary focus is to maintain contact with graduates and to continue to foster and grow the support for and community of Lowcountry Preparatory School.

#### **Annual Fund**

The Annual Fund supplements the total cost of tuition to balance the school's operating budget. Only a portion of the actual cost of educating each student is charged annually in tuition. Contributions to the Annual Fund are tax deductible as a charitable contribution. In seeking grants and gifts from foundations and others, parent and faculty participation is important. Therefore, 100% of parents and faculty are encouraged and expected to give to the Annual Fund to show commitment to the school and its mission.

#### **Art Guild**

The Art Guild supports and promotes Lowcountry Preparatory School's fine arts program through Original Art Works and Fall Art Show. Volunteers help prepare various student art shows throughout the year and support our Visiting Artist Program.

#### **Auction/B.A.S.H. (Building A Scholastic Heritage)**

The Lowcountry Preparatory School Auction is a "don't miss" event! Every year in April, the PTSO organizes and hosts an event to raise money for the Scholarship Fund. The Saturday night Gala Auction is a night for the adults including food, fun, silent and live auctions, and is a great social gathering.

There are many opportunities to help with this event, from planning the party to soliciting for donations. It is a great way to enjoy a night out while helping the school.

### **Book Fair/Library Guild**

The Library Guild is a committee that is interested in assisting in the library. There are regular opportunities for working with children and teachers. The committee also organizes Book Fairs which are held during the school year. The proceeds from which are used to buy books, materials, and equipment for the school library.

**Campus Facilities** is a committee for “making things beautiful.” Through various work/clean up days and improvement opportunities, parents make a visible difference in the appearance of our school.

### **Chapel Committee**

The Chapel Committee encourages the development of character, integrity, responsibility, morality and spirituality among the students. It makes recommendations for the weekly non-denominational chapel program and helps obtain appropriate speakers for the Lower and Upper/Middle Schools. Parents are encouraged to attend chapel whenever their schedule permits. This group provides an opportunity for parents to come together in prayer specifically for our school and our children.

### **Class Parent**

The Class Parent volunteers to assist the teacher in various enrichment activities and to help with communication to families in the grade. This includes coordinating the hosting of class parties, collecting and dispersing class money, coordinating field trips, and recruiting volunteers for specific events.

### **Class Parent Coordinator**

A Class Parent Coordinator is a parent who volunteers to work with the Class Parent volunteers and teachers within a particular division. The coordinator helps communicate with families and coordinate events and activities across grades and divisions when appropriate. Coordinators also communicate with the PTSO and school faculty.

### **Dances**

In order to foster a sense of community and cohesiveness, the Middle School and Upper School Student Councils sponsor dances during the school year. Parents often help students with decorating and refreshments for these events.

### **Doughnuts for Dads – Lower School Program**

Doughnuts for Dads is a morning program starting shortly after drop-off time for the Lower School students and their dads to socialize and better get to know each other and the faculty.

### **Family Night**

The beginning of the school year is marked with the annual Family Night sponsored by the PTSO. This is a casual affair that allows all families to enjoy dinner while reconnecting with Lowcountry Preparatory School, as well as meeting new families to Lowcountry Preparatory School.

### **Field Day**

On this special day at the end of the school year, the school is divided by teams of either Blue or White to compete in various fun events. Families will be notified of their color prior to the event. Students wear clothing of their team color and sneakers. As there are events involving water, students often wear bathing suits under their clothing.

**Fund Raising**

All fund raising efforts must be approved by the Head of School. Children in the Lower School are prohibited from door-to door fund raising activities sponsored by the School or by a school-related organization.

**Graduation Reception**

A reception for graduating seniors and their families is held in the gym immediately following the graduation ceremonies. The 11<sup>th</sup> grade parents organize and sponsor the reception.

**Good EATS****Grandparent and Special Friend Day**

During this annual event, grandparents and special friends of Lowcountry Preparatory School students are invited to the school for classroom visits, and a special program provided by the Lower School.

**Homecoming and Spirit Week**

Homecoming is a time of celebration for alumni to return to Lowcountry Preparatory School and attend various events. Leading up to Homecoming, the entire Lowcountry community celebrates the pride of being a Marlin. Festivities include grade sponsored door decorations, themed dress-up days and other activities. We seek to have an alumnus speak at weekly Chapel, announce the Homecoming Court at a Basketball game.

**Hospitality**

The Hospitality Committee organizes and provides refreshments, etc. for special events at the school.

**Innisbrook Wrapping Paper and Holiday Gift Item Sales**

In the fall, the PTSO sponsors a fund raising event through Innisbrook. You can go on line to [www.innisbrook.com](http://www.innisbrook.com) and our school I.D. is 112935. All students will be given a brochure and sales material for the wrapping paper and gift items. Middle and Upper School students will earn prizes based on their sales results. Our school earns 50% profit on every purchase.

**International Student Program**

Lowcountry Preparatory School believes that a valuable part of education is learning about various cultures and customs. In support of developing an understanding of other cultures, we seek out international students to attend our school and become part of our community. We seek host families to house the students throughout the year. If you are interested in learning more about being a host family, please contact the Director of Admissions. All Lowcountry families are invited and expected to participate in helping international students feel welcome and a part of the school community.

**Let Loose Night**

Each May, the Middle and Upper School students who have a desire to shine in the spotlight try out to “perform” in the 9<sup>th</sup> grade sponsored “Let Loose Night.” The entire school, parents, family are invited to attend and celebrate the many talents of the Lowcountry students and faculty.

**Marlin Café**

As an alternative to bring lunch from home, a monthly menu is provided for ordering from various vendors throughout the week. Parent volunteers are needed to help hand out lunches to students.

**Marlin Club**

The Marlin Club is the parent booster club for the school’s athletic program. It raises funds to purchase uniforms, pay officials, and support the interscholastic athletic program. Annually this is done by selling Marlin Club memberships, by ticket sales at the gate for sporting games, operating the concessions stand and school store. Volunteers are always needed to assist with these activities.

### **Muffins for Moms – Lower School Program**

“Muffins for Moms” is a morning program starting shortly after drop-off time for the Lower School students and their moms to socialize and better get to know each other and the faculty.

### **Parents’ Night/Classroom Visitation**

In the first few weeks of school, there is a parents’ night for families to meet the teachers, learn more about the division and/or grade that their child is in and about expectations of the new school year. Lower School teachers will be available to speak with parents, receive an overview of each of the class curriculums, and receive first hand other important school news. Parents are encouraged to attend.

### **Shrimp Boil**

### **Sunshine Committee**

The Sunshine Committee recognizes joys and concerns within our school family. If you know of a situation that should be recognized please notify the division offices.

### **Summer Camps**

Summer Enrichment and Athletic Camps are part of the excitement at Lowcountry Prep School during the summer months. Camps are offered to students, friends and children from the community at large. An online listing of the camps is available on the school website in the late spring.

### **Teacher Appreciation**

The PTSO applauds the dedication and professionalism of our teachers and staff. Parents on the teacher appreciation committee organize luncheons and various events to recognize this commitment.

### **Volunteering**

Volunteering is encouraged and appreciated at Lowcountry Preparatory School. For opportunities, speak with either the Class Parent or the teacher in the Lower School. School wide volunteering is organized through the PTSO. Volunteer sign up forms are available on the website. Sign-up forms may be mailed or dropped off in the office.