



LOWCOUNTRY PREPARATORY SCHOOL  
STUDENT/PARENT HANDBOOK  
2023-2024

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## MISSION STATEMENT

The mission of Lowcountry Preparatory School is to prepare students for college, for leadership, and for life through a demanding academic, artistic, and athletic program. Based upon our service to others, we encourage our students to become informed, bold, resourceful, resilient, and ethical global citizens capable of shaping a changing world.

## PURPOSE STATEMENT

The purpose of Lowcountry Preparatory School is to prepare students in mind, body, and spirit for success in college and in life.

## VISION STATEMENT

The vision of Lowcountry Preparatory School is to be the school of choice among prospective and current students by providing an ideal learning environment and a world class program— academic, athletic, and spiritual—that features financial sustainability, high morale among both students and members of the faculty and staff, and continuous improvement.

## ACCREDITATION STATUS

Lowcountry Preparatory School is fully accredited through Cognia and South Carolina Independent School Association (SCISA).

## NON-DISCRIMINATORY STATEMENT

Lowcountry Preparatory School admits students without regard to race, sexual orientation, color, national, religious, or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school.

## HOURS OF OPERATION

7:30 am	LS & LS Office Opens
7:45 am	MS/US School & MS/US Office Opens
7:55 am	Warning bell in MS/US
8:00 am	Instructional day begins
2:45 pm	Lower School dismissal
3:00 pm	Middle and Upper School dismissal
4:00 pm	Office closes

## CONTACT INFORMATION

Address: 300 Blue Stem Drive, Pawleys Island, SC 29585

Phone: (843) 237-4147

Email: [info@lowcountryprep.org](mailto:info@lowcountryprep.org)

Website: [www.lowcountryprep.org](http://www.lowcountryprep.org)

Facebook: Click [HERE](#)

**SCHOOL STAFF LISTING  
2023-2024**

Lower School	Middle School	Upper School
<p><b><u>Kindergarten</u></b> Kaela Rogers</p> <p><b><u>1<sup>st</sup> Grade</u></b> Emily Livingston</p> <p><b><u>2<sup>nd</sup> Grade</u></b> Bonnie Tamasitis</p> <p><b><u>3<sup>rd</sup> Grade</u></b> Dori Noonan</p> <p><b><u>4<sup>th</sup> Grade</u></b> Jamie Grah</p> <p><b><u>5<sup>th</sup> Grade</u></b> Leslie McCants</p> <p><b><u>Foreign Language</u></b> Lourdes Beard</p> <p><b><u>Resource Teacher</u></b> Paige Ferguson</p> <p><b><u>Art</u></b> Kendall Thornton</p> <p><b><u>Library</u></b> Susan Parsons</p> <p><b><u>Music</u></b> Tony Starlight</p> <p><b><u>Physical Education</u></b> Nikki Elicker</p> <p><b><u>After School Supervisor</u></b> Madison Reed</p>	<p><b><u>English</u></b> Lindsey Blomdahl</p> <p><b><u>Mathematics</u></b> Hoppy Smith</p> <p><b><u>History</u></b> Kristen Sandor</p> <p><b><u>Science</u></b> Julie Ford Becky Schroeder</p> <p><b><u>Grammar &amp; Writing</u></b> Elizabeth McCallister</p> <p><b><u>Foreign Language</u></b> Keely Elliott Kelly Parnell Elizabeth McCallister</p> <p><b><u>Art</u></b> Kendall Thornton Alyson Fisher</p> <p><b><u>Music</u></b> Tony Starlight</p> <p><b><u>Physical Education</u></b> Nikki Elicker</p> <p><b><u>Math Tutor</u></b> Elizabeth McCallister</p>	<p><b><u>English</u></b> Vannah Scarborough</p> <p><b><u>Mathematics</u></b> Payden Shaw</p> <p><b><u>History</u></b> Tom Strong Tara Lavallee</p> <p><b><u>Science</u></b> Julie Ford Becky Schroeder</p> <p><b><u>Foreign Language</u></b> Keely Elliott Kelly Parnell</p> <p><b><u>Art</u></b> Alyson Fisher</p> <p><b><u>Guidance</u></b> Tara Loos</p>
		<b>Administration &amp; Support</b>
		<p><b><u>Head of School</u></b> Wes Wehunt</p> <p><b><u>Head of Upper Division</u></b> Tara Lavallee</p> <p><b><u>Head of Lower Division</u></b> Jeanie Floyd</p> <p><b><u>Office Managers</u></b> Julie Galloway (LS) Christie Jolly (MS/US)</p> <p><b><u>Athletic Director</u></b> Brett Phillips</p> <p><b><u>Accounting &amp; Human Resources</u></b> Tina Flaherty</p> <p><b><u>Custodial and Maintenance</u></b> Josh Howe</p>

## ACADEMICS

### 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.

### Academic Probation

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 may 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.

### Class Rank

Class rank is a student's academic standing in the class in relation to classmates. Students may earn quality points for use in determining grade point averages and class rank in all courses counted as diploma units according to the South Carolina Uniform Grading Policy <https://ed.sc.gov/districts-schools/state-accountability/uniform-grading-policy/ugp-may-2019-final-pdf/>.

### Class Rank for Seniors

High school class rank is determined by numerically ordering cumulative grade point averages of students classified as seniors. Class rank will be figured at the end of the first semester based upon final grades from previously completed high school credit bearing courses, the average of the first

semester grades in current classes, the grades from the most recently completed grading period for college classes, and the first semester exam, if applicable.

### Course Levels

College Placement (CP): Elective courses in eighth through tenth grade are designated as college placement courses. Courses include, but are not limited to art, technology, personal finance, physical education, and health.

Honors (H): Courses in math, English, science, history, and foreign language in grades eighth through twelfth are designated as honors courses unless enrolled in AP courses. 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 accordingly.

Advanced Placement (AP): Students can register for Advance Placement (AP) courses starting in their ninth-grade year. Students incur a cost associated with sitting for an AP assessment.

### Credits

Typically, a student must take five core academic courses and one elective course each 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).

### Dual Credit Courses - PACE

PACE courses taken at Horry Georgetown Technical College (HGTC), a postsecondary institution, are those courses for which the student has been granted permission by the School to earn both high school units of credit and college credit. Students may not take college courses on their own time at an institution of higher education with the expectations that college courses would be transcribed back to the high school transcript without first consulting the School. Final grade transcripts for dual credit courses must be submitted securely to the School upon completion

of the course for the purpose of recording a final grade for the high school transcript. College remediation and orientation courses may not be awarded additional quality points above CP weighting.

Students who drop a PACE course after the drop-add period will receive a F/50 on their transcript.

### Exam Attendance Policy

Exams are given at the end of each semester for students in grades 6-12 and are two hours in length. Exams count 20 percent of the semester grade. During exams, students cannot be absent or dismissed early without a doctor's excuse, court excuse, or extenuating circumstances. Absences and early dismissals during exams must have prior approval by an administrator before the date of the absence.

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 retake the exam. The highest semester grade that can be awarded to a student taking a re-exam is a 60. If the student fails the re-exam, the higher of the two exam averages will be recorded.

### Exam Exemption Policy

Students who enroll in an AP course and sit for the AP exam are exempt from the second semester exam.

### Grade Point Average - Cumulative

Unweighted GPA: To determine a student's cumulative grade point average (GPA), each final course grade will be assigned the corresponding point value.

A	4.0
B	3.0
C	2.0
D	1.0
F	0

### Grade Point Average - Weighted

Weighted GPA: Grades for Honors, Advanced Placement (AP), and selected dual enrollment college courses will have weighted point values for

the purpose of final grade point averaging. The School utilizes the Uniform Grading Policy for South Carolina public schools. Please refer to UGP policies and procedures for additional information: <https://ed.sc.gov/districts-schools/state-accountability/uniform-grading-policy/>

### Grade Reporting – Lower School

- Report cards will be issued at nine-week intervals on the 5th day following the last day of the previous nine-week period. Final report cards will be issued to students on the last day of school or mailed/emailed home within five days.
- Students in grades 3-5 will be issued an interim midway through each grading period.
- At least three times during each nine weeks, teachers will communicate students' academic progress with parents by sending home graded work.

### Grade Reporting – Middle and Upper

- Report cards will be issued at nine-week intervals on the 5th day following the last day of the previous nine-week period. Final report cards will be mailed/emailed five days following the last day of school.
- All students will be issued an interim midway through each grading period.
- All course attempts from Middle and Upper School will show on the transcript but only one course attempt and the highest grade earned for the course will be calculated in the GPA.
- A student who retakes an Upper School course from Middle School must complete it before the beginning of the second year of Upper School. A student in grades nine through twelve must retake a course by the end of the next school year.
- Credit recovery for English, math, social studies, and science is available through VirtualSC for students who failed an Upper School course in any one of these areas. Students must enroll and complete the recovery course successfully to receive credit for the course. If the student passes the credit recovery course with a 60 or higher,



the passing grade is entered as a “P” as the final grade and transcribed to the numerical grade value of “0”. The credit recovery course does not impact the student’s GPA. The original failing grade will remain on the transcript as is. If a student wishing to modify his or her GPA shall repeat the full course for credit and not seek credit recovery solution.

- A semester grade will be determined by averaging the two nine-week grades and the exam grade, which may not count for more than 20 percent. When determining a semester or final average, any nine-week average below 40 will be converted to a 40 for averaging purposes.
- Lowcountry Preparatory School follows the South Carolina Uniform Grading Policy for calculation of grades. Grading scales and notations may be revised as appropriate to the School’s mission with timely notification to parents and students.

## Grading Practices

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### Assignment and Test Grades

- The teacher will conduct frequent and ongoing evaluation. Teachers will differentiate between *formative* assessment, which is designed to improve student learning during an instruction on a topic, and *summative* assessment, which is meant to measure learning after instruction on a topic.
- Grades may include tests, quizzes, projects, and written papers graded with rubrics, notebook checks, homework, teacher observation checklists of academic skills, performance assessments, and other student generated ways of demonstrating proficiency.
- Teachers determine the weight of test/assignment items and the procedures for scoring tests/assignments appropriate for a specific class or subject area.
- No quarter, semester, or final grade will be above 100.
- Extra credit assignments should be given cautiously so grades closely reflect actual student learning. Extra credit assignments

should be viewed as additional opportunities to meet course standards.

- Teachers may use letters or other symbols (i.e., check mark, plus sign) on daily assignments and in teacher grade books for assignments for which a numerical value is not appropriate.
- Assignments, quizzes, and tests will be graded, returned promptly, and reviewed with students before the next related assessment is administered.
- Students shall be allowed to keep or have access to all graded assessments when practical to use as study aides for future assessments.
- Test corrections are encouraged and should occur promptly.
- Students are expected to complete all assigned work. When they do not complete work by the assigned deadline, they may be required to complete it at another assigned time during or outside the school day. Parents should be notified when work completion becomes a problem, and the teacher should make attempts to have students complete the work. Work not completed within the assigned time period may be assigned a penalty (20 percent penalty for each day late). If determination findings indicate student refusal to complete homework, detention may also be assigned for chronic incomplete work. If the student’s failure to turn in work is justified, the student’s work may be turned in late with an appropriate grade assigned. Partially completed work or work not turned in at all will be graded according to the amount and quality of work completed and penalties assigned, and this may include a grade of “zero” if it is not turned in at all within a reasonable time frame (five days).
- A teacher will accept late work if the student has an excused absence and has arranged to make up the work.
- Work assigned before an absence is due the day a student returns to school unless special arrangements have been made in advance. Extenuating circumstances should be considered.

## Nine Week, Semester, and Final Grades

- Formative assessments, including quizzes, checklists, teacher observations, “quick checks,” labs, and other brief assessments, will be administered on average at least one assignment per week. Collectively, they may be weighted at no more than 50 percent of an overall grade. Within this category, daily homework that is considered a formative assessment may count no more than 10 percent of the overall grade.
- Summative assessments include tests, projects, writing assignments, performance assessments, labs, and other student generated ways of demonstrated proficiency and will be weighted 50 percent of an overall grade.
- A single test/assignment cannot account for more than 25 percent of the nine-week grade, and an exam cannot account for more than 20 percent of the semester grade.
- Teachers are expected to use grading practices that limit the impact of “outlier” grades on quarter averages and that recognize student learning over time.

## Grading Scales

### Kindergarten – 2<sup>nd</sup> Grade

Students will receive feedback every nine weeks on where they perform relative to expectations. Nine-week grades will be assigned as follows.

- E (Exceeds standards) – 95-100
- M+ (Meets standards) 88-94
- M (Meets standards) 80-87
- P (Progressing towards standards) 70-79
- N (Needs improvement to meet standards) below 70

Work Habits, Social/Emotional Development, and related arts scale:

- S – Satisfactory
- N – Needs Improvement
- U - Unsatisfactory

### Grades 3 through 12

Students will receive feedback every nine weeks on where they perform relative to expectation.

Students will receive numeric grades. Nine-week grades will be assigned as follows.

A	90-100	Highly Proficient
B	80-89	Above Proficient
C	70-79	Proficient
D	60-69	Below Proficient
F	Below 60	Failing
-		Not Applicable
I		Incomplete Work

## Graduation Requirements

To qualify for graduation, students must meet the following minimum curriculum requirements or the equivalent high school credit requirements:

- English (4)
- History & Social Science (U.S. Hist., World, Hist., U.S. Govt, Personal Finance/Economics) (4)
- Math (Algebra I, Geometry, Algebra II, Precalculus) (4)
- Science (Physical Science, Biology, Chemistry or Physics or Environmental Science) (4)
- Foreign Language (minimum of two units in the same language) (3)
- P.E & Health (1)
- Technology (1)
- Senior Seminar (1)
- Electives (2)
- Total (24)

## Grade Classification

Classification by grade level is done for record-keeping purposes only and does not indicate academic standing. Classification as a tenth grader, as an example, simply means a student has acquired enough units of credit. It does not indicate the grade level of courses taken or currently being taken.

- Ninth, tenth and eleventh grade students will be enrolled in six (6) classes, each granting one (1) unit of credit, and seniors will be enrolled in a minimum of five (5) classes, each granting one (1) unit of credit, unless special permission is granted by the administration.

## Graduation Recognition

Seniors must meet all graduation requirements to participate in graduation. Seniors completing the requirements to graduate during the summer will be allowed to participate in the graduation ceremony. The graduation distinction of summa cum laude, magna cum laude, and cum laude are determined by calculating cumulative grade point averages of students classified as seniors using unweighted GPA based on standing on May 1 of their graduation year or final grades, whichever comes first. Final transcripts will reflect the actual ending grades.

- Summa cum laude: 3.750 – 4.000 GPA
- Magna cum laude: 3.670 – 3.749 GPA
- Cum laude: 3.500 – 3.669 GPA

## Homework

Homework is defined as the time students spend outside the classroom in assigned learning activities. The purpose of homework is to practice, reinforce, or apply acquired skills and knowledge. Moderate assignments completed and done well are more effective than lengthy or difficult ones done poorly.

Homework serves to develop regular study skills and the ability to complete assignments independently. Homework is the responsibility of the student and, as students mature, they are more able to work independently. Therefore, parents play a supportive role in monitoring completion of assignments, encouraging students' efforts, and providing a conducive environment for learning.

### Guidelines for homework

- Students are expected to complete all assigned homework.
- Homework should be assigned after introduction and thorough explanation of the skills necessary to complete the assignment.
- Homework should be assigned in such a manner that it will be understood by students.
- Homework should serve a valid purpose and be related to curriculum goals.

- Students should receive timely feedback on their homework.
- Teachers should seek to determine the causes if a student regularly fails to complete assigned work.
- Teachers will not avoid giving homework because they believe students will not do the work.

### Consequences for refusal to complete homework

#### *Lower School*

Students in the Lower School are learning how to complete academic tasks outside of the School. Teachers will work closely with parents and students when homework completion becomes a problem. If refusal to complete homework continues following teacher intervention, consequences will be determined on a case-by-case basis, which may include assignment of a zero.

#### *Middle and Upper School*

Students in the Middle and Upper School are expected to accept responsibility for homework completion. The School recognizes that homework completion can be impacted by life events and therefore will first identify reasons for failure to complete homework prior to assigning consequences. Work not completed within the assigned time may be assigned a penalty after the teacher seeks to determine the cause of a student's failure to complete assigned work (20 percent penalty for each day late). Detention may also be assigned for chronic incomplete homework. If the student's failure to turn in work is justified, the student's work may be turned in late with an appropriate grade assigned. Partially completed work or work not turned in at all will be graded according to the amount and quality of work completed and penalties assigned, and this may include a grade of "zero" if it is not turned in at all within a reasonable time frame (five days).

A teacher will accept late work if the student has an excused absence and arranged to make up the work. Homework assigned before an absence is due the day a student returns to school unless special arrangements have been made in advance. Extenuating circumstances should be considered.

## Honor Roll

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Students in grades 3-12 earn a place on the A Honor Roll or the A/B Honor Roll by meeting the following criteria based on nine-weeks grades.

- A Honor Roll: A student earns an A in each course for which a grade is assigned. Elementary related arts grades must be at the S level (no N or U grades).
- A/B Honor Roll: A student earns an A or B in each course for which a grade is assigned. Elementary related arts grades must be at the S level (no N or U grades).

Students who have been suspended out of school during the grading period are not eligible for Honor Roll recognition, regardless of academic grades.

## Honors Credit

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Lowcountry Preparatory School's standards meet or exceed those recommended by the South Carolina Independent School Association (SCISA) and the South Carolina Commission on Higher Education. In most disciplines, our standard track aligns itself with the "honors" track of nearby South Carolina public schools. The following courses are designated "honors" courses.

- Algebra I, Geometry, Algebra II, Pre-Calculus\*, Calculus\*
- Physical Science, Earth Science, Introductory Biology, Introductory Chemistry, Biology I\*, Chemistry I\*, Physics 1\*, Environmental Science\*
- English I, II, III, IV\*, V\*
- French I, II, III, IV\*
- Spanish I, II, III, IV\*
- Ancient Civilization, World History\*, Economics/Personal Finance, U.S. History\*, U.S. Government\*
- Senior Writing Seminar

Classes noted with \* indicate course may be taken at the Advanced Placement (AP) level.

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.

## Incomplete Grades

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Occasionally, due to illnesses or other unavoidable circumstances, students do miss school. If a student does not have a final term grade due to such absences, 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.

## Interim Reports

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At the mid-way mark of each nine-week period, parents of students in grades 3-12 will receive an interim report of progress.

## Junior Marshals

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Annually, two juniors are recognized among the current junior class based on academic standing May 1 of their junior year. Class rank is determined by using weighted grades. The students with the highest and second highest averages will be selected as the Junior Marshals. Junior Marshals attend the graduation ceremony, leading the seniors into the ceremony and remaining with the senior class throughout the ceremony.

## Non-Accredited School Grades

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### (Including Homeschool grades)

Students transferring from a non-accredited school may receive credit for a completed course upon validation by the School. This may include completion of the school's end of year assessment for the course or examination of work completed by the student for the course. Assignment of the grades "P" or "NP" may be assigned.

## Report Cards

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Report cards are published at the end of each quarter marking period. In Middle and Upper School, grades are determined for each semester by averaging both quarter term grades with the semester mid-term or final exam grade. The yearly grade is determined by averaging the two semester grades.

## Valedictorian and Salutatorian

The senior with the highest and second highest grade point averages will be valedictorian and salutatorian, respectively. Students must be enrolled at the School during their junior and senior years to be considered for valedictorian or salutatorian. Students who earn this academic honor must also be in good standing with regard to conduct and represent the goals and mission of the School. Designations will be determined after the third quarter of the academic year.

## Withdrawing and Adding a Course

Students shall be counseled about their choices for classes and the limitations on adding and withdrawing courses during the spring course enrollment period. Administration must approve any course changes once the academic year begins. Students will be permitted to make course changes prior to the 21st day of school with administrator approval. Any courses dropped after the drop/add period will receive a "Withdrawn-Passing" or "Withdrawn-Failing" status on the student transcript.

## DISCIPLINARY ACTIONS

See Code of Student Conduct

## POLICIES AND PROCEDURES

### Allergies

If your student has a specific need or restriction, please notify school officials expeditiously and in writing.

### Attendance

Regular attendance is imperative for a student to maintain progress in school. Undue absences and tardiness interfere with learning. It is the duty of the parent(s)/guardian(s) to see that their child(ren) is present and on time each day. Allowing students to start on time and finish the day teaches responsibility, good habits, and discipline.

The School is supportive of our students who excel in pursuits outside of our curriculum and athletic

schedule, as demonstrated by the Flexibility for Exceptional Performers (FLEP) program. Extended departures must be communicated to the student's advisor and teachers so that an academic plan is in place for missed days.

### Excused Absence

The School considers the following circumstances to be valid causes for a student's absence:

1. Personal illness (documentation may be required)
2. Death in the immediate family
3. Other reasons approved by administration such as a family emergency, dentist/doctor appointments (with documentation), and verified court appearance (with documentation)

All other absences will be considered unexcused

- Family vacations should be scheduled during vacation days allotted in the School calendar
- If your child is sick and unable to attend school, notify the School by calling 843-237-4147 between 7:30 am and 8:00 am. If notification is not received, parent/guardian will be contacted by the school, either by email or phone call.
- Medical documentation may be required for absences.
- Administration will be the judge of the validity of any excuses.
- It is the responsibility of parents or guardians to ensure that students are in regular attendance for the entire school day.
- Students are not allowed to be dropped off before 7:30 a.m. in the absence of prior arrangement with administration.
- Parents are asked not to pick up students before dismissal time. If your child needs to be picked up before dismissal time, you must go to the School office and sign your child out prior to 2:10pm.
- Parents are not permitted to go directly to a child's classroom to pick up their child.
- Teachers will not dismiss any student to leave with anyone directly from the classroom.
- Unexcused absences will be recorded in the Student Information System (SIS) on the student's permanent record.
- Students are responsible for all assignments and

material covered during any absence.

- Upper School students who accumulate more than **20 absences** in a course for any reason (including doctor's visits and family emergencies) may be in jeopardy of failing the course at the discretion of the teacher in consultation with the Division Head and the Head of School.
- Any students who miss more than **10 percent** 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.
- The School takes truancy very seriously and follows the SC policy and definition for chronic absenteeism.
- According to the Every Student Succeeds Act (ESSA), of 2018, a chronically absent student is a student between the ages 6– 17 who has accumulated unexcused absences on three consecutive days or has accumulated a total of five or more unexcused absences during the academic year.
- ESSA mandates that all schools within South Carolina report all students who fall under the above definition of a chronically absent student.

## Car Seats

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According to the South Carolina Department of Public Safety, amended section 56-5-6410, all students who are six years of age or younger or under 80 pounds in weight 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.

## Cell Phone and Ear Bud

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Student cell phone use within the classroom setting is a distraction and an impediment to learning. Cell phones must be turned off and placed in each classroom's cell phone basket at the beginning of each class. Cell phones are not permitted in bathrooms or locker rooms.

- Students using cellphones or other electronic devices to record anything or anyone without authorization on school property or at school events is strictly prohibited.
- Electronic devices must remain off and not visible during instructional periods unless granted permission by the teacher.
- Cell phones are not allowed in bathrooms on campus. Failure to adhere to this policy will result in a minimum consequence of the device being confiscated and handed over to an administrator. Other consequences may apply pending the investigation as to the intent and reason for the willful disregard of the Code of Student Conduct.
- All cellphones should be placed in a designated area during class periods.
- Gaming devices are not permitted outside of backpacks.
- Use of any unauthorized electronic device during testing violates test administration procedures. Violation results in a zero on the assessment and device confiscated. See Integrity for consequences.
- Exceptions: Cell phones and said devices may be used during class at the teacher's direction for instructional purposes only (e.g., Edmodo, Poll Everywhere, Poll Daddy, Remind101, etc.). Students
- Ear buds are not to be worn in class unless instructed by teacher.

## Dress Code

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Students are expected to give proper attention to personal cleanliness and to dress appropriately for school. This means that a student's dress, grooming, and appearance, including hairstyle, jewelry, and makeup shall be safe, appropriate, and shall not disrupt or interfere with the educational process. Students are to be reminded that their clothing choices not only represent themselves but the entire Lowcountry Preparatory School community. The responsibility of adhering to the guidelines rests with students and their parents; however, members of the faculty will respond with disciplinary action to students who violate the guidelines.

**See Code of Student Conduct for a complete copy**

## of the Dress Code Policy.

### Drop-off / Pick-up Procedures

#### Lower School Arrival

- Arrival time is 7:30am-8:00am.
- All students are dropped off in front of the main building. Pull up as far as possible in the car rider line so faculty/staff can unload multiple cars at a time. Please do not park and walk students into the school. There will be multiple staff members to assist students with exiting the car and entering the building.
- Students arriving after 8:00am will be marked as tardy. Excessive unexcused tardies will result in a formal meeting. If a student arrives after 8:00am and there is nobody outside, parents are asked to park and walk their child into the school and check in with the main office.

#### Lower School Dismissal

- Dismissal begins at 2:45pm
- Enter campus from Blue Stem and form a line in front of Lower School Building or Marlin Café based on pick up location.
- Exit campus using rear exit on Petigru Road
- Display student name card in your front windshield that states your child's name.
- Remain in vehicle and faculty/staff will assist students with getting into the vehicles.
- Do not park and come up or into the building to pick up your child(ren).

#### Lower School Pickup Locations

Kindergarten-3<sup>rd</sup> Grade Students: Students in grade K-3 will be picked up in front of the main lower school building 400. If a K-3 student has an older sibling in grades 4 or 5, see the section for '4<sup>th</sup>-5<sup>th</sup> Grade Students' below as their pick-up location is different.

4<sup>th</sup>-5<sup>th</sup> Grade Students and younger siblings: Students in grades 4 and 5 and their younger siblings will be picked up in front of the Marlin Café.

#### Lower School Late Pickup

Students who remain after the dismissal period (3:00pm) will be taken to the aftercare room unless prior arrangements have been made with the

School. The daily aftercare rate may be charged to the student's account if late pickups are frequent.

#### Middle/Upper School Arrival

- Arrival time is 7:45am-8:00am
- Enter campus from the rear entrance (Petigru Road), form a single line in front of the Middle/Upper School building.
- Exit campus using rear exit on Petigru Road.

School administrators are free to modify pick up and drop off procedures with written notification provided to parents in a timely manner.

### Drug/Alcohol/Vaping Policy

Student use, possession, distribution, sale or being under the influence of alcohol, illegal drugs, controlled substances, look alike drugs, steroids, vaping items, or possession of drug paraphernalia on school premises or at any school function (home or away) is strictly prohibited. School officials will notify local law enforcement of any such activities.

### Early Dismissal / Late Opening

The School will notify families by email if school is opening late or dismissing early.

### Early Dismissal - Student

Allowable reasons for early dismissal absences include the following:

- Student illness
- Doctor's appointment
- Family emergency
- School sponsored sports
- Any student who must arrive at school after the normal starting time or must leave school for an appointment during the school day must bring a note or provide an email to the main office. An excuse should include the reason for and the date of the absence.
- Students are not allowed to sign themselves out of school.
- Communication made directly between a student and parent is not sufficient for the School to authorize an early dismissal.
- Parents and students must ensure that the sign-out sheet is completed and initialed by an

administrator before the student departs. Any absence without parental permission provided to the office will be considered unexcused.

- Parents are asked not to pick up students before the regular dismissal time. If your child needs to be picked up before dismissal time, you must go to the School office and sign your child out prior to 2:10pm.

## Emergency Drills

Safety 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

When safety allows, faculty are to take Emergency Folders, close the doors to the classrooms, and turn out lights upon departing the classroom.

Faculty members are to lead students to designated areas. Students are to be silent during drills. Faculty members check their roll and report any missing students to administration. Following all these procedures is imperative; drills must be as "real-life" as possible.

### Tornado/Hurricane Drills

Lower School students and their teachers who are outdoors should proceed expeditiously to the Lower School Building (Building 100). Those indoors should remain there. Likewise, Middle and Upper School students and their teachers who are outdoors should proceed expeditiously to the Middle and Upper School Building (Building 400). Those indoors should remain there.

Students and teachers in the gym or café should proceed to the boys' locker room. Students must be silent during these drills and assume the proper safety positions, as directed by members of the faculty, staff, and administration. Parents are strongly encouraged to stay off the roads and leave their children at school in the event of an actual tornado/hurricane warning.

### Lock Down Procedures

At the observation of any unusual or potentially dangerous behavior, the observer should call 911 and report the concern. The observer should subsequently contact the Head of School or a Division Level Administrator immediately.

At the outset of the precipitating crisis, take four steps:

1. Calm yourself: Instead of "I'm going to die!" try "I'm going to make it by staying calm and being smart!"
2. Combat breathing: Inhale deeply through the nose and exhale through the mouth three times thereby lowering the heart rate.
3. Shift your emotions: Drop the fear and embrace intelligent action, to include helping others survive.
4. Follow the Emergency Operation Plan.

The key to a proper response to a shooter is contained in this acronym, ADD:

- Avoid: if safe to do so, exit the building immediately and seek shelter in a safe location.
- Deny: if you cannot get away from the shooter or get out of the building, barricade yourself in a room and attempt to deny the shooter access to the room by locking the door or barricading it.
- Defend: if the shooter gains access to the room, attack him with whatever is at your disposal that you can use as a weapon, to include your fists, your feet, a desk, or anything else.

## Grievances

Parents or students who have concerns should first talk to the teacher or coach directly involved about the issue. At this level, most issues should be resolved. If the issue is not resolved, the next step would be to go to the division head. 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. Trustees do not involve themselves in the Head of School's day-to-day operation of the school. In the unlikely event that along the way a parent or guardian uses profane, threatening, or insulting language, the teacher or administrator is required to terminate the meeting and direct the parent or guardian to the Head of School.



## 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 member of the faculty, staff, or administration. Complaints will be investigated promptly, thoroughly, and confidentially to the extent possible. All school employees are required to report alleged violations of this policy. 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.

## Hazing Policy

Lowcountry Preparatory School prohibits acts of hazing defined as any intentional, knowing or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or

maintaining membership in any organization, club, athletic team sponsored or supported by Lowcountry Preparatory School whether such hazing practices were mandatory or voluntarily entered into by any student or organization in question. Students and supervising adults must not remain silent if they observe hazing.

Examples of hazing include, but are not limited to the following:

- Recklessly or intentionally endangering the physical health, mental health, safety, or dignity of a person
- Willful destruction or removal of public or private property for initiation or admission into affiliation with, or as a condition of continued membership in any organization
- Forcing or requiring the drinking of alcohol or any other substance
- Forcing or requiring the eating of food or anything an individual refuses to eat
- Calisthenics such as push-ups, sit-ups, jogging, etc.
- Paddling or striking in any manner
- Treasure or scavenger hunts, road trips
- Marking, branding, or shaving the head or body hair
- Preventing/restricting normal personal hygiene
- Sexual harassment causing indecent exposure or nudity at any time
- Physical harassment such as pushing, cursing, shouting, etc.
- Requiring uncomfortable, ridiculous, or embarrassing dress
- Requiring the carrying of items
- Requiring personal service or acts of servitude
- Treating a person in a degrading or demeaning manner
- Requiring new members to practice periods of silence
- Conducting interrogations or any other types of questioning

## Honor Code

*"A student does not lie, cheat, steal nor tolerate those who do"*

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 incidents in consultation with the Head of School.

**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 forms of identification, or posing as someone other than oneself 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-blanc 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 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 required to report any alleged honor violations to the Honor Council Faculty Advisor, a Division Head, or the Head of School. Teachers, likewise, should

report any violation that they themselves have observed or if they hear about indirectly by communicating with a student. A Division Head 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.

## Illnesses

We seek to keep all students, and members of the faculty, staff, and administration healthy and safe. Any community member exposed to a contagious disease should make notice to school officials immediately. If a child shows any of the symptoms listed below, the parent will be contacted and asked to come immediately and retrieve 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 the last symptomatic episode (fever break, for example). Sometimes, children are symptom free in the morning, only to have the symptoms appear in the afternoon. A doctor's note stating a child can return to school may be required.

- Fever of 100 degrees or higher
- 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
- Scratching of scalp
- Infection present; e.g., nasal or eye discharge

See [South Carolina School and Childcare Exclusion Brochure for Parents](#) for more information.

## Immunization

A current State of S.C. Certificate of Immunization

is required of all students prior to attending school.

## Incidental Billing

All field trips, athletic fees, yearbook fees, AP exam fees, and other charges are billed through parent FACTS accounts. Notification of charges will be sent to parents/guardians when the charge is initiated. All staff are responsible for sending information to parents/guardians before charges are established.

## Inclement Weather

The School will post school closure information on the website and send information via email regarding the School's unscheduled openings and closings. Generally, the School follows the public schools regarding weather cancellations but may make exceptions from time to time. Notification will be provided through email and/or posting on Facebook and Instagram.

## Injury and 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 immediately to request professional assistance. A member of faculty, staff, or administration notifies the Head of School or Head of Divisions as soon as possible thereafter.

If during the day, a student is injured or does not appear well, members of faculty, staff, or administration will contact the parent or guardian, notify administration, and may call 911 if deemed an emergency.

## Lice Policy

A child with lice must stay home until the situation is remedied. This is considered an excused absence. In the case of a child discovered at school with lice, the child will be sent home immediately to prevent the spread to other children. All students will be rechecked prior to re-entering the classroom.

## Medication – Non-Prescription

Nonprescription medication can be administered to students with the written permission of the parent

or guardian that includes the medication name and dosage information. Non-prescription medication must be in the original container and delivered to the school by the parent/guardian. A doctor's signature is not required for non-prescription medication.

## Medication - Prescription

Prescription medication can be administered to students at school when authorized by the child's physician. Prescription medication must be in the original container and delivered to the school by the parent/guardian along with a completed "Permission for School Administration of Prescription Medication" form, signed by physician. The prescription bottle or package must state the child's name, medication name, and dosage information. No medication will be dispensed to children from baggies or unmarked containers. Please advise the school when medication requires refrigeration.

## Parental Covenant

Lowcountry Preparatory School's leaders believe 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, we reserve 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 interfere with the School's accomplishment of its mission.

**See Appendix A – sign and return this page**

## Parking/Driving on Campus

### Authorization to Drive on Campus

Student drivers must submit proof of licensure and auto insurance information to the main office prior to driving and parking on campus.

### Designated Parking Lots

- Faculty/Staff parking - the lot adjacent to the east side of the gym is reserved for members of the faculty, staff, and administration.
- Student parking - students are allowed to park in the gravel lot at the eastern end of

campus.

- Visitor parking - visitors should park in the spaces in front of the Marlin Café during the hours of 8:00am – 2:30pm. Please do not leave your vehicle in front of the Marlin Café after 2:30pm as this area is used for Lower School dismissal.
- Handicapped parking – only the handicapped are authorized to park in handicapped spaces, which are clearly marked in blue.

### Disciplinary Offenses

- Driving on campus may be suspended for a breach of expectations regarding responsible use of a vehicle, such as
  - excessive or repeated tardiness to first period
  - reckless driving
  - failure to abide by school parking restrictions
- If a student skips school using his/her vehicle, driving privileges will be suspended for two weeks.

### Speed Limit

The speed limit is 10 MPH on school grounds.

## Playground Safety Rules

The Lower School playground equipment is for Lower School students only. Middle School students may use the concrete area between the student commons and Building 100 during break and lunch when not in use by lower school students. Middle School students may not use the playground equipment at any time. When eating snacks on the playground, all trash should be disposed of properly. The following playground rules are established to provide a safe environment during play.

- Follow directions from your teacher or whoever is assisting on the playground
- Be courteous to everyone by taking turns, not cutting in line, and keeping hands to yourself
- The slide is for going down, not for going up.
  - one person at a time
  - go down feet first and then move out of the way
  - to use it again, get back in line
- No jumping off any play structures

- No standing up on the bars
- No throwing or kicking mulch or other harmful objects
- No running in front of or behind swings
- No jumping or flipping off swings
- No pushing, shoving, and fighting – keep hands to self
- Do not leave the area without permission
- When the signal is given by your teacher, everyone must stop playing and sit/kneel to listen to further instructions

## Tardiness Policy

Students who report to school after the 8:00am will be considered tardy from school. All students must enter through the front entrance and receive a tardy slip from the front office to give to their homeroom teacher. Students who arrive to class after the late bell for any class period are also considered tardy and will be marked as such by the classroom teacher. All tardies are recorded on a student's permanent record in Renweb. Excessive tardiness results in disciplinary action.

## 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, detention, suspension, or expulsion from school.

**See Code of Student Conduct for a complete copy of the Technology Acceptable Use Policy.**

## Tobacco / Vaping Use

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

## Traffic Flow

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Rules governing traffic flow on campus help to ensure the safety of our students. Please be aware of and follow these guidelines.

- Allow lanes for both ingress and egress from both Blue Stem and Petigru Road
- Do not pass or pull around cars in the single line at the buildings
- Avoid parking in the center (unpaved) area to drop-off or pick-up students
- Refrain from leaving your car unattended in line
- Turnoff the engine of your car when you are not in the driver's seat
- Use walkways and crosswalks

## Visitors

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Our goal at Lowcountry Preparatory School is to provide a safe and enjoyable learning environment for all school community members. For us to accomplish this goal we ask that all visitors sign in at the main office upon arriving on campus (Building 100 or Building 400) to check-in and receive a visitor badge. Unfamiliar visitors will need to show a form of identification. We are always pleased to have visitors in our school. Be sure to check out prior to leaving to turn in your visitor's badge.

To limit disruptions to the learning environment, the office staff will deliver items to students dropped off by parents, such as tennis shoes, back packs, schoolwork, books, snacks, party items, etc. The office staff will also call for students being dismissed.

Aside from regular volunteers, parents wanting to visit their child's classroom must have permission from administration. Making prior arrangements for school visits is always a good practice. The safety and confidentiality of our students is our first concern.

If you need to speak to a teacher during the school day regarding a professional matter, allow 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.

## SERVICES AND PROGRAMS

### Admissions

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A child may enter kindergarten if he/she has the potential to succeed. An approved test will be administered, and the results will be considered by administration in addition to a parent interview, child interview, and observation. Administration of the School will make the final entrance determination.

### Advisors

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In the Middle and Upper School, homeroom teachers serve as advisors for their homeroom class. 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 concerns arise.

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.

### Aftercare

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The School offers to families a daily aftercare program for students enrolled in kindergarten through fifth grade. The program hours are 2:45pm – 5:00pm, Monday through Friday. The program is not available during holidays, school closings, on 1/2 days, or during summer break.

## Alumni Association

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The Alumni Association's primary focus is to maintain contact with members of the alumni and to foster their support of the School.

## Annual Fund

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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, the extent of participation by parents, members of the faculty, and trustees is important. Therefore, 100 percent of parents, members of the faculty, and trustees are expected to give to the Annual Fund to show commitment to the School and its mission and to balance the operating budget.

## Assemblies

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Assemblies are scheduled throughout the academic year. Faculty, staff, administration, and students attend scheduled assemblies. Exceptions are to be cleared in advance by administration. Parents/guardians, grandparents, and friends of family are welcome to attend assemblies. In the Lower School, hallway assemblies are held covering character traits of trustworthiness, respect, responsibility, fairness, caring, and citizenship.

## Back-to-School Event

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Immediately prior to the beginning of the academic year, members of the faculty and staff host Back-to-School Event. The Head of School introduces new members of the faculty and staff and outlines changes for the upcoming year. Parents can meet with teachers and visit their respective classrooms. Parents are strongly encouraged to attend.

## B.A.S.H.

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### *Building A Scholastic Heritage*

Each year in the spring, the PTO organizes and hosts BASH. The event includes food, drinks, fun, and silent and live auctions. Volunteers are needed to make the event a success each year.

BASH marks the key fundraising activity for the School.

## Book Fair

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Members of the Book Fair Committee organize the Book Fairs. They coordinate with teachers and the librarian to aid in the acquisition of books best suited for the education of our students. Proceeds from the sale of books are used for the purchase of books and other educational material.

## Calendar

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The School maintains a master calendar for all school events posted on the website. All events and special functions must be cleared on this calendar to avoid conflicts.

The annual School Calendar is located on the school's website.

## Ceremonies

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### Lower School Awards Ceremony

The students and faculty in grades kindergarten through fifth attend the Lower School Awards Ceremony held at the end of the school year. Parents/guardians, family members, and friends are cordially invited. Fifth-grade students will officially move up to Middle School.

### Middle and Upper School Awards Ceremony

Middle and Upper School students and faculty members attend the Middle and Upper School Awards Ceremony held at the end of the school year. Parents/guardians, family members, and friends are cordially invited.

### Commencement Exercises

Commencement exercises take place following the conclusion of the academic year. All faculty, staff, students, parents, and guests are invited to the commencement exercises.

The dress for each of these events is long-sleeve shirt and tie with coat optional for male and "Sunday best" for female students.

## Communication

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Parent-Teacher-Student - The School encourages open communication among students, teachers,

and parents. Students are expected to seek out their teachers for clarification on assignments, explanations of grades, and extra help. Teachers post assignments and due dates in individual classrooms. Middle School students are responsible for writing all homework assignments in their planners. Parents are required to sign their child(s) planner daily, signifying that their child completed all assigned homework tasks.

E-mail is the preferred method for initiating a dialogue with a teacher. 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 with the parent or guardian.

### School-Families

The School promotes ongoing communication between the School and families. Methods may include the following:

- Marlin Mail
- Recurring Surveys
- Website
- Email

## Contractual Obligations

When families enroll for an academic year, the language in the enrollment contract makes clear the family's financial responsibilities to the school.

## Enrollment

Enrollment for returning students opens March 1-15. Enrollment must be completed prior to the 15<sup>th</sup> to hold place in class. The School must have a signed contract submitted online or directly to the School. The online enrollment process must also be completed in Parent Portal.

Enrollment for new students opens March 16.

The School will evaluate each prospective student relative to the likelihood of the student's success in our program. This will be accomplished through the interview process; testing process, as deemed necessary by teachers and administrators; and review of transcripts. If a learning difference is identified, the School will determine if the School's program is appropriate for the student. The School

does not enroll prospective students who must be accompanied in the classroom by an outside professional.

## Extracurricular Activities

Various extracurricular activities are available to students. 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. One of the greatest elements of student life is the degree to which students can shape their own experiences and the culture of Lowcountry Preparatory School. Classes and their sponsors are challenged to better the experience of the assigned activities from year to year and are encouraged 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. Middle and Upper School students are encouraged to participate in student life beyond academic classes and study hall as their schedule permits. Opportunities are relayed to students and families as they become available.

## Field Day

On this designated day at the end of the academic year, the School is divided into teams to compete in various sporting events. Families will be notified of their respective class colors prior to the event. Students wear clothing of their team color.

## Field Trips

Valid learning takes place both in and out of the classroom. Students are exposed to new learning opportunities away from school that allow them to experience each other, their community, and their studies in a different light. No provisions will be made at the School for those who do not attend. Each trip will have a fee not included in tuition that is based upon the actual costs associated with the trip. Charges will be billed to parents/guardians through FACTS.

## Financial Aid

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The purpose of financial aid is to offer students who demonstrate both the capacity to succeed and financial need to attend Lowcountry Preparatory School. The Board of Trustees specifies the finalized aid budget on an annual basis. Guidelines must be met before the School can consider a request. The process is confidential.

1. The student must be accepted for enrollment.
2. Current families complete an application through FACTS. New families complete a paper/pencil version.
3. Applications open February 1-28 each year.
4. Those applying after February 28 may still seek aid.
5. All accounts must be cleared from the previous year.
6. Decisions are made by financial aid committee and notifications are made by May 1 to recipients.

## Fund Raising

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All fundraising 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. Teachers are reminded that even modest fundraisers require coordination with the Head of School.

## Good EATS

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GoodEATS takes place in the fall of each academic year and serves as the kickoff event for the Annual Fund. The event features dinners, cocktails, and the opportunity for guests to pledge a gift to the Annual Fund for subsequent payment either in monthly payments or lump sum.

## Grandparent Day / Veteran Day

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During this annual event, grandparents and Veterans are invited to the School for a special program. This event is typically held in November.

## Guidance for College

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The School offers college guidance counseling for Upper School students. The College Guidance

Counselor educates families and students about college admissions and financial aid or scholarship possibilities. The College Guidance Counselor provides guidance and resources to navigate the college search and application process through holding individual meetings with students and families. The School also provides guidance in SAT and ACT preparation and test taking as part of the college admission process.

## Homecoming and Spirit Week

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Homecoming is a time of celebration for alumni to return to campus and attend various events. Leading up to Homecoming, members of the Lowcountry community celebrate the pride of being a Marlin. Festivities include grade-sponsored door decorations, themed dress-up days, a homecoming dance, and other activities. On Senior Night, The School announces the Homecoming Court.

## International Student Program

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The importance of a global focus is made clear in our mission statement. In support of developing an understanding of other cultures, we recruit international students to attend our school—both full-time and as short-term visitors. We seek host families to house the short-term visitors. If you are interested in learning more about being a host family, please contact the Head of School. All members of the Lowcountry community are expected to make both full-time international students and short-term international visitors feel welcome.

## Lost and Found

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Lost items should be reported to the front office of the applicable building and found items should be turned in to the front office as well.

## Lunch

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Students may bring lunch from home at the start of the school day or order lunch in advance from the menu provided by the School. Students are not allowed to leave campus for lunch or to order food to be delivered to campus except for seniors who receive authorization by administration to leave



campus during lunch. Those students not purchasing lunch from the school menu should bring lunch with them in the morning. 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 left clean for the next users.

Note: Students bring their own lunch until after Labor Day.

#### **Café behavior expectations are posted as follows:**

- We will respect others and use good manners.
- We will use inside voices while in the café.
- We will clean up after ourselves.
- We will stay in our seats except for being excused to go to the restroom.

### **Marlin Café**

As an alternative to bringing lunch from home, a monthly menu is provided for ordering from various vendors throughout the week.

### **Parent-Teacher Conferences**

Scheduled parent-teacher conferences are held following at the end of the first quarter. However, parent-teacher conferences can be held at any time throughout the academic year. Parents are encouraged to e-mail the teacher to set up an appointment with individual faculty members or all faculty members of a student whenever a concern arises. Faculty members are also encouraged to contact parents for a phone conference or appointment when deemed necessary.

### **Parent, Teacher Organization (PTO)**

Purpose: The purposes of the PTO are as follows:

- 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; and
- to establish committees to oversee projects and programs.

Membership: All parents or guardians of enrolled students are members of the PTO. All parents and teachers of the School are eligible to participate in the business meetings, programs, and services of the PTO.

Meetings: Meeting schedules are announced by the head of the PTO at the start of each academic year and may be modified during the year.

### **Related Arts / Specials**

#### **Art**

Lower School level focuses on growth, exploration, and enjoyment. Children learn the fundamental elements of art and principles of design. The art curriculum enhances the broader Lower School curriculum. We enable students to make authentic connections between their arts learning and curriculum in other areas such as science, literacy, social studies, technology, and math. Young artists develop a larger art vocabulary while investigating historical works of art, artists, and cultures.

The Middle School visual arts program is centered on the development and discovery of each student's artistic abilities within a variety of mediums. Art design principles are introduced and design elements and principles are applied. Art history and art criticism are utilized as tools for learning. They are used to appreciate former and present-day cultures within the United

States and throughout the world. Art is used as a basis for creative thinking, problem solving, and decision-making.

Upper School students can take AP Visual Arts courses which include AP 2D Art and Design, AP 3D Art and Design, AP Drawing, and AP Art History. Student works are entered in various art competitions and displayed at different exhibitions throughout the year.

### Library

Lower School students participate in weekly visits to the Lower School library. This staffed library is available to students for assigned library use, research, and leisure reading. Middle and Upper School students have access to DISCUS, the South Carolina Virtual Library, and individual classroom libraries.

### Music and Performing Arts

In the Lower and Middle School, students are introduced at age-appropriate intervals to the basic elements of music, such as rhythm, harmony, and melody. Students become familiar with various musicians, instruments, and artistic movements from across the ages. Music class also has an element of drama. Students are introduced to improvisational games and can audition and rehearse for roles in upcoming productions.

### Physical Education

The School's goal is to provide a physical fitness program for all students in grades K-8 weekly. This can be a combination of physical education classes, recess, extracurricular activities, and other physical activity programs. Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods, and integration of physical activity into the academic curriculum where appropriate. We realize that from time-to-time children may not be able to participate in physical education to the full extent of the activity. If for some reason your child is unable to participate in physical education activities, please send a note by the child to the physical education teacher explaining the illness or injury. Students with a hard or soft cast may not participate in P.E. or recess. This is for the safety of your child as well as others. The student will be given an alternate activity based on their

capabilities such as walking, score keeping, etc. Tennis shoes are **REQUIRED** for participation in PE. Please do not wear "sling back" shoes, "backless" shoes, or "zipper" shoes (they always unzip while running).

### World Language

Lower School students participate in Spanish enrichment classes each week. Students in grades fifth through seventh engage in Latin classes. These classes offer students exposure to world cultures and build vocabulary. Latin, also provides a foundation in grammar, the basis of Western Civilization, and mythology. Students in the Upper School may choose Spanish or French.

## Schedules

### Lower School Daily Schedule

Teachers will provide parents/guardians with a copy of their classroom schedule.

8:00 am – instruction begins

2:45 pm – dismissal

### Middle and Upper School Daily Schedule

There are six 55-minute academic periods, one 30-minute study hall period, and a 30-minute lunch period each day.

7:55 am – warning bell

8:00 am – homeroom period

8:05 am – period 1

9:05 am – period 2

10:05 am – period 3

11:05 am – period 4

12:00 pm – MS lunch, US study hall

12:30 pm – MS study hall, US lunch

1:05 pm – period 5

2:05 pm – period 6

3:00 pm – dismissal

3:00 pm – 3:30 pm – extra help

## Standardized Testing

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

- Iowa Achievement Testing: students in grades K-8 (spring)
- CogAt Ability Testing: students in grades 2, 4, 6
- Preliminary SAT (PSAT): students in grades

8-11 (fall)

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 online:  
[www.collegeboard.com](http://www.collegeboard.com)
- ACT SCHOOL CODE: 411588  
You may register online: [www.act.org](http://www.act.org)

## 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 the selection of competitors are set by the sponsors of the competition. On other occasions, our coach, sponsor, or advisor of the activity makes the selection based upon performance, participation record, and deportment. Every effort is made to be inclusive.

## 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 deportment problem. A violation of these standards may constitute a removal from the elected office. Responsibilities of the student council include supervision of Spirit Week and other school functions, coordination of council meetings, and various all-school activities, and communication on student life matters.

Members of the Student Council include the president and vice president, treasurer, and secretary (elected by the entire student body), and a Middle School class representative. Students may run for the following positions:

### Upper School

President, Vice President, Treasurer, Secretary

### Middle School

Class Representative

## Student Information System

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

## Summer Camps

Summer camps vary each year. School officials announce the various camps and associated details prior to the conclusion of the academic year. Camps generally include both academic and athletic offerings.

## Support Services

### Accommodation Services

Students may qualify for an accommodation plan if they have a documented disability. Documentation such as an Individualized Education Plan (IEP), 504 plan, and/or psychoeducational reports should be submitted to the School upon enrollment.

### Academic Support

Faculty are available to provide academic support to students from 3:00pm-3:30pm on school days unless the faculty member is involved in a prior school commitment or has extenuating circumstances. Faculty and students may elect to meet during lunch, study hall, or before school. Students should make arrangements with teachers ahead of time.

## Tuition

The School relies upon cash flow to meet its monthly obligations in a timely manner. Prompt and timely remittance of tuition is expected. Report cards will not be distributed when tuition is in arrears. Transcripts for graduated seniors and transferring students will not be forwarded until accounts are cleared. Tuition amounts are located on our website. Click [HERE](#) to view.

## Volunteering

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As is the case at any private school, volunteering is both essential and appreciated at Lowcountry Preparatory School. For opportunities to volunteer, speak with a building administrator.

## ATHLETICS

### Accountability

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The Athletic Director is charged with maintaining a roster of Middle and Upper School students and the school-sponsored or off-campus sport in which they are participating, the alternative service to the school they are performing, and the approving coach or member of the faculty.

### Athletic Code of Conduct

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- I will treat any coach, parent, spectator, player, official, or any other attendee with respect regardless of race, creed, color, national origin, religion, sex, or ability.
- I will not engage in unsportsmanlike conduct with any coach, parent, spectator, player, official, or any other attendee.
- I will not engage in any behavior which would endanger the health, safety, or well-being of any coach, parent, spectator, player, official, or any other attendee.
- I will not use drugs or alcohol while at any athletic event. I will not attend, coach, officiate or participate in an athletic event while under the influence of drugs or alcohol.
- I will not use tobacco (including smokeless types) while at any athletic event.
- I will not use profanity.
- I will not engage in verbal or physical threats or abuse aimed at any coach, parent, spectator, player, official, or any other attendee.
- I will not initiate a fight or scuffle with any coach, parent, spectator, player, official, or any other attendee. I will defend myself if attacked.
- I will not argue with officials or go through the motions indicating dislike or disdain for a decision.
- I will not make any degrading remarks about any official, coach, athlete, or school. I will not make

any degrading remark or criticism of any official, coach, athlete, or school to the media or on social media.

- I will not detain or attempt to stop an official following the contest to request a ruling or explanation of actions taken by the official. I will not follow or “chase” an official after a contest is over.
- I will not leave the bleachers or stands and enter the playing area to protest, object, criticize, or question a call.
- I understand that conduct that leads to my removal from an athletic event may be considered a serious violation of the code of conduct.
- I understand that as a coach or as a school administrator, that the removal of a team before the completion of the game may be considered a serious violation of the code of conduct.
- I hereby agree that if I fail to conform my conduct to the code of conduct while attending, coaching, officiating, or participating in a SCISA athletic event that I will be subject to disciplinary action by SCISA.

### Completion of an Athletic Season

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Students participating in a sport or an alternative form of service to the School are expected to complete that activity through the conclusion of the season. Quitting a sport or alternative form of service prior to the end of the season means that the student has not met expectations. Being forced to quit a sport due to injury, however, is certainly excusable.

### Expectations of Participation

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Each Middle and Upper School student is expected to participate over the course of a three- season athletic year in at least one sport in one athletic season or, as an alternative for those students uninterested in athletics, to arrange with a coach or member of the faculty an alternative form of service to the School. Students are, of course, welcome to participate in three sports over the course of three athletic seasons but are not expected to do so. Alternative forms of service may include but are not limited to serving as a team manager, keeping time or score at sporting events,

photographing sporting events, or writing articles about sporting events. Alternative forms of service may also be those not related to athletics but, again, must be approved by a coach or a member of the faculty.

## Grade Level Requirements

### Varsity Teams:

- Contact Sports: Eligible students in grades 8-12 may participate on varsity teams.
- Non-Contact Sports: Eligible students in grades 6-12 may participate.

### Junior Varsity Teams:

- Eligible students in grades 6-10 may participate on junior varsity.

### B-Teams/Middle School:

- Eligible students in grades 5 - 8 may participate on middle school teams.

## Marlin Club

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

## Philosophy

Athletics is an important part of a Lowcountry Preparatory School education. Each student-athlete has much to contribute and much to gain from playing sports. 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; and understanding of the importance of team play. Student-athletes at all levels earn the right to play through proper attendance, attitude, and work habits.

## SCISA Blue Book

The SCISA Blue Book governs athletics at all SCISA schools. It is posted on SCISA's website in its entirety and can be found using this link:

The primary purpose of school is education. The participation in athletics is a privilege for those students who are eligible to represent the SCISA member school where he/she is a full-time student and is meeting all academic, grade, age, residency (guardianship), eight semester, and additional eligibility rules.

- An ineligible player is not allowed to participate against another school in any competition whether practice sessions, scrimmages, jamborees, or scheduled games (SCISA or out-of-league games).
- An academically ineligible player may not take part in practice sessions.
- A student must not have received a high school diploma or its equivalent.

Academic achievement is a prerequisite to participation.

- A. To participate in athletic activities of the South Carolina Independent School Association, a student must be enrolled in and attending the member school to participate in that school's athletic program. The student must also meet all other necessary requirements for participation.
- B. A student in grades 9-12 must take and pass at least four (4), one-unit CORE courses or any five (5) one-unit courses, each grading period (6/9/12 week) or semester to be eligible.
  - Students below the 9th grade must pass four (4) subjects each grading period/semester.
  - A senior who has met or is meeting all requirements for graduation must pass four (4), one-credit courses each marking period/semester.
  - A student who is repeating a course for which he/she has previously received credit cannot count this course as one required for eligibility.

- C. A maximum of two credits earned/recovered during summer sessions may be accepted from an accredited school with an established summer school program.
- D. First Semester Academic Eligibility: A student must have earned a minimum of 4 core units or any 5 units of credit from the previous school year to be declared eligible for the first semester (Fall) of a school year.
- Any student who did not receive credit for at least one-half of all courses taken the previous school year cannot be declared eligible until after the successful completion of the 1st semester. Approved summer school courses/recovery can be applied to this standard.
  - Block Schedule: At least two units must have been passed during the second semester or summer school. (Example: a student who earned 4 units for the first semester but withdrew/dropped-out the 2nd semester shall be declared ineligible for the first semester).
- E. Home School Courses. If a school allows a student to take courses at home, those courses are not eligible for athletic eligibility.
- F. Schools providing non-traditional academic programs such as virtual school, distance learning, or other non-traditional courses shall seek prior approval by SCISA before these courses may be used for athletic eligibility.
- G. Core Courses: Those courses in English, Mathematics, Science, Social Studies, Computer Science (1), Fine Arts (1), and Foreign Language that are recommended by the Commission on Higher Education and are common to SCISA schools.
- H. A one credit course is a course taken for 36 weeks, one period each day for a minimum of 45 minutes. A course taken each day as above for 18 weeks would be a half-credit which when combined with another half credit course would be the equivalent of a one credit course. A course taken for 36 weeks but only three, 45-minute periods each week would not be a one credit course. Note: A one credit course taken for 18 weeks, shall meet for one period each day for a minimum of 90 minutes.

# APPENDIX A – Parental Covenant

We the families and staff of Lowcountry Preparatory School affirm the following:

## Parental Covenant

Lowcountry Preparatory School’s leaders believe 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, we reserve 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 interfere with the school’s accomplishment of its mission.

## Contractual Obligations

When families enroll for an academic year, the language in the enrollment contract makes clear the family’s financial responsibilities to the School.

### THE SCHOOL MISSION STATEMENT:

The mission of Lowcountry Preparatory School is to prepare students for college, leadership, and life through a demanding academic, artistic, and athletic program. Based upon Judeo- Christian heritage and service to others, we encourage our students to become informed, bold, resourceful, resilient, and ethical global citizens capable of shaping a changing world.

### SCHOOL LIFE

Students and parents respect Lowcountry Preparatory School teachers, as role models and instructors, for their commitment to truth and their genuine concern for children. Intelligence, creativity, responsibility, and loyalty are characteristics of the faculty.

Parents expect and appreciate direct and regular communication from faculty regarding their children. Reciprocally, parents are responsive to suggestions from teachers and administrators for helping students.

The Head of School, under the authority of the Board of Directors, oversees the implementation of the Mission Statement in the school. In their capacities as policymakers and community leaders, these administrators advance the School’s role as an institution dedicated to providing the best education for children.

By providing moral and ethical standards, the School prepares its students to accept the privileges and responsibilities of citizenship in a democratic society that honors and respects its Maker. Every child can fully achieve his/her potential when afforded respect, fairness, kindness, discipline, and appropriate instruction.

**THEREFORE WE SUPPORT** the Mission Statement as it is expressed in the curriculum and school culture of the School. We uphold the Student/Family Handbook. This includes support of the high academic standards of our school; the uniform code; the code of discipline; the code of good sportsmanship in athletics; and a general culture of respect for the administrators, teachers, and students of Lowcountry Preparatory School.

Signed \_\_\_\_\_

Date \_\_\_\_\_

