



LOWCOUNTRY PREPARATORY SCHOOL
CODE OF STUDENT CONDUCT
2023-2024

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Preface

Lowcountry Preparatory School's leaders are committed to the provision of a safe and healthy environment in which students learn. Accordingly, all students are responsible for their conduct. The discipline system used at Lowcountry Preparatory School has been developed to aid students in recognizing the necessity of controlling both their emotions and their behaviors, as well as for learning what is and what is not acceptable behavior. The Golden Rule, treat others the way you would like to be treated, constitutes the primary guideline where conduct is concerned.

The purpose of this document is to provide students, parents, and school personnel with a description of the minimum standards of behavior for all students enrolled at Lowcountry Preparatory School. The guidelines establish criteria for appropriate student conduct and presents responses that may be employed by teachers and/or school administrators to address individuals who exhibit inappropriate behavior. **These are only guidelines and may be adjusted upward or downward based on the discretion of administration.**

This *Code of Student Conduct* applies to all Lowcountry Preparatory students. It is enforced when they are:

- On school property.
- Off site
- In attendance at school or at any school-sponsored activity

The School does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in any of its programs and activities.

This *Code of Student Conduct* specifically outlines twenty-two major categories of behavior and states consequences which may occur because of misconduct. The following factors are used in determining the consequences for a specific violation of the *Code*:

- Age, health, and disability of the student.
- Student's prior conduct and record of behavior.
- Student's understanding of the impact of his/her behavior and attitude.
- Student's willingness to repair the harm caused by his/her behavior.
- Seriousness of the behavior offense and the degree of harm caused.
- Impact of the incident on overall school community.
- Whether the student's violation threatened the safety of any student or staff member.

CODE VIOLATIONS

Assault/Fighting/Threats

Includes physical abuse, purposefully inciting violence, provoking a fight, assault, threats, extortion, hazing, stalking, spreading of rumors and/or lies through any form that harm others, gross insubordination, intending to do harm to others (e.g., tripping on purpose, rough shoving, etc), or any other act that endangers self or others.

Students and school personnel are entitled to a school environment free from threat, aggression, and assault.

- Actions, comments, or written messages intended to cause others to fight or which may result in a fight are prohibited.
- Intentionally hitting, shoving, scratching, biting, kicking, blocking the passage of, or throwing objects at a student is prohibited.
- Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a student of his/her rights is prohibited.
- Fighting involving two or more parties in conflict when they are striking each other for the purpose of causing harm or injury is prohibited. This action may extend to mutual shoving, wrestling, or other aggressive actions which may result in the danger of harm or injury to either party, bystanders, or school property.
- The willful use of physical violence which is intended to result in bodily injury or the use of a dangerous object to cause bodily injury is prohibited.
- Assault upon a Board member, Police Officer, School Security Officer, faculty/staff member, visitor, or volunteer is prohibited. VIOLATION OF THIS RULE MAY RESULT IN A RECOMMENDATION FOR EXPULSION.
- Conveying by gestures, notes, or verbal comments with the intent to cause bodily injury or to deprive a School Board employee, School Resource Officer, Police Officer, School Security Officer, or volunteer, of his/her rights, or demonstrating hostile acts, is prohibited.
- The willful use of physical or verbal threats or physical abuse intended to result in an involuntary transfer of money or property to another student is prohibited.
- Cursing, threatening, using abusive language, bullying and cyber-bullying, teasing, hazing, or other acts of intimidation are prohibited. This includes, but is not limited to: any verbal, written, electronic (through any social chat rooms, web space, telephones, or text messaging), physical or mental teasing, threat of bodily injury or use of force directed toward and based upon a person's race, religion, sex, sexual orientation, national origin, disability, or intellectual ability.

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Typically, multiple discipline actions are assigned for this infraction (1-5). Violation of this policy greater than one offense is considered an act of defiance and the student will be recommended for long-term suspension or expulsion.

Level 1	Level 2	Level 3	Level 4	Level 5
Notation on conduct record Parent notified	Parent conference	Afterschool detention	2-, 3-, 5-day OSS	Recommend long-term suspension or expulsion

Attendance

Students are expected to arrive at school and all classes on time every day. Absence from class includes late arrival, early dismissal, and/or missing any class. Justifiable reasons for non-attendance should be submitted to the school for each absence, late arrival, or class absence. Absences from class require approval from an administrator. Unexcused tardiness and/or skipping class are considered violations of attendance.

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.

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.

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration.

Level 1	Level 2	Level 3	Level 4	Level 5
Parent notified	Parent conference	Repeat course	Retention	Probation, long-term suspension, and/or expulsion

Attendance – Skipping/Cutting School

Leaving class or school without permission. Not following proper sign-in or sign-out procedures. Ten minutes late or later for class without a pass.

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration.

Level 1	Level 2	Level 3	Level 4	Level 5
Student conference Notation on conduct record	Parent notified	Afterschool detention	1-, 2-, 3-, or 5-day OSS	Probation, long-term suspension, and/or expulsion

Bullying

LPS takes bullying seriously; therefore, additional offenses under this category may warrant more serious consequences.

Section 59-63-110. This article may be cited as the ‘Safe School Climate Act’. Section 59-63-120. As used in this article, (1) ‘Harassment, intimidation, or bullying’ means a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of (a) harming a student physically or emotionally or damaging a student’s property, or placing a student in reasonable fear of personal harm or property damage; or (b) insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school. (2) ‘School’ means in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether it is held on school premises, or at another program or function where the school is responsible for the child.

Prohibited conduct includes, but is not limited to physical, verbal, or written intimidation, taunting, name-calling, insults, lies, rumors, social exclusion or isolation, threatening body posture, money or possessions taken or damaged, being threatened or forced to do things, and any combination of prohibited activities. Prohibited conduct includes verbal or written conduct consisting of comments directed toward and based upon a person’s race, religion, sex, sexual orientation, national origin, disability, or physical abilities or characteristics, or intellectual ability, or associates of the targeted person or group. Any aggressive behavior that involves unwanted negative actions and a pattern of behavior repeated over time, and an imbalance of power or strength is considered bullying and will not be tolerated.

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Violation of this policy greater than three offenses is considered a serious offense and student may be recommended for long-term suspension or expulsion.

Bullying Toward an Adult (all levels are typically selected on the first offense)

Level 1	Level 2	Level 3	Level 4	Level 5
Notation on conduct record	Parent notified	Parent conference	3-day OSS	Possible criminal charges and/or expulsion

Bullying Toward a Student (multiple levels are typically selected on the first offense)

Level 1	Level 2	Level 3	Level 4	Level 5
Student conference Notation on conduct record Letter of Apology	Parent notified	Afterschool detention Parent conference	1-, 2-, or 5-day OSS Behavior Contract	Probation, long-term suspension, and/or expulsion

Cell Phone and Electronic Devices

LPS recognizes that student access to cell phones and other electronic devices is common in 21st Century society; however, it is imperative that students and parents understand that there are appropriate and inappropriate times for the use of such devices. Students using cell phones or other electronic devices to record anything or anyone without authorization on school property or at school events is strictly prohibited.

Failure to adhere to this policy will result in a minimum consequence of the device being confiscated and used as evidence. Other consequences may apply pending the investigation as to the intent and reason for the willful disregard of the *Code of Student Conduct*.

By administrative discretion, cell phones or electronic devices may be retained until the following school day prior to retrieval by parents/guardians. Teachers who confiscate devices must store the device in a safe place until the first available opportunity to give it to an administrator for safe keeping and documentation. Confiscated devices can be retrieved during normal school office hours as designated by school staff.

Cell phones and said devices may be used during class at the teacher’s direction for instructional purposes only (i.e., researching on the Internet, Edmodo, Poll Everywhere, etc.).

Lowcountry Preparatory School recognizes the importance of communication and collaboration. To keep focus on academics and to reduce unnecessary distractions, the school enforces the following:

- If a student needs to make an emergency call during the day, they are to come to the office.
- If a parent needs to get a message to their child(ren), parents should contact the school office and the school will relay the message to the student.
- Student requests for use of cell phone will be screened by division heads.
- Cell phones may be used during lunch and during transitions.
- Cell phones and electronic devices may be used when students are attending non-instructional after-school events/activities if the cellular phone or electronic device is not creating a problem or distraction.
- Students using cellphones or other electronic devices to record anything or anyone without authorization on school property or at school events is strictly prohibited. This includes photographs.
- Electronic devices must remain off and not visible during instructional periods unless granted permission by the teacher.
- Cell phone use is not allowed in bathrooms or locker rooms 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.
- 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.

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Violation of this policy greater than five offenses is considered an act of defiance. The student may be banned from possessing a cell phone at school for the remainder of the school year.

Level 1	Level 2	Level 3	Level 4	Level 5
Verbal warning	Relinquish device; student may pick up after 3:00	Parent notified Relinquish device; student may pick up after 3:00	Parent conference Afterschool detention	Loss of cell phone privilege on campus for specified period 1-day OSS

Dangerous Objects and Firearms

Each student who attends LPS has the right to learn in a safe environment with others who respect his/her well-being. The following categories are considered extremely serious violations which threaten a suitable and secure learning environment:

- The possession of dangerous objects is prohibited. Dangerous objects include the representation of items commonly understood to be inappropriate to school activities. These items include, but are not limited to, bullets, machetes, brass knuckles, switchblades, knives, box cutters, other sharp objects, Chinese stars, mace, firecrackers, fireworks, stink bombs, etc. Violation of this rule may result in a recommendation for expulsion.
- The possession of look-alike weapons, including, but not limited to, cap guns, squirt or water guns, toy pistols, comb knives, etc., is prohibited on school property.
- The objects noted above used or intended to intrude on the security and safety of fellow students and school personnel **WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**
- The possession, use, or representation of a firearm, whether loaded or unloaded, operative or inoperative, on any school property or during any school activity, is prohibited unless specifically authorized by school officials. **VIOLATION OF THIS WILL RESULT IN AN AUTOMATIC RECOMMENDATION FOR EXPULSION.**
- The possession or representation of any explosive or flammable material considered to have the capacity to create an explosion or to start a fire, including, but not limited to, firecrackers, lighter fluid, and other flammable substances, is prohibited unless specifically authorized by school officials.
- Possession of a Pneumatic Weapon (includes pellet guns, BB guns, CO₂ air pistols, stun weapons, paint ball guns, and any other device utilizing air driven projectiles) **may result in a recommendation for expulsion.**

All items confiscated in a case of recommended expulsion should be safely and properly secured and may be turned over to the school's security officer. Photographs and/or a descriptive statement of the confiscated item should be included in the suspension/expulsion recommendation.

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Multiple discipline actions are assigned for this infraction (1-5) to include recommendation of expulsion following the first offense.

Level 1	Level 2	Level 3	Level 4	Level 5
Student conference Parent conference	3 to 5-day OSS	6 to 10-day OSS	Notification to Law Officials	Probation, long-term suspension, and/or expulsion

Disruptive Behavior

Students are entitled to a learning environment free of unnecessary disruption. Any physical, written, or verbal disturbance, communication or activity, within the school setting or during related activities, which may interrupt or interfere with teaching and the orderly conduct of school activities is prohibited. Any communication or activity committed outside of the school setting that interrupts or interferes with the school day is also prohibited, and subject the *Code of Student Conduct*.

Teachers manage most minor disruptions within the classroom through classroom management procedures. If behavior is repetitive despite teacher intervention or disruption is major, the following consequences take place. Disruptive behavior can include failure to follow rules/regulations or instructions/directions that disrupt the learning environment; creating a commotion; defiance, disruptive demonstrations, possession or distribution of obscene or disruptive materials, using obscene or inappropriate language or gestures, gambling, inciting a riot, and/or running in hallways. Other activities which disrupt the orderly functions of the school include, but are not limited to: demonstrating hostile or disruptive behavior, repeated offenses/violations of the *Code of Student Conduct*, unauthorized fraternities or secret societies, unauthorized sales by students, possession of inappropriate toys, inappropriate use of school lockers and facilities, setting off false fire alarms, and compromising school safety (propping doors open for easy access, opening doors for individuals instead of making them enter through the main entrance, etc.).

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration.

Level 1	Level 2	Level 3	Level 4	Level 5
Warning	Notation on conduct record	Parent conference Afterschool detention	1-, 2-, 3-, or 5-day OSS	Probation, long-term suspension, and/or expulsion

Dress Code Violation

The student is given the opportunity to change. Please see the [Dress Code Policy](#) in full below.

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration.

Level 1	Level 2	Level 3	Level 4	Level 5
Warning Given opportunity to change	Parent notified	Parent Conference Afterschool detention	1-, 2-, 3-, or 5-day OSS	Probation, long-term suspension, and/or expulsion

Driving Violations/Suspension of Privileges

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

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

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

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration.

Unexcused Tardies to First Period

Level 1	Level 2	Level 3	Level 4	Level 5
Student conference	Parent notified	Parent conference Driving privileges suspended for one week	Driving privileges suspended for two weeks	Loss of Driving Privileges

Reckless Driving / Speeding (>10 MPH)

Level 1	Level 2	Level 3	Level 4	Level 5
Student conference	Parent notified	Parent conference Driving privileges suspended for one week	Driving privileges suspended for two weeks	Loss of Driving Privileges

Skipping School				
Level 1	Level 2	Level 3	Level 4	Level 5
Student conference Parent notified	Parent conference Driving privileges suspended for two weeks	Parent conference Driving privileges suspended for four weeks	Driving privileges suspended for eight weeks	Loss of Driving Privileges
Drugs/Alcohol/Narcotics/Chemical Abuse				
Possession, Use, or Selling of Drugs/Alcohol/Narcotics or paraphernalia associated with the use of controlled substances including imitations if strictly prohibited on campus or during school related/sponsored activities.				
Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Typically, multiple discipline actions are assigned for this infraction (1-5).				
Level 1	Level 2	Level 3	Level 4	Level 5
Notation on conduct record Material confiscated	Parent conference	3-days OSS	5 to 10-day OSS Report to Law Enforcement	Expulsion Successful completion of drug/alcohol rehab program Report to Law Enforcement
Ear Buds				
Ear buds are only to be worn on campus for academic purposes, directed and overseen by a teacher. The use of ear buds in the hallways and out of doors is prohibited. Ear buds are not to be worn in conjunction with entertainment or gaming.				
Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration.				
Level 1	Level 2	Level 3	Level 4	Level 5
Warning	Parent notified Confiscation of ear buds	Parent conference Afterschool detention	Afterschool detention Loss of ear buds	Parent conference 1 to 3-days OSS
Extortion				
Obtaining money, goods, or services through threats or intimidation.				
Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Typically, multiple discipline actions are assigned for this infraction (1-5).				
Level 1	Level 2	Level 3	Level 4	Level 5
Notation on conduct record	Parent notified	Parent conference	1-, 2-, 3-, or 5-day OSS	Expulsion Report to Law Enforcement
False Fire Alarm, Bomb Threat, or Threat of Arson				
Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Typically, multiple discipline actions are assigned for this infraction (1-5). Violation of this policy greater than one offense is considered an act of defiance and the student will be recommended for expulsion.				
Level 1	Level 2	Level 3	Level 4	Level 5
Notation on conduct record	Parent notified	Parent conference	5-days OSS	Expulsion Report to Law Enforcement
Fireworks / Stink Bombs				
Possession or discharging fireworks, stink bombs or any other foul-smelling device, or any object that might create an explosion.				
Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Violation of this policy greater than three offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion.				
Level 1	Level 2	Level 3	Level 4	Level 5

Notation on conduct record	Parent notified	Parent conference Material confiscated.	3–5-day OSS	Probation, long-term suspension, and/or expulsion
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Forgery / Falsification of Records

Forging, changing, or destroying school or parental documents such as report cards, progress reports, school records, referrals, etc.

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Violation of this policy greater than three offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion.

Level 1	Level 2	Level 3	Level 4	Level 5
Student conference Notation on conduct record	Parent notified	Parent conference Afterschool detention	3 to 5-days OSS Parent conference	Probation, long-term suspension, and/or expulsion

Gambling

Gambling with cards, dice, flipping coins, throwing at the line, and the like.

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration.

Level 1	Level 2	Level 3	Level 4	Level 5
Student conference	Notation on conduct record Parent notified	Parent conference Afterschool detention	1-, 2-, 3-day OSS	Probation, long-term suspension, and/or expulsion

Harassment / Intimidation Towards an Adult

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Typically, multiple discipline actions are assigned for this infraction (1-5). Violation of this policy greater than two offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion.

Level 1	Level 2	Level 3	Level 4	Level 5
Notation on conduct record	Parent notified	Parent conference	3 to 5-days OSS	Expulsion

Harassment / Intimidation Towards a Student

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Typically, multiple discipline actions are assigned for this infraction (1-5). Violation of this policy greater than three offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion.

Level 1	Level 2	Level 3	Level 4	Level 5
Student conference Notation on conduct record	Parent notified	Parent conference Afterschool detention	1- to 5-day OSS	Probation, long-term suspension, and/or expulsion

Insubordination / Disrespectful Behavior

Insubordination toward any adult, including any staff member, volunteer, or visitor who is working in or for the school includes refusal to identify self, disrespectful language, defiance of authority (refusal to obey any classroom or school rule), running from an adult, failure to serve an assigned detention, and repeated dress code violations. Disrespect is any verbal or nonverbal cue which may demonstrate rudeness, contempt, insubordination, and/or silent defiance. These may include, but are not limited to, laughter/behavior intended to mock or humiliate, rolling of the eyes, sucking of teeth, bucking of the chest/body intending to intimidate, heavy sighing, walking away, turning body away from an adult, blatantly refusing to comply (including refusing to respond), raising of the voice, and/or mumbling or muttering under breath.

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Violation of this policy greater than five offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion.

Level 1	Level 2	Level 3	Level 4	Level 5
Student conference Notation on conduct record	Parent notified	Parent conference Afterschool detention	1- to 5-day OSS	Probation, long-term suspension, and/or expulsion

Integrity

Lack of integrity includes cheating, plagiarism, complicity in academic dishonesty, lying, willful or malicious false accusations/reports against school personnel or other students, or aiding another in the above-mentioned violations. Violation of the Honor Code.

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration.				
Level 1	Level 2	Level 3	Level 4	Level 5
Student conference Notation on conduct record Referral to Honor council	Parent notified Zero on assignment	Parent conference	1-, 2-, 3-, or 5-day OSS	Probation, long-term suspension, and/or expulsion
Larceny / Theft				
LPS students are expected to respect the rights and property of others. The following are prohibited: Stealing another person's possessions without right or permission. The possession of stolen property is considered theft. Any theft of money or personal or public property of significant value and/or theft involving breaking and entering including lockers (includes unauthorized or illegal use of computer services).				
Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Typically, multiple discipline actions are assigned for this infraction (1-5).				
Level 1	Level 2	Level 3	Level 4	Level 5
Student conference Notation on conduct record Referral to Honor council	Parent conference	1-, 2-, 3-, or 5-day OSS	Restitution made	Probation, long-term suspension, and/or expulsion Report to Law Enforcement
Profanity / Obscenity				
Towards a Student				
This includes obscene gestures toward a student or between students including general profanity not directed at a person or inappropriate language of a sexual nature.				
Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Violation of this policy greater than five offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion.				
Level 1	Level 2	Level 3	Level 4	Level 5
Warning Student conference	Parent notified Notation on conduct record	Parent conference Afterschool Detention	1 to 5-days OSS	Probation, long-term suspension, and/or expulsion
Towards an Adult				
This includes obscene gestures toward an adult including general profanity not directed at a person or inappropriate language of a sexual nature.				
Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Violation of this policy greater than three offenses is considered an act of defiance and the student will be recommended for expulsion.				
Level 1	Level 2	Level 3	Level 4	Level 5
Student Conference Notation on conduct record	Parent conference	1 to 2-day OSS	3 to 5-day OSS	Expulsion
Public Display of Affection				
Between two students, including but not limited to kissing, intimate touching, holding hands, and putting arms around one another.				
Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Violation of this policy greater than five offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion.				
Level 1	Level 2	Level 3	Level 4	Level 5
Student Conference Warning	Parent notified Notation on conduct record	Parent conference Afterschool Detention	1 to 5-day OSS	Probation, long-term suspension, and/or expulsion

Pushing, Tripping, Shoving, Horseplay

Shoving, pushing, or tripping could result in student injury or cause damage to school property. Any horseplay, shoving, tripping damage to school property will result in restitution of all involved parties.

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Violation of this policy greater than five offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion.

Level 1	Level 2	Level 3	Level 4	Level 5
Student conference Notation on conduct record	Parent notified	Parent conference Afterschool detention	1 to 5-days OSS	Probation, long-term suspension, and/or expulsion

Sexual Acts

Sexual acts of any kind at school, on school property, or at any school related activity on or off school grounds.

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Multiple discipline actions are assigned for this infraction (1-5) to include recommendation of expulsion following the first offense.

Level 1	Level 2	Level 3	Level 4	Level 5
Notation on conduct record	Parent notified	Parent conference	5 to 10-days OSS	Expulsion

Sexual Conduct

Sexual harassment is the unwelcome conduct of a sexual nature which may include verbal sexual advances such as subtle pressure for sexual activity, physical contact such as groping, patting, or rubbing against, comments regarding physical or personality characteristics of a sexual nature, sexually oriented kidding, teasing, jokes, and/or indecent exposure.

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Multiple discipline actions are assigned for this infraction (1-5). Violation of this policy greater than three offenses is considered an act of defiance and the student will be recommended for expulsion.

Level 1	Level 2	Level 3	Level 4	Level 5
Notation on conduct record	Parent notified	Parent conference	1 to 5-day OSS	Probation, long-term suspension, and/or expulsion

Technology and the Internet

Unauthorized use or inappropriate use of a computer and/or network system. Not abiding to the Technology Acceptable Use Policy (TAUP).

Level(s) of discipline will be determined by administration following their investigation. Any level or multiple levels of discipline can be assigned to an infraction based on the discretion of administration. Violation of this policy greater than three offenses is considered an act of defiance and the student will automatically lose computer/internet privileges for the remainder of the academic year.

Level 1	Level 2	Level 3	Level 4	Level 5
Warning Notation on conduct record	Parent notified Afterschool detention	Parent conference	3-day OSS	Loss of computer privileges for year Probation, long-term suspension, and/or expulsion

Trespassing

Students, patrons, and school personnel are expected to have the appropriate authorization to be on Private School property. Trespassers will be reported to law enforcement. If a student is involved with bringing a trespasser onto school property, the student will be disciplined.

- Any student who has been suspended or expelled from attendance may be considered a trespasser if he/she appears on school property or at any school activity, during the suspension period. Violation of this section will be considered an additional infraction and will require a separate consequence.
- No student or other person may attend or visit LPS school as a guest during the regular school day without authorization from school administration.
- Any person(s) that have no identifiable reason to be on LPS campus during any period of the day may be considered trespassers.

Level 1	Level 2	Level 3	Level 4	Level 5
Student/Parent Conference Notation on conduct record	Afterschool Detention	1 to 3-day OSS	4 to 5-day OSS	Probation, long-term suspension, and/or expulsion Report to Law Enforcement Charged with trespassing
Vandalism				
Vandalism is the willful marring, defacing, or destruction of School property, including leased property or any employee's or other person's property. This section includes, but is not limited to: the buildings, both exteriors and interiors thereof, books, computer equipment and software, private automobiles, and school grounds. This includes graffiti.				
Level 1	Level 2	Level 3	Level 4	Level 5
Student conference Notation on conduct record	Parent notified Afterschool detention	Parent conference Restitution	3 to 5-days OSS Parent conference	Probation, long-term suspension, and/or expulsion Report to Law Enforcement

Dress Code Policy

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 Prep community.

The responsibility of adhering to the dress code guidelines rests with students and their parents; however, members of the faculty will respond with disciplinary action on students who violate the guidelines. Clothing can be purchased through any vendor and local establishments offer embroidering for a reasonable price (Island Specialties in Pawleys Island and The Harbor Shop in Georgetown). Lands' End is a vendor that parents can use to view the requirements as well as order uniforms. The following is the school link

(<https://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900114919>). Lands' End can embroider the school logo.

Recommended Consequences

The administrative team in each school shall have discretion regarding dress code decisions. Patterns of students who violate the dress code will be contacted to provide the appropriate clothing for their children. Homeroom teachers will be responsible for monitoring students each morning to make sure all students follow the dress code. Appropriate consequences for a student out of uniform will be given and then recorded. See [Dress Code Violation](#).

What to wear on Uniform Days

For male students:	For female students:
<p><u>TOPS/SHIRTS (tucked in):</u> Blue or white Oxford button up collared shirts (no logo) Navy/white/blue Polo shirts - no t-shirts (logo)</p> <p><u>SWEATERS/FLEECE/SWEATSHIRTS:</u> Navy/white/blue button-up or zip-up cardigan sweaters (no logo) Navy/white/blue V-neck sweaters (no logo) Navy/white/blue fleece half zips (no logo) Navy/white/blue sweater vests (no logo) Navy/white/blue crew-neck heavy weight sweatshirts with navy, white, blue collared shirt underneath (logo)</p> <p><u>SHORTS:</u> Khaki or Navy plain front belted or elastic waist shorts – no athletic shorts (no logo)</p> <p><u>PANTS:</u> Khaki or navy plain front belted pants (no logo)</p> <p><u>BLAZER (only for Upper School males):</u> Navy blazer (no logo) – optional for most</p> <p><u>SHOES:</u> Modest shoes or sandals</p>	<p><u>TOPS/SHIRTS:</u> Blue or white Oxford button up collared shirts (no logo) Navy/white/blue Polo shirts - no t-shirts (logo)</p> <p><u>SWEATERS/FLEECE/SWEATSHIRTS:</u> Navy/white/blue button-up cardigan sweaters (no logo) Navy/white/blue V-neck sweaters (no logo) Navy/white/blue fleece half zips (no logo) Navy/white/blue sweater vests (no logo) Navy/white/blue crew-neck heavy weight sweatshirts with navy, white, blue collared shirt underneath (logo)</p> <p><u>SHORTS:</u> Khaki/white/navy plain front belted or elastic waist shorts – no athletic shorts (no logo)</p> <p><u>PANTS:</u> Khaki or navy belted pants (no logo) White belted pants (clean, hemmed white jeans may be worn) (no logo)</p> <p><u>DRESSES/JUMPERS:</u> Navy Ponte dress (logo) Navy/white/blue short-sleeve, long-sleeve Polo, or short-sleeve ruffle dresses (logo) Navy/navy plaid/Khaki jumpers (logo)</p> <p><u>SKIRTS/SKORTS:</u> Khaki/navy/navy plaid skorts (no logo) Khaki/navy/navy plaid box-pleat skirts (no logo) Navy/White tennis skirts (no logo) (length must extend past fingertips)</p> <p><u>SHOES:</u> Modest shoes or sandals</p>
Reminders: Shorts, skorts, skirts, dresses must extend past the fingertips.	

What to wear on Non-Uniform Days	
For male students:	For female students:
<u>TOPS:</u> Collared polo shirts Oxford style collard dress shirts "Dress" t-shirts <u>JACKETS/SWEATERS:</u> Jackets, sweaters, sweatshirts without holes/rips <u>BOTTOMS:</u> Shorts (no athletic shorts) Pants/slacks (no sweatpants or athletic pants) Jeans in good repair (no rips/tears) <u>SHOES:</u> Modest shoes or sandals or flip-flops	<u>TOPS:</u> Blouses, polo shirts, dress shirts "Dress" t-shirts <u>JACKETS/SWEATERS</u> Jackets, sweaters, sweatshirts without holes/rips <u>BOTTOMS:</u> Shorts (no athletic shorts) Skirts Dresses Jumpers Pants/slacks (no sweatpants or leggings/athletic pants) Jeans in good repair (no rips/tears) <u>SHOES:</u> Modest shoes or sandals or flip-flops
Reminders: Shorts, skorts, skirts, dresses must extend past the fingertips.	

Cold Weather Coats

Students can wear their normal coats/raincoats when the weather is cold/wet but will hang them up once in the school building. Students should wear appropriate attire underneath to keep warm while in the school building.

Dress for Assemblies, Field Trips, Special Events

School uniforms will be worn for all field trips and all school special events unless alternate attire is approved by the event sponsor.

Dress for Athletic Events

Athletic teams traditionally dress up (Sunday best) on days of athletic events. In lieu of dressing up, team captains may direct their players to wear their team jerseys for home athletic contests. Team jerseys must be worn with appropriate "code approved" shorts or pants.

Dress for Physical Education

Upper and Middle School students will change into proper athletic attire (see Lands' End for suggestions) for physical education classes and back into their school clothes for all other periods remaining in the day. Attire includes classic navy active essential T-shirt (logo required), navy Active zip front sweatshirt (no logo, no hoodies), classic navy active PE shorts, and classic navy sweatpants. Closed toe athletic shoes must be worn during physical activity to include working out in the weight room.

Dress for Science Labs

Upper and Middle School students who are participating in a science lab must wear closed toe shoes on the day of the lab for safety reasons.

Inappropriate Attire

Dress that is disruptive, distracting, revealing, or interferes with the educational process will not be acceptable. Administrators will enforce the dress code standards. The following are guidelines for inappropriate apparel.

Lowcountry Preparatory School Dress Code prohibits the wearing of any of the following:

- Wearing of headphones or ear buds during the academic day while in the school building
- Sports/athletic shorts (only allowed during athletic events)
- Clothing that is torn, cut, or has holes in it

- Bedroom slippers, pajamas, or lounging pants/sweatpants
- Dresses, skirts, shorts, and skorts shorter than four inches above the kneecap when standing and/or extend past the fingertips.
- Any clothing that exposes or highlights private areas, exposes an excessive amount of skin, or exposes undergarments
- Tights, spandex, or leggings without a skirt, shorts, or skorts over them
- Oversized clothing that causes sagging pants, skirts, shorts, or skorts
- Clothing that reveals the midriff while sitting or standing
- Clothing that is tight, skimpy, or with revealing necklines (no cleavage) a
- Clothing that is see-through, revealing, or resembles undergarments
- Tops with shoulder straps that do not completely cover all undergarments. No spaghetti straps allowed.
- Halter tops / strapless tops
- Tops with large arm holes such as tank tops, basketball jerseys, muscle shirts, mesh shirts, athletic undershirts, and cut out shirts
- Bandannas, head covers, sweatbands, hats, hoods, sun visors, and sunglasses
- Clothing or accessories that advertise, glorify, or symbolize any illegal substance, alcohol, drugs, tobacco, e-cigarettes, sex, or illegal acts
- Clothing or accessories that contain vulgar, derogatory, violent, or suggestive diagrams, pictures, words, or slogans

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.

Laptop Computers and Tablets

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

Electronic Games

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

Internet

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

Network and Storage

- No one may attempt to bypass any security system of the network.
- All passwords are to be kept confidential and not shared.
- Music files and any other large, copyrighted files may not be downloaded or emailed through the School network at any time.
- All files and data sought, possessed, or distributed must be acceptable in a school setting. This forbidden content includes, but is not limited to: hacking tools, computer viruses, violent content, pornographic content, vulgar content, and obscene content.
- All files and data must be legally obtained and distributed under United States copyright laws.

Printing

Lowcountry Preparatory School expects students to be prepared for all their classes as soon as they enter the classroom. With that in mind, any assignment that needs to be printed from a flash drive or other storage device should be done prior to entering the classroom. Students are expected to print their assignments at home. The School does not supply devices for student printing.

Social Media and Email

- A student may access social media or their email only with the permission of the supervising faculty member.
- Email messages that are anonymous or signed with a pseudonym may not be sent from the School network or from outside the School.
- Chain letters, spamming, and solicitations are prohibited.
- Students are prohibited from posting pictures taken at school or during a school event of other students, to include annotated pictures of other students, on social media without the permission of those other students.

Off-Campus Violations

The School's jurisdiction also includes Internet activities by students' and faculty off-campus that has or may have an adverse impact on the School or faculty. Violation may include derogatory comments or postings about the school or members of the school community on any media outlet (social, personal sites, news, etc). Violations may result in disciplinary actions including loss of employment or expulsion.

Software and Hardware

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

TAUP Acknowledgement and Agreement

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

- Users will have unlimited access to the internet.
- Users take full responsibility for a laptop computer or tablet just as any other personal property.
- Users will take responsibility for the choices they make and the actions they take while using technology.
- The School in no way accepts responsibility for the safety or security of student-owned laptops and tablets.
- If a student laptop has a network card, it will have wireless access to the internet. Parents acknowledge that the School will not monitor all student use of the internet.
- Users may not access, submit, post, publish, forward, download, scan, or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages.
- Users may not use the School's computers, network, and Internet services for any illegal activity. The School assumes no responsibility for illegal activities of users while using School computers or personal devices on school grounds.
- Users may not copy, download, or share any type of copyrighted materials (including music or films) without the owner's permission; or copy or download software without authorization.
- Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The School assumes no responsibility for copyright or licensing violations by users.
- Students may not represent as their own work any materials obtained on the Internet (such as papers, articles, music, art). When Internet sources are used in student work, the author, publisher, and website must be identified.
- Users may not share passwords, use other users' passwords, access, or use other users' accounts, or attempt to circumvent network security systems.
- Users may not engage in any malicious use, disruption or harm School computers, network, or Internet services,

including but not limited to hacking activities and creation/uploading of computer viruses.

- Users may not attempt to use any software, utilities, or other means to access Internet sites or content blocked by School filters.
- Students may not access blogs, social networking sites, etc. to which student access is prohibited.
- Within each class, the teacher will determine the acceptability of use of technology depending on the lesson planned.
- All students in the Middle and Upper Schools are expected to have a portable device with the capability of accessing the internet and having basic word processing (Microsoft Office, for example) capabilities.
- At any point in time, the School reserves the right to deny any student the use of a technology device (e.g., laptop, mobile device, etc) on campus.

Failure to honor the above regulations may result in the restriction of Internet privileges and/or the restriction of other technology access in addition to disciplinary action up to and including criminal charges.

Code of Conduct, Student/Parent Handbook and TAUP

Statement of Understanding

Academic Year: 2023-2024

By signing below, you are acknowledging and agreeing to abide by all the policies and rules described within the Student/Parent Handbook, Code of Student Conduct, and Technology Acceptable Use Policy (TAUP). Students in grades 5-12 and all parents are to complete the Statement of Understanding and turn it in by the 5th day of school.

Date: _____, 2023

Parent Printed Name

Parent Signature

Student Printed Name

Student Signature