



LOWCOUNTRY PREPARATORY SCHOOL
COMMUNITY HANDBOOK
2019-2020

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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 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.

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.

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.

Chapter One: General Information

Enrollment

In all cases, 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.

With the proliferation of learning differences on a national level, independent schools have enrolled a growing number of students with such differences. However, only students deemed to have a high probability of success will be enrolled at Lowcountry Preparatory School. Conditions such as Attention Deficit Disorder, for example, are expected to be properly treated by outside medical professionals such that the student can function in the classroom effectively and without the demonstration of behavior that distracts classmates. The school does not enroll prospective students who must be accompanied in the classroom by an outside professional.

Accommodations

In the public school, Individualized Education Programs (IEP) and 504 Plans are forms used to prescribe formal assistance to students with learning differences in grades first through twelfth. Assistance provided to students with learning differences at Lowcountry Preparatory School is documented using the Lowcountry Preparatory School Accommodation Form. It may be based upon an IEP or 504 Plan provided to the student by officials outside of Lowcountry Preparatory School.

Tuition

The school relies upon cash flow to meet its monthly obligations in a timely manner. Prompt and timely remittance of tuition is expected. No report cards will be distributed nor exams administered when tuition is in arrears. Transcripts for graduated seniors and for transferring students will not be forwarded until accounts are cleared.

Financial Aid

The purpose of financial aid is to offer students who demonstrate both the capacity to succeed here and financial need an opportunity to attend Lowcountry Preparatory School, regardless of the family's financial situation. The admission requirements for such students are otherwise no different than those of students who do not require financial aid. Likewise, the requirements for maintaining enrolled status for students receiving financial aid are no different from those of students who do not receive financial aid. The guidelines below govern the distribution of financial aid. All of these guidelines must be met before the school can consider a request. The process is confidential:

1. The student must be accepted for enrollment.
2. An application with the National Association of Independent Schools (NAIS) School and Student Service for Financial Aid (SSS) must be submitted, along with IRS forms 1040 and W-2, before a request is considered.

3. All accounts must be cleared from the previous year.

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.

Attendance

Regular attendance is a key factor in each student's success. Accordingly, absences from school for any reason are discouraged. Parents must notify the school office if a student will be absent and the reason for the absence.

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 the missed days. The student is responsible for all assignments and material covered during the absence.

Family trips should be scheduled during the vacation days allotted in the school calendar. Special trips to attend a family wedding, for example, are understandable; however, parents should weigh the disruption caused by missed class time against the benefit of the event before signing their child out from school. All class work and tests must be made up within a week of the absence. Parents must arrange for student work to be picked up or otherwise provided during the absence. The main office keeps attendance records for each student. Parents may be asked to provide medical documentation for absences. Upper School students who accumulate more than 20 absences in a course for any reason (including doctor visits and family emergencies) may be in jeopardy of failing the course at the discretion of the teacher in consultation with the Division Head and the Head of School. Any student who misses 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.

Tardiness

Students who report to school after the 8:00 A.M. bell will be considered tardy from school in addition to their first period class. Parents, please try to get your children to school prior to the early bell at 7:55 so that they have time to get settled prior to the beginning of first period. Students are to enter and exit through the main doors of the academic buildings and not the

side entrances. If they enter after 8:00 A.M., they must obtain a pass from the main office. Consequences of tardy reporting to school are listed in Chapter 3 of this Handbook.

Excusals

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 to the main office in the morning or have the parent provide another form of written communication—e-mail, for example—to school officials. 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 the absence. An administrator will usually be at the front desk to handle most permissions. Parents and students must ensure that the sign-out sheet is completed and initialed by an administrator before the student departs. Any absence without both parental permission and an initial by an administrator on the sign-out sheet will be considered unexcused. School administrators determine whether an absence or a tardy is excused or unexcused. On their first day back to school after an absence due to illness, students are to bring a note from a parent or doctor to the main office to explain the absence.

First Aid

Should any student or adult lose consciousness or become unresponsive on campus or at an off-campus event, our policy is to call 911 immediately to request professional assistance. That member of the faculty, staff, or administration should subsequently notify the Head of School or Division Director as soon as possible. If during the day a student is injured or in any way does not appear well, members of the faculty, staff, or administration are to contact the parent or guardian and notify the Division Director. Members of the faculty, staff, and administration are not to make any medical assessments beyond basic first aid, nor should any such person administer medicine. Students must have a valid prescription and a signed note from a guardian granting the student permission to self-administer any medication, including over-the-counter medicine.

Illnesses

We seek to keep all of our students, and members of the faculty, staff, and administration healthy and safe. A current State of SC Certificate of Immunization is required of all students. 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 is able to 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, or scratching of scalp
- Infection present – indicated by nasal or eye discharge

Lice Policy

A child with lice must stay home until the situation is remedied. This is considered an excused absence and the school will work cooperatively with the family to see that all work is made up and that the transition back to school is a smooth one. In the case of a child discovered at school with lice, the child will be sent home immediately so as to prevent the spread to other children.

Allergies

With the growing number of students who experience allergic reactions to various foods and materials, school officials will notify parents on an annual basis of those items that will be restricted from campus. If your student has a specific need or restriction, please notify school officials expeditiously and in writing.

Car Seats

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.

Emergency Announcements

The school will post school closure information on the website and send information via Marlin Mail 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. Additionally, the school will make emergency announcements on the following television stations:

- WPDE (ABC) WCIV (ABC)
- WBTW (CBS) WCSC (CBS)
- WMBF (NBC) WCBF (NBC)

Fire, Storm, and Emergency Drill Procedures

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

Fire Drills

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

Tornado Drills

SIGNAL—CONTINUOUS RING OF THE BELLS AND CONTINUOUS BLAST OF THE AIR HORN. 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 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.

Lockdown Drills

SIGNAL – LONG CONTINUOUS BLASTS ON THE AIR HORN (7-10 seconds.) 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 Director immediately.

Lock Down Procedures

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

- Calm yourself: Instead of “I’m going to die!” try “I’m going to make it by staying calm and being smart!”
- Combat breathing: Inhale deeply through the nose and exhale through the mouth three times, thereby lowering the heart rate.
- Shift your emotions: Drop the fear and embrace intelligent action, to include helping others survive.
- Mentally script: Adopt an emergency course of action and execute it without second-guessing (for example, barricade the door, break the window, and start sending employees and students through the window and out of the building away from the threat).

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

- Avoid: get away from the shooter; get out of the building and run. Or, get out of the hallway and into a classroom and lock the door and, then, escape through the window.
- 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.

Master Calendar

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

Daily Schedule

Lower School, Pre-K

Monday-Friday
8:00 AM: school begins
Noon: dismissal

Lower School, K5-5th Grade

Monday-Friday
8:00 AM: school begins
2:50 PM: dismissal

Middle and Upper School

Monday-Friday
7:55 AM: Warning Bell
8:00 AM: school begins
8:00 AM – 8:10 AM: Homeroom
8:13 AM – 9:08 AM: 1st Period
9:11 AM– 10:06 AM: 2nd Period
10:09 AM – 11:04 AM: 3rd Period
11:07 AM– 12:02 PM: 4th Period
12:04 PM – 12:34 PM: Lunch/Study Hall A
12:34 PM – 1:04 PM: Lunch/Study Hall B
1:07 PM – 2:02 PM: 5th Period
2:05 PM – 3:00 PM: 6th Period
3:00 PM: Dismissal
3:00 PM – 3:30 PM: Extra Help

Extra Help

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

topic or skill, the instructor should seek out the student and notify the parent that extra help is available.

Homeroom

Upper School students will go to their advisor's classroom for homeroom.

Lunch

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. With the exception of seniors who are authorized by the Upper School Director, students are not allowed to leave campus for lunch or to order food to be delivered to campus. Those students not purchasing lunch from the school menu should bring lunch with them in the morning. In grades K5 -12th, lunch will be eaten in the Marlin Café and adjacent patio. All students will be assigned lunch clean-up duty from time to time to ensure that the Marlin Café is left clean for the next users.

Assemblies

Assemblies are scheduled throughout the academic year for various purposes. They include chapel, guest speaker or special program, induction ceremonies, senior speeches, and the like. Assemblies are mandatory for students and members of the faculty, staff, and administration. Exceptions are to be cleared in advance with the Division Director or Head of School. Parents, grandparents, and guardians are welcome to attend assemblies. The Chapel program is nondenominational in character and seeks to instill Judeo-Christian values. Chapels are held on a monthly basis and are led by an invited priest or other guest, the Head of School, a faculty member, or a student. In the Lower School, a character lesson is held each day by a grade level teacher and their students. Students will wear school uniforms on chapel days.

Ceremonies

Lower School Moving Up Ceremony

The students and faculty in grades pre-K through 5 attend the Lower School Moving Up Ceremony. Parents, other family members, and friends are cordially invited. Fifth-grade students will officially move up to the Middle School.

Middle and Upper School Awards Ceremony

All Middle and Upper School students and faculty members are required to attend the Middle and Upper School Awards Ceremony. Parents, other family members, and friends are cordially invited.

Commencement Exercises

Commencement exercises take place following the conclusion of the academic year. All faculty members (K-12), and students in Grades 9-11, are required to attend. All students, parents, and guests of seniors are invited to the commencement exercises.

Commencement Week

Events hosted during the course of commencement week include the following:

- Baccalaureate Service (seniors, teachers, and alumni only)
- Middle and Upper School Awards Ceremony
- Commencement Exercises

Attendance and Dress at End-of-Year Events for Seniors

End-of-Year events for seniors include the following:

- Middle and Upper School Awards Day
- Baccalaureate Service
- Baccalaureate Dinner
- Commencement Exercises

Seniors are required to attend each of these events in order to receive a diploma. Excusal from the events is possible only with the permission of the Upper School Director and the endorsement of the Head of School. The dress for each of these events is long-sleeve shirt and tie with coat optional for males and "Sunday best" for females.

Aftercare & School Hours

Parents should not bring students to school prior to 7:45 a.m. as no formal supervision is available. Pre-K - K5 Enrichment activities are offered in grades K3-K5 from 12:15 p.m. until 5:00 p.m. A rate schedule is available in the Lower School. Late departures are also available for grades one through five from 3:00 p.m. to 5:00 p.m. For students in the Middle School and Upper School, departure is at 4:15 pm at the latest for those not participating in athletics. For those participating in athletics, departure is specified by the respective coach.

Visitors

All visitors must sign in at the main office of Building 100 or Building 400 and receive a visitor's badge. Parents, please respect the importance of uninterrupted class time by not going directly to classrooms. 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.

Parking

The lot adjacent to the east side of the gym is reserved for members of the faculty, staff, and administration. Students are allowed to park in the gravel lot at the eastern end of campus. Visitors should park in the spaces in front of the Marlin Café. Parents, please do not park in the front circle as it impedes traffic flow in an area that must remain clear for emergency response vehicles. Only the handicapped are authorized to park in handicapped spaces, which are clearly marked in blue.

Traffic Flow

Rules governing traffic flow on campus are as follows:

There should never be two lines of traffic entering from Blue Stem or Petigru. These roads must be for exiting, as well as entering.

- Please do not pull around cars in the single line at the buildings as this presents a danger to pedestrians on campus.
- Please do not park in the center (unpaved) area to drop-off or pick-up students.
- If you wish to enter one of the buildings in the morning, park in front of the gymnasium. Please do not leave your car unattended in the line as this impedes traffic flow and turn off the engine of your car when you are not in the driver's seat.
- Members of the faculty, staff, and administration, as well as parents and students on foot, should use walkways and crosswalks between buildings.
- Procedure 1 – Cars dropping off or picking up only Lower School, pre-K and K-5 students:
 - Cars enter the campus from Blue Stem; form a single line for Lower School students in front of Building 100. After drop-off or pick-up, proceed directly to the rear exit on Petigru Road.
 - During afternoon pick-up, students will arrive simultaneously in the porch area of Lower School building (K4 at 12:00 p.m.; other Lower school students at 2:50 p.m.).
- Procedure 2 – Cars dropping off or picking up only Middle and/or Upper School student(s): Enter campus from the rear entrance (Petigru Road), form a single line in front of the Middle/Upper School building. After drop-off or pick-up drive with great care across the lot to the Blue Stem exit.
- Procedure 3 – Cars dropping off or picking up students from both Lower School and/or Middle and/or Upper School buildings: Follow procedure 1 or 2 depending on which age student is to be dropped off first. Then proceed to the drop-off line of the other building.
- Procedure 4 – Pre-K car dropping off or picking up: pre-K parents must park in the parking lot and escort students to and from their classrooms. Do not park along the driveway as it causes congestion and blocks sight lines for observing pedestrians on campus.

Of note, school administrators are free to modify pick up and drop off procedures. However, written notification to parents impacted by the modification is required.

Student Drivers

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

Chapter Two: Academics

Credits

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

Graduation Requirements

In order to qualify for graduation, students must meet the following curriculum requirements or the equivalent high school credit requirements:

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

Other Requirements:

- A Creativity, Activity, and Service (CAS) project in coordination with the CAS Coordinator
- A research project culminating in a research paper and presentation

The Head of School reserves the privilege of amending graduation requirements when previous school attendance makes acquisition of the above requirements impossible.

Grading Scales

Pre-K

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

K-5

Students will receive either an S for “Satisfactory” or N for “Needs Improvement” on the enrichment class report. Other areas will be evaluated as follows:

- M – Meeting Expectations
- I – Improving
- N – Needs time to Develop

Grades 1 and 2

Grades:

- A (admirable)
- S (satisfactory)
- N (needs improvement)
- Work Habits and Social/Emotional Development: S or N

Grades 3 and 4

- A: Excellent
- B: Good
- C: Fair
- D: Poor
- F: Failing
- Conduct notation: S, N, or U

Grades 5 thru 12

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

- A, 90-100: Excellent
- B, 80-89: Good
- C, 70-79: Fair
- D, 60-69: Poor
- F, below 60: Failing
- Conduct notation: S, N, or U

Academic Averages

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

- No grades may be above 100.
- All assignment grades must be reported in whole numbers.
- In the Middle and Upper school, semester exams constitute 20 percent of the semester grade and nine-week quarter grades count 40 percent each.
- Whole unit, or annual, course grades are the average of the two semester grades.
- Final semester averages resulting from a re-taken final exam will be recorded as no higher than a 60 percent.
- IB/AP and Dual Credit courses will be awarded 1 point in accordance with the South Carolina Uniform Grading Policy for purposes of weighted averages and class rank (valedictorian and salutatorian) only.
- Honors courses will be weighted 0.5 points in accordance with the South Carolina Uniform Grading Policy for purposes of weighted averages and class rank (valedictorian and salutatorian) only.

Class Rank

Class rank for senior class valedictorian and salutatorian is determined through the final Progress Report to include final exam grades. These final grades are averaged with the previous three yearly averages for grades at Lowcountry Preparatory School. Class rank is determined by using weighted grades. The students with the highest and second highest averages will be valedictorian and salutatorian, respectively. Students must be enrolled at the school during their junior and senior years in order 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.

Honor Roll

The Honor Roll is published at the conclusion of each semester and for the academic year. "A Honor Roll" is for those students whose grades are all at least 90. "A/B Honor Roll" is for those students whose grades are all at least 80.

Honors Credit

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

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

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

Exams: Review and Administration

Exam Review

In the Middle and Upper School, faculty members prepare students for exams through class review and study guides, as appropriate. The two school days prior to exams are traditionally reserved for this purpose. Students should come to the review sessions prepared with questions for clarification. Teachers have the latitude to begin exam reviews earlier than two days, at their discretion.

Exam Administration

Exams are given at the end of each semester for students in grades 6-12 and are designed to last two hours. Exams count 20 percent of the semester grade.

Re-Exams: Students who go into an exam with a passing grade and fail the course for the semester because of a failing exam grade may take a re-exam. The highest semester grade that can be awarded to a student taking a re-exam is a 60. If the student fails the re-exam, the higher of the two exam averages will be recorded.

Exemptions: Enrollment and completion of an AP/IB course and exam do not exempt a student from the second semester exam. Seniors who have an A average (90 or higher) in a year-long course may be exempted from the second semester final exam if recommended by the instructor for the course, are in good academic and conduct standing, and are approved by the Upper School Director. The rationale being that seniors going into their last set of final exams cannot “lose” an A based upon their performance on the spring exams. The following formula will be used to calculate the final grade:

$40\%MP1 + 40\%MP2 + 20\%Sem\ 1\ Final\ Exam + 50\%MP3 + 50\%MP4 \geq 90$

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

Standardized Testing

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

- Stanford Achievement Test: Students in Grades 1-9 (spring)
- 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 on line: www.collegeboard.com
- ACT SCHOOL CODE: 411588
- You may register on line: www.act.org

Report Cards

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

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

The overall unit grade is the average between the two semester grades.

Advisors

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

Advisors and their advisees meet Monday – Friday during homeroom (8:00 to 8:10) for attendance (homeroom attendance will be used for daily attendance records), daily announcements, dress code compliance, and informal group dialogue. In addition to these daily meetings throughout the school year, the advisors meet individually with their advisees each quarter to review academic progress and to discuss any topics of concern. In addition to academics, advisors are responsible for recording student community service hours, and progress on the senior project. Advisors, parents, and students are reminded that in most cases, their teachers and advisors are not trained guidance counselors and are limited in the non-academic counseling they can provide. Even though we are a close and compassionate community, advisors are reminded to not discuss personal matters beyond their comfort zone and professional training.

RenWeb

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.

Communication

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 syllabi, assignments, due dates, and other relevant class information on RenWeb. Teachers are expected to keep their RenWeb class pages current; students are expected to review their teacher's RenWeb class pages on a regular basis. Parents should also be familiar with RenWeb class pages associated with their child's courses. After checking RenWeb, parents should feel comfortable contacting teachers and advisors directly. So as not to interfere with class time, e-mail is the preferred method for initiating a subsequent dialogue either by phone or conference. As deemed necessary by any party involved, parent-teacher conferences may be scheduled at any point in the year. Conferences may or may not include the student but should include both the teacher and advisor along with the parent or guardian.

Parent Conferences

Parent-teacher conferences can be held at times arranged by faculty members and parents 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. Faculty members must notify parents in advance of progress reports or formal term reports if the student is failing a course or a course grade has significantly dropped from the last report.

Grievances

As in any social organization, disagreements among members arise. Parents or students who have concerns should first talk to the teacher or coach directly involved about the issue. At this level, the majority of 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 waxes profane, threatening, or insulting, the teacher or administrator is required to terminate the meeting and direct the parent or guardian to the head of school.

Incomplete Grades

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

Late or Missed Work

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

Academic Probation

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

Academic Dismissal

Students who wish to continue at the School must successfully complete the academic school year. A student who earns a failure in any course stands in jeopardy of not being able to return the following year. All failures must be made up prior to graduation, preferably in an approved

summer school course immediately following the failed course. Courses taught outside the school by other than the School faculty may be accepted when taken in a traditionally accredited school environment.

Transcripts

To comply with federal law, the school must have a signed release before forwarding student records to individuals. Release forms are available from the main office or on the school website. Business office and library accounts must be current before records are released. There is no charge for regular mail delivery. Official transcripts will be sent directly to an institution, agency, employer, or other third party. Official transcripts may also be issued to students, for inclusion in admission packages, in sealed envelopes with a signature across the seal. Unofficial (no signatures or school seal) transcripts will be released directly to students and parents for personal use. In accordance with the State of Carolina Department of Education, weighted GPAs will conform to the SC UGP GPA scale. In addition, a 4.0 GPA, unweighted, will be included using the College Board universal 4.0 scale. Transcripts and records will not be released if the student has outstanding books or if a tuition balance is due.

College Advising

Choosing the right college is an important and exciting process. The mission of Lowcountry Preparatory School's college advising program is to help students and their parents navigate the college decision-making process to the right fit for the student. With a clear understanding of roles and careful planning and research, this seemingly overwhelming process can be rendered less stressful. A successful college counseling program depends upon a coordinated effort among the students, the parents, and members of the faculty, staff, and administration as we all seek to find the best match for the student.

Homework

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

Homework serves valuable purposes in that it provides students the opportunities to . . .

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

The school does not subscribe to the position that a student can be taught to a level of mastery during class time only. The purpose of teaching is to review material, introduce new material, explain material, answer questions, create interrogatives and an atmosphere that develops

intellectual health, and to assign work, which reinforces the lesson—homework. Therefore, class time should not be allocated for the completion of homework. The student’s responsibility is to be an active learner, an attentive learner, a responsible learner, and to do the homework. This is the fundamental and essential character of this partnership between students and teachers. Teachers have the flexibility to assign, grade, and weigh homework as they deem appropriate to their students’ age and the nature of their course. Teachers are required to state their homework policy in their syllabus and to reinforce their policy on occasion and whenever a change is made. Students are to keep in mind that there is always schoolwork even when there may not be a specific assignment for the evening (reading, journaling, and reviewing, for example).

Why is homework important?

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

- **Responsibility:** Taking ownership and fulfilling obligations; being fully accountable for one’s mistakes and successes.
- **Autonomy:** To be self-governing, to stand on one’s own. The child is accountable to work outside the family.
- **Perseverance:** To confront challenges with determination, to strive in spite of difficulties, to complete what one set out to accomplish.
- **Time Management:** The ability to organize time in an effective, productive manner, to complete tasks on schedule without compromising quality.
- **Initiative:** To be self-motivated and assertive, to be decisive in defining and pursuing personal goals.
- **Self-Reliance:** To have trust and self-confidence in one’s abilities.
- **Resourcefulness:** The capacity to find, invent, or adapt creative means of solving problems.

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

1. Set up an area in your home away from the main family area where the child can work at a desk or table. Make sure the needed supplies are provided: pencils, pens, paper, ruler, dictionary and, if possible, a computer.
2. At the beginning of the school year, make a schedule with your child for homework. Look at the child’s outside activities and make a chart that indicates homework time, soccer practice, for example, and free time. Stick to the schedule. Call it quits at a reasonable time. Set an upper time limit on homework. In most instances, the child should be responsible for deciding when to begin. Parents should decide when to call “time.” The deadline should be consistent, say eight o’clock each evening, but can be temporarily suspended for special projects and when the child needs more time to study for major tests. The shortest route to a nightly homework marathon is to tell a child when to begin but not when to complete the work. Setting an upper limit teaches time-management, another of homework’s values. When the upper time limit is reached, the child is to pack his or her book bag. (Rosemond, 1990).

3. Make sure that your child has an assignment book. Specify the responsibility to write the assignments down and bring home the required material.
4. Be a parent-consultant, not a parent-participant! "A parent-consultant is concerned, but relatively detached. He or she doesn't refuse any reasonable request for assistance, but interventions are brief, rarely lasting more than a few minutes. One such intervention might be to refer the child's questions back to the teacher – a subtle way of reinforcing the teacher's role as final authority where schoolwork is concerned." (Rosemond, 1990)
5. Check to ensure that your child has completed the homework. Do NOT correct the homework and then have the child redo. Independent work done by a student is what homework is all about. The teacher will then know what the child understands and what skills may need re-teaching. If the homework is not completed and answers seem too vague, ask the child whether this is his or her best effort. If the answer is "no," have the child go back and add to the assignment.
6. Studying for tests: After the child has taken some independent time to study for a test, you may quiz the child. This works well for spelling, states and capital tests, vocabulary, math facts, and the like. If the child has been given a study guide, it can be used to come up with related questions. If your child is not prepared, have your child study longer. Students should study spelling by writing words, math by doing sample problems, vocabulary by writing out the meanings, and so on.

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

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

What if it is taking my child "hours" to do assigned homework?

Talk with the child's teacher. Go over the homework assignments with the child. Take one subject at a time and estimate a reasonable time frame for completion. (The teacher can help you with this.) Set a kitchen timer and challenge the child to beat the clock! Give the child a short break and then repeat with the next subject. Soon the child will be able to estimate a time for completion and set the clock himself. The reward will be that the child will get the homework completed in a reasonable amount of time. Reference: Rosemond, John 1990. *Ending the Homework Hassle*. Kansas City: Andrews and McMeel.

Library

The Lower School features a traditional library to serve students in grades pre-K through fifth. For the Middle and Upper School, however, traditional libraries are disappearing in secondary

schools across the nation. In their place are virtual libraries. Vast is the amount of scholarly data to which they provide student access. In our case, students have access to DISCUS, South Carolina's Virtual Library. DISCUS provides students access to high quality academic material including magazines, professional journals, reference books, images, video and audio, government reports, historical documents, and more. Those materials cover a broad spectrum of topics. Students can access DISCUS from any location at which students can access the Internet.

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. Field trips and overnight trips are an integral part of the Lowcountry Preparatory School curriculum and, therefore, student participation is required. In the Upper School, these trips involve overnight accommodations and faculty members serving as chaperones. No provisions will be made at the school for those who do not attend. Such students should not attend school and will be charged with an unexcused absence. Each trip will have a fee not included in tuition that is based upon the actual costs associated with the trip.

Student Competitions

The school makes every effort to offer students the opportunity to compete in local, regional, state, and national competitions. At times, the guidelines for 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 department. Every effort is made to be inclusive.

Summer Reading

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

Chapter Three: Student Life

Guiding Principles

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'd like to be treated, constitutes the primary guideline where conduct is concerned.

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. 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.

Conduct

Lower School

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

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

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

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

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

We will challenge each student to memorize the rules (and they will be able to, even the K's.) If there is an act of unkindness or other infraction, we have what is called "community give back." If you take something from the community you spend time "giving back." During recess or lunch, teachers will assign student jobs around campus. In the classroom, if there is an infraction, teachers will ask a student to step out of the room with them, then talk about the issue and how to handle it better in the future. In the case of major infractions (unkindness, bullying, stealing, physical aggression, or damage to property), the student will be sent to the Lower School Office and possibly on to the Head of School.

Middle & Upper Schools

Overview

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

1. Bullying:

Section 59-63-110. This article may be cited as the 'Safe School Climate Act'. Section 59-63-120. As used in this article, (1) 'Harassment, intimidation, or bullying' means a gesture, an electronic communication, or a written, verbal, physical, or sexual act that is reasonably perceived to have the effect of (a) harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or (b) insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school. (2) 'School' means in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the child.

Toward an adult in authority:

- 1st Offense: three days out-of-school suspension (OSS), criminal charges (if applicable), or recommendation for expulsion

- 2nd Offense: recommendation for expulsion

Toward a student

- 1st Offense: one two-hour Saturday work detail
- 2nd Offense: one day OSS, parent conference
- 3rd Offense: two days OSS, parent conference, behavior contract
- 4th Offense: Recommendation for expulsion

2. Cell Phone and Electronic Device Violation:

Electronic devices (examples: cell phones, iPads, iPods, tablets, MP3 players, gaming devices, etc.) must remain off and not visible during the school day (8:00-3:00) unless granted permission by the teacher for instructional use only or to make a call

- 1st Offense: Student relinquishes device to the teacher for the remainder of the day
- 2nd Offense: Student relinquishes device to the teacher for the remainder of the day and serves a one-hour detention
- 3rd Offense: Student relinquishes device to the Division Director until a parent conference can be arranged plus a one-hour detention
- 4th Offense: Student relinquishes device to the Division Director until a parent conference can be arranged plus one two-hour Saturday work detail
- 5th Offense: Student relinquishes device to the Division Director until a parent conference can be arranged plus one day OSS
- 6th Offense: 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

3. Cheating, Plagiarism, Collusion, and/or any other form of Academic Dishonesty:

Academic Dishonesty is the act of providing, receiving, or attempting to receive an unfair advantage in academic work. Examples include, but are not limited to, the willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students using fraud, duress, deception, theft, trickery, talking, signs, gestures, copying, texting, or any other methodology. See Honor Council/Code in the handbook for further information regarding the process for Honor Council Procedures. All violations of the Honor Code are reported to the Honor Council and should have consequences appropriate to the circumstances. Consequences may include, but are not limited to:

- Requirement to re-accomplish the assignment/exam;
- Reduced grade for the assignment/exam;
- Zero for the assignment/exam;
- Letter of apology to teacher
- Student's explanation of the offense to student's parents or guardians
- Teacher's contact of parents or guardians
- Referral to administration for detention or suspension or in school suspension (expulsion, if necessary)
- Receipt of an official Honor Code violation (first, second, or third offense)

- Any appropriate combination of the items listed above

4. Classroom Disruption:

Failure to follow instructions or directions, disrupting the learning environment of the school, creating a commotion

- 1st Offense: Warning
- 2nd Offense: one two-hour Saturday work detail and parent conference
- 3rd Offense: one day OSS
- 4th Offense: two days OSS
- 5th Offense: three to five days OSS
- 6th Offense: 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

5. Cutting Class/School:

Leaving class or school without permission. Not following proper sign-in or sign-out procedures. 10 minutes late or later for class without a pass.

- 1st Offense: one two-hour Saturday work detail
- 2nd Offense: two two-hour Saturday work details
- 3rd Offense: one day OSS
- 4th Offense: two days OSS
- 5th Offense: three to five days OSS
- 6th Offense: 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

6. Drugs/Alcohol/Narcotics:

Possession, Use, or Selling of Drugs/Alcohol/Narcotics or paraphernalia associated with the use of controlled substances including imitations.

- 1st Offense: three days OSS, confiscation of all illegal items, possible criminal charges, parent conference
- 2nd Offense: Recommendation for expulsion, possible criminal charges, successful completion of drug/alcohol rehabilitation program

7. 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.

- 1st Offense: warning
- 2nd Offense: warning
- 3rd Offense: confiscation of ear buds
- 4th Offense: one-day suspension
- 5th Offense: three-day suspension

8. Extortion:

Obtaining money, goods, or services through threats or intimidation.

1st Offense, recommendation for expulsion, notification of law enforcement

9. Failure to Serve Detention:

- 1st Offense: Student serves detention plus one two-hour Saturday work detail
- 2nd Offense: Student serves detention plus two two-hour Saturday work details
- 3rd Offense: Student serves detention plus one day OSS
- 4th Offense: Student serves detention plus two days OSS
- 5th Offense: Student serves detention plus three to five days OSS
- 6th Offense: 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

10. False Fire Alarm, Bomb Threat, or Threat of Arson:

- 1st Offense: five days OSS
- 2nd Offense: Recommendation for expulsion, notification of law enforcement

11. Fighting:

Includes inciting others to violence or provoking a fight on school premises or at any school sponsored activity on or off campus. Self Defense is understood to be the action of blocking off an attack and immediately removing yourself from the altercation. Physical contact made in any way to block physical contact while leaving the situation will be considered participating.

- 1st Offense: three to five days OSS and parent conference
- 2nd Offense: five to ten days OSS and recommendation for expulsion

12. Fireworks:

Possession or discharging fireworks, stink bombs or other foul-smelling device, or any object that might create an explosion.

- 1st Offense: one day OSS
- 2nd Offense: two days OSS
- 3rd Offense: three to five days OSS
- 4th Offense: Violation of this policy greater than 3 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion

13. Forgery:

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

- 1st Offense: one two-hour Saturday work detail
- 2nd Offense: two two-hour Saturday work details
- 3rd Offense: one day OSS
- 4th Offense: two days OSS
- 5th Offense: three to five days OSS

- 6th Offense: 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

14. Gambling:

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

- 1st Offense: one two-hour Saturday work detail
- 2nd Offense: two two-hour Saturday work details
- 3rd Offense: one day OSS
- 4th Offense: two days OSS
- 5th Offense: three to five days OSS
- 6th Offense: 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

15. Harassment/Intimidation:

Toward an Adult

- 1st Offense: three days OSS, recommendation for expulsion
- 2nd Offense: recommendation for expulsion

Toward a Student

- 1st Offense: one two-hour Saturday work detail
- 2nd Offense: two two-hour Saturday work details
- 3rd Offense: one day OSS
- 4th Offense: two days OSS
- 5th Offense: three to five days OSS
- 6th Offense: 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

16. Horseplay:

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

- 1st Offense: one two-hour Saturday work detail
- 2nd Offense: two two-hour Saturday work details
- 3rd Offense: one day OSS
- 4th Offense: two days OSS
- 5th Offense: three to five days OSS
- 6th Offense: 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

17. Inciting/Instigating a Fight, Altercation, Argument, or Disruption:

This may include, but is not limited to, spreading rumors and/or lies through various forms of communication (texting, writing, non-verbal and verbal cues, social networking, and body language) which could lead to any of the aforementioned actions.

- 1st Offense: three to five days OSS and parent conference
- 2nd Offense: five to ten OSS and recommendation for expulsion

18. Insubordination:

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, 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.

- 1st Offense: one two-hour Saturday work detail
- 2nd Offense: two two-hour Saturday work details
- 3rd Offense: one day OSS
- 4th Offense: two days OSS
- 5th Offense: three to five days OSS
- 6th Offense: 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.

19. Internet and Computer Violations:

Unauthorized use of inappropriate user of a computer and/or network system

- 1st Offense: one two-hour Saturday work detail plus loss of any computer privileges for one week
- 2nd Offense: two two-hour Saturday work details plus loss of any computer privileges for one nine-week period
- 3rd Offense: one three-day OSS plus loss of computer privileges for the remainder of the school year

20. Laser Pointers, Deliberately Distracting Use Thereof:

- 1st Offense: The device will be confiscated and destroyed by the Division Director, one two-hour Saturday work detail
- 2nd Offense: The device will be confiscated and destroyed by the Division Director, one day OSS
- 3rd Offense: The device will be confiscated and destroyed by the Division Director, three to five days OSS
- 4th Offense: 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

21. Littering:

Intentionally discarding paper, gum, food, drink containers, etc. on school property or any school sponsored event.

- 1st Offense: one two-hour Saturday work detail
- 2nd Offense: two two-hour Saturday work details
- 3rd Offense: one day OSS

- 4th Offense: two days OSS
- 5th Offense: three to five days OSS
- 6th Offense: 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

22. Profanity or Inappropriate Sexual Language:

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

Toward a student

- 1st Offense: one two-hour Saturday work detail
- 2nd Offense: two two-hour Saturday work details
- 3rd Offense: one day OSS
- 4th Offense: two days OSS
- 5th Offense: three to five days OSS
- 6th Offense: 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

Toward an adult

- 1st Offense: one day OSS
- 2nd Offense: three days OSS
- 3rd Offense: three to five days OSS plus recommendation for expulsion

23. Public Displays of Affection:

Between two students, including but not limited to kissing, intimate touching, holding hands, and putting arms around one another.

- 1st Offense: one two-hour Saturday work detail
- 2nd Offense: two two-hour Saturday work details
- 3rd Offense: one day OSS
- 4th Offense: two days OSS
- 5th Offense: three to five days OSS
- 6th Offense: 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

24. Sexual Acts:

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

1st Offense: five to ten days OSS and recommendation for expulsion

25. Sexual Harassment:

Unwelcome conduct of a sexual nature which may include: ☐ Verbal sexual advances such subtle pressure for sexual activity ☐ Physical contact such as pinching, patting, or brushing against ☐ Comments regarding physical or personality characteristics of a sexual nature ☐ Sexually oriented kidding, teasing, or jokes ☐ Indecent exposure

- 1st Offense: one day OSS

- 2nd Offense: three days OSS
- 3rd Offense: five days OSS and recommendation for expulsion

26. Tardiness:

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

- 1-3 Offense: Warning
- 4th Offense: 1-hour detention and parent contact
- 5th Offense: 1-hour detention and parent conference
- 6th Offense: one two-hour Saturday work detail and loss of driving privileges for 2 weeks
- 7th Offense: two two-hour Saturday work details and loss of driving privileges for the semester
- 8th Offense: one day OSS
- 9th Offense: three days OSS
- 10th Offense: Violation of this policy greater than nine offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion

27. Theft:

Taking without permission personal or school property. Minor Theft of School or Personal Property (valued at under \$20)

- 1st Offense: Pay restitution and one two-hour Saturday work detail
- 2nd Offense: Pay restitution and one day OSS
- 3rd Offense: Pay restitution and three days OSS
- 4th Offense: Pay restitution and recommendation for expulsion

Major Theft of School or Personal Property (valued at \$20 and over)

- 1st Offense: Pay restitution and one day OSS
- 2nd Offense: Pay restitution and three days OSS
- 3rd Offense: Pay restitution and recommendation for
- expulsion

28. Tobacco Products and Materials:

Possession/Use/Selling/Transfer of tobacco products and/or materials including lighters, matches, papers. Possession/Use/Selling/Transfer of tobacco or imitation tobacco products including smokeless tobacco, vaporizers, and/or the liquid for a vaporizer All smoking materials will be confiscated and destroyed by the school

- 1st Offense: two two-hour Saturday work details
- 2nd Offense: one day OSS
- 3rd Offense: three days OSS
- 4th Offense: Recommendation for expulsion

29. Trespassing: Being on school grounds when school is not in session or open for regular business hours. Being on school grounds when assigned OSS.

- 1st Offense: one two-hour Saturday work detail
- 2nd Offense: two two-hour Saturday work details
- 3rd Offense: one day OSS
- 4th Offense: two days OSS
- 5th Offense: three to five days OSS
- 6th Offense: 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

30. Trespassing in Unauthorized Area:

This includes, but is not limited to posted areas, off-limit areas before school, after school, during lunch, vacant classrooms, areas without adult supervision, and the like.

- 1st Offense: one two-hour Saturday work detail
- 2nd Offense: two two-hour Saturday work details
- 3rd Offense: one day OSS
- 4th Offense: two days OSS
- 5th Offense: three to five days OSS
- 6th Offense: Violation of this policy greater than 5 offenses is considered an act of defiance and the student will be recommended for long-term suspension or expulsion

31. Unauthorized Presentation and/or Distribution of a Publication and/or Unauthorized Assembly:

- 1st Offense: one day OSS
- 2nd Offense: two days OSS
- 3rd Offense: three to five days OSS

32. Vandalism:

Purposeful Destruction, Damage, and/or Vandalism of School Property. Full restitution by payment or repair of all involved parties, whether damage was intentional or unintentional in all cases

- 1st Offense: one day OSS
- 2nd Offense: three days OSS
- 3rd Offense: five days OSS and recommendation for
- expulsion

33. Verbal Assault:

Threat to do harm.

Toward a student

- 1st Offense: 1-three days OSS
- 2nd Offense: three to five days OSS and recommendation for
- expulsion

Toward an adult

- 1st Offense: three days OSS, criminal charges, recommendation for expulsion
- 2nd Offense: Recommendation for expulsion

34. Weapons:

Weapons or objects used as weapons (on a person, in lockers, in or on vehicles) including possession, handling, transmission, use or attempt to use. Including but not limited to guns and knives of any type, bats, clubs, pipes, mace or pepper spray, explosives of any kind, ice picks, slingshots, blackjacks, knuckles, razors or razor blades (except for shaving for a school sponsored overnight trip). All imitation or look-a-like weapons will be treated as real weapons.

1st Offense: Recommendation for expulsion and notification of law enforcement

35. Locker Maintenance

Students are expected to maintain their lockers in a neat and orderly fashion. Books should be stored tallest to shortest from the left or the right. Partially consumed food and drinks will not be stored in lockers. Food will be kept in a proper container. Homeroom teachers will hold students accountable. Failure to maintain lockers results in the following:

- 1st – 3rd Offenses: warning and requirement to clean the locker same day
- 4th – 6th Offenses: one-day suspension
- Additional Offenses: three-day suspension

School Privileges

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

Cars on Campus

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

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

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

Detention

Detentions are scheduled at the discretion of the administrator or faculty member ordering detention, and they take precedence over other school commitments. Detentions can be scheduled certain days before the academic day, after the academic day, and on Saturday

mornings. For each Saturday, a member of the faculty and staff will be designated as Detention Proctor. Unexcused absences from detention will result in further disciplinary action. As part of detention a student may be required to sit quietly for a set amount of time, serve a set number of hours in a work detail, write on an appropriate topic, or perform other services or duties. Negative patterns of behavior will be treated with increased severity and may include weekend detention, suspension for sports or other extra-curricular activities, school suspension, probation, and ultimately separation from the school.

Probation

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

Suspension

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

Dismissal

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

Tobacco

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

Technology Acceptable Use Policy (TAUP)

The School maintains and makes available to its students, faculty and staff technology to promote educational excellence and enhance learning at our School. Use of technology is a necessity in today's world; however, that use demands responsibility on the part of the users. It is expected that all students, faculty, and staff will adhere to the same code of conduct that governs all other aspects of life within the school's jurisdiction. The use of school computers, personal laptop computers, tablets, smart phones, and other technology, along with access to the internet is a privilege, not to be abused. Therefore, violations of the TAUP are subject to disciplinary action. Consequences for violation of the policy include but are not limited to revocation of network access, suspension of computer and/or personal laptop use, and further conduct action to include detention, suspension or expulsion from school. The school's

jurisdiction also includes any and all activities by students' off-campus electronic communication that has or may have an adverse impact on the school or faculty. For faculty, staff, and administration, violation of the policy may result in loss of employment. Technology resources are the property of the school. The school reserves the right to investigate, monitor, and access any information stored or transmitted over the network.

Smart Phones

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

Violations of the Cell Phone Policy:

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

Electronic Games

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

Network

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

Software and Hardware

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

Internet

- The Internet is to be used strictly for academic purposes. Areas of the Internet that would be
- objectionable to parents or teachers are off limits to all students. If an objectionable site is encountered
- accidentally, students must close the window immediately and contact the supervising faculty member.
- Students are prohibited from offering personal information of any kind over the internet.
- Accessing social media sites of any kind are prohibited from 8:00-3:00 without teacher permission.
- Games, You Tube, movies, etc. are not allowed at 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 computers and network.
- Google translate or similar sites may be considered cheating.

Social Media and Email

- A student may access social media or their email only with the permission of the supervising faculty member.
- Email messages that are anonymous or signed with a pseudonym may not be sent from the school network or from outside the school.
- Chain letters, spamming, and solicitations are prohibited.

- Because email is in written form, its tone is difficult to determine. Take care to write email that is not hurtful to the recipient or disrespectful of someone mentioned in it. Be aware that email can be forwarded to others.
- 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.

Printing

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

Laptop Computers and Tablets

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

TAUP Acknowledgement and Agreement

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

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

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

Dress Code

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

Student Dress

All students K3-5th grades are to wear the school uniform on a daily basis. Students in the Middle and Upper School wear uniforms each day except Wednesday, or as otherwise directed. Uniform items are available at www.landsend.com. They may also be purchased locally and, then, embroidered locally at Island Specialties. Details follow:

Toddler/Girls/Junior/Women

Sweaters

- V-Neck Sweater – Classic Navy, White, or Blue (No Logo) or
- Button-up Cardigan - Classic Navy, White, or Blue (No Logo) or
- Sweater Vest - Classic Navy, White, or Blue (No Logo)

Shirts

- Interlock Polos or Mesh Polos Classic Navy, White, or Blue - Logo Required or
- Peter Pan Polo Short-Sleeve & Long-Sleeve Classic Navy, White, Blue – Logo Required or
- Oxford Button Up Shirt White or Blue (No Logo)

Dresses

- Short-Sleeve Polo, Long-Sleeve Polo, Short-Sleeve Ruffle Dresses in Classic Navy, White, Blue – Logo Required or
- Ponte Short Sleeve Dress Classic Navy - Logo Required or
- Soft Jumpers – Classic Navy Plaid, Classic Navy, Khaki - Logo Required

Skirts/Skort (Little Girl/Girl/Junior/Women)

- Side-Pleat Skort – Classic Navy Plaid, Classic Navy, Khaki or
- Stretch Two Button Chino Skort - Classic Navy Plaid, Classic Navy, Khaki or
- Box-pleat Skirt - Classic Navy Plaid, Classic Navy, Khaki or
- Chino Skort - Classic Navy Plaid, Classic Navy, Khaki or
- Pleated Skort - Classic Navy Plaid, Classic Navy, Khaki or
- Blend Chino Skort - Classic Navy Plaid, Classic Navy, Khaki

Pants and Shorts (Little Girl/Girls/Junior/Women)

- Ponte Pants – Classic Navy and Khaki or
- Straight Leg - Classic Navy and Khaki or
- Pencil Leg - Classic Navy and Khaki or
- Straight Leg Elastic Waist - Classic Navy and Khaki or
- Straight Leg Plain Front - Classic Navy and Khaki or
- Shorts – Plain-front Shorts (Elastic waist or with Belt) - Classic Navy and Khaki
- **no cargo shorts, torn apparel, or denim jeans
- **leggings may be worn only with skirts or dresses

PE Required Uniform – Lower School students wear PE Uniforms to school the day they have PE scheduled. Middle and Upper School students change into PE Uniforms in locker rooms before their PE class.

- Active Essential T-Shirt – Classic Navy – (Heat Transfer Marlin logo required)

- Active PE Shorts – Classic Navy
- Active Zip Front Sweatshirt and Sweatpants – Classic Navy (No hoodie)
- Zip Front Sweatshirt – Classic Navy

Little Boys/Boys/Young Men/Men

Blazer Classic Navy (Required ONLY for Upper School Males – no logo)

Sweaters

V-Neck Sweater – Classic Navy, White, or Blue (No Logo)

Button-up Cardigan or Zip-up Cardigan - Classic Navy, White, or Blue (No Logo)

Sweater Vest - Classic Navy, White, or Blue (No Logo)

SHIRTS

INTERLOCK POLOS or MESH POLOS Classic Navy, White, or Blue - Logo Required

Oxford Button Up Shirt White or Blue (No Logo)

Shirt tails will be tucked in

Pants and Shorts (Toddler/Boys/Men)

Plain-front Chinos – Classic Navy or Khaki

Tailored Fit Plain-front Chinos – Classic Navy or Khaki

Elastic-waist Plain-front Chinos – Classic Navy or Khaki

Shorts – Plain-front Shorts (Elastic waist or with Belt) - Classic Navy and Khaki

No cargo shorts, denim jeans, or torn apparel

General Guidelines for Non-Uniform Dress for Middle and Upper School Students

Boys should wear collared polo shirts, oxford style dress shirts, or “dress” tee shirts; “technical” fabric workout shirts are not allowed. Pants should be made of a sturdy fabric and of a style that accept a belt. No athletic shorts. Jeans are acceptable as long as they are in good repair, are free of rips or tears, and are worn at the waist with no undergarments visible. Shorts must be hemmed and should extend past the finger tips. Flip-flops are acceptable “coastal prep” attire.

Girls should wear similarly modest shirts or blouses. “Dress” tee shirts are acceptable; “technical” fabric workout shirts are not allowed. Girls should wear pants, shorts, or skirts in a fabric and style that could be accompanied by a belt. Athletic shorts are not allowed. Jeans are acceptable as long as they are in good repair, are free of rips or tears, and are worn at the waist with no undergarments visible. Shorts and skirts must be hemmed and should extend past the finger tips. Flip-flops are acceptable “coastal prep” attire. Nondescript tee shirts may be worn as long as they are not designed to provoke; there should be no logos promoting the use of alcohol, drugs, or conduct which is inconsistent with our School mission.

Additional guidelines include the following:

- Clothing in no way should demonstrate insensitivity to the views of others.
- Sunglasses are not to be worn indoors without a doctor’s prescription.

- Headphones or ear buds are not to be worn during the academic day.
- Hats or hoods are not to be worn indoors.
- Students must wear appropriate athletic shoes for P.E classes, athletic clubs, and team sports.
- Spaghetti straps, strapless tops, or bare midriffs are not allowed.
- Sports shorts are only to be worn during athletic activities.
- Clothing that exposes underwear, is too tight or too revealing should not be worn.
- Tights or spandex without a skirt or shorts over them is not acceptable.
- Sweatpants, pajamas, and slippers are not acceptable.
- Students' hair, including facial hair, must be neat, clean and well-groomed
- Students who are dressed inappropriately for school will not be allowed to attend class and may be asked to go home for a change of clothing or to put on clothing provided by the School over their attire. Repeated incidents of inappropriate dress will be cause for further disciplinary measures. The Division Director is the final arbiter of what is and what is not appropriate dress.

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

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

Honor Code

A student does not lie, cheat, steal, or tolerate those who do.

Purpose

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

Definitions

- Lying: The intentional misrepresentation or omission of facts to a member of the faculty, administration, or a fellow student. Forgery is a form of misrepresentation, fake forms of identification, or posing as someone other than yourself in social media is a form of lying.
- Stealing: The taking or borrowing of property without permission of any item that is not rightfully yours. Articles may only be taken from another student's locker with that student's expressed permission. Students may not give others carte-blanche access to their belongings.
- Cheating: The giving or receiving of any unauthorized help on any assignment; this includes passing on any information regarding an academic assignment to a student

who has not yet completed the assignment. This also includes homework that is checked or taken for a grade.

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

Honor Pledge

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

Honor Council

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

Honor Hearings

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

Procedures

1. If an individual believes that a violation of the Honor Code has occurred, that person is to bring it to the attention of the Honor Council faculty advisor, who will discuss the issue with the involved parties.
2. After an initial inquiry, the Honor Council Faculty Advisor will recommend to the Head of School that the situation warrants a formal honor hearing, or the advisor may recommend to the Head of School that the investigation be dropped at the beginning; for example, a simple misunderstanding. If the Head of School decides to drop the hearing, the faculty advisor will inform the accused that the honor charge has been dropped.
3. If an Honor Hearing is to proceed, the Honor Council Faculty Advisor will instruct the Chairman of the Honor Council to conduct an honor investigation.

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

Student Council

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

Upper School

- President (senior)
- Vice President (junior)
- Treasurer (sophomore)
- Secretary (freshman)
- Class Representatives (one per class)

Middle School

- President (8th grade)
- Vice President/Treasurer (7th Grade)
- Secretary (6th Grade)
- Class Representatives (one per class)
- Class Sponsors

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

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

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. In addition, these opportunities make Lowcountry Prep a fun and exciting place to be. One of the greatest elements of student life is the degree to which students can shape their own experiences and the culture of Lowcountry Prep. Each year is different, and each class will be responsible for any number of scheduled student events. Classes and their sponsors are challenged to better the experience of the assigned activities from year to year and are 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. Parents of Lower School students are the best judges of activity

beyond the regular school day for their individual child/children. Middle and Upper School students are encouraged to participate in student life beyond academic classes and study hall as their schedule permits. Options below are available, based upon demonstrated student interest.

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

Spelling Bee (SCISA)
Science Fair (SCISA)
Spirit Week
School Clubs
Art Club
Community Service Club
Cooking Club
Drama Club
Film Club
Guitar Club
Habitat for Humanity
Intramurals
International Club
Math Club
Music Club
Publications
Recycling Club
Science Club

Chapter Four: Athletics

Philosophy

Athletics is an important 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 cooperation. Student-athletes at all levels earn the right to play through proper attendance, attitude, and work habits.

Expectation of Middle and Upper School Student Participation in at Least One Sport During the Academic Year—Alternatives Available for Those Students Uninterested in Athletics

Athletic Seasons and Opportunities

Each athletic season—fall, winter, and spring—various school-sponsored team sports are available to students. In addition, students are welcome to participate in organized sports offered off campus by outside organizations. Some students participate in both.

Expectation of Participation by Students

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.

Completion of an Athletic Season or Alternative Form of Service

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.

Accountability

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.

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: <https://www.scisa.org/blue-book.html>. Key excerpts from the SCISA Blue Book include the following:

Eligibility Rules

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. In order to participate in athletic activities of the South Carolina Independent School Association, a student must be enrolled in and attending the member school in order 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 schools 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 course 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.

Grade Level Requirements and Restrictions for Athletic Participation

Varsity Teams: Eligible students in grades **8-12** may participate on varsity teams in baseball, lacrosse, basketball, softball, football and soccer. Eligible students in grades **6-12** may participate on all other varsity teams.

B. Junior Varsity Teams: Sport specific grade restrictions exists for Junior Varsity Teams. Eligible students in grades **5-10** may participate on junior varsity teams in track, cross country, swimming, volleyball, golf and tennis. Eligible students in grades **6-10** may participate on junior varsity teams in basketball, baseball, softball, soccer, lacrosse, and wrestling.
before permitting participation on any JV-Team.

C. Junior Varsity Football: eligible students in grades **6-9** may participate in junior varsity football.

D. B-Teams/Middle School: Eligible students in grades **5 - 8** may participate on B-Teams in all sports except football.

Athletic Code of Conduct

- 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 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.

Marlin Club

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

Chapter Five: Miscellanea

Alumni Association

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

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.

B.A.S.H. (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.

Back-to-School Event

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 have the opportunity to meet with teachers and visit their respective classrooms. Parents are strongly encouraged to attend.

Book Fair

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.

Doughnuts for Dads – Lower School Program

Doughnuts for Dads takes place one time per year after drop off in the Lower School. It constitutes an opportunity for students and members of the faculty and staff to salute fathers for the critical role they play in the lives of our students. It also provides an opportunity for fathers to socialize and better get to know each other and members of the faculty and staff.

Field Day

On this designated day at the end of the academic year, the School is divided into teams of Blue and White to compete in various sporting events. Families will be notified of their respective color prior to the event. Students wear clothing of their team color. As there are events involving water, students often wear bathing suits under their clothing.

Fund Raising

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.

Graduation Reception

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

Good EATS

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 and Special Friend Day

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

Homecoming and Spirit Week

Homecoming is a time of celebration for alumni to return to 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, and other activities. We seek to have a member of the alumni speak at a preceding assembly and announce the Homecoming Court at the basketball game.

International Student Program

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.

Leadership Parent Program

The Leadership Parent Program is similar to the classroom parent concept. A key objective of the program is to improve communication between the parents and the teacher and the parents and the head of school. The leadership parent would have the ear of both the teacher and the head of school. Likewise, the leadership parent would be the go-to-parent for both the teacher and the head of school in terms of answering questions, dispelling rumors, and the like. The Leadership Parent would also assist the teacher in various enrichment activities and to help with communication to families in the grade. This includes coordinating the hosting of class

parties, collecting and dispersing class money, coordinating field trips, and recruiting volunteers for specific events. Each class has a designated Leadership Parent.

Marlin Café

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

Marlin Club

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

Muffins for Moms – Lower School Program

"Muffins for Moms" is an annual morning program starting shortly after drop-off for the Lower School students. The purpose of the event is to honor our mothers. The event provides them an opportunity to socialize and get to know each other and members of faculty.

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 course of the year.

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.

Teacher Appreciation

As an expression of their support and thanks to our teachers, members of the PTO host Teacher Appreciation Lunches on occasion during the academic year. Typically, volunteer parents provide cooked or cold dishes that are arranged in the Marlin Café. Teachers are subsequently invited to partake.

Volunteering

As is the case at any private school, volunteering is both essential and appreciated at Lowcountry Preparatory School. For opportunities, speak with either the Leadership Parent Rep in each class, the teacher, or front office representatives. Volunteer sign up forms are available on the website. Sign-up forms may be mailed or dropped off in the office.