Table of Contents

Welcome 2
Mission Statement 2
Values 2
General Information 2
- Accreditation 2
- Organization 2
- History 3
- Faculty and Staff 3
- General Objectives 3
- Admission Requirements 3
- Waiting Lists 3
- Chapel/Devotions 3
- Health Services 4
- Medication 4
- Immunization 4
- Vision/Hearing Screening 4
- Lunch/Snacks 4
- Birthdays 5
- Invitations 5
- Lockers 5
- Parent/Teacher Communications 5
- Lost and Found 5
- Telephone 6
- Visitors 6
- Traffic 7
- Student Drivers 7
- Right To Search 7
- Pledge Of Allegiance 7
- Inclement Weather 7
- Yearbooks 7

Schedules 8
Academic Information 9
- Honor Code 9
- Study Skills 9
- Homework 9
- Tests 9
- High School Exams 10
- Course Changes 10
- Study Halls 10
- Library 10
- Extracurricular Eligibility 10
- Computer Use Policy 10
- Promotion/Retention Policy 11
- Student Pregnancy 11
- Report Cards 11
- Progress Reports 11
- Testing 11
- Exams (Grades 9-12) 12
- Awards 12
- End Of Year Program 12

Graduation 12
- Diplomas 13
- Early Graduation 13
- Graduation Honors 13
- SCISA Honor Certificate 14
- Valedictorian 14
- Salutatorian 14
- Graduation Marshall 14
- Life and Hope Scholarships 14
- Class Rank 14
- Grading Scales 14

Attendance 16
- Perfect Attendance 16
- Absences 16
- School Related Absences 16
- Anticipated Absences 16
- Long Term Absences 16
- Excused Arrival Tardies 17
- Unexcused Arrival Tardies 17
- Dismissals 17
- Make-Up Work 18
- Books 18
- Inclement Weather Days and Test/ Assignments 18
- Teacher Absences and Tests/ Assignments 18

Conduct and Expectations 19
- Disciplinary Code 19
- Upper School Disciplinary Policy 19
- Major Offenses 20

Dress For Success (Dress Code) 21
Student-Parent Compliance Statement 23

WELCOME

The faculty and administration welcomes you to Laurens Academy. It is our desire to provide our community the finest in educational opportunities. The policies and procedures contained in this handbook are the results of the concerted effort on the part of the Board of Directors, administration, parents, and faculty. The information has been carefully prepared and presented so that it will be of great value to you in understanding our school and daily routine. Please become familiar with its contents. If a problem that is not covered in this information arises, the administration will work toward a solution benefiting the students, families, and the school. We appreciate the opportunity to share your child and wish you a fulfilling academic year.

MISSION STATEMENT: Laurens Academy will provide a safe, secure environment that will enhance each student's opportunity to develop to his or her highest potential academically, emotionally, physically, socially, and spiritually.

VALUES: We pray that through teaching, coaching and most of all .... example, each Laurens Academy student will develop the character to "do the right thing" in all aspects of the student's life.

Prayer	Patriotism	Respect
Community Service	Lifelong Learning	Honesty
Integrity	Sportsmanship	Family
Discipline	Pursuit of Excellence	Appreciation
Achievement	Work Ethic	Compassion

GENERAL INFORMATION

ACCREDITATION: Laurens Academy is accredited by the South Carolina Independent School Association (SCISA). SCISA reviews this accreditation every three years. The relationship with SCISA opens many doors of opportunity for the students of Laurens Academy and provides strict standards which the school must maintain. Our former Director is the recipient of the 1997 Dr. Charles Aimar Educational Leadership Award given annually by SCISA.

ORGANIZATION: Laurens Academy is organized under a Board of Directors consisting of parents, church, and community members. The Headmaster oversees the daily operations of the school and reports to the Board of Directors on a monthly basis. The school is recognized as a 501(c)(3) organization under the United States Federal Income Tax Service.

HISTORY: Laurens Academy began in the fall of 1994 with ten fifth grade students meeting in the fellowship hall of Todd Memorial Presbyterian Church. The school was started by a group of concerned parents and educators who believed there was a need for a local alternative to the educational options in Laurens County. In 1996/97, the school relocated to its present location. In 1997/98, a devastating fire destroyed the middle school and library building. As a result, the new Educational/Athletic building was erected, and classes began in November of 1998. The Class of 2002 became the first graduating class making LA a K-4 through 12th grade college preparatory school.

FACULTY AND STAFF: Laurens Academy is proud of the high caliber of its faculty and staff. Each teacher meets the requirements set forth by SCISA and will continue to maintain their enthusiasm and professional standards through continuing educational opportunities.

GENERAL OBJECTIVES: Laurens Academy has adopted seven general objectives that run throughout our curriculum. It is our desire that each student successfully improve in the following areas: *Time and Space Organization, Self-Esteem, Independent Study and Research, Effective Communication Skills, Critical Thinking, Christian Relationships, Values, and Cultural Literacy.*

ADMISSION REQUIREMENTS: Laurens Academy has adopted specific admissions requirements. These requirements help ensure that the objectives of the school can be carried out successfully. It is important to Laurens Academy that each student be successful in his or her endeavors. Every attempt will be made to provide faculty, curriculum, materials, and an environment that will provide a student with the tools to succeed. Therefore, students must meet admissions requirements and continue to maintain satisfactory levels of academic achievement and behavior. *Laurens Academy admits students of any race, color, and national and ethnic origin*.

It has been determined for a student to succeed at Laurens Academy, he or she should have at least a B average from their previous school setting and standardized test scores that reflect that the student has the potential to be successful academically. Students with special needs or circumstances must be treated on a case-by-case basis to consider if Laurens Academy can meet the needs of the student. Students must demonstrate that they can be well-disciplined, display a positive attitude, and contribute to the overall harmony of the classroom and school.

WAITING LISTS: Classes, which are full, will begin a waiting list for the next available slot. Students on the waiting list must have paid the $100 enrollment fee. If no vacancy occurs, the enrollment fee will be refunded. Siblings of already enrolled students will have first priority over new students.

CHAPEL/DEVOTIONS: All students participate in a weekly chapel service presented by students, teachers, and outside guests. This is a special time where the school comes together to learn, share, and pray. The faculty is encouraged, when applicable, to incorporate Christian history and principles in their daily activities. Acquiring and maintaining a good character is stressed with all students and is an important part of what we are at Laurens Academy.

HEALTH SERVICE: Parents should be aware that Laurens Academy does not have a school nurse or infirmary and is unable to provide any professional medical treatment.

The following procedures will be used to care for sick or injured students:
1. The teacher will remain with the injured child (if he/she cannot be moved) and send for a first responder.
2. If the child can be moved, he/she will be brought to the office.
3. The first responder or office staff will determine the procedure to be followed from this point. Any person who assists in the event of an accident or sickness involving bodily fluids will follow proper DHEC preventative measures.
4. If it appears that non-professional care will remedy the situation, this help will be provided by the office staff.
5. If it is deemed necessary, parents will be contacted. Fever is a sign that the child should be sent home.
6. If the child should go home, the parent will be contacted and transportation arranged by the parent.
7. If contact with the parent cannot be established immediately when a serious accident occurs or when a child becomes alarmingly ill, medical services will be summoned or an ambulance will be called to take the child to the emergency room of the Laurens County Hospital. Any and all charges incurred to offer medical assistance are the responsibility of the parent.

MEDICATION: Any student requiring medication while at school should report to the office with medication and dispensing information. The child should then report back to the office at the prescribed time. Medication that must return home can be picked up at the end of the day. Students receiving regular daily medication must have the proper medication form completed by the physician. Medication will be sent on field trips as necessary. A student who requires medication will not be allowed to attend a field trip without the required medication.

IMMUNIZATION: An authorized completed immunization must be on file in order for the child to attend school. It is the responsibility of the parent to keep immunizations current. DHEC can assess fines to both the school and parent if immunizations are incomplete.

VISION/HEARING SCREENINGS: Screenings will be provided free of charge by qualified personnel on the same schedule offered in public schools. Any problems or discrepancies found will be reported to the parent immediately. The parent is then responsible for seeking further advice or medical treatment. Laurens Academy is not responsible for any information provided by the qualified personnel.

LUNCH/SNACKS: An optional lunch is provided daily by our lunchroom staff. Each student is issued and billed for a $20.00 lunch card at the beginning of the year. As the card is used, subsequent cards will be issued and billed to the ledger. Lunch fees should be paid promptly to continue charging for lunch. The lunchroom manager should be notified of any specific food allergies at the beginning of school or as they occur. Additional foods are available as single items if bringing a partial lunch from home, such as ice cream, etc. Parents should confer with each child about what is acceptable to charge to the lunch ticket.

Only students in grades 6 and up are allowed to order a soft drink with their lunch. The lunchroom manager can be notified if a student should be prevented from buying soft drinks. Soft drinks are a privilege and can be denied for discipline reasons.

Students are expected to clean up after eating and accept classroom cleaning assignments as given. Eating outside is a privilege and can be denied if trash is disposed of improperly. Talking or other noise must be kept to a minimum in the lunchroom. Failure to abide by lunchroom rules can result in disciplinary action.

Parents are welcome to visit and eat lunch with students. It is helpful if a note is sent to notify the teacher that you are coming. Adult lunches can be charged to the child's ticket.

Student drivers are not allowed to leave campus for lunch.

Snacks may be brought from home to eat during scheduled snack times. No food or drink is allowed in the classrooms unless authorized by the teacher. Students should not bring candy for snacks. No gum allowed.

Upper school students who have the privilege of purchasing snacks from the school store may not take the snacks to class. All wrappers and containers must be disposed of properly. Opened food containers should not be left in lockers.

BIRTHDAYS: Parents are welcome to send special snacks for birthdays. Please notify the teacher of your plans so he/she can plan accordingly. The teacher will make the parent aware of special food allergies of any student in the class as needed.

INVITATIONS: Parents are welcome to send invitations to distribute at school for birthdays or special events. Invitations given out at school must be for the ENTIRE CLASS or ALL BOYS or ALL GIRLS in the class.

LOCKERS: Lockers are provided for students in grades 6 and up. To prevent back injury, students should empty book bags into their lockers upon arrival. Ample time is allowed between class to change books and materials. At the end of the day, book bags should be loaded with books and supplies needed for homework. Extra athletic bags and instruments may be set beside the lockers as needed. Students should access their own lockers ONLY. We do not believe that locks are necessary in our environment; however, students are reminded that valuables do not belong at school. Lockers should be kept neat and free from food products. Authorized personnel may inspect lockers at any time

PARENT/TEACHER COMMUNICATIONS: Parental involvement is a top priority at Laurens Academy and is an integral part of our success. Please make yourself available for conferences or other opportunities to be involved with your child's classroom and school.

Please use proper channels of communication by first expressing any concerns you may have to your child's teacher, rather than the Headmaster, other administrative or office personnel, board members, or other parents. If by following this procedure you need further assistance, please feel free to contact the Assistant Headmaster/Guidance Counselor. Please avoid trying to conduct impromptu conferences in the halls, in the drop-off/pick-up line, or at special events. Please schedule an appointment to meet with the teacher during the school day. Phone calls to teachers at home in the evenings should be avoided unless an extreme emergency arises. Teachers are happy to return calls during the day during their planning periods or after school. You may contact your child's teacher through e-mail by visiting www.laurensacademy.org.

Please check your child's book bag or notebook for important communication between the teacher, the school, and you.

LOST AND FOUND: Lost and Found is always a problem especially during weather changes. Please label all jackets, sweatshirts, and lunch boxes. Normally a lost and found box will be located in the gym and in the lunchroom. Periodically unclaimed items will be donated to charity. Students should not bring valuables to school.

TELEPHONE: Students will be discouraged from using the telephone to call home for other than sickness. Parents are encouraged to reinforce organizational and management skills with their child. The same students constantly need to call parents to bring left assignments, money for trips, tennis shoes, etc. Making a child be accountable for his/her needs will save the parent a lot of trips to the school. Students will not be allowed to use the phone to change rides or plan afternoons with friends. After school plans should be made before school. This also prevents parents from being disturbed at work, etc. Cell phones or Beepers may not be used on campus during school hours. Cell phones must be kept out of sight and turned off. Cell phones or Beepers will be confiscated and returned by Administration the following school day.
***Parents, cell calls received during school hours are in violation of LA policies.**

VISITORS: All parents and visitors must report to the office before entering any building to receive a Visitor's Badge to enter buildings. Parents are asked to please not go directly to classrooms to bring items, give messages, observe, or for any other reason. Where possible, doors will be locked. As the school continues to grow, these safety standards become more important. All personnel do NOT necessarily know Parents/Guardians. Help us protect your children.

Visiting students are allowed on a case-by-case basis. Parents should consult with Administration for approval of student visitors. Student visitors must wear a Visitor's Badge. Occasionally, prospective students and parents will be observing in classrooms. Please take extra care to make these visitors welcome.

TRAFFIC: A Sheriff's Deputy is on hand each morning and afternoon to assist with traffic. Please observe extra caution when entering or leaving campus. Students should be dropped off only in front of the lunchroom or gym.

Parents needing to come into the office or gym should park in the parking lot beside the buildings. Parking spaces are left open for this purpose. Please do not park in front of the buildings. If parking, please use designated spaces. Due to underground pipes, DO NOT PARK ON GRASSY AREAS IN FRONT OF GYM OR ON HWY. 49 per Sheriff's office.

Please ENTER the traffic flow at the top of the hill, and EXIT below the gym to prevent accidents. DO NOT BLOCK DRIVE GOING DOWN HILL IN FRONT OF GYM.

STUDENT DRIVERS: Students who drive must pay a $10-per-year registration fee and supply vehicle information to the office. Students may park in the upper lot in front of the elementary building only. Students are not allowed to return to their car during the school day without permission. Driving is a privilege and can be denied as part of disciplinary action.

RIGHT TO SEARCH: Laurens Academy reserves the right to search the person, property, or automobile of any student on campus or attending a school sponsored event at any time if there is reason to believe that the student may be concealing illegal or potentially dangerous objects, instruments, chemicals, drugs, or other substances. It also reserves the right to confiscate any of the same it believes may be illegal or potentially dangerous. This right is reserved to protect the student body at large and will be employed with discretion.

PLEDGE OF ALLEGIANCE: Each student will participate in the Pledge of Allegiance each morning.

INCLEMENT WEATHER: In cases of inclement weather, stay tuned to WYFF - Channel 4, WSPA-Channel 7, or WLBG Radio station. In most cases, Laurens Academy will follow District 55 in deciding closings.

In case of inclement weather during school, TV and Radio will be notified and pick-up will begin. In cases of early dismissal, parents should quickly arrange for the pick-up of children. Please call the school if you have any delays. After School WILL NOT meet on days of early dismissal due to *inclement* weather.

If more than 5 days are missed due to weather or other reasons, those days will be made up. Make up dates will be announced as needed.

YEARBOOKS: Each year, a yearbook is produced that includes pictures of all available students and faculty. Individual photographs are made each fall by professional photographers and offered for sale to parents. Every class is also highlighted with pictures featuring their various activities during the year. Athletics and other extracurricular activities are also included. At the end of the year, time is set aside for students and teachers to autograph each other's yearbooks. Since the cost of publishing a yearbook cost thousands of dollars, ads are sold to area businesses to help defray the costs. Please contact the school if you or anyone you know might be interested in advertising in the Laurens Academy Yearbook.

SCHEDULES

Kindergarten	8:00 AM - 2:30 PM – Monday -Thursday
	8:00 AM - 1:30 PM - Friday
Grades 1-3	8:00 AM - 2:45 PM - Monday -Thursday
	8:00 AM - 1:45 PM - Friday
Grades 4-5	8:00 AM - 2:55 PM - Monday -Thursday
	8:00 AM - 1:55 PM - Friday
Grades 6- 8	8:00 AM - 3:05 PM - Monday -Thursday
	8:00 AM - 2:05 PM - Friday
Grades 9-12	8:00 AM - 3:15 PM - Monday -Thursday
	8:00 AM - 2:15 PM - Friday

BEFORE SCHOOL: Kindergarten through third grade students should be dropped off in front of the cafeteria building ONLY and should remain in the lunchroom until dismissed by the teachers on duty. Students in fourth grade through twelfth grade should be dropped off in front of the gym building ONLY and should remain in the gym until dismissed by the teachers on duty. Students should not be dropped off in front of the portables; teachers may not be present. Students are not allowed in classrooms until the teacher has arrived.

AFTER SCHOOL: Kindergarten through third grade are dismissed from the lunchroom building ONLY. Students in third grade and up will be dismissed in front of the gym. All car-riders should go to their pick-up-spot immediately after dismissal. After school students should report to the lunchroom at dismissal. After-school students in second grade and above should report to homework class after getting their snack from the lunchroom.

ACADEMIC INFORMATION

HONOR CODE: Self-government can be successful only when founded on personal honor. Personal honor requires that every person act honorably in academic work as well as in every phase of school life. Personal honor MUST involve respect for one's self and respect for others, their feelings, rights, property, and their desire to obtain the best possible education.

The student shall be on his his/her honor to prepare and submit only his own work and to refrain from giving or receiving help on tests and examinations. To uphold the Honor Code, each person has the responsibility to report any infractions. Remember that the faculty cannot observe all infractions at all times. Both the faculty, students, and parents must believe that an Honor Code is desirable; therefore, cooperation of all is essential to the success of the Honor Code at Laurens Academy.

STUDY SKILLS: Laurens Academy is a college preparatory institution. We take that obligation very seriously. Varied study skills will be introduced throughout the student's educational years. It is believed that in teaching study skills, organizational techniques, and time-management skills, students will be more successful in balancing the demands of a college education. Parents who want to see their children become successful will help teach and reinforce study skills and good study habits beginning in the early years.

Being too dependent on parents for help with homework and studying for tests will prevent a student from acquiring the skills and motivation they will need to be successful. Children all learn differently, have varied backgrounds, and are at different maturity levels. If you find that your child needs too much assistance to be successful, or has unorganized notes or materials, please consult the teacher.

Please allow each child to accept responsibility for completing assignments, studying, and the consequences of not meeting those responsibilities.

HOMEWORK: In the Lower School each student is responsible for a folder at the beginning of his/her notebook where homework and other communication can be located. Other students are encouraged to keep homework logs or planners to keep up with short and long-term assignments.

Homework is assigned in all academic areas, and occasionally in activity classes, but not necessarily every night. Homework should be perceived by the students and parents as opportunities to reinforce classroom instruction and provide opportunity for independent thinking and research. It gives students experience in following directions and enhances self-discipline and responsibility. Parents are asked to provide a suitable study area in a quiet, well-lit location. Once a child can read comfortably on his/her own, most homework can be completed without the assistance of parents. Parents of younger students can help build good study habits in their children by requiring that the student first attempt all work on his/her own. If the student consistently is unable to complete homework tasks on his/her own, the teacher should be consulted.

TESTS: No more than 2 major tests should be given on one day.

HIGH SCHOOL EXAMS: Students in grades nine through twelve will participate in semester and year-end exams. Semester or block courses will hold a mid-term at the end of the nine weeks.

COURSE CHANGES: No course can be dropped or added without the permission of parents and administration. Any student who wishes to withdraw from a course will receive the following grade on their permanent record: W= withdrawn at or before 1st Progress Report, WP= withdrawn after the 1st Progress Report due to medical or other approved reason, WF= withdrawn after 1st Progress Report without approved reason. Unless unusual circumstances prevail, a student should remain in a yearly course for the entire year and a semester course for the entire semester. Any course can be canceled due to lack of enough interest.

STUDY HALLS: Students assigned to study halls should report promptly with enough work and materials to keep them busy the entire period. Students will remain quiet and not disturb others.

LIBRARY: Teachers are encouraged to bring classes to the library for instruction in library usage, research, and book selection. A quiet atmosphere is maintained at all times. Disruptive behavior will not be tolerated and may result in the loss of library privileges.

EXTRACURRICULAR ELIGIBILITY: Eligibility to participate in extracurricular activities is determined by the guidelines adopted by the Athletic Department, Beta Club, or other entity. Students who participate should make themselves aware of the policies ruling their participation. Discipline infractions can also affect eligibility and will be determined by the administration. Students must be present in school the day of an activity unless an excuse is submitted to the proper administrator and permission to participate is approved.

COMPUTER USE POLICY: Laurens Academy is very fortunate to be blessed with a significant quantity of computer hardware and software in our classrooms, library, and office. It is essential for all users to be good stewards in the care of equipment and software. Copying copyrighted software is prohibited.

Individual passwords are confidential and are not to be shared. Students are not to log on for other students. Files for student assignments are not to be copied by another student. Students are to access only those files and programs they have been specifically instructed to open. Default settings, as well as any other computer settings are not to be changed. NO personal disks may be used on school computers without permission from the teacher. Students who cause a “virus” to be introduced to any computer are subject to suspension or expulsion. Students are to be responsible in their use of the computers, accessing and producing only appropriate information. Students are not allowed to download any files from the Internet or to use personal, inappropriate software. Pertinent information needed may be printed if allowed by the program. Internet access is only allowed when there is supervision. Using the computers is a privilege that can be limited or revoked if guidelines are not followed.

PROMOTION/RETENTION POLICY:
Elementary and Middle School: Must pass Reading, English, and Math and may not fail more than one (1) of the minor classes -- History & Science. High School: Any class required for graduation must receive a D or above, or be retaken until the student passes.

High School failures follow the SC Grading Scale Policy. A final overall grade point average of C must be achieved in the course work. The student will be put on probation if his/her grades fall below average during the year. An overall below C average at the end of the year places a student on probation to enter LA the following year. Students entering on probation will be evaluated at the 1st Progress Report period. If the student's overall average is a C or better, he/she may continue to participate in athletics and extra- curricular activities. If the student's average has not improved, he/she will not be allowed to participate in the above activities and an academic plan for improvement will be put into place.

STUDENT PREGNANCY: If a female student becomes pregnant while attending Laurens Academy, she will receive an automatic dismissal. If a male student fathers a child while at Laurens Academy, he will also receive an automatic dismissal. New students who have parented a child will not be admitted to LA.

If pregnancy occurs, Laurens Academy will offer suggestions for the student's academic directions following dismissal from LA. If the student is a second semester senior, home tutoring may be arranged at regular tutoring fees in order for that student to complete graduation requirements. The student will not be allowed to participate in the graduation ceremony at the school. All situations will be handled on a case by case basis.

REPORT CARDS: Report cards will be issued every nine school weeks. Parents will be notified if the student is failing or his grades have dropped significantly. All report cards must be signed by parents and returned by the end of the second day to the teacher who issued them. Failure to return cards on time will be in violation of LA policy.

PROGRESS REPORTS: Progress reports are sent halfway through the grading period to all students. Progress reports are sent to notify students and parents of poor grades, homework, participation, effort or conduct. Often, tests, projects, or other assignments can pull a grade down after the halfway point in the grading period. Parents are encouraged to ask students for grades, etc. and not depend wholly on the progress report for end of grading period marks. All progress reports must be signed and returned by the end of the second day to the teacher who issued them. Failure to return reports on time will be in violation of LA policy.

TESTING: SCISA minimum testing requirements include: Achievement testing to four grades each year and I.Q. tests to at least three grades each year. PSAT and/or PLAN testing must be given in the 10th or 11th grade, at no cost to the student.

Laurens Academy will administer achievement tests in Second, Third, Fifth, and Seventh grades. PSAT and PLAN will be given in fall of tenth grade. SAT testing will be recommended for 11th and 12th grades, and may begin in spring of 10th grade. ACT testing is also recommended. Refer to college of choice entrance requirements.

EXAMS (GRADES 9 - 12): Exams are administered at the midterm of each course. Exams will only cover information from that semester or for those nine weeks in the case of semester or block courses, unless deemed necessary. The exam may not count more than 1/4 of the total semester grade.

1. Seniors may exempt the first semester exam in a subject with a 95 or above average for the semester. They may exempt the second semester exam with a 90 or above average for the second semester.
2. Students in grades 9-11 may exempt only the second semester exam in a subject with a 90 or above average in an Honors class or a 93 in a College Prep class.
3. No exemptions, regardless of average, will be allowed if a student has more than five unexcused absences in a semester or block course, or ten unexcused absences in a full year course.
4. Exam exemption requirements do not apply to dual enrollment classes. Exam requirements of the college will be followed.

AWARDS: Awards for K through 5 are recognized at Chapel at the end of each nine weeks. Teachers may recognize other exemplary effort that they deem appropriate.

END OF YEAR AWARDS PROGRAM: The Lower and Upper Schools will conduct an Awards Program at the end of the year. Year end awards are recognized and pins or certificates will be presented.

K - Perfect Attendance for the year and Year Star Pin
1 - Perfect Attendance for the year, ARP, and Year Star Pin
2 - Perfect Attendance for the year, ARP, A Honor Roll all year, A/B Honor Roll all year, Honor Roll (End with at least a B average in each subject), and Year Star Pin
3 - 8 - Perfect Attendance, ARP, A Honor Roll all year, A/B Honor Roll all year, Honor Roll (End with at least a B average in each subject), Top average per subject, Overall Highest Average (Valedictorian) and Year Star Pin
9 - 12 - Perfect Attendance, Lamp of Knowledge 3.5 GPA or above, Overall Highest Average (Valedictorian), and Second Overall Highest GPA (Salutatorian), Graduation Marshal (11th grade), and Year Star Pin
*Student must be in attendance at program to receive Perfect Attendance award.
Other awards include Spelling Bee participants, Christian Spirit, Yearbook, Art, Music, Drama, and Athletic Scholar. Athletic awards arc recognized at the End of Year Athletic Banquet.

GRADUATION

Important Note: All graduation requirements are subject to change. Requirements can be affected by new South Carolina Department of Education requirements, SCISA requirements, scholarship requirements, and class availability. Laurens Academy may adjust its own graduation requirements for students who enter late and are unable to take required LA courses because of scheduling conflicts. Permission must be granted from Administration after full transcripts are reviewed.

DIPLOMAS

The Laurens Academy College Preparatory Diploma is designated with a College Prep seal given by SCISA. The following requirements must be met:

1. Complete a minimum of 24 units.
2. Earn an overall GPA of 3.0
3. Complete the following course requirements.

English	5 units
Math	4 units (Alg. I, II, Geometry, plus other higher math)
Science	4 units (Physical Science, Biology, Chemistry, Physics)
US History	1 unit
Government	1/2 unit
Economics	1/2 unit
PE	1 unit
Computer	1 unit
Foreign Language	2 units of same language
Choices	1/2 unit
SAT Preparation	1/2 unit
Fine Arts	1 unit
Electives	3 units

A diploma without a College Preparatory seal will be given to those who meet the following minimum requirements:

1. Complete a minimum of 24 units, which includes current South Carolina Diploma requirements.
2. Earn an overall GPA of 2.0

Before a student may participate in graduation, all ledgers must be paid in full and all textbooks, library books, uniforms, or other Laurens Academy possessions returned.

No student may participate in graduation or earn Senior honors who is under suspension or expulsion.

EARLY GRADUATION: Students wishing to graduate early will graduate from their Junior year and will not be eligible for any Senior honors or awards. All course requirements must be completed in order to graduate early. Students must also meet the following criteria:

1. Have a minimum of a 3.0 grade point average.
2. A written request for early graduation must be made by the parents. Every attempt will be made to accommodate the request but summer school or other outside classes may be needed to meet graduation requirements.

GRADUATION HONORS: Each diploma is eligible for additional honors for academic excellence above the minimum and other designated criteria.

SCISA HONOR CERTIFICATE: As required by SCISA, a student must meet the following criteria to earn a SCISA Honor Certificate at graduation:

1. Complete the minimum requirements for a College Preparatory diploma.
2. Earned an overall 3.5 GPA in 15 units of academic classes. Elective units are not considered.
3. Score 1100 or higher on the SAT or 25 or higher on the ACT.

VALEDICTORIAN: The following criteria must be met to be designated as Valedictorian:
1. Attended Laurens Academy in 11th and 12th grades.
2. Meet the requirements for a College Preparatory Diploma.
3. Earn the highest GPA over 4 years of high school.

SALUTATORIAN: The following criteria must be met to be designated as Salutatorian:
1. Attended Laurens Academy in 11th and 12th grades.
2. Meet the requirements for a College Preparatory Diploma.
3. Earn the second highest GPA over 4 years of high school.

GRADUATION MARSHALL: The following criteria must be met to be designated as Graduation Marshall:
1. Must be a Junior.
2. Earned a minimum GPA of 3.87 over 21/2 years of high school.

LIFE AND HOPE SCHOLARSHIPS: Please consult the Guidance Counselor for requirements for the Life and Hope Scholarships, which are applicable to your year of graduation.

CLASS RANK: As required by South Carolina, class rank must now appear on final transcripts.

GRADING SCALES: Laurens Academy has adopted the South Carolina grading scale as follows:

93 -100	A	S - Satisfactory
85 - 92	B	N - Needs Improvement
77 - 84	C	U - Unsatisfactory
70 - 76	D	
Below 70	F	

Students in grades 9 - 12 receive the following grade points for each numerical grade:

Numerical Grade	Letter Grade	College Prep	Honors/College
100	A	4.87	5.37
99	A	4.75	5.25
98	A	4.62	5.12
97	A	4.50	5.00
96	A	4.37	4.87
95	A	4.25	4.75
94	A	4.12	4.62
93	A	4.00	4.50
92	B	3.87	4.37
91	B	3.75	4.25
90	B	3.62	4.12
89	B	3.50	4.00
88	B	3.37	3.87
87	B	3.25	3.75
86	B	3.12	3.62
85	B	3.00	3.50
84	C	2.87	3.37
83	C	2.75	3.25
82	C	2.62	3.12
81	C	2.50	3.00
80	C	2.37	2.87
79	C	2.25	2.75
78	C	2.12	2.62
77	C	2.00	2.50
76	D	1.86	2.36
75	D	1.72	2.22
74	D	1.57	2.07
73	D	1.43	1.93
72	D	1.29	1.79
71	D	1.14	1.64
70	D	1.00	1.50
69	F	0.87	1.37
68	F	0.75	1.25
67	F	0.62	1.12
66	F	0.50	1.00
65	F	0.37	0.87
64	F	0.25	0.75
63	F	0.12	0.62
0-62	F	0.00	0.00

ATTENDANCE

PERFECT ATTENDANCE: Perfect attendance at school is a recognized accomplishment. However, students who are sick are asked to please remain home even if it jeopardizes perfect attendance. Students who receive Perfect Attendance recognition must have NO unexcused and NO excused absences.

ABSENCES: A student may not have any more than 10 unexcused absences in a yearly course or 5 unexcused absences in a semester course and still receive credit for that course. Any absence in excess of these numbers requires medical documentation from a doctor or dentist. Students participating in Dual Enrollment classes will follow the attendance requirements of the college.

To receive credit for a day's attendance, a student must be in school a minimum of 3 and 1/2 hours per day. This means the student must arrive before 11:30 AM or be dismissed after 11:30 AM.

When returning to school after an absence, the student must present a written excuse to the homeroom teacher within 2 days of the absence. Failure to submit a written excuse will result in an unexcused absence. The excuse should state the student's name, grade, and date of absence(s), reason for absence, medical documentation if necessary, and signature of parent.

SCHOOL RELATED ABSENCES: Absences caused by participation in school-related activities are NOT recorded as absences and require no written excuse. Siblings who accompany a chaperone on an OVERNIGHT trip will receive an excused absence, but work must be made up. Juniors and Seniors will be given 2 college visitation days per year. Parents must notify the school at least 1 day in advance of the visit. If permission is given, the student is responsible for the work missed while away. Students must present written documentation to the school from the college to be considered an excused college day.

ANTICIPATED ABSENCES: If a student anticipates an absence for any reason, he/she should bring a written excuse to the office at least two days before the planned absence. Office personnel will then give him/her an anticipated absence form for each teacher to sign. At this time, the student may receive assignments for the time missed and make arrangements for make-up work. (In some cases, work may not be available until after the student returns from the absence.)

LONG TERM ABSENCES: Students who require a long term absence will be considered on a case by case basis to see if a plan of action can be arranged to meet the needs of the student and the requirements of the school.

EXCUSED ARRIVAL TARDIES: A student who arrives at school after 8:00 AM must report to the office for a tardy admission slip. The slip should be given to the teacher. The teacher will return all slips to the office with the arrival time to class documented. Tardies will be excused for illness and medical/dental appointments if a re-admit slip is provided from the physician. Certain other tardies may be excused at the discretion of the administration. Tardies for reasons other than illness or emergency will be considered unexcused. Reasons for unexcused tardies include (but are not limited to) personal appointments, out-of-town trips, oversleeping, slow traffic, train, etc. Any test missed as a result of a tardy must be made up on that day. For a student to be excused for a tardy a written excuse must be submitted or the parent must come into the office. Students who are dropped off at the office with no excuse will receive an unexcused tardy. Excuses for tardies will be accepted for up to 2 days after the tardy.

UNEXCUSED ARRIVAL TARDIES: All Students in grades K-12 are allowed two (2) unexcused arrival tardies per grading period (nine weeks). Students will be notified after their second tardy and made aware of the penalties that will be assessed if there are subsequent tardies.

1. On Tardies # 3 through # 8, a $2.00 fine will be assessed.*
2. On Tardies # 9 or more, a $3.00 fine will be assessed.*
3. 10 unexcused tardies will equal 1 unexcused absence.

Homeroom teachers will notify students of violations and fees before Report Cards are given. Fees must be returned to the homeroom teacher, and then the Report Card will be released. Fees collected will go toward the Student Government Treasury.

If unexcused tardies are excessive, driving privileges can be taken.

***Fees cannot be added to the financial ledger.**

DISMISSALS (Grades 4 -12): A student requesting early dismissal from school must bring a written request to the office before 8:00 AM or turn in the request to the Homeroom teacher. An early dismissal slip will be given to the student. The request should give the student's name, grade, time to be dismissed, reason for dismissal, who will pick up student, and where student will be picked up, and if the student will return to school that day. A student with an approved dismissal slip should give the slip to the teacher of the class from which he/she will be dismissed and go to the appropriate dismissal location. In this case parents do not have to sign students out at the office. To be dismissed without a dismissal slip, the parent MUST sign the student out at the office.

All students must be signed back into school at the office.

No student will be allowed to leave the school premises with someone who is not approved to pick up the child. Please add all potential drivers to your school records. In the event that the student will ride home with another child or ride the bus, a permission slip must be sent to the office.

Parents and students are encouraged to keep absences, dismissals, and tardies to a minimum. Adherence to the attendance policies teaches responsibility, promotes continuity in the classrooms, and prevents classroom interruptions.

MAKE-UP WORK: Students in grades 6-12 are responsible for securing information and assignments given during their absence (students should call other students). Arrangements for make-up work and tests must be made on the day the student returns. The student will have an equal number of days to complete make-up work to the number of days missed, unless unusual circumstances arise. Any work not completed in the given time will receive a lower grade.

In the event that a student is absent the day before a test, but is aware of the test, the student should plan to take the test on the day of return, unless the teacher makes other arrangements. For example, if Spelling tests are given every Friday and the student is absent on Thursday, the student should plan to take the test when he/she returns to school on Friday. Exceptions could include situations when the student has missed pertinent information or materials that are needed for the test. Missing a review is not reason to delay a test. This same policy should apply to assignments or projects that are due the day the student returns to class. If an assignment or project is due the day a student is absent, and the student is aware that it is due, the assignment or project should be turned in on the day that the student returns. The teacher's discretion will apply to exceptions.

BOOKS: Most books are property of the school. Although a certain amount of wear and tear is expected, the student is responsible for taking care of the books. All books MUST be covered. When excessive damage or writing in or on a book occurs, the student will owe an additional fee at the end of the year. If a book is lost, the student will be charged for the cost.

INCLEMENT WEATHER DAYS AND TESTS/ASSIGNMENTS: If school is closed due to inclement weather or other emergency and a rest, assignment, or project was due on that day, the test, assignment, or project will be due on the first day back. If school is closed the day BEFORE a test, assignment, or project is due, the teacher will announce a new date on the first day back. For example, if a student has a test scheduled on Wednesday, and it snows on Tuesday, the teacher will announce on Wednesday the new date to turn in the assignment, project, or test date.

TEACHER ABSENCE AND TESTS/ASSIGNMENTS: If a teacher is absent the day before a test or the day before an assignment or project is due, then the substitute teacher will announce if the test or assignment date will go on as usual or be rescheduled.

CONDUCT AND EXPECTATIONS

DISCIPLINARY CODE: One of the most important lessons education should teach is discipline. Even though it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

Classroom management is handled by each individual teacher. The teacher is in charge of all classroom discipline and must be respected. Other students in the classroom must be treated with respect. A substitute teacher requires and is due the same respect given any teacher. At the beginning of the school year, grades K-5 will submit a classroom discipline plan to administration for approval. The approved classroom discipline plan will be sent home for each student and parent to review and sign. The Upper School discipline policy is included in the handbook.

In order for effective learning to take place, the school provides rules and regulations that students must obey. Every student has certain rights, but if the learning atmosphere of a classroom or the student is disrupted, then the student will lose his/her rights and the teacher or administration will take appropriate disciplinary action.

Students are reminded that public display of affection is not appropriate on the school premises or on school-sponsored trips. Parents will be notified immediately if the display of affection is deemed excessive.

Students who are unable to control their behavior will be recommended for suspension or expulsion. Immediate suspension or expulsion can occur for fighting or willfully harming another student or teacher, sexual harassment, Honor Code violations, inappropriate language, Computer Use violations, driving violations, forgery, threats, possession of obscene materials, possession of weapons of any kind, possession of illegal substances including smoking materials, gambling, destruction of school or other's property, severe disrespect for those in authority, participation in unlawful activity, or behavior which is contrary to the best interests of our students or our school.

Law enforcement will be summoned for behavior of a criminal nature. Any student who is expelled may request a hearing before the Board of Directors within *3* days of expulsion.

Upper School Discipline Policy

Our discipline policy will be separated into two categories: major offenses and lesser offenses. The major offenses will be dealt with immediately by school administration. Lesser offenses will be based upon a point system with each offense given a point rating. The discipline will be applied according to the number of points acquired per grading period. White slips will be given as a means of communicating with parents or guardians.

Major Offenses

Leaving the school grounds without permission
Insolence toward a teacher or an administrator
Cheating
Smoking
Fighting
Stealing
Possession of contraband
Other major offenses may be defined by the Administration

The type of disciplinary action that will be taken for each major offense:

- First offense during the year: students will confer with Administration; a letter will be sent to parents or guardians; one day in-school suspension and the loss of participating in extra curricular activities while suspended.
- Second offense during the year: Two days in-school suspension and the loss of the privilege of participating in extra curricular activities while suspended. The parents or guardians will have a conference with the Administration.
- Third offense during the year: indefinite suspension from school. The student will be placed upon disciplinary probation.
- Fourth offense during the year: expulsion recommended

Lesser offenses and the number of points that will be deducted for each offense:

10	Indecent language or gestures
10	Defacing school property
10	Gambling
10	Leaving the classroom without permission
10	Dishonesty other than cheating or stealing
10	Throwing objects (books, pencils, etc.)
10	Loitering in corridors or restrooms during classes
10	Failure to check in upon arrival to school
10	Cell phone on display
5	Violation of dress code
5	Public display of affection
3	Tardiness to class
3	Throwing litter in the floor or school grounds
3	Excessive noise in corridors during classes or class exchange
3	Rudeness toward fellow students
3	Excessive talking in the classroom
3-10	For any misdemeanors not specifically enumerated

The type of disciplinary action that will be taken relative to the number of points accumulated during the nine week grading period:

15	After-school detention and writing assignment
17	Loss of exemption of examination
36	One day in-school suspension
45	Parental conference with Administration; one day in-school suspension

48 Two days in-school suspension

52 Parental conference with Administration; one week in-school suspension
57 Indefinite suspension from school. The student will be placed upon disciplinary probation
66 Expulsion recommended

The second time that a student is suspended from school during the year for either major and/or lesser offenses, the suspension will be for an indefinite period of time as decided by School Administration and Board.

"Dress for Success"

The way you groom and how you choose to dress affects your attitude about school, and it also affects how others perceive you. We want our students to be both successful and comfortable while at school.

With the cooperation of both students and parents, it is believed that the students of Laurens Academy will make appropriate choices in their physical appearance and dress. This voluntary compliance prevents the school from adopting a more severe dress code or resorting to mandatory uniforms. This code will be in effect throughout the school day until 3:15 for all LA students on campus. Students must also follow dress code for individual and class pictures, field trips, banquets or other school functions unless told otherwise.

Please observe the following guidelines when determining your appearance and dress:

1. Students shall appear neat and clean at all times. Males shall be clean-shaven. Hair should be clean and well groomed. Students shall not dress or appear in a manner that is distracting. The Athletic Department has the right to limit hair length.
2. Designs or lettering on clothing shall not support, depict, suggest, or exploit negative behaviors, products, TV, movies, etc. including, but not limited to, drugs, tobacco, alcohol, profanity, sex, obscenity, pornography, racial prejudice, violence, or criminal activity.
3. Visible tattoos or body piercing are not allowed. Earrings are not allowed on male students. Deliberate scarring of skin is extremely dangerous and will be referred to parents.
4. Shoes must be worn at all times and shall be activity appropriate.
5. Earrings shall be appropriate and not excessive. Earrings may not be allowed during PE or other athletic competition. The Athletic Department has the right to limit any jewelry on athletes.
6. Shorts must be at least finger tip length. Shorts must be longer than the shirt. Dresses/skirts must be knee length.
7. Girls should wear tops that do not reveal undergarments. No short tops, halters, tank tops, or spaghetti strap tops. Tank tops may be worn over other appropriate tops.
8. All shorts or pants will be worn around the waist, with a belt, if needed. Pants shall not be excessively baggy or long. Upper school boys shall wear shirts tucked in.
9. Caps or hats shall be removed indoors unless allowed for a special event or occasion.
10. While away on field trips or athletic events, students shall take extra care to dress appropriately. You represent Laurens Academy.

Note: A student who is dressed inappropriately for a field trip or who does not have the required dress for a field trip must remain at school.

Since many of the above guidelines are a matter of opinion, administrators will determine final discretion of appropriate appearance or dress. Students found in violation may be required to call home. T-shirts will be available for students who do not have appropriate tops. Extreme or unusual cases, or habitual lack of compliance, may result in further disciplinary action.

STUDENT-PARENT
COMPLIANCE STATEMENT

Students and parents should read the *Student Handbook* and return this sheet to the homeroom teacher with the appropriate signatures.

Compliance statement: I have read the regulations (and penalties for their infraction) and agree to assist the school on seeing that my child abides both by the letter and by the spirit of them.

_____	_____
Parent's Signature	Date
_____	_____
Parent's Signature	Date
_____	_____
Student's Signature	Date
_____	_____
Student's Signature	Date
_____	_____
Student's Signature	Date

THIS FORM IS TO BE SIGNED AND RETURNED TO THE OFFICE
(Please add more students' signatures as needed.)