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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
Community Service
Integrity
Discipline
Achievement

Patriotism
Lifelong Learning
Sportsmanship
Pursuit of Excellence
Work Ethic

Respect
Honesty
Family
Appreciation
Compassion

GENERAL INFORMATION

ACCREDITATION: Laurens Academy is accredited by the South Carolina Independent School Association (SCISA) and the Southern Association of Colleges and Schools. Laurens Academy is reviewed every three years in order to maintain proper accreditation. The relationship with SCISA opens many doors of opportunity for the students of Laurens Academy and provides strict standards which the school must maintain.

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 graduation class making LA a K4 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 REQUIRMENTS: 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 cases-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 \$200 enrollment fee. If no vacancy occurs, \$150 of the enrollment fee will be refunded or you may choose to remain on the waiting list. 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 measure.
4. If it appears that non-professional care will remedy the situation, this help will be provided by the office staff.
5. Students sent to the office with symptoms of illness accompanied by a temperature of 100° or higher and/or vomiting must be sent home. Students must maintain a temperature under 100° for 24 hours without medication and must not have thrown up in 24 hours before they can return to school or extracurricular activities. This allows the child to fully rest and recover while limiting the spread of sickness at school.
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: The parent of any student requiring medication while at school should report to the office with the medication and dispensing information. A medication form must be filled out and signed by the parent. 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: A SC Certificate of Immunization or notarized Religious Exemption 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.

LUNCH/SNACKS: Students are allowed to bring their lunch from home. Opened food containers should not be left in lockers. 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. 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 purchase 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. Elementary students are not allowed to bring soft drinks in their lunch box from home.

While unforeseen incidents occasionally happen which cause parents to have to bring a student's lunch to school, it should not be a routine practice to drop a student's lunch by the office once the school day has begun. There are several food options that students may choose from in the lunchroom each day.

Students are expected to clean up after eating and accept classroom cleaning assignments as given. Talking or other noise must be kept to a minimum in the lunchroom. Failure to abide by lunchroom rules can result in disciplinary action.

Student drivers are not allowed to leave campus for lunch.

Snacks may be brought from home to eat during scheduled snack times. No food is allowed in the classrooms unless authorized by the teacher. Authorized food must be cleaned up after the class period and not shared with the following class. All food will stay in the classroom and may be picked up by student at the end of the day or disposed of at the end of the day. Students should not bring candy for snacks. **No gum allowed.**

Students may only have water in the classroom. No glass water bottles allowed. Elementary students must use spill-proof water containers.

Upper school students have the privilege of purchasing and eating snacks during break but may not take snacks out of the break area. All wrappers and containers must be disposed of properly.

LUNCH ORDERS: Lunch counts must be submitted to the lunchroom staff **by 8:30 a.m.** to allow adequate time for food preparation.

Students arriving after 8:30 a.m. due to tardiness must contact the school office prior to arrival to place a lunch order. If a lunch order is not placed before arriving, the student will be limited to available snack items for lunch.

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. Students should access assigned lockers ONLY. Locks are not permitted on lockers and we do not believe that they 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.

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. All personnel do NOT necessarily know Parents/Guardians. Help us protect your children. Following these guidelines, Parents/Guardians are encouraged to be a part of their child's life at Laurens Academy. They are encouraged to participate in school activities as appropriate. If a Parent/Guardian wishes to observe a class, they must make arrangements ahead of time with the teacher and headmaster. General classroom visits are discouraged as they are distracting to all students. Visiting and prospective 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.

PARENT/TEACHER COMMUNICATIONS: Parental involvement is a top priority at Laurens Academy and is an integral part of our success. Our primary form of communication is by email. 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 concern you may have to your child's teacher, rather than the Headmaster, other administrative or office personnel, board members, other parents, or on social media. By signing the Long Term Family Contract, parents agree to refer problems or complaints to the proper school personnel, to support the school policies, and to reinforce them at home. By addressing school complaints on social media rather than to the proper school personnel, the issue cannot be properly resolved and the parents may be held in breach of contract and face possible dismissal of all students represented on the Long Term Family Contract. 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. Phone calls to teachers at home in the evenings should be avoided unless an extreme emergency arises. You may contact your child's teacher through email by logging into your RenWeb ParentsWeb. The email address you provide in RenWeb ParentsWeb will be the address used by teachers. Please make sure your contact information, etc. is updated in ParentsWeb. Please check your email daily for important communication between the teacher or the school with 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 office. Periodically unclaimed items will be donated to charity. Students should not bring valuables to school.

TOYS AND OTHER DISTRACTING DEVICES: Toys, fidget spinners, fidget cube, fidget beads and related items are not allowed on campus.

CELL PHONES AND ELECTRONIC DEVICES: Cell phones, smart watches and any device that allows internet access, and electronic devices may not be used on campus during school hours. **All devices must be kept out of sight and turned off.** Approved translators may be used by International Students on a limited basis. Refer to the International Handbook for specific guidelines. Parents are asked to go through the office to contact students. All devices that are seen being used or simply out, will be confiscated and returned by Administration at the end of the day and will result in 10 disciplinary points. Students will be discouraged from using the school telephone to call home for reasons 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, devices that connect to the internet, and electronic devices can also be used to cheat, which is a violation of Laurens Academy's Honor Code. During tests, all students will be required to place cell phones (from pockets or purses in the classroom) in a pocket chart in the front of the classroom. If phones are found on students during a test, even if not using the device, it will result in a "0" on the test and ISS.

Parents, cell calls and texts received during school hours are in violation of LA policies.

PEPPER SPRAY: Many young ladies carry pepper spray on their key chains for safety and we are not discouraging this practice. However, an accidental discharge of pepper spray in a classroom can be disruptive and potentially harmful if a student is allergic. Pepper spray must be kept in book bags, purses or lockers out of sight. If it is seen, it will be confiscated and returned by Administration at the end of the day and will result in 10 disciplinary points.

TRAFFIC: A Security Guard 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 elementary or gym buildings.

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 THE DRIVE GOING DOWN THE HILL IN FRONT OF THE GYM.

STUDENT DRIVERS: Students must park in the designated student parking lot. Students earning Junior Honor Marshal status are allowed to park in the lot in a closer designated parking lot during their senior year. 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: An email and Parent Alert (through cell number indicated in ParentsWeb) will be sent regarding closings and will be posted on social media.

In case of inclement weather during school, media outlets will be notified and student dismissals will begin. An email and Parent Alert will be sent and information will be on the school's social media. 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 yearbook.

SCHEDULES:

Kindergarten	8:00 AM – 2:30 PM – Monday – Thursday 8:00 AM – 1:30 PM – Friday
Grades 1-3	8:00 AM – 11:30 AM – Half Day Schedule 8:00 AM – 2:40 PM – Monday - Thursday 8:00 AM – 1:40 PM – Friday
Grades 4-5	8:00 AM – 11:40 AM – Half Day Schedule 8:00 AM – 2:45 PM – Monday – Thursday 8:00 AM – 1:45 PM – Friday
Grades 6 – 8	8:00 AM – 11:45 PM – Half Day Schedule 8:00 AM – 3:05 PM – Monday – Thursday 8:00 AM – 2:05 PM – Friday
Grades 9 – 12	8:00 AM – 12:00 PM – Half Day Schedule 8:00 AM – 3:15 PM – Monday – Thursday 8:00 AM – 2:15 PM – Friday 8:00 AM – 12:00 PM – Half Day Schedule

MORNING DROP OFF: Kindergarten through third grade students should be dropped off in front of the elementary building ONLY. 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 teacher on duty. Students are not allowed in classrooms until the teacher has arrived.

AFTERNOON PICK UP: Kindergarten through third grade students are dismissed from the elementary building ONLY. Students in fourth grade and up will be dismissed in front of the gym. All car-riders should go to their pick-up-spot immediately after dismissal. K4-5th grade students participating in the After School Program should report to the lunchroom.

AFTER SCHOOL PROGRAM: An after school program is available for students K4-5th grade until 5:30pm on school days. Contact the school office for details and a registration form. Any student not picked up by 3:00 p.m. will be sent to afterschool.

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/her honor to prepare and submit only his own work and to refrain from giving or receiving non-permitted help on school work. 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. 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.

MATH ACROSS THE CURRICULUM: All students must write in pencil and show their work when doing math. Points will be taken off for not showing their work and partial credit may be given for steps done correctly.

Calculator Policy: No calculators will be allowed until Geometry, Algebra II and higher level math courses. Students need to be able to understand each step and be able to do math calculations without calculators for improved comprehension and retention.

MAJOR ASSIGNMENT POLICY: Failure to turn in major assignments on time is unacceptable. Major assignments not turned in on the due date will be dropped a letter grade for each school day after the due date, even if the class does not meet. Late assignments will not be accepted after the third late day and will result in a zero. The teacher's discretion will apply to exceptions.

HOMEWORK: In the Lower School each student is responsible for a folder at the beginning of his/her notebook where homework can be located. Upper School students are required to use school-issued homework 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.

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, 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.

FIELD TRIPS: The purpose of field trips at school is to provide an extension of the classroom. It is hoped that field trips expose students in a way that makes learning tangible and whet's each student's desire to learn and see more. Increased experience and exposure to new things also leads to increased reading comprehension. We want each field trip to be a positive enrichment experience for each child, chaperone and teacher. In addition, field trips are meant to inspire family vacations, not take the place of them. Any student who is prohibited from attending the field trip due to discipline will not receive a refund. The number of chaperones is determined by the nature of the field trip. Parents interested in chaperoning should notify the teacher sponsoring the field trip. All chaperones must pass a background screening in order to accompany field trips. Background screenings are good for two years. Administration has the right to amend field trip details if needed.

School Day Field Trips - Students who do not participate in a school day field trip will be required to do an assignment related to the material covered for class credit. Elementary students who do not go on the field trip must stay home from school and will be counted absent. Upper school students who do not go on the field trip may attend their other classes but will be counted absent from the class that is taking the trip.

Lower School Overnight Field Trips - The classroom teacher will be accompanying the class on the trip, therefore students not participating in the overnight field trip will not be allowed to attend school and will be counted absent. Students will be required to complete an at-home project/assignment related to the information covered on the field trip.

Upper School Overnight Field Trips – Students not participating in the overnight field trip will be required to attend school and will be dismissed at 11:30 each day. Students will be required to complete a project consisting of daily assignments pertaining to the information covered on the field trip. The assignments must be completed at school and will count as two grades in a related subject. Those who do not attend school will be counted absent for the day and will receive a zero for that portion of the project.

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. See Computer Policy at the conclusion of the handbook.

PROMOTION/RETENTION POLICY

Elementary and Middle School: Must pass Reading, English, and Math. Students may not fail more than one of the following classes – History, Science, and Algebra I students in the eighth grade.

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.

Upper School: 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. 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.

STANDARDIZED TESTING: Laurens Academy will administer achievement tests in Second, Third, Fifth and Seventh grades. The PSAT is given in the fall to all tenth graders and those eleventh graders eligible for the National Merit Scholarship. See the College Counseling page on the Laurens Academy website for SAT and ACT testing recommendations and dates. Refer to student's college of choice testing requirements for admissions.

GRADEBOOK: The Laurens Academy Elementary Uniform Grading System requires daily assignments to be weighted 20%, homework to be weighted 10% and major assignments to be weighted 70% of each nine weeks average. The Laurens Academy Upper School Uniform Grading System for core classes (core classes necessitate semester exams) requires daily assignments to be weighted 20%, homework to be weighted 10% and major assignments to be weighted 70% of each nine weeks average. There must be at least three grades in each category per nine weeks. Student daily and homework grades are to be viewable on Renweb ParentsWeb within 7 school days of the completion of the assignment. Major grades are to be viewable within 10 school days of the completion of the assignment. Students may be made aware of the grades before they are posted as they may be discussed or revised in class before they are recorded.

EXAMS (GRADES 6-8): Students in grades 6-8 will participate in semester and year end exams in preparation for future cumulative exams. Exams may not be exempted but will count for 10% of the total semester grade. Eighth grade Algebra I will follow High School Exam policies.

EXAMS (GRADES 9 – 12): Semester and year end exams are administered to students in grades 9 -12. Exams will only cover information from that semester. The exam will count for 20% 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.
3. No exemptions, regardless of average, will be allowed if a student has more than five absences in a semester course or ten absences in a full year course. No exemptions, regardless of average or absences, if a student has had ISS or OSS any time during the school year.
4. Exam exemption requirements do not apply to dual enrollment classes. Exam requirements of the college will be followed.

PROGRESS REPORTS: Progress Reports are emailed halfway through the grading period to all students. Progress reports are sent to notify students and parents of poor grades, homework completion, participation, effort or conduct. Often, tests, projects, or other assignments can pull a grade down after the half-way point in the grading period. Parents are encouraged to check ParentsWeb often to monitor student's academic progress and not depend wholly on the progress report for end of grading period.

REPORT CARDS: Report Cards will be emailed every nine weeks with the exception of the final report card which is issued on Awards Day.

AWARDS: Awards for Kindergarten through 5th grade are recognized at Chapel at the end of each nine weeks. Teachers may recognize other exemplary efforts 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. All students are encouraged to attend the Awards Program as it is a celebration of achievement and participation and not of promotion. Year end awards are recognized and pins or certificates will be presented.

Perfect Attendance – In attendance every day. Students must be in attendance at the program to receive the Perfect Attendance Award.

ARP – Cumulative number of points earned for the year.

Year Star Pin – Recognition of attendance for the school year.

A Honor Roll – Earned a final grade of A (90 or higher) in each subject.

A/B Honor Roll – Earned a final grade of A's and B's (80 or higher) with at least one A in a subject.

Valedictorian – Highest overall year-end average.

Salutatorian – Second highest overall year-end average.

Lamp of Knowledge – First 4.0 GPA or higher at year end.

Bar – Subsequent year end GPA of 4.0 or higher.

International Honors- GPA of 4.0 or higher in core classes at year end.

Junior Honor Marshal – See Junior Honor Marshal requirements in graduation section of handbook.

Other awards include Top Average per subject, Spelling Bee participants, Christian Spirit, Beth Langston Volunteer Award, Junior Cadets, Honor Society, Extracurricular club and organization participation and Excellence in Art, Music, and Computer. Athletic awards are recognized at the end-of-year Athletic Banquet.

Awards Presented:

K4/K5- Perfect Attendance, Star Pin

1st- Perfect Attendance, ARP, Christian Spirit, Star Pin

2nd- 5th- Perfect Attendance, ARP, A Honor Roll, A/B Honor Roll, Top Average per Subject, Christian Spirit, Star Pin

6th-8th- Perfect Attendance, A Honor Roll, A/B Honor Roll, Top Average per Subject, Valedictorian, Salutatorian, Christian Spirit, Beth Langston Volunteer Award, Star Pin

9th-12th- Perfect Attendance, Lamp of Knowledge, Bar Pin, Valedictorian, Salutatorian, International Honors, Christian Spirit, Beth Langston Volunteer Award, Junior Honor Marshal, Star Pin

GRADUATION

All graduation requirements are subject to change. Requirements can be affected by new South Carolina Department of Education requirements, SCISA requirements, scholarships 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. Students who transfer into Laurens Academy with a high school transcript, will be given the weighted value of AP and Dual Credit classes listed on their transcript as assigned by the South Carolina Uniform Grading Scale onto their Laurens Academy cumulative transcript. Classes marked as Honors classes on a transferring transcript will not be given the honors weighted credit, but will be assigned the college preparatory credit on the South Carolina Uniform Grading Scale onto their Laurens Academy cumulative transcript. All seniors must take a minimum of 4 classes per semester, in addition to a Senior Internship.

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	4 units
Math	4 units (Alg. I, II, Geometry, plus other higher math)
Science	4 units (Physical Science, Biology, Chemistry, Physics)
US History	1 unit
World History	1 unit
Government	½ unit
Economics	½ unit
PE	1 unit
Computer	1 unit
Foreign Language	2 units of same language
Fine Arts	1 unit
Electives	4 units (Only one of four required electives may be service)

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 SC 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.

GRADUATION CORDS: Gold - With Highest Honors, a GPA of 4.8 and above; Garnet – With High Honors, a GPA of 4.4 to 4.799; Navy – With Honors, a GPA of 4.0 to 4.39; Tri-colored- International Honor Student, a GPA of 4.0 or higher in core academic classes while at Laurens Academy.

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 24 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.

JUNIOR HONOR MARSHAL: The following criteria must be met to be designated as Junior Honor Marshal:

1. Must be a Junior.
2. Earned a minimum cumulative GPA of 4.00 while at Laurens Academy (without rounding) at the conclusion of the first semester of the Junior year.
3. Must be recommended by Administration.

SOUTH CAROLINA ACADEMIC SCHOLARSHIPS: Please consult the College Counselor for current requirements for the Life, Hope and Palmetto Fellows Scholarships.

CLASS RANK: Class rank will be calculated for all students in the class according to the cumulative GPA based on the South Carolina Uniform Scale. Rank will be provided on the final transcript submitted for students to colleges and scholarship entities.

GRADING SCALES: Laurens Academy has adopted the South Carolina grading scale as follows effective August 2016:

90-100	A	S – Satisfactory
80-89	B	N – Needs Improvement
70-79	C	U – Unsatisfactory
60-69	D	
59 & Below	F	

Prior to August 2016:

93-100	A
85-92	B
77-84	C
70-76	D
69 & Below	F

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

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 absences.

ABSENCES: In accordance with the Compulsory School Attendance Law and S.C. Code of Regulations, uniform rules have been adopted to ensure that students attend school regularly. Students are expected to attend school each day and are counted present only when they are actually in school, or are present at an activity authorized by the school. To receive credit for a day's attendance, a student must be in the classroom a minimum of 3½ hours per day Monday-Thursday, and a minimum of 3 hours on Friday. To receive credit for class attendance, students must be in class at least half of the class period.

The school no longer recognizes "excused", "lawful", "unexcused", or "unlawful" absences. The absences will be listed as documented or undocumented. A student in K4 through 5th grade may not have more than 15 day absences (documented or undocumented) in order to be promoted. A student in 6th through 12th grade may not have more than 15 absences (documented or undocumented) in a yearly course or 8 absences (documented or undocumented) in a semester course in order to receive credit for the course. If the number of absences exceed the set limit, a request to appeal the retention or loss of credit, may be made to the Board of Directors in writing. Students participating in Dual Enrollment classes will follow the attendance requirements of the college.

When returning to school after an absence, the student must present official documentation to the main office. Failure to submit documentation will result in an undocumented absence. The document should state the student's name, grade, 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. For predetermined school events which allow for students to be dismissed upon conclusion, those who participated in the event and leave at the conclusion of the program will not be counted absent for the day. Juniors and Seniors will be given two college visitation days per year. Parents or students must notify the school at least one day in advance of the college 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 a college visit day.

ANTICIPATED ABSENCES: If a student anticipates an absence for any reason, he/she should bring a written excuse to the office before the planned absence. It is the student's responsibility to 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.

LAWFUL 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. Tardies will be deemed lawful for illness and medical/dental appointments if a re-admit slip is provided from the physician. Certain other tardies may be deemed lawful at the discretion of the administration. Tardies for reasons other than illness or emergency will be considered unlawful. Reasons for unlawful tardies include (but are not limited to) personal appointments, out-of-town trips, oversleeping, slow traffic, etc. Any test missed as a result of a tardy must be made up at the teacher's discretion. For a student to receive a lawful 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 unlawful tardy.

UNLAWFUL ARRIVAL TARDIES: All students in grades K4 through 12th are allowed two unlawful arrival tardies per grading period (nine weeks).

On Tardies #3 through #8, a \$2.00 fine will be assessed.

On Tardies #9 or more, a \$5.00 fine will be assessed.

Parents will be notified through email of fees at the conclusion of the 9 weeks. The final report card will be held until tardy fees are paid. If unlawful tardies are excessive, driving privileges can be taken.

EARLY DISMISSALS: A parent requesting early dismissal from school for their student must send a written request to the office through the student's homeroom. **The request should give the student's name, grade, time to be dismissed, reason for dismissal, who will pick up the student, and if the student will return to school that day.** The office will issue a dismissal slip to be given to the teacher (K4-5th) or the student (6th-12th). Students in K4 – 5th grade will be dismissed from the office. Students in grades 6th-12th, 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. In the event of an unexpected early dismissal, please contact the office by phone as soon as possible to make arrangements. **Upon returning, students must sign back in through the office and receive a re-admit slip for class.**

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 6th – 12th grade are responsible for securing information and assignments given during their absence (students should call other students). It is the student's responsibility to make arrangements with teachers for make-up work on the day the student returns. The student will have an equal number of days to complete the 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 a 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 with properly fitted book covers. 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. All books should be stored in lockers or book bags when not in use.

INCLEMENT WEATHER DAYS AND TESTS/ASSIGNMENTS: If school is closed due to inclement weather or other emergency and a test, assignment, or project was due on that day, the teacher will announce a new date on the first day back.

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.

Immediate suspension or expulsion may occur for behavior which Administration deems contrary to the best interests of our students or our school. In such cases this action supersedes all other discipline policies. Any student who is expelled may request, in writing a hearing before the Board of Directors within three days of expulsion. Law enforcement will be summoned for behavior of a criminal nature.

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 K4 – 5th 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 regulation 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.

BULLYING: According to the South Carolina ‘Safe School Climate Act’, Section 59-63-120, Laurens Academy adopts the following definition:

- (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 the 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 child.

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. Point 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
Bullying
Cheating (A grade of “0” will be received on the assignment or test.)
Smoking/Vaping
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 extracurricular activities while suspended.
- Second offense during the year: two days out of school suspension resulting in disciplinary probation and the loss of the privilege of participating in extracurricular 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 probation to be determined by Administration and the Board.
- Fourth offense during the year: expulsion is recommended.

Vaping: Anyone caught vaping or with a vaping device will receive 2 days of Out of School Suspension for the first offense and the second offense will result in Expulsion.

Lesser Offenses

The number of points that will be assigned for each offense:

10	Indecent language or gestures
10	Defacing school property
10	Computer misuse
10	Leaving the classroom without permission
10	Dishonesty other than cheating or stealing
10	Loitering in corridors or restrooms during classes
10	Failure to check in upon arrival to school
10	Cell phone violation
10	Pepper spray

- 5 Public display of affection
- 5 Disruption of class
- 3 Violation of dress code
- 3 Chewing gum
- 3 Tardiness to class
- 3 Excessive noise in corridors during classes or class exchange
- 3 Rudeness toward fellow students
- 3 Excessive talking in the classroom
- 2 Failure to return required signed items
- 1-10 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 One day in-school suspension and writing assignment
- 30 One day out-of-school suspension and “Disciplinary Probation” for the next nine week grading period
- 40 Two days of out-of-school suspension and “Disciplinary Probation” for the next nine week grading period
- 50 Expulsion recommended

In-school or out-of-school suspension results in the loss of participation in extracurricular activities for the day.

Out-of-school suspension results in no make-up work, a “0” grade will be given on tests and schoolwork for the day.

In-school and out-of-school suspension result in loss of exam exemption.

HIGH SCHOOL DISCIPLINARY PROBATION: When a student has earned one day of out-of-school suspension, they will begin the next nine week grading period on probation. A conference is required with parent, student and administration. A discipline plan must be signed by the parent, student and administration with the following disciplinary action taken relative to the number of points accumulated during probation:

- 15 One day out-of-school suspension
- 25 Two days out-of-school suspension
- 35 Expulsion recommended

When a student has earned two days of out-of-school suspension, they will begin the next nine week grading period on probation. A conference is required with parent, student and administration. A discipline plan must be signed by the parent, student and administration with the following disciplinary action taken relative to the number of points accumulated during probation:

- 15 Two days of out-of-school suspension
- 25 Expulsion recommended

The student can be cleared of probation by earning less than 15 points while on probation and will begin the following nine week grading period with zero points.

“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. Students shall not dress or appear in a manner that is distracting to learning.

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 dismissing before 3:15 must remain in dress code until they exit the buildings. Students must also follow dress code for individual and class pictures.

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

The following policies apply to all LA students grades K4 – 12th:

1. Students shall appear neat and clean at all times. Hair should be clean, well groomed, and normal human color. Males shall be clean-shaven and have hair cut so that some of the ears show, eyebrows may be seen and hair does not touch the shirt collar when student is standing. 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. 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.
5. Shoes must be worn at all times and shall be activity appropriate.
6. Caps or hats shall be removed indoors unless allowed for a special event or occasion.
7. While away on field trips or athletic events, students shall take extra care to dress appropriately. You represent Laurens Academy.
8. Gothic clothing including but not limited to trench coats, long chains and clothing with skull/bones are not allowed.
9. Pajama pants are not to be worn as pants unless part of a school sanctioned activity.
10. All shorts or pants will be worn around the waist, with a belt, if needed. Pants shall not be excessively baggy or long and may not have holes that reveal skin or undergarments.

The following additional policies apply to all LA students grades 6 – 12.

1. Stretch knit leggings that are made to fit close to the body, whether straight or flared, may not be worn as pants. They may be worn under knee length skirts or dresses.
2. Shorts length must be two inches above the top of the knee or longer while standing. Shorts must be longer than the shirt being worn.
3. Dresses/skirts must be at the top of the knee or longer while standing. Skirts must be longer than the shirt being worn.
4. All shirts must have sleeves. Girls should wear tops that do not reveal undergarments. No short tops, off shoulder tops, or tops with sheer or netted material that reveal skin or undergarments are allowed.
5. Upper school boys shall wear shirts tucked in.

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 for a change of clothes. Extreme or unusual cases, or habitual lack of compliance, may result in further disciplinary action.*