

# Laurence Manning Academy

2008-2009  
Handbook

## IMPORTANT

It is understood that attendance at Laurence Manning Academy is a privilege and not a right. This privilege may be forfeited by any student who does not conform to the standards and regulations of the institution. Laurence Manning Academy may request the withdrawal of any student at any time who, in the opinion of the administration, does not fit into the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations.

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2008-2009 LMA Academic Schedule

August	18-20	Teacher Work Days		
	21-22	Half Day of School	Grades 1-12	11:30 Dismissal
	25	First Full Day of School	Grades K-5 -12	
	27	First Full Day of School	K-3 & K-4	
September	1	Labor Day	No School	
	11	Interims	Grades 1-5	
	18	Interims	Grades 6-12	
October	26	End of First Six Weeks	Grades 1-5	
	2	Report Cards Issued	Grades 1-5	
	13	Columbus Day	No School	
	15	PSAT		
	17	End of First Quarter	Grades 6-12	
	20-21	Exams Full Day	Grades 9-12	
	20	Interims	Grades 1-5	
November	23	Report Cards Issued	Grades 6-12	
	7	End of Second Six Weeks	Grades 1-5	
	10	Report Cards Issued	Grades 1-5	
	14	Interims	Grades 6-12	
December	26-28	Thanksgiving Holiday	No School	
	1	Interims	Grades 1-5	
	18-19	Half Days of School	Grades 1-12	11:30 Dismissal
	18-19	Exams	Grades 6-12	11:30 Dismissal
	19	End of First Semester	Grades 1-12	
January	20-31	Christmas Holiday	No School	
	1-4	Christmas Holiday	No School	
	2	Teacher Work Days		
	5	Student Return to School		
	6	Report Cards Issued	Grades 1-12	
	28	Interims	Grades 1-5	
February	2	Winter Break	No School	
	13	Interims	Grades 6-12	
	16	Winter Break	No School	
	20	End of Fourth Six Weeks	Grades 1-5	
	24	Report Cards Issued	Grades 1-5	
March	10	End of Third Quarter	Grades 7-12	
	11-12	Exams Full Days	Grades 9-12	
	13	Interims	Grades 1-5	
	16	Weather Make-Up Day	No School	
	17	Report Cards Issued	Grades 6-12	
	23-27	Stanford Testing		
April	3	Jr. Sr. Prom		
	3	End of Fifth Six Weeks	Grades 1-5	
	6-10	Spring Break	No School	
	14	Report Cards Issued	Grades 1-5	
May	21	Interims	Grades 6-12	
	5	Interims	Grades 1-5	
	13	Middle and Upper School Awards Day	Grades 7-12	
	14	Senior Class Night		
	15	Senior Graduation		
	21-22	Half Days of School	Grades 1-12	11:30 Dismissal
	21-22	Exams	Grades 7-12	11:30 Dismissal
	22	Lower School Awards Day	Grades 1-6	11:30 Dismissal
25	Teacher Work Day	No School		
26	Report Cards Issued	Grades 1-11	11:30 Dismissal	

Report Card and Grading Period Dates  
Grades 1-5

September	26	First Six Weeks Grading Period Ends
October	2	Report Cards Issued
November	7	Second Six Weeks Grading Period Ends
	10	Report Cards Issued
December	19	Third Six Weeks Grading Period Ends
	19	First Semester Ends
January	6	Report Cards Issued
February	20	Fourth Six Weeks Grading Period Ends
	24	Report Cards Issued
April	3	Fifth Six Weeks Grading Period Ends
	14	Report Cards Issued
May	20	Sixth Six Weeks Grading Period Ends
	22	Second Semester Ends
	26	Report Cards Issued

**NO REPORT CARDS IN KINDERGARTEN**

Report Card Dates and Exams  
Grades 6-12

October	17	First Quarter Grading Period Ends
	20-21	Exams
	23	Report Cards Issued
December	18-19	Exams
	19	Second Quarter Grading Period Ends
	19	First Semester Ends
January	6	Report Cards Issued
March	10	Third Quarter Grading Period Ends
	11-12	Exams
	17	Report Cards Issued
May	20	Fourth Quarter Grading Period Ends
	21-22	Exams
	22	Second Semester Ends
	26	Report Cards Issued

## **FORWARD**

The purpose of this book is to give the students and parents an outline of the objectives, standards, and rules of our school. This book may not contain the answer to all problems that occur during the school year, but it does establish guidelines for arriving at a fair solution for each problem. Parents and students should be aware that the Laurence Manning Academy administration reserves the right to make all final decisions related to school policies and procedures. Please keep it in a convenient place and refer to it throughout the school year. Being familiar with its contents will eliminate many questions you might have. It is our wish that each of you has a happy and successful year. Your success is our future.

## **STATEMENT OF PRINCIPLE**

The primary purpose of Laurence Manning Academy is to promote quality education and moral standards in an atmosphere of higher learning and academic excellence. Laurence Manning encourages its students not only to set goals for themselves, but also, to evaluate and motivate themselves in all areas of their school activities so that one day, they may usefully serve society.

## **S.C.I.S.A.**

Laurence Manning Academy is accredited by the South Carolina Independent School Association and strongly supports the association's regulations in academics and athletics.

## **CURRICULUM**

A Basic Diploma will be awarded to a student who satisfactorily completes 24 units of high school courses. These courses must include the following:

- 4 units English
- 3 units Math
- 1 unit Bible (recommended elective)
- 3 units Social Studies (U.S. History, World History, Government/Economics)
- 1 unit Physical Education
- 3 units Science
- 1 unit Computer Science (recommended elective)
- 8 units Electives

A College Preparatory Diploma will be awarded to a student who satisfactorily completes 26 units of high school courses. These students must have a 2.0 cumulative GPA on the LMA weighted 4.0 scale, and no grade below 75. These courses must include the following:

- 4 units CP English
- 4 units Math (Alg I & II, Geometry are required)
- 3 units Social Studies (U.S. History, World History, Government/Economics)
- 1 unit Bible (recommended elective)
- 4 units Science (3 lab sciences required: no more than two from the same field)
- 1 unit Physical Education
- 2 units of same Foreign Language (3 units are strongly recommended)
- 1 unit Computer Science (CHE recommended for college admission)
- 1 unit of SAT Prep (10<sup>th</sup> grade requirement for CP/Honors track)
- 1 unit of either Art Appreciation or Speech and Drama (CHE recommended electives)
- 4 units Electives

An Honors Diploma will be awarded to a student who satisfactorily completes 28 units of high school courses with no grade below an 80. The student must also graduate with a cumulative 3.0 grade average on the LMA weighted 4.0 scale. These courses must include the following:

- 4 units English (at least 2 Honors)
- 4 units Math (Alg I & II, Geo, Adv. Math)
- 4 units Science (3 labs required with no more than 2 from same field)
- 1 unit Bible (recommended elective)
- 1 unit Physical Education
- 3 units Foreign Language (Same Language)
- 3 units Social Studies (U.S. History, World History, Govt/Econ)
- 1 unit Computer Science
- 1 unit SAT Prep
- 1 unit Art Appreciation or Speech and Drama
- 5 units Electives

A student may drop a course within the first week of the course; however, a student must add a course if he/she drops a course. All students must take at least seven subjects regardless of the number of units that have been or will be earned; furthermore, all high school students will take one English class for each year of enrollment. It must be determined by the administration that the dropping of a subject is in the best interest of the student and the school.

College transcripts will reflect rank and GPA using the South Carolina Uniform Grading Scale Policy. The Academic Committee may review individual cases for students who transfer in after the tenth grade and do not meet all course requirements for a CP or Honors diploma. All Dual-Credit courses taken through Laurence Manning Academy and the F.E. DuBose Center will receive "Honors" level academic weight based on the Uniform Grading Scale. All Dual-Credit courses taken by Laurence Manning Academy students through the F.E. DuBose Center will count towards GPA and class rank. Additionally, Correspondence Courses and Independent Study courses may only be taken if there is a conflict with the student's class schedule based on academic tracking. Both Correspondence Courses and Independent Study Courses will carry only the academic weight of the actual course that is being taught currently at the school. Furthermore, it is solely the responsibility of the individual student or parent to request such courses when needed.

## **GRADING**

Report cards will be issued to all students at the end of each grading period. Midway through each grading period, interim reports will be sent to the parents of all students in grades 7-12. All test papers in grades 1-8 will be sent home to be signed by the parents and returned to the subject teacher. The signing of papers will help keep you informed of what your child is doing in the classroom. Any student who fails to return signed papers or interim reports will be subject to disciplinary action. Those students who have maintained at least a ninety average in a course during the year will be allowed to exempt the second semester exam in that course. All exemptions are subject to the administration's approval, and students who have a poor disciplinary record will not be allowed to exempt the exam in that course. Additionally, no grade above 100 will be recorded on any report card or permanent record.

Cumulative tests will be given at the end of each grading period. Grading is done alphabetically according to the following scale:

A+	99-100	B+	93-94	C+	83-84		
A	97-98	B	87-92	C	77-82	D	70-74*
A-	95-96	B-	85-86	C-	75-76	F	below 70

*\*Passing but not acceptable for college bound students.*

Sequential subjects (English, Math, Foreign Language, etc.) require at least a C- to advance to the next level.

K-5 students must meet readiness requirements to advance to 1<sup>st</sup> grade as determined by test scores and administration.

Students in grades 1-3 failing reading or math will have to repeat the grade unless otherwise recommended by the administration after consultation with the teachers and parent.

Students in grades 1-8 failing any three subjects will have to repeat the grade unless otherwise recommended by the administration after consultation with the teachers and parent.

Students in grades 4-8 failing reading and math or failing the same two subjects two consecutive years will repeat the grade unless otherwise recommended by the administration after consultation with the teachers and parent.

Students in grades 7-12 who do not take their final course ending exams will fail the subject for the year.

Students in grades 9-12 who fail may repeat the subject for credit in summer school provided permission to take the course is obtained from the administration. Credit for new subjects taken during summer school will rarely be given.

## **CLASS RANK**

Class rank will be determined by year end grades using the UGS scale, ranking only academic subjects. The Valedictorian and Salutatorian will be the top two cumulatively ranked academic seniors according to the UGS scale ending with the third marking period of the student's senior year.

## **TRANSFER STUDENTS**

Transfer students are very much welcomed at Laurence Manning. Accommodations will be made to ensure the best possible atmosphere for each transfer student. Parents of transfers are reminded that those students transferring after the 10<sup>th</sup> grade will not be assigned rank in the class order for the academic honors of Marshal, Valedictorian, and Salutatorian. Additionally, students that transfer during their senior year will not be assigned class rank.

## **COLLEGE OPEN HOUSE**

Seniors are allowed two college days their senior year. Arrangements must be made in advance with the Guidance Office.

## **ADD/ADHD POLICY**

Laurence Manning Academy is keenly aware of the educational needs of each student. To ensure that the educational success of each student is fully reached, Laurence Manning recommends that parents of students diagnosed with ADD/ADHD or any other disability, should inform in writing the following school personnel at the beginning of school:

1. The school guidance office.
2. Each subject teacher.
3. The health room attendant.

If your child's diagnosis or medical condition changes during the course of the year, please inform the prior mentioned personnel.

## **EXTRA HELP PERIODS**

Conscientious students who want extra help may request special instruction after school. These requests must be made in advance. The teachers want to give this help; however, no teacher is expected to stay and give extra help to a student who is inattentive, does not bring in homework, and wastes his regular school time. Parents are responsible for transportation for students who stay after school.

## **CONFERENCES AND PARENT VISITS**

Parent-teacher conferences are encouraged. Parents are asked to request these conferences after school hours and at least one day in advance.

Parents are encouraged to visit their child's classroom. Parents are asked to request these visits through the school administration. Request should be submitted at least one day in advance.

## **MAKE-UP WORK**

Students who have an excused absence have the privilege to make up class work and tests missed: however, it is solely the student's responsibility to get the assignments from the teacher and arrange a time to take the tests. This includes any type of make-up work assigned by the teacher. Students will be allowed one day plus the number absent to complete the assignments. Students absent for extended periods may be given special consideration. Students who fail to make-up work within the required time will receive a failing grade for missed work.

Parental request for missed assignments must be submitted to the guidance office by 9:00am to help expedite the collection of assignments process.

## **INCOMPLETES**

Students receiving an incomplete on their report card must make up the work within 5 school days. All incompletes after this time will be recorded as failures.



## **ATTENDANCE POLICY**

Attendance is part of the grading system here at Laurence Manning. A student missing class ten (10) times may face academic penalties and will not be permitted to pass that subject. Exceptions to this rule can be granted when extended illness is involved. Extended illness is any absence due to sickness that requires a student to miss more than three consecutive days. The ten day rule is a state statute and we are required to obey the law. Students who leave school early are counted absent from the classes they miss.

Parents must send an excuse the day following the absence; otherwise it will be considered an unexcused absence. ILLNESS, FAMILY TRAUMA, OR MEDICAL APPOINTMENTS shall be the basis for an excused absence. One educational trip per year with parents or a guardian will be excused if the trip does not exceed five days. The school must be notified one week in advance.

Written excuses stating the reasons for the absence are required.

## **TARDINESS**

Laurence Manning Academy requires all students to be on time to school and to their classes during the school day. Tardiness is considered a serious offence. Please keep in mind that tardiness generally results in poor academic performance.

### **High School and Tardiness Policy**

1. The accumulation of every third tardy will be designated as an unexcused absence.
2. The accumulation of more than four tardies' during a semester will result in Saturday Detention and the loss of exam exemption privileges.
3. Students that accumulate five tardies' during a semester will receive a Saturday Detention and a fine of \$20.00. Students that accumulate seven tardies' during a semester will receive a second Saturday Detention and a fine of \$40.00. Students that accumulate nine tardies' during a semester will receive a third Saturday Detention and a fine of \$80.00. For each tardy after the ninth tardy, students will be suspended for one day and receive an "F" on all graded material missed during the suspension. Fines that are not paid will result in multiple days of suspension or possible dismissal from Laurence Manning Academy.

### **Lower School and Middle School Tardiness Policy**

1. The accumulation of every third tardy will be designated as an unexcused absence.
2. The accumulation of more than three tardies' during a semester will result in a call to the parent from the homeroom teacher.
3. The accumulation of six or more tardies' during a semester will result in a call to the parent from the area Principal as well as formal notification placed in the student's permanent record. Disciplinary action may be taken as well.

NOTE: Students are considered tardy if they are not in HOMEROOM for attendance at the tardy bell (8:05AM). Students who come in after homeroom or at the beginning of another class will be considered tardy.

## **EXAM EXEMPTIONS POLICY**

Laurence Manning Academy strives to reward our top students for academic excellence in the classroom. Those students who have maintained at least a ninety-three average in a course during the year will be allowed to exempt the second semester exam in that course. Students may only exempt one exam for each course taken during the school year. Students with perfect attendance throughout an entire semester may exempt the second semester exam as well. All exemptions are subject to the administration's approval, and students who have a poor disciplinary record, 2 or more Saturday Detentions, 6 tardies to a subject period class, or Out of School Suspension, will not be allowed to exempt the exam in that course.

Students are required to be present during mid-term exams regardless of whether they have exempted the exam or not. Leaving school for any reason during exams without an official excuse will result in an administrative referral and an unexcused absence.

## **GRADE PLACEMENT AND ADVANCEMENT**

Laurence Manning Academy reserves the right to place a student at the appropriate grade level. Previous academic record and test scores as well as teacher recommendations will be used to place students in grades one (1) through eight (8). The units required for grade advancement for grades nine (9) through twelve (12) are as follows.

Rising 10<sup>th</sup> grade- 6 units  
Rising 11<sup>th</sup> grade- 12 units  
Rising 12<sup>th</sup> grade- 17 units

## **CELL PHONE POLICY**

Cellular phones and other electronic communication devices are strictly prohibited in classroom areas. Students will be allowed to have a cell phone at school either in their vehicle or in their locker. Any student in possession or using a cellular phone during class, at break, or at any time during the school hours, may be placed in Saturday Detention and have their cellular phone confiscated. Cellular phones confiscated must be retrieved by the student's parent. Any additional offense may result in permanent confiscation of the equipment as well as Out of School Suspension.

## **BOOKS**

Your books are the property of the school. Please take care of them. We expect a certain amount of wear and tear on the books for we want them to be used, but where there is excessive damage, a charge will be made at the end of the year. All lost books must be paid for before another book can be purchased to replace lost books. The replacement cost will be high.

## **LOCKERS**

Each individual student is assigned a locker in school. All students are expected to keep their lockers neat and orderly. Lockers are the property and responsibility of LMA. **LOCKERS CAN BE SEARCHED.** LMA reserves the right to search any or all lockers at any time without the student's knowledge and/ or presence.

# **GENERAL RULES**

The usual rules of good behavior and good taste that one finds anywhere also apply at Laurence Manning Academy. We expect courtesy to one's elders and one's fellow students, strict attention and behavior in class, and orderly conduct in the halls and on the grounds. Students are expected to conduct themselves as mature young adults capable of functioning with the maximum of self-discipline. The administrative disciplinary policies which follow are to be used as guidelines and will be enforced emphatically and justly in an instance of childish or immature behavior. Other breaches of discipline or conduct not mentioned in the guidelines which are considered prejudicial to the best interest of the Academy on or off the campus, may result in disciplinary action. Since one of the primary objectives of Laurence Manning is to encourage the development of personal responsibility and self-discipline, regulations are kept at a minimum.

## **THE ACADEMY'S POLICY REGARDING THE USE OF ALCOHOL & ILLEGAL DRUGS**

The Academy has no intention of intruding into the private lives of our board members, employees, or students. Our concern is that these individuals report to work/school in the mental and physical condition necessary to perform their jobs/ school tasks safely and efficiently, posing no danger to themselves or to that of their fellow workers. Students convicted of substance abuse violations, by State statute, will lose any merit based scholarship the student may have earned.

### **ALCOHOL**

The use or possession of alcoholic beverages on Academy property, without the express permission of Academy management, is a dischargeable offense. Furthermore, no board member, employee, or student is permitted to report to work/school while under the influence of alcoholic beverages. An individual will be considered to be "Under the Influence" when consumption of any alcoholic beverage has impaired, or is likely to impair, the individual's job performance in the judgment of his or her supervisor. Any individual who is perceived to be under the influence of alcohol will be immediately removed from the job/school.

### **DRUGS**

The possession, sale or use of illegal drugs or the improper use of other drugs during working/school hours on Academy premises is a dischargeable/expulsion offense. An individual is not permitted to work while under the influence of any drug that could adversely affect job performance or could jeopardize the safety of him/her, other individuals, or the public. The procedure for handling individuals perceived to be under the influence of illegal drugs or any drug that may adversely affect job performance is the same as the procedure for having perceived to be under the influence of alcohol.

Headmaster should not allow an individual suspected to be impaired to drive himself/herself. Transportation should be provided to the individual by calling a relative, a cab, driving the individual home, or if the individual is totally uncooperative, calling the local law enforcement authorities.

## **ALCOHOL/CONTROLLED SUBSTANCE SCREENING**

It is the policy of Laurence Manning Academy, hereafter referred to as the Academy, to provide its Board, employees and students with a safe work environment that is free from the effects of illegal drugs and alcohol.

The Academy believes the use of drugs and alcohol presents a danger not only to the individual who uses drugs and alcohol, but to the entire Academy. Therefore, the Academy is committed to taking necessary steps to eliminate drugs and alcohol from the campus.

### **TESTING OF CURRENT BOARD MEMBERS, EMPLOYEES AND STUDENTS**

Alcohol/drug testing of current board members, employees and students will be performed when there is a reasonable cause to believe that an employee or student on duty may be under the influence of alcohol or drugs. Determination of cause is within management's exclusive and sole discretion, but may include the following: unusual observed behavioral pattern, declining work performance, reasonable suspicion of drugs, personal or vehicle on-the-job accidents, etc.

Alcohol/drug testing for reasonable cause will be performed in conjunction with Clarendon Behavioral Health Services and the individual will sign the release form (Exhibit B). Individuals refusing to cooperate in the investigation, refusing to sign the release form, or undergo the required testing will be advised that they are in violation of Academy policy and subject to discharge/expulsion.

### **RANDOM SCREENING**

Board members, employees and students will be subject to random screening. The method will be determined by management in cooperation with Clarendon Behavioral Services.

#### **NEGATIVE RESULTS**

Any board member, employee or student who undergoes alcohol/drug testing for reasonable cause with negative results will be allowed to return to his/her assigned duties.

#### **POSITIVE RESULTS**

Any board member, employee or student who undergoes alcohol/drug testing for reasonable cause with positive results will be referred to the EAP for counseling or treatment. Refusal to participate in the EAP or to seek treatment for drug/alcohol abuse from a recognized professional or institution will be viewed as insubordination and the individual will be discharged/expelled. Documentation will be made in the individual's file. Although treatment through the EAP is confidential, the Headmaster or board chair will be informed as to the continuance and completion of treatment. Upon completion of the recommended treatment, the board member, employee or student will again undergo screening for alcohol/drug use. If results are positive, termination/expulsion will result. If the second test is negative, the employee will be allowed to return to his/her assigned duties. A positive result for the twelve (12) month period following the positive screen will result in termination/expulsion. In the event a for cause test is requested – a positive test result will cause immediate termination/expulsion. If, in the opinion of the personnel manager, the individual is determined to be able to function safely in his/her assigned duties, he/she may continue to do so while receiving treatment or counseling for the alcohol/drug problem.

If it is deemed the board member, employee or student would place himself/herself or others in danger to continue in their duties, the board member, employee or student will be granted a leave during treatment in accordance with the Academy's leave of absence policy.

## SEARCHES

The Academy reserves the right to conduct searches by authorized personnel of individual's property on Academy premises, such as handbags, lunch boxes, automobiles, etc., as well as Academy property, facilities or equipment.

## **MAJOR OFFENSES**

Under certain conditions, it can be in the best interest of a pupil or other pupils of L.M.A. to be denied the privilege of attending school. The Board of Trustees has established procedures whereby pupils can be denied the privilege of attending school for any of the following reasons:

1. **DRUGS:** Any student who becomes involved in the unlawful possession or distribution of drugs at any time will be permanently suspended from Laurence Manning Academy. Law enforcement K-9 drug dogs will visit the school occasionally to patrol the parking lot, locker areas and classrooms
2. **ALCOHOL:** Drinking or having in one's possession, including lockers and cars, alcoholic beverages at any school function at the L.M.A. campus or any S.C.I.S.A. sponsored program on other campuses. Any person with individuals breaking the alcohol rule will be subject to the same punishment.
3. **TOBACCO:** The use of tobacco, smokeless as well as smoking tobacco, is strictly prohibited at L.M.A. and at all South Carolina Independent School Association sponsored events.
4. **OBSCENITY:** The act of using obscene language by pupils in verbal or written form or in pictures or caricature in or on school property.
5. **STEALING:** The act of dishonestly acquiring the property of the school or property of other students.
6. **FORGERY:** The act of fraudulently using in writing the name of another person or falsifying times, data, grades, addresses, or other data on school forms.
7. **FIGHTING:** The act of quarreling involving bodily contact in or on school property or going to or from school, including any activity under school sponsorship (dances, athletic events, bus, etc.).
8. **DEFIANCE OF AUTHORITY:** The failure to respond or carry out a reasonable request by a staff member. Failure to comply with school policy after being previously warned of an infraction.
9. **GROSS MISBEHAVIOR:** The act of deliberate or willful conduct detrimental to normal functions of the program or activity under school sponsorship or the act of threats or bullying to the staff members or to other pupils.
10. **VANDALISM:** The act of willful destruction of school property or property belonging to other students.
11. **INDECENCY:** The act of offending against commonly recognized standards of good taste, including the use of vulgar language.
12. **TRUANCY:** The repeated skipping or tardiness to class.
13. **CHEATING:** The act of obtaining or giving information that is not your own.
14. **LYING:** The act of not telling the truth.
15. **GAMBLING:** The act of being involved in any game or chance (cards, pitching pennies, dice, etc.) where money is won or lost.
16. **FIREARMS:** The possession of any firearms (hand guns, rifles, shot guns, etc.) on the school grounds is strictly prohibited.
17. Anyone in possession of a firearm either on or about his/her person, book bag, or locker in any school building or facility will be subject to expulsion from L.M.A.

Violation of Major Offenses will result in Saturday detention, suspension or expulsion.

## **MINOR OFFENSES**

Minor offenses which are not covered under “Major Offenses” include anything which necessitates a student’s being sent or taken to the office. Violation of the following rules will be considered minor offenses:

1. All students are expected to be on time to all obligations.
2. No chewing gum allowed at school. Food or drinks are not allowed in the classrooms. All eating will be done in the canteen area. All containers and litter will be placed in the trash receptacles upon completion of eating.
3. The following areas are off limits to students:
  - a. Faculty work room
  - b. Canteen area (except at lunch and break)
  - c. Parking lot while school is in session
  - d. Cars while school is in session
4. When moving to and from classes, keep to the RIGHT of the hall.
5. Always keep your voice low in the halls and lunchroom.
  
6. Put trash in trash cans.
7. Canteen stops between classes are prohibited.
8. Permission slips for leaving class in grades 7-12 are required.
9. No one may leave campus during school hours without permission through the office.
10. Written permission from parents is required for students to leave school for any special class outings or trips.
11. No student use of the office phone will be allowed unless it is an EMERGENCY.
12. Any person wishing to contact a student during classes must receive prior permission from the administration.
13. Students are not to bring visitors without prior permission from the administration.

*\*Minor offenses will generally result in after school detention.*

## **OTHER RULES AND REGULATIONS**

1. Doctor and dental appointments should be made after school hours,
2. All other non-school activities, music lessons, court appearances, etc. are to be scheduled after school.
3. All students will eat lunch at school.
4. Students are not to remain in the building after school hours unless they are under the direct suspension of a teacher.

## **DISCIPLINE PROCEDURE**

LMA conducts an instructional program for the benefit of the pupils enrolled in grades K-12. Students are expected to be reasonably diligent in carrying out their school obligations. Failure to be diligent in study or in adhering to school regulations means that a student is guilty of misconduct and may lose the privilege of attending LMA.

### **SUSPENSION:**

Any student who is suspended from school will not be allowed to make up the work missed nor will the student be able to attend or take part in any school activity. This means a student will receive an "F" on all work missed.

Any student suspended more than one time faces possible permanent expulsion from LMA.

### **DETENTION HALL:**

Detention Hall is an acceptable method of punishment at LMA.

Detention Hall will be held from 2:40 until 3:40 on any day.

A one day notice will be given so that students can make arrangements for rides home.

Failure to attend Detention Hall can result in a three day suspension.

It is the parents' responsibility to make arrangements for their children to have rides home; therefore, failure to have a ride home will not excuse a person from Detention Hall.

Excessive detention time (three) will result in a Saturday detention.

### **SATURDAY DETENTION:**

Saturday Detention will be held from 8:00 a.m. until 12:00 on designated Saturdays and will carry a twenty dollar fine (\$20.00) to be used to pay the staff person who supervises the Saturday detention. Failure to show for Saturday detention and to pay the fine can result in suspension. Students with 2 or more Saturday Detentions in one semester will loose exam exemption privileges.

## **SCHOOL VISITORS**

Any individual, parents or otherwise, visiting the school for any reason must first report to the Headmaster's office. The office will make arrangements for all visits. It is extremely important that classroom activities be interrupted as seldom as possible.

## **STUDENT SIGN-IN AND SIGN-OUT POLICY**

Laurence Manning Academy requires all students late to school or leaving early from school to sign-in or sign-out at the front. Students that do not sign-in after coming to school late will be considered absent for the day. Students that do not sign-out before leaving school grounds will be considered as cutting. Disciplinary action will be administered in both cases as to the discretion of the administration.

## DRESS AND GROOMING

Laurence Manning is a conservative school with a keen awareness of the visible, as well as the invisible, characteristics associated with being a lady or gentleman. Students are expected not only to be neat and clean at all times, but also to reflect either a feminine or masculine identity in their appearance. Extreme fashions in clothing and grooming have no place at Laurence Manning. Please be aware that the administration has made some changes in the dress code for all grades.

Our young ladies must reflect a lady-like modesty and dignity in their appearance.

1. Pants and/or jeans may be worn with the following stipulations: no hip huggers, pants with patches, tight fitting pants, frayed pants/skirts, culottes, sweatpants or mini skirts will be allowed.
2. No bare skin is to be seen at any time between the pants/skirts and the blouses. No skin is to be seen when arms are raised.
3. No see through blouses, tank tops, midriffs, or extremely tight fitting blouses. No spaghetti straps on blouses or dresses. No off the shoulder or low cut blouses, or halter tops.
4. **ALL** shirts worn by young ladies can be either plain or have only an LMA or college related statement on the front or back of the shirt. Only t-shirts with LMA or college statements are allowed. No other forms of writing on the front or back of the shirt will be permitted. Name brand logos (no advertisements) will be allowed as long as the logo is no more than several (2 to 3) inches square. This policy includes long-sleeve t-shirts, pullovers, sweaters, and jackets as well.
5. All t-shirts must be tucked in. Shirts that the faculty and administration deem need to be tucked in, will be tucked in. This policy includes long-sleeve t-shirts as well.
6. Undergarments must be worn.
7. Shoes must be worn at all times. Most sandals are permitted; however, molded rubber athletic sandals and other “beachwear/shower wear” are not permitted. Flip-flops may be worn, but not the shower/beachwear.
8. No body piercing or tattoos.
9. Sweatshirts and winter dress follow the same restrictions as the t-shirt policy

Our young men must reflect a manly like appearance.

1. Hair must be kept above the eyebrows, and above the collar, and cover not more than half of the ear. Beards, mustaches, and sideburns which extend below the ear are not acceptable.
2. Shoes must be worn at all times. Most sandals are permitted; however, molded rubber athletic sandals and other “beachwear/shower wear” are not permitted. Flip flops may be worn, but not shower/beachwear.
3. All shirts must be collared. Exceptions are t-shirts with Laurence Manning and college logos ,etc. No other t-shirts will be allowed. All shirts, including t-shirts must be tucked in. This policy includes long-sleeve t-shirts, pullovers, sweaters, and jackets as well.
4. **ALL** shirts worn by young men can be either plain or have only an LMA or college related statement on the front or back of the shirt. Only t-shirts with LMA or college statements are allowed. No other forms of writing on the front or back of the shirt will be permitted. Name brand logos (no advertisements) will be allowed as long as the logo is no more than several (2 to 3) inches square. This policy includes long-sleeve t-shirts, pullovers, sweaters, and jackets as well.
5. Pants and shorts with belts must be worn in the appropriate manner. Shorts/pants cannot be baggy or sagging. Shorts/pants may not be frayed, have holes, or be cut off. Sweatpants are not allowed.



6. No earrings, body piercing or tattoos.
7. Sweatshirts and winter dress follow the same restrictions as the t-shirt policy

Shirts or pants with objectionable writing or pictures will not be allowed. Shirts, hats, or pants bearing advertisement for alcoholic beverages, drugs, drug related slogans, sexual innuendos or political slogans will not be allowed.

Students in the fifth grade or below may wear child appropriate clothes.

Students in grades 6-12 will be allowed to wear dress shorts during the school year. Tight fitting shorts, cut-off shorts, spandex shorts, nylon shorts, and shorts that are more than two inches above the knee cap are not allowed. Students who wear inappropriate shorts (too short, wrong type, etc.) will lose the privilege of wearing shorts for the remainder of the school year.

Hats are not to be worn in the building or on the school ground during school hours (8:00-2:30).

No gothic or gang related apparel allowed.

The administration reserves the right to determine what appropriate dress is and to deviate or change the dress code as needed. Students who arrive at school functions dressed inappropriately will be subject to disciplinary procedures.

## **DRESS CODE VIOLATION**

First Offense - Administrative reprimand accompanied with a formal notification to the parent, which has to be signed. The student will be asked to change his/her clothing. If the student is unable to change his/her clothing, the student will be placed in administrative detention for the remainder of the school day. Any absences from class will be unexcused and the student must take the semester exams for the class(es) missed

Second Offense – The student will be sent home to change his/her clothes. After school detention will be assigned to the violators of the school dress code. Any absence from class will be unexcused and the student must make up all work as well as lose any exam exemptions. Additional offenses may result in Saturday detention or possible suspension.

*\*Please note that the opening day assemble will constitute a verbal warning. Therefore, any subsequent dress code violation will automatically forgo the first offense category and go directly to the second offense category. Students consistently violating the dress code will lose dress privileges in addition to administrative discipline.*

## **UPPER SCHOOL STUDENT COUNCIL**

The students of Laurence Manning Academy shall have representation on the Student Council as follows:

- 4 Seniors elected by the Senior class
- 3 Juniors elected by the Junior class
- 2 Sophomores elected by the Sophomore class
- 2 Freshmen elected by the Freshman class
- 1 eighth grader elected by the eighth grade class

In addition to the above members, a president shall be elected from the senior class, a vice president from the junior class, a treasurer from the sophomore class, and a secretary from the freshman class. These four officers are to be elected in a general election in May. The eligible voters will be rising grades 8, 9, 10, 11 and 12. In order to be eligible to run for any of the four offices, a student must present to the Headmaster a petition approving his/her candidacy, consisting of at least 10 eligible voters and 3 teachers, and must be in good academic standing and approved by the Headmaster. He/she must have an academic average of 85 or above and must have a good disciplinary record. The student council representative elections will be held during the first three weeks of school. Additional non-elected Student Council offices of Upper School Chaplain and Assistant Chaplain will be appointed from students in Upper School by the Student Council Sponsor and LMA Administration.

### **FUNCTIONS OF THE STUDENT COUNCIL SHALL BE:**

1. To promote the general welfare of Laurence Manning
2. To represent the student body to the faculty and administration
3. To make recommendations to the administration on such things as school clubs, extra curricular activities, senior privileges, etc.
4. To develop and present assembly programs
5. To encourage honesty, loyalty, scholarship, neatness, congeniality, and school spirit of Laurence Manning.

The student Council will have a faculty advisor appointed by the headmaster.

Student council members who fail to attend meetings and to assist with projects will be removed from the council by the headmaster upon request of the faculty advisor or a majority of the student council members. Rules governing attendance and procedure will be adopted by each student council each year and be presented to the Headmaster for approval.

A student may hold only one major office during the school year. Major offices are: Yearbook Editor, Newspaper Editor, Student Body Officer, Class Officer, School Chaplain, or Club President.

## **JUNIOR-HIGH STUDENT COUNCIL**

The middle school students of Laurence Manning Academy shall be represented by the Junior-High Student Government of Laurence Manning Academy. There will be an executive council of four elected representatives: a President and Vice-President elected from the rising eighth grade class and a secretary and Treasurer elected from the rising seventh grade class. These elections will take place no later than May 15 each year. Executive council officers must be passing all subjects, must maintain an overall average of no less than 80, must have an unblemished disciplinary record, and must have administrative approval to run for and to hold an office.

Each grade shall be represented by a class president, vice-president, secretary, and treasurer to be elected no earlier than May 15, but prior to the end of school, these representatives shall be nominated and elected from the rising sixth, seventh, and eighth grades in an organized meeting presided over by the homeroom teacher(s). Class representatives must be passing all subjects and have an unblemished disciplinary record.

A simple majority of votes will determine all elections.

All council member are subject to a demerit system and may be suspended or removed from Council for academic or disciplinary reasons

The Purposes of the Junior-High Government of Laurence Manning Academy shall be:

- to promote school spirit
- to stimulate a desire to render community service
- to promote worthy leadership
- to create a spiritual environment
- to be a voice for the students
- to encourage cooperation between pupils and administration, faculty and staff
- to provide appropriate school activities for the middle school student body, grades six, seven and eight.

The activities for the Student Body and the Student Council of the Laurence Manning Academy Junior-High shall be subject to approval by the headmaster and conducted under the direction of the faculty advisor appointed by the administration.

## **STUDENT PROJECTS**

1. All class projects and other fund raising activities must be approved by the student council and the office.
2. There will be no school-sponsored class trips except the senior trip and educational trips as approved by the administration.
3. No class parties will be allowed during school hours except the senior trip and educational trips as approved by the administration.
4. Students are not to leave school early to work on jobs, and permission for such cannot be granted.

## **DEVOTIONS**

Devotions will be held each morning in all classrooms. Chapel programs will be held each Wednesday.

## **LUNCH**

Light lunch, sandwiches, and snacks will be available. Milk, fruit juice, and soft drinks will also be available. A price list will be given to lower school students each month.

## **SEVERE WEATHER POSTPONMENTS AND DELAYS**

Please be advised that in the event of severe weather, Laurence Manning Academy will be contacting the following television and radio stations to communicate possible school delays or closings. These stations are: WIS TV Channel 10, WLTX TV Channel 19, Radio Station 94.7 FM and Radio Station 106.7 FM. These media outlets will be contacted no later than 6:00am on the date of possible severe weather. As a parent, if you feel that weather conditions warrant that your child not come to school, then please feel free to keep your child at home! The safety of all of our Laurence Manning students comes first when making decisions based upon severe weather conditions.

## **COMPUTER LAB POLICY**

Laurence Manning Academy prides itself on providing an up-to-date and student safe technology program. Parents and students should be reminded that the computer lab is for lab assigned work only, unless prior arrangements have been made with the computer lab staff.

The lab is available everyday after school until 3:00 p.m. for student use if prior arrangements are made with the computer lab staff. Students who need to use a computer during school hours should use the computers in the school library or classrooms.

The computer lab will not supply students with floppy disks, CDs or other storage devices. The school store has these items for sale. Students will be charged for printouts that are not related to computer science courses.

## **ALTERNATE LUNCH POLICY**

Students and parents are reminded that Laurence Manning Academy serves a full service lunch each school day. For those students who do not wish to purchase lunch through the LMA canteen, the only option is to bring your own lunch with you to school. Because Laurence Manning is a closed campus, students are not allowed to leave school during the day to eat lunch and return. Students may only leave school during posted lunch times if accompanied by their parent. Students may only be brought lunch by parents or other concerned parties with the expressed permission of the administration. Violations of this policy will result in disciplinary actions.

## **LOST AND FOUND**

Any items left in the classrooms, canteen, halls, restrooms, or on the grounds should be turned in to the work room. If the items are not claimed within 30 days, they will be given to charity.

## **LIBRARY**

We are proud of our library and encourage students to make full use of this fine facility. Library rules and regulations are posted in the library and copies may be obtained from the office. Library fines will be administered for books not returned in a timely manner. Fines will be posted in the library for delinquent books. The library will be used for study hall and all students are expected to utilize their study hall time to study or read. Rules concerning study hall procedure are also posted in the library.

## **BETA CLUB**

Laurence Manning is a member of the Beta Club and the Rufus Reid Honor Society. In order to be considered for membership, a student must have a 90 average based on semester grades. The average must be maintained to continue in the Beta Club.

## **AWARDS**

The valedictorian award is given to the senior who has attended Laurence Manning Academy for the entire 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade and has the highest class rank ending with the third marking period of the student's senior year. The salutatorian award is given to the senior who has attended Laurence Manning Academy for the entire 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades and has the second highest class rank ending with the third marking period of the student's senior year. Any student that repeats a grade after the 8<sup>th</sup> grade or has been caught breaking the school honor code in reference to cheating between the 8<sup>th</sup> grade and 12<sup>th</sup> grade, will not be eligible for either the valedictorian or salutatorian award.

Perfect attendance certificates will be given to all students who have been in attendance all day, every day, with no tardies or absences.

Awards will be given to students who are on the Honor Roll or Headmaster's List every six/nine weeks grading period. To be on the Honor Roll, a student must have at least a 90 average and no grade below 85. To be on the Headmaster's List, a student must have a 95 or above in each subject. Semester and yearly academic awards will be issued to students achieving these honors as well. Yearly Honor Roll and Yearly Headmaster's List will be determined by the final grades in core courses as dictated by the Commission on Higher Education.

Other awards for achievement in scholarship, citizenship, and athletics are given each year.

## **BOOSTER CLUB**

Patrons of Laurence Manning Academy have formed a Booster Club to help support the teams. Without the Booster Club and the help of all the patrons, L.M.A. would find it difficult to finance its broad sports program. The Booster Club provides the financing for all athletic equipment.

The parents of all athletes except midget cheerleaders must join the Booster Club or pay a fifty dollar (\$50.00) athletic fee.

## **PAT**

The purpose of the Parents and Teachers Association is to assist Laurence Manning Academy in extra curricular activities. Volunteers are needed to help with various money making projects and to serve as grade mothers.

## **GRADE MOTHERS**

1. Grade mothers are chosen in grades kindergarten through sixth grade.
2. They will be in charge of class parties (three per year – Christmas, Valentine, and Easter), and are asked to assist with Halloween Carnival, Sally Foster, May Day, Teacher Appreciation Week and Accelerated Reader.

## **SPORTS ELIGIBILITY**

Laurence Manning Offers varsity, junior varsity, and midget football, boys and girls varsity and junior varsity basketball, varsity and junior varsity baseball, girls volleyball, softball, and boys and girls tennis to all eligible students. In order to participate in athletics at L.M.A., a family must join the Booster Club or pay a fifty dollar athletic fee. Cheerleading is considered a part of the athletic program. Midget cheerleaders are exempt from this requirement.

## **FIRE ARMS**

Concealed Weapons are not allowed on school property.

## **SPORTS**

The independent Schools Athletic Association has passed the following eligibility rules:

A student must be in grade 7 or above to play varsity sports, unless mutually agreed upon by the participants.

A student must take and pass at least 4 one-credit core subjects, or five total credits or their equivalent, each marking period. If a student does not meet this standard, he/she will not be eligible during the next six week marking period. He/she may be reinstated for the following grading period by meeting the above requirements. At the end of the school year, a student must pass 4 one-credit core subjects, or five credits or their equivalent, for the year, to be eligible during the first marking period of the next school year.

Laurence Manning follows all rules established by the South Carolina Independent Schools Athletic Association as presented in the Blue Book. A copy of the Blue Book is available in the Headmaster's office.

## **ATHLETIC TRANSPORTATION POLICY**

The following policy applies to any athlete at Laurence Manning Academy:

1. No student/athlete is allowed to drive to or from an athletic event.
2. All athletes are required to ride with the team to all athletic events.
3. Varsity athletes can drive to Laurence Manning or to a designated location (Goody's) to meet the team and to ride with the team to the game site. They will also return with the team.
4. Junior Varsity athletes can travel from an athletic event with their parent(s) if a release form is signed. No phone calls or notes will be accepted.
5. In the event of games in the Sumter area, players from the area will meet the team in the parking lot of Goody's on Broad Street. Following the game, varsity players will travel with the team to this location.

## **GYMNASIUM**

The gymnasium is for the use of students, school organizations and other outside organizations during specified hours. The gym is not to be used except as authorized. Students using the gym after hours must get permission. If an approved adult is not present, students should assume that the gym is not open for use.

Outside organizations must pay a rental fee for the use of Laurence Manning facilities.

## **CHEERLEADERS**

Cheerleaders are an important party of our athletic program; therefore, we consider cheerleaders to be an extension of our athletic endeavors and, as such, they must meet the same eligibility requirements as other athletes.

All girls in the fifth, sixth and seventh grades are encouraged to be a part of the midget cheerleading squad. All girls in the eighth and ninth grades can try out for the junior varsity cheerleading squad. All girls in the tenth, eleventh, and twelfth grades may try out for the varsity cheerleading squad. Please note that in some years, depending on numbers, the administration may choose to allow seventh graders to try-out for Junior Varsity.

The cheerleaders will sign up and try-outs will be held in April or May.

Cheerleaders are responsible for their uniforms.

A more detailed list of rules and regulations will be provided for each cheerleader by the school sponsor. Varsity and junior varsity cheerleaders will be under the direct supervision of a school sponsor. The midget cheerleaders will be under the supervision of the parents.

## **JUNIOR CLASS FUNDRAISING AND DISBURSEMENT POLICY**

The Junior Class will conduct fundraisers to support the Laurence Manning Academy Junior-Senior Prom. These fundraisers will include but not be limited to the Miss LMA Pageant, school break sales, and any PAT of school related projects approved by the Laurence Manning Academy Board of Directors.

After all of the financial obligations related to the Junior-Senior Prom have been taken care of, 100% of all remaining funds will be given back to the school as a class gift. This disbursement includes any additional monies raised specifically for the Junior Class extending into the class's senior year.

Only funds raised specifically for the class's senior trip will be disbursed to the class members that qualify for such monetary distributions. Qualifications for the disbursement of senior class trip monies are as follows:

Criteria for Disbursement:

- A. Funds that are raised as a total class project will be distributed equally to ALL students registered and starting on the first day of school during the class's senior year.
- B. Funds raised by individual sales, specifically for the senior class trip, will be disbursed only to the class member responsible for the sales.

## FINANCES

All funds for the operation of Laurence Manning Academy come from tuition, contributions, and fund raising activities. We operate on a monthly basis; therefore, it is imperative that fees be paid promptly. A student whose fees are not paid will be subject to suspension until those fees are paid. Bills are paid in the following manner:

1. Tuition is to be paid for 12 months on or before the 1<sup>st</sup> day of each month, beginning June 1<sup>st</sup>.
2. Tuition fees are made payable to Laurence Manning Academy.
  - a) A late charge of 1.5% of the outstanding balance will be charged to all accounts not paid by the tenth of the month.
  - b) Should a person become delinquent on his fees, it will be necessary for that individual to meet with the finance committee on the third Monday in the month at 6:30 P.M. to make arrangements to make payments.
  - c) A twenty- five dollar fee will be charged for returned checks.
3. A student report card will be held when tuition is delinquent.
4. All payments are made payable to Laurence Manning Academy.
5. Please bring or mail all of the above payments to Laurence Manning Academy, Box 278, Manning, SC 29102.

Tuition alone will not pay all of the school's operation costs; therefore, throughout the year, several fund raising activities will be held. All parents and students are urged to participate fully in order to make these events successful.

## LMA PAT BY-LAWS

**SECTION I. NAME:** The name of this organization shall be Laurence Manning Academy Parent and teacher Association (PAT).

**SECTION II. PURPOSE:** The purpose of the organization shall be to strive to promote cooperation, understanding and unity of spirit among parents, faculty and administration by sponsoring programs, events and services which benefit the students of the school.

**SECTION III. MEMBERSHIP:** The membership of this organization shall consist of all parents of students at LMA and all members of the faculty of LMA.

**SECTION IV. DUES:** Dues will be collected in the amounts and in the manner as set forth by the Executive Council. Funds collected by the PAT shall be expended only with mutual consent of the Executive Council for the PAT and the Board of Directors of Laurence Manning Academy.

**SECTION V. EXECUTIVE COUNCIL:** The affairs of the PAT will be managed and governed by the Executive Council. The Executive Council shall be composed of fourteen (14) members: twelve (12) parents, to be selected by the parent members of the PAT, and two (2) faculty representatives to be chosen, one each, by the lower and upper campus faculties, respectively. A parent member on the



Executive Council shall serve a two (2) year term after the initial election terms described below. A faculty member shall serve a one (1) year term on the Executive Council. Of the twelve (12) parent members of the Executive Council, and six (6) members at the time of their election each shall have a child at the lower campus, and six (6) parent members at the time of their elections shall have a child in school at the upper campus. A parent may be selected as a representative of one campus even though he/she has a child at the other campus.

It shall be the duty of the Executive Council to manage and govern the affairs of the PAT. The council may invite to its meetings such members of the Board of Directors of Laurence Manning Academy as it deems advisable.

**SECTION VI. OFFICERS:** There shall be a President, President Elect/Vice President, Secretary and Treasurer of the Executive Council. All officers shall serve for a period of one (1) year and the President Elect/Vice President may at the end of his term be selected as President. The President Elect shall be selected from the council members having two (2) year terms to serve at the time of elections. Officers shall be elected at the first meeting held after the elections of new members to council.

## **SECTION VII. NOMINATIONS AND ELECTIONS OF EXECUTIVE COUNCIL**

### **1. Initial Nominations and Elections of Parent Representatives**

The initial Executive Council shall be nominated and elected as follows: A nominating committee composed of present officers of PAT shall nominate no less than two (2) parents for each Executive Council position. Six (6) of the initial positions on the Executive Council shall carry a term of one (1) year. Three (3) of these parent members shall be selected from parents of the lower school, as above noted, and three (3) parent members shall be selected from parents of upper school children. The remaining six (6) positions on the Executive Council shall carry a term of two (2) years and shall be selected as follows: three (3) positions from parents of upper school children and three (3) positions from the parents of lower school children. After the nominations, as above directed, elections shall be held by written ballot to parent members of PAT.

### **2. Nominating and Elections of Council Members after Initial Election**

The following procedure shall be utilized to nominate Executive Council members after the election of the initial council: A nominating committee from the lower school, composed of six (6) lower school members of Executive Council and the faculty representative, and a nominating committee from the upper school, similarly composed, shall meet in March of each year to make nominations for each position on the Executive Council. At least two (2) persons shall be nominated for the position by the nominating committee. Persons so nominated shall meet the requirements of being parents of children in either the lower or upper school, respectively, at the time of their nomination. Each parent so nominated shall be nominated for a two (2) year term on the Executive Council. All terms of parent Executive Council members shall begin June 1<sup>st</sup> during the year of election. If a position on the Executive Council becomes vacant after election, the Executive Council shall elect, by majority vote, a parent of a child from the appropriate campus to fill the unexpired term.

### **3. Nominating and Election of Faculty Representatives**

The Faculty representative of each campus shall be selected in the manner prescribed by the faculty of that campus.

## **SECTION VIII. COMMITTEES AND MEETINGS:**

1. **Committees:** The Executive Council shall have such committees as the Executive Council deems necessary and advisable, and such committees shall be appointed by the President. The following committees are suggested:
  - A. Sally Foster
  - B. Halloween Carnival
  - C. May Day – Entertainment and May Queen Court
  
2. **Meetings:** Executive Council shall meet at least once during the summer of each year, and once during every nine (9) week period of the school year. A meeting of the entire membership of PAT shall be held at least twice during the school year.

## **SECTION IX. AMENDMENTS:**

These by-laws may be amended by approval of said amendment by a majority of Executive Council and a majority of voting parent members of PAT after written notice and ratification by Board of Directors of Laurence Manning Academy.

# Acknowledgement

I have read and understand the policies and procedures presented in the current school year edition of the Laurence Manning Academy Handbook and pledge to abide by these stated practices.

Parent's  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Laurence Manning Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, athletics and other school administered programs.