

# MARLBORO ACADEMY



## ***Student-Parent Handbook 2021-2022***

**1035 Bennettsville Firetower Road  
Bennettsville, SC 29512**

**Phone: 1-843-479-6501  
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**Website: [www.marlboroacademy.com](http://www.marlboroacademy.com)**

# Safety Points

## Comprehensive emergency response plan includes

- The school works with local emergency service providers.
- The school conducts drills for fire, severe weather events, armed intruders, and evacuations.

## Check-in procedure for all visitors

- Enter through the front gate.
- Press the call button, and then state your name and the nature of your visit.
- Sign a guest register in the high school building.

## Parents/Guardians

- Please contact school personnel if you become aware of a dangerous situation that could involve Marlboro Academy. We will treat all information in an appropriately confidential manner.
- Parents should read and review the student handbook with their children.

## Emergency Situations

- Information will be posted on television, Facebook, and the school's website. Information will also be sent to emails and cell phones provided by parents.
- If needed, the school will provide information on how, where, and when parents can pick up their children.
- Be prepared to show identification to pick up your child.
- Law enforcement may be in charge of when your child can be picked up.

## Other

The following is a sample of what we do to help ensure a safe learning environment for students and staff members:

- Specific procedures for supervision in place.
- Coaches and all staff members have first aid and CPR training.
- Surveillance cameras are placed strategically throughout campus.
- Surveillance cameras are monitored continuously throughout school day.
- Staff members routinely check doors and grounds throughout the school day.
- Law enforcement periodically visits our campus and may eat lunch with our students.

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# **GENERAL INFORMATION**

## **BOARD OF DIRECTORS**

Mr. Allen Taylor- President	Mr. Eric Herndon – Vice President	
Mr. Doc Stillwell- Treasurer	Mrs. Sheila Liles-Secretary	
Mr. Ed Herring	Mrs. Jenni Greene	
Mrs. Elizabeth Cooley	Mr. Boyd McLaurin	Mr. Sully Blair

## **SCHOOL MISSION**

To provide a safe, nurturing, and rigorous academic environment which inspires and encourages development of students to achieve their highest academic potential and a strong moral character to prepare them for college and career readiness.

## **SCHOOL VISION**

To develop students who are well-rounded, who graduate with knowledge, integrity, and confidence and who realize their full potential enabling them to make a positive difference in the world.

## **BOARD GOVERNANCE**

The Marlboro Academy Board of Directors is the highest governing body of our school. The Board reserves the right to change, amend, override, or discount any part of the rules as outlined. The decisions of the Board are final.

## **ACCREDITATION**

Marlboro Academy is a member of, and accredited by, the South Carolina Independent School Association, Inc. (SCISA).

**This is a very fluid situation.**

**The mask policy for Marlboro Academy is subject to change.**

**MASKS -See COVID Guidelines**

## **CODE OF STUDENT CONDUCT**

The Marlboro Academy Code of Conduct is not intended as an exhaustive list of misconduct. As a result, Marlboro Academy reserves the right to discipline a student for any conduct the school deems inappropriate even though not specifically mentioned in this Code.

All sanctions and consequences are designed to be fair, redemptive, and instructive, with an emphasis on growth and development. The nature and severity of sanctions are based on the following:

- Severity of incident**
- Past behavioral patterns**
- Student maturity**
- Emotional state of student when incident occurred**

If at all possible, initial intervention for disciplinary problems should be minimal with an emphasis on caution, reasoning and counseling. However, Marlboro Academy will maintain a firm and uncompromising position on inappropriate behaviors.

While Marlboro Academy has no direct supervision over students outside of school operations and activities, we do reserve the right to discipline students for inappropriate behavior.

A student who has knowledge that a violation could occur may be considered an accomplice. A student who finds himself or herself directly involved in an inappropriate incident or potential incident has the responsibility to remove himself or herself to avoid implication.

Parents and students have the right under the School Code of Conduct to appeal any decision following standard procedures. However, they have the responsibility of addressing the concern along each level of the process prior to appealing to a higher authority.

## **Off Campus Behavior**

During times that students are outside of school operations and school-related activities, they are not under the direct supervision of the school and are not subject to the consequences of the Marlboro Academy Code of Conduct. However, as part of their agreement to enroll children in school, parents have agreed to support the school in its educational endeavors to accomplish our vision, mission, and goals. **As students represent the school at all times**, their behavior outside school operations and activities may reflect on the overall effectiveness of the school. As a result, the school has the responsibility to hold students accountable under certain circumstances.

## **Staff and Student Communication**

The quality of students at Marlboro Academy allows the faculty and administration to rely on reasoning to encourage appropriate behavior. As a result, our primary consequences are based on positive communication with our students. Most communication is preventative in nature and is designed to make students aware of our expectations to avoid situations where they unknowingly exhibit inappropriate behavior.

For this reason, teachers begin the year teaching students the rules and regulations for their individual classes and the school as a whole. Also, teachers are encouraged to talk to students regarding inappropriate behavior in such a way as to encourage the students while avoiding embarrassment. When teachers feel additional assistance is needed, they are to refer students to administration.

## **Parent/Teacher/Administrator Communication**

**Our belief is that the primary source of guiding student behavior should be the parents.** Our mission for maintaining appropriate student behavior is to form a partnership between the student and parents allowing the parents to handle as many issues as possible. It is our responsibility to ensure that we maintain an optimal academic environment for all of our students. If necessary parents will be contacted through certified letters, emails, phone calls, and parent conferences. However, when these forms of communication are no longer effective, graduated consequences may be necessary.

## **Denial of Class**

Students may be denied attending class pending a specified action, such as a required parent conference or returning school property. Students denied classes will not be allowed to make up work missed unless specified by Administration.

## **Suspension**

A suspension is a denial of the right of a student to attend school. The purpose of a suspension is to send a clear message to the student that the behavior is unacceptable. **A suspended student will receive a zero for any missed assignments or tests during the period of suspension.** Students are not allowed on campus or to participate in any school activities during the period of their suspension. This includes athletic practices. Teachers and coaches will be informed of any suspensions. Teachers will inform administrator when missed assignments are completed due to suspension.

## **Expulsion**

Expulsion is the permanent dismissal of a student from school. It is considered an absolute last resort to be used when all attempts to correct disciplinary issues have been exhausted. At this point it is determined that a complete change of environment is in the best interest of the student. An expulsion may also be justified when a student commits an act so severe that it threatens the safety of our other students or severely inhibits Marlboro Academy from meeting obligations to our other students. Finally, an expulsion may be necessary if a parent continuously refuses to support the school in an effort to correct inappropriate behavior of our students and support our mission to promote a positive learning environment.

## CHECK IN/CHECK OUT PROCEDURE – See COVID Guidelines

Parent/Guardian will send email to [admin@marlboroacademy.com](mailto:admin@marlboroacademy.com) stating date, time reason for check in/check out and who will be picking the child up. This email will reach Mr. Critcher, Mr. Hudson, Mrs. Newton, Mrs. Lackey, Mr. McKenzie, Mrs. Haltiwanger and Lower School Office. This will help with safety, faster communication, and accountability in the check in/check out process. Whenever possible this email should be sent before 8:30 am. Parent/Guardian should no longer use Mrs. Lackey's email concerning check in/check out process. The [admin@marlboroacademy.com](mailto:admin@marlboroacademy.com) should be used.

## HONOR CODE

- The student shall be on his/her honor to prepare and submit only his/her own work. This includes homework, papers, test, exams, etc. Students should also refrain from giving or receiving help on tests or examinations.
- Each student has the responsibility to report any infractions.
- Any act of dishonesty will not be tolerated and may result in dismissal.

## CAMPUS EXPECTATIONS

- Students are to address adults in a respectful manner.
- During assemblies, students **will** be attentive, courteous and respectful at all times.
- No weapons, guns of any make (rifle, shotgun, pistol, toy guns, etc.), knives, and explosives, are allowed on MA campus, including student vehicles.
- No alcohol, illegal drugs, or drug paraphernalia is allowed on campus, including student vehicles.
- Graffiti will not be tolerated on school property and will be viewed as vandalism. Student will be responsible for all costs incurred to clean up vandalism or replace damaged equipment.
- Students must adhere to the Dress Code.
- **Trash should be put in trashcans.**

## FINANCIAL INFORMATION

- MA does not ask for nor does it accept government funds; therefore, it is necessary that tuition be paid on time.
- Payments are due by the 10<sup>th</sup> of each month.
- Permanent records and official transcripts will be withheld until all fees and penalties are paid in full.
- Please refer to your 2021-2022 Enrollment Contract to determine payment options.
- All cash payments for tuition must be brought to the finance office by an adult.

## VISITORS ON CAMPUS -See COVID Guidelines

- No visitors on campus during school hours without prior approval from administration.
- If allowed, please follow procedures listed below.
- Enter through the front gate.
- Press the call button, state your name and the nature of your visit.
- Sign a guest register in the high school building and wear a visitor's badge while on campus.
- Visitors must return to the high school office to sign out before leaving campus.

# ACADEMICS

## SOUTH CAROLINA UNIFORM GRADING POLICY

Marlboro Academy utilizes the South Carolina Uniform Grading Scale to calculate GPA and class rank. All courses carrying Carnegie units will be used. All final transcripts will report class rankings.

- Transcripts and report cards will use numerical grades for courses carrying Carnegie units.
- Transcripts and report cards will specify the course title and the level of the course the student has taken.
- Grades in courses carrying Carnegie units will be converted according to the South Carolina Uniform Grading Scale.
- South Carolina Uniform Grading Scale. See form/table appendix

## CALCULATION OF GRADE POINT AVERAGE/CLASS RANK

- Marlboro Academy utilizes the South Carolina Uniform Grading Scale to calculate GPA and class rank. All courses carrying Carnegie units will be used. All final transcripts will report class rankings.

## GRADUATION REQUIREMENTS

English .....	4 units
Mathematics.....	4 units
Science (Must have three lab sciences excluding physical science) .....	4 units
Social Sciences (One must be U. S. History, and one must be Government/Economics).....	4 units
Foreign Language (Three or four recommended) .....	2 units
Computer Science .....	1 unit
Physical Education .....	1 unit
Fine Arts.....	1 unit
Electives .....	3 units
<b>Total .....</b>	<b>24 units</b>

## COURSE OF STUDY CLASSES TAUGHT AT MA

- K-4 Self Contained: Math, Reading, Spelling, English, Writing, Science and Social Studies
- K-6 Rotation: Art, Computer/Library, Music, PE, Spanish
- CP-College Prep
- H-Honors
- #-Count towards High School Credits in 8<sup>th</sup> Grade
- All courses taken in grades 9-12 count towards High School Credits

- All students in grades 9-12 will be required to take their core courses (English, math, social studies, and science) on MA campus.
- Possibility of Additional Electives

<b>5<sup>th</sup></b>	English	<b>6<sup>th</sup></b>	English	<b>7<sup>th</sup></b>	English	<b>8<sup>th</sup></b>	#English I CP/H
	Reading		Reading		Math 7		#Algebra I H
	Math 5		Math 6		Language Arts		Pre Algebra 8
	Science		Science		Pre Algebra 7		Health/PE
	Social Studies		Social Studies		Science		Science
	Rotation		Rotation		Social Studies		Social Studies
					Chorus		Chorus
<b>9<sup>th</sup></b>	Algebra 1 CP	<b>10<sup>th</sup></b>	Algebra 2 CP	<b>11<sup>th</sup></b>	Algebra 3 H	<b>12<sup>th</sup></b>	Ad Biology H/CP
	Algebra 2 H		Biology CP/H		Chemistry CP/H		English 5 H/CP
	English 2 H/CP		Chorus		English 4 CP/H		Gov/Econ CP
	Spanish 1 CP		Cinema		Geometry CP		Pre-Calculus H
	World Geography CP		English 3 CP/H		Spanish 3		Algebra 3 CP
	Physical Science H/CP		Geometry H		World History CP		
	Computer Science CP		Spanish 2 CP A/B		Psychology		
			U.S. History CP				

## COMMUNITY SERVICE

- 36 hours are required for graduation from MA
- MA office will maintain a list of number of hours students acquire
- Suggestions: Red Cross, Humane Society, Hospice, Relay for Life, United Way, Church Functions, Community Kitchens
- These hours must be earned in addition to service hours needed for club membership.

## COURSE CHANGES FOR STUDENTS

Reasons a course change will be made

- The student has already passed the course.
- The student failed a course needed for graduation and needs to take that course over.
- Administration and parent have prior agreement.
- Administration has the authority to change a course under certain circumstances.

## ACADEMIC PROBATION

Students may be placed on Academic Probation at the discretion of the headmaster.

## AFTER SCHOOL STUDENT GUIDELINES

- All students must be off campus by 3:00 pm each day unless under the direct supervision of a staff member.
- Students must leave parking lot when they sign out of school.
- Students are not allowed to return to campus prior to 2:30 pm for games, practices, etc unless they sign back in.
- For liability insurance reasons students not picked up by 3:00 will be placed in Homework Center at charge. This includes students waiting for any school sponsored events including athletic practices either for themselves or their siblings.
- Siblings of students who have early dismissal must be picked up in the front pick up line.

## AWARDS

Teachers will present academic awards to their students at the end of 2021-2022 school year.

MA staff will vote on awards given at the end of the 2021-2022 school year as follows:

**Brenda Quick Award** is presented to an “outstanding 6th grader”....someone who is a good leader, has not been written up, makes good grades, gets along well with others, is honest, etc.. A student is nominated and voted on by the 6<sup>th</sup> grade teachers.

**Pence Award** is presented to a graduating senior who has at least a “C” average through high school, participated in three or more extracurricular activities, held at least two major offices and has provided service to Marlboro Academy. The student exhibits outstanding qualities of character and leadership. This is a student who is nominated and voted on by the high school faculty.

**Wayne Usher Award of Excellence** is presented each year to an athlete who meets the following qualifications: must be a student in grades 10-12, has participated in two or more varsity sports in the current school year, has a GPA of 3.0 or higher, and exemplifies the characteristics of honor, dedication, perseverance, good sportsmanship, and service. This is voted on by the high school teachers and varsity coaches.

**Sally Jennings Dependability Award** is awarded to a student each year in grades 9-12 who the faculty feels can always be depended on when needed for anything. This student is nominated and voted on by the high school faculty.

## DUAL CREDIT

### Marlboro Academy Dual Credit/Dual Enrollment Policy:

**Dual Credit:** Courses taken for high school and college credit.

**Dual Enrollment:** Courses taken for college credit only.

If a student chooses to take courses for **Dual Credit**, the student must do the following:

- Choose only courses that will transfer to a four year college (see suggested course list on the back).
- Choose courses that will not replace Marlboro Academy courses without prior approval from the headmaster. All required courses for graduation must be taken at Marlboro Academy.
- Students will be allowed to take four courses for **Dual Credit**.
- Understand that courses for **Dual Credit** must be taken during the academic calendar year. In other words, courses taken during the summer will not be accepted for **Dual Credit**, and all **Dual Credit** courses must be taken by the end of fall semester of the senior year.
- Understand that courses taken during the junior year of high school that are eligible according to the conditions above may be reported on the transcript. For courses taken during the fall of the senior year, the courses with the highest average will be reported (up to the approved number of courses). However, once a course appears on a transcript that is mailed with a college application, it will not be removed. Parents and seniors will approve the transcript before it is mailed with college applications during the fall of the senior year.

If a student chooses to take courses for **Dual Enrollment**, the student must understand the following:

- Students may take as many classes for college credit as they would like.
- Marlboro Academy will only accept **four** courses to be reported on the student's high school transcript.
- Marlboro Academy will only accept **four** courses to be included in the student's high school GPA.
- Any requests for exceptions to this policy should be made in writing to the headmaster. Any exceptions will be made at the headmaster's discretion after consultation with the board of directors.

### SUGGESTED COURSE LIST:

#### NETC

AHS-102 Medical Terminology  
ART 101 Art History and Appreciation  
PSY-201 General Psychology  
SOC-101 Intro to Sociology  
REL-101 Intro to Religion

SPA-101 Elementary Spanish I  
SPA-102 Elementary Spanish II

MAT-110 College Algebra  
MAT-120 Probability/Statistics

HIS-101 Western Civ to 1689  
HIS-102 Western Civ Post 1689

#### RCC

MED-121 Medical Terminology I  
MED 122 Medical Terminology II  
PSY-150 General Psychology  
SOC-210 Intro to Sociology  
SOC 213 Sociology in the Family

SPA-111 Elementary Spanish I  
SPA-112 Elementary Spanish II

MAT-171 Precalculus Algebra  
MAT-152 Statistical Methods  
MAT-172 Precalculus Trigonometry  
MAT-143 Quantitative Literacy  
MAT 271 Calculus I  
MAT 272 Calculus II

HIS-201 American History to 1877  
HIS-202 American History 1877 to present

HIS-131 American History I  
HIS-132 American History II

PSC 201 American Government

Additional Courses to consider:

Public Speaking  
English Composition I

English Composition II  
Intro to Computers

## **JUNIOR MARSHALS**

- The six - eight juniors who have maintained the highest grade point averages will be designated as junior marshals. This could be changed at the discretion of the Headmaster.
- The chief marshal will be the marshal with the highest grade point average. GPAs will be calculated at the end of the 1<sup>st</sup> Semester of the junior year.
- Junior Marshals will be announced prior to Spring Break.
- Marshals must have entered the Academy by the beginning of their sophomore year.
- All junior marshals **must** attend practices, Baccalaureate and Graduation ceremony.

## **EXAM EXEMPTION POLICY**

A student may qualify to exempt an exam provided the student meets the following criteria:

**1<sup>st</sup> Semester** - No exemptions, with the exception of Senior Government with a grade of 90-100 with 6 or fewer absences for the semester.

**2<sup>nd</sup> Semester**-All class exams may be exempted with a grade of 90-100 with 6 or fewer absences for the semester.

**Exams**-Students must stay entire exam period

## **EXTRA HELP**

- Extra help is not a viable option for those who do not pay attention in class or for those who do not do their assigned homework.
- Extra help is NOT the same as tutoring. Extra help is provided by all teachers in order to answer specific questions, to clarify instruction, or to review material covered in class.

## **GRADE PROMOTION**

Promotion from grades one through twelve in the case of students who fail one or more subjects will be determined by Administration.

## **HOMEWORK POLICY**

- Homework is to be done by the student and should not be shared with other students unless approved by the teacher.
- Homework assignments are the student's responsibility and should be submitted in a timely manner.

## **HONOR GRADUATES**

Honor graduates are those graduating seniors who have maintained an average of 4.00 for all high school work.

## **HEADMASTER'S LIST**

- Headmaster's List is awarded at the end of each quarter in grades 4-12.
- Headmaster's List is awarded to those students who achieve a grade of at least 90 in all academic subjects for the quarter.
- Headmaster's List for the year require students to achieve the required grades for each of the four quarters for grades 4-12.

## **HONOR ROLL**

- Honor roll is awarded at the end of each quarter in grades 4-12.
- Honor Roll requires a grade of at least 80 in all academic courses at the end of the quarter.
- Honor Roll List for the year require students to achieve the required grades for each of the four quarters for grades 4-12.

## **BETA CLUB**

The Beta Club is an academic, honorary organization.

Beta Club Requirements:

- The Beta Club will be open to any student in grades 9 -12 who maintains a cumulative average of 4.00 on the SCUGP for all subjects giving a Carnegie unit.
- Should a cumulative average fall below 4.00, a student will be placed on Beta academic probation and given one semester in which to bring the average up to standard.
- Membership will be forfeited if the average of 4.00 is not attained by the end of the probationary period.

## **JUNIOR BETA CLUB**

- Sixth through eighth grade students must have a 90 or above in every academic class. Honors classes will be weighted accordingly.
- Students admitted to Junior Beta the previous year will continue as Junior Beta members.
- Students must maintain an overall average of 90 or above to remain in the Junior Beta Club.
- Students must follow all rules and procedures.
- Students must attend Beta Club meetings and participate in Beta-sponsored activities.

## **NATIONAL HONOR SOCIETY**

Candidates will be evaluated, by members of the high school faculty, on the basis of leadership, service, character, and scholarship. The Faculty Council will consider each application and will make the final decision for membership into the Marlboro Academy Chapter of the National Honor Society. Candidates selected to become provisional members of the National Honor Society will be informed of their acceptance by letter.

## **MAKE-UP WORK**

- Student is responsible for getting notes and announcements from the class missed.
- Student is responsible for any material given during the absence including homework, quiz, test, project, etc.
- Student is responsible for knowing of any future assigned homework, test, quiz, project, etc.
- If student knows that they will be absent ahead of day or days missed, student is responsible for collecting all assignments for homework, test, quiz, project, etc. before this absence or absences.
- All make-up work should be completed by the deadline given by the teacher, this includes online work.
- If work is not completed by the deadline, a student may earn a zero.

## **REPORT CARDS**

- Report Cards are published on Gradelink at the completion of each nine week school period.
- A hard copy of a student's report card may be requested by parents.

## **SCISA ACADEMIC REQUIREMENTS FOR ATHLETICS**

### **ACADEMIC REQUIREMENTS:** (SCSIA Bluebook)

#### ***Academic achievement is a pre-requisite to participation.***

**A.** In order to participate in athletic activities of the South Carolina Independent School Association, a student must be enrolled in and attending the member school in order to participate in that school's athletic program. The student must also meet all other necessary requirements for participation.

**B.** A student in grades 9-12 must take and pass at least four (4), one unit CORE Courses or any five (5) one unit courses, each grading period (6/9/12 week) or semester to be eligible. - Students below the 9th grade must pass four (4) subjects each grading period/semester. - A senior who has met or is meeting all requirements for graduation must pass four (4), one-credit courses each marking period/semester. - A student who is repeating a course for which he/she has previously received credit cannot count this course as one required for eligibility.

**C.** A Maximum of Two Credits earned/recovered during summer sessions may be accepted from an accredited school with an established summer school program.

**D.** First Semester Academic Eligibility: A student must have earned a minimum of 4 core units or any 5 units of credit from the previous school year to be declared eligible for the First Semester (Fall) of a school year. - Any student who did not receive credit for at least one-half of all courses taken the previous school year cannot be declared eligible until after the successful completion of the 1st Semester. - Block Schedule: At least two units must have been passed during the second semester or summer school. (Example: a student who earned 4 units for the first semester but withdrew/dropped-out the 2nd semester shall be declared ineligible for the First Semester).

**E.** Home School Courses. If a school allows a student to take courses at "home", those course are not eligible for athletic eligibility.

**F.** Schools providing non-traditional academic programs such as "virtual school", distance learning or other non- traditional courses shall seek prior approval by SCISA before these courses may be used for athletic eligibility. COVID-19 Exception: (20-21) Schools who offer virtual/online classes can count them toward athletic eligibility.

**G.** Core Courses: Those courses in English, Mathematics, Science, Social Studies, Computer Science (1), Fine Arts(1) and Foreign Language that are recommended by the Commission on Higher Education and are common to SCISA schools.

**H.** A One Credit Course is a course taken for 36 weeks, one period each day for a minimum of 45 minutes. A course taken each day as above for 18 weeks would be a half credit which when combined with another half credit course would be the equivalent of a one credit course. A course taken for 36 weeks but only three, 45 minute periods each week would not be a one credit course. Note: A One Credit Course taken for 18 weeks, shall meet for one period each day for a minimum of 90 minutes. - Dual Credit Courses are treated as one half of a carnige unit.

**I.** Eligibility is to be declared on the fourth (4th) school day after the end of the marking period. A student shall become eligible or ineligible at 12:01 AM on the fourth school day after the end of the marking period. Example 1: The marking period ends on Friday. Student X becomes eligible or ineligible at 12:01 AM on Thursday. Example 2: The marking period ends on a Monday and Tuesday is a holiday for students. Student Y becomes eligible or ineligible at 12:01 AM on the following Monday.

## **TESTING PROGRAM**

ACT	Grades 10, 11 and 12	Recommended
Otis Lennon IQ Test	Grades 2, 5, and 7	Required
PSAT	Grades 8- 11	Required
SAT	Grades 10, 11 and 12	Recommended
Standard Achievement	Grades K-9	Required

## **TRANSCRIPTS**

- Before transcripts can be released for an enrolled student, all accounts must be current. This includes tuition, athletics, fundraising, arts, classroom balances, uniforms, textbooks, etc.

## **VALEDICTORIAN AND SALUTATORIAN**

- The class valedictorian will have the highest GPA at the end of the senior year.
- The salutatorian will have the second highest GPA at the end of the senior the year.
- Students receiving these awards must have entered the Academy by the beginning of their sophomore year and have taken the most rigorous courses offered at the Academy.

## **VIRTUAL INSTRUCTION PROTOCOLS**

- Virtual Instruction may be provided for major medical illnesses that require **two** or more days of absences.
- Parents will provide information to Administration that allows their child to receive Virtual Instruction. (Form will be provided online.)
- Parents will provide Administration written medical documentation from their doctor's office who treated their child.
- Students with permission to use Virtual Instruction must sign in with their teacher and remain on task or be excused by their teacher to be counted present.
- Administration holds the right to approve or not approve virtual learning for class credit.

# STUDENT SCHEDULE INFORMATION

## ATTENDANCE POLICY- - See **COVID Guidelines**

- Marlboro Academy recognizes that a positive correlation exists between regular attendance and achievement.
- Students who are absent more than **16 days** per school year shall be placed on a list of candidates for retention, and/or may not be able to receive credit for a course. There will be no distinction between excused and unexcused absences **except in the case of an appeal**.
- Students who are absent more than **8 days** per semester for a ½ credit class shall be placed on a list of candidates for retention, and/or may not be able to receive credit for a course.
- Students with more than 16 absences have the opportunity to appeal to the Marlboro Academy Board of Directors for their **excused absences** to pass a current class, to be promoted to next grade and/or to receive credit for the course.
- It shall be the responsibility of the student/parent to keep accurate records for **excused absences or tardies**. Examples-doctor's notes, legal issues, family issues, etc.
- MA requires that documentation be provided to the school stating the reason for student absences, tardies, and early dismissals.
- MA will maintain complete, confidential, and accurate attendance records in each class.
- A student shall have the opportunity to make-up all work, including tests, missed during the absence as arranged by the student with the teacher. **It is the student's responsibility to get make up work**.
- To be counted officially present and allowed to participate in athletics, a student shall be in attendance at least one-half of the school day (3 hours), unless student has prior approval from Administration.
- School sponsored events do not count towards the 16 day absence policy.
- Students must be fever free for 24 hours without medication before returning to school.
- Attendance letters will be mailed to parents after a student's 4<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup> and 16<sup>th</sup> absence.

## TARDINESS

- A student shall be at his/her assigned station for work at the time appointed for the school day or class to begin or be recorded as a tardy for the day or class.
- Three tardies will equal an absence in the exam exemption policy.
- A student in grades 6-12, who misses more than one half of a period is marked as absent in that class. Students in K-5 will receive a normal tardy. Three tardies equal 1 day absent under the exam exemption policy

## DAILY SCHOOL SCHEDULE

8:20	First Bell	10:25-11:15	Third Period
8:25	Tardy Bell	11:15-12:10	Fourth Period for Grades 7-12 Lunch K-6
8:25-8:30	Homeroom	12:10-12:35	Fourth Period for K-6 Lunch 7-12
8:30-9:20	First Period	12:40-1:30	Fifth Period
9:20-10:10	Second Period	1:30-2:30	Sixth Period
10:00-10:10	Break- Grades 5-6		
10:10-10:25	Break- Grades 7 – 12		

## HOMEROOM

Meets every day

Teachers: 5<sup>th</sup> grade – K. Bunch; 6<sup>th</sup> grade-Wagner; 7<sup>th</sup> grade-Stanton; 8<sup>th</sup> grade-Billington/McKenzie;  
9<sup>th</sup> grade-Jones; 10<sup>th</sup> grade-Marsh; 11<sup>th</sup> grade-B. Hyduke; 12<sup>th</sup> grade-Hudson.

## LEAVING SCHOOL EARLY- **See COVID Guidelines**

- A parent must email [admin@marlboroacademy.com](mailto:admin@marlboroacademy.com) that states the reason for the student to be released earlier than regular dismissal time.
- Students who become sick during the school day and this sickness requires them to leave campus, must sign out at the office with parent's permission.
- If Administration feels that student is not well enough to drive, transportation must be provided by student's family.
- All athletes leaving campus for an away game are under the direct supervision of their coach and will leave with the team at the announced departure time.
- Students in 11<sup>th</sup> grade who are taking NETC/RCC classes may be dismissed at 1:30 pm with proper paperwork.
- Students in 12<sup>th</sup> grade will be released at 12:10 pm to take NETC/RCC classes, 1:30 pm for seniors taking a MA class 5<sup>th</sup> period.
- **No student may leave MA campus before regular dismissal time without permission from Administration. Non-Athletes must sign out.**

## SIGN-IN / SIGN-OUT PROCEDURE-STUDENTS - **See COVID Guidelines**

- **ALL** students will sign in/out in the high school office.
- Parents will report to the high school office when they are buzzed through the gate. Students being signed in will be sent to class once they have been signed in at the high school office. If a student is being checked out, he or she will be called to the high school office at that time.

# DISCIPLINE

Individual teacher classroom management prevails until a faculty member decides that results are not forthcoming. Administration intervention will follow.

## Discipline Consequences

**Minor Offenses** are the following: Class Disruption, Dress Code Violations, Profanity, Inappropriate Gestures, Not Following Playground Rules, Not Following Teacher/Staff Directions

1<sup>st</sup>-Student Warning: Warning form signed by Student/Teacher

2<sup>nd</sup>-Parent Notification: Referral form signed by Student/Teacher/Parent

3<sup>rd</sup> Loss of Break Time: Referral form signed by Student/Administration/Parent

4<sup>th</sup>-One Day Suspension: Referral form signed by Student/Administration/Parent

5<sup>th</sup>-Three day Suspension: Student/Parent/Administration Conference

6<sup>th</sup>-Possible Expulsion from MA: Student/Parent/Administration Conference

**Major Offenses** are those which require the immediate attention of Marlboro Academy Administration because of the severity of the violation. These behaviors include, but are not limited to the following: Alcohol, Assault, Bomb Threats, Bullying, Improper Social Media Posts, Disrespect to MA Staff, Cheating/Plagiarism, Drugs, Fighting, Hazing, Leaving School Without Permission, Tobacco Products including Vaping, Serious Inappropriate PDA, Stealing, Sexual Harassment, Theft, Vandalism, Technology Misuse, Weapons

1<sup>st</sup>-Parent Notification/Possible Suspension: Student/Parent/Administration conference

2<sup>nd</sup>-Five Day Suspension: Student/Parent/Administration conference

3<sup>rd</sup>-Ten Day Suspension/Possible Expulsion: Student/Parent/Administration conference

**Parent must accompany student and meet with administration upon student return from suspension.**

**Administration has the authority to bypass Consequence Procedure if a Safety Issue is involved,** which may include but not limited to, Weapons, Drug Possession/Sale, Alcohol, Assault, Sexual Harassment, Social Media Posts or Bomb Threats.

## CELL PHONE USAGE

- All Students may possess a cell phone as long as they comply with MA administration and staff rules.
- Staff members have the right to set guidelines for cell phone use in their classroom setting.
- Students must place their cell phone upside-down on the corner of their desk during class time.
- Students may use their cell phones during the following times: before and after school, lunch, morning break, and between classes.
- MA staff is not responsible for cell phones.
- Students who post videos or pictures on social media that were made at school or at a school sponsored activity that are considered inappropriate may face possible disciplinary action. If an issue arises at school regarding a social media post or text made off campus, students may be disciplined accordingly.
- Students **may not** use cell phones during school wide emergencies or emergency drills unless instructed to do so by a MA staff member.
- **Cell phones will be taken up at the beginning of each class and returned at the end of the class unless needed for instruction.**

**\*\*\*Parents, please try to do your calling or texting during student lunch periods.**

**Cell Phone Offenses:** Cell Phones taken at school will be returned to student at end of that school day with parent notification.

1<sup>st</sup>-Student Warning

2<sup>nd</sup>-Parent Notification-cell phone taken for remainder of day

3<sup>rd</sup> –Student may not use their cell phone or another student’s cell phone during school hours for 5 days

4<sup>th</sup>- Student may not use their cell phone or another student’s cell phone during school hours for 10 days

5<sup>th</sup>-Possible Suspension/ Expulsion from MA

## ALCOHOL

No student shall possess, use, transmit, or be under the influence of an alcoholic beverage on MA campus or any MA function/activity.

## **BULLYING/HAZING**

Marlboro Academy is committed to a safe and civil educational environment free from harassment, intimidation or bullying for all students, employees, and volunteers, **Administration defines bullying as a pattern of behaviors, not an isolated incident.**

Harassment, intimidation or bullying means any intention that:

- Physically harms a student or damages the student's property.
- Verbally intimidates/harasses a student.
- Uses electronic means to intimidate/harass a student.
- Has the effect of substantially interfering with a student's education.
- Is severe, persistent, or pervasive so that it creates an intimidating or threatening environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Individual teacher classroom management prevails until a faculty member decides that results are not forthcoming. Administration intervention will follow.

**It is important for administration/staff to be informed as soon as possible when bullying occurs so this matter may be addressed. We can't address it if we don't know.**

## **CHEATING/PLAGIARISM -DEFINITION**

A student is considered to be in the violation of the MA policy of cheating when he/she participates in any of the activities included in, but not limited to, this list:

- Copying or receiving another student's answer on a test or quiz
- Securing information on an examination beforehand
- Passing information on an examination to another student
- Copying homework or a class assignment
- Allowing another student to copy one's own work
- Using information for fraudulent purposes: Ex-storing information on a calculator, writing material on student's hand, etc....
- Willfully falsifying data and presenting it as one's own research or work
- Not citing research, quotes, or any other information

**\*\*\*Note-A student will receive a zero on a test, quiz, homework assignment, project, research paper, or any other work in which cheating/plagiarism is used.**

## MARLBORO ACADEMY DRESS CODE 2021-2022

Marlboro Academy encourages students to attend school in clothing that is neat, clean, fits properly, and which covers them appropriately to promote success in the classroom. Students will not be allowed to attend school in clothing or accessories which interfere, **distract**, or disrupt good order and discipline.

### Grades K-4 All Students

- ❖ Shorts required under dresses/skirts.
- ❖ Midriffs must be covered.
- ❖ Undergarments shall not be visible.
- ❖ Tennis shoes worn for PE.
- ❖ No hats in school building.

### Grades 5-12 All Students

#### Upper Body:

- Midriffs must **always** be covered.
- Sleeveless apparel is acceptable with an appropriate strap on **both** shoulders.
- Undergarments cannot be visible at any time.
- Hair styles should be neat, clean, and combed.
- Facial hair should be properly groomed.

#### Lower Body

- Dresses and skirts should reach **fingertip** length in a normal standing position for the entire circumference of the item.
- Shorts, including Athletic shorts, should reach **fingertip** length in a normal standing position for the entire circumference of the item.
- Leggings may be worn, however, shirt or other top worn with leggings should reach **fingertip** length in a normal standing position for the entire circumference of the item.
- Holes in blue jeans are only allowed at or below **fingertip** length in a normal standing position.
- Students may wear sweatpants that are neat and appropriate for school.
- Pants, shorts, and skirts may not have writing across the front or the back.
- Pants must be worn at the waist, with no sagging.
- Sunglasses, hats, or toboggans may not be worn inside buildings.

#### Entire Body

- Clothing items will not have lewd, vulgar, provocative, obscene, or degrading messages.
- Clothing items will not promote violence, alcohol, tobacco, or illegal substances.
- Body piercing, apart from earrings, may not be worn on any body part that shows. (Also, Tongue rings are not allowed.)
- No visible tattoos.
- Blankets are not allowed on campus without prior administrative approval.
- Dress code must be adhered to for special events such as awards days, homecoming, inductions, etc.

**If in doubt, don't wear it!**

## **DRUGS**

No student shall possess, use, transmit or be under the influence of any narcotic or hallucinogenic drug, including amphetamine, barbiturate, and marijuana, etc. on MA campus or any MA school sponsored function/activity.

## **ELECTRONIC DEVICES**

- Laptop computers are allowed for all students as academic tools.
- Marlboro Academy is not responsible for storage, maintenance, damage to an electronic device. Any electronic items brought on campus are the sole responsibility of the student.

## **FIGHTING, ASSAULTING, OR CAUSING PERSONAL INJURY**

No student shall participate in a fight, assault, or attempt to cause physical injury to any student, school employee, or other person on MA campus or school sponsored function/activity.

## **BREAK/LUNCH PERIOD EXPECTATIONS**

Students do not break in line or allow others to break in line.

- Students remove trays and trash from tables and put trays and trash in appropriate places.
- Students are not allowed in parking lots during lunch without permission from staff.
- Students, with the exception of seniors, must consume food on the stage or picnic tables.
- Items taken without payment will be handled as a disciplinary offense.

## **PUBLIC DISPLAY OF AFFECTION-PDA**

- Public Display of Affection between students is not allowed on MA campus or at any school function/activity.
- Serious inappropriate or sexual misconduct is considered as a Major Offense in MA Discipline Chart.

## **STUDENT POSSESSIONS**

- Students are provided with cubbies in which they may keep their books and belongings.
- The school can neither assume nor accept responsibility for loss or damage to personal property.
- A student should not touch another student's possessions without permission.
- The school strives to maintain a secure environment in which both people and property are respected.

### **Cubbies**

- Students may only use cubbies before school, break, lunch and end of day.
- Students are asked to keep their cubbies and personal belongings sanitized.

## **SEXUAL HARASSMENT**

No student, staff member, or other persons on MA campus shall be subject to sexual harassment. Any student, staff member or other person who believes that he or she has been sexually harassed while on MA campus or involved in a school related activity/function should report this incident to administration promptly.

**Sexual harassment may include any of the following behaviors:**

- Sexual comments
- Sexual humor or jokes
- Offensive notes, drawings, or pictures
- Sexual propositions, insults, or threats
- Insulting sounds or gestures
- Unwelcome or offensive touching of body
- Display, viewing, or reference to pornographic materials
- Any form of sexual assault or threat of sexual assault.

## **STUDENT SEARCH POLICIES**

- Marlboro Academy reserves the right to search a currently enrolled student while at school, while participating in a school-sponsored activity, or while representing Marlboro Academy.
- Property belonging to the student that can be searched includes student driven automobiles, equipment, clothing, personal effects, bags, purses, coolers, lockers, cases or other containers.
- Only Headmaster, Assistant Headmaster, Administrative Designee, or Law Enforcement Officer will conduct the search.
- Marlboro Academy also reserves the right to engage in random searches, which includes the above stated items.
- Marlboro Academy may utilize searches using trained dogs that are accompanied by a qualified dog trainer handler.
- A refusal of a search may be grounds for suspension/dismissal.
- Parents will be notified if their child or their child's property has been searched.

## **SUBSTANCE ABUSE POLICY**

- To help insure a safe, healthy, and productive educational environment for our students, staff, and employees, the school has adopted a strict policy with regard to the possession, use, or distribution of controlled substances and alcohol.
- Accordingly, the possession, use, consumption, distribution, or sale of alcohol or controlled substances, or having controlled substances in one's system without medical authorization during school hours, on school property, or while a participant or spectator at a school-sponsored event, or at any time when the student represents the school, will result in disciplinary action up to and including expulsion.

## **TOBACCO//VAPING**

No student shall possess or use any tobacco product or a vaping device on MA campus or at a MA activity/function.

## **TRESPASSING**

Students are not allowed on MA campus when suspended. Parents, guardians or any other person who have been banned are not allowed on MA campus or at a MA activity/function.

## **WEAPONS**

No student shall knowingly possess, handle, or transmit any knife, razor, ice pick, explosive, machete, pistol, rifle, shotgun, pellet gun, metal knuckles, or any other object that would reasonably be considered a weapon on MA campus or at any MA school sponsored function/activity.

## **OTHER ILLEGAL ACTIVITIES**

**A student shall not engage in:**

- Any conduct on MA campus or at a MA function/activity which violates any law of the United States, the state of South Carolina, or any other state/country in which the conduct occurs.
- Any conduct which is detrimental to either the maintenance of good order, safety or discipline, or the general welfare of students and staff at Marlboro Academy.

## **Miscellaneous**

### **ANNOUNCEMENTS**

- School announcements will be made daily prior to break.
- A hard copy of announcements will be placed outside of the High School Office.
- Parents will be sent a copy of the announcements by email each day.
- Announcements must be in main office by 9:15 am to be read over intercom.
- Administration must pre-approve announcements, handbills, or posters before being displayed on MA campus.
- No flyers or announcements may be placed on **glass doors or windows**.

### **ATHLETICS**

- Each student athlete/parent will receive a *Marlboro Academy Athletic Handbook*.
- MA Athletic Director will physically distribute and receive a signed acceptance from parent before student can participate in an athletic event.
- Head Coach will go over handbook at team parent meeting.
- Please read carefully the eligibility regulations as found in the **Marlboro Academy Athletic Handbook**.
- Fall Sports: Cross Country, Equestrian, Soccer– Coed, Tennis- Girls, Volleyball- JV and Varsity, Clay Shooting
- Winter Sports: Basketball- JV and Varsity Boys and Girls, Cheerleading- JV and Varsity

- Spring Sports: Baseball- JV and Varsity, Golf- Coed, Softball- JV and Varsity, Tennis- Boys, Soccer
- Uniforms purchased by Marlboro Academy will be issued and recorded by Athletic Director.
- Uniforms purchased by Marlboro Academy will be turned in to Athletic Director immediately after last game. Student-Athletes need to bring a change of clothes. Athletic Director will be in charge of washing uniforms.

## **BOOK BAGS**

- Book bags will not be left in hallways, door openings or other high level traffic areas for safety purposes.
- Book bags are subject to random inspection by administration.
- Please keep personal items sanitized.

## **BUS TRANSPORTATION - See COVID Guidelines**

- Students who rode buses during the 2020-2021 school year will have first opportunity to sign up for 2021-2022 school year. After these spots are secured, a lottery, if needed, will be held for remaining spots. Remaining students requesting a spot will be put on a waiting list.
- Cost is \$60 dollars per month for 10 months for first child in a household. (August-May) Cost for additional children in the same household will be \$40 dollars per month. If a student decides that he or she no longer need to ride the bus, the spot will be offered to the next person on waiting list.
- Hierarchy of bus availability- school sponsored field trips, athletics, student transportation to/from school.
- **Prohibited bus behavior earns the same disciplinary action as if the violation occurred on school campus.**

## **COLLEGE VISITATION**

- Seniors and juniors have the opportunity to use 2 school days that will not count towards the 16 day attendance policy. Parents may request to the headmaster that more days be excused for long distance college visits.
- College Placement Counselor must be informed at least 3 school calendar days prior to scheduled visit by email.
- Students must get college visitation form from College Placement Office prior to visit.
- Students should also inform teachers at least 3 school calendar days prior to scheduled visit.
- Students are responsible for all work missed during this visit.
- Students may not use a College Visit Day for colleges for which they missed the application deadline or are not attending.

## **COMPUTER LAB /TECHNOLOGY**

- Computer Labs, I-Pads, and other Marlboro technology are for the proper use of MA students, and staff.
- Students will be held accountable for any applicable legal charges for the unauthorized, improper, illegal or unacceptable use of school technology systems.
- Parent and student must sign a responsible use policy provided in student packet.
- Students may use Marlboro Academy Lab located in the Media Center during lunch, break, study halls, before/after school unless a staff member has reserved lab for class use.
- Computer Lab usage falls under MA technology policies.
- **No food or drinks, including water, are allowed in the computer lab and media center.**

## EMAIL

- Parents/ Guardians should check their emails daily for information such as announcements, schedule changes, etc.
- The Health Screening Policy for COVID-19 will be emailed at the beginning of each week.
- Gradelink, our student records program, requires all students and parents to have an email address on file with MA.
- Email between MA staff and students/parents will be our 1<sup>st</sup> choice of communication.
- If you have not received an email from Marlboro Academy by the end of the first week of school, please contact the administrative assistant.

## EXTRA CURRICULAR ACTIVITIES

- Athletic Teams
- Beta Club
- Chorus
- Chess Club
- Interact Club
- Jr. Beta Club
- Junior Leadership Bennettsville
- Literary Meet
- Marlboro Academy Pageant
- Math Meets
- Music Festival
- National Honor Society
- Quiz Bowl
- Spelling Bee
- Student Council
- Yearbook

## HOMEWORK CENTER

- Homework Center hours are 2:30-5:30 Monday-Thursday. The Homework Center will be held in the Lower School.
- The purpose of the Homework Center is to allow time after school for students to complete homework in a structured, monitored environment.
- **For liability insurance reasons students not picked up by 3:00 will be placed in Homework Center at charge. This includes students waiting for or any school sponsored events including athletic practices either for themselves or their siblings.**
- Further information is available on MA website.
- Cost for Homework Center is \$10 per child each day.
- Payment for the week must be made before the end of each week.

## FIELD TRIPS

Field Trips at MA are scheduled 30 days ahead of time and must be approved by Board.

- Class/Grade Field Trips will be relevant to the MA curriculum.
- Group Field Trips will be relevant to the overall education of the student-Ex-NYC.
- Students are responsible for all academic work missed.
- Field Trips sponsored by MA are for MA students only. Siblings of MA students are not allowed to use transportation provided by Marlboro Academy to attend Field Trip unless permission is granted from Administration.
- MA students not in the classes that are going on the field trip are not allowed to participate.
- Parents/Guardians will be notified in a reasonable time frame if fundraising or a financial charge is required for student to participate in a Field Trip.

- Transportation-if needed, will be equal to all students.
- Parents must turn in proper documentation to transport students.
- Students will ride to and from Field Trip with appointed adult.
- MA Discipline Code applies to all field trips.

## FIRST AID

- All members of the MA faculty and coaching staff are trained in emergency first aid and CPR.
- Parents are responsible for informing Administration of any medical condition that might require special precautions or emergency attention, including potential allergic reactions to insect bites or stings. In such cases, parents must provide the school with emergency medication and written permission for immediate emergency room care.

## FUNDRAISING

- MA Board has approved these seven fundraisers: Charleston Wrap, Halloween Carnival, BBQ, Miss Marlboro Academy Pageant, Big Bash & Benefit, Junior Prom (World's Finest Chocolate and Cake Raffle) and Senior Trip (Fall and Spring T-shirts, Dragon Parking Space, Doughnut Sales, Pizza Fridays, Spirit Links, Singing Valentines, School Dance).
- The only fundraising activities allowed to take place on MA campus are those sponsored by a MA organization and **pre-approved by Board of Directors.**
- No fundraising food items may be sold during lunch periods.
- No outside organizations, groups, or individuals may conduct any type of fundraising on MA campus without **prior-approval of Board of Directors.**
- All Fundraising Requests must be submitted on the appropriate form at least 30 school days in advance.
- All students in K-12 will be dismissed at 1:30 pm on BBQ day.
- **All fundraising tickets must be accounted for. Students must turn in money for the tickets sold, any unsold tickets or a combination of the two. Students are required to sign for all tickets when they are issued. Any unaccounted for funds for tickets will be added to the student's account in the finance office. Any student who is on "opt out list" is not required to turn in money or unused tickets.**

## LIBRARY BOOKS/TEXTBOOKS

- The use of library books and textbooks is a privilege for all students.
- Parents/Guardians are responsible for repair or replacement costs of library books and textbooks that are damaged, destroyed, or lost.

## LICE/NITS

- A student who has lice or nits will not be admitted to class for at least one full day after a student has been sent home (e.g., A student sent home on Wednesday may return on Friday).
- Student may not be readmitted to class until Administration determines student is free of lice and nits.

## **MEDICATIONS**

- Any student requiring medication during the school day must submit a statement to the main office in the high school building.
- All notes must be signed by a parent/guardian and physician for prescription medication.
- The medicine will be kept by assigned school personnel in a locked cabinet. This includes both prescription and over-the-counter medicines.
- An assigned faculty member is permitted to dispense over-the-counter medication only if a parent has given permission on the Medication Form. This will be documented on each child's medical form.

## **PARENT INVOLVEMENT**

- Booster Club Membership-The purpose of the MA Booster Club is to support all MA athletic programs.
- Academic Conferences-Marlboro Academy encourages parents to schedule frequent conferences with teachers and administrators to discuss student progress. Conferences are scheduled through the teacher during the teacher's planning period or after school.

## **PARKING LOT/DRIVING ON CAMPUS**

- MA is not responsible for damage to vehicles or theft from vehicles parked on campus.
- All vehicles must be parked front-end first and in the assigned lot space.
- Parking tags must be displayed on all vehicles
- Parking lots are not accessible to students during school hours unless permission is granted by Administration.
- Speed limit on MA campus is 5 MPH.
- Speeding, unsafe, or reckless driving will result in loss of driving privileges.
- Playing loud music in vehicles on campus is not allowed.
- Student vehicles must not be moved to another campus area during the school day.
- All vehicles parked on campus are subject to be searched by administration or law enforcement.
- No firearm, explosive, weapon, illegal drugs or alcoholic beverage of any kind is allowed in a vehicle on campus. Violation of this policy is punishable by suspension, possible expulsion, and legal charges.
- All gates will be locked 30 minutes after a school event ends (sports, pageant, etc.)
- Students must leave parking lot when they sign out of school.
- Students are not allowed to return to campus prior to 2:30 pm for games, practices, etc unless they sign back in.
- Siblings of students who have early dismissal must be picked up in the front pick up line.
- Students are not allowed to loiter in the parking lot at any time.
- Administration reserves the right to revoke driving privileges.

## **PARTIES-HOLIDAY/BIRTHDAY**

- Parties are permitted for classrooms in grades K-4.
- Teachers will provide a list of parties to parents at the beginning of each semester.
- Birthday parties will be held at 2:00 for Kindergarten class and 2:15 for grades 1-4

## **PROM**

- Students who wish to bring a student from another high school must have a student recommendation sheet signed by that student's current principal.
- If the guest is not currently enrolled in high school, they must not be over the age of 20. They will be required to have a permission form signed by their employer or pastor and may require a background check.
- All junior class members, (even class members not attending the prom), are required to support all activities related to the prom such as fundraising, planning and set up/clean up.
- All students in grades 9-12 will be dismissed at 11:35, after third period, on prom day.

## **SENIOR PRIVILEGES**

- Senior Study-located in Pence Hall
- Entering lunch line before 9-11 grades
- Parking-1<sup>st</sup> row, as available, in front of gym
- Seniors may use senior study to consume food at break/lunch if area is kept clean
- Seniors may be dismissed on BBQ day after last delivery
- Seniors will have access to a locker, if requested

## Student DROP-OFF AND PICK-UP - See COVID Guidelines

Procedures for **drop-off** are as follows:

- Vehicles will enter the gate closest to Academy Road and drive on the right side in single file to the covered walkway.
- **No one is authorized to drop-off to the left side of the drive.**
- Students are to exit the vehicle **from the right**, unless a parent is going to get out of the car and assist a student exiting from the left.
- Students then will proceed to the proper destination. Students in grades K-5 will report to Pence Hall before 8:00 am. Students in grades 6-12 will report directly to homeroom.
- Students reporting to school after 8:00 am will report directly to homeroom.
- **If there is a need to come inside, it is imperative that parents pull past the covered walkway and adjacent sidewalk and park on the right side of the drive.**

Procedures for **pick-up** are as follows:

- Vehicles will enter the gate closest to Academy Road.
- Two lines will form. As you get closer to the section where pick-up occurs, traffic will merge into one lane. This merger will start at the right hand turn where every other car in the left lane merges after a car in the right lane.
- Vehicles will proceed to the end of the sidewalk where station 1 is placed. Next four vehicles will follow and stop at next free station.
- **Do not pull out and attempt to leave in left lane unless directed.**
- Driver may leave when car in front moves forward.
- If a child has forgotten something or there is a need for you to come inside a building, pull past the covered walkway and adjacent sidewalk and park in the visitors parking area on the right. **Driver must never leave a parked or running vehicle unattended in the pick-up line.**

## SAFETY DRILLS

**Code Black-Severe Weather**

**Code Red-Fire**

**Code Yellow-Evacuation**

**Code Blue-Lockdown**

**Code Blue-Modified Lockdown**

- When a safety drill or an emergency situation occurs, students must stop whatever they are doing and proceed to the designated areas at assembly points outside the buildings or in enclosed areas of the buildings, depending upon the drill.
- The essential rule during safety drills is that students must proceed to the designated area in a rapid, orderly, and quiet manner.
- Marlboro Academy practices the following drills: evacuation, fire drill, weather and lock-down. Safety issues are addressed in the Marlboro Academy Crisis Manual, and all faculty and staff members have a copy in their possession.

# STUDENT COUNCIL-ELIGIBILITY, ELECTION, DUTIES, OFFICERS

Information will be provided to MA student body through distribution of “Constitution of the Student Council of Marlboro Academy.”

## SUBSTITUTE TEACHERS

When a substitute teacher is assigned to a class, students will follow all MA behavioral and academic expectations.

## TECHNOLOGY USE POLICY

The computer system is owned and maintained by the school. This **Responsible Technology Use Policy** helps to protect students, staff, and the school by clearly stating acceptable use of computers and computer resources.

- School computer and internet use must be appropriate to the student’s education or to staff professional activity.
- Network access will be made only through an authorized password and may not be disclosed to people outside of the school.
- Irresponsible use of the computer equipment, network access, internet, or other items related to technology may result in permanent loss of technology privileges.
- Replacement cost for one school computer, software and licenses, and other peripheral items exceeds \$2000.00. Any individual found to have damaged or tampered with a school computer is liable for the replacement cost.
- All copyright and intellectual property rights must be respected.
- The use of chat rooms is not allowed unless using them with a teacher.
- E-mail accounts will be provided for faculty and staff. Students will not be provided a school e-mail account.
- Use of computer equipment or internet may not be used for private purposes including: online gaming, political purposes, advertising, or soliciting.
- System security must be respected; it is a criminal offence to use a computer for a purpose not permitted by the system owner.
- The school may exercise its right to monitor the use of the school’s computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where:
  - it believes unauthorized use of the school’s computer system is taking place;
  - the system is or may be being used for criminal purposes; or
  - for storing unauthorized or unlawful text, imagery, or sound.

## TELEPHONE/EMAIL MESSAGES FOR ADMINISTRATION

- Students may not use the school phone. A staff member will place a call for a student using the school phone for (1) sickness, (2) change in after-school athletic practice, and (3) any other change in school-related after-school activities.
- Phone calls should be made at the end of class, during break, or during lunch.
- Parents should email [admin@marlboracademy.com](mailto:admin@marlboracademy.com) to let us know any of the following: (1) if children will be late to school, (2) if parents will be late picking up children at the end of the day, (3) if usual transportation arrangements are to be changed in any way, (4) if student is not going to ride afternoon bus.

## TRANSPORTING STUDENTS FOR SCHOOL RELATED ACTIVITIES

- SCISA is requiring its schools to have all persons who transport students have a Drivers Registration Form on file prior to transporting a student on a school related trip. Please complete this form in its entirety.
- **No one may transport a student, other than their child, without a properly completed transportation form on file for school related events.**

**MARLBORO ACADEMY'S HONOR CODE:** As members of the Marlboro Academy community, we commit ourselves to act honestly, responsibly, and above all, with honor and integrity in all areas of school life. We are accountable for all that we say, do and write. We are responsible for the academic integrity of our work. We will not misrepresent our work no give or receive unauthorized aid. We commit ourselves to behave in a manner which demonstrates concern for the personal dignity, rights, and freedoms of all members of the community. We will not tolerate a lack of respect for these values.

**10 Point Grading Scale  
For Grades 8-12**

<b>South Carolina Uniform Grading Scale Conversions</b>				
<b>Numerical Average</b>	<b>Letter Grade</b>	<b>College Prep Weighting</b>	<b>Honors Weighting</b>	<b>AP/IB/Dual Credit Weighting</b>
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