

# Lee Academy



# Student Handbook

*Revised August 2020*

# **STUDENTS HANDBOOK**

## **7. INSTRUCTIONAL PROGRAM**

### **7.0 Our View**

All Lee Academy personnel must be concerned with the total development of the child...his mental, social, emotional, and physical development. In our school, we try to help each child develop his capabilities as fully as possible. As we work with children, we are guided by what is known about child growth and development, and the learning process. To help a child, we strive to understand his individual growth pattern. We gear materials of instruction and our expectations to the level of the child's ability and readiness to achieve.

By diagnosing the strengths and weaknesses in the growth pattern of a child, by encouraging a child to work to the best of his ability, by adapting the materials of instruction to assist the individual, and by adopting techniques and methods to motivate, our instructional program can make it possible for a child to learn.

\*Please note: In the best interest of the school, the board of trustees reserves the right to make changes to this handbook at any time it becomes necessary.

### **7.1 Grading System**

A child's attitude toward learning is most important. He needs to experience success in his learning attempts. His readiness to learn must be determined, and instruction provided within his ability to succeed. In reporting pupil progress in the academic subjects grading system, A, B, C, D, & F, is the established system for Lee Academy elementary and secondary grades. In determining grades, it will be helpful to study the following behaviors in relation to the child's ability, the goals established with the child, and in consideration of all that is known about the child's total growth pattern. In grades K3-K, the symbols "S" and "U" are used in reporting progress in the work and social skills listed under citizenship and conduct. "S" indicates satisfactory progress. "U" indicates unsatisfactory and need for improvement.

### **7.2 Instruction for Grading and Testing**

1. All transfer grades come through the office. Teachers may look at permanent records of any student currently enrolled in his classes.
2. A letter grade will be recorded for all students on their permanent record.

## 7.3 Grading Scale

A-90-100

B-80-89

C-70-79

D-60-69

F- 59 and below

### Exemptions

Only students in grades 7-12 may be exempt. All students are required to take midterm exams for those classes that meet a full year. Students may be exempt according to the following scale:

1st Semester: (half year course) 90 average or higher with no more than 4 absences. 80-89 with no more than 2 absences

2nd Semester: (yearly course) 90 average or above with no more than 8 absences. 80-89 with no more than 4 absences.

### GRADE AVERAGES

The following percentages will be assigned to determine the course average prior to taking the nine weeks exam:

**TEST- 40%**

**DAILY and HOMEWORK- 35%**

**Example test average 80(multiply by 40%) =48**

**Daily and homework average 86 (multiply by 35%) =34.4**

**Course average prior to nine weeks= 82.4 or 85 (when rounded) .5 or higher is rounded up**

**THE NINE WEEKS EXAM WILL COUNT 25% OF THE FINAL NINE WEEKS**

**GRADE Example course average =82**

**Exam=77**

**82+82+82+77=323 divided by 4=80.75 or 81**

## **Number of recorded grades per nine weeks**

Objective and fair evaluation of a student's work and progress is critical in any educational endeavor. Reliability and validity are important criteria in determining a student's grade. A sufficient number of evaluations, tests, quizzes, homework, assignments, daily grades, projects and etc... should be included in each nine weeks average. All teachers must have a minimum of nine grades per nine week period. Teachers may give more than nine but not less. This policy is not optional

### **Academic Honors**

Requirements for academic honors are as follows:

Dr. Gist Honor Roll – 4.00 and Higher GPA

Honor Roll – 3.5 to 3.999 GPA

## **7.4 Promotion and Retention**

For a student to be promoted in 7th and 8th grade, he must receive a passing grade in three of the four core subjects – math, science, English, and social studies. Excessive absences may prevent a student from being promoted to the next grade. In order to receive credit, a student may not miss more than 10 days per semester or 20 days per year. A person who has had an extended illness will be treated on an individual basis.

Elementary students must pass reading, English, and math in order to be promoted.

### **Grade Level Classification:**

To be considered a freshman, a student must have passed three core subjects and be promoted from the eighth grade.

To be considered a sophomore, a student must have a minimum of 5 credits.

To be considered a junior, a student must have a minimum of 11 credits.

To be considered a senior, a student must have a minimum of 15 credits.

*Only two units of correspondence courses may be accepted toward graduation. All correspondence courses must be approved by the Headmaster. No more than two Carnegie units may be earned during summer school each summer. Summer school must also be approved by the Headmaster.*

### **Effective 2018-2019 School Year (Class of 2019)**

#### **Graduation Requirements:**

4- Units English

4 – Units Math\*

4 – Units Social Studies\*\*

4 –Units Science\*\*\*

1 - Unit P.E.

½ - Unit Health

½ - Unit Speech

½ - Unit Fine Arts

½ Unit Computers

3 – Units Electives

22 Total Units Required

\*one of which must be Algebra I, with recommendation that two of the four be Algebra I or higher

\*\*To include American History and American Government

\*\*\*one of which should be a laboratory based biological science and one physical science

**Academic points are as follows:**

A 4

B 3

C 2

D 1

**Honors Program**

In order to be eligible for Valedictorian or Salutatorian and Honors distinction at Graduation, a student must follow the guidelines listed under section 7.4 of this handbook for a total of 24 credits and attended Lee Academy for six consecutive semesters. Students in this program must meet all other requirements for graduation.

**Honors Program**

In order to be eligible for Honors distinction, a student must

1. Be enrolled in all honors courses offered each semester
2. Take 2 years of a foreign language
3. Maintain a minimum cumulative 3.25 GPA

**24 Units Required**

**Honors Courses**

Recognized as advanced or weighted courses, thereby earning greater weight in the grade point average are as follows:

Honors English	10-12 Honors Chemistry
Algebra II	Advanced Math
Honors Biology	Anatomy & Physiology
Honors Spanish I & II	Honors Geometry

Concurrent Courses to be weighted: Any college course that is English, Math, History or Science

College courses – concurrent credit provided student meets the requirements for the course is taken during the school year. \*College courses need to be approved. Academic points for

Honors courses: A 5

B 4

C 3

D 2

Note: There will be an academic meeting with the Headmaster, Counselor, and Parents at the beginning of the school year for the Freshman Class.

## **8.0 Attendance**

Beginning with the 2012/2013 school year, a child must be 5 on or before August 1 of the current year. New students entering school should report to the Headmaster's office to be enrolled. All necessary enrollment forms must be filled out, after which, course assignments will be made.

Students who move or change their mailing address or telephone number(s) after enrollment should report the change to the main office immediately so that records may be corrected in case of an emergency at school or at home. In the spring students will pre-register for the coming school term.

### **8.1 Class Attendance**

It is most important for a student to attend school to pass his work or earn credits. Lee Academy feels a student not in regular attendance cannot successfully make passing grades.

**School is in session from 7:55 a.m. until 3:05 p.m. Upon arrival, students are to wait in gym. No student should be in any other area of the building without permission prior to 7:45. Any student found violating this policy is subject to disciplinary action.**

A student must be present in school by noon on the day of the event and in school for the rest of the day to participate in extra-curricular activities. This includes athletic contests, cheerleading, plays, etc.

A student who accumulates more than 20 absences in a year course or 10 in a semester course will forfeit credit for that course. After 10/5 absences parents will be required to meet with the headmaster. After 15/8 a second meeting will be required for the parents to meet with the headmaster.

Administration may waive this policy if and only if it is determined the absences resulted from unusual circumstances or extended illness.

If extenuating circumstances require special consideration for any student regarding the absentee policies, prior written explanation and application for such exception must be made to the Board. Any decision by the Board will be final. Students and parents are on notice that Lee Academy has adopted a zero-tolerance policy for excessive absences.

**The school administrative staff or designee will contact all parents of absent students before second period begins**

For a student to receive credit for perfect attendance, that student may be neither absent, tardy, nor leave school early on any day.

Attendance will be taken daily. If a student reports to first period class after the tardy bell, the student should be sent to the office for an admit slip.

**The daily bulletin will list the names of all absentees. If a student is absent from any class throughout the day, the office must be notified immediately via Jupiter grades.**

No student should be allowed to attend class after having been absent from the last regular meeting of that class without first presenting an admittance slip.

*In elementary, if a student misses at least 2 hours but less than 4 hours, he/she will be absent 1/2 day. If he/she misses more than 4 hours, it will be considered a full day. Individual classes missed will be totaled and the student will accumulate 1/2 and whole days absences for these classes.*

### **Attendance Procedure for Homeroom or First Period Teacher**

Attendance will be recorded each day on Jupiter Grades each period. If a student is tardy to school or was absent the day before, the teacher should send him or her to the attendance desk in the business office. Each teacher will keep a roll for his/her classes.

**Tardiness:** Students are given plenty of time between classes. When a 7-12 student is tardy to class, the teacher will send the student to the main office to get a tardy slip (excused or unexcused). **When a student is tardy to school or class three (3) times in a nine week period the students will be sent to the office.** This policy also applies to elementary students: tardy to school or class three (3) times in a nine weeks, the student will be sent to the office. Elementary teachers will record the times tardy. Every subsequent tardy will result in additional punishment. When a new nine weeks begins, the slate is wiped clean and the student begins again.

If a student is absent more than 25 minutes from class, he is considered absent rather than tardy. All tardy slips to class or to school will be issued from the main office.

**Closed Campus: Once a student arrives on the Lee Academy campus, he/she is not to leave the campus until the end of the school day.**

Students will not be permitted to go to the doctor, dentist, or to attend any form of business in town unless a parent comes by the office to sign him or her out, or the Headmaster receives permission from a parent.

**Visitors: All visitors must enter the school at the main entrance and sign in at the Headmaster's office.** No visitors are allowed on campus unless they have something to do with administration. Students will not bring friends, brothers, or sisters to school with them. A prospective student will be allowed to shadow a current student. Students will not be permitted to talk to strangers or people who drive on campus.

Parents are welcome at any time. Conferences between teachers and parents will be arranged through the office during a time when the teacher is not in a scheduled class.

Teachers are not required to discuss student performance with parents who telephone teachers at home. Parents are asked to schedule conferences through the office.

## **8.2 Conduct**

*The use of drugs, alcohol, or tobacco at any Lee Academy event is prohibited.*

**Adult Behavior:** Displays of verbal or physical abuse, disrespect, poor sportsmanship, or otherwise inappropriate conduct or behavior will not be tolerated on Lee Academy school property, or at any Lee Academy event, or at any event where Lee Academy is a guest or a participant. Violation of this policy will result in a suspension of attendance at school events for a period of up to one year. Any violation of this suspension, at the sole discretion of the Board of Directors of Lee Academy, Inc, will be sufficient grounds for termination of any or all education contracts with the school, with respect to said parent, guardian or patron.

**Student Behavior:** All students are expected to conduct themselves in a manner that will contribute to the best interest of the school and will promote the educational process. The school staff has the authority and the responsibility to take customary and reasonable measures to maintain discipline among students under their care and supervision. Such measures may include, but not be limited to, the use of reasonable force, corporal punishment, suspension, and expulsion.

Sports: Lee Academy Policy

1st Ejection – automatic 1 game suspension

2nd Ejection – follow MAIS rules & regulations

3rd Ejection – follow MAIS rules & regulations

Parents are responsible for any MAIS fines assessed to Lee Academy

Corporal Punishment

In the event it becomes necessary for the Headmaster or a teacher to administer corporal punishment to a student, the teacher will administer the punishment in the presence of the Headmaster or another teacher. The punishment must be administered with a Headmaster approved paddle and administered only to the lower posterior.

**Smoking, use of smokeless tobacco, vaping or any kind of E cigarette will result in suspension. This includes any paraphernalia that is used for any of the above.**

Teachers are to exercise prudence in avoiding excessive use of corporal punishment; however, this is not to be interpreted in such a manner that it will obstruct the teacher's duty and responsibility in using whatever reasonable means that are necessary to maintain discipline.

The school reserves the right to administer discipline to the extent deemed necessary, including corporal punishment. The Board of Directors of Lee Academy has directed the following procedures when corporal punishment is used:

1. Student is to be given reason for paddling before punishment.
2. A witness is required to observe the paddling.
3. The paddles to be used are only those provided by the school. **No other instrument is to be used for corporal punishment.**
4. Sex, age and physical size of student will be considered in application of the punishment.



5. Student is to be reminded of the reason for "paddling" after punishment.

## 8.4 Student Suspension or Expulsion

The Headmaster shall have the authority to suspend or expel any student from school. The length of the suspension will be determined by the Headmaster. The Headmaster will notify the school board of all expulsions and enter the same on the student's permanent record. An expulsion may be up to one calendar year.

No suspended student will be allowed to reenter the school prior to a conference between the Headmaster and the parent or guardian. If readmitted, the student will not be allowed to make up any school assignment given while absent because of the suspension.

In certain situations, an in-school suspension may be given. During this time, students are isolated from the regular classroom and class work and testing are completed. The suspended student is responsible for completing and handing in all work.

On the first suspension, depending on the severity of the offense, students may lose any honor, award, Who's Who, homecoming, cheerleader, or sports eligibility, etc. On the second suspension the student will lose any honor, award, Who's Who, homecoming, cheerleader, or sports eligibility, etc. This does not apply to in-school detention; however, repeated in-school detentions can lead to an out-of-school suspension. If a student is suspended, the offense will carry over for two consecutive 9-weeks periods. For example, if a student receives a Who's Who honor in September and is suspended for fighting in October, the student will lose the who's who honor received in September. Additionally, the suspended student will not be eligible for any honors voted on during the two consecutive 9-weeks periods. The final decision will be made by a committee of the high school faculty and the headmaster. The committee may revoke all honors, awards, etc. for the entire year depending on the severity of the offense. **After three out of school suspensions within an academic year, for any reason, will result in expulsion from Lee Academy.**

### **Behavior Subject to Suspension or Expulsion:**

Cheating: Ultimately, cheating solves nothing and frequently hurts many. Cheating is not a part of the values at Lee Academy. Cheating will be dealt with on an individual basis. A student found cheating will receive a zero for the assignment. The teacher will file a written report with the office, and the student may also be sent to the office for additional discipline. This covers either the giving or receiving of information.

- Disrespect or insubordination and disobedience toward any school employee
- Truancy
- Excessive unauthorized absenteeism
- Willful damage or destruction of school property or personal property of others
- Fighting, brawling, or any other conduct which interferes with the established educational process  Bullying
- Gambling
- Repeated dress code violations

- Unauthorized access or misuse of computers ☐
- Forgery ☐
- Possessing, buying, selling, or using any form of alcoholic beverage, narcotic, or drug ☐
- Failure to pass a drug test (See Drug Policy Section 8.15) ☐
- Possessing, buying, or selling obscene literature. ☐
- Possession of any object which can be construed to be a dangerous weapon ☐
- Possession of fireworks or other explosive devices ☐
- Physical violence, either overt or implied, toward any faculty member or school official
- Theft ☐
- Sitting in cars or in the press box during school hours ☐
- Use of profanity, vulgar language or obscene gestures ☐
- Leaving campus without signing out and following the correct procedures ☐
- Smoking or the use of smokeless tobacco products on campus, in the building, on the activity bus, or in cars
- Public display of affection ☐
- Girls found in boy's locker rooms; boys found in girl's locker rooms (with no adult present) ☐
- Any other conduct or behavior which discredits the school or interferes with the established educational process

## 8.5 Miscellaneous Rules

1. Only seniors may park by the Senior Walk. Other students may park on the west side but not on the grassy areas. Visitors, parents, and teachers are to park on the east side.

2. A student will not be permitted to use the telephone during class time unless it is an emergency. Students will not be called out of class for a phone call.

3. Gum chewing is not permitted at school. This includes any break times. Violators of this policy may be assigned to detention with work to be assigned by the Headmaster.

4. Please follow the "chain of command" when you have an issue with a teacher. Please attempt to resolve with the teacher first – if no resolution can be accomplished, then speak with the Headmaster – if still no resolution, as a last resort, it may come before the Board of Directors.

**5. All accounts should be kept current.** Past due tuition, bus fees, etc. will prevent the child/children from participating in all activities including, but not limited to cheerleading, athletics, etc. All past due fees, tuition, etc. are subject to collection through legal means. **If accounts are 30 days past due, there will be no extracurricular activities. If accounts are 60 days past due, students will be suspended until account is current.**

6. All secondary students are required to participate in school sponsored class activities i.e., fund raising for events, prom events and other activities as determined by the class sponsor and the Headmaster. Fines, to be determined by the class sponsor and the Headmaster, will be levied for nonparticipation in these activities.

## **CELL PHONE POLICY**

Cell phones and smart watches will be allowed before school, during break, during lunch, and after school and between classes. Students will be allowed to text only during these times. Cell phone and smart watch use is strictly prohibited during instruction time unless the teacher allows it for instruction and it is documented in the lesson plans. If students are found using cell phones or a smart watch against school policy the following punishment scale will be used:

*1st Offense-* Parent must pick up the phone or smart watch

*2nd Offense-* Phone or smart watch is confiscated by school for three days

*3rd Offense-* Phone or smart watch is confiscated by school for five days

*4th and any offense after-* Phone or smart watch is confiscated for the remainder of the year.

## **MEDICATION**

All medication must be sent by a parent or guardian and kept in the office and dispensed from as instructed. All medication (prescription and non-prescription) must have written instructions from a parent or guardian with a signature and phone number.

### **8.6 Policy on Married Students and Unwed Mothers**

It is the policy of the School Board and staff to strongly advise students against marriage until after completion of their high school education. Pregnant students will not be allowed to attend Lee Academy. After pregnancy, a student may be readmitted at the discretion of the Headmaster.

### **8.7 Permanent Records:**

A permanent record for every student who has attended Lee Academy is filed in the Headmaster's office. These records are kept accurately each year. They contain grades, conduct records, health records, attendance and other information for a complete record. These records are kept confidentially. Each student, or his parents, may see his own records with the Headmaster or counselor present.

### **8.8 Dress and Personal Grooming**

Lee Academy is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. The Lee Academy School Board views the Dress Code as a serious issue and expects parents to promote the observance of this policy.

**Building administrators have the final decision as to the appropriateness of all clothing and attire.**

*All attire worn for P.E. will be approved by the Athletic Director.*

*No garment should suggest offensive wording or pictures to include but not limited to any inappropriate advertisement, reference to alcohol, tobacco products, sexual innuendos, or satanic worship.*

*All clothing should be of sufficient size to cover all undergarments. Clothing should also completely cover a person's bodice at all times. This is to include covering the stomach and lower back when standing or sitting.*

*Girls and boys are to wear clothing promoting self-confidence and respect for himself/herself and others. They are to wear clothing in a decent manner to avoid criticism.*

*Students at Lee Academy are expected to be dressed and groomed appropriately for school. It is hoped that the student's behavior, appearance, and attitude will reflect well upon the individual and Lee Academy. Good taste and personal hygiene should also be considered. Other guidelines to consider:*

- 1. Proper undergarments will be worn and not seen.*
- 2. Hats and other headgear are not to be worn during school hours.*
- 3. Male students may not wear earrings.*
- 4. Visible tattoos, pierced body parts (nose, tongue, etc.) or any adornment deemed inappropriate by the administration will not be allowed for attendance to school or any school sponsored or related trip.*
- 5. All clothing should be complete and in good condition.*
- 6. Any clothing worn by a student considered indecent or inappropriate by the headmaster and/or faculty will result in disciplinary action including but not limited to being sent home.*
- 7. Skirts, dresses or shorts must be no shorter than fingertip length with hands by the student's side with the student standing straight up. Leggings may be worn but must be covered by clothing no shorter than fingertip length.*

## **Hair Code for Students**

All students' hair should be kept neat, clean and out of the eyes. **Any hairstyle or color deemed distracting in an educational setting will not be allowed. Any facial hair should be neat and well groomed.**

## **8.9 Library Policies**

The library is one of the most important departments of a school. A great part of a student's education is measured by how well he learns to use the materials found in a well-organized and a well-stocked library. It is our hope that every student will take full and complete advantage of the services offered in this area. Every pupil in school can help the library give good service by observing the rules listed below: All pupils in school are entitled to use the library and to borrow books and other materials upon signing a check-out card. Reference books, such as encyclopedias and other materials, are to be used only in the library. All other books may be kept for two weeks and may be renewed. Magazines and newspapers are not to be taken from the library. A fine of 10 cents per day is charged for each book kept over time. Only half of this

will be charged if the student turns in the book with overdue money. Abuse of library materials, beyond reasonable wear, shall be paid for by the students. Dictionaries may be checked out overnight but must be returned by first period on the following day. Report cards will be withheld at semester from students who have overdue books.

## **8.10 Student Activities**

**Club Rules:** Various clubs have been organized at Lee Academy to give the student more enjoyment in learning or getting an education. Students should be taught better cooperation, attitude, self-confidence, responsibility and a better understanding of the self through club activity. The student can be himself in such activities.

The club program should be well organized with plans and objectives. A copy of the club constitution plans and objectives should be turned into the office by the end of the first nine weeks of school.

A record containing the number and names of all members should be turned into the office after the first regular meeting.

A copy of all club minutes should be turned into the office no later than the day after the meeting is held.

All clubs are sponsored by one or more teachers and are responsible for the club activities.

**Parties:** All parties must be cleared through the office beforehand. The elementary will have two (2) parties each year.

**National Honor Society:** The purpose of the Lee Academy Honor Society is to create an enthusiasm for superior scholarship; to develop citizenship; to stimulate a desire to serve; to promote leadership; and to instill qualities of character in the students.

**Senior Honor Society and Junior Honor Society** The members must have an overall grade average of B+ (a 3.5 (weighted) average in academic credits) and maintain this average in the grade. A member cannot have any suspensions or serious behavior problems in the previous grade or current school year. He or she must have good character, scholarship, leadership ability, citizenship, and must attend all meetings. If a member fails to maintain a B+ average, he will be on probation for one semester.

**AFF, Booster Clubs, Grandmothers' Club and Men's Association:** AFF, Booster Club, Grandmothers' Club and Men's Association fundraising projects are extremely important to the overall success of the school program. All families are encouraged to support these projects.

**Athletic and Academic Awards** Awards are given each spring to a student exemplifying outstanding academic and athletic achievement in the current school year in grades 7-12. Each award is given at the discretion of the teacher in each subject area.  
All-Around Boy and Girl:

**The All-Around Boy and Girl** awards are given to a boy and a girl who have shown outstanding citizenship, school loyalty, academic scholarship, and leadership in improving the school system. These two award winners are selected by the secondary faculty and administration.

**Bart Allen Award:** The Bart Allen Award is given to a boy or girl athlete who has shown the maximum effort in sports activities during the school year.

**Jimmy Jones Award:** The Jimmy Jones 110% Award is given to a boy or girl athlete who has given 110% in sports activities during the school year.

**Glen Siler Cougar Award:** The Glen Siler Cougar Award is given to a boy or girl who demonstrates the characteristics of fair play, sportsmanship, determination, and drive that all Cougar athletes should strive for.

**Cheerleader Award:** The Cheerleader Award is voted on by the headmaster, faculty, and senior cheerleaders based on school spirit shown throughout the year, cooperation with other cheerleaders and sponsor, and loyalty to school and squad.

**Thomas H. Gist Athlete of the Year:** The Athlete of the Year is awarded to the senior who has demonstrated outstanding athletic performance, cooperation, discipline, and leadership. The athlete is voted on by the headmaster, athletic director and coaches.

### **8.11 Senior Activities**

The Senior Class will be excused from classes when all work is completed at the end of the school term.

**Eligibility for Honor Distinctions:** To be considered an Honor Graduate, a student must be in the Honors Program and completed all requirements for graduation.

**Honor distinctions are as follows:**

Summa Cum Laude.....	4.0 and above
Magna Cum Laude.....	3.75-3.99
Cum Laude.....	3.25-3.74

Designation of Valedictorian and Salutatorian will be based on eligibility and (**weighted**) grade point average which is figured on a cumulative (9-12) basis. Third, fourth and fifth honor students are designated by eligibility and corresponding (**weighted**) grade point average. The Valedictorian and Salutatorian must be Lee Academy students from grades 10 through 12 (**6 consecutive semesters**), and in the Honors Program. Valedictorian and Salutatorian will be based on eligibility and (weighted) numerical grade point average figured on a cumulative 9-12 basis.

All graduating seniors are given a class rank according to (**weighted**) grade point average.

**College Visitations:** Seniors will be allotted two (2) days for college visitations. Juniors will be allotted one (1) day for college visitation. Requests should be cleared with the Headmaster three (3) days in advance of a visit.

**Early Graduation:** Early graduation in less than four years is seldom encouraged and will be at the discretion of the Administration. All graduation requirements must be met, and any courses taken outside Lee Academy must be approved in advance. The decision for early graduation must be made by the student by the end of the sophomore year and notice must be given to the administration of this intent.

**Requirements for Graduation: All fees and tuition must be paid in full prior to graduation.** A senior who has not met all requirements will not receive a diploma and will not be allowed to participate in Baccalaureate or Commencement.

**See section 7.4 for academic requirements for Graduation.**

**Senior Semester Testing:** Seniors earning a grade of B or above with 4 or fewer absences will be excused from taking semester tests including required tests (2nd Semester only)

### **Graduation Dress Code Policies:**

- \*Caps and gowns for the senior class will be black
- \*Tassels may be any combination of orange, black & white
- \*No initials, monogramming, or decorations of any kind will be allowed on caps or gowns
- \*Only LA Cords, Stoles, and Sashes are allowed

## **8.12 Drug Testing Policy**

All Lee Academy students are subject to mandatory drug testing in grades 7-12. All new secondary students will be given drug tests. Random drug testing will be administered at the discretion of the administration.

**A Positive Result:** Students will be dismissed from school (unexcused) for a period of time (at least one week). During this period the student must be enrolled in a drug counseling program. The student and parent shall meet with the headmaster, and the student at their own expense, must have a drug test performed by a doctor designated by the headmaster. The headmaster will decide when the student may return to class.

A student who tests positive will lose all extracurricular activities for a nine-week period (Nine weeks of active school time-does not include holiday or summer break) – ALL SPORTS, CHEERLEADING, ANY SENIOR HONORS, (valedictorian, salutatorian) WHO’S WHO, ECT.

After the first positive test, the student is subject to take every random test during the remainder of his or her stay at Lee Academy.

SECOND POSITIVE TEST: Dismissal from Lee Academy for the remainder of the school year.

### **8.13 Valuable Personal Property**

Personal property including, but not limited to, lasers, radios, recorders, CD, MP3 and tape players, pagers, expensive jewelry and electronic games, etc., cannot be used by students during normal school hours. The school will NOT accept responsibility for the loss of personal property. **On the first offense these items will be confiscated and returned to the parent.** Further offenses may result in school discipline.

### **8.14 Driving Regulations:**

In the interest of student safety, provisions have been made to provide bus transportation for Brinkley and Forrest City students to and from school. Those students granted permission to operate a vehicle should understand that driving their vehicles to school is a privilege that may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the Driving Regulations.

Lee Academy assumes no responsibility or liability for injuries to persons or for damage to or loss of contents from any vehicle while on school property.

Any student who has a valid driver's license wishing to drive to school must abide by the following rules:

1. *A copy of the student's driver's license must be on file in the office.*
2. Students must observe a proper speed while on the school grounds.
3. Students must park only in the proper designated area.
4. Students may not park in faculty parking lot prior to 3:15 p.m.
5. Students are not to drive on the grass.
6. School buses and pedestrians always have the right-of-way.
7. Students must be out of their cars upon arrival at school. Driving privileges may be denied for violation of Attendance Policies (to include absences, tardiness and/or leaving school without permission).
8. Cars are to be parked within parking lines.
9. Students are not allowed to move their cars without permission from the office.
10. Violation of these rules may result in suspension of driving privileges for a period of time to be determined by the Headmaster or Headmaster's designee.
11. Students are not to loiter in their cars.

### **8.15 Computer Usage**

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. The term computer or computer equipment includes system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors,



programs and any other piece of equipment or software which is part of the school's computer system. Students using a school's computers are expected to abide by the following rules:

1. Students may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
2. The Computer Usage Policy must be read and approved, in writing, by each student and, in the case of students under the age of eighteen, the student's parent, guardian or custodian. Lee Academy reserves the right to filter any Internet sites.
3. Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision.
4. Students may not download programs from the Internet or any portable device. Students may not install or delete programs on the school's computers.
5. Students may not use the Internet to engage in "hacking" or other unlawful activities.
6. Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student that are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision.
7. Students should only use computer programs approved by the classroom teacher.
8. The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material, trade secret protection and/or any vulgar or obscene content.
9. Only one student may work at a single computer. Only a teacher may assign more than one student to work at a single computer.
10. Students are not to send messages over the network nor participate in online "chat rooms." Students may not use any e-mail or instant messaging programs on a school's computer. A student may only use Internet e-mail when a teacher instructs him/her to do so.
11. Students are not to enter the network's operating system.
12. Students are not authorized to use school computers to copy programs or disks. A teacher may authorize the copying of student-created work to CDs or floppy disks.
13. Students may not bring food or drink into the computer lab.
14. All copyright laws are to be enforced.
15. Students are not to unplug or change any computer device or network connections.
16. Students are not to change any display screen settings.
17. Students are not to change any program's toolbars or settings.
18. Students are not to add or delete any program icons on the desktop or Start Menu.
19. Malicious use of the school's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the school's computers/network in such a way that would disrupt their use by others.

20. Students are not to remove, modify, damage or destroy any computer or networking equipment.
21. Students are not to modify or remove any identifying labels on computer equipment.
22. Students are not to modify or remove any printer settings.
23. Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
24. Students are to advise their teacher when a computer malfunctions in any way (example: a diskette cannot be removed from a computer). The teacher will notify the technical support staff so that the PC can be repaired.

Exceptions to the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including but not limited to termination of access to the school's computers, detention, and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

## **8.16 Bus Rules and Regulations**

**Notice to students:** The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded.

**Parents – please be at the designated bus stop on time to drop off and pick up your students.**

### **Bus Rules**

It is our privilege and pleasure to furnish students with the safest transportation possible as they travel between home and school and on school related trips. In order to protect all students riding Lee Academy school buses, safety precautions are a must! **Your help is needed because safety is everyone's responsibility!**

All students are to understand that the bus driver oversees the bus at all times. Any student who repeatedly violates the safety precautions and/or conduct rules may be denied the privilege of riding the bus and is subject to other disciplinary action to be determined by the Headmaster. To that end, the following conduct rules are called to your attention:

1. Students must arrive at the bus stop 5 minutes before the bus is scheduled to arrive. The bus will not wait.
2. Students must wait quietly in a location clear of traffic and away from the bus stop.
3. Student behavior at bus stops must not threaten life, limb or property of any individual.
4. Students must go directly to an available or assigned seat.
5. Students must remain seated, keeping aisles and exits clear
6. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully.
7. Students must be courteous and respectful to fellow students and to the bus driver. (School Policy)

8. Students must not engage in loud talking or laughing, excessive horseplay, or fighting. (School Policy)
9. Unnecessary confusion diverts the driver's attention and might result in a serious accident.
10. Students must not use profane or abusive language.
11. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons.
12. Students must not use tobacco, or related products, on the bus.
13. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student.
14. Students must not throw or pass objects on, from or into the bus.
15. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted.
16. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.
17. Students must not extend any part of their bodies out of the bus windows.
18. Students are to remain quiet at railroad crossings until the bus has completely crossed and the driver says it is OK to talk.
19. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise.

Driver's responsibility prior to the first written conduct report:

1. Drivers will confer with the student and/or change the student's seating assignment.
2. Drivers are strongly urged to call parents (doing so is a proven, effective way of managing student behavior).

## **8.17 Harassment Policy**

Lee Academy strives to provide a learning and working environment free from all forms of harassment. LA will not tolerate harassment of a sexual, racial, ethnic or religious nature. Furthermore, the school will not permit harassment based on citizenship, national origin or disability.

Harassment of students or personnel by students, parents, or employees of this district is unlawful under both Arkansas and Federal law and is contrary to the commitment of this district to provide a stable learning and working environment. This school district will not tolerate harassment in any form. It is the policy of this school district that all conduct between students, teachers, parents and other adult employees of this district be in keeping with respect for the individual students and/or personnel, be of a nature which does not make a student feel uncomfortable and be conducive to creating a stable learning environment.

Sexual harassment includes, but is not limited to, making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, gestures, display or circulation of written material or pictures derogatory to either gender, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students, parents, and all district employees are expected to conduct themselves with respect for the dignity of others.

If a student has concerns about the nature of any conduct or physical contact by an adult employed by this school, by a fellow student, or by a member of the public, the student should immediately report this concern to his/her teacher, counselor, principal or headmaster, and discuss this concern with his/her parent or guardian.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment. All such reports will be investigated immediately by the school. Anyone found to have violated this policy will be subject to disciplinary action. Such action may consist of conference, reprimand, suspension or dismissal.

All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. Lee Academy will not tolerate retaliation for reporting an act of harassment, whether by administration, faculty, staff, student or parent. It should be understood that this school is required by law to report child abuse to the Department of Social Services. Any violent crimes involving students, occurring on school property, will be reported to law enforcement officials.

## **8.18 Social Media Policy**

*Lee Academy is concerned about any activity that negatively affects other people. We encourage and expect our students to be positive influences at school and in the community. The following social media policy has been adopted to discourage students from participating in negative activities through the social media:*

*A Lee Academy student may not access, post, or distribute any material on e-mails or social media sites that are harassing, discriminatory, inflammatory, or hateful in nature, or make damaging or false statements about others connected to the Lee Academy Community. Any use of profane, lewd, vulgar, threatening, or abusive language or pictures is strictly prohibited. Failure to comply with this policy may result in any of the following forms of discipline: paddling, in-school suspension, out of school suspension, or expulsion.*