



Lee-Scott Academy  
Upper School Student  
Handbook 2019-2020

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## **THE MISSION**

Lee-Scott Academy is a college preparatory school offering a quality education in an environment where students are protected, nurtured, and challenged with Christian principles that promote the development of the total person. The pursuit of excellence in academics is the hallmark of the Academy, complemented by opportunities to participate in programs that encourage student success.

### **Keys to the Mission**

**COLLEGE PREPARATORY**—Lee-Scott Academy offers classes specifically designed to prepare its graduates for entrance to and success at the college level. The curriculum is designed to challenge students to obtain the knowledge and skills necessary to excel in college and in life.

**QUALITY EDUCATION**—The academic goal of Lee-Scott Academy is to equip students for achievement through the acquisition of knowledge and the development of their abilities. To this end, Lee-Scott Academy provides a faculty distinguished by the competence, qualification, dedication, and personal character of its members. The Academy strives to provide the faculty and staff with the facilities, equipment, curriculum material, and support essential to accomplish this goal.

**ENVIRONMENT**—Lee-Scott Academy offers an environment that is safe, enjoyable, caring and stimulating. This unique environment is designed to nurture the growth of balanced, responsible, and dedicated young people. A vital part of this environment is the active participation of parents and families.

**CHRISTIAN PRINCIPLES**—Central to the success of Lee-Scott Academy and its Mission are the Christian principles and Biblical worldview upon which the Academy was founded. On this foundation, the Board of Directors, administration, and faculty strive to implement a total educational process that reflects the Mission and glorifies God.

**TOTAL PERSON**—The Academy emphasizes the development of each student in all areas of life: mental, physical, spiritual, and social.

**PURSUIT OF EXCELLENCE**—Lee-Scott Academy is committed to the pursuit of excellence in academics. Excellence in all of life is encouraged by helping each student develop purpose, Godly character, responsibility, leadership, respect for authority, and appreciation for our nation's heritage and our free enterprise system.

**STUDENT SUCCESS**—Lee-Scott Academy recognizes that each student has great worth and significance. The Academy thus offers a variety of athletic and extracurricular programs that afford students the opportunity for meaningful growth and fulfillment of their talents and gifts.

## **PHILOSOPHY OF LEE-SCOTT ACADEMY**

Lee-Scott Academy is a college preparatory school committed to excellence in our total educational program. The founders of the Academy firmly believed that a quality education that leads to productive, purposeful, and fulfilled lives must be based upon the truths of God, as revealed in Jesus Christ and proclaimed in the Bible. They further held that hard work, pursuit of knowledge, integrity, sacrifice, citizenship, and prayer are qualities that define America's heritage and are essential to the well-rounded development of students. We share these convictions, and they remain fundamental to our school's philosophy of education.

Believing that preparation is important in every endeavor, we equip our students for success in college and in life by emphasizing English, mathematics, history, geography, science, foreign languages, computer application, fine arts, and study skills. In addition to a challenging and balanced academic curriculum, we value the benefits of athletic programs and other extracurricular activities that promote the student's sense of character, responsibility, fair play, teamwork, and commitment.

We know that children study, learn, interact, and participate best when in a safe environment. We not only emphasize our children's physical safety, but we also desire that they be emotionally secure. We believe that our staff, teachers, and coaches should be positive role models for our children and should be sensitive to the needs of each student. Because we believe that schools and parents must work together, we encourage parental involvement. In return, we expect our students to learn respect for authority, to become accountable for their actions, and to exhibit self-discipline.

We desire unity of spirit and purpose at Lee-Scott Academy and believe that encouragement of others is a key to achieving that unity. We want all of our students to be encouraged and treated with respect by their fellow students. We believe that God created each of us in a unique and special way and intends that we appreciate the individuality of others. Consequently, our school is open to all qualified students without regard to race, color, or national and ethnic origin.

We believe the Mission Statement and this Statement of Philosophy are vital to the life and direction of Lee-Scott Academy, but words alone do not ensure success. We expect to be measured by our actions and by the lives of our graduates in their service to God, their families, and their communities.

## **ADMISSIONS POLICY**

Lee-Scott Academy admits students of any race, color, national and ethnic origin or religion to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin or religion in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Lee-Scott Academy is a co-educational college preparatory school. Satisfactory grades, test scores, and an honorable record at previous schools are required for admission to Lee-Scott. Tests for admission and/or placement may be required. Completed recommendations will be used in determining which applicants should fill vacancies in the Lee-Scott student body.

## **CURRICULUM**

The curriculum follows requirements of the Southern Association of Independent Schools and Alabama Independent Schools Association. The program is designed to prepare the student to be successful in college. Because the entrance requirements for different colleges and fields of study vary, students should select high school courses that conform to the specific entrance requirements of the college of their choice. This fact stresses the importance of an early decision concerning college selection and career goals. Our Upper School curriculum is under continuous review to insure our students are receiving the finest preparation available.

## **STANDARDIZED TESTING**

Test scores of Lee-Scott Academy students exceed the Alabama Independent School Association and Alabama Department of Education requirements on standardized testing. Standardized tests, such as ability, achievement, and interest tests are used when the need warrants. These tests are administered in the fall and spring. 7th-9th grades are currently taking the ACT Aspire formative and summative assessments. All 10<sup>th</sup> grade students take the Pre-ACT test. The Preliminary Scholastic Aptitude Test (PSAT) is required for all 11th grade students, and is optional for 10<sup>th</sup> grade students. While some start earlier, most students start taking the ACT or SAT during their sophomore or junior year. All

11<sup>th</sup> grade students are required to take the ACT test. More information on our standardized testing and preparation is available in the Upper School office or from the Counselor.

## **COUNSELING**

It is the aim of the school that each student profit as much as possible from the school program at Lee-Scott Academy. Students are assisted in their plans for further education and/or future employment. The counselor, Head of School, and Upper School principal are available to work with students, parents, and teachers toward the academic and social growth of each student. Students and parents are also encouraged to contact the Counselor or Upper School Principal for assistance concerning any necessary adjustments to various phases of school activities. Confidentiality is assured.

The counselor's office will be announcing scholarship opportunities during the school year as well as posting them on bulletin boards and the school website. Students should consider it their responsibility to pursue these opportunities and others by actively marketing themselves. This should include building a helpful resume by taking appropriate courses, maintaining contact with the counselor and colleges, and meeting deadlines for scholarships, applications, etc. Students/Parents are encouraged to regularly check the counselors' websites for scholarship opportunities. Students needing school attendance verification may see the Upper School secretary.

## **GRADING SYSTEM**

Marks for daily activities, homework, projects and tests are combined to determine a quarter average. Each teacher will communicate his or her individual grading policy at the beginning of the course. Semester examinations are given in grades 7-12 and count as 20% of the semester grade. The two-quarter averages make the remainder of the semester grade. If students qualify to exempt exam(s), each quarter will count 50% of the semester grade. Grades in non-AP courses may not be over 100.

Parents and teachers are encouraged to monitor grades through PowerSchool. Lee-Scott's school calendar will reflect dates for mid-quarter and the end of the quarter. Grades reported at mid-quarter might not represent 50% of the work for that

quarter.

Questions concerning grades or assignments are most effectively addressed through email to the teacher. Teachers will respond within a reasonable period of time. If questions are not adequately addressed, parents/students should see the Counselor or Upper School Principal.

A	90-100
B	80-89
C	70-79
D	65-69
F	Below 65

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are encouraged to foster open communications between school and parents. Whenever possible, parents should attempt to confer with teachers at school, either by email, phone or in person. The Upper School Principal and/or Counselor will be available to schedule these appointments and participate as needed.

## **HONOR ROLL**

The A-B Honor Roll consists of all students, 7th through 12th grade, earning A's and B's for a quarter. The yearly A-B Honor Roll consists of students who earn A's and B's for the first 3 quarters of the year. These students are recognized at an Honor's Ceremony in the spring. The A Honor Roll includes all students who received A's in all academic subjects for a quarter. The yearly A Honor Roll includes students who earn A's in all subjects for the first three quarters of the year. Honor Rolls are not kept for semesters. Academic subjects include all English,

math, social studies, science and foreign language classes. Senior award winners may be recognized as candidates for awards at the Honors Ceremony.

## **COLLABORATIVE INSTRUCTIONAL TEAM**

The Collaborative Instruction Team (CIT) is a team composed of teachers, counselors, the instructional coach and principal to support students that are struggling academically or behaviorally. The team meets at the end of each quarter. Students that have made D's or F's in academic classes are closely monitored. The focus of this group is to discuss students' needs and formulate strategies to help. Maintaining parent communication and support is essential to helping students improve. Students will continue to be monitored throughout the year.

## **PROMOTION AND RETENTION**

### **Grades 7-8**

In Grades 7-8 promotion or retention may be the responsibility Collaborative Instructional Team. This committee may be composed of the Head of School, Upper School Principal, Counselor, and any of the student's teachers in consultation with the parent(s).

### **GRADES 9-12**

Students in grades 9-12 earn credits toward graduation by semester. Students who do not achieve an average of 65 or above for the semester will be required to make up the failed semester(s) in the summer or at a time approved by the school. A maximum of two credits may be earned in summer school. All summer school registrations must be approved by the Upper School Principal or Counselor prior to enrollment. **Students should not expect to be rescheduled in classes they have failed.**

## **Credit Recovery**

Any student in grades 9-12 that fails English, history, math, science or foreign language for any semester should anticipate completing a credit recovery class. Students should not expect to be rescheduled in courses they failed during the preceding school year. There are a number of distance education programs

available to students. While Lee-Scott Academy will help our students by providing contact information for these programs, this should not be taken as our endorsement of them. Any student desiring to participate in AISA/LSA athletics must meet AISA and LSA academic eligibility requirements. All athletic eligibility is determined by semester. (For questions regarding athletic eligibility, please call the Upper School Principal or Athletic Director.) Students and parents are encouraged to carefully select on line program. On line credit recover options available but may not be limited to:

<https://www.keystoneschoolonline.com/credit-recovery.html>

<https://www.blueprintededucation.org/>

<https://iss.crhosts.com/>

[www.compuhigh.com](http://www.compuhigh.com)

## **GRADUATION REQUIREMENTS**

Beginning in the 9th grade, students earn unit credits for courses they pass. Currently, no credit may be earned at LSA before a student is enrolled in the ninth grade. The student shall complete the senior year at LSA and fulfill the requirements for a diploma. In addition to the following academic requirements, a minimum of 75 hours of community service is required. Please see our website for the documentation form.

## ADVANCED COLLEGE PREP DIPLOMA – 26 Credits

COURSE	UNIT CREDITS REQUIRED	REMARKS
English*	4	
Math*	4	Must include Geometry, Algebra II, and PreCalculus.
Science*	4	Must include Biology and Chemistry.
Social Studies*	4	Must include World History, American History, Government and Economics.
Physical Education/Health	1.5	Health is required and offered in the 8 <sup>th</sup> grade, or online during the senior year. Marching band can substitute for the P. E. credit.
Fine Arts	.5	This requirement may be completed in grade 8, however the units earned in grade 8 will not count toward the total units for graduation
Foreign Language	2	
Electives	6	

\*Students must pass 8 semesters of English, math, science, and social studies to be eligible for graduation.

## CHANGING SCHEDULES

Students will not be allowed to change schedules without permission from the Upper School Principal and Counselor. Before any teacher can add or drop a student from the roll, the student must have written permission from the office authorizing the change. No schedules may be changed after the first (1st) week of school without special permission by the Upper School Principal and Counselor, and only in very unusual cases.

## TEXTBOOKS

Faculty and administrative committees choose textbooks. The school provides textbooks and students pay a book fee to defray purchase and replacement costs. Students typically purchase consumable materials, which cannot be collected and used the following year. Students are responsible for all books issued to them and must pay full replacement cost for any lost or defaced books. A partial payment may be required for damaged books. Students should be aware that books dropped and thrown in backpacks could be damaged.

## EXTRACURRICULAR ACTIVITIES

### CLUBS AND ORGANIZATIONS

Lee-Scott Academy has the following extracurricular organizations for its students:

<b>Club/Organization</b>	<b>Grade</b>
Anchor Club	10-12
Senior High National Honor Society	10-12
Junior High National Honor Society	7-9
Mu Alpha Theta (Mathematics Honor Society)	10-12
Science National Honor Society	10-12
National English Honor Society for High Schools	10-12
Rho Kappa National Social Studies Honor Society	11-12
Senior High Scholars Bowl	9-12
Junior High Scholars Bowl	7-8
Senior High Science Olympiad	9-12
Junior High Science Olympiad	7-8
Spanish Club	9-12
Robotics	9-12
International Thespian Society	
Young Life/WyldLife	7-12
Key Club	7-12
Spanish Honor Society	11-12

Environmental Club	7-12
Senior High Student Government Assoc.	10-12
Junior High Student Government Assoc.	7-9
Fellowship of Christian Athletes	All students
Cross Country	7-12
Fishing	7-12

Sponsors may choose to restrict or include participation to grades other than those listed. Membership in these clubs and organizations is subject to each club's individual bylaws and constitution or approval of the sponsor and administration. The school office will keep all funds for clubs and organizations, and request for withdrawal of funds must be presented in writing to the office. All use of club funds is subject to the approval of the administration and sponsor.

All activities of school organizations are subject to the approval of the administration, and should be submitted through the sponsor no less than one (1) week prior to the proposed date

## **BAND**

The Lee-Scott band program is divided into two divisions for student participation. The Marching Band, Concert Band, and Jazz Band are for Upper School band students. The elementary band is for Lower School band students. The band, including auxiliaries, is operated under the direction of the band director. Auxiliaries of the band include majorettes and dance team.

## **ATHLETICS**

Lee-Scott's athletic program is the responsibility of and is operated under the direction of the Head of School, Upper School Principal, and Athletic Director.

<b>TEAMS/COMPETITION</b>	<b>GRADE</b>
Varsity Cheerleaders	10-12
Jr. Varsity Cheerleaders	7-9

Varsity Football	9-12
Jr. High Football	7-9
Varsity Volleyball	10-12
Jr. Varsity Volleyball	7-9
Jr. Varsity and Varsity Boys Basketball	7-12
Jr. Varsity and Varsity Girls Basketball	7-12
Jr. Varsity and Varsity Baseball	7-12
Jr. Varsity and Varsity Softball	7-12
Tennis	7-12
Golf	7-12
Track	7-12
Soccer	7-12

Those grades listed for each sport represent grades included in past years. Coaches may choose to restrict or include participation on certain athletic teams to certain grades. This decision will be made jointly with the Athletic Director, Upper School Principal and Head of School and may vary from year to year. Tryouts may be required for participation in these activities. When new sports are added, grade levels will be determined each year and may vary from those above.

## **ATTENDANCE**

Accrediting agencies require a student to attend a prescribed minimum number of days during the academic year if he/she is to receive credit for his/her work. Curriculum can be perfect and the instruction impeccable, but effectiveness is lessened when students are not at school. Students are encouraged to attend school every day of the year. Parents are asked to encourage perfect attendance.

### **ABSENCE POLICIES**

Regular attendance is required. Absences deny the student instruction, can be disruptive to other students, and make it more difficult for the teacher to meet the needs of all students. Absences will be recorded and documented for each class and may be viewed in PowerSchool. A student is considered absent from a class if he/she misses more than half of the class. This requirement may be waived in the event of serious illness, accident, or other verifiable circumstances at the discretion of the Upper School Principal or Head of School. Absences for school activities do not count toward the absence total listed above. Those students who have missed an excessive number of days forfeit the opportunity to exempt exams.

### **ABSENCES FROM CLASS FOR SCHOOL-SPONSORED EVENTS**

If a student misses class because of participation in a school-sponsored event, the day the student returns he/she may be responsible for any work or test that had been assigned for the class missed. There may be exceptions if prior arrangements are made with the teacher.

### **ABSENCES — EXTRACURRICULAR ACTIVITIES**

The student shall attend a minimum of one-half day (3 periods) at school to be eligible to participate in an extracurricular activity on that day. The student will not be excused from class for extracurricular activities unless prior arrangements have been made with the Head of School or Upper School Principal. EXCUSED ABSENCES

Students having an excused absence are required to make up all work missed. This may not be the same work or tests completed by other students.

The only absences that will be excused are as follows:

- illness of student

- death in family
- informed absence
- inclement weather
- doctor or dentist appointments (with a signed and dated note, email or phone call from parent for student to check out and, upon return)

**The excuse MUST be turned in within 1 week of absence or it becomes an unexcused absence and will not be changed.**

ABSENCES DUE TO ILLNESS OF STUDENT: Students will only be allowed a maximum of five (5) excuses per semester originating from the parent/guardian without a doctor-issued excuse. The only acceptable forms of excuses are handwritten OR typed and signed by the parent, or an email originating from a parent/guardian email account. All subsequent absences will be considered unexcused and subject to the Unexcused Absences policy.

INFORMED ABSENCE: This excused absence is for situations when the student/parent has prior knowledge of an absence. In order for this type of absence to be excused, the parent must email the Upper School Principal at least one (1) day prior to the absence.

## **UNEXCUSED ABSENCES**

Unexcused absences may include but not be limited to

- failure to get administration's approval
- errand for parents or students
- absence from class to conform to dress code
- going home to get forgotten item(s)

Unexcused absences will result in a zero (0) for classwork missed.

## **CHECKING OUT**

Students will only be allowed to check out with permission from a parent/guardian or those recorded with the school as an emergency contact. This permission can be written or received over the phone or by email to office staff. Lee-Scott asks parents to help us encourage attendance by not granting this permission unless it is an emergency or absolutely necessary. The Head of School or Upper School Principal must grant any exceptions to this policy. If a student attends a school-sponsored event (not as a participant) he/she is expected to check in at the event

with a designated Lee-Scott employee, and is expected to attend the entire event that day in which Lee-Scott is participating.

## **CHECKING IN**

Students must check in through the Upper School office. The office staff must receive a written excuse, email or phone call from the parent/guardian and will then give the student a slip admitting them to class.

## **TARDINESS**

A student is considered tardy if not in the classroom when the tardy bell rings for each class. The teacher will record the tardy and will report to the office to receive a tardy slip. Tardies in excess of half the regular period are considered absences. Absences of this nature from class will be considered skipping class. (See Conduct Checks.) Students are required to get a tardy slip from the Upper School office **each time** they are tardy. Following are the consequences for tardies to class:

- First tardy – warning
- Second tardy – warning
- Third tardy – One (1) conduct check
- Each subsequent tardy will result in an additional conduct check

Note: Tardies resulting in conduct checks could affect exam exemption in ALL classes and not just the class to which the student is tardy. The tardy count will be reset at the beginning of the second semester.

## **MAKE-UP WORK**

Students will be allowed to make up work for all excused absences. IT IS THE RESPONSIBILITY OF THE STUDENT TO ARRANGE FOR THE WORK TO BE MADE UP AT THE TEACHER'S CONVENIENCE. Students may be responsible for tests or projects that were assigned prior to their absence on the day they return to school. Students should make every effort to check with classmates to secure assignments, notes, etc. Students can also access missed work by emailing the teacher. Make-up work should be completed as quickly as possible. The rule is that the student will be allowed the same number of days to make-up his/her work as the number of days absent. **Students should always communicate with their teachers to be aware of assignments and/or**

**assessments in the event of an absence.**

## **STUDENT CONDUCT POLICIES**

According to the Mission statement and philosophy of Lee-Scott Academy, we are a college preparatory school committed to excellence in our total program. We also claim an environment designed to nurture the growth of balanced, responsible, and dedicated young people. In order to achieve these objectives, the faculty and staff is committed to establishing meaningful standards for conduct and behavior. We believe these standards have a role in advancing the development of a level of responsibility necessary for college success. Students are responsible for their compliance with school standards or for the consequences of their misconduct.

## **HONOR CODE**

### **PHILOSOPHY**

Personal honor and integrity are essential to a quality education and a healthy academic environment. In our goal to help develop the student's character and intellect, we strive to teach by example and policy the importance of truth and trust in all life. Thus, every member of the Lee-Scott family should respect and support the philosophy and guidelines of the honor code, in order to maintain the sense of personal honor and integrity in the LSA community.

### **GUIDELINES**

While no student can be another's conscience, he or she can go on record as creating honesty in all relationships. In accordance with the Philosophy stated above, Lee-Scott Academy sets forth the following code of honor.

#### **1. Lying**

A person lying or purposely misrepresenting the truth violates the Honor Code. Forging the signature of any person is a violation. Violations of this policy will result in disciplinary action as warranted by the offense.

#### **2. Stealing**

A person taking another's property without permission violates the Honor Code. Suspension and/or expulsion will result from violations of this policy.

### **3. Academic Dishonesty**

Academic dishonesty is defined as knowingly giving or receiving information or assistance on any graded work, which is understood to be an example of individual effort. Academic dishonesty includes, but is not limited to, the following:

- Copying, or allowing another student to copy homework, vocabulary lessons, worksheets, essays, research papers, test answers, or lab reports that will be graded. (Teachers may give permission to work cooperatively on some assignments.)
- Having in your immediate possession materials which could be of unauthorized assistance during testing. It is the student's responsibility to remove all such materials from around him during a test.
- Having material written on skin or clothing which is considered to be of assistance in completing a graded assignment.
- Plagiarism is the representation of another's ideas or words as one's own and is a form of academic dishonesty. Rules concerning plagiarism are explained in each course.
- The use of calculators or electronic devices to procure answers during an examination or quiz. (Teachers may specifically give permission to use these items for some assignments.)

All tests, quizzes, and examinations should be pledged. A teacher, at his/her discretion, may choose to make other assignments subject to the pledge.

Each teacher will establish rules concerning homework in his or her class and will make these rules/procedures accessible to students.

The following policy will be in effect upon reporting of incidents of academic dishonesty:

#### **- First offense**

The student who violates the academic dishonesty policy will receive a grade of zero for the graded work involved. The incident will be documented and kept on file in the office. Parents will be notified. If appropriate, conduct checks will be issued at the discretion of the

teacher and Upper School Principal.

**- Subsequent offenses**

The student who violates the academic dishonesty policy more than once will receive the same punishment as above with added disciplinary action as warranted by the infraction. Suspension and/or expulsion are possible punishments for such offenses.

**Sample pledge to be signed on all tests:**

"On my honor, I have neither given nor received unauthorized aid on this test."

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Student's Signature

**Sample pledge to be signed on other assignments:**

"On this assignment, I have not violated any of the provisions of the Lee-Scott Academy Honor Code."

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Student's Signature

## **CONDUCT AT SCHOOL-SPONSORED EVENTS**

Students should remember that conduct at school-sponsored events will follow the same rules and regulations that are applied during the regular school day. Parents are also urged to conduct themselves in a mature manner at school-sponsored events.

Students shall only be in areas where there are adult sponsors. **Parents should be responsible for supervision of their children not participating in the event.**

Occasional field trips off-campus are considered a privilege and should be treated respectfully. Much can be learned from these trips if students follow an acceptable standard for their conduct. Students should remember that they are representing Lee-Scott Academy and their families when they leave our campus.

Coaches will be held responsible for supervising the conduct of athletes on or off the field or court, or traveling back and forth to the place of the activity. School sponsors will also be responsible in the same way for school squads or club

members at activities. A student who is not a member of the club may not be present at the club's conventions, trips, or activities without prior approval from the Upper School Principal or Head of School.

## **ELECTRONIC DEVICES POLICY**

Lee-Scott Academy understands that cell phones are essential in today's world. There are valid uses of cell phones for educational and personal purposes. However, students will be expected to adhere to their individual teacher's classroom policy and to the LSA Responsible Use Policy (this applies to all electronic devices). Violations of either of these policies may result in the cell phone being taken up. Inappropriate use would be, but not limited to, the following:

- Using social media during class time (including Physical Education) unless directed by a teacher for class purposes
- Making or receiving phone calls during class time or in the hallways between class without teacher or administrator permission
- Recording or taking pictures in classroom without staff permission
- Using earphones in the classroom or hallway unless specifically permitted by the teacher
- Using cell phone after being instructed not to or using in a manner not consistent with LSA Responsible Use Policy

• **First offense:** First time violations of this policy will result in the device being taken-up by teacher and returned at the end of 7<sup>th</sup> period (to the student). This may be handled through the office if teacher is not available at the end of 7<sup>th</sup> period.

• **Second offense:** Students who are found in violation a second time will have their telephones turned into the office, and will receive a conduct check. The telephone will be kept in a safe location and returned to the parent at their earliest convenience.

• **Any subsequent violations** will result in confiscation of the telephone, returned to the parent, and 5 conduct checks will be assigned.

\*Any use of cell phones that results in academic dishonesty will be dealt with under that policy.

Inappropriate use of other technology will be addressed through the LSA Responsible Use Policy.

## **RESPONSIBLE USE POLICY**

### **General Statement of Policy and Educational Purpose**

Technology offers a multitude of global opportunities, and one objective of Lee-Scott Academy is to encourage and facilitate appropriate student access to those opportunities. Our goal in this is to enhance the educational development of our students. LSA provides the privilege of access to its computer network, technology tools, and the Internet for educational purposes only. This access will be available to students as long as they use it in a responsible, efficient, courteous and legal manner. Misuse of this privilege may lead to discipline of the offender.

All school Internet use is filtered and monitored at all times.

The guidelines stated in this policy apply to any and all student use of electronic devices - including iPads, MacBooks, phones, and wearable technology - on the LSA campus or for LSA assigned work, regardless of ownership of the device.

All physical or technical repairs or support of school-owned devices should **ONLY** be completed by the LSA Technology Department. Financial liability related to breakage, damage, loss, or theft of school-owned devices is the responsibility of the student or his/her family. Any such damage or loss should be reported immediately to the LSA Technology Department who will provide further information regarding the specific financial liability. Such liability could include the repair or total replacement cost of the device.

### **Terms of Use**

Students will adhere to these guidelines each time a device is used on the LSA campus or for LSA assigned work.

Students will:

- Only be allowed to bring to campus **either** an iPad **or** MacBook (not both) that has been profiled by the LSA Technology Department.
- Make sure devices are fully charged and ready to use for an entire school day. Students must not assume that they will be able to use a charger at school.
- Assume responsibility for keeping devices safe and secure at all times. Notify the Technology Support Center immediately if a device is lost, stolen or damaged.
- Ensure that device-location services (Find My iPad/iPhone) are enabled on all devices.
- Use appropriate language in all communications, avoiding profanity, obscenity, and offensive or inflammatory speech. Students will never use any form of electronic communication to harass, frighten or bully anyone. Speech that is not appropriate for class is not appropriate in technology-enabled communication. Any misbehavior is to be reported to responsible school personnel immediately.
- Protect their own and others' private information. Students will not share last names, usernames, passwords, home addresses, telephone numbers, or other identifying information in online public forums. Students will not share their usernames and passwords with anyone. Teachers may have access to student login information for assistance purposes only.
- Use all technology equipment carefully and not damage, change or tamper with the hardware, settings or the network.
- Understand that academic content takes precedence over personal files and apps. Personal files and apps must be removed if space limitations require it for completion of academic projects.
- Obey copyright laws. Students will always give credit for using someone else's words, images or ideas. Not giving credit for using work found online is a form of plagiarism and will be treated in the same manner as other incidents of plagiarism. When possible, students will obtain permission before using someone else's work. Students will not install, save, or transmit illegal copies of programs or files. This is commonly known as "pirating" and is strictly prohibited.
- Print only when and where the teacher tells them.

- Turn on (and keep turned on) iCloud backup. It is recommended that you also back up documents and other schoolwork to an alternate cloud storage system, such as Google Drive (connected to your LSA email) or Dropbox. Lost or damaged data is not the responsibility of LSA.
- Make available for inspection by an administrator or teacher upon request any messages or files sent or received at any Internet location. Files stored and information accessed, downloaded or transferred on devices or networks that are school-owned are not private.
- Understand that their school-issued Google Apps accounts are school-owned and therefore subject to periodic and arbitrary monitoring by LSA Administration. This includes, but is not limited to, the following apps within the Google Suite that may be associated with a lee-scott.org address: Gmail, Google Drive, Google Sites, Blogger, YouTube, Calendar, and Groups.
- Use protective covers or cases on their iPads or MacBooks at all times while on LSA Campus. See a member of the LSA Technology department for recommendations.
- Set passcodes on devices to prevent others from misusing them. If requested, students must provide their passcodes to the LSA Technology Director or teachers to allow access to verify compliance with the LSA Responsible Use Policy.
- Turn off cellular data access on student-owned devices while on campus, if applicable.  
Student-owned iPads and MacBooks must be connected to the LSA network while on campus. **Using any student-owned device as a wireless hotspot is strictly prohibited.**

Students will not:

- Subvert or circumvent the LSA network rules, proxies, filters or other settings, such as VPN (Virtual Private Network).
- Download and/or install any programs, files or games onto any school-owned devices, unless instructed to do so by a teacher or administrator.
- Change the device name or otherwise modify the LSA profile.
- Engage in gaming activities during instructional times.
- Create, view, send or display inappropriate pictures, videos, text or websites. Any misbehavior is to be reported to responsible school personnel immediately.

- Use the camera, video camera, or microphone to take or share pictures, recordings, or videos of people or events without permission from the specific individual or responsible party.
- Post videos, pictures, or recordings of LSA or students, activities, and events on the internet in a public forum without the express permission of the teacher and/or administration.
- Use the camera and microphone on LSA property unless a teacher or administrator grants permission.
- Use technology devices to cheat on schoolwork.
- Change, delete, or move anyone's work besides their own.
- Use any electronic device at school or any e-mail account other than their LSA-issued account without expressed teacher permission.
- Modify or remove the Apple operating system. This refers to the process commonly known as "jailbreaking", and is strictly prohibited. Jailbreaking will cause the device to be vulnerable to security breaches and at risk for losing data. Not only will jailbreaking invalidate our Apple warranty and any AppleCare package that you've purchased, but can also jeopardize our network at LSA.

### **Profiles and Filtering**

Profiles are installed on school- and student-owned devices in order to give students age-appropriate access to media available for download such as music, movies, and apps. While profile restrictions are in effect on and off campus, they do not restrict what can be accessed through an Internet browser such as Safari or Google Chrome.

LSA's website filtering program limits on-campus student access to content available through an Internet browser. When connected to LSA's Wi-Fi network, student devices will be protected by a filter so that content from Internet browsers will only include educationally appropriate materials.

### **Monitoring**

Lee-Scott Academy reserves the right to inspect any device in use by a student on the LSA campus, without prior notification. Lee-Scott Academy reserves the right to inspect any device in use by a student that is connected to our wi-fi

network, without prior notification. If a student is found to be in violation of any of the guidelines expressed here, LSA further reserves the right to enforce appropriate consequences. Such consequences could include, but is not limited to:

- 1st offense: device taken away for 1 day, parent notification
- 2nd offense: device taken away for 3 days, parent notification
- 3rd offense: device taken away for 5 days, parent notification, format device to "school-controlled" for 1 week where applicable
- Any subsequent offenses: Administrator's discretion

**Students are still responsible for assignments during the time they are on restriction.**

Any additional violations of the policy could result in losing the privilege of using an LSA device or student-owned device on campus.

Students are to report any known violations of this Responsible Use Policy to appropriate LSA teachers or administrators.

LSA is not responsible for unauthorized student activities that take place while not on campus. Nor for unauthorized materials students store on the devices, the LSA network, or within an LSA-issued account.

### **Compliance**

LSA encourages use of its technology resources to further sound educational aims and expand the options of students to facilitate the pursuit of knowledge. If misused, Lee-Scott Academy reserves the right to confiscate and search any device to ensure compliance with this Responsible Use Policy. Violations of any of the provisions of this Responsible Use Policy may result in a loss of access as well as other disciplinary or legal action as determined by the honor code, LSA administration, or legal authorities.

### **Parent Responsibility**

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with other information sources such as television, telephones, movies, radio and other potentially offensive media. Parents are

responsible for monitoring their students' use of technology, including student access of LSA resources from home or a remote location.

LSA recommends that parents and students discuss these privileges and responsibilities and commit to positive use of all technology resources, both school and student-owned. It is further recommended that parents purchase an extended warranty (AppleCare+) for their student's device that covers loss or damage.

To Students and Parents: Please indicate that you have read and understand the Responsible Use Policy on the Policy Signature Page, which will be provided through your student's first period teacher, and return the signed page by the deadline indicated on the form.

## **CONDUCT CHECK SYSTEM**

The following is a system that not only provides progressive punishment for misbehavior, but also provides meaningful incentive for positive behavior.

Conduct checks will accumulate as earned. Conduct checks for students in grades 7-12 will accumulate for the year.

### **CATEGORY A - ONE CONDUCT CHECK**

1. Unexcused tardy to class (After two (2) warnings each semester)
2. Continuous disruptions in classroom (this would include excessive talking, passing/writing notes, etc.)
3. Inappropriate behavior in halls or restrooms (running, loudness, horseplay, etc.)
4. Failure to bring required supplies to class.
5. Littering on campus.
6. Inappropriate behavior in lunchroom. Violations will also result in cleaning of the lunchroom area.
7. Being in gym area without permission or during inappropriate time (i.e. during break, lunch, or class time).
8. Dress Code violations.
9. Cell phone violations
10. Being assigned break detention (after 5<sup>th</sup> time, per semester)

## **CATEGORY B - TWO CONDUCT CHECKS**

1. Misuse of a pass.
2. Failure to complete teacher/staff punishment within specified time.

## **CATEGORY C - THREE CONDUCT CHECKS**

1. Inappropriate affectionate behavior on campus.
2. Behavior disruptive or detrimental to the educational process. (This could include repeated minor offenses.)
3. Offensive or disrespectful behavior toward fellow students.
4. Use of profanity or obscene gestures.

## **CATEGORY D - FIVE OR MORE CONDUCT CHECKS**

1. Violations of the Honor Code. In addition to possible conduct checks assigned for cheating or plagiarism, these students will also receive a zero on the work in progress.
2. Insubordinate, argumentative, or disrespectful behavior to a member of the faculty or staff.
3. Repeated cell phone violations.
4. Failure to attend after-school work detail.

## **CATEGORY E - (UPPER SCHOOL PRINCIPAL'S DISCRETION)**

1. Defacing/destruction of school facilities or property.
2. Theft.
3. Possession, use, sale, and/or being under the influence of drugs or alcohol on campus or off-campus at school event.
4. Fighting.
5. Possession of a weapon or item intended to be used as one.
6. Possession or use of tobacco on campus or off-campus at a school event.
7. Intimidation or harassment of another student.
8. Leaving or being absent from campus without permission.
9. Skipping class.
10. Motor vehicle violations (speeding, being in parking lot without a pass, etc.). Repeat violations will result in the loss of driving privileges on campus. Reckless driving on campus will result in stronger penalties.

- We cannot anticipate and specify every situation that might occur. Every effort will be made to use sound judgment based on established policy, and to assure that punishments administered are appropriate and fair. Chronic

violators will be dealt with more severely.

Students may be referred for conduct checks by any member of the faculty or staff, at any on campus or off-campus school event. The upper school principal, according to the policy stated above, will determine the number of conduct checks. Conduct checks are cumulative over the course of the entire year for 7<sup>th</sup> – 12<sup>th</sup> graders, however, for the sake of exam exemptions, they will only be considered within the current semester.

## CONSEQUENCES

Listed below are actions that will be taken when a student has received the number of checks listed. Copies of conduct checks received by each student will be sent home as needed. Each student's conduct check total is available from the Upper School Principal.

1. **One-Four Conduct Checks** – Notification of parents, principal conference with student, punishment included but not limited to break detention or principal discretion. May possibly impact exam exemption.
2. **Five – Nine Conduct Checks** – Notification of parents; three days of break detention; loss of exam exemption privilege.
3. **Ten – Fourteen Conduct Checks** – Mandatory parent conference; one (1) day of Out-of-school suspension (**zeros for missed work**); break detention for two weeks.
4. **Fifteen – Nineteen Conduct Checks** – Mandatory parent conference; two (2) days of Out-of-school suspension (**zeros for missed work**); break detention for four weeks.
5. **Twenty – Twenty-four Conduct Checks** - Mandatory parent conference; 3 days of Out-of-school suspension (**zeros for missed work**); Break detention for remainder of current semester.
6. **Twenty-Five or more Conduct Checks** - Out of school suspension, number of days to be determined (**zeros for missed work**).

Any student who accumulates twenty-five conduct checks will have his/her standing at Lee-Scott Academy reviewed by the Upper School Principal and Head of School for possible expulsion. Certain disciplinary offenses, as well as students with consistent discipline problems may face consequences more severe than those above, including expulsion.

## **TYPES OF DISCIPLINE**

### **GENERAL COMMENTS**

Discipline is essential for learning in any classroom and proper functioning at any school activity. School personnel and students alike will benefit from the order and structure provided by a well-disciplined school.

### **REMOVAL FROM CLASS**

Any student who exhibits behavior inconsistent with the expectations of his/her individual teachers, may be temporarily removed from class by that teacher. The student may not be allowed to make-up work missed during that class. Appropriate conduct checks will be issued and further disciplinary action may be taken.

\*Note: Students who are removed from class may have an absence recorded if they miss over half the class.

### **BREAK DETENTION**

Students assigned break detention should report promptly at 9:50 a.m. to Room 214 in the Upper School. These students should arrange to eat breakfast before school since they will not be allowed to eat during break. Seniors are normally dismissed for break at 9:45. If a senior has break detention, he/she should remain in 2nd period until 9:50 when break detention starts.

Students will be dismissed in time for their 3rd period class.

### **IN-SCHOOL SUSPENSION**

This disciplinary measure provides an opportunity for a student to demonstrate that an indefinite suspension or expulsion will not be required.

Students will be removed from the regular classroom for the prescribed period and monitored by an administrator. Students will be expected to complete all assignments while in In-School suspension.

### **OUT OF SCHOOL SUSPENSION AND EXPULSION**

No student has the right or privilege to interfere with another student's right to learn or a faculty member's responsibility to teach. It is expected that every student

will observe a personal code of conduct that will in no way interfere with the educational process. The Head of School or Upper School Principal may suspend any student violating school rules and policies. The suspension may be for a definite time or indefinite if, in the judgment of the administration, the offense warrants. The student will receive "zeros" on all work. **Any offense warranting suspension will negate any exam exemption for that semester.**

In the event that a student has earned in excess of 25 conduct checks or participates in a behavior that warrants consideration of expulsion, the decision will be made by the administrative team (Head of School, Principal, guidance counselors, and possibly other school employees involved in the event as necessary). See the CONSEQUENCES section above.

## GENERAL RULES

The administration reserves the right to search any student, locker, book bag, purse, desk, or automobile based upon reasonable grounds for believing that something contrary to school rules or detrimental to the student or others is present. Upon discovery of an apparent drug and/or weapon, the parents will be notified, the proper authorities contacted, and the material confiscated as evidence.

Every situation that may arise cannot possibly be anticipated and provided for in this handbook. The administration will deal with these problems by applying the same fair and consistent rules as stated in this handbook.

## EXAM EXEMPTION POLICY

Lee-Scott recognizes the importance of learning to prepare for cumulative exams. We also believe that consistent daily attendance (to include prompt arrival to class), academic preparation and personal conduct are of high value. We hope to achieve these goals by offering an exemption incentive for semester exams. The incentive offers a greater reward for students as they progress from 7<sup>th</sup> through 12<sup>th</sup> grade. All students in grades 9-12 must have taken two exams in core classes before graduation. Students who qualify for exemptions are not required to come to school at the times they are exempt. Further, exam exemptions require parental permission. Exemptions are earned for **each semester** according to the following criteria:

### Grade 7 - 8

7<sup>th</sup> - 8<sup>th</sup> grade students are required to take these exams according to the following schedule:

1<sup>st</sup> Semester – Math and Science

2<sup>nd</sup> semester – English and Social Studies

For all other courses, 7<sup>th</sup> - 8<sup>th</sup> graders can exempt exams according to the following criteria:

A student may exempt all other exams if they meet all of the following criteria each semester:

- a. An average of 85 or above in the class
- b. Less than 3 conduct checks
- c. Less than 3 unexcused absences in the class, or

## **Grade 9**

9<sup>th</sup> grade students taking English, science, math, social studies and foreign language are required to take 2 exams each semester. Exam choices can't be the same from 1<sup>st</sup> to 2<sup>nd</sup> semester. Spanish I and math are required as a choice for either 1<sup>st</sup> or 2<sup>nd</sup> semester.

For all other courses, 9<sup>th</sup> graders can exempt exams according to the following criteria:

1. A student may exempt all other exams if they meet all of the following:
  - a. An average of 85 or above in the class
  - b. Less than 3 conduct checks
  - c. Less than 3 unexcused absences in the class

## **Grade 10**

10<sup>th</sup> grade students taking English, science, math, social studies and foreign language, are required to take 2 exams each semester. Exam choices can't be the same from 1<sup>st</sup> to 2<sup>nd</sup> semester. For 10<sup>th</sup> graders, Spanish II and math are required as a choice for either 1<sup>st</sup> or 2<sup>nd</sup>

semester.

For all other courses, 10<sup>th</sup> graders may exempt exams according to the following criteria:

A student may exempt all other exams if they meet all of the following:

- a. An average of 85 or above in the class
- b. Less than 3 conduct checks
- c. Less than 3 unexcused absences in the class

## **Grade 11**

11<sup>th</sup> grade students taking English, science, math, social studies and foreign language are required to take 2 exams each semester. Exam choices can't be the same from 1<sup>st</sup> to 2<sup>nd</sup> semester. Students in grade 11 may select Spanish III as an exam choice.

For all other courses, 11<sup>th</sup> grade students can exempt exams according to the following criteria:

A student may exempt all other exams if they meet all of the following:

- a. An average of 85 or above in the class
- b. Less than 3 conduct checks
- c. Less than 3 unexcused absences in the class

## **Grade 12**

12<sup>th</sup> grade students taking English, science, math and social studies or Spanish IV are required to take exams according to the following schedule:

1<sup>st</sup> Semester – exams in 2 academic courses of your choice

2<sup>nd</sup> Semester – seniors may exempt all courses if qualified

For all other courses, 12<sup>th</sup> graders can exempt exams according to the following criteria:

1. A student may exempt all other exams if they meet all of the following criteria.
  - a. An average of 85 or above in the class
  - b. Less than 3 conduct checks

c. Less than 3 unexcused absences in the class, or

\*NOTE: AP courses will offer teacher-made exams at the end of each semester, which will be subject to the exam exemption policy, however, the national AP exams are required for all students enrolled in AP classes and are not subject to the exam exemption policy. Additionally, an exam is required both semesters for students in dual-enrollment Calculus.

\*\*NOTE: Excessive unexcused tardies to any class will result in conduct checks that affect exemption in ALL classes.

## **DRESS CODE**

Lee-Scott's Dress Code is to ensure that students dress modestly and do not draw undue attention and to encourage a dignity appropriate for the learning environment. The dress code is consistent with the School's mission statement and values. The School Board and Administration encourage parents and students to view the Dress Code as creating the proper school environment.

### **POLICY STATEMENT**

Students must always be neatly, modestly and appropriately dressed. Suggestions concerning the dress code may be addressed to the Upper School Principal. The School Board will review and evaluate the dress code as needed. When a student is observed by a teacher or administrator to be in violation of the following code, the student will be required to make the needed alterations. If it is impossible for the change to be made, he or she will be held out of class as necessary. The student's absence will be considered unexcused and will result in zeros for any graded work in the classes missed.

Since this normally works a greater hardship on the parents or guardian than the students, parents are urged to supervise their child's dress on a daily basis. The student is responsible for proper dress consistent with the spirit and the word of the dress code.

As our policy reflects the philosophy of Lee-Scott, we ask parents to dress appropriately and with respect to the spirit of the dress code when on campus and/or attending a school function. This will communicate a unified philosophy our students.

While athletic attire is not allowed during school hours except in designated classes, it is appropriate for after school during athletic practices/games. Appropriate attire, consistent with the spirit and intent of our dress code, will be allowed on LSA game days at the discretion of the coach with approval from the LSA administration.

School field trips should be considered the same as regular school days unless otherwise determined by the individual instructor and principal.

## BOYS' DRESS CODE

<u>Permissible</u>	<u>Not Allowed</u>
<p><u>PANTS</u></p> <ul style="list-style-type: none"> <li>- Dress slacks, khakis, jeans, shorts</li> <li>- All pants must remain around the waist.</li> </ul>	<p><u>PANTS</u></p> <ul style="list-style-type: none"> <li>- Camouflage – except theme days</li> <li>- Athletic gym shorts</li> <li>- Sweat pants – except <b>team issued</b> on game days</li> <li>- Excessively frayed or ragged jeans (inappropriately showing underwear or skin)</li> <li>- Pants worn below the waist</li> </ul>
<p><u>SHIRTS</u></p> <ul style="list-style-type: none"> <li>- Shirts with collars</li> <li>- T-shirts (LSA logo encouraged), jackets, sweaters, sweatshirts</li> <li>- Shirts with buttons should be appropriately buttoned</li> <li>- Appropriately sized (Principal's discretion) T-shirts</li> </ul>	<p><u>SHIRTS</u></p> <ul style="list-style-type: none"> <li>- No ripped or "ragged" shirts</li> <li>- Undershirts</li> <li>- Tank tops</li> <li>- T-shirts with vulgar language or advertisements for alcoholic beverages, drugs tobacco, violence, etc.</li> </ul>
<p><u>SHOES</u></p> <ul style="list-style-type: none"> <li>- Must be worn</li> </ul>	<p><u>SHOES</u></p>
<p><u>GROOMING</u></p> <ul style="list-style-type: none"> <li>- Masculine haircut not completely covering ears or obscuring vision.</li> <li>- Clean-shaven</li> </ul>	<p><u>GROOMING</u></p> <ul style="list-style-type: none"> <li>- Hair below the collar or eyebrows</li> <li>- Excessively bushy hair (administrator's discretion)</li> <li>- No irregular haircuts ("man-buns", pony-tails, Mohawks, designs cut, unnatural color, etc. – administrator's discretion)</li> <li>- Facial hair</li> <li>- Earrings</li> </ul>

<u>Permissible</u>	<u>Not Allowed</u>
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<u>MARKINGS</u>	<u>MARKINGS</u> - Visible tattoos - Body piercing
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<u>OTHER</u>	<u>OTHER</u> - No caps or head coverings indoors during school hours
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## GIRLS' DRESS CODE

<u>Permissible</u>	<u>Not Allowed</u>
<p><u>PANTS</u></p> <ul style="list-style-type: none"> <li>- Leggings if top worn completely covers the buttocks when student is seated.</li> <li>- Dress slacks, khakis, cropped, blue jeans</li> <li>- Shorts with an inseam of at least 5 inches and hem around the bottom edge that is not too tight or too loose</li> <li>- LSA team issued warm-up at coach or sponsor's discretion with administrator approval</li> </ul>	<p><u>PANTS</u></p> <ul style="list-style-type: none"> <li>- Excessively frayed or ragged jeans (no exposed skin within 5 inches of inseam)</li> <li>- Shorts that are too tight or too short</li> <li>- Sweat pants (except with LSA team issued warm up)</li> <li>- Running/exercise shorts (such as Umbro or Nike)</li> <li>- Exposed skin on the torso</li> </ul>
<p><u>DRESSES</u></p> <ul style="list-style-type: none"> <li>- Dresses and skirts that are not more than 6 inches above the knee when measured while kneeling on the floor; skirts with slits will be measured to the top of the slits.</li> </ul>	<p><u>DRESSES</u></p> <ul style="list-style-type: none"> <li>- Short dresses or short skirts</li> <li>- Mini skirts</li> <li>- Immodest fits</li> <li>- Sheer or low-cut</li> <li>- Exposed cleavage</li> </ul>

<u>Permissible</u>	<u>Not Allowed</u>
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<p><u>TOPS</u></p> <ul style="list-style-type: none"> <li>- Tops that are tucked in or designed to wear out, but not longer than skirt or shorts</li> <li>- T-shirts that are tucked in Jackets</li> <li>- Camisole-style when worn under garments</li> <li>- LSA logos encouraged</li> </ul>	<p><u>TOPS</u></p> <ul style="list-style-type: none"> <li>- T-shirts with vulgar language or advertisements for alcoholic beverages, drugs, tobacco, violence, etc.</li> <li>- Tops that expose torso while raising hands over head</li> <li>- Spaghetti straps (less than 2")</li> <li>- Sheer or low-cut - Undergarment (bra or camisole) exposed</li> <li>- Exposed cleavage</li> <li>- Tops that are so long that they completely cover shorts or skirts</li> </ul>
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<p><u>SHOES</u></p> <ul style="list-style-type: none"> <li>- Must be worn</li> </ul>	<p><u>SHOES</u></p>
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<p><u>MARKINGS</u></p> <ul style="list-style-type: none"> <li>- Pierced ears</li> </ul>	<p><u>MARKINGS</u></p> <ul style="list-style-type: none"> <li>- Visible tattoos</li> <li>- Visible body piercing other than the ears.</li> </ul>
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<p><u>GROOMING</u></p>	<p><u>GROOMING</u></p> <ul style="list-style-type: none"> <li>- No irregular haircuts (Mohawks, designs cut, unnatural color, etc. subject to administrator's discretion)</li> <li>- No dark or excessively heavy lipstick or eye makeup</li> </ul>
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## **GENERAL INFORMATION**

### **VISITORS**

Visitors, parents, and others interested in the school are always welcome on the Lee-Scott Academy campus. All visitors should come to the school office before visiting any classroom during the school day. Students from other schools are not allowed on campus during the school day without permission from the office. Visitors will be asked to sign in and may be asked to provide picture ID.

### **ENTERING, TRANSFERRING, AND WITHDRAWING STUDENTS**

A student entering Lee-Scott Academy after the school year begins will meet with the Counselor, Upper School Principal, or Head of School. At this time, the rules of Lee-Scott Academy will be discussed with the student and parents.

A student transferring to another school or withdrawing from Lee-Scott Academy will report to the Counselor or Director of Admissions at least two days prior to withdrawal so that he/she can be checked out properly and have records cleared.

One transcript will be sent free of charge. There may be a charge for the processing of additional transcripts and materials in the student's file. Written permission from the parent/guardian will be required in order to have transcripts sent to the new school.

All financial obligations must be cleared before transcripts will be released.

### **FINANCIAL REGULATIONS**

Tuition payments are due on the first day of each month and are delinquent after the tenth (10th). Statements are only mailed to past due accounts. For any tuition payment there is a \$50.00 late fee. There will be a \$30.00 charge for all checks returned to the school for insufficient funds.

All accounts must be current to register for the next school year.

No person in any capacity should purchase, order, or in any way obligate funds of Lee-Scott Academy without prior approval by the Head of School. Anyone who

violates this policy is responsible for the purchase. All purchases will require the use of a numbered purchase order that can be obtained from the Head of School when the proposed expenditure is discussed.

All money collected at the school or in the name of the school must be submitted to the office for completion of appropriate auditing procedures.

## **EMERGENCY PROCEDURES**

### **SEVERE WEATHER DRILLS**

Lee-Scott has a Civil Defense warning device (radio) to notify the school of possible severe weather. Teachers have designated safe locations to take students away from all outside walls. Upon notification of a tornado warning, teachers will take students to these locations and take proper precautions.

### **INFORMATION FOR CLOSING SCHOOL IN THE EVENT OF SEVERE WEATHER**

Occasionally, it becomes necessary to close school early for inclement weather. This decision is made after consulting with agencies such as Lee County Emergency Management, the Police Departments, State Trooper Office and other weather officials. Schools are sometimes requested to close early to prevent traffic problems caused by blocked streets, slick road surfaces, or congestion.

School will be dismissed only at the request of the proper authorities. Should it become necessary for school to be dismissed, the local radio and television stations are immediately contacted and asked to begin making announcements. This information will also be posted on the school website and social media. A sufficient number of school employees will remain on duty at the school to provide supervision of students until all are safely departed. There are certain things that you, as a parent or guardian, are requested to do. These include:

1. Please instruct your child as to what he/she should do if school closes early.
2. If no one is likely to be at home, be sure your child knows where he/she should go; to a neighbor's house, to a relative, etc.
3. Please make arrangements to have your child picked up immediately if school closes early.
- 3 Children can get quite upset if they have to remain at school for several

hours with no contact with parents. Also, traffic conditions usually become worse during the day.

4. Do not depend on a telephone call to the school to give instructions when school closes early. The school's telephone lines are flooded with calls, and it is very difficult to get a call through. Be prepared in advance.
5. If weather conditions at home are such that you feel it necessary to pick up your child early, please come directly to the school and notify the office before going to your child's room. It is difficult for the office staff to deliver messages to students during severe weather.

In the event school will not be in session due to the weather conditions, local media will be notified by 7:00 AM. This information will also be posted on the website and social media.

### **FIRE DRILL INSTRUCTIONS**

1. The signal for fire drill is the sounding of the fire alarm.
2. Students will leave the room in a quiet and orderly manner and will remain in line throughout the drill.
3. Students not in regular classes will leave the building in an orderly manner.
4. No students should return to the building for any reason until the all-clear signal or announcement is given.
5. The signal or announcement for all-clear at the end of the drill will be given over the intercom.
6. Fire Drill information for each room is located near the door on the inside of the room. Teachers and students should be familiar with these directions.
7. Fire Drills will be held at least once per month.
8. Students guilty of playing with fire extinguishers or fire alarms will face possible suspension.

### **LUNCH PROGRAM AND CAFETERIA**

The present food program dispenses hot meals, a la carte items and salads to students who choose to buy them.

Upper School students may eat in the cafeteria, gym lobby, or designated outside areas.

1. Students will conduct themselves in a quiet and orderly manner.
2. Students will clean their tables and put all trash in the waste cans.
3. Students are not allowed to leave the campus or sit in cars during lunch (the senior privilege of leaving campus on Wednesdays is an exception).
4. Students are not allowed to take food or drink into classrooms or into the gym. Teachers meeting with students during break or lunch may make an exception.

Violations of these rules will be handled according to the student conduct policies. (See also Conduct Checks.)

## **ASSEMBLIES**

Periodic assemblies will be held for various reasons. Your behavior during assemblies is a reflection of your character.

1. Enter the assembly in a quiet and orderly manner and remain this way for the entire assembly.
2. Show respect to the speaker or entertainer who is presenting the program.
3. Applaud in a cultured manner, never boo, whistle or stamp your feet, regardless of your opinion on the program.

The Upper School Principal will deal with violations of these assembly rules.

## **LOWER SCHOOL BUILDING AND PLAYGROUND**

Students in grades 7-12 shall not go on to the Lower School playground. Students in grades 7-12 shall not go to the Lower School building without permission.

## **LSA SOCIAL EVENTS**

Students are to remain in the building except when chaperones grant permission to go. Once a student leaves he/she is not allowed to re-enter the event. Leaving the campus to return later will be allowed only under extreme need by permission of the chaperones. Sitting in parked cars is not permitted.

## **AUTOMOBILES**

Students should remember that driving cars on our campus is a privilege. Students driving automobiles to school must have a valid driver's license. Drivers must observe all safety rules. Any deviation from these rules could result in a student's losing his or her privilege to bring an automobile on the campus. Students are not to be in their automobiles at any time during the school day without permission of a staff member.

Students who drive to school may park in the area in front of, or adjacent to the Upper School building. **Park only in marked spaces.** Vehicles may not be parked on grass or along the drive at any time. **Speeding, reckless driving, etc., in the parking lot or leaving campus will result in a student losing his/her automobile privileges. Any member of the faculty or staff may make judgments on improper speed and/or driving.**

## **CARE OF SCHOOL PROPERTY**

Lee-Scott's campus is second to none. Students are expected to help maintain it. Always demonstrate pride in your school. Our buildings and fixtures are provided at great expense to the parents and friends of Lee-Scott Academy. Every student will refrain from defacing or destroying school property. Help the janitorial staff by placing all paper and trash in containers arranged for this purpose. Any student who causes damage to the school property or the property of another student, either intentionally or through neglect on his part, will be financially liable for such damages and face disciplinary action.

## **SELLING MATERIALS ON SCHOOL GROUNDS**

It is against school policy for any individual or group to sell or distribute any goods on school grounds, or use the school's name to raise funds, unless prior permission has been obtained from the Head of School or Upper School Principal. Persons in violation of this policy are subject to disciplinary action that may include suspension.

## **PROHIBITED ITEMS**

A student will not have personal possession of and/or store (locker or motor vehicle) on campus or at school-sponsored activities the following items:

1. Alcoholic beverages and/or unopened, partially empty, or empty alcoholic beverage containers. Also, being under the influence of alcohol at school or school-sponsored events is prohibited.
2. Tobacco products, manufactured, or homemade, and related items such as lighters, matches, pipes and containers.
3. Any illegal drug or item for drug use. Also, being under the influence of any substance or illegal drug at school or school-sponsored events is prohibited. Drug dogs and local authorities will make periodic searches of the facilities. Please also see Drug Policy.
4. Any type of weapon or instrument to be used as a weapon. These include but are not limited to firearms, knives, razor blades, utility knives, or ammunition.

## **MEDICINE DISPENSING PROCEDURES**

Lee-Scott Academy will make available to students and parents of students a designee to issue prescription or non-prescription medicines to students. This designee will be the school nurse. Parents of the student are responsible for getting the medicine and specific instructions for administering to the school nurse.

# **DRUG PROGRAM**

## **PURPOSE**

Lee-Scott Academy is a college preparatory school where students are to be challenged with Christian principles that promote the development of the total person. Substance abuse interferes with that development by its physical and emotional effect on the individual and its possible effect on those around him. We strive to promote and maintain a learning atmosphere that is drug free. It is our desire to cultivate leadership from Lee-Scott students and staff in the community as well as on campus. The goal of this policy is not to humiliate or be punitive, rather as a prevention incentive and/or an aid in early intervention should the presence of drugs be detected.

**All students, faculty, and staff must participate in this drug program if they are to be admitted, hired or remain at Lee- Scott.**

## **DRUG TESTING PROGRAM PROCEDURES**

### **Student Drug Testing**

The program advocates universal drug testing of all students in grades 9-12. The testing schedule will be as follows:

1. Initial testing - every student in grades 9-12 will be tested at the beginning of the school year. Testing will be conducted during the first 4 weeks of school.
2. Random - students will then be randomly selected (using a random number generator) throughout the school year to achieve a goal of 25% of the grades 9-12 student body by the end of the school year.
3. Follow-up testing / suspicion - any student testing positive will be tested at 90-120 day intervals at the parent's' expense. This may be in addition to those required by outside counseling agencies to which the individual is referred. Also, any student in grades 9-12 who is suspected by the Head of School or Upper School Principal of drug use may be tested.

## **TESTING METHOD**

Hair analysis has been selected as the method of testing. A licensed clinical laboratory, Psychemedics, Inc., will perform the analysis of all hair samples. Psychemedics, Inc. uses a patented sensitive technology (radioimmunoassay) to screen hair specimens. All samples that are positively identified through the screening analysis are then confirmed through Gas Chromatography / Mass Spectrometry. Each hair sample will be analyzed for 6 drugs: cocaine, opiates, marijuana, PCP, methamphetamines, and ecstasy.

The major advantage of hair testing over urine testing is that it greatly expands the detection period following use of an illicit drug. Every 1/2inch of hair represents approximately 30 days of drug use history. A standard hair analysis will provide detection for the 90 days prior to the hair collection. Hair specimens are also more difficult to adulterate than urine specimens. Collection of hair is less intrusive and embarrassing than urine.

## **HAIR COLLECTION PROCEDURES**

1. The student, employee and / or board member will be assigned a unique identification number. Trained staff and / or Psychemedics personnel will perform the hair collections using full chain-of-custody procedures. The Head of School and Upper School Principal will be the only persons privy to these identification numbers. These numbers will be entered on the hair collection kit and will protect the identity of the individual being test.
2. A sample of hair (approximately 60 strands) is cosmetically cut at the scalp from the crown of the person's head. Persons with insufficient head hair will have body hair collected, such as arm, leg, or underarm hair. The sample will be sealed by the designated Lee-Scott employee collector and initialed by the tested person under full chain-of-custody procedures to ensure the correct identification of the hair sample and results. The sample will be mailed to the Psychemedics, Inc. laboratory. Results will be returned to the school via secured, confidential facsimile or email. Appropriate action will be taken if the student or employee deliberately tries to avoid this collection process. This could be considered failing to participate in this required program.

## **CONTESTING A POSITIVE RESULT**

All positive results are confirmed using a highly reliable confirmation technology called Gas Chromatography / Mass Spectrometry. This prevents false positives resulting from other drugs or substances that are ingested. If, however, a person testing positive wishes to contest the result, he may do so, in writing to the Head of School or Upper School Principal, within 10 days of notification. The retest will be at his/her own expense.

## **CONFIDENTIALITY AND DISSEMINATION OF RESULTS**

1. All hair collections and results will be identified by the unique individually coded number. No names are recorded on the collection bag or on the test results.
2. Test results of students will be confidentially provided by Psychedics Corporation to the Head of School and Upper School Principal. The school will inform the student, parent / guardian within 15 days of receipt of a positive result.
3. All tests of employees / board will remain strictly confidential between the tested person and the Lee-Scott Academy Head of School and Upper School Principal, and the confidential counseling program.
4. No test results of students will be disclosed to any person or agency beyond the persons identified above (#2) without signed written consent by the parents. Release of test results of students will be requested by the Head of School or Upper School Principal for purposes of referral for professional evaluation and possible treatment recommendations.
5. No test results of employees will be disclosed to any person or agency beyond the persons identified above (#3) without the signed written consent of the employee for purposes of seeking professional evaluation and possible treatment.

## **CONSEQUENCES OF POSITIVE RESULTS**

1. School personnel will not initiate criminal charges or other legal action against the student or employee based solely on a positive drug test. (This provision should not be confused with possession of or being under the influence of drugs or alcohol on campus or at school sponsored events. Violation of these provisions will be dealt with as very serious offenses that may involve expulsion, termination and legal action.)

2. The Lee-Scott Head of School and Upper School Principal will refer the student who tests positive the first time, without a valid prescription, for a substance abuse evaluation through a licensed Counselor or community agency acceptable to Lee-Scott Academy. This evaluation should take place within 10 days of notification of a positive test. This Counselor or agency will provide recommendations to the family on the type of additional services that are required for successful completion of the program. The student and parents / guardians must seek this evaluation and follow all recommendations. All costs for this will be the responsibility of the parents / guardians. Lee-Scott Academy must be provided a copy of the agency's evaluation and recommendations within 30 days of treatment. If a student or parent / guardian refuses to follow the conditions of this policy, the student will be dismissed from Lee-Scott Academy at that time.

3. Students who test positive more than one time during their enrollment at Lee-Scott Academy will be permanently dismissed from school. Students will be allowed to verify medications that they are taking which may have been prescribed and may explain test results. Lee-Scott will consult with a medical review officer for verification of medical issues. The Lee-Scott Head of School and Upper School Principal will choose this medical review officer. If confirmation of a valid prescription for medication is provided, this positive test result will not be considered a violation of the Lee-Scott Academy drug policy.

A Counselor or community agency may provide assessments and referrals for further assistance and treatment to any student or employee who tests positive. Referrals/recommendations will be made with consideration for the economic resources of the family. Parents may choose to seek independent resources to provide an assessment of their child's history and current involvement in alcohol or other drug use. Lee-Scott must approve the program and progress reports must be

submitted to the school on a regular basis in order to determine that the student is making progress in an assistance program. The counselor/agency may provide assessments and referrals for further assistance and treatment to any student who tests positive without a valid prescription.

Students or employees may undergo other drug tests outside of Lee-Scott Academy (at the request of parents, employers, etc.). Results of these tests will not be considered when administering this policy.

### **SELF-REFERRAL**

Any student, employee, or board member who, before being notified that he or she is to be tested, by his or her own free will admits to the Lee-Scott Academy Head of School or Upper School Principal that he or she has a drug problem will be required to attend an assessment interview and abide by the suggestions of the Counselor or agency. This will not count as a first time failure under this policy.

### **ATHLETIC POLICY**

All athletes in grades 7-12 may be drug tested at any time at the direction of the Head of School or Upper School Principal. In the event of a positive drug test without a valid prescription, the student-athlete will immediately be suspended from all in-season games and practices. The student-athlete may return to practice once he/she has written permission to do so by a physician. Once the student-athlete goes through the required counseling program and tests negative in all areas of an LSA administered drug test, he/she may resume participation in games (results may require confirmation by the LSA medical review officer). All LSA student-athletes may be tested for performance enhancing drugs at the direction of the Head of School or Upper School Principal.

## **PREGNANCY POLICY**

In the case that a female student at Lee-Scott Academy is determined to be pregnant, the following policy will be applied. If both individuals involved can be determined and attend Lee-Scott Academy, the following actions will apply to both students:

1. The administrator will have a conference with the student and parents.
2. The student will be required to withdraw. If the pregnancy occurs close to the end of the school semester, the involved students may be allowed to attend an alternative setting to complete the semester at the discretion of the Executive Board on the recommendation of the Head of School
3. Pregnant students will not be allowed to enroll at LSA.

## **HARASSMENT/DISCRIMINATION POLICY**

Lee-Scott Academy will not tolerate discrimination against or harassment of its students or employees. Any form of discrimination against or harassment related to a student's or employee's race, color, sex, religion, national origin, or age is a violation of this policy, and will be treated as a disciplinary matter. This policy is intended to cover any harassment or discrimination against a student or employee by other students, or employees on or off the Lee-Scott Academy property or while engaged in Academy-sponsored activities. Appropriate action may also be taken against non-Academy personnel or students who violated this policy, including formal complaints to their employer or school and/or restricting access to Academy property.

Harassment must be so severe or pervasive that it objectively creates a hostile, intimidating, or offensive environment. The recipient of a complaint should inform the complainant of this policy and refer the complainant to the Upper School Principal and/or the Lower School Principal. These two administrators will investigate the incident, consult with other appropriate Academy officials if necessary, and will resolve the complaint, if possible. It is the intention of the Academy to resolve complaints as quickly as possible, usually within forty-five class days of receipt.

The investigation record will consist of informal statements (not taken under an oath) from the alleged victim(s), the alleged offender(s) and witnesses. If the results of the preliminary Academy investigation done jointly by the Upper School and Lower School Principals or other persons designated by the Head of School are accepted by the alleged

victim(s) as conclusive and no further action is requested, he/she will sign a statement requesting the Academy take no further action. (In case of a minor, the parent or guardian will sign the statement).

The Academy will attempt to handle complaints confidentially on a need to know basis with a view toward protecting the complaining party from possible reprisal and protecting the accused from irresponsible or mistaken complaints. False allegations or charges are discouraged and may subject the complainant(s) to disciplinary action.

If the complaint is not resolved conclusively by the Principal, or designated persons, the matter will be referred to the Head of School or his/her appointed alternative for final action on behalf of the Academy. If disciplinary action is warranted, the Head of School or his/her appointed alternative will implement such action.

The Academy is a College Preparatory Institution and is bound by its Mission Statement and Policies. The Academy is not subject to IDEA (Individuals with Disabilities Education Act) or FAPE (Free Appropriate Public Education).