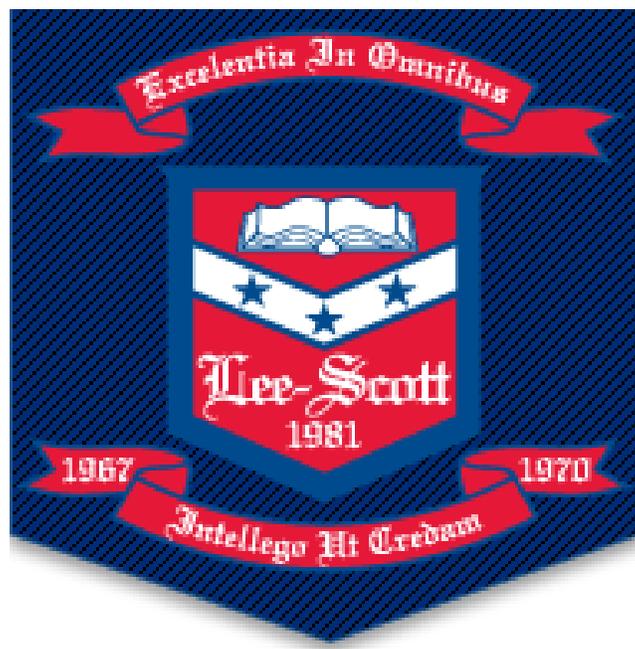


# Lee-Scott Academy



## Lower School Handbook

2022-2023

## TABLE OF CONTENTS

The Mission	3
Keys to the Mission	3
Philosophy of Lee-Scott Academy	3
Admissions Policy	4
Needed on File	4
Parent/Teacher Communication	4
School/Family Cooperation	4
Daily Schedule	5
Promotional Materials/Statements	5
Textbooks	5
Standardized Testing and Assessments	5
Grading System	6
Accommodations	6
Collaborative Instructional Team	6
Student Review Team	6
Report Cards	7
Honor Roll	7
Promotion and Retention	7
Field Trips	7
Financial Regulations	8
Entering, Transferring and Withdrawing Students	8
Attendance	8
Absences/Make-Up Work	8
Tardies	9
Illness	9
Medication Policy	9
Library Regulations and Procedures	9
Arrival and Departure	9
Traffic Flow Procedure	10
Animals at School	10
Band	10
Parties	10
Cell Phones & Smart Watches	10
Electronic Media/Social Media	11
Lunch Program	11
Snacks	11
Visitors	11
Emergency Procedures	11

Care of School Property	12
Articles Not Permitted at School	12
Dress Code	13
Gum Chewing	13
Selling Materials on School Grounds	13
Conduct at School-Sponsored Events	13
Code of Behavior and Conduct	14
Suspension	14
Cheating and Stealing	14
Primary Playground	14
Primary Playground Rules & Cold Weather	14
Harassment/Discrimination Polciy	15
Acknowledgment	15

## 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 Biblical, Christ centered 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 STATEMENT

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 the 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 materials and support necessary to accomplish this goal.

ENVIRONMENT — Lee-Scott Academy strives to offer 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.

CHRIST CENTERED PRINCIPLES — Central to the success of Lee-Scott Academy and its Mission are the Christ centered principles and biblical worldview upon which the Academy was founded. On this foundation, the Board of Trustees, 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. “And Jesus grew in wisdom and stature, and in favor with God and Man.” Luke 2:5

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, a Godly character, responsibility, leadership, respect for authority and appreciation for our nation’s heritage and 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 work 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 students’ 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. We make all determinations as to gender identity on the basis of the student’s gender at birth; that is, the gender in which God intended to be given the child at its birth. 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 is a coeducational college preparatory school. The factors of academic performance on standardized achievement tests, assessments given at Lee-Scott Academy and an honorable record at previous schools are considered in determining which applicants should fill vacancies in the student body. A student must be six years old by September 1 in order to enter 1st grade and screening instruments will be used for potential candidates in all grades.

### **NEEDED ON FILE**

- Alabama Certificate of Immunization (blue card)
- Copy of Social Security Card
- Copy of Birth Certificate

### **PARENT/TEACHER COMMUNICATION**

A primary aim of Lee-Scott Academy is that each student profits as much as possible from the programs here. The teachers, counselor, school nurse, Lower School principal and headmaster are available to work with students, parents, and teachers toward the academic and social growth of each student.

If parents have a concern regarding their child's educational experience; the first step is to contact the child's teacher. This strengthens the channels of communication, and in the majority of cases, the situation can be resolved. Parents are asked to arrange a time convenient for both parent and teacher. The beginning of the school day is a very busy time for teachers and students; therefore, parents are asked to choose a time other than early morning to discuss matters of concern with the teacher and always make an appointment. Teachers will not be able to discuss issues at the door in the mornings.

If after dialogue with the teacher, the parents believe further discussion is warranted, they may contact the Lower School principal. This allows for conferences with the principal and the teacher to find a resolution. Teachers will use planning times to contact parents and return email and phone messages/texts. We expect that parents will be respectful of teachers' time after hours with their families. Please do not expect responses after work hours in an effort for teachers to meet family responsibilities. The expectation should be that responses/communication occurs during the school day and teachers will respond as soon as possible.

We must always remember that problem solving involves both parties being open to discussion and sharing of differing ideas. LSA will make all decisions regarding curriculum and course offerings. Lee-Scott Academy will make every effort to resolve disagreements between parents and school while working to make the right decision for all students. If that is not possible, the resolution becomes more difficult and may involve dismissal of students and nonrenewal of contract.

### **SCHOOL/FAMILY COOPERATION**

The school believes that a positive and constructive working relationship between the School and parent is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the school's policies, methods of instruction, or discipline, or otherwise seriously interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the family from the school. In addition, the School reserves the right to place restrictions on parents' or other family members' involvement or activity at school, on school property, or at school-related events if the parent or other family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the School. There will be no refund of tuition where such enforced withdrawal occurs and any unpaid balance is payable in full according to the terms of this contract.

If, for any reason, it is in the best interest of the School, the School also reserves the right to withdraw an offer of enrollment or re-enrollment at any time, and to nullify an executed Enrollment Contract

## **DAILY SCHEDULE**

7:30 - 8:00	Homeroom (Students tardy after 8:00) Devotional/Morning Prayer/Pledge/School News
8:00-2:50	Individual teacher schedules are available from your teacher at the beginning of the school year.
2:45	Dismissal for PK-due to walking up to the PreK door and the need to cross street safely
2:50	Dismissal
2:50 - 3:05	Teachers supervise students on the sidewalk. Parents who have signed permission forms for their child to be dismissed at 3:00 to others should know that there is <u>no supervision after they are dismissed from school</u> (ex. to babysitter, US sibling/student, etc.) If students are picked up at the side door of the Lower School, make sure to have your car hang tag/name tag.

## **CURRICULUM**

The curriculum exceeds requirements of AdvancEd (formerly the Southern Association of Colleges and Schools) and the Alabama Independent School Association. The program is designed to prepare the student to be successful in college. In addition to basic courses in reading, language arts, mathematics, science, social studies and Bible, the Lower School program is enriched with instruction in music, art, Spanish, STEM, computer, physical education, and media center/library. LSA reserves the right to make curriculum changes, personnel decisions and all matters associated with school functions without notice or input.

## **PROMOTIONAL MATERIALS/STATEMENTS**

The school continually strives to ensure the accuracy of all written materials, including, but not limited to, promotional information, catalogs, brochures, handbooks, curriculum guides, and advertisements. In an effort to do so, however, information included in the materials (including class sizes, student-to-teacher ratios, school accreditation, teacher qualification, specialization, and length of service, course offerings, etc.) may change as programs grow and staff changes. Prior to relying on any written materials in making your decision to enroll your child in the school, please verify the accuracy of information with the Admission Office and/or school principal. Please also understand that even if the information was accurate at the time that you enrolled your child, the information may change prior to commencement of classes or during attendance at the school. Please also note that only the Head of School (or his/her designee) has the authority to make commitments regarding the nature of the program, specific arrangements for the child, or other changes from the school regular curriculum.

## **TEXTBOOKS**

Curriculum materials are chosen by faculty and administrative committees. The school provides curriculum, other materials, and students pay an annual book fee to defray purchase costs.

Students 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 book.

LSA reserves the right to make curriculum changes, personnel decisions and all matters associated with school functions without notice or input.

Technology resources are also used as supplementary instructional practice at the discretion of the teacher. Students have iPads 1:1 in PreK-6th grades and are assigned varying tasks to complete in support of the curriculum. There is also a Technology Course of Study that has age appropriate, student requirements.

## **STANDARDIZED TESTING and ASSESSMENTS**

Lee-Scott students' scores on standardized tests exceed the Alabama Independent School Association and Alabama Department of Education requirements. In the Lower School school, periodic formative and summative tests are given in grades 3-6. Periodic tests are administered throughout the year, with the summative test given in the Spring. Additional standardized tests, such as ability, achievement, and interest tests are used when needed. STAR testing is another test given to monitor growth and drive instruction. Individual student data may also require individual tests or fluency reads with teachers, instructional coaches or educational specialists. These opportunities assess not only fluency, but comprehension, accuracy and guided instruction.

## GRADING SYSTEMS

Numerical averages are used on report cards and permanent records for all academic courses. No "U" can be present for Awards' Day recognition for 4th, 5th and 6th grade in any area to be recognized in A or A/B Honor Roll.

	<u>Grade Scale</u>
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and Below

Scores on daily activities, homework, projects, and tests are combined to determine average for the quarter. The two quarter grades are averaged to determine the semester grade.

Grades for physical education, music, art, Bible, Spanish, STEM computer, penmanship and marks for conduct and effort are recorded as:

S/3-- Satisfactory  
N/2-- Needs Improvement  
U/1-- Unsatisfactory

## ACCOMODATIONS

There are limited accommodations that are available at Lee-Scott Academy beyond the traditional classroom and CIT setting.

Classroom accommodations, beyond what is done for every child at LSA, will only be administered after a complete battery from a certified Psychometrist or Psychiatrist has been submitted. It must be within 12 months and verified by LSA.

Lee-Scott only provides the following accommodations with this complete battery:

- Extra time, not to exceed time and a half on tests only - additional time to be given at a time at the discretion of the teacher (ex. before/after school, recess, etc.)
- Counselor support for emotional and social needs
- Progress monitoring by educational specialist
- Encourage use of planner or calendar to assist in organization
- Provide additional practice for home
- Create a behavior plan to collect data, with the goal to isolate issues and correct behavior
- Use mnemonic instruction when possible to teach study/memorization strategies

## COLLABORATIVE INSTRUCTIONAL TEAM

Collaborative Instructional Team (CIT) is in place to assist students with enrichment, interventions and/or behavior. If a student is in need of intervention/enrichment based on data and/or the teacher's professional opinion, the teacher will complete information about the child to bring to a committee. At this meeting, the professionals will discuss strengths and weaknesses of the student, potential strategies, possible intervention groups, additional resources, challenging projects/materials suggested, etc. Parents will also be made aware of what will be in place to assist in success and steps they can take to help. If our interventions and strategies do not meet the needs and we (the teacher and committee) believe that the child has deficits associated with Speech and Language, dyslexia, etc., the team may make a referral for the parent to consider additional services/testing.

## STUDENT REVIEW TEAM

Student Review Team (SRT) is in place to assist in the best placement of students due to behavior or lack of ability to meet academic deficits of a child. The team consists of the Head of School, administrator, teacher and any other professionals deemed important for best assessing data and documentation in the classroom setting. The team may make recommendation(s) to the parents about cancellation of contract, dismissal of the student from Lee-Scott Academy or options/suggestions for future success.

The teacher, team, etc. will have communication with parents to partner in success and best placement, strategies for improvement and/or recommendations for the child. Additionally, if parents are unhappy with any aspect of the functions of the school setting, the parents or Lee-Scott, have the option to non-renew contract or cancel the current student contract at the expense of the parent. Lee-Scott reserves the right to dismiss a child for behavior or academics.

## **REPORT CARDS**

Report cards are presented at the end of each quarter and contain academic grades, conduct and effort grades, performance in enrichment classes and an attendance report. Parents are encouraged to review PowerSchool regularly to keep up with student grades, review take home folders of work, study and read nightly to keep up with material covered in class.

Report card folders are sent home each quarter and should be signed and returned to the child's teacher. Parent/teacher conferences will be scheduled during the first quarter to review strengths/weaknesses and how parents can assist in their child's success. Additional conferences may be requested as needed. At the end of the year, report cards may not be issued to students who have overdue library books, unpaid fines, or delinquent tuition.

Please remember that student grades can be accessed any time in PowerSchool and you may contact your child's teacher with questions. Please allow one week after assignment or assessment is given for the grade update to be reflected in PowerSchool. PK does not use Powerschool for grades, they will have conferences and "report cards" three times a year, Oct. January and May.

## **HONOR ROLL**

The "A HONOR ROLL" consists of students, grades 4-6, who earn A's in all academic subjects for a quarter. No "U/1" can appear on the report card. The "AB HONOR ROLL" consists of students, grades 4-6, who earn A's and B's in all academic subjects for a quarter. No "U/1" can appear on the report card. The yearly "A HONOR ROLL" and "AB HONOR ROLL" are made up of students on either list for the entire year.

Sixth graders are recognized at their graduation for all A's, all 3 years at LSA (grades 4-6) from semester averages and can not have any "U/1" on their report cards.

## **PROMOTION AND RETENTION**

In PK - 2nd grade promotion is determined by the academic accomplishments/passing grades and physical and emotional maturity of the individual child. Students in PreK-1st Grade must pass a checklist that is given 1:1 by the teacher, with progress reports presented each quarter. The detailed reports will give parents opportunities to work on skills at home to support success and promotion requirements.

Promotion from grades 3-6 is based on the student's passing the major basic skills: math, reading, and language. Lee-Scott Academy does not double promote or skip grades for students. We do challenge within the grade level standards and beyond when determined by the child's teacher(s) and administrator(s). Students must pass math, reading and language to be promoted to the next grade at LSA. Students who do not meet the standards for their checklist in PK-1st grade or fail reading, math or language for the year may also be retained or not accepted for re-enrollment for the following years.

Promotion and retention in PK-6th Grade is the responsibility of the school, not parent discretion.

## **FIELD TRIPS**

Field trips are a part of the curriculum and are considered an extension of the classroom. Each trip is designed to be one of many learning activities included in a unit of study. Educational objectives are written for each trip, and knowledge gained from the experience is incorporated into follow-up activities in the classroom.

A note will be sent home describing the trip and will include a permission form to be completed by parents/guardian. The signed permission slip portion of the note must be returned to the teacher before the child can go on the trip. Permission given over the phone cannot be accepted. T-shirts are provided at the beginning of the school year & should be worn on trips.

On some field trips parents are needed to help the teacher with activities and assist in the safe care of the children. Parent chaperones are asked to make other arrangements for their children who are not members of the class. The added responsibility of younger children detracts from a chaperone's effectiveness and experiences of the class. Also, this is an opportunity for a parent to share a special school experience with the child. Please remember the purpose of a chaperone is to assist the teacher in directed activities. If you have been asked to chaperone, you must be committed to managing a group of students and remain for the duration of the trip and taking direction from the teacher of how you can best assist in a successful trip. Some field trips will have limited numbers or no chaperones. Chaperone selection is at the complete discretion of the teachers.

On PK field trips each child must be accompanied by a parent/guardian. Parents provide child's transportation to the trip.

## FINANCIAL REGULATIONS

Lee-Scott Academy uses FACTS as our tuition management system. All families are required to have an account established in FACTS in order to pay tuition and incidental charges (field trip fees, club fees, extra curricular fees, etc.). Families have the options to pay tuition on the 1st, 5th or 10th of the month. For any late tuition payment, there is a five day grace period after which a \$50 late fee is charged. FACTS will charge a \$35.00 fee for returned checks.

If an account is ninety days past due, a student may not (1) enroll in school, (2) enroll during registration for the new school year, or (3) return for the second semester.

All financial obligations must be cleared before report cards or records are sent to another school or released to a student for parents. please see [www.lee-scott.org](http://www.lee-scott.org) for tuition information.

No person in any capacity should take it upon himself to purchase, order, or in any way obligate the funds of Lee-Scott Academy unless prior approval has been given 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 which can be obtained from the Head of School when the proposed expenditure is discussed.

All money collected at the school or on the name of the school must go through the office so that it can be audited for the protection of school officials, teachers, and students.

## ENTERING, TRANSFERRING, & WITHDRAWING STUDENTS

A student entering school after the school year begins may meet with the Admissions Director, Head of School or principal. At that time, school policies will be discussed with the students and parents. When registering, parents are expected to read the handbook and be aware of information on our school web page at [www.lee-scott.org](http://www.lee-scott.org) and information in the contract.

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

After clearance has been given, one transcript will be sent free of charge to the designated school. There will be a charge for the processing of additional transcripts and materials in the student's file. The school requests written permission to release transcripts. All financial obligations must be cleared before transcripts will be released.

## ATTENDANCE

Accrediting agencies require that a student attend a prescribed minimum number of days during the academic year. Students are encouraged to attend school each day of the school year. Please arrange trips during times when school is not in session so that your child can have optimum learning at LSA.

Only in unavoidable cases should a student be taken out of school before the close of the day. If it is absolutely necessary for students to be picked up before school is dismissed, parents must go to the main office and check the student out.

## ABSENCES/MAKE-UP WORK

**EXCUSED ABSENCES:** Excused absences are: illness of student, death in the family, inclement weather, doctor or dentist appointment or prior permission of the principal. A parent's written excuse (not verbal) must be brought to the teacher when the child returns to school in order for make-up work to be completed.

**MAKE-UP WORK:** Make-up work for excused absences should be completed as quickly as possible. The student will be allowed the same number of days to make up the work as the number of days absent. Long-term projects assigned prior to the absence (and due during the absence) will be due on the day the student returns to school. Students who are absent less than three days will make up the work upon return to school. Parents may request work if a child is out for longer than 3 days. Please allow at least 24 hours for teachers to prepare assignments. Please do not expect assignments will be ready prior to last attendance day and be aware that some electronic information will be sent throughout the week.

**ABSENCES, TRIPS/EXTRACURRICULAR ACTIVITIES:** The student will not be excused from class unless prior arrangements have been made with the Lower School principal. A note written by the parents must be filed in the principal's office prior to the trip.

**ABSENCES, SCHOOL-SPONSORED EVENTS:** Upon returning to school, a student will be responsible for any work or test assigned during the absence. There may be exceptions if prior arrangements were made with the teacher.

UNEXCUSED ABSENCES: Unexcused absences will include, but not limited to: going home to change inappropriate clothes and appointments (except doctor or dentist), and family vacations. The family is responsible for completing work missed due to unexcused absences. Ample holiday time is provided in the school calendar to arrange vacations. If grades are due and the missed assignments are not complete, the student may be given an "Incomplete" grade and a timeline for completing the assignments/tests before receiving a score of zero averaged into their grade.

### TARDIES

Any student reporting to the classroom after 8:00 a.m. will have been marked absent and must check in through the main office. We love for students to be in the room by 7:30 each day. This allows students to do morning work, hear school news, participate in school prayer, unpack and best prepare for the day.

### ILLNESS

A student experiencing an elevated temperature, vomiting, diarrhea, and or other symptoms of infectious illness is to remain at home for a minimum of 24 hours after the problem has subsided. A student with strep throat may not return to school until antibiotics have been administered for 24 hours. If the nurse calls a parent to pick up a sick child, the child will need to be picked up within an hour.

### MEDICATION POLICY

At no time should a student have medication at school without the knowledge of the school nurse and classroom teacher. Parents must give the school nurse any prescription or nonprescription ( aspirin, nasal spray, etc.) drug and a schedule of the time it is to be administered; it will be kept in a secured place, and the nurse will be responsible for giving it to the student according to the doctor's instructions. A student will not be allowed to self-medicate.

**In order for the medication to be given to the student, the parent or guardian must complete a *Medication Authorization form.*** You can find this form on our web page at [www.lee-scott.org](http://www.lee-scott.org) under Quick Links drop down box. The teacher or school nurse can also provide parents with this form. This form gives the school permission to administer the medication, and a record of any medications dispensed; it will be on file in the nurse's office.

### LIBRARY/MEDIA CENTER REGULATIONS & PROCEDURES

1. The media center is open from 7:30 a.m. until 3:00 p.m.
2. Students in PreK and kindergarten may have one book, first and second grade may have two items checked out at a time; 3rd-6th graders may have up to three items checked out at the same time.
3. All books, except reference and reserve materials, may be checked out for one week by grade 1 - 3 students and for two weeks by grade 4-6 students. Books may be renewed for one additional loan period.
4. Reference materials and reserve materials (unless noted for *Room Use Only*) may be checked out overnight and are due back by 8:00 a.m. the following school day.
5. Periodicals, except for current issues, may be checked out for one loan period. If they consistently are not returned on time, the student will lose this privilege.
6. By checking out the material, the student acknowledges his/her responsibility to return it in good condition by the due date. If an item is damaged beyond repair, a replacement fee will be charged.
7. The media center will send reminders of overdue materials. Parents will be notified when materials are not returned after repeated reminders. Report cards will be held each grading period until overdue items are returned or replacement fees are paid for lost items.

### ARRIVAL AND DEPARTURE

Students should not arrive at school before 7:30 a.m. Teacher's start time is 7:30 a.m., meaning the student will be unsupervised. Any student arriving early must sit in the front foyer until the dismissal bell to classrooms at 7:30. We love for students to start the day at 7:30! There is always morning work to complete and get organized for the day ahead. In PreK, a parent must sign their child in and out each day.

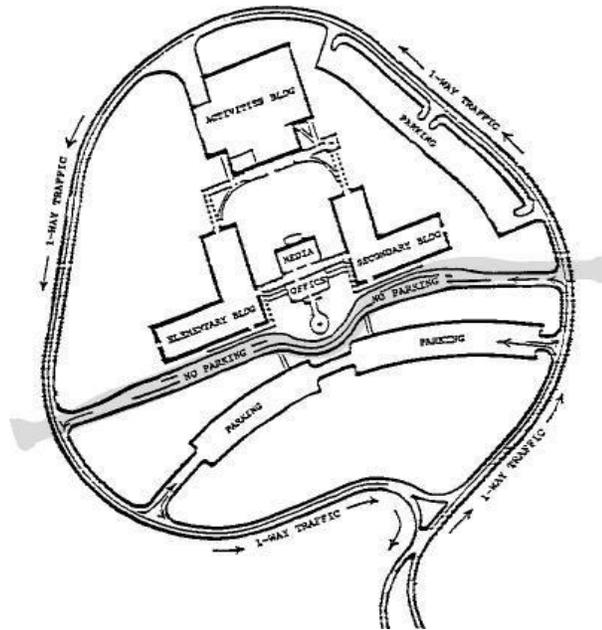
For safety reasons, students cannot be left unsupervised on campus at any time. At the end of the school day, students will be seated in the Lower School hall until picked up. Teachers will be on duty from 2:50 until 3:05. If not picked up by 3:05, students will report to the main office to call a parent and await pickup. *(If a student is to meet an older sibling in the secondary area for pick-up, a form provided by the school should be sent to the child's teacher.)* **For safety reasons, parents and caregivers must use the Lee-Scott pick-up card and have the child's name visible in the car dash during the entire car line and at the side door pick up. If a child is released to an older sibling, babysitter, etc. based on a 3:00 form, there is no supervision after leaving the Lower School or activities building. They must come to the 3:00 area before going to any athletic practice or event and parents MUST have completed the 3:00 form giving permission. Students should never leave class and not report to dismissal areas. After students are dismissed from the 3:00 group, they are not supervised and may not remain on campus. Students may not remain on campus as spectators for events without being chaperoned by parent/guardian.**

**PK students must be walked to the PK doors upon arrival (park in lower parking lot and not by the curb)**

**PK students must be picked up at the PK doors. LSA pick-up card must accompany the parent/guardian picking up. A form must be completed and signed by the parent listing any guardians other than the parent to pick up.**

**PK children must be signed in and out each day per DHR**

### **TRAFFIC FLOW PROCEDURE**



There are three lanes in front of the Lower School Building, and there are No Parking Zones. The two lanes next to the curb are to load and unload students; the other lane is for traffic flow only.

Anyone planning to leave the car should park in the designated parking area. **All parents are encouraged to stay in vehicles to help our process flow smoothly. If for any reason you walk up to the building, you must present the child's Parent Pick-Up hangtag.**

### **ANIMALS AT SCHOOL**

The use of animals as instructional aids must be planned and approved by the teacher. By following guidelines issued to schools by the Public Health Department officials, the experience can be made safer for both children and animals. Teachers have a copy of the Alabama Department of Public Health guidelines for animals in the schools.

### **BAND**

The Lee-Scott Lower School band program is for beginning band students enrolled in the sixth grade.

### **PARTIES**

Party invitations may be handed out at school provided each child in the class receives one. Private parties are not held at school, but instead we will hold "Birthday Month" celebrations for each child having a birthday that month. Room parents provide treats for birthdays one time per month in the cafeteria for grades 1-6. Each class has a Christmas, Valentines' Day, Easter party and an End of the Year party. PK, Kindergarten, and First grade classes have Easter Egg Hunts. Room mothers assist with these parties at the direction of the teachers' wishes. Some grade levels also have special events at Thanksgiving. PreK and Kindergarten classrooms arrange their own birthday parties due to eating in the classroom.

## **CELL PHONES & SMART WATCHES**

Cell phones must remain OFF and kept in backpacks during school hours. Smart watches, such as the Apple watch or other devices with phone capabilities or that have similar capabilities as cell phones will be treated as noted above. Under no circumstances are students allowed to use their phone or smart watches while at school without teacher permission. Students' phones, smart watches or devices may be taken up for a parent to get from the school. This can also result in disciplinary action.

## **ELECTRONIC MEDIA/SOCIAL MEDIA**

Video and pictures are not permitted during the day except with permission from teachers. Videos and pictures from faculty and staff taken during school sponsored events (example: field trips, Field Day, camp, ball games, pep rallies) may not be posted on personal social media or any other social media. Students' privacy is imperative. Students should refrain from posting any negative comments on social media. Only positive comments should be shared. Disciplinary action if policies associated with devices and social media are not consistent with school policy, including but not limited to taking away the school owned devices or involving school resource officer. Students may have their school device taken away permanently at the discretion of the school.

Please see link to Responsible Use Policy:

<https://www.lee-scott.org/wp-content/uploads/2020/12/rup.pdf>

## **LUNCH PROGRAM**

The cafeteria provides lunches for students who choose to buy them in grades K-6. Students may bring lunch from home. PK is expected to bring lunch from home.

Lunch is served in the cafeteria for students in grades 1-6, and students are expected to put all trash in the waste cans.

## **SNACKS and WATER BOTTLES**

Students may bring a snack and water bottle for recess or designated snack time. LSA provides a snack for PK and Kindergarten. Water bottles need to be brought each day due to only having water bottle fill stations. Water bottles should have a self-closing spout to avoid spills. Cups will not be provided for water. Water bottles should contain water only.

## **VISITORS**

All visitors, including parents, must report to the main office before visiting any classroom or having lunch during the school day to check in and receive a badge.

## **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 areas to take students to a safe place away from all outside walls. Upon notification of a tornado warning, the teachers will take students to these locations and take proper precautions.

### **LOCKDOWN DRILLS**

Lee-Scott will periodically practice lock-down drills. The drills will allow teachers and students to be familiar with safety protocols in the event of an intruder being on campus.

### **CLOSING SCHOOL DUE TO SEVERE WEATHER**

It sometimes becomes necessary, usually because of threatening weather, for school to close early. This decision is made after consulting with agencies such as the Office of Civil Defense, the Police Department, the State Trooper Office, and local weather officials. Schools are sometimes requested to close early to prevent traffic problems caused by blocked streets, slick road surfaces, or congestion. If available, the school will utilize School Messenger to notify of closing.

School will be dismissed only at the request of the proper authorities. Should it become necessary for school to be dismissed, the local radio stations are immediately contacted and asked to begin making announcements. 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 are:

- Instruct your child as to what he/she should do if school closes early.
- If no one is likely to be at home, be sure your child knows where to go; (to his own home, to a neighbor's house, to stay with a relative...)

- Make arrangements to have your child picked up immediately if school closes early. Children can get quite upset if they have to remain at school for several hours with no contact with their parents. Also, traffic conditions usually get worse during the day.
- 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. Often the telephones are out of order due to bad weather.
- 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 impossible for the office staff to deliver messages to students during severe weather because of the necessity of putting emergency plans into operation. **PLEASE DO NOT TIE UP THE SCHOOL TELEPHONE LINES.** It is necessary for the telephone lines to remain open for communication with emergency officials.

In the event that school will not be in session due to the weather conditions, local radio stations will be notified by 7:00 a.m.

#### **FIRE DRILL INSTRUCTIONS**

- The fire drill signal is the sounding of the fire alarm and flashing lights.
- Students will exit the room in a quiet, orderly manner and remain in line throughout the drill. The last student out of the room should close the door.
- Students not in regular classes will leave the building in an orderly fashion.
- No student should return to the building for any reason until the all-clear signal is given.
- Fire drill information for each room is located near the door on the inside of the classroom. Teachers and students should be familiar with these directions.
- Fire drills will be held at least once a month.

#### **CARE OF SCHOOL PROPERTY**

The buildings and fixtures are provided at great expense to the parents and friends of Lee-Scott Academy. It is expected that every student will refrain from defacing or destroying school property. Also, every student should help the janitorial staff by helping to keep campus clean. Parents of students who deface or destroy school property will be charged the expense for replacement and/or clean-up. Consequences at school may include dismissal from LSA and nonrenewal of contract.

#### **ARTICLES NOT PERMITTED AT SCHOOL**

Students are not allowed to bring articles to school which are dangerous or could be used as a weapon, unnecessary for usual classroom work, subject to be stolen, or distracting to others (toys, make-up, perfume, etc.). Pets are not allowed at school.

## DRESS CODE

Just as a student's behavior reflects credit to the parents and student alike, a student's dress and appearance should be a joint responsibility as well. This dress code has taken into consideration student safety and enhances a proper academic setting conducive to optimum learning.

The teachers, principal or Head of School will make decisions regarding appropriate dress. If a student violates the dress code, parents will be contacted to provide appropriate clothing or grooming. Students may be required to have a specific dress code for special events (e.i. Awards Day, special programs, field trips, etc.).

Girls	Boys
<ul style="list-style-type: none"><li>● Slacks and Capri Pants are permitted</li><li>● Shorts must be hemmed, close to fingertip length, no tight fitting and have at least a 6 inch inseam (No Nike type shorts)</li><li>● Jeans should not have tears, rips or be ragged</li><li>● No sweat suits, warm-up pants or athletic/P.E. shorts</li><li>● Leggings are permitted as long as the shirt <u>covers girl's bottom and front entirely.</u></li><li>● Skirts and dresses should be just above the knee or longer</li><li>● Shirts/blouses must cover shoulders and have modest necklines (no halters, tank tops, spaghetti straps)</li><li>● No t-shirts with alcohol or tobacco ads, or vulgar language references</li><li>● Tennis shoes ONLY for PE - No high heels</li><li>● Tennis shoes, dress shoes may be worn for special programs if required. Students must change back to tennis shoes afterwards.</li><li>● No clothing showing undergarments or midriff while standing or raising your arms/hands</li><li>● Clothing should not be too tight or too oversized</li><li>● No hats, caps or other head coverings during school hours ((unless a special occasion authorized by the school)</li><li>● No body piercing or tattoos</li><li>● Girls may have traditional ear piercing</li><li>● No non-traditional hair styles or coloration</li><li>● Hair may not obscure vision</li><li>● Shirts should not come below shorts, skirts, etc.</li><li>● PK- closed toe non-slip shoes only. Example: sneakers/tennis shoes.</li></ul>	<ul style="list-style-type: none"><li>● Slacks and Pants are permitted - should not have tears, rips or be ragged</li><li>● Shorts must be hemmed and have at least a 6 inch inseam</li><li>● No sweat suits, warm-up pants or athletic/P.E. shorts</li><li>● Shirts must cover shoulders</li><li>● No plain white undershirts.</li><li>● No t-shirts with alcohol or tobacco ads, or vulgar language references</li><li>● Tennis shoes ONLY for PE</li><li>● No clothing showing undergarments or midriff while standing or raising your arms/hands</li><li>● Clothing should not be too tight or too oversized</li><li>● No hats, caps or other head coverings during school hours (unless a special occasion authorized by the school)</li><li>● No body or ear piercing or tattoos</li><li>● No non-traditional hair styles or coloration</li><li>● Masculine hair may not obscure vision and must be cut above a golf shirt collar and should be above the chin - no long hair will be permitted</li><li>● PK-closed toe non slip shoes only. Example: sneakers/tennis shoes.</li></ul>

## GUM CHEWING

Students at Lee-Scott Academy are not allowed to chew gum in the classroom or anywhere else on campus at any time.

## 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 in any way to raise funds unless prior permission has been obtained from the Head of School. Persons in violation of this policy are subject to disciplinary action which may include suspension.

## CONDUCT AT SCHOOL-SPONSORED EVENTS

Students should remember that conduct rules and regulations at school-sponsored events are the same ones that apply during the regular school day. Parents are also urged to conduct themselves in a mature manner at school-sponsored events. Parent behavior may result in dismissal from the team, group, club or school.

Students should not go behind any of the buildings or structures during these events. They should only be in areas where there is adult supervision.

Teachers and coaches are responsible for student discipline both at school and during functions away from the school.

Coaches will be held responsible for 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 academic teams or club members at activities.

### **CODE OF BEHAVIOR AND CONDUCT**

Common Courtesies: There should exist at Lee-Scott Academy an atmosphere that is calm, self-disciplined, and conducive to learning. Any interruption of that atmosphere can lead to a disruption of learning and studying; no student has the right to deprive another student of that environment. Teachers should always be able to teach and students learn without interruption.

Students are expected to behave as ladies and gentlemen in a mannerly fashion at all times and uphold the standards and ideals of the school. It is also expected that all students abide by school regulations and respect proper authority.

Classroom Courtesies: It is expected that students accept responsibility and make a habit of expecting to work. A cooperative attitude with teachers and students in class activities is essential. Students should form the habit of talking in a conversational tone and not talking while someone else is talking.

Assembly Courtesies: Students should enter the assembly in a quiet and orderly manner and remain this way for the entire assembly. Respect for the speaker or entertainer should be shown throughout the program. Applause should be done in a cultured and respectful manner.

General Conduct: Students should not participate in public displays of affection. Students should be consistently respectful of each other and all associated with Lee-Scott Academy while displaying good sportsmanship with other schools.

### **SUSPENSION & IN SCHOOL SUSPENSION**

Behaviors that could lead to suspension from school are: attempt to cause physical harm; possession of weapons, tobacco, drugs; misconduct during athletic events, field trips or other school activities away from school or at school; theft; destruction of property; prolonged insolence or insubordination; use of inappropriate or vulgar language, behavior issues preventing teaching and learning; or anything deemed by school administrators as a suspendable offense. Any student guilty of any of these acts may be suspended by the principal or Head of School. Most suspensions will be for a definite time; however, if the offense is exceptionally severe, the suspension could be for an indefinite period of time. Parents will be notified of the reason for and length of the suspension. Two or more suspensions, may result in a student's permanent dismissal from school or non-renewal of contract at the parents' expense.

Students may also be kept in ISS for inappropriate behavior deemed by administrators/teachers.

### **STUDENT SEARCHES**

The administration reserves the right to search any student, locker, book bag, desk, purse, etc. based upon reasonable grounds for believing that something contrary to school rules or detrimental to the student or others is present. Upon discovery of anything not deemed appropriate for school, parents will be notified and authorities contacted.

### **CHEATING AND STEALING**

Cheating is defined as "either giving or receiving assistance on any graded work understood to be an example of individual effort." Any incident of cheating will be discussed with the student by the teacher. Parents will be notified. Cheating will not be tolerated at Lee-Scott Academy. Stealing will not be tolerated at Lee-Scott Academy. Student(s) may be awarded a zero for the assignment.

### **PRIMARY PLAYGROUND**

The time students spend on the playground is a part of the daily program for students enrolled in the PreK, kindergarten, and primary grades. Some classes are scheduled to be on the playground late in the school day. For safety reasons, parents who arrive early to pick up students should not allow younger children into the fenced area until all students have returned to the classrooms.

### **PLAYGROUND RULES and COLD WEATHER**

Playground rules are set by classroom teachers in an effort to allow safe play in an appropriate, safe manner. Teachers monitor students and provide appropriate consequences when needed. When the wind chill factor is less than 32° or less than 40° with precipitation, recess will be indoors. If the wind chill is above the aforementioned temperature, it is still up to the teacher and administrator discretion on location. Student dress (i.e. shorts in cold weather) is a strong determinant in this decision. Please dress appropriately for cold weather.

## HARRASSMENT AND DISCRIMINATION POLICY

Lee-Scott Academy will not tolerate discrimination against or harassment of its students or employees. Any form of discrimination against or a harassment related to a students 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 and 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 violate 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 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 Secondary Principal and/or the Lower School Principal. These two administrators will investigate the incident, consult with 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 oath) from the alleged victim(s), the alleged defender(s) and witnesses. If the result of the preliminary Academy investigation conducted jointly by the Secondary and Lower School Principals or other persons designated by the Head of School is accepted by the alleged victim(s) as conclusive and no further action is deemed necessary, he/she will sign a statement requesting the Academy take no further action. (in the 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 Principals, or the 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 by its Mission Statement and Policies. The Academy is not subject to IDEA (Individuals with Disabilities Education Act) or FAPE (Free Appropriate Public Education).

**ACKNOWLEDGEMENT:** Parents agree/sign the handbook as a part of the online registration process.