

Lee-Scott Academy



Lower School Handbook

Revised Summer 2025

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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 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 an independent college preparatory school. The factors considered during the admissions process in determining acceptance are the results of the assessments given at Lee-Scott Academy, the review of the academic, attendance and discipline records from the applicant's current school and the review of any remarks/recommendations from the applicant's current or previous schools. These factors are carefully analyzed and ranked to determine all admissions decisions. It is a rigorous process that is done collaboratively by the Admissions Committee. The review of these factors determine if Lee-Scott Academy is the appropriate educational match for the prospective student and family and if the prospective student and family is an appropriate match for Lee-Scott Academy.

K4 students must be four years old by September 1st to apply for K4. Kindergarten students must be five years old by September 1st to apply for Kindergarten. A student must be six years old by September 1st in order to enter 1st grade and screening instruments will be used for potential candidates in all grades.

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, and athletic and other school-administered programs.

Admissions decisions are the responsibility of the Lee-Scott Academy Admissions Committee and are final.

REQUIRED DOCUMENTS FOR ENROLLMENT

- Up to date Alabama Certificate of Immunization (blue card) **BEFORE** the first day of school
- 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 Head of School 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 and Family Partnership

At our school, we deeply value the partnership between families and educators, recognizing that open, respectful collaboration is essential to supporting students' growth and success. We are committed to fostering a positive and welcoming school environment where students can thrive.

To maintain this environment, we expect all interactions—whether on or off campus, including during school events—to reflect courtesy and mutual respect. In situations where a parent or family member's behavior becomes disruptive, intimidating, or aggressive, or if there is a fundamental conflict with the school's policies, teaching methods, or disciplinary practices, it may impact the school's ability to effectively support students.

In such cases, the school may need to review the family's continued enrollment or consider limiting participation in school activities or events. This may also apply if external circumstances, such as a criminal conviction, raise concerns about the safety or well-being of the school community. Should such measures become necessary, tuition will remain non-refundable, and any outstanding balances will be due in accordance with the Enrollment Contract.

Additionally, the school reserves the right to withdraw an offer of enrollment or re-enrollment, or to void an executed Enrollment Contract, if it is determined to be in the best interest of the school community.

We greatly appreciate your partnership and support in creating a positive and respectful environment where all students can succeed.

DAILY SCHEDULE

7:30 - 7:55

- Homeroom (Students are tardy after 7:55 - **We like for students to start their day at 7:30** so they have time to organize for the day and complete morning work. We have someone to supervise students beginning at 7:30 and dismissed to classrooms.)
- Devotional/Morning Prayer/Pledge/School News
- Individual teacher schedules are available from your teacher at the beginning of the school year.

2:35 Dismissal for K4-due to walking up to the K4 door and the need to cross street safely

2:35 In hallway ready for dismissal

2:40/2:45 - 3:05 Teachers supervise students in the lower school. - please be timely with pick-up time. Teachers/administrators often have meetings and professional development.

Parents who are allowing their child to be picked up in the carline or at the lower school side door, (ex. to babysitter, upper school sibling/student, etc.) **MUST** have a car tag showing that they have permission. If an emergency occurs and you need a car tag for someone at the last minute, please contact our school office and have the person picking up your child(ren) come by to pick up the tag.

CURRICULUM

The curriculum exceeds the requirements of Cognia (formerly the Southern Association of Colleges and Schools) and the Southern Association of Independent School Association (SAIS). The program is designed to prepare the student to be successful in college. In addition to 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. Teachers are the professionals and will determine solely the communication with parents of plans, tests, etc. as timelines may change. Parents should not expect that they will have access to teacher plans.

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’s regular curriculum.

TEXTBOOKS

Curriculum materials are chosen by faculty and administrative committees. The school provides curriculum and other materials.

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 changes to the curriculum, personnel, testing 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 K4-6th 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 K4-6. Periodic tests are administered throughout the year, with the summative test given in the Spring, depending on grade level. We currently use ERB (2nd-6th), Milestones (3rd-6th), CBM (Primary grades and as needed up to 6th grade) and STAR (K-6th grade), OLSAT (for 2nd and 5th graders) along with our curriculum testing materials. Additional standardized tests, such as ability, achievement, and interest tests are used when needed. A variety of tests are 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. Students in K4-K are screened for speech and language as well.

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. We encourage you to check PowerSchool, go over work sent home and partner with teachers about how to support your child’s success at home.

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 an LSA approved, 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 specialists/CIT and/or teacher
- 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 (CIT)

Collaborative Instructional Team (CIT) is in place to assist students with enrichment, interventions and/or behavior. If a student is in need of academic intervention/enrichment/behavior intervention based on data and/or the teacher's/administrator's professional opinion, the teacher will complete information about the child to bring to a committee. At this meeting, the school employed professionals will discuss strengths and needs of the student, potential strategies, possible intervention groups, additional resources, challenging projects/materials suggested, behavior plans, 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.

Teaching and learning are a priority for students at Lee-Scott Academy. Students who are in CIT for behavior may be dismissed if the SRT (School Review Team) deems necessary at any point. If a student's behavior is severe enough for any one incident, Lee-Scott can immediately move to dismissal without CIT (Collaborative Instruction Team) or intervention.

STUDENT REVIEW TEAM

Student Review Team (SRT) is in place to assist in the best placement of students due to behavior or their lack of ability to meet academic standards. 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 at any time.

REPORT CARDS

Report cards are presented at the end of each quarter and contain academic grades, conduct/effort grades, attendance and penmanship. Enrichment classes focus on effort and conduct. Parents are encouraged to review PowerSchool regularly to keep up with student grades, review take home folders of work, help student 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. K4 does not use Powerschool for grades, they will have conferences and "report cards" three times a year, October, 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/I” can appear on the report card. The “A/B HONOR ROLL” consists of students, grades 4-6, who earn A’s and B’s in all academic subjects for a quarter. No “U/I” can appear on the report card. The yearly “A HONOR ROLL” and “A/B 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/I” on their report cards.

PROMOTION AND RETENTION

In K4 - 1st grade promotion is determined by the academic accomplishments/passing grades and physical and emotional maturity of the individual child. Students in K4-1st grade must pass a checklist that is given 1:1 by the teacher, with progress reports presented each quarter in each subject. Students in K4 must have a passing percentage of 70% in each subject area of their checklist by February 20th as this is the minimum requirement to move to the next grade. Kindergarten and first grade must have a passing percentage of 70% in each subject area of their checklist by March 1st as this is the minimum requirement to move to the next grade. In the final quarter, the expectation is that your child would have growth equaling or above 85% on their final checklist in all subject areas for promotion to the next grade. The detailed reports will give parents opportunities to work on skills at home to support success and promotion requirements.

There is also a social/emotional checklist that must be met by the percentages and dates above for each grade level for a student to be promoted.

Promotion and retention in K4-1st grade is the responsibility of the school, not parent discretion. Age may also be considered as a factor for retention.

Promotion for 2nd through 6th grade is based on the student passing all academic subjects: math, reading, and language. Passing grade must be at least 59.5 or above by averaging the 2 semester grades together for year end grade. 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 passing requirements for K4-6th grade to be promoted to the next grade may not be accepted for re-enrollment.

Promotion and retention in 2nd-6th grade is the responsibility of the school, not parent discretion.

Outside Tutoring Considerations

Lee-Scott Academy supports the furthering of your child’s educational success through various tutoring programs and services. Our teachers/staff will receive information from tutors and take it into consideration to support your child in the classroom.

- However, outside tutoring will not dictate classroom instruction or practices.
- Outside tutoring recommendations and accommodations will not supersede accommodations previously set forth by Lee-Scott Academy Handbook. (See accommodations provided on page 6).

ACADEMIC OPPORTUNITIES and SUMMER REQUIREMENTS

Teachers work diligently to curb the dips that occur over the holidays and summer months. As a result, the following are in place:

- Students are expected to read/be read with 20-25 minutes each night, with an adult/parent and talk about the text they read.
- Summer requirements for each grade level offer opportunities for students to keep skills sharp. There are traditionally reading, writing and/or math requirements that often require some type of project/test that acts as the student’s first grade of the year and is DUE ON THE FIRST DAY of school. Check the final report card and our web page for the required summer work.
- Holidays offer a variety of opportunities to participate in academic challenges. We encourage you to assist your child(ren) in participating in the holiday challenges to help prevent dips.

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 and the expense of the trip will be charged to FACTS accounts for any student who attends, including a \$10.00 transportation fee. 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. Uniform attire should be purchased by parents at the beginning of the school year and should be worn on trips. Teachers will designate the attire.

At times, we have the benefit of one of our chaperones being a medical provider. In these instances, he or she will advise and or provide medical care. They may also dispense medicine if parents have completed the required medication form. If you do not give permission in this capacity, you must make the teacher aware in writing. Any student's medication that is required by a physician's order will be taken on field trips. However, we cannot ensure the temperature for any medication taken on a field trip.

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. No siblings are allowed on field trips. 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 take direction from the teacher of how you can best assist in a successful trip. Some field trips will have limited numbers or no chaperones. Teachers choose the chaperones. Although we would love every child to attend, we support your decision if you choose to keep your child home. Your FACTS account will not be charged if your child is confirmed not to attend. Parents will need to make arrangements for their child if you determine not to send your child on a field trip.

On K4 field trips each child must be accompanied by a parent/guardian. Parents provide their own 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 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 in 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 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. Please contact your child's teachers and principal if your child will be absent for an extended period of time.

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 will also be expected to take all tests when they return and it will be the responsibility of the parents to assist in missed work/instruction as the teacher will not have time to recreate lessons or go back over material that was missed. 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 may be sent throughout the week. Student work that is graded will most often be completed at school.

Students who are given work assignments for time away for excused trips, are expected to turn the work in upon return.

Make-Up work may be required when the student returns and will be done at teacher's discretion - ex. Recess, P.E., etc.

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

Please make sure your child is early to class each day. This sets children up for a more positive and productive school experience. We love for students to be in the room by 7:30 each day. Any student reporting to the classroom after 7:55 a.m. will have been marked absent and must check in through the main office. This allows students to do morning work, hear school news, participate in school prayer, unpack and best prepare for the day.

ILLNESS

The school nurse monitors for symptoms of contagious illness. If symptoms exist, your child should not attend school. If symptoms occur during school, parents will be contacted to pick up their child.

- Fever - A student with a temperature of 100 degrees or higher should remain at home until fever free for 24 hours without medication.
- Vomiting and/or diarrhea - Students should remain at home until resolved.
- Pink Eye - Students should remain at home for 24 hours after the first dose of medication.
- Strep Throat - A student should not attend school until 24 hours after the first dose of antibiotics and fever free, without medication.
- A student should remain home if a cough is consistent and uncontrolled.
- Protocol for Lice
 - If school staff suspect a student has lice, the student will be screened by the school nurse or trained staff member in a private setting.
 - Students who are found to have live lice or viable nits will be referred to their parents for treatment.

- Information on treatment will be provided to parents. Parents will be advised to provide treatment before the student returns to school. Students may return to school after they have been treated.
- Parents should be advised that a second treatment 7-10 days after the first treatment may be necessary. Parents are encouraged to carefully inspect daily (for about 10 days) after treatment.
- Students who have been found with lice may be rechecked in 7-10 days after treatment at the discretion of the school nurse or trained designee.
- Any close contacts to the person with lice may be inspected at the school nurse's discretion or other trained staff member. If an infestation is found, they will be referred for treatment. School wide, classroom or other large group screenings are not recommended.
- If there are cluster cases of three or more students in one classroom or a defined setting, notification letters to parents of students in that classroom may be sent home at the discretion of the school nurse or at the request of the school principal.

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 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. **For Field Trips:** Any student's medication that is required by a physician's order will be taken on field trips. However, we cannot ensure the temperature for any medication taken on a field trip.

We also have hearing and vision screenings for students. You must notify the school nurse in writing if you prefer your child not to participate.

Responsibilities of Parents/Guardians for allergies:

- Certain food items or ingredients may be dangerous for an individual to eat. Please tell your child not to share any food item with another student or accept and eat any food from another child. You should ensure your child knows, understands, and follows your plan for his or her daily school meal and snack.
- Teach your child to wash his or her hands with soap and water before and after eating.
- Do not send any food items to be shared during classroom parties or celebrations without speaking with your child's teacher and principal.
- Although allergens are avoided as much as possible, there could be times when alternative food/snacks are needed for a student. At these times, parents are responsible for providing an alternative for the student or for the class as a whole.

IMMUNIZATION REQUIREMENTS

Before entering K4, students must have all age-appropriate vaccines.

Before attending Kindergarten, students **MUST** have all the vaccines listed below:

- DTap (5 doses or 4 if fourth dose was administered on or after the fourth birthday)
 - MMR (2 doses)
 - polio (4 doses or 3 if administered on or after fourth birthday)
 - varicella (2 doses)
- IMMUNIZATION BEFORE starting School as K4

Before entering the 6th grade, students are required to have a Tdap booster, in addition to the immunizations listed above.

It is the parents' responsibility to notify the school when shots have been updated.

COUNSELING

We are fortunate to have a full time counselor in the lower school. The vision of Lee-Scott Academy's counseling program is to support the school mission by helping students reach their full potential through fostering and supporting families, teachers, and

students spiritually, socially, and academically in Christ-centered counseling and standards-based curriculum. Our students will gain the skills necessary to be the best learners, friends, and citizens they can be. We believe, "No one can lay any foundation other than the one already laid, which is Jesus Christ." 1 Corinthians 3:11 Our counselor provides whole group, small group and individual counseling. Students may self refer, be referred by teachers, administrators, CIT Team or parents to assist in any issues that support emotional health. Parents will be notified when children have been seen by the counselor.

Parents may also contact the counselor for assistance.

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. If books are not returned after notice is sent home, your FACTS account will be charged \$30.00 per book.

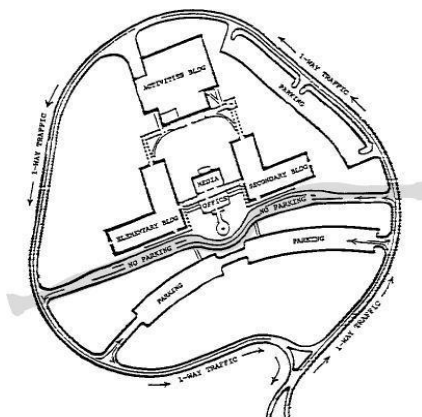
ARRIVAL AND DEPARTURE

Students should not arrive at school before 7:30 a.m. Teachers' 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 K4, 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 2:40 until 3:05. If not picked up by 3:05, students will report to the main office to call a parent and await pickup.

- 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.
- All students who are not picked up in the carline, must be picked up at the side door with one of our LSA car tags, this includes siblings, baby sitters, family members, etc.
- Extra car tags may be purchased in the office. If there are changes during the day and a car tag is needed, please contact Mrs. Casey Stewart in the office.
- Students may not remain on campus as spectators for events without being chaperoned by parent/guardian. If there are events taking place on campus, please make sure your child(ren) stays with you under supervision. They are not allowed to play in classrooms, cafeteria or inside the buildings during events.
- K4 students must be walked to the K4 doors upon arrival (park in lower parking lot and not by the curb)
- K4 students must be picked up at the K4 doors. LSA pick-up cards 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.
- K4 children must be signed in and out each day per DHR. Their siblings are allowed to sit with them in the K4 area as long as they are not disruptive and follow instructions of K4 teachers/those teachers on duty.

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 with phones off 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.

PTO/ROOM PARENTS

LSA is truly blessed to have such an active, helpful PTO! Parents organize and assist with countless events throughout the year to help us serve our students and families, along with helping teachers in a variety of capacities. Teachers choose one room parent each year from those who are interested in serving in this capacity. PTO officers choose one grade level person to serve as the grade level chair and liaison with teachers and PTO. The goal of these positions is to work with the school to make events/activities helpful for teachers and best for students. **Parents who are volunteering in the classroom should not bring siblings.**

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 have a long held tradition of "Birthday Month" celebrations for each child in 1st-6th grades having a birthday that month. Parents are welcome to come eat lunch during the grade level celebrations. Room parents provide treats for birthdays one time per month in the cafeteria for grades 1st-6th. Because of this fun tradition of celebrating monthly birthdays together in the cafeteria, individual birthdays are not celebrated with food, treats, goody bags, etc. in the classroom in grades 1st-6th. We are grateful to PTO and our parents for these special treats! Siblings are welcome to attend the birthday celebrations in the cafeteria with supervision from parents, grandparents, etc.

Gifts should not be brought to school. Please make arrangements outside of school for any gifts for birthdays, special occasions, etc.

K4 and Kindergarten classrooms arrange their own birthday parties for each individual child due to eating in the classroom. Parents will work with teachers to determine the timeline for these events.

Each class has Christmas and Easter parties and an End of the Year party. Although Valentine's Day is replaced with Easter parties, children are encouraged to bring Valentine's cards for friends. K4, Kindergarten, and First grade classes may also have Easter Egg Hunts at a location on campus that is determined by the teachers. **Please remember that siblings should not be in attendance at classroom parties.**

Room mothers assist with these parties at the direction of the teachers' wishes. Some grade levels also have special events at Thanksgiving.

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/text 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. These devices are NOT allowed on field trips. They must remain in backpacks on campus or at home. 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, LSA Field Day, camp, ball games, pep rally) may not be posted on personal social media or any other social media. LSA has an employee in communications who does our social media posts. Students' privacy is imperative. Students and parents should refrain from posting any negative comments on social media. Only positive comments should be shared. Disciplinary action will occur 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 to be left at home at the discretion of the school.

Please see link to Technology 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. K4 and Kindergarten eat lunch in classrooms.

Students may bring lunch from home. K4 is expected to bring lunch from home. Microwaves may be in the lunchroom/classroom, but it is advised that students bring food that doesn't require warming or is in a thermos. It is completely teacher discretion as to whether microwave usage is allowed.

SNACKS and WATER BOTTLES

Students may bring a snack and water bottle for recess. Some grade levels have a designated snack time. Every parent in K4 and Kindergarten should provide a **daily, healthy snack**. 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 and be insulated to prevent sweating on the tables and student work. Only water bottles are permitted.

VISITORS

Safety is our priority. All visitors, including parents, must report to the main office and get a badge before visiting any classroom or having lunch during the school day.

If you are helping plan for a special guest, shower for a teacher, present for a teacher, etc. please make sure to get clearance from the principal. No vendors/interruptions to the school day will be allowed without making arrangements and gaining clearance from the administration ahead of time.

EMERGENCY PROCEDURES

Our priority is student safety. Parents will not always be aware of the days/times of emergency procedure drills, but teachers are experts and have been trained in safety procedures. Please discuss the importance of these drills with your child in an effort to assist us in providing the best possible assistance in emergency situations.

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 regularly 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. Parents will not be informed about all drills.

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 Lee Co. EMA, National Weather Service, Office of Public Safety, 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.
- 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, the following protocol will be implemented: A parent (or whomever is picking up) must bring the student's hangtag in to the main office where we will do an All Call to the lower school and have your student brought out to you. Please do not attempt to go directly to your child's classroom. K4 parents will need to come to the main office with the student's hang tag then meet their student at the K4 door. PLEASE do not try to call/text to check your student out as we will not call them until an adult is in the building for them.
- 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, we will communicate via School Messenger as soon as a decision has been made.

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 keeping 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 and GUIDELINES

If a student violates the dress code, parents will be contacted to provide appropriate clothing or grooming. Please see uniform links for below the year ahead. Students may be required to have a specific dress code for special events (e.i. Awards Day, special programs, field trips, etc.).

Girls' Uniform Guidelines

- LINKS for UNIFORM Information
<https://www.lee-scott.org/campus-life/uniform-guidelines/>
 **Lower School Uniforms Guidelines.pdf**
- Tennis shoes ONLY because students are in P.E. daily. Families will be made aware of alternate shoe opportunities for special programs if required.
- No body piercing or tattoos
- Girls may have traditional ear piercing
- No non-traditional hair styles or coloration, including hair color braids
- Hair may not obscure vision
- Clothing should not be too tight or too oversized

Boys' Uniform Guidelines

- LINKS for UNIFORM Information
<https://www.lee-scott.org/campus-life/uniform-guidelines/>
 **Lower School Uniforms Guidelines.pdf**
- Tennis shoes ONLY because students are in P.E. daily. Clothing should not be too tight or too oversized
- No body or ear piercings, tattoos, nail polish, etc.
- No non-traditional hairstyles (including, but not exclusive mohawks, mullets, shaved images into hair) or coloration. Masculine haircut, above the eyebrow, hair must not hang down in eyes or have to be pushed to the side out of eyes. It should be above a golf shirt collar and should be above the chin - no long hair will be permitted. There will be five days to comply after parent notification.

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. There should be no interruption of teaching and learning. This could result in time-out, in-school suspension or suspension from school.

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. Inappropriate behavior may result in involvement of the Student Review Team (SRT) and involve a student's permanent dismissal from school or non-renewal of contract at the parents' expense.

Students may also be kept in time-out or 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 & 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. Student(s) may be awarded a zero for the assignment. Stealing will not be tolerated at Lee-Scott Academy.

PRIMARY PLAYGROUND

The time students spend on the playground is a part of the daily program for students enrolled in the K4, 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 & 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 air temperature is 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.

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 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 Upper School 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 Upper 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 and contents may change at any time during the year.