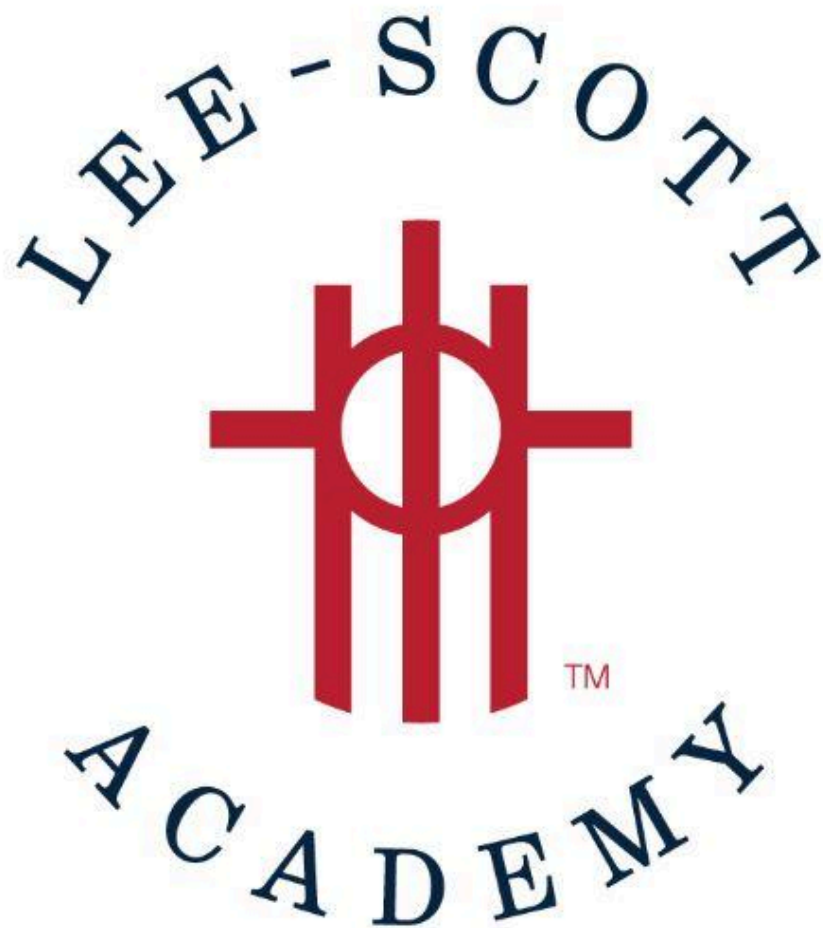




TRUTH • HONOR • EXCELLENCE

Lee-Scott Academy
Upper School
Handbook

1601 Academy Drive
Auburn, Alabama 36830
334.821.2430
334.821-0876
www.lee-scott.org

Revised 7.16.26

Table of Contents

THE MISSION

PHILOSOPHY OF LEE-SCOTT ACADEMY

ADMISSIONS

PREGNANCY POLICY

ACADEMIC REQUIREMENTS

COMMUNITY SERVICE

EXTRA CURRICULAR ACTIVITIES

ATTENDANCE

CONDUCT AND DISCIPLINE

RESPONSIBLE USE POLICY

DRESS CODE

SAFE SCHOOLS

CAFETERIA SERVICES

HEALTH SERVICES

DRUG TESTING PROGRAM

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

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

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

ENVIRONMENT—Lee-Scott Academy 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. Biblical principles are derived from the inerrant and inspired word of God and serve as the basis for the expected conduct of students at Lee-Scott Academy. 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.

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

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

PHILOSOPHY OF LEE-SCOTT ACADEMY

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

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

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

We desire unity of spirit and purpose at Lee-Scott Academy and believe that encouragement of others is a key to achieving that unity. We want all of our students to be encouraged and treated with respect by their fellow students. We believe that God created each of us in a unique and special way and intends that we appreciate the individuality of others. We adhere to Christ centered principles and truths in determining all aspects of student conduct at Lee-Scott Academy. 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

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 interview conducted by the Upper School Principal, the review of the academic, attendance and discipline records from the applicant's current school, the review of any remarks/recommendations from the applicant's current or previous schools and, if deemed needed by the Admissions Director, results from assessments given at Lee-Scott Academy. These factors are carefully analyzed and ranked to determine all admissions decisions. It is a rigorous, quality 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.

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.

Entering, Transferring, And Withdrawing Students

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

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

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

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

Admissions Process for Upper School

Online Application

Complete the online application form.

Admission Assessment

Applicants in grades 7–12 who are homeschooled or do not have standardized test scores will take an admissions assessment. These are computer-based and measure verbal reasoning, reading comprehension, quantitative reasoning, and math skills. Students will also complete a written response to a provided prompt. Testing is scheduled individually or in small groups after the application is submitted.

Transcript and School Records

Parents must sign and submit a Transcript/Records Request Form. The Director of Admissions will then contact the current school to request the applicant's transcript and records, including attendance, discipline, and special services documentation. These must be sent directly from the current school—parents may not hand-deliver any documents. Homeschooled students should submit detailed grade reports, work samples, and the name of their homeschool umbrella organization.

Interview

The Admissions Office will schedule an informal interview with the Upper School Principal. Interviews last approximately 20–30 minutes. The interview plays a significant role in the decision process. Students are expected to show age-appropriate social and communication skills, discuss their academic strengths and areas for growth, and express how they hope to contribute positively to the LSA community.

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 option 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 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.

ACADEMIC REQUIREMENTS

Curriculum

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

Students must be enrolled in an English, Math, Science and Social Studies class each semester of grades 9-12. Courses taken outside of LSA may not replace core academic courses taught at LSA and required for graduation.

Textbooks

Curricular materials are chosen by faculty and administrative committees. The school provides curricular materials, and other materials. 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.

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 qualifications, 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.

Standardized Testing

Test scores of Lee-Scott Academy students exceed the Alabama Independent School Association and the Alabama Department of Education requirements on standardized testing. Standardized tests, such as ability, achievement, and interest tests are used when the need warrants. The following is the testing schedule for students in grades 7-12:

- 7th: Milestone CBT/ERB
- 8th: PreACT
- 9th: PreACT
- 10th: ACT (spring - required), PSAT (Preliminary Scholastic Aptitude Test - *optional*)
- 11th: PSAT - required
ACT (fall - optional, spring - required)
- 12th: ACT (fall - optional)

More information on our standardized testing and preparation is available in the Upper School Office or from the Counseling Office.

Counseling

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

The counselor's office will be communicating post-high school information (college application process, deadlines, scholarship opportunities, etc) via email, posting on websites, and individual conferencing with students and parents. Students should work with the counselor to build a complete resume by taking appropriate courses, maintaining contact with the counselor and colleges, and meeting deadlines for scholarships, applications, etc. Students needing school attendance verification may see the Upper School secretary.

Grading System - Middle School 7-8

Grades for daily activities, homework, projects and tests are combined to determine a quarter average. Each teacher will communicate his or her individual grading policy at the beginning of the course. The quarter 1 and quarter 2 averages combined will count 45% of the semester grade. The quarter 3 and quarter 4 averages combined will count 45% of the semester grade. Exams for both semester 1 and semester 2 will count 10% each.

Semester 1

Quarter 1: 45%,

Quarter 2: 45%

Exam: 10%

Semester 2

Quarter 3: 45%

Quarter 4: 45%

Exam: 10%

Grading System - High School, Grades 9-12

Grades for daily activities, homework, projects and tests are combined to determine a quarter average. Each teacher will communicate his or her individual grading policy at the beginning of the course.

Semester 1

Quarter 1: 40%

Quarter 2: 40%

Exam: 20%

Semester 2

Quarter 3: 40%

Quarter 4: 40%

Exam: 20%

If students qualify for an exam exemption, each quarter will count for 50% of the semester grade. Courses may not have grades over 100.

Grading Scale for Upper School:

90-100: A

80-89: B

70-79: C

60-69: D

59 and below: F

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

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

Teachers will designate a "1" in PowerSchool for an assignment that is not yet completed. Students need to complete this assignment immediately. A "0" in PowerSchool indicates that the assignment has not been completed and has exceeded the time allowed for make-up work.

Academic Average

The academic average is the numerical semester average of the five core academic areas (English, Social Studies, Mathematics, Science, and Foreign Language from grades 9-12). Academic average is used in determining Valedictorian, Salutatorian, and Honor Graduates. Spanish III & Spanish IV will count toward Valedictorian/Salutatorian calculation only when completed by all eligible candidates. If taken, Spanish III & IV are included in Honor Graduate calculations.

Grade Point Average (GPA)

GPA includes all credit courses a student completed throughout his or her high school career, from grades 9-12. (Electives included)

AP Courses

A student who completes an AP course and takes the required AP exam will automatically receive a weighted GPA. (A=5 points, B=4 points, etc.)

Honors Courses

A student who completes an Honors course will automatically receive a weighted GPA.

	Grade Scale	GPA Scale	Honors/Pre-AP GPA Scale	AP/Dual Enrollment GPA Scale
A	90-100	4.0	4.5	5.0
B	80-89	3.0	3.5	4.0
C	70-79	2.0	2.5	3.0
D	60-69	1.0	1.5	2.0
F	59 and below	0.0	0.0	0.0

Exam Exemption Policy

Lee-Scott recognizes the importance of learning to prepare for cumulative exams. We also believe that consistent daily attendance (to include prompt arrival to class), academic preparation and personal conduct are of high value. We hope to achieve these goals by offering an exemption incentive for semester exams. Middle school students will take 9 week tests. Students in grades 9-12 will take semester exams. Students who qualify for exemptions are not required to come to school at the times they are exempt. Exemptions are earned for **each semester** according to the following criteria.

Middle School Exam Policy for 7th/8th Grade

In an effort to provide a transition for students that have not taken exams, the middle school students' exam percentages will be only 10% of the semester average. Each quarter's percentage

equals 45% with the semester exam value of 10%. With this lessened weight on semester exams, students will begin to develop the ability to take exams that cover larger amounts of content and develop test taking strategies with the assistance of teachers.

Semester 1 exam: English and Math required

- a. Required for ALL students
- b. Students may exempt the remaining two tests - Science and Social Studies if they have met the following guidelines:
 1. Less than 3 conduct checks
 2. No more than 13 absences for the semester
 3. An average of 80 for the semester

Semester 2 exam: Science, Social Studies required

- a. Required for all students.
- b. Students may exempt the remaining two tests - English and Math if they have met the following guidelines:
 1. Less than 3 conduct checks
 2. No more than 13 absences for the semester
 3. An average of 80 for the quarter

Grade 9

9th grade students taking English, Science, math, social studies and foreign language are required to take 2 exams each semester. Exam choices can't be the same from 1st to 2nd semester. Spanish, math and Science are required as a choice for either 1st or 2nd semester. For all other courses, 9th graders can exempt exams according to the following criteria:

1. A student may exempt all other exams if they meet all of the following:
 - a. An average of 85 or above in the class
 - b. Less than 3 conduct checks
 - c. Less than 3 unexcused absences in the class or no more than 13 absences (excused or unexcused) per semester in a specific class the student is wishing to exempt without prior principal approval

Grade 10

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

graders may exempt exams according to the following criteria:

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

- a. An average of 85 or above in the class
- b. Less than 3 conduct checks
- c. Less than 3 unexcused absences in the class or no more than 13 absences (excused or unexcused) per semester in a specific class the student is wishing to exempt without principal prior approval

Grade 11

11th grade students taking English, Science, math, social studies and foreign language are required to take 2 exams each semester. Exam choices can't be the same from 1st to 2nd semester. For 11th graders, Spanish II, science and math are required as a choice for either 1st or 2nd semester. For all other courses, 11th grade students can exempt exams according to the following criteria:

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

- a. An average of 85 or above in the class
- b. Less than 3 conduct checks
- c. Less than 3 unexcused absences in the class or no more than 13 absences (excused or unexcused) per semester in a specific class the student is wishing to exempt without principal prior approval

Grade 12

12th grade students taking English, science, math and social studies or Spanish IV are required to take exams according to the following schedule with Spanish IV being a possible exam choice:

1st Semester – exams in 2 academic courses of your choice

2nd Semester – seniors may exempt all courses if qualified

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

1. A student may exempt all other exams if they meet all of the following criteria.
 - a. An average of 85 or above in the class
 - b. Less than 3 conduct checks
 - c. Less than 3 unexcused absences in the class or no more than 13 absences (excused or unexcused) per semester in a specific class the student is wishing to exempt without principal prior approval

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

Dual Enrollment courses require an end of course test as determined by SUSCC. The exam may count as one exam as outlined in exam exemption policy for the specific grade. Students enrolling in Dual Enrollment Calculus I, II or Dual Enrollment English 101 and 102 will be expected to complete both courses.

*Dual Enrollment PreCalculus and Elementary Statistics are year-long courses so students are required to take the Spring exam for SUSCC exam credit.

NOTE: Exemption status is based on unweighted semester average.

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

Parent/Teacher Communication

Parent/Teacher conferences are encouraged to foster open communication between school and parents. Whenever possible, parents should attempt to conference with teachers at school, either by email, phone or in person during a teacher's planning time. The Upper School Principal and/or Counselor will be available to schedule these conferences and participate as needed. We value our teachers and try to be respectful of the time that is needed after school hours for family responsibilities. Please do not expect a response to email after school hours.

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.

School Safety and Threats

The safety of our students, employees, and visitors is a top priority at Lee-Scott Academy.

Alabama law requires schools to take threats of violence seriously and provides criminal penalties for individuals who make terrorist threats against schools or members of the school community. Consistent with applicable Alabama law and the school's commitment to providing a safe learning environment, Lee-Scott Academy will promptly investigate any reported threat or conduct that could reasonably be interpreted as threatening the safety of others.

The school may notify law enforcement, take disciplinary or administrative action, and impose reasonable conditions necessary to protect the safety and orderly operation of the school.

Raptor Technology

To help maintain a safe and secure campus, all visitors must check in the office upon arrival. Upper School visitors should report to the Upper School Office,

Visitors are required to present a valid government-issued photo ID, which will be scanned through the school's Raptor Visitor Management System. Please allow a few extra minutes for this check-in process.

Raptor Technology uses secure identity verification and integrated screening to help prevent unauthorized individuals from entering campus. The system verifies the authenticity of each visitor's identification and screens visitors against registered sex offender databases and other school-designated security databases. Once approved, visitors will receive a visitor badge that must be worn while on campus.

The safety and security of our students, faculty, staff, and visitors remain a top priority, and the Raptor Visitor Management System is an important part of our comprehensive campus security program.

Honor Roll

Honor Roll is based on the student's quarter grade in every class. Honor Roll classes are not weighted. Weighted classes are calculated at semester, not quarter. Honor Roll is not kept for semesters.

The A Honor Roll consists of all students earning only A's in all classes for a quarter. The A-B Honor Roll consists of all students earning A's and B's for a quarter. The yearly A Honor Roll includes students who earn A's in all classes for the first three quarters of the year. The yearly A-B Honor Roll consists of students who earn A's and B's for the first 3 quarters of the year.

Collaborative Instructional Team

The Upper School Collaborative Instructional Team (CIT) is a professional committee composed of the school administrator, counselor, instructional coach and classroom teachers. It meets at least once a quarter or more frequently as needed to review and discuss students that are demonstrating academic or behavioral challenges at school. As a team, we discuss all aspects of the student's school experience with the goal to improve long-term success. The Collaborative Instructional Team meets with the student's teachers with the purpose to review general observations, work samples, grades and also to discuss and offer recommendations for improvement. The CIT may recommend specific classroom strategies, study groups or tutoring. Both student and parental involvement are essential to any CIT plan as we recognize the role of each in sustained improvement. CIT may recommend to parents that an evaluation by a certified psychometrist or school psychologist is needed for further information.

CIT documentation will include, but not limited to, the following:

- Grades
- Assessments (formative and summative)
- Written work
- Observation notes
- Recommendations from teachers regarding previous strategies implemented
- Student and parent contact
- Counselor insight
- Teacher input

Classroom accommodations, beyond what is done for every child at LSA, will only be administered after a complete battery from a certified Psychometrist or Psychologist has been submitted to the school. Complete battery must be within a 12 month period.

Approved accommodations for Upper School:

- Counselor support for emotional and social needs
- Simultaneously give written and verbal information
- Use of iPad or MAC to take notes
- Provide background knowledge
- Use cooperative learning
- Preferential seating
- Additional time when appropriate at a time at the discretion of the teacher
- Testing in a separate, quiet room not to exceed time and a half on tests only
- Progress monitoring by teachers and counselors
- Help with organizational skills

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 student. The team consists of the Head of School, Principal, teacher and any other professionals deemed important for best assessing data and documentation in the classroom setting. The team may make recommendation(s) to 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 student. Additionally, if parents are unhappy with any aspect of the functions of the school setting, the parents or Lee-Scott Academy have the option to non-renew the contract or cancel the current student contract at the expense of the parents.

Promotion And Retention

Lee-Scott Academy does not support skipping grades. Students will be challenged horizontally in their current grade level curriculum in a variety of subjects. We also promote involvement in multiple extracurricular activities from Lower School to Upper School, allowing for a more well rounded school experience. When students enter the Upper School, PreAP, honors, Dual Enrollment and Advanced Placement (AP) classes are an option for consideration. These classes extend the curriculum with more advanced opportunities than the given curriculum. Students may choose AP and other regular classes or all of either when options are available.

Grades 7-8

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

Grades 9-12

Students in grades 9-12 earn credits toward graduation by semester. Students who do not achieve an average of 60 or above for the semester will be required to make up for the failed semester(s) in the summer or at a time approved by the school by completing a credit recovery class. A maximum of two credits may be earned in summer school. All summer school registrations must be approved by the Upper School Principal or Counselor prior to enrollment. **Students should not expect to be rescheduled in classes they have failed.**

Credit Recovery

Any student in grades 9-12 that fails English, history, math, science or foreign language for any semester should anticipate completing a credit recovery class. Students should not expect to be rescheduled in courses they failed during the preceding school year. There are a number of distance education programs available to students. While Lee-Scott Academy will help our students by providing contact information for these programs, this should not be taken as our endorsement of them. Any student desiring to participate in AHSAA/LSA athletics must meet ASHAA and LSA academic eligibility requirements. All athletic eligibility is determined by

semester. (For questions regarding athletic eligibility, please call the Upper School Principal or Executive Director of Athletics.) Students and parents are encouraged to carefully select the online program. For students interested in pursuing collegiate athletics, please note that the NCAA may not accept certain online coursework. Students must complete credit recovery courses from the previous year prior to the new school year starting. Online credit recovery options include, but are not limited to:

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

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

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

www.compuhigh.com

<https://accelerate.education/9-12-courses/>

Graduation Requirements

Beginning in the 9th grade, students earn unit credits for courses they pass. Currently, no credit may be earned at LSA before a student is enrolled in the ninth grade. The student shall complete the senior year at LSA and fulfill the requirements for a diploma. In addition to the following academic requirements, a minimum of 60 hours of community service is required. Students are expected to earn a minimum of 15 hours per school year. These should be documented on the appropriate form and turned in to the counselor by the end of that school year. Please see the LSA website for detailed volunteering information and the service hour documentation form. The Advanced College Prep diploma is required in order to be considered for Valedictorian, Salutatorian, Honor Graduates or other AISA annual awards.

Advanced College Prep Diploma - 27 Total Credits

COURSE	UNIT CREDITS REQUIRED	SPECIFICS
English* (Beginning with Class of 2030)	4	Must have taken PreAP English 9, PreAP English 10 and one AP English or Dual Enrollment I and II
Math*	4	Must include Geometry, Algebra II, and Pre-Calculus.
Science*	4	Must include Biology and Chemistry, and either AP Biology, AP Chemistry, Honors Physics or Anatomy and Physiology.
Social Studies*	4	Must include World History, American History, Government and

		Economics.
Health	0.5	
Physical Education	1	Marching Band may substitute for PE requirements.
Fine Arts	1	
Foreign Language	2	Two consecutive foreign language credits (Spanish 1 and Spanish 2)
Electives	6.5	

***Students must complete 8 semesters of English, Math, Science, and Social Studies to be eligible for graduation. Students must be enrolled in the 4 core subjects each semester. Courses taken outside of LSA may not replace core academic courses taught at LSA and required for graduation.**

College Prep Diploma - 26 Total Credits

COURSE	UNIT CREDITS REQUIRED	REMARKS
English*	4	Must have 4 English credits
Math*	4	Must include Geometry and Algebra II.
Science*	4	Must include a physical science, a biological science and 2 additional science courses. These electives may be specific required courses.
Social Studies*	4	Must include World History, American History, Government and Economics.
Health	0.5	
Physical Education	1	Marching Band may substitute for PE requirements.
Fine Arts	1	
Electives	7.5	

***Students must complete 8 semesters of English, math, science, and social studies to be eligible for graduation. Students must be enrolled in the 4 core subjects each semester. Courses taken outside of LSA may not replace core academic courses taught at LSA and required for graduation.**

Community Service

Community service helps high school students develop empathy, responsibility, and real-world skills that strengthen their character and college applications. In keeping with the principles of the LSA Mission statement, one of the requirements of graduation is the fulfillment of community service either on campus or off campus.

Students beginning the summer prior to their 9th grade year, may start earning community service hours. It is recommended that students have a combination of on and off campus community service hours. Students entering 9th grade must earn a minimum of 60 community service hours prior to graduation. Students will be expected to complete 15 hours each year and turn in documented service by May 1 to the counselor each year. Community service requirements may not overlap with those required from other service organizations or extracurriculars on campus. Students enrolling in LSA beyond 9th grade will be required to complete the following:

10th: 45 hours

11th: 30 hours

12th: 15 hours

Appropriate community services options are varied and extensive in our community. Students serving may not receive payment for volunteering. Mission trips outside of the state of Alabama may count as community service hours but the total amount of hours counted will be half. Community service requirements of other campus organizations cannot also be applied to the requirement of 60 hours needed for graduation. The documentation form and additional information regarding opportunities around our area may be found in the counseling office or on the counseling website.

Senior Honors

Lee-Scott Academy does not rank students. Valedictorian, Salutatorian, and Honor Graduates are determined by Academic Average.

Valedictorian

The Valedictorian designation shall be awarded to the graduating senior that has been enrolled at Lee-Scott Academy for all four years of high school (9th-12th) and has the highest cumulative academic average in grades 9-12, while earning an Advanced College Preparatory Diploma.

Salutatorian

The Salutatorian designation shall be awarded to the graduating senior that has been enrolled at Lee-Scott Academy for all four years of high school (9th-12th) and has the second highest cumulative academic average in grades 9-12, while earning an Advanced College Preparatory Diploma.

Honor Graduates

Honor Graduates are seniors with a 90 or higher cumulative academic average (not rounded) and will graduate with the Advanced College Prep Diploma. Students awarded this distinction will receive the stole and gold tassel for graduation.

Awards

I. J. Scott Award

The I. J. Scott award is presented to the senior boy and girl who have earned the highest cumulative academic average and have participated in at least 2 sports for all 4 years at Lee-Scott Academy (grades 9-12). These seniors must have a 90 or above cumulative academic average (not rounded) in order to qualify.

Ben J. Kirk Award

The Ben J. Kirk award is the highest honor a student at Lee-Scott Academy can receive. It is awarded to the senior with the highest cumulative academic average for all four years of high school at Lee-Scott Academy (grades 9-12); who has earned an Advanced College Preparatory Diploma and also has exhibited outstanding moral character. These are the qualities Mr. Kirk admired most in an individual.

Nancy P. McLeod Award

The Nancy P. McLeod award is given in memory and honor of Mrs. Nancy Plant McLeod, former lower school principal of Lee-Scott Academy. Mrs. McLeod was an accomplished musician and admired students who were devoted to the study of music. This honor is bestowed upon a senior boy and girl who have attended Lee-Scott Academy from at least the 4th grade through his and her senior year and have excelled in music. Recipients of this award have also exhibited leadership qualities while enrolled.

The Spirit of a Warrior Award

The Spirit of a Warrior Award is given in memory and honor of Mr. Scott Sprouse, former Upper School English teacher and coach. Mr. Sprouse was a beloved member of the faculty and was devoted to his students. The award will be given to one boy and one girl in the senior class that exhibits humor, compassion, integrity, creativity and possesses a strong work ethic. The recipients must have attended Lee-Scott Academy 2 full years, maintain a GPA of 2.0 or higher.

AISA ALL-State Academic Team

This 25 member AISA ALL-State team is composed of students that have met the requirements for the Advanced High School diploma. The unweighted numerical average of all semester grades earned for grade 9 through the first semester of grade 12 will be added to the highest composite ACT or converted SAT score. The nominee must have earned all grades in traditional classes in the 9th grade through 12th grade.

Masters Award Winners

Students in grades 7-12 that have achieved the highest overall academic average in English, Math, Science, Social Studies, Foreign Language, Band, Art and Drama will be awarded this recognition.

Distinguished Warrior Awards Winner

The Distinguished Warrior award is given to one boy and one girl in grades 7-12 that has continually displayed the following qualities:

- Diligence and perseverance
- High work ethic, achievement and character
- Always going above and beyond what is expected
- Self motivated

Honor Societies

Currently Lee-Scott Academy will recognize 12 Honor Societies this year. Each inducted senior that is in good standing in their specific honor society will receive a cord to wear at graduation. A student must have been enrolled at least 1 semester prior to being eligible for induction in any society.

English Honor Society

- Enrolled at LSA for at least one semester
- Open to students in grades 11 and 12
- 3.75 Cumulative GPA and 3.75 English GPA
- 25+ English subscore on ACT
- Completed/enrolled in at least one AP English courses offered at LSA (AP Language or AP Literature)
- Complete application and dues payment (\$20 - covers member fee and cord)
- Additional criteria set in by-laws

Social Studies Honor Society “Rho Kappa”

- Enrolled at LSA for at least one semester
- Open to students in grades 11 and 12
- 3.75 Cumulative GPA and 4.0 Social Studies GPA
- Completed/Enrolled in ALL AP Social Studies courses offered at LSA
- Complete application and dues payment (\$20 - covers member fee and cord)
- Additional criteria set in by-laws

Math Honor Society “Mu Alpha Theta”

- Open to students in grades 11 and 12
- Completed Algebra 2 and Geometry
- 3.5 Math GPA
- 24+ Math subscore on ACT
- Complete application and dues payment (\$20 - covers member fee and cord)
- Additional criteria set in by-laws

Science Honor Society

- Open to students in grades 11 and 12
- 3.75 Cumulative GPA and 4.0 Science GPA
- 23+ Science subscore on ACT
- Complete application and dues payment (\$20 - covers member fee and cord)
- Additional criteria set in by-laws

National STEM Honor Society

- Open to students in grades 9-12
- Must have taken or be enrolled in at least 2 STEM electives. Courses included STEM 7, STEM 8, Engineering or Robotics. STEM 7 as a quarter rotation will not meet the requirement.
- Cumulative GPA of 3.75
- 4.0 STEM Elective GPA

Sociedad Honoraria Hispánica “El Greco”

- Open to students in grades 10, 11, and 12
- Actively enrolled in Spanish 3 or higher
- 4.0 (3.6) Cumulative GPA and 4.0 Spanish GPA (A average in all Spanish)
- Complete application and dues payment (\$15 - covers member fee and cord)
- Additional criteria set in by-laws

Thespian Honor Society

- Open to students in grades 6-12
- Earn a minimum of 10 Thespian points (earned on or off the stage through theater program).
- Half of the points should be earned at LSA. Also, if inducted in Jr. High Thespian Society, then 5 points will be carried over into Senior High.
- Continued involvement in the theater program is expected.
- Complete application and dues payment:
- Jr. High- \$20 (covers member fee)
- Sr. High- \$30 (covers member fee and cord)

Tri M Music Honor Society

- Open to students in grades 9-12
- Enrolled at LSA for at least one semester
- A average in Band/Choir, B in other academic subjects
- Participate in Band and/or Choir
- Participated in at least 2 honor bands/choirs and/or All-State
- Character must demonstrate respect, responsibility
- Additional criteria set in by-laws
- Dues \$20

National Junior Honor Society & National Honor Society

- NJHS eligibility will be based on 7th grade and first semester of 8th grade average. Students will be inducted at the beginning of the second semester of 8th grade.
- NHS eligibility will be based on 9th grade and first semester of 10th grade average at the earliest. Students can be inducted at the beginning of the second semester of 10th grade.
- Enrolled at LSA for at least one semester
- Cumulative weighted GPA of 3.75 or higher
- Less than 3 conduct checks per semester
- No application necessary
- Membership Fee - \$20 (covers dues and cord for graduation)
- Students who are new to LSA as 8th graders will be considered for membership based on grades earned as 7th graders at their previous school as well as grades from their first semester of 8th grade.
- Students who are new to LSA as 11th and 12th graders will be considered for membership based on grades they earned at previous school as well as those earned in their first semester at LSA. Transfer students who were members of NHS at previous school will be able to transfer their membership to the LSA NHS chapter.

- Students who do not meet the GPA requirements to qualify for membership in 10th grade but who raise their cumulative GPAs to 3.75 in 11th or 12th grade will be invited to join NHS as juniors or seniors.

National Athletic Honor Society

- Open to students in grades 11 and 12 that have successfully completed at least two full academic years in a National Athletic Honor Society Member High School
- Maintains a cumulative 3.75 GPA
- Participates in a high school athletic program for at least two full athletic varsity seasons (including, but not limited to, Baseball, Basketball, Cheer squad, Cross country/Track & Field, Dance, Majorette, Flag Line, Football, Golf, Soccer, Softball, Tennis, Track, Volleyball, Swimming/Diving, Flag Football, Esports)
- Less than 3 conduct checks per semester
- Dues payment - \$20
- Additional criteria set in by laws

National Art Honor Society

- Enrolled at LSA at least 1 semester
- Open to students in grades 10-12 that have successfully completed a minimum of 3 semesters of art and have a minimum GPA in art of 4.0+
- Maintains a cumulative weighted GPA of 3.5
- Completed application and dues payment of \$20
- Additional criteria set in by laws

Changing Schedules

Students must receive permission from the Upper School principal or counselor to change schedules. *Schedule changes may not be honored if the class the student wishes to enter is at capacity.*

Schedule changes will only be considered if they are necessary to:

- Meet graduation requirements
- Correct a scheduling error (missing a required course, duplicate classes)

No schedules may be changed after the first Friday of school without permission by the Upper School Principal and/or Counselor, and only in very unusual cases. All changes are subject to administrative approval and must align with academic planning guidelines.

Textbooks

Faculty and administrative committees choose textbooks. Students typically purchase consumable materials, which cannot be collected and used the following year. Students are responsible for all books issued to them and must pay full replacement cost for any lost or defaced books. A partial payment may be required for damaged books. Students should be aware

that books dropped and thrown in backpacks could be damaged.

EXTRA CURRICULAR ACTIVITIES

Clubs and Organizations

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

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

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

Anchor Club

Anchor Club is a service club within the Lee County Pilot Club for girls in grades 10-12. Anchor Club officers elect seven admirals (young men) each year from grades 10-12 to assist the club. It is considered an honor to be chosen as an admiral. Anchor Club performs service projects on the LSA campus and the surrounding community and also makes annual donations to various local, statewide and international mission projects.

Art and Design Club

The Art and Design club is for students 9-12 who are interested in art and design. Students have the opportunity to create works of art, learn more about art and artists as well as participate in design projects to decorate LSA for special events.

Clean Planet Club

The Clean Planet Club is a group of students that are interested in keeping the environment clean. Students in grades 9-12 are responsible for the recycling of paper and plastics on campus. They may organize Serve Days to involve students in community service by taking care of campus.

Diamond Dolls

The Diamond Dolls is a club that is open to students interested in supporting our softball and baseball teams during the season by making signs, encouraging student and faculty support and helping in the concession stand during games.

Drama Club

Drama Club is a club open to students in grades 7-12 who are interested in drama and theater. This is an extension of the drama program. Members may participate in drama competitions as well as productions that are put on by LSA students.

Fellowship of Christian Athletes

Fellowship of Christian Athletes (FCA) is the largest Christian sports organization in America. The Lee-Scott huddle meets each Friday during football season at 7:00 a.m. for breakfast and devotion. Periodic meetings are held throughout the year and FCA is open to all LSA students.

Fishing Club

The Lee-Scott Academy Fishing Team is a group of 8th-12th grade students who bass fish, competitively, throughout the state. The team began during the 2016 -2017 school year and was started by LSA students interested in fishing. Teams have competed at the state level and in 2019 on the national level.

Key Club

Key Club is the oldest and largest community service program for high school students. It is a student-led organization that provides its members with opportunities to perform service, build character and develop leadership. We strive to develop values through leadership, character building, caring, and inclusiveness. Our motto is “Caring—Our Way of Life.” Any 9th-12th grader is welcome to join.

Let's Play Games

This club is open to students in grades 7-9 that love to play various types of games such as Pictionary, Checkers, Clue, Chess, Uno, Scrabble, Jenga and Clue. It's a fun time for club members to get to know one another and make new friends while playing a game they love.

LSA Ambassadors

The Lee-Scott Academy Ambassadors serve a leadership role at Lee-Scott Academy. This outstanding group of students serve as the Academy's representatives in community projects, greeting visitors on campus, assisting with school events (Orientations, Open House, Graduation, etc.), promoting the mission of the school and leading by example. Ambassadors are selected through an application process that begins in the spring when interested students, entering

Grades 10-12 with a 3.0 grade point or higher, complete an application, obtain 4-5 teacher recommendations, complete a self-evaluation, and go through an interview process.

Math Team

The LSA math teams consist of a High School and Middle School team. They compete in the AISA District Math Competition, and if they win, advance to the state competition held in Montgomery. The Lee-Scott High School team has won the district competition the past three years, placed first in the state competition in 2011, and in the top three since 2010. The Middle School team has won the state competition the past two years. The eighth grade members of the Middle School math team also participate in the American Math Competition at Auburn University.

Scholars Bowl

Lee-Scott Academy sponsors a Scholars Bowl team for students in grades 9 – 12. The team competes in their division at district and state AISA tournaments. The AISA has partnered with the Alabama Scholastic Competition Association (ASCA) and uses the NAQT test series. The 2019 LSA Scholars Bowl team competed nationally against teams from across the nation in Chicago in June.

Scholars Bowl - Jr. High

The Junior High Scholars Bowl team is designed for students in grades 7-8. The AISA has partnered with the Alabama Scholastic Competition Association and uses NAQT test series. This team prepares students for the senior high level Scholars Bowl Team.

Science Olympiad

Science Olympiad is a regional, state and national competition in which students can compete individually or in team competitions in biology, chemistry, Earth science, physics and engineering. The Science Olympiad is broken into school teams for grades 7-9 and 10-12. Students develop their knowledge and skills throughout the school year and compete regionally in the spring. By combining events from all disciplines, Science Olympiad encourages a wide cross-section of students to get involved.

Spanish Club

The Spanish Club at Lee-Scott Academy serves to educate students about the cultures of the Hispanic world through social gatherings and meetings.

Middle School Spanish Club

This club is open to grades 7-8 who are enrolled in preparatory Spanish classes. This club is an extension of activities that students participate in the Spanish Club. Students learn about cultures through engaging activities catered to middle school students.

Student Government Association

The Student Government Association at Lee-Scott Academy has 50 members from grades seven through twelve. These students are voted on by their classmates. Class officers are voted on during the first quarter and serve throughout the school year and at-large officers are voted on during the fourth quarter and serve during the following school year. The officers give of their time and efforts to ensure a better campus and community, raise funds for various projects throughout the year, and promote all-around school spirit. The Lee-Scott SGA is involved in many community service-based projects which demands a lot of time and effort from the students involved.

Student Ministry Team

The Student Ministry Team is a group of upper class students interested in supporting the mission of LSA by becoming involved in the small group devotions led weekly for the 7th and 8th grade students. The group is involved in planning Chapels and organizing activities to support the spiritual development of the Upper School students.

Technology Team

The Technology Team is divided into three teams: Elementary, Junior High and High School. Each team competes with other AISA schools for the State Championship at the Technology Fair in each of the following categories: Applications, Multimedia, Web Pages, Computer Graphics, and for the high school team, Programming. Work is done during computer classes and some after school.

Yearbook

LSA's Yearbook is published as part of an elective class available to senior high students. The class focuses on the details of yearbook publication production. and some work is needed outside of class to complete pages. A web-based program is used that incorporates the use of design concepts, layout, photography, editorial copywriting and reporting. In addition to creating the yearbook, students are responsible for raising the funds necessary to produce the yearbook through ad sales, which requires during and after school meetings with business leaders within our community.

YoungLife and WYLDlife

At Lee-Scott we have both YoungLife (9th-12th grade) and WYLDlife (6th-8th grade).

YoungLife leaders may greet students entering school and cheering on their high school and middle school friends. There are weekly meetings held in student's homes and Bible studies led by the college leaders. Every fall and summer students have the opportunity to attend YoungLife camp at one of YoungLife's 23 premiere camping facilities.

Band

The Lee-Scott band program is divided into three divisions for student participation. The Marching Band, Concert Band, and Jazz Band are for Upper School band students. The elementary band is for Lower School band students. The band, including auxiliaries, is operated under the direction of the band director. Auxiliaries of the band include majorettes, flag and dance team. The marching band will have one week of band camp in the summer (late July) and will practice after school twice a week for one hour after school during marching season.

Athletics

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

For complete information regarding eligibility guidelines as outlined by the AHSAA, please contact the Executive Director of Athletics, Coach Clay McCall, cmccall@lee-scott.org.

TEAMS/COMPETITION	GRADE
Varsity Cheerleaders	10-12
JV. Varsity Cheerleaders	7-9
Esports	9-12
Varsity Football	9-12
MS Football	7-8
JV High Football	7-9
Varsity Volleyball	10-12
JV Volleyball	7-9
MS Volleyball	7-8
JV and Varsity Boys Basketball	7-12

JV and Varsity Girls Basketball	7-12
JV and Varsity Baseball	7-12
JV and Varsity Softball	7-12
Tennis	7-12
Golf	7-12
Track Cross Country	7-12
Soccer	7-12
Swimming/Diving	7-12

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

ATTENDANCE

Attendance Overview

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

Absence Policies

Regular school attendance is essential for academic success, as consistent participation in class ensures students stay engaged, keep up with lessons, and build strong learning habits. There is a direct correlation to regular attendance at school and academic success.

Absences deny the student instruction, can be disruptive to other students, and make it more difficult for the teacher to meet the needs of all students. Absences will be recorded for each class and may be viewed in PowerSchool. A student is considered absent from a class if he/she misses more than half of the class. This requirement may be waived in the event of serious illness, accident, or other verifiable circumstances at the discretion of the Upper School Principal.

or Head of School. Excessive absences in nonacademic classes may jeopardize the credit that should be earned for that class.

Absences for school activities do not count toward the absence total listed. Students who have missed an excessive number of days in a class may forfeit the opportunity to exempt the exam for that class according to the exam policy.

Excused Absences

The absences that will be excused are as follows:

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

Students having an excused absence are required to make up the missed work. This may not be the same work or tests completed by other students. **A student will have one day for every day absent to complete make-up work unless prior arrangements are made with the teacher or in consultation with the Upper School Principal.**

The excuse must be turned in within 7 days of absence or it becomes an unexcused absence and will not be changed.

Students being absent (excused or unexcused) more than 13 days in a class for a semester or will be required to take the semester exam for that class unless prior approval is given by the principal. Missing class for athletic events or college visits is excused and does not count in the total.

Absences Due to Illness of a Student: Students will be allowed a maximum of five (5) excuses per semester originating from the parent/guardian without a doctor-issued excuse. The only acceptable forms of excuses are hand-written or typed and signed by the parent, or an email originating from a parent/guardian email account. All subsequent absences will be considered unexcused and subject to the Unexcused Absences policy. Parental excusals from school exceeding the 5 days per semester may result in the student being unexcused. Unnecessary checkouts from school result in students losing academic time, may cause an undue hardship on the teacher with make-up work and generally impacts the classroom experience.

Absences for Lunch: It will be an unexcused absence for students to check out to get lunch. This will count toward the number of days a student may miss from school or be contributing to the check in/out policy prior to having to take an exam for that class. Students may not order food to be delivered to school or go outside of the building for food delivery. This does not impact regularly scheduled Senior off campus lunches.

Informed Absence: This excused absence is for situations when the student/parent has prior knowledge of an absence. In order for this type of absence to be excused, the parent must email the Upper School Principal at least one (1) day prior to the absence. Students should make every attempt to have work completed upon return and be prepared to take any missed quizzes or tests. Students should contact teachers to schedule make-up tests/quizzes upon return.

Unexcused Absences

Unexcused absences may include but not be limited to

- failure to get administration's approval
- checking out for lunch
- errand for parents or students
- absence from class to conform to dress code
- going home to get forgotten item(s)
- Unexcused absences will result in a zero (0) for classwork missed

Absences from Class for School-Sponsored Events

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

Student-Athletes and Academic Priorities

Student-athletes attend LSA for a quality education. Athletics is a part of education, requiring student-athletes to use discipline and demonstrate good work habits in organizing a study schedule which will help lead to academic success. The student-athlete as a leader is expected to demonstrate above average conduct in all aspects of school life.

Participation in athletics requires a great deal of personal commitment from the student-athlete. Each student-athlete is expected to organize and discipline him/herself so that the academic and athletic endeavors do not conflict. Coaches, sponsors, and administrators can determine student participation in all activities based on academic, behavior, and attendance records. Students have an obligation to perform in the classroom on a daily basis with acceptable academics, exemplary behavior and consistent attendance void of unexcused absences and tardies including unnecessary checkouts from school.

Student athletes should not checkout to leave campus for lunch prior to approved dismissal time for athletic events without principal approval. To do so will result in a disciplinary consequence.

Regardless of the return time to campus after a late game/match, student-athletes should be present in class the following day by 7:50.

Class Work Policy:

On days of athletic events when early dismissal will be necessary, students are responsible for keeping up with class work on a day-to-day basis and should contact teachers at least one day but

no later than the day of the athletic event for classes a student will miss during their time away from school to:

1. Turn in homework
2. Make sure he/she understands assignments and collect class work that will be missed
3. Students who are absent from class due to athletic or other extracurricular student activities are responsible for keeping up classwork on a day-to-day basis.
4. Students who are absent from class and miss a review for an exam/test/quiz are required to take the exam/test/quiz within two days after returning to school.
5. Contact through Google classroom is an acceptable form of communication.
6. Student-athletes are responsible for maintaining contact with teachers regarding assignments.

Absences - Extracurricular Activities

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

Checking Out/In

When students arrive late, they miss important instructions, announcements, and the opportunity to start the class focused and prepared. Leaving class early can result in missed assignments, key discussions, and valuable time to ask questions or receive help. These interruptions not only affect the individual student but can also disrupt the learning environment for others.

Students will only be allowed to check out with permission from a parent/guardian or those recorded with the school as an emergency contact. This permission can be written or received over the phone or by email to office staff. **Lee-Scott Academy asks parents to help encourage attendance by not granting permission unless it is an emergency or absolutely necessary. Unnecessary checkouts should be avoided. A student is considered tardy up until 5 minutes after tardy bell and will report directly to the period teacher. Students arriving after that time will report to the Upper School office.**

The Head of School or Upper School Principal must grant any exceptions to this policy. If a student attends a school-sponsored event (not as a participant) he/she is expected to check in at the event with a designated Lee-Scott employee, and is expected to attend the entire event(s) that day in which Lee-Scott is participating. Athletic events, assemblies, college visits would be marked as administrative excuses and be considered excused.

Students check in through the Upper School office. The office staff must receive a written excuse, email or phone call from the parent/guardian and will then give the student a slip admitting them to class. Text messages will not be accepted.

Tardiness

A student is considered tardy if not in the classroom when the tardy bell rings for each class. Tardies in excess of half the regular period are considered absences. Students are required to get a tardy slip from the Upper School office each time they are tardy. Following are the consequences for tardies to class:

- First tardy – warning
- Second tardy – warning
- Third tardy – One (1) conduct check
- Each subsequent tardy may result in an additional conduct check
- Excessive tardiness to a class will result in loss of exemption of exam for that class unless prior approval by principal

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

Make-Up Work

Students are permitted to make up all work missed due to excused absences. For each day absent, students are allowed one school day to complete missed assignments. It is the student's responsibility to arrange make-up work with the teacher at the teacher's convenience.

If a test or project was assigned before the absence, students may be required to complete it on the day they return. Students should check with classmates for any missed notes or assignments and are encouraged to email their teacher or check Google Classroom (if applicable) for additional resources.

Make-up work should be completed as promptly as possible. Students are expected to communicate regularly with their teachers to stay informed about assignments and assessments during any absence.

CONDUCT AND DISCIPLINE

According to the Mission statement and philosophy of Lee-Scott Academy, we are a college preparatory school committed to excellence in our total program. We also claim an environment designed to nurture the Christian/Biblical growth of balanced, responsible, and dedicated young people. Our expectation of student conduct at school and all school events is that it will uphold the Biblical worldview upon which the Academy was founded. In order to achieve these objectives, the faculty and staff are committed to establishing meaningful standards for conduct and behavior. We believe these standards have a role in advancing the development of a level of responsibility necessary for college success. Students are responsible for their compliance with school standards or for the consequences of their misconduct.

STUDENT EXPECTATIONS FOR SOCIAL MEDIA

While we hope that students will make wise decisions wherever they are, LSA would like to clarify our stance on social media postings. Any student that posts videos, pictures, memes or content generated on LSA's campus at any time or wearing LSA's attire in a social media post, the content of these posts must reflect LSA's core values of Christ centered principles. We will not tolerate posts that include vulgar or offensive references, foul language, or vicious or mean-spirited content. Violations of this expectation will be considered a major infraction. (See Disciplinary Conduct Check System)

Artificial Intelligence (AI) and Academic Integrity

Artificial Intelligence (AI) tools have become increasingly available to students and can support learning when used appropriately. Lee-Scott Academy encourages students to use emerging technologies responsibly while maintaining the highest standards of academic honesty and personal integrity. AI detection software is not sufficiently accurate to reliably determine cheating and plagiarism and will not be used as the sole basis for disciplinary action.

Students are expected to submit work that reflects their own understanding, thinking, and effort. The use of AI must support learning rather than replace it. Specifically, with regard to AI, Lee-Scott Academy will utilize the following framework when determining whether student work needs administrative review or potential disciplinary action.

1. The work fails an online AI detector
2. The student cannot orally defend the work. (Answer questions about the work or present the content of the work without notes.)
3. The work does not align with the students previously submitted work.
4. The work contains several examples of language common to AI-generated content, vocabulary beyond the scope of the course or content inconsistent with in-class learning.

Acceptable Uses of AI

Unless otherwise prohibited by the teacher, students may use AI tools for educational support activities such as:

- Brainstorming ideas
- Generating study guides or practice questions
- Receiving feedback on grammar, spelling or organization
- Exploring concepts and conducting preliminary research

Unacceptable Uses of AI

Students may not:

- Submitting AI-generated work as their own.
- Use AI to complete assignments intended to assess student knowledge or skills
- Use AI during quizzes, tests, exams or other assessments unless specifically authorized
- Present AI-generated writing projects, artwork or research as original work
- Use AI to bypass the learning process of teacher expectations
- Falsify citations, sources, data or research through AI-generated content

Honor Code

As a student of Lee-Scott Academy, I pledge to uphold the highest standards of academic honesty and personal conduct. I will demonstrate commitment to my education by completing all assignments with honesty, effort, and responsibility.

Cheating, plagiarism or improper unauthorized use of AI or any form of dishonesty is not acceptable. I will respect the rights and work of others and promote a culture of fairness and respect.

Above all, I will act with integrity, knowing that my character is defined not just by what I achieve, but by how I achieve it. I will hold myself and others accountable to these principles, honoring the values of Lee-Scott Academy in all that I do.

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

Guidelines

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

1. Lying

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

2. Stealing

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

3. Academic Dishonesty

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

- Copying, or allowing another student to copy homework,

vocabulary lessons, worksheets, essays, research papers, test answers, or lab reports that will be graded. (Teachers may give permission to work cooperatively on some assignments.)

- Having in your immediate possession materials which could be of unauthorized assistance during testing. It is the student's responsibility to remove all such materials from around him during a test.
- Having material written on skin or clothing which is considered to be of assistance in completing a graded assignment.
- Plagiarism is the representation of another's ideas or words as one's own and is a form of academic dishonesty. Rules concerning plagiarism are explained in each course.
- The use of calculators, or electronic devices to procure answers during an examination or quiz. (Teachers may specifically give permission to use these items for some assignments.)
- Using internet sites to find answer keys to documents/tests/etc.
- Submitting work that a student did not create is plagiarism. This includes AI (artificial intelligence) generated or computer generated work (ChatGPT, OpenAI, etc.) Students who submit work as their own are subject to disciplinary action.

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

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

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

- First Offense

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

- Subsequent Offenses

The student who violates the academic dishonesty policy more than once will receive the same punishment as above with added disciplinary action as warranted by the infraction. Students will receive a conduct check along with a “zero” for assignment. Suspension and/or expulsion are possible punishments for such offenses at the discretion of the Upper School Principal.

Sample pledge to be signed on all tests:

I hereby pledge to uphold the highest standards of honesty and integrity in all of my work. I affirm that any work I submit will be my own original effort, will not use AI to create my work for me, and I will not engage in plagiarism, cheating, or any form of academic dishonesty. I understand the importance of ethical conduct and take full responsibility for ensuring that my actions reflect honesty and respect for the work of others.

Student's Signature

Conduct at Assemblies

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

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

Violations of any assembly rules will result in disciplinary consequences.

Conduct At School-Sponsored Events

Students should remember that conduct at school-sponsored events will follow the same rules and regulations that are applied during the regular school day. Our expectation of student conduct at school and all school events is that it will uphold the Biblical worldview upon which the Academy was founded. Students that are deemed in violation of this, will be asked to leave the event. 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 shall only be in areas where there are adult sponsors. **Parents should be responsible for supervision of their children not participating in the event.**

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

Coaches will be held responsible for supervising the conduct of athletes on or off the field or court, or traveling back and forth to the place of the activity. School sponsors will also be responsible in the same way for school squads or club members at activities. A student who is not a member of the club may not be present at the club's conventions, trips, or activities without

prior approval from the Upper School Principal or Head of School.

Conduct at LSA Social Events

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

School Pranks

Our campus grounds and school buildings are maintained at the highest level. We take pride in our appearance when we host events, give prospective family tours and welcome students daily. We encourage students to have pride in their school. We strive to provide the best learning environment. As a result, the school will not tolerate pranks of any kind at any time because they interfere with the learning environment and present danger to people and property. Severe penalties will be applied to students involved in prank activities.

Penalties may include the following or a combination thereof:

1. Restitution
2. Detention
3. Conduct checks
4. Suspension
5. Referral to law enforcement if a law has been violated
6. Exclusion from graduation ceremony
7. Recommendation for dismissal

Care Of School Property

Lee-Scott Academy's campus is beautiful. Students are expected to help maintain it. Always demonstrate pride in your school. Our buildings and fixtures are provided at great expense to the parents and friends of Lee-Scott Academy. Students will refrain from defacing or destroying school property. Help the janitorial staff by placing all paper and trash in containers arranged for this purpose. Any student who causes damage to the school property or the property of another student, either intentionally or through neglect on his part, will be financially liable for such damages and face disciplinary action.

Selling Materials On School Grounds

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

Cell Phone Policy Cell phones should be used at a minimum during the school day. Students should follow specific classroom procedures regarding cell phones. Phones should be silenced

and not be visible unless permission has been given by the teacher for a specific task. No student should use a cell phone to video, photograph or record another student or teacher. Disciplinary action will be taken if cell phones are used inappropriately. Cell phones should remain in the classroom during Chapel and any assemblies.

The 7th and 8th grade students will be “Focused for SUCCESS” by being phone and Apple watch free. Cell phones and Apple watches will be turned in each morning and securely stored until the end of the day. Students will experience a day with fewer distractions. Research shows that smartphones are one of the greatest sources of classroom distraction. With this initiative, stronger relationships will be built and some of the inherent social emotional developmental concerns with middle school students will be improved. We are giving students the school day to learn, build friendships and to grow in a Christ-centered environment.

Conduct Check System

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

Students are expected to demonstrate respectful and responsible behavior at all times. Conduct checks serve as a warning and documentation of behavioral concerns.

Any student by incurring repeated infractions is viewed as showing disregard for the agreed upon Code of Conduct and is subject to being brought up before the SRT (School Review Team) for possible expulsion or non-renewal of contract. Certain disciplinary offenses, as well as students with chronic discipline problems may face consequences more severe than those above, including expulsion. These are outlined under Category B - D.

A student who accumulates more than three (3) conduct checks during a school year will be subject to increased disciplinary consequences. Beginning with the fourth (4) conduct check, any subsequent Category I conduct violations will result in possible in-school suspension or out-of-school suspension. Students must be respectful to teachers, staff and classmates at all times. Disrespectful behavior will not be tolerated.

The administration reserves the right to assign additional consequences when warranted by the nature or severity of the offense. Conduct checks will reset at the beginning of each semester for purposes related to exam exemptions; however, conduct checks remain cumulative throughout the school year for purposes of monitoring student behavior and implementing the Code of Conduct. The administration reserves the right to assign additional consequences when warranted by the nature, frequency, or severity of the offense. The following types of violations are examples and are not intended to be all-inclusive.

CATEGORY A - ONE CONDUCT CHECK

1. Unexcused tardy to class (3rd).
2. First time disruptions in the classroom, campus or assemblies.
3. Inappropriate behavior on school property.
4. Failure to follow teacher or principal directions - 1st offense
5. Profanity - 1st offense.
6. Inappropriate or unauthorized use of any electronic resources - first offense.
7. Using cell phone during class without permission
 - 1st offense: Cell phone taken up and turned into principal, conduct check
 - 2nd offense: Cell phone taken up, turned into principal, parent pickup required, conduct check, loss of cell phone privileges for a determined period of time.
 - 3rd offense: Cell phone taken up, turned into principal, parent pickup required, conduct check, loss of cell phone privileges for a 4 week period of time.
8. Chronic failure to bring required supplies to class.
9. Failure to adhere to guidelines regarding student parking procedures - 1st offense
10. Academic Dishonesty - 2nd offense
11. Littering on campus.
12. Being in the gym area without permission or during inappropriate times (i.e. during break, lunch, locker room or class time).
13. Dress code violation.

First Violation: If a student is determined to be out of approved uniform dress code, he/she will receive a conduct check. Additionally, the student may not return to class until he/she corrects a uniform violation by either checking out to go home to change or having clothes brought to school. This is considered an unexcused absence from class until the uniform is corrected.

Second Violation: If a student has a second violation of uniform dress code, he/she will receive an additional conduct check and will have to correct the uniform violation by either checking out to go home to change or having clothes brought to school. This is considered an unexcused absence from class until the uniform is corrected.

Third Violation: If a student has a third violation of dress code, he/she will receive an additional conduct check and In-School Suspension with the principal. Additionally, the student may not return to class until he/she corrects a uniform violation by either checking out to go home to change or having clothes brought to school. This is considered an unexcused absence from class until the uniform is corrected.

14. Inappropriate displays of affection.
15. Utilizing personal electronic devices at school.
16. Going to the car or sitting in the car without permission.
17. Parking in an unapproved area.
20. Failure to complete teacher/staff punishment within specified time.
21. Any other offense which the principal may deem reasonable to fall within this category after consideration of extenuating circumstances.

CATEGORY B - TWO CONDUCT CHECKS - Parent notification.

1. Repeated and/or excessive Category A offenses beginning with the 4th Conduct Check
2. Misuse of a pass by being in location other than permitted by pass.
3. Failure to follow teacher or principal instructions after previous warning - 2nd offense.
4. Leaving class without permission.
8. Inappropriate, affectionate behavior on campus (personal displays of affection) after having received previous warnings and consequences.
9. Behavior disruptive or detrimental to the educational process anywhere on campus including behavior directed toward other students. (This could include repeated minor offenses.)
10. Offensive or disrespectful behavior or speech toward faculty/staff and/or fellow students.
11. Using cell phones or other electronic devices to video, record or photograph another person which violates the Acceptable Use Policy.
12. Failure to adhere to guidelines regarding student parking procedures - 2nd offense

Students that exceed 3 conduct checks with repeated Category 1 infractions, will receive In-School Suspension. Each subsequent violation following will result in suspension of students with days to be determined by the Upper School principal.

CATEGORY C - FIVE OR MORE CONDUCT CHECKS - Suspension with the number of days determined by the Upper School Principal. Parent conference required.

1. Insubordinate, argumentative, or disrespectful behavior to a member of the faculty or staff.
2. Repeated electronic device violations.
3. Defacing/destruction of school facilities or property* note School Prank guidelines in Handbook.
4. Theft.
5. Fighting.
6. Possession or use of tobacco or alcohol on campus or off-campus at a school event.
7. Possession and/ or use of electronic smoking devices and inhalants including all vaping, juuls, and e-cigarettes on campus or off-campus at a school event.
8. Intimidation, bullying or harassment of another student.
9. Leaving or being absent from campus without permission.
10. Intentionally skipping class by leaving campus.
11. Social media posts including videos, pictures, memes or other content generated at LSA or while wearing LSA gear that is vulgar or makes offensive references, foul language, or vicious or mean-spirited content. See *EXPECTATIONS FOR SOCIAL MEDIA* in Handbook
12. Motor vehicle violations (speeding, being in the parking lot without a pass, etc.). Repeat violations will result in the loss of driving privileges on campus. Reckless driving on campus will result in stronger penalties.

CATEGORY D - FIVE OR MORE CONDUCT CHECKS - Suspension 5 days or Expulsion. Parent conference required and Student Review Team may be convened.

1. Selling and/or distributing drugs or alcohol on campus.
2. Possession of a weapon or item intended to be used as one.
3. Possession, use, and/or being under the influence of drugs or alcohol on campus or off-campus at a school event.
4. Making serious threats, whether written, verbal, electronic or implied, including but not limited to threats to bring a weapon or to cause harm, directed toward the school, school property, employees, students or any member of the school community.

We cannot anticipate and specify every situation that might occur. Every effort will be made to use sound judgment based on established policy, and to assure that punishments administered are appropriate and fair. Chronic violators will be dealt with more severely. Students may be expelled from school for offenses serious enough to warrant such action.

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

Lower School Building And Playground

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

Responsible Use Policy

The Responsible Use Policy for all students attending Lee-Scott Academy may be found by following the link provided. All students enrolled should have a signed copy on file and are expected to follow all guidelines.

[Lee-Scott Academy Responsible Use Policy](#)

Dress Code

2026-2027 Lee-Scott Academy Uniform Guidelines.pdf

Lee-Scott Academy students should adhere to the approved uniform selections. The dress code is consistent with the School's mission statement and values. The Board of Trustees and Administration encourage parents and students to view the Dress Code as creating the proper school environment.

Policy Statement

Students are expected to wear the Board approved uniform selections utilizing the approved company. Any violations of the agreed upon uniform dress code will result in students being required to correct violations before returning to class and are addressed in the Code of Conduct. Complete uniform options are available on the Lee-Scott Academy website and also linked in the Upper School Handbook.

If it is impossible for the change to be made, he or she will be held out of class as necessary. The student's absence will be considered unexcused and will result in zeros for any graded work in the classes missed.

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

Student-athletes, cheerleaders, dance and flag teams may wear approved spirit gear on game days.

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

We encourage parents to support these guidelines with your students and request your assistance since the burden of supervision rests with the parents. The dress code is a set of guidelines, which parents are called to support and students are called to adhere. However, the final decision about the appropriateness of clothing or dress code interpretation for school or school functions rests with LSA staff - regardless of whether it is specifically noted in the dress code. It is our desire to be as consistent as possible in the enforcement of the school dress code. However, it should be noted that the guidelines do not change because a student was not cited when wearing inappropriate clothing.

SCHOOL UNIFORM GUIDELINES

Lee-Scott Academy maintains an official standard of dress, complete with a school uniform that must be worn every day. The implementation of the Uniformed Dress Code is designed to encourage everyone to focus attention on academics rather than an outward appearance as well as increase visible safety across campus.

General Schoolwide Guidelines

- Students should be in uniform when they arrive on campus, and their overall appearance should be neat, clean, well-groomed, and modest.
- All skorts/skirts/shorts, dresses must be to the bottom of the student's fingertips or longer.
- All tops must be purchased from our approved supplier(s) and embroidered with the Lee-Scott logo.

- Shorts/pants must be purchased from our approved supplier(s). Shorts and pants are not required to be embroidered with the Lee-Scott logo. All bottoms must be free of holes, rips and/or frays.
- Shirts shall be tucked in with a belt when wearing shorts/pants. The banded girls polo shirt is designed to be worn untucked.
- We advise writing your child's name with black permanent marker or attach a label on the inside tag of all items.
- Girls may not have irregular haircuts or hairstyles (Mohawks, designs cut into hair, unnatural hair color, etc. subject to administrator discretion).
- Girls may not use dark or excessively heavy lipstick or eye makeup. Visible tattoos and body piercings (Not including ears) are prohibited
- Boys must maintain a masculine haircut (not completely covering the ears or obscuring vision) and they must be clean shaven.
- Boys must not have hair below the collar or eyebrows, excessively bushy hair, irregular haircuts or hairstyles ("man-buns, ponytails, Mohawks, designs cut into hair, unnatural hair color, etc subject to administrator discretion.
- Boys may not have facial hair, wear earrings or use makeup or nail polish. Visible tattoos are prohibited.

Exceptions / Spirit Days:

- On designated "non-uniform dress" days, students may wear non-uniform clothing, but must adhere to the school's dress code policy regarding modesty and appropriateness.
- Joggers and/or leggings will not be permitted on "non-uniform dress days"

SAFE SCHOOLS

Visitors

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

Emergency Procedures

Severe Weather Drills

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

Information For Closing School In The Event Of Severe Weather

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

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

1. Please instruct your child as to what he/she should do if school closes early.
2. If no one is likely to be at home, be sure your child knows where he/she should go; to a neighbor's house, to a relative, etc.
3. Please make arrangements to have your child picked up immediately if school closes early. Children can get quite upset if they have to remain at school for several hours with no contact with parents. Also, traffic conditions usually become worse during the day.
4. Do not depend on a telephone call to the school to give instructions when school closes early. The school's telephone lines are flooded with calls, and it is very difficult to get a call through. Be prepared in advance.
5. If weather conditions at home are such that you feel it necessary to pick up your child early, please come directly to the school and notify the office before going to your child's room. It is difficult for the office staff to deliver messages to students during severe weather.

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

Fire Drill Instructions

1. The signal for the fire drill is the sounding of the fire alarm.
2. Students will leave the room in a quiet and orderly manner and will remain in line throughout the drill.
3. Students not in regular classes will leave the building in an orderly manner, and be quick to respond to the teacher checking roll.
4. No students should return to the building for any reason until the all-clear signal or an announcement is given.
5. The signal or announcement for all-clear at the end of the drill will be given over the intercom.
6. Fire Drill information for each room is located near the door on the inside of the room. Teachers and students should be familiar with these

directions.

7. Fire Drills will be conducted periodically throughout the year..
8. Students guilty of playing with fire extinguishers or fire alarms will face disciplinary action.

Student Searches

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

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

Automobiles

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

Park only in assigned marked spaces. Vehicles may not be parked on grass or along the drive at any time. Speeding, reckless driving, etc., in the parking lot or leaving campus will result in a student losing his/her automobile privileges. Any member of the faculty or staff may make judgments on improper speed and/or driving.

STUDENT PARKING PROCEDURES 26-27

Prohibited Items

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

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

Harassment/Discrimination Policy

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

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

The investigation record will consist of informal statements (not taken under an oath) from the alleged victim(s), the alleged offender(s) and witnesses. If the results of the preliminary Academy investigation done jointly by the Upper School and Lower School Principals or other persons designated by the Head of School are accepted by the alleged victim(s) as conclusive and no further action is requested, he/she will sign a statement requesting the Academy take no further action. (In case of a minor, the parent or guardian will sign the statement).

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

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

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

CAFETERIA SERVICES

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

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

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

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

HEALTH SERVICES

Medicine Dispensing Procedures

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

DRUG TESTING POLICY

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

Once Admitted / employed, students, faculty, and staff must fully participate in this drug program if they are to remain at Lee-Scott Academy.

SCOPE OF THE DRUG TESTING PROGRAM

Student Drug Testing

The program advocates universal drug testing of all students in grades 9-12 beginning August 2025. The testing schedule will be as follows:

1. **Initial Testing** - Every student in grades 9-12 will be tested at the beginning of the school year. Testing will be conducted during the first four weeks of school.
2. **Random** - Students will then be randomly selected (using a random number generator) throughout the school year to achieve a goal of 25% of students in grades 9-12 by the end of the school year.
3. **Follow-up Testing / Suspicion** - Any student testing positive, without a valid

prescription, will be tested at 90-120 day intervals at the parents' expense. This may be in addition to those required by outside counseling agencies to which the individual is referred. Also, any student in grades 9-12 who is suspected by the Head of School or Upper School Principal if drug use may be tested.

Employee and Board Member Testing

The program advocates drug testing of faculty, staff, and board members. The drug testing of employees / board members is part of the overall commitment to create and maintain a drug-free school. New faculty members will be tested during initial testing. New board members will be tested within the first 90 days of their service.

TESTING METHOD

Hair analysis has been selected as the method of testing. A licensed clinical laboratory Psychemedics, Inc. (or another licensed clinical laboratory approved by LSA), will perform the analysis of all hair samples. Psychemedics, Inc. uses a patented sensitive technology (radioimmunoassay) to screen hair specimens. All samples that are positively identified through the screening analysis are then confirmed through gas chromatography / mass spectrometry. Each hair sample will be analyzed for 7 drugs: cocaine, opioids, marijuana, amphetamines, PCP, Delta 8, and Delta 9. Lee-Scott Academy reserves the right to test for additional substances as deemed necessary.

The major advantage of hair testing over urine testing is that it greatly expands the detection period following use of an illicit drug. Every ½ inch of hair represents approximately 30 days of drug use history. A standard hair analysis will provide detection for the 90 days prior to the hair collection. Hair specimens are also more difficult to adulterate than urine specimens. Collection of hair is less intrusive and embarrassing than urine.

HAIR COLLECTION PROCEDURES

The students, employees and / or board members will be assigned a unique identification number. Trained staff and / or Psychemedics personnel will perform the hair collections using full chain of custody procedures. The Head of School and Upper School Principal will be the only persons privy to these identification numbers. This number will be entered on the hair collection kit and will protect the identity of the individual being tested.

A sample of hair (approximately 100 strands) is cosmetically cut at the scalp from the crown of the person's head. Persons with insufficient head hair will have body hair collected, such as arm, leg, or underarm hair. The sample will be sealed by the designated Lee-Scott Academy employee collector and initiated by the tested person under full chain-of-custody procedures to ensure the correct identification of the hair sample and results. The sample will be mailed to the Psychemedics, Inc. laboratory. Results will be returned to the school via secured, confidential communication.

Appropriate action, as defined in the Employee and Student Handbooks, will be taken if the student or employee deliberately tries to avoid this collection process. This action will be considered failing a drug test.

CONTESTING A POSITIVE RESULT

All positive results are confirmed using a highly reliable confirmation technology called gas chromatography / mass spectrometry. This prevents false positives resulting from other drugs or substances that are ingested if, however, a person testing positive wishes to contest the result, he or she may do so, in writing to the Head of School or Principal, within 10 days of notification. The re-test will be at his/her own expense.

CONFIDENTIALITY AND DISSEMINATION OF RESULTS

All hair collections and results are identified by the unique individually-coded number. No names are recorded on the collection bag or on the test results.

Test results of students will be confidentially provided by Psychomedics Corporation (or other approved licensed clinical laboratory) to the Head of School and Upper School Principal. The school will inform the parent / guardian, head coach, sponsor and/or director within 3 business days of notification of a positive test result.

No test results of students will be disclosed to any person or agency beyond the persons identified above without signed written consent by the student or parent. Release of test results of students / employees could be requested by the Head of School or Upper School Principal for purposes of referral for professional evaluation and possible treatment recommendations.

CONSEQUENCES OF POSITIVE RESULTS

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

Students and employees will be allowed to verify medications they are taking which may have been prescribed and may explain test results. If confirmation of a valid prescription for drugs is provided, the positive test result will not be considered a violation of our drug testing policy. Any student who tests positive without a valid prescription is in direct violation of the drug testing policy and is subject to the following:

First Offense:

After a positive test result, the following provisions apply for students:

1. The school will require a conference between the parents/guardians of a student testing positive and the Head of School.
2. The student shall be excluded from extracurricular and/or athletic activities for two calendar weeks.
3. The student will complete an additional 10 hours of on-campus community service as assigned by the school administrator.
4. Any student testing positive will be retested after 100 days.
 - a. If the student tests negative, he/she will be retested every 30 days for the remainder of the school year. Testing will be at the expense of the student's

parent/guardian.

- b. If the student tests positive, this will be counted as the student's second positive test.
5. Failure to comply with the above provisions will result in immediate dismissal of the student.

Second Offense:

After a second positive test result, the following provisions apply for students:

1. The school will require a conference between the parents /guardians of a student testing positive and the Head of School.
2. The student shall be excluded from extracurricular and/or athletic activities for four calendar weeks.
3. The student will be suspended out of school for 2 days.
4. Any student testing positive will be retested after 100 days.
 - a. If the student tests negative, he/she will be retested every 30 days for the remainder of the school year. Testing will be at the expense of the student's parent / guardian.
 - b. If the student tests positive, this will be counted as the student's third positive test.
5. Failure to comply with the above provisions will result in immediate dismissal of the student.

Third Offense:

A student who tests positive a third time during his/her enrollment at Lee-Scott Academy will be dismissed from school.

If the exclusionary period does not end before the conclusion of the current school year, it will continue into the next school year.

SELF REFERRAL

Any student who, prior to testing, by his or her own free will, admits to the Head of School or a designated staff person that he or she has a drug problem will be required to comply with all provisions of a positive test result. This will not count as a first time failure or positive test result under this policy; however, any subsequent admissions will be treated as a positive test result.