



*Lee Academy*  
*Family Handbook*  
**2024-2025**  
*(Updated 06.10.24)*

# *Lee Academy*

630 Cousar Street, Bishopville, SC 29010

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## **Hours of Operation**

### ***Office***

During the school year:	Monday – Friday	7:30 A.M. to 3:00 P.M.
During the summer:	Monday – Thursday	8:00 A.M to 1:00 P.M.

The office may close early on certain days. Please check our webpage for early closings.

### ***Buildings***

Students may arrive at 7:30 and should be off campus or engaged in an extracurricular activity by 2:30. Visitors can gain entrance to classroom buildings after checking in with the main office.  
**The buildings will remain locked throughout the day.**

### ***Gates***

The gates will be open Monday – Friday as the school schedule and security demands require.  
Saturday and Sunday                      CLOSED

Gates may be open additional times for special events.

### ***Daycare***

Monday – Friday                              7:00 A.M. to 5:30 P.M.

### ***Cafeteria***

The cafeteria is open from 7:30 A.M. until 12:30 P.M.

### ***Library***

Monday – Friday from 7:45 A.M. to 2:20 P.M.

### ***Inclement Weather***

From time-to-time, inclement weather forces cancellation or early dismissal of school. Notice of such cancellation or early dismissal will be broadcasted on television stations WIS-TV (10) and WBTW (13), posted to Facebook, and emailed via FACTS.

## **The Lee Academy Handbook Overview**

It is the intent of Lee Academy to provide each child with every opportunity possible to prove his or her academic ability. In order to provide an atmosphere conducive to academic excellence, each student bears personal responsibility for his or her academic preparation, self-discipline, and school pride.

This handbook attempts to give the students and parents a general overview of the rules, regulations, and guidelines of Lee Academy. We believe that this information can be extremely helpful in providing the necessary structure that will be beneficial throughout the school year.

Parents, please take the necessary time to review the handbook with each of your children discussing every area applicable to the age of your child.

**You are responsible for knowing and abiding by the rules herein.**

### **Governance**

Lee Academy is governed by a Board of Directors elected by the parents. The Board of Directors is responsible for the financial well-being of the school, strategic planning, and development of policy for the school administration to implement. The categorical purpose of the Board is to preserve the existence, values, mission, and philosophy of Lee Academy.

The Board of Directors does not involve itself in day-to-day operations of the school. The Head of School and administrative staff are in charge of the day-to-day operating decisions regarding the Academy. All grievances and appeals should be directed to the Head of School or other appropriate faculty/staff member.

Board meetings are held the fourth Monday night of each month with the exception of December. Parents, teachers, and students wishing to meet with the Board must first meet with the Head of School in an attempt to resolve their grievance. If unresolved at this level, a letter stating the problem and request for a Board audience must be mailed to the Board Chairman ten (10) days prior to the next scheduled Board meeting.

### **Statement of Philosophy**

It is the intent of the founding members of Lee Academy that we should uphold Judeo-Christian principles. These principles upon which our school is founded are most essential to maintaining the type of school that we have, the type of people we wish our children to become, and the legacy of what this institution was about for generations to come. Part of that is not falling into the easy trap of following trends, fads, or embracing popular opinions which we know to be against our Christian upbringing and beliefs no matter how trendy or politically expedient.

These standards of student conduct have been developed to ensure that our students and teachers abide by these belief structures as a matter of maintaining discipline and the continued success of both the student, as well as the institution.

### **Mission Statement**

It is believed that it is the responsibility of Lee Academy to assist each student in developing his/her full potential mentally, morally, physically, and socially by teaching them to accept responsibility, discipline themselves, think independently, and make maximum contributions to the betterment of their environment, and by helping them meet their educational needs as they progress toward a responsible citizenship in a God-fearing and democratic society.

### **Introduction to Policy**

Lee Academy is an independent school for students in Preschool (K3 and K4), Kindergarten (K5), and in grades one (1) through twelve (12). Lee Academy does not discriminate on the basis of sex, race, color, religion, or national or ethnic origin in the administration of its educational programs, admission policies, employment practices, or other school administered programs.

There may be instances where parents and/or students will want to know more about a specific rule, regulation, or policy. This can be achieved by referring to the *Board Policy and Procedures Manual* which is located in the office.

Lee Academy is a member of and accredited by the South Carolina Independent School Association (SCISA) and Cognia. Lee Academy is accredited by the SCISA and Cognia at the advanced level, the highest awarded.

### **Honoring the Mission and Vision**

It is understood that attendance at Lee Academy is a privilege and not a right. Any student or parent who does not conform to the standards and regulations of the institution may forfeit this privilege. Any off campus behavior considered a major offense could lead to the expulsion of the student from the Academy.

Families are asked to review the Social Media Policy for students in this handbook and follow similar guidelines as they relate to the support of the school. Social media that contains language or behavior that speaks disparagingly of Academy faculty, staff, administration, policies, procedures, and actions is strongly discouraged. When misunderstandings or disagreements arise, parents are encouraged to communicate directly with the party with whom the disagreement has occurred. If the issue is not resolved, the parent should follow the chain of command and make every effort to resolve the matter without sharing it with the social media community.

The school may request withdrawal of any student, at any time, who does not fit the spirit of Lee Academy or whose general attitude or habitual actions are contrary to the best interest of the school.

## **Admissions/Enrollment Policy and Procedure**

Enrollment at Lee Academy is a privilege that all students and parents electively pursue. At the discretion of the school, the privilege of attending Lee Academy may be reviewed and withdrawn at any point during the school year. All students' performances, both academically and behaviorally, may be reviewed each year for continued enrollment.

**New students will be under a probationary period for the first thirty (30) days of school.**

### **Entrance Requirements**

1. Lee Academy does not discriminate on the basis of sex, race, color, religion, national or ethnic origin when considering applications of prospective students or personnel.
2. The Head of School will review new students with their parents. Following the receipt of student records, reference checks, and payment of application fees, the Head of School may admit a student.
3. A new student may be required to take a placement test if he/she is unable to provide acceptable year end testing i.e. Stanford, PASS, or the equivalent. The Head of School will determine placement of students at any grade level or in any course after reviewing appropriate student records and consulting with the previous school's Principal and/or teachers as deemed necessary. The decision of the Head of School is based on data reflecting what is in the best interest of the child and is therefore final.
4. Lee Academy does not provide a program of study and support for students with learning problems. Our staff will work as independently as they can with each student; however, Lee Academy reserves the right to determine when the experience is no longer a constructive educational experience for the child.
5. Married students, pregnant students, and/or biological parents will not be allowed to attend Lee Academy.
6. Lee Academy reserves the right to reject any application for admission or employment and further reserves the right to terminate any association with students if it is determined that such association is incompatible with the aims and purposes of the Academy.
7. Lee Academy will not admit a student who cannot return to his/her present school.

### **Withdrawal Procedure**

Students who withdraw from school should follow the procedure below:

1. Report to the Guidance Counselor for the purpose of scheduling a conference.
2. The Counselor will initiate a "Withdrawal Form" which must be taken to each of the student's teachers.
3. The teacher will:
  - a. Collect all books/materials.
  - b. Be sure all grades are current in FACTS.
  - c. Initial the form verifying that everything is cleared.
4. All parties should verify the form: financial, athletic, technology, academic, library
5. The form is then taken to the office for final clearance.
6. If a student withdraws after the first day of school and prior to the end of the school year, a \$150.00 withdrawal fee is charged.

## *Fees*

### *Enrollment Fees*

1. All prospective new students pay a \$40.00 non-refundable application fee upon submission of the on-line application.
2. A per family enrollment/re-enrollment fee must accompany all new and re-enrollments for all grades. Re-enrollment for returning families begins February 15. Open enrollment for new families is the first day of March. New enrollment and re-enrollment fees increase incrementally through August 1st. Said fee is non-refundable if a child is accepted as a student and does not apply towards tuition.
3. All applicable fees must be paid in full before a student is considered enrolled or re-enrolled and eligible to participate in any summer academic or athletic activities.

**Current fee amounts are available on the school website.**

### *Commuter Bus Fees/Regulations*

**It is the responsibility of the parents to ensure that commuter bus fee payments are made by the 1<sup>st</sup> of each month beginning in August of each school year.**

1. A registration fee of \$100.00 must accompany the application for a family who will be utilizing the commuter bus service. Said fee is non-refundable and does not apply toward monthly payments.
2. First payment must be made by August 1<sup>st</sup>. Payments made after the 10<sup>th</sup> of the month are considered late. If a payment is late, there will be a fee of 5% on all unpaid past due balances charged.
3. If payment is thirty (30) days late, the student may not ride the bus until payment and late fees are collected.
4. The bus fee is \$850.00 per year/per child and is billed over ten (10) months (\$85.00/month) August - May.
5. Multi-child discounts are applied to the bus fees as follows: 10% for the second child, 25% for the third child, and 50% for the fourth child or more children.

**Due to the rising cost of fuel, Lee Academy reserves the right to enact a surcharge of \$10.00 per student per month in addition to the above fees if fuel rises above \$3.5/gallon. Once fuel prices rise to over \$4.00/gallon, an additional \$10.00 monthly surcharge may be added.**

6. Children may not be picked up at individual residences. Loading and unloading will occur at designated pick-up points only.
7. Notification must be made to office personnel if a student who rode the bus to school in the morning will not be riding home that afternoon or vice versa.
8. The Head of School has the authority to terminate a student's privilege to ride the bus for any length of time if the student does not adhere to the following rules and regulations:
  - ~ All students are expected to observe the rules of bus safety.
  - ~ Students will remain seated while the bus is in motion.
  - ~ Students will refrain from extending arms, legs, or head out the bus windows.
  - ~ Students will not tamper with bus equipment, including but not limited to emergency door and fire extinguisher.
  - ~ Students are not to leave paper, trash, or debris on the school bus.
  - ~ Students listening to music or playing games on their phone/computer must wear headphones.
  - ~ All Lee Academy rules and policies apply to the school bus and bus stop.
9. Disciplinary procedures that are in effect on the school campus will be followed when infractions occur on the school bus.
10. Only students with a bus contract may ride the bus. Any exception to this must be prior approved by the Head of School with an accompanying signed liability waiver.



### Tuition

**It is the responsibility of the parents to ensure that tuition payments are made by the first (1<sup>st</sup>) of each month for the contract period selected.**

1. The first payment of tuition must be made by June 1<sup>st</sup> on the 12-month plan or on August 1<sup>st</sup> on the 10-month plan. After May 15, the 12-month plan is no longer available.
2. A Technology Fee will apply to all students in grades K5-12 and is paid with tuition on the 10-month or 12-month payment plan.
3. A Security Fee will apply to all students in grades Daycare-12 and is paid with tuition on the 10-month or 12-month payment plan.
4. The student will not be allowed to attend the first day of classes until advance payment is made and all previous debts are cleared.
5. No student may try out for a sport, attend summer workouts or camps, or run for a school office if tuition is delinquent for the student or for his/her siblings. Students/families will be notified prior to try-outs by the Administration or Athletic Director.
6. Payments will be made by the first (1<sup>st</sup>) of each month thereafter. If payment is late, after the tenth (10<sup>th</sup>), there will be a 5% late charge on all unpaid past due balances.
7. If any account for a student is between thirty to sixty (30-60) days late, a student will not be eligible for extra-curricular activities. If an account is more than sixty (60) days late, the student(s) will be withdrawn.
8. Tuition amounts and all applicable fees are due upon transfer, withdrawal, or expulsion. Fees will be calculated pro rata on a per day basis and must be paid before school records will be released.
9. A senior student will not be permitted to participate in graduation exercises (Class Day, Baccalaureate, and Graduation) until tuition and all fees are paid in full. The diploma will not be issued until all debts are fully paid. Final transcripts will be held.
10. If tuition (other fees) is in arrears at the end of the year, a student will be permitted to take the final exams, but neither the exam grades nor the final grades will be released until tuition and fees are paid in full. Students will not be able to participate in year end ceremonies. Final grade reports will not be available.
11. If an en-rolled student withdraws prior to the end of the school year, the \$150.00 withdrawal fee is charged.
12. Post-dated checks will not be accepted.
13. DO NOT send cash in the mail.
14. A thirty (\$30) check fee will be charged for returned checks.
15. Returned Check Policy:
  - ~ Checks will be re-deposited one time only.
  - ~ If one check is returned a second time, immediate payment in cash is required.
  - ~ If a second check is returned, all fees may be required to be paid in cash for the remainder of the school year.
  - ~ FACTS will attempt a payment three times.

Tuition alone will not cover all of the school's operating costs; therefore, throughout the school year fundraising activities will be held. All parents and students are urged to participate in order to make these events successful.

## **General Operating Procedures**

### **Before School**

School begins promptly at 8:00 A.M. Teachers are present at school at 7:30 A.M. Please understand that children who are dropped off at school prior to 7:30 A.M. will have **minimal supervision**.

### **After School**

Teachers remain at school until 2:30 P.M. Parents are requested to make every effort possible to have children picked up by 2:20 P.M. Students through grade five (5) left after 2:20 P.M. will go directly to Lee Academy Daycare. **Students over the daycare age who have not been picked up by 2:20 P.M. will be without supervision. Lee Academy does not/will not assume responsibility for students above 5th grade who are left after school after 2:20 unsupervised.**

**Elementary riders are to be picked up by a high school driver at the elementary building.**

### **Visitors/Volunteers**

Parents are an important part of our school. We invite you to visit anytime; however, we ask that you follow the same procedures as any/all other visitors to campus:

1. All parents, visitors, and volunteers should check in with the guard at the gate, and then they must sign in and out in the office.
2. Visitors and volunteers are required to wear a Visitor/Volunteer badge while on campus.
3. Do not report directly to classrooms to deliver items, give messages to students, meet with a teacher, or for any other reason. Check in at the office first.
4. Students are allowed to bring visitors to school only with prior approval from the Administration.
5. Student visitors must also wear a Visitor Badge.

### **Use of the Office Telephone**

Students will be discouraged from using the office telephone to call home except for illness. Please encourage and reinforce organizational and management skills with your child. Making your child accountable for the consequences and allowing them the opportunity to utilize problem solving strategies when assignments, trip money, permission slips, tennis shoes, uniforms, etc. have been left at home are excellent skills toward independence and will save you many trips to the school. Please refer to the following:

1. Office telephones may be used by students for **emergencies only**.
2. Do not ask your student to call home from the office or come to the office to receive a call. The office staff will take a message and deliver it appropriately.
3. Students will not be allowed to use the school phone to make afternoon plans with friends.

### **Messages from Home**

Messages will be delivered to students in the classroom only in cases of emergency or crisis. Parents are asked to make arrangements for carpool pick-up, doctors' appointments, and other scheduling details prior to their student's arrival at school in the morning. Non-emergency messages will be delivered to the student between class periods, during lunch, or directly to the teacher in charge.

### **Lost and Found**

**Please label your child's possessions: jackets, sweatshirts, lunch boxes, etc.** All items found will be turned in to the office or custodial staff. If your child leaves an item at school, please inquire about it immediately. We cannot be responsible for lost items. At the end of each semester, unclaimed lost items are donated to Goodwill, Salvation Army, or other charity.

### **Food and Drink**

1. Food and drinks are **not** permitted in the halls, classrooms, or gym.
2. Students are not permitted to order food or have food delivered to school.
3. Students are not permitted to leave school for lunch or to purchase lunch to bring back to school.

### **Lunchroom**

Students will obey the following procedures when using the lunchroom:

1. All food must be eaten in the designated areas.
2. Students are to remain orderly when going through the cashier line.
3. Students are to clean up after eating and perform cleaning assignments as given.
4. All trash and drink containers should be disposed of in the trash cans provided.
5. Talking or other noise must be kept to a minimum in the lunchroom.
6. Students are to display appropriate table manners at all times while dining in the lunchroom.
7. Students are to follow the guidelines for their lunch period regarding the use of restrooms, placement of book bags, etc.

Parents should adhere to the following guidelines for student lunches:

1. Please send items that are easily prepared by the student and do not require extensive heating time.
2. Please make sure your child has disposable utensils, plates, bowls, etc.
3. Student lunch accounts can be loaded in the cafeteria or on-line. When the account balance drops below \$5.00, FACTS will send an automated reminder.
4. Students will not be able to charge food to their lunch account. Please keep a balance for your child.
5. Parents are welcome to visit and eat lunch with your students. Please inform your child's teacher of your planned visit and sign in/out in the office.

### **Student Responsibilities for Facilities and Grounds**

1. Students are expected to have and display pride in the appearance of our campus.
2. Trash should be picked up and dropped in the proper container.
3. Found items should be turned in to the office.
4. Water in the restrooms should be turned off, and paper towels should be placed in trash containers. Neither should be wasted.
5. Willful destruction of school property or other acts of vandalism will result in disciplinary action.

### **Lockers and Locks**

1. Under no circumstance should a student open another student's locker.
2. Lockers must be kept free from stickers, decals, writing, trash, and food containers.
3. Locks may be placed on lockers provided an extra key or combination is given to the Middle/High School Lead Teacher.
4. The Academy will not accept responsibility for personal belongings or money brought to school.
5. Students are required to clean out their lockers before the last day of school.
6. Lee Academy will not take responsibility for articles left in lockers.
7. Lee Academy reserves the right to open and search lockers at any time.

### **Right to Search**

Lee Academy reserves the right to search the person, property, digital property, or automobile of any student on campus or attending a school-related event at any time there is reasonable suspicion of wrongdoing. This right is reserved to protect the at large student body and will be exercised prudently.

### **Custody Rights of Parents for Visitation and Records Access**

Legal documents that limit the rights of one parent in matters such as custody, visitation, pick-up, or access to school records must be on file in the school office in order to be enforced by the school. Equal rights must be given to both parents unless this information is on file.

### Arrival and Departure

**Specific information about drop off and pick locations and procedures will be shared with new families at Orientation and will be shared with all families through email prior to the start of school.**

For the safety of our students and faculty, please observe the following procedures:

1. Student drop-off and pick-up is determined by the youngest student rider. Older students must be dropped off and picked up with their youngest rider.
2. Elementary or Hill students who ride home with a driving high school student should coordinate with their teacher and the student driver to determine where the high school driver is going to meet his/her rider(s) daily.
3. Faculty direct loading and pick-up of students in the afternoon. Students are instructed where to sit/wait and when to enter cars.
4. Drivers are to watch and follow the teachers' directions and instructions.
5. Drivers should focus on the traffic and the safety of the students and staff. **DRIVE SLOWLY.**
6. Refrain from using your cell phone while driving on campus; this practice jeopardizes student and staff safety.
7. Please do not have conversations with the faculty who are on duty. If you need to speak to someone, please schedule a conference at a more convenient time.
8. Do not leave your car unattended in the pick-up line. If you need to enter the building, park in a designated space.

**Drivers who pick up elementary and hill students in the afternoon must display the riders' names clearly in the passenger side windshield. This enables the faculty on duty to move the line safely, efficiently, and orderly.**

### Parking Spaces for Student Drivers

1. Parking spaces are available in the student parking lot for \$25. The Senior Class President and the Student Council President have reserved spaces. All other parking spaces are assigned after payment has been received in the following order: Seniors first, then Juniors, then Sophomores.
2. Spaces are limited on a first come, first serve basis. The Student Council Sponsor is in charge of parking space assignment.
3. Students who do not reserve a parking space will park in the overflow lot behind the baseball field.
4. Student drivers are expected to follow the rules and regulations and are subject to the consequences as they are stated in the vehicle registration form. (page 30)

### Library

1. The library is open from 7:45 A.M. to 2:20 P.M. each day of the week.
2. No more than one (1) book may be checked out at any time.

### Copies/Printing of Student Assignments

1. Students should make every effort possible to print work for school at home. When that is not possible, students will have a few options.
2. Printing hours are from 7:45 A.M. - 7:55 A.M. and 2:00 P.M. - 2:20 P.M. daily in the library. Students may access and share their work through their Lee Academy Gmail account for printing purposes. A thumb drive will not be allowed.
3. A teacher may print a document for a student but must receive 24 hours notice.
4. Students should not request copies/printing from the office staff.
5. Students should plan accordingly so that they or their papers are not late to class. They should not expect teachers to make special provisions to print something at the last minute.

### **Field Trips**

Field trips are school-sponsored events designed to enhance a student's educational experience. Students must bring a signed permission slip from their parents in order to participate. Because students on the excursion are representatives of Lee Academy, they will be expected to conduct themselves in an exemplary manner. Students not participating in the field trip will be considered absent. All trips must be approved by the Administration.

Transportation regulations to and from field trips will be determined by school personnel with regard to the individual event.

### **Assemblies**

Assemblies will be held at designated times during the school year. Students are expected to exercise rules of good conduct during all assemblies.

The following standards of good conduct should always be observed:

1. Enter and leave the assembly area quietly and orderly.
2. Give courteous attention to the program.
3. Express approval by applauding.
4. Refrain from conversations with your friends; it is very discourteous to the people making the presentation.
5. Cease all talking as soon as the program begins.
6. Sit in the assigned section according to the instructions given by the teacher.

### **School Dances**

When a student enters a school-sponsored dance, he/she will not be allowed to leave the building unless he/she is leaving the dance with no plans to return. If non-Lee Academy students are allowed to attend a dance, they must be on an approved list in order to attend.

### **Parent Teacher Organization (PTO)**

The purpose of the Parent Teacher Organization is to enrich the students' educational experience by supporting the students, faculty, and school through fundraising efforts. Volunteers are needed to serve in Board positions and as grade mothers as well as help with various projects. Please call the office or check the school's web page to find out how you can become involved with this fun and active organization.

## **Health and Illness Procedures**

### **Medical Forms**

1. South Carolina State Law requires all students to have a record of immunizations on file signed by a physician or bearing a physician's stamp.
2. Students at all grade levels are required to submit a copy of their Birth Certificate.
3. Before participating in extracurricular athletic programs, a student must have a current physical form on file with the Athletic Department Assistant.
4. Parents are responsible for keeping medical information current through FACTS so that office staff has immediate access to the most current information about medical conditions, medications, allergies, etc. Parents should notify the office immediately about any changes.
5. Parents must also keep emergency contacts with working phone numbers current in FACTS.

**Please pay close attention to the emergency medical information portion of the enrollment process.**

### **Medication**

**Under no circumstances may a student carry any type of medication on his/her person or in a purse, bookbag, etc.**

1. Students who are required to take prescribed medication must bring the medication in its original pharmacy container with the prescription label to the office immediately upon arrival to school.
2. The medication will be recorded, kept in the office, and an Administrator will assist the student in taking the medication. Update FACTS with this information as needed.
3. All authorization to administer prescription medication must be in writing from the parent and include dosage and time medication is to be administered.
4. Should a student need to take OTC medications at school, that medication must be in its original container with the student's name attached, brought to the office before school starts, and be accompanied by written instructions from the parent about time and dosage for its administration.

### **Contagious Disease/Conditions**

When a student has contracted or been exposed to a contagious disease including lice, parents must notify the school immediately. Reasonable steps will be taken to preserve confidentiality; however, the school community must be informed of the contagious disease or condition so that parents can monitor their children for symptoms. Students must confirm their non-contagious state by physician note before returning to school.

### **When to Stay Home**

Parents are asked to show good judgment when considering whether or not to send a sick child to school. We ask that all sick children be kept at home in order to decrease the spread of illness among students and teachers. A student should remain home until he/she is:

1. Fever free for twenty-four (24) hours without medication and behaving normally
2. Free from nausea, vomiting, and diarrhea for twenty-four (24) hours
3. Free of excessive sneezing, coughing, and runny nose
4. On antibiotics for twenty-four (24) hours if being treated for a contagious disease/condition such as strep throat or pink eye
5. Free of undiagnosed rashes
6. Meeting the criteria per the current school policy, which can be found on the school webpage, for safe return after a Covid19 exposure or illness.

### **Illness at School**

If a student reports to the office with the following, the parent will be called:

1. Temperature greater than 99.9
2. Nausea or vomiting
3. Diarrhea and or stomachache
4. Severe headache
5. Any sign of infectious disease or condition

**Sick students must be picked up immediately.  
Please be sure FACTS contact information is current.**

### **Allergy/Special Needs Medication**

1. Parents should document all allergies (food, medication, insects, etc.) in detail on the Medical Information section of the enrollment form and attach an additional sheet if needed. Please explain your child's reaction and any necessary first aid measures.
2. Be very specific when listing food allergies. Your child may be exposed to food he/she is allergic to by others in the lunchroom/classroom.
3. Prescription Epi pens should be brought to the office the first day a student is on campus.

**If your child has allergies or other chronic medical concerns, it is imperative that you keep FACTS updated and office staff informed of your child's specific needs.**

### **Accidents**

1. All accidents occurring on school property or at school related events are to be reported immediately to the office. Office personnel will administer first aid for minor injuries. In cases where the extent of the injury is more than minor, parents will be notified to transport the student for proper medical care.
2. In cases where the extent of the injury is unknown or determined severe, both parents and emergency personnel will be contacted. Only the parents or E.M.S. personnel will transport severely injured students.

## **Attendance Policy and Procedures**

### **Tardiness**

**Lee Academy requires all students to be on time to school and to their classes during the school day. Tardiness is considered a serious offense. Please keep in mind that tardiness results in poor academic performance.**

1. All students who arrive to school after 8:00 A.M. are considered tardy. They should report directly to the office to sign in and be admitted to their buildings.
2. Students in high school credit classes who are tardy the fourth (4th) time to a class will be marked absent on the day of the fourth (4th) tardy. After the absence has been recorded, the count will start over. The count will also start over each new quarter. Tardies five (5), six (6), and seven (7) will result in detention/work detail.

### **Early Dismissal**

1. Any student leaving early should present a written excuse to the office on the morning he/she will be leaving early. Student drivers will be given an early dismissal form to give to the teacher of the class from which he/she will be leaving.
2. The excuse should specify as to whether or not the student is driving himself/herself, or if the student will be picked up by anyone other than the parent.
3. Students in the 6<sup>th</sup> – 12<sup>th</sup> grade are encouraged to time their dismissals for the end of a regular class period.
4. Students should remain in class until called for by the office or until the time stated on the early dismissal form. Student drivers must sign out in the office before leaving.
5. Students are not allowed to leave and return to school in order to run errands, obtain forgotten items, or eat lunch.

### **Absences**

1. It is the policy of Lee Academy not to allow more than twenty (20) absences per one (1) credit course or more than ten (10) absences per semester course for students in grades 6 – 12. Students in grades K5 – 5<sup>th</sup> may not have absences in excess of twenty (20) days.
2. To receive credit for a day's attendance, elementary school students must be present for at least three (3) hours. Students in grades 6-12 must be present for forty (40) minutes of a class period to be counted present.
3. All absences must be verified in writing by a parent or doctor's office. These notes should be turned in to the homeroom teacher or the office within two (2) days of returning to school.
4. Written excuses must state the reason for the absence and the date(s) of the absence.
5. Extended illness is any absence due to a sickness that requires a student to miss more than three (3) consecutive days. All students affected by extended illnesses should contact the Guidance Office for assistance. Lee Academy does not provide home-bound instruction.
6. College Visitation/Career Shadow Day Absences
  - ~ Seniors/juniors may use three (3) college visit days during their senior/junior years.
  - ~ Seniors/juniors may substitute a college visit for an approved career shadow day.
  - ~ All college days must be approved in advance.
  - ~ Prior to the visitation date, students must obtain a permission form from the Guidance Office that must have the signature of the parent.
  - ~ Students must return the permission form to the Guidance Office and pick up a slip that must be signed by a college representative/employment supervisor verifying attendance.
7. Student absences count as days missed, regardless of the reason. However, when considering credit for a high school course or lower grade advancement, consideration will be given in the event of extended, verifiable illness or legal issues. Verification from a medical professional may be required for chronic illnesses if attendance is impacted.
8. Tragedy: In the event of death or serious injury of a student or faculty member, Lee Academy would prefer that students remain in school to receive guidance and counseling. Early dismissal would require a parent's signature in the office at time of dismissal.



## *Gender Identity/Same Sex Relationships*

It is the intent of the founding members of Lee Academy that we should uphold Judeo-Christian principles. These principles upon which our school is founded are most essential to maintaining the type of school that we have, the type of people we wish our children to become, and the legacy of what this institution was about for generations to come. Part of that is not falling into the easy trap of following trends, fads, or embracing popular opinions which we know to be against our Christian upbringing and beliefs no matter how trendy or politically expedient.

These standards of student conduct have been developed to ensure that our students and teachers abide by these belief structures as a matter of maintaining discipline and the continued success of both the student, as well as the institution. In keeping with our mission statement and guiding principles, the Board of Directors, students, faculty, and administration alike will:

Conduct oneself in accordance within his/her God created gender as stated on the state certified birth certificate by: (a) dressing in conformance with one's biological sex or (b) using the restrooms, locker rooms, and changing facilities conforming with one's biological sex.

Through our Christian teaching we believe that God wonderfully and immutably created each person male and female and these distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27).

The Administration reserves the right to dismiss a student or faculty member who, in its judgment, does not conform either to the stated regulations of student conduct or to the expressed philosophy, mission, and policies of the Academy.

## *Tobacco Policy*

### *Lee Academy Is a "Tobacco-Free" Campus*

The use or promotion of tobacco products on school grounds and at off-campus school-related events is detrimental to the health and safety of students, staff, and visitors. Therefore, the Board has adopted the following tobacco-free policy, **a comprehensive 100% tobacco-free policy designed to ensure a safe learning and work environment.**

#### *General Statement of Tobacco Policy*

1. It shall be a violation of this policy for any student of Lee Academy to possess, use, consume, display, or sell any tobacco products, tobacco related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on school property or at off-campus school-sponsored/related events.
2. It shall be a violation of this policy for any staff member, administrator, or visitor of Lee Academy to use, consume, display, or sell any tobacco products, tobacco related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on school property at any off-campus school-sponsored/related events.
3. It shall be a violation of this policy for any person or for Lee Academy to promote or allow promotion of tobacco products, tobacco-related devices, or e-cigarettes on school property or at off-campus school-sponsored/related events. This includes promotion of these brands or products via gear, bags, clothing, any personal articles, vehicles, flyers, or any other materials. Exclusions may apply for sponsorship of school fundraisers/events.
4. Lee Academy shall act to enforce this policy and to take appropriate action against any students, staff, administrator, or visitor who is found to have violated this policy.
5. Lee Academy will implement the Right to Search Policy when warranted.

## **Bullying**

### **Definitions**

“Bullying” means systematically and chronically inflicting physical or psychological distress on one or more students or employees. It is further defined as the unwanted purposeful written, verbal, nonverbal, or physical behavior including but not limited to any threatening, insulting, or dehumanizing gesture by any adult or student that has the potential to create an intimidating, hostile, or offensive educational environment or cause long-term damage, discomfort or humiliation that unreasonably interferes with the individual’s school performance or participation. It is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve but is not limited to:

- unwanted teasing
- intimidating
- stalking
- cyber stalking
- cyber bullying
- physical violence
- sexual, religious, or racial harassment
- public humiliation
- destruction of personal property
- social exclusion, including incitement and/or coercion
- spreading rumors of falsehoods

### **Reporting an Act of Bullying**

1. The Head of School is responsible for receiving written complaints alleging violations of the policy.
2. Students may report complaints of bullying to any faculty or staff member.
3. All faculty and staff are required and must report in writing any suspicion or allegations of bullying or violations of this policy involving students to the Head of School.

### **Plan of Action**

STEP 1: Student or teacher complaints of any act of bullying will result in those students involved being counseled by the Head of School. Parents of those involved will be contacted and made aware of the information. All complaints will be validated and documentation will be kept in students’ files.

STEP 2: Upon a second complaint of any act of bullying those students involved and their parents will be counseled by the Head of School. Students violating bullying policy will be assigned at least one day of suspension.

STEP 3: Upon a third complaint or incident of bullying those students violating the bullying policy will be suspended for no less than five (5) days with parent notification of the suspension. Students may return to school only after the parents have met with the Head of School to sign documentation that the students have returned on probation until the end of the school year.

STEP 4: Any other further complaints of bullying will result in the expulsion of the student(s) involved from Lee Academy. Parents will not be given the option to withdraw; the student(s) will be expelled.

## **Alcohol and Illegal Drugs Policy**

Lee Academy has no intention of intruding into the private lives of our Board members, employees, or students. Our concern is that these individuals report to work/school in the mental and physical condition necessary to perform their jobs/school tasks safely and efficiently, posing no danger to themselves or to that of fellow workers/students. However, the Right to Search Policy will be implemented when warranted.

### **Alcohol**

The use or possession of alcoholic beverages on Lee Academy property is prohibited, and is a dischargeable offense. Furthermore, no Board member, employee, or student is permitted to report to work/school while under the influence of alcoholic beverages. An individual will be considered to be “under the influence” when consumption of any alcoholic beverage has impaired or is likely to impair the individual’s job performance or school work in the judgment of his or her supervisor. Any individual who is perceived to be under the influence of alcohol will be immediately removed from the job/school.

### **Drugs**

The possession, sale, or use of illegal drugs including chemicals used to make fake drug products or the improper use of other drugs during working/school hours on Lee Academy premises is a dischargeable/expellable offense. An individual is not permitted to work or attend class while under the influence of any drug that could adversely affect job performance or school work or could jeopardize the safety of him or her, other individuals, or the public. The procedure for handling individuals perceived to be under the influence of illegal drugs or any drug that may adversely affect job performance is the same as the procedure for having been perceived to be under the influence of alcohol.

Lee Academy administrators will not allow an individual suspected to be impaired to drive himself/herself. Transportation will be provided to the individual by calling a relative, or if the individual is totally uncooperative, calling law enforcement authorities.

### **Alcohol/Controlled Substance Testing**

It is the policy of Lee Academy to provide its Board, employees, and students with a safe work environment that is free from the effects of illegal drugs and alcohol.

Lee Academy believes that the use of drugs and alcohol presents a danger not only to the individual who uses drugs and alcohol, but to the entire Lee Academy community. Therefore, the Academy is committed to taking the necessary steps to eliminate drugs and alcohol from its campus.

### **Reasonable Cause Testing of Current Board Members, Employees, and Students**

Alcohol/drug testing of current Board members, employees, and students will be performed when there is reasonable cause to believe that an employee or student at school may be under the influence of alcohol or drugs. Determination of cause is with the administration’s exclusive and sole discretion but may include the following: unusual observed behavioral pattern, declining work performance, reasonable suspicion of drugs, personal or vehicle on-the-job accidents, etc. Alcohol/drug testing for reasonable cause will be performed in conjunction with The Alpha Center, and the individual to be tested will sign the release form. All students are required to have a signed release form for drug and alcohol testing on file. Individuals refusing to cooperate in the investigation, refusing to sign the release form, or refusing to undergo the required testing will be advised that they are in violation of Academy policy and subject to discharge or expulsion.

**Random Testing of Current Board Members, Employees, and Students**

Board Members, employees, and students in grades 9-12 will be subject to random testing. The method will be determined by the Administration in cooperation with The Alpha Center.

**Negative Results**

Any Board member, employee, or student who undergoes alcohol/drug testing for reasonable cause or as the subject of random testing with negative results will be allowed to return to his/her assigned duties.

**Positive Results**

Any Board member or employee who undergoes alcohol/drug testing for reasonable cause or as a subject of random testing with positive results will be discharged.

Any student who undergoes alcohol/drug testing for reasonable cause or as a subject of random testing with positive results will be referred to The Alpha Center for counseling and/or treatment. Any positive testing will result in immediate suspension from all extracurricular activities including sports. Students in leadership roles including but not limited to all major and minor organizations will forfeit their positions if drug and alcohol test results are positive. If a sport has begun, the student will not be allowed to participate in that sport for the remaining duration of that season. Reinstatement to the activities will not be allowed until successful completion of the counseling/treatment for drug and alcohol abuse program.

Refusal to participate in the counseling/treatment for drug and alcohol abuse from a recognized professional or institution will be viewed as insubordination and the individual will be expelled from Lee Academy. Documentation will be made in the individual's file. Although counseling/treatment through The Alpha Center is confidential, the Head of School and/or Board Chairman will be informed as to the continuance of the treatment. During counseling/treatment the student will be required to undergo monthly testing at the student's expense until the end of the school year. Should the student seek to re-enroll at Lee Academy the next academic school year, he/she must be tested prior to the start of said school year. A positive result from any of the tests during this period will result in expulsion for the student.

If it is deemed that the student would place himself/herself or others in danger by continuing in his/her studies, the student would be granted a leave during the treatment in accordance with Academy attendance policy.

**Use of Technology Policy**  
**(Cell Phones, School Computers, Personal Devices, Internet, and Social Media)**  
**General Technology Guidelines**

1. Technology is a vital tool in day to day communication. Desktops, laptops, notebooks, I-Pads, smart phones, Apple watches, the Internet, etc. are useful tools for research, productivity, and learning.
2. Students must show respect for intellectual property, ownership of data, system security mechanisms, and others' right to privacy.
3. The following policy is all-inclusive involving both devices owned and maintained by Lee Academy as well as devices brought on campus by students. Students and parents must sign the *Use of Technology Policy* before school owned devices are issued to students.
4. Students are expected to be responsible around computers. Computer use that does not support the curricular program is inappropriate and may result in disciplinary action including suspension. Students will also be disciplined if willful damage or vandalism occurs. This would include but is not limited to the intentional or unintentional uploading of viruses or opening emails that contain such material.
5. If a problem is found, the student should report it immediately to the teacher.

**School Technology Use Guidelines for Students**

A student using any Lee Academy computer or device **may not**:

1. Save any inappropriate or unauthorized material on a computer or the system. Most material that is to be saved must be saved through the student's Gmail account.
2. Insert an external thumb drive or other data storage device on a school computer. Students must use a designated computer for printing and may only open a document through their school-issued Gmail account.
3. Use or copy another person's password, files, or data.
4. Use computer programs to decode passwords or assist in the unauthorized access of a system.
5. Obtain access to control information for the school's networked system.
6. Change a school's computer settings or desktop backgrounds.
7. Attempt to circumvent system security measures.
8. Make any changes to equipment connections or configurations to include but not limited to jailbreaking. Leave all equipment connected and configured as it was found.
9. Ignore or bypass appropriate shutdown procedures.
10. Bring food, drinks, or magnets near computers or in the labs.
11. Install or use personal software on Lee Academy's devices.
12. Make copies of any protected material.
13. Take information from electronic resources without citing as a reference.
14. Plagiarize or purchase papers.
15. Continue to operate equipment when there is a known error or malfunction. Ask for assistance.
16. Remove the protective case from school issued devices.

**All computer use to include personal and school owned devices is subject to Administrative review.**

**Internet Usage Policy and Guidelines**

The use of the Internet is a privilege, not a right.

1. Internet access should be used for legitimate educational purposes.
2. Inappropriate use of the Internet for sending, receiving, or accessing inappropriate material will result in loss of technology privileges and will subject the student to the zero-tolerance repercussions as defined in the policy manual.

**All Internet use is subject to Administrative review.**

**Personal Devices Usage Policy and Guidelines:**  
**Smart/Cell Phones, Smart Watches, Tablets, I-pads, Laptops, Etc.**

**Middle and high school students must surrender all silenced cell phones/devices at the beginning of the day/each class.**

**Any elementary student using a cell phone/device on campus during school hours until 2:30pm will have it confiscated.**

A student may use his/her Chromebook to research information or to help with other academic assignments as applicable only when instructed by the teacher under his/her direction. The use of a cell phone in class is solely determined by the instructor of that class.

1. Students with the permission from the instructor may text or contact parents for the purposes of scheduling updates and providing them other applicable information.
2. Students will not use any devices during class to text other students or access social media applications or games while in class.
3. Cell phone use for high school students is permitted during breaks or at lunch provided reasonable and appropriate activities are taking place.
4. At no time during school hours will students use devices to show or send inappropriate material such as but not limited to nude photos, videos, music, or memes containing foul language or inappropriate images or content, racially insensitive content, or inappropriate texts.
5. If a student receives inappropriate material, resending it or showing it to other students is a violation of the policy.
6. Any picture or other electronically sent information containing academic material forwarded to another student or found in the possession of a student in an attempt to facilitate cheating violates this policy.
7. Technology will not be used to spread rumors or to bully any Lee Academy student or staff member. Also, posting anything inappropriate to the Internet which has the Lee Academy name attached, displayed, or implied or represents our school, its students, or staff members in a negative or derogatory manner will not be allowed.
8. Any student who brings a personal technology device on campus does so with the understanding that school officials have the authority to review any and all material or content on any devices while on campus. Any violations found will be subject to the repercussions outlined in the handbook or under the law.
9. Use of a cell phone in class without permission carries the following punishment:
  - ~ Parents will be notified by the Head of School after each offense before the phone is released to the student.
  - ~ 1<sup>st</sup> Offense: Cell phone will be confiscated by the teacher and sent to the office.
  - ~ 2<sup>nd</sup> Offense: Cell phone will be confiscated. A \$10.00 fee will be charged for the return of the phone at 2:00 P.M. or at the end of 5<sup>th</sup> period for seniors.
  - ~ Fines will increase by \$5.00 per offense thereafter.

**Social Media Policy**

As with off campus behavior expectations, it is not the intent of the Academy to purposefully monitor student social media accounts. However, social media, at times, can interrupt the educational process. Because of this, Lee Academy has chosen to adopt the following policies regarding social media:

Social media that contains language or behavior of any inappropriate, racist, or profane nature that violates Academy dignity standards, or speaks disrespectfully or disparagingly of Academy faculty, staff, administration, standards, or decisions may result in parent contact or a more serious consequence such as suspension or expulsion.

Social media that promotes the use of drugs or alcohol, contains pornographic material, or makes a specific threat against Lee Academy property, faculty, staff, administration, or students may result in parent contact or a more serious consequence such as suspension or expulsion.

Students may not have administrative or managerial rights to any school/athletic sponsored social media accounts.

## **Felony Arrest Policy**

It is the responsibility of Lee Academy to take all reasonable measures to protect its employees and students as they perform their duties and receive a quality education in a safe and effective manner. The safe performance of daily operations should never be impeded by the fear of exposure to outside incidents that could be detrimental to those activities.

### **Definitions**

1. **Felony arrest:** the arrest of an individual whereby the offense could result in the imprisonment of the person for more than one year. Examples include the following: certain types of drug possession, burglary, robbery, weapon possession, and certain types of assault.
2. **Preliminary hearing:** a pretrial hearing that will decide whether or not there is enough probable cause for a suspect's case to be sent to the grand jury for indictment.
3. **Grand Jury:** a body of citizens who decides whether or not a case is indicted/true-billed and sent to a solicitor for trial.
4. **Pre-trial intervention (PTI):** a program allowing a first time offender to be placed on probation for a year, and if after that time, the person does not reoffend, he/she is cleared of the charge. If an offender reoffends during that time, the original charge comes back, and he/she is charged for both.

### **Protocol for Students with a Felony Arrest**

1. If a student is arrested for a felony charge, the student or the parents should notify the school immediately. Immediately is defined as the next business day. A student who is arrested for a felony charge is not allowed to come back on campus, nor is he/she allowed to attend any after school-sponsored/related functions such as games or any other extracurricular activities on or off campus.
2. The student will make available to the school the name of the agency and the type of offense he/she has been accused of committing. The school will in turn make contact with the agency to receive the details of the case for the safety of the other students or staff. This is not for the purpose of rumor mongering but for informational purposes only, and the information and report will be kept strictly confidential without exception. Should any faculty or Board member be approached about the matter, he/she should direct individuals to the Head of School.
3. Once it has been confirmed that the student has been arrested for a felony offense, the student will not be allowed back on campus or at any school-related functions or activities on or off campus until the matter has resolved itself. The matter may resolve itself in the following ways:
  - ~ The charges are dropped.
  - ~ The student is found not guilty.
4. If the following conditions are met, the student must reapply for admission to Lee Academy:
  - ~ The student's charge is dropped to a misdemeanor.
  - ~ The student has successfully completed PTI.

## **Sexual Harassment Policy**

Sexual harassment is strictly forbidden at Lee Academy on its premises and during its programs and activities. Sexual harassment is any unwelcome physical or verbal conduct of a sexual nature such as touching, grabbing, or sexual comments directed at a person.

Students are expected to treat everyone with dignity and respect at all times on school property, in school programs, and at off-campus school-related events. Disciplinary action will result from violation of this anti-harassment policy. Violations of this policy should be reported to teachers or administrators. The school strongly encourages students to report sexual harassment immediately. Should you be the victim or the witness of any form of harassment, please report this incident to one of the following: Teacher, Head of School, Guidance Counselor, or Assistant Head of School. The school will take prompt and fair action to investigate any report and to stop sexual harassment.

## **Disciplinary Guidelines, Policy, and Procedures**

### **Standards for Student Behavior**

The objective for school behavior policies and procedures is to create an environment where all students can learn and grow to their fullest potential.

In the **elementary school** teachers use a behavior monitoring system based on the principles of respect and responsibility outlined here. Minor infractions will be handled according to the management plan. Serious infractions will be handled by the Head of School and parents will be notified. If actions are of a serious enough nature, students may be removed from school or considered for expulsion.

**Middle and high school students** are subject to the discipline guidelines and codes of conduct and any repercussions specified in this *Family Handbook*, other school policy documents, codes of conduct for SCISA events and athletic participation, and classroom policies and procedures.

### **Code of Conduct**

The Code of Conduct at Lee Academy is predicated on the belief that every student has the right to learn. No student is permitted to engage in conduct that jeopardizes that right. Students must conduct themselves at all times in a manner so as not to interfere with the rights of themselves or others from profiting educationally, socially, spiritually, or morally from their time spent at the Academy. In keeping with this belief, students have seven primary responsibilities. Rules and regulations of the Academy are based on the following student responsibilities:

1. To respect the rights of fellow students, staff, and property of the Academy.
2. To respect the rights of teachers to teach and students to learn.
3. To attend school and classes regularly and promptly, prepared with proper materials and completed homework assignments to make the most of his/her time at Lee Academy.
4. To do one's own work with respect to homework as well as class work.
5. To never bring or possess any article or substance on campus that might endanger the physical or mental well-being of self or others.
6. To come to school properly dressed so as to ensure that no distractions interfere with the learning process.
7. To keep his/her parents informed about his/her education, including grades, disciplinary problems, homework, and activities at school.

Punishable offenses are based on both the Code of Conduct and school rules as stated elsewhere in the handbook. In general, any student action which interferes with classroom or school rules and regulations or is determined to be a disruption or violation of law is a punishable offense.

### **Discipline Guidelines**

1. All students enrolled in Lee Academy are subject to the code and all other rules and regulations of the school during school hours, at all other times when on school grounds, and at any school related functions or events off-campus such as field trips or athletic events.
2. Discipline begins in the classroom, and each teacher is expected to maintain good order and discipline in his/her classroom at all times. Teachers will go over classroom rules and policies that are consistent with the discipline code at the beginning of the school year. **All faculty and staff have full authority to cite the discipline code at all times and places, when and where it applies. They are expected and required to do so.**



3. No all-inclusive list of actions that constitutes inappropriate behavior is possible. For purposes of this code, certain instances of misconduct are broken down into categories according to seriousness of the offense and the type of punishment. Each offense will be judged on the merit of the individual case.
4. Faculty and staff members will consult with the Head of School regarding any instance of misconduct not specifically enumerated herein. The Head of School will use good judgment in categorizing and dealing with any behavior considered inappropriate.
5. **All discipline actions are subject to the Head of School's review and shall be acted upon according to his/her discretion. The Administration reserves the right to change or bypass discipline policies if the situation warrants.**

#### *Office Referrals*

Office referrals are to be used in cases where:

1. Teacher discretionary action would be an insufficient penalty given the seriousness of the offense.
2. Immediate action is required.
3. The teacher has exhausted other measures to extinguish inappropriate behavior patterns.
4. The action is so offensive that immediate removal from the classroom or school is mandated.

## **Classification of Offenses**

### **Honor Code**

Lee Academy believes in the spirit of truth, honesty, and integrity. To maintain these values, the school must insist on students recognizing their obligation to adhere to these standards. Moreover, it is also the student's responsibility to:

1. Understand the types of conduct that are deemed unacceptable and therefore are prohibited by this policy.
2. Refrain from committing any act of cheating, plagiarizing, facilitating academic dishonesty, abusing academic materials, stealing, or lying.
3. Report every instance in which the student has knowledge that academic conduct which violates this policy or its spirit has taken place to the faculty member responsible for instruction.

#### **Lying**

Making any oral or written statement that the individual knows or should know to be untrue.

#### **Cheating**

- ~ Using or attempting to use unauthorized materials, information, notes, study aids, or other devices.
- ~ Obtaining unauthorized assistance from any source for work submitted as one's own individual efforts on any homework, class work, assignment, project, or test.
- ~ Copying another student's work.
- ~ Willfully giving assistance or allowing someone to copy on any homework, class work, assignment, project, or test.

#### **Stealing/Destruction**

Stealing and/or willful destruction or vandalism of school or personal property.

#### **Plagiarism**

Representing orally or in writing in any academic assignment or exercise the words, ideas, or works of another as one's own without customary and proper acknowledgment of the source.

#### **Forgery**

The willful act of signing someone's name.

### **Repercussions for Violating the Honor Code**

1. Any of the honor violations listed above or similar offenses will be referred immediately to Administration. A zero will be given to the student(s) for the homework, class work, assignment, project, or test.
2. The Administrator will suspend the student for one day. Should there be a second honor violation, it will also be referred to the Administrator, and the student will be suspended for two days. Should there be a third violation, the student may be expelled from school.

### **Right to Search**

Lee Academy reserves the right to search the person, property, digital property, or automobile of any student on campus or attending a school-related event at any time there is reasonable suspicion of wrongdoing. This right is reserved to protect the at large student body and will be exercised prudently.

**Zero Tolerance Offenses: All Students**

**The Administration reserves the right to detain/suspend/expel a student for his/her actions regarding the following disciplinary infractions:**

1. Possessing a firearm or another deadly weapon on school property
2. Possessing, selling, giving, or using alcohol or any illegal drug to include the misuse of prescription drugs on school property or at any off-campus school-related event
3. Using alcohol or any illegal drug to include the misuse of prescription drugs prior to being on school property or at any off-campus school related event
4. Possessing, selling, giving, or using tobacco/nicotine products or their paraphernalia on school property or at any off-campus school related event per the established tobacco policy
5. Having a knife on campus
6. Behaving in a willfully violent or harmful manner
7. Intimidating or harassing anyone to include but not be limited to sexual harassment
8. Threatening the life of another student, staff, or faculty member
9. Assaulting a faculty or staff member, substitute teacher, volunteer, or parent visitor. This violation will result in immediate expulsion.
10. Aggravated destruction of property or the threat of destruction. Any suspension or other disciplinary action for this violation may last until full restitution is made.
11. When a student is found guilty by a court of law, the Administration will review the violation and take appropriate action.
12. Being involved in illegal gang or gang-related activities.
13. Posting anything inappropriate to the Internet which has the Lee Academy name attached, displayed, or implied or represents our school, its students, or staff members in a negative or derogatory manner.

**Major Offenses: All Students**

Major Offenses are those offenses that are extremely serious in nature and/or would be considered actionable offenses under the law. The following are examples of some offenses that would be considered major:

1. Threatening or using abusive, profane, or obscene language toward a faculty or staff member.
2. Assaulting another student.
3. Fighting to the extent that bodily harm is likely.
4. Using profanity, obscenity, or other inappropriate language.
5. Disobeying or showing disrespect to any faculty or staff member.
6. Destroying school/staff member's or another student's property.
7. Leaving school during school hours without permission from the Head of School, Assistant Head of School, or office staff.
8. Possessing or using fireworks or any incendiary product.
9. Possessing pornographic material or obscene material or accessing such material on the Internet.
10. Taking or using anything belonging to the school or another student or staff member without permission.
11. Possessing a school key.
12. Tampering with any fire or safety device or equipment.
13. Cutting school or class.

**Major Offense Repercussions: All Students**

Any instances of major misconduct will be immediately referred to the Head of School. The Head of School will consider the circumstances and gravity of the misconduct as well as the student's record when assigning punishment. Punishment for serious misconduct may range from suspension to expulsion.

**Repeat offenses may result in student expulsion.**

**Moderate Offenses: All Students**

Moderate offenses are those that are serious in nature, yet are generally not violations under the law. The following are examples of some offenses that would be considered moderate:

1. Creating a disturbance in a class or hallway
2. Gambling
3. Opening another student's locker, back pack, book bag, or purse without permission.

**Moderate Offense Repercussions: All Students**

Any of the moderate instances of inappropriate behavior listed above or similar offenses will be referred immediately to the Head of School. The Head of School will suspend students for such violations. **Repeat offenses may result in student expulsion.**

**Minor Offenses: Middle and High School**

Minor offenses are those that disrupt the teaching/learning environment and/or the smooth and efficient operation of the school. The following are some examples of offenses that would be considered minor:

1. Disrupting a class or activity
2. Violating a specific classroom rule or policy or reaching a specified place on the middle school's classroom management plan
3. Touching, pushing, or shoving another student
4. Failing to be in an assigned class or another designated place without permission, being in an unassigned class or an unauthorized place without permission, or failing to keep an appointment with a faculty member
5. Displaying affection inappropriately (embracing, kissing)
6. Possessing any item that is a distraction on campus or in the classroom
7. Being in the high school parking lot without a staff escort during school hours
8. Having excessive tardies for students in grades six (6) – eight (8) as defined by the Attendance Policy (Students enrolled in high school credit classes, including eighth (8th) graders, will abide by the Policy stating that an absence is issued after the 4th tardy.)

**Minor Offenses Repercussions: Middle and High School**

1. Any faculty member may assign students in grades six (6) and above to one detention for any of the minor instances of inappropriate behavior listed above or for similar offenses.
2. A student will be referred to the staff person in the middle school or high school in charge of detention.
3. After a student has served three detentions in one semester, at the next instance and all subsequent incidents of inappropriate behavior, the student will be suspended, and a parent conference will be required.
4. High school students can be assigned lunch detentions for various reasons to include but not limited to eating or drinking in class, using a fourth restroom pass in a quarter, littering in the class or halls, failing to return signed report cards, or other infractions in a teacher's classroom management plan. A student can serve three lunch detentions in a semester before formal detentions are assigned.

### *Elementary Discipline Guidelines*

#### **Major, Moderate, and Zero Tolerance Infractions**

All items already in policy for zero tolerance, major, and minor infractions for middle and high school students or that fall under the bullying or sexual harassment policies would apply to elementary students and will result in an immediate office referral with considerations for overnight or out of school suspension or expulsion.

#### **Minor Infractions**

1. Disrupting class by talking, laughing, or making inappropriate noises or comments
2. Failing to return any form of school communication which the student was instructed to take home for a parent signature
3. Touching, pushing, or shoving another student that does not lead to fighting
4. Being in an unauthorized area
5. Eating/drinking in class without permission
6. Littering, throwing paper/objects, vandalizing (to include the cafeteria, restroom, or related arts rooms)
7. PDA
8. Hurtful teasing
9. Possessing items that create a distraction including the use of electronics at unauthorized times
10. Items in an individual teacher's classroom management plan

Each teacher will manage his/her own classroom discipline to include related arts. All agreed upon minor offenses and individual classroom rule violations should be addressed. Teachers will document behaviors and attempt to redirect students within reason, using the class incentive plan, etc. Once those measures are deemed ineffective, the following consequences can be put into place:

#### **Consequences for Minor Classroom/Playground Infractions**

**Level 1:** Teacher conferences with student as a 'formal' measure

**Level 2:** Conference with student and communicate with parent

**Level 3:** Administrative referral

**Level 4:** Administrative referral: overnight suspension

**Level 5:** Detention

**Level 6:** Administrative referral: suspension

## **Disciplinary Actions Defined**

### **Recess/Lunch Detention**

Teachers may keep students from recess or lunch for lack of homework, incomplete class work, or classroom misbehavior. Parents will be notified.

### **Assigned Detention/Work Detail**

One of the primary corrective action methods used by teachers and the Administration is detention/work detail.

#### ***Grades 6 - 12***

Teachers may issue detention/work detail when it is warranted by the classroom management plan or for other actions that require more immediate consequence in accordance with the defined minor offenses. Parents will be notified.

1. Detention for grades 6-12 may be held by an assigned teacher or by a school administrator. Detention could be lunch detention, before school, after school, or a work detail. Parents will be notified via email.
2. Once a middle or high school student has served three lunch detentions in a semester, on the fourth occurrence of what would have warranted a lunch detention, an assigned detention or work detail will be issued.
3. The fourth detention/work detail in a semester and every following infraction that would have resulted in detention will result in suspension.
4. Only a designated faculty/staff member will supervise detention/work detail.
5. Cutting or missing an assigned detention/work detail is an act of disobedience and will be treated seriously. The first instance of failure to serve detention/work detail without an excuse in advance will result in the assignment of an additional detention/work detail. A second instance or failure to serve detention/work detail without an excuse in advance will result in a day's suspension.
6. Detentions/work detail may be postponed or rescheduled upon written request of a parent or guardian to a school administrator in advance. Otherwise, no excuse will be accepted for failure to serve detention/work detail at the time assigned unless special permission is given from the Head of School or Assistant HOS.

**After school work or athletic activities are not acceptable excuses for missing detention unless approved by the Head of School.**

### **Disciplinary Probation**

Disciplinary Probation is a written agreement outlining expectations for a specified period of time. The agreement may be reviewed and/or renewed at any given time by the Administration. Failure to conform to the expectations will result in expulsion from a given class or from school as per the terms of the agreement.

### **Suspension**

Suspension is defined as the temporary removal of a student from a class or from school.

1. While under suspension, students may not:
  - ~ Be on campus during the school day
  - ~ Attend or participate in any school-related events or activities on or off campus after school
2. Following a suspension, a student must be in attendance a full school day to be eligible for athletic or academic extracurricular activities.
3. On the second day of suspension during a school calendar year, a student will lose the right to exempt exams.
4. On the second incident of suspension during a school calendar year, a student in a leadership role will be removed from office.
5. On the third incident of suspension during a calendar year, a student may be recommended for expulsion.
6. Students who are suspended will lose one (1) point to their quarter final grade in each academic class for each day of suspension.

### **Expulsion**

Expulsion is the permanent removal of a student from a class or from the school for the remainder of the school year. Expelled students may re-apply for admission in subsequent years without guarantee of acceptance. Substantial educational progress made during the interim period will aid in acceptance.

Once a student has been recommended by the Head of School for expulsion, a hearing will be scheduled to allow the student due process. At that time, all facts pertaining to the incident(s) will be presented and documented. The family will then be notified about a follow-up hearing where the decision to expel, retain under probation, or other disciplinary action will be given.

### **Student Driver Rules and Regulations**

Student drivers are subject to the rules and repercussions outlined in the Vehicle Registration Form and Student Driver Contract. They are reprinted here:

The following rules and guidelines are designed for the safety of students and staff at Lee Academy. Failure to abide by any of the rules and guidelines listed below will result in disciplinary action including but not limited to suspension or loss of driving privileges.

1. All vehicles driven to school must be registered in the office with this form.
2. Students are to always park in their designated space with permit tag clearly displayed.
3. The driver of the vehicle is responsible for the vehicle and its contents.
4. **Maximum speed limit is 10 MPH** or less if conditions warrant.
5. The parking areas are off limits during the school day. Students found in the parking areas without permission or an escort will be subject to disciplinary action.
6. Student drivers are expected to be on time, making concessions for traffic and road work. Excessive tardies to school will result in disciplinary action.
7. Students are to exit their vehicles upon arrival to school and not linger in the parking lot after school.
8. Students may not drive or transport other students off campus without written parent permission before dismissal at 2:00 P.M. or 1:05 P.M. for students who leave campus at this time.
9. Vehicles operated on school grounds must be registered and insured in accordance with S.C. laws.
10. Audio volume must be lowered to a level so that it is inaudible outside the vehicle while on or approaching campus. Loud motors, horns, or other modifications which amplify sound must be monitored and restricted while on or near campus.
11. Students must follow the designated flow of traffic and the directions of the staff on duty.
12. Students should keep their vehicle locked while on campus.
13. Weapons, defined as any item potentially capable of inflicting pain, injury, and/or death, or other illegal items are not allowed on school property or in student vehicles.
14. Student vehicles on campus are subject to search by school officials or law enforcement at any time if it is reasonable to believe that substances or articles may be present that are not in the best interest of the school or student.
15. Reckless driving, violating traffic rules, or disregarding a staff person's directions will result in the immediate loss of driving privileges and possible suspension.
16. Lee Academy assumes no responsibility in the event of theft, accident, or loss resulting from the parking or operation of a vehicle on campus.
17. Cars are not to be left on campus for an extended period of time.
18. Cars left on campus after extra-curricular activities will be locked inside the gates when the last staff member leaves for the night. Students may pick up their vehicles the following day.

**Before a student is issued a parking space, he/she must have the *Vehicle Registration Form* filled out and signed and pay the \$25.00 fee.**



## *Dress Code*

School dress for all students should reflect the fact that students are at school for the purpose of education, not recreation. In effect, school is the student's "job," and they should dress accordingly.

The Dress Code reflects the school's sense of what is in good taste but may not cover all situations. In addition, Lee Academy students represent the school to the broader community whether they are on or off campus.

The overall expectation of students is that their dress should be neat and modest. The dress code provides adequate leeway for student individuality while maintaining a standard of good grooming and personal modesty. Students and parents are reminded that upper school students are highly visible to lower school students and even serve as role models. **The school requests that parents help enforce the dress code by ensuring that students are appropriately attired before leaving home.**

The Dress Code applies all day until 2:00 P.M. It applies to all places on campus including the gym with the exception of athletic attire, which is worn in physical education classes. It also applies to school functions in which the student is representing Lee Academy in an official capacity, i.e., dances, club inductions, SCISA meets, and field trips. The only exceptions are the Prom, Homecoming Court, Athletic Banquet, and the Mr./Miss Pageant.

Students are expected to use common sense for after school campus events.

All attire worn by student athletes on game days must be approved by the Athletic Director and Administration.

When a student does not meet the Dress Code upon arrival to school, every effort will be made at school to bring the student into compliance. If this is not possible, a student may return home to change or have a parent bring something appropriate to wear. Time lost from class will count as a tardy or an absence.

Some shirts and pants may be available for students to change. School issued garments should be washed and returned to school before the personal garment is returned.

### *Consequences for Violation: Middle and High School*

1. Documented warning - obtain Dress Code compliance
2. Detention/work detail for the 2nd and subsequent dress code violations - obtain Dress Code compliance
3. Students in grades 8 – 12 with more than three (3) Dress Code violations during the semester will lose the right to exempt exams. Any further violations may result in other disciplinary actions.

### *Consequences for Violation: Elementary School*

Teachers will enforce the dress code as it is written for elementary students. If a student needs to change, he/she should be sent to the office to call a parent. If there is a pattern of behavior, the student should be referred to the administration. Homeroom teachers will document this.

**The Administration reserves the right to define appropriate grooming and dress standards as outlined in the Dress Code. The Head of School has the final word on all infractions.**

## Elementary School Grades K – 5<sup>th</sup>

### General Guidelines

1. Clothing or ornamental articles that advertise, promote, or represent substances illegal for minors may not be worn at school or at school events. This includes clothing that bears likenesses to labels and advertisements for substances illegal to minors.
2. Jewelry or visible ornaments that pierce, or appear to pierce the body other than the ear, are not permitted at school or school functions. Male students may not wear earrings or have any body piercings at school or school functions.
3. Visible tattoos are not acceptable.
4. Long wallet chains may not be worn.
5. Clothing that bears obscene, sexually profane, or racially insensitive language, or visual representations of the same, may not be worn at school or school events.
6. Ragged clothing or clothing bearing unnecessary openings must have fabric behind any and all openings.
7. Proper undergarments must be worn at all times and must be completely covered by outer garments.
8. Hats, caps, and sunglasses may not be worn during the school day.
9. No cut-off shorts are allowed.
10. Pajamas and pajama pants are not acceptable school attire and are not to be worn.
11. Students may not wear bedroom shoes or slippers.
12. When leggings or extremely tight pants are worn by girls, tops that reach to the end of the fingertips when arms are extended downward by the sides must also be worn.
13. Gothic or gang related apparel is not allowed.
14. Appropriate clothing and footwear determined by the instructor must be worn during P.E. Students may be denied the right to participate if they are not appropriately dressed for P.E.

Parents should dress children appropriately for school. Comfortable, well-fitting play clothes should be worn. Remember, this age child will be running, climbing, jumping, and painting in what he/she wears to school.

Shoes should be well-fitting and appropriate for outdoor play. Please label flip flops with your child's name.

### **Boys**

Boys' hair must be clean and neatly groomed. Hairstyles may not have unnatural color or be extreme or radical. Boys' hair must be trimmed to above the collar of a collared shirt and ensure that at least half of the ear is showing. Hair must be out of the eyes.

### **Girls**

Girls must wear their hair in a style that does not obstruct vision or hinder participation in the learning process. Hairstyles that are extreme, disruptive, or have distracting or unnatural colors are to be avoided.

**Middle and High School Grades 6th - 12th**  
**General Guidelines**

1. Clothing or ornamental articles that advertise, promote, or represent substances illegal for minors may not be worn at school or at school events. This includes clothing that bears likenesses to labels and advertisements for substances illegal to minors.
2. Jewelry or visible ornaments that pierce, or appear to pierce the body other than the ear, are not permitted at school or school functions. Male students may not wear earrings or have any body piercings at school or school functions.
3. Visible tattoos are not acceptable.
4. Long wallet chains may not be worn.
5. Clothing that bears obscene, sexually profane, or racially insensitive language, or visual representations of the same, may not be worn at school or school events.
6. Ragged clothing or clothing bearing unnecessary openings must have fabric behind any and all openings.
7. Proper undergarments must be worn at all times and must be completely covered by outer garments.
8. Hats, caps, and sunglasses may not be worn during the school day.
9. No cut-off shorts are allowed.
10. Pajamas and pajama pants are not acceptable school attire and are not to be worn.
11. Students may not wear bedroom shoes or slippers.
12. Extremely tight clothing or clothing that is form-fitted to the skin is not allowed.
13. Gothic or gang related apparel is not allowed.
14. Sports/athletic shorts and athletic pants of any kind to include but not limited to sweatpants, leggings, wind pants, or running pants are not allowed.
15. Appropriate clothing and footwear determined by the instructor must be worn during P.E. Students may be denied the right to participate if they are not appropriately dressed for P.E.

**Boys**

1. Boys' hair must be clean and neatly groomed. Hairstyles may not have unnatural color or be extreme or radical.
2. Boys' hair must be trimmed to above the collar of a collared shirt and ensure that at least half of the ear is showing. Hair must be out of the eyes.
3. Boys are required to wear shirts that cover the underarms, shoulders, and midsection of the body.
4. Pants/shorts are not to be worn in an inappropriate manner. They cannot be excessively baggy or tight. Shorts must be \*mid-thigh length.
5. Boys must be clean shaven, and sideburns may be no longer than the earlobes.

**Girls**

1. Girls must wear their hair in a style that does not obstruct vision or hinder participation in the learning process. Hairstyles that are extreme, disruptive, or have distracting or unnatural colors are to be avoided.
2. All tops/dresses must cover appropriately. Bare midriff, strapless, backless, spaghetti strap, or halter tops cannot be worn. Tops/dresses which are excessively low-cut in the front are not allowed.
3. Sleeveless tops must have straps at least two inches wide and must completely cover undergarments.
4. Skirts, skorts, and dresses must be worn to within two and a half inches above the top of the knee, which is the width of a dollar bill from the front and back when standing.
5. Shorts must be \*mid-thigh length from the front and back when standing and should not be athletic shorts.
6. No see-through, transparent, or sheer fabrics through which undergarments or skin can be seen may be worn on campus.

\*Mid-thigh is defined as half-way between the bend of the hip and the knee when standing.

## *Academic Policies and Procedures*

### *Homework*

Homework is part of the academic expectations at Lee Academy.

1. The purpose of homework is to review skills taught in class, develop regular habits of self-directed work, discipline, and responsibility.
2. Written work is expected to be neat and legible.
3. All homework must be the student's own work unless otherwise noted. Parents are asked to refrain from doing the students' assignments. This type of help causes dependency.
4. Parents are expected to work in the home to reinforce good study habits and self-discipline.
5. If a student frequently does not have homework, parents will be notified, and a conference will be arranged. Each teacher has a homework policy which will be explained in a letter sent home at the beginning of the school year.
6. Students are expected to bring the necessary materials and homework to class on a daily basis.

### *Parent-Teacher Conferences*

It is important for the school and parents to keep the lines of communication open at all times. Parents are encouraged to visit the school and contact teachers with concerns and questions. Please **make an appointment** so that instructional and supervisory time is not interrupted. Please do not have spur of the moment conferences in the morning, afternoon, or in the pick-up line as these would not be productive. A scheduled conference will allow ample time for you and the teacher(s) to evaluate the situation and prepare a plan. Appointments can be made for a conference with a teacher by emailing the teacher, writing a note to the teacher, or calling the school office.

Consider the following before coming to the conference:

1. Be honest with the teacher and make your concerns known.
2. Show appreciation for your child's teacher.
3. Reflect on your child and prepare specific questions to ask.
4. Be open-minded; try to listen first, ponder, and then respond.
5. It is okay to feel defensive on behalf of your child, but be an advocate.
6. Ask specific questions.
7. Remember that we are all on the child's side.
8. End your conference on a positive note.

### *Textbooks*

When a student is issued a textbook from a teacher, he/she must replace any damaged or lost textbook at his/her expense. Students are expected to treat their books with care and are not to write in them or abuse them in any way.

### *FACTS (Formerly RenWeb)*

FACTS is the school database system used as the primary means of communication to include enrollment, grade reporting, homework, financial/payment information, student/family information, and emails from the office, teachers, and coaches.

Parents are responsible for keeping contact and medical information current through FACTS.

### **Make-Up Work**

FACTS should be used by parents and students to monitor and complete missed assignments. Contact the child's teacher if more direction is needed.

#### **K – 5<sup>th</sup>**

Make-up work schedule and deadlines will be determined by the child's teacher.

#### **6<sup>th</sup> – 12<sup>th</sup>**

After a student has been absent from school, all make-up work must be completed within five (5) school days. No make-up work will be accepted after the last day of the quarter. Special consideration and extensions may be given when there has been a long illness, hospitalization, or brain injury.

### **Report Cards and Progress Reports**

All report cards are to be signed and returned to the issuing teacher within three days of issue. Interim reports are sent electronically as the Gradebook Progress Report via FACTS to the designated email address on file weekly.

Please review all Gradebook Progress Reports with your child. Make goals for academic achievement for the remainder or upcoming grading period. Any time you have questions about your child's progress, please schedule a conference.

Final report cards at the end of the year will be available on FACTS.

<b>2024/2025</b>	<b>Report Card Dates</b>
October 17	End of 1 <sup>st</sup> Quarter
October 24	Report Cards Issued
December 20	End of 2 <sup>nd</sup> Quarter/1 <sup>st</sup> Semester
January 9	Report Cards Issued
March 14	End of 3 <sup>rd</sup> Quarter
March 20	Report Issued
May 23	End of 4 <sup>th</sup> Quarter/2 <sup>nd</sup> Semester
May 29	Report Cards Available @ Noon

### **Grading Scale**

#### **Kindergarten and 1st Grade (1st Semester)**

The grading system for kindergarten and 1st grade is in narrative/checklist form.

#### **Grades 1(2nd semester) - 8 (8th grade classes not earning a high school credit)**

A	100 – 90
B	89 – 80
C	79 – 70
D	69 – 60
F	59 and below

## Grades 8 -12 Grading Scale

(For Grade 8, this applies only to those classes taken in grade 8 where a high school credit could be earned.)

Students should refer to the section of the South Carolina Uniform Grading Scale that applies to each academic course they are taking. This graduated scale is used to determine G.P.A., which also may determine scholarship eligibility. This scale is effective August 1, 2016.

### 10 Point Grading Scale

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

### Advancement to the Next Grade

#### **Grades K – 5**

Elementary grade promotion will be based on the recommendation of the faculty and approval of the Head of School. A student must pass ELA (English Language Arts) , reading, math, and one other subject to be considered for promotion. Students who do not meet this standard must repeat the grade. A student must also meet the attendance requirement which states that a student can have no more than twenty (20) absences in order to advance to the next grade.

#### **Grades 6 – 7**

Students must pass reading, ELA, math, and either science or social studies for advancement. Failure in any of these classes will require the student to complete a satisfactory summer school program pre-approved by the Head of School. If a student fails more than two subjects, he/she will not be promoted. A student must also meet the attendance requirement which states that credit will be denied in any class where more than twenty (20) days have been missed.

#### **Grade 8**

To advance to Grade 9, a student must pass reading or English 1, ELA, Computer 1, math or Algebra 1, and science or social studies. If a student fails two or more subjects, he/she will not be promoted. If a high school course is failed, it must be repeated in the 9th grade at the CP level. If summer school is required, a satisfactory program must be pre-approved by the Head of School. A student must also meet the attendance requirement which states that credit will be denied in any class where more than twenty (20) days have been missed.

#### **Grades 9-12**

Students may not repeat grades 9 – 12.

To advance to the next grade, a student must have:

Freshman	6 units (To include one English and one math credit)
Sophomore	12 units (To include two English and two math credits)
Junior	18 units (To include three English and three math credits)
Senior to Graduate	24 units

A student must also meet the attendance requirement.

### Requirements for Summer School in the High School Grades 9 - 12

**The purpose of summer school is to re-establish academic progression only. Students may not take courses over the summer to advance grade placement.**

1. Yearly failure of any course(s) needed to advance to the next level will require the student to take the same course(s) in a Head of School approved one hundred twenty (120) hour summer school course.
2. The student transcript will reflect all courses taken and grades earned.
3. Failure to pass the summer school course(s) will result in the student not being able to return to Lee Academy the following year.
4. No student is permitted to remain in the same high school grade level, grades 9 – 12, more than one year.
5. High School students in grades 9 – 12 may not take more than two of the same core courses in summer school over the four (4) years. For example, if a student fails English I in the 9<sup>th</sup> grade and successfully completes it in summer school, he or she may return as a sophomore. If that same student fails English II in the 10<sup>th</sup> grade and successfully completes it in summer school, he or she may return as a junior. However, if that same student failed English III, he or she would not be allowed to return to Lee Academy.
6. A student may not take more than two (2) courses because of academic failure or when credit has been denied because of attendance in order to advance to the next grade.

**The Head of School has the final authority regarding all summer school decisions for all grades.**

### **Ranking of Students**

All high school students will be ranked based on their cumulative South Carolina Uniform Grading Scale G.P.A. in all credit bearing classes beginning at the completion of the ninth (9<sup>th</sup>) grade. Official rankings will also be calculated at the end of the 10<sup>th</sup> and 11<sup>th</sup> grades, and the final class rank will be available after senior grades have been calculated. All credit bearing classes beginning with English I, Computer I, and Algebra I in the 8<sup>th</sup> grade will count for the purposes of class rank and the G.P.A. For the purpose of rank, G.P.A.s will be calculated to four decimal places.

### **Exams and Exemptions**

1. Semester exams will be given in all academic courses earning a high school credit for students in grades 8 – 12.
2. Semester exams will count for one-fifth (20%) of the student's semester grade.
3. All students in grades 8 – 12 will be required to take the first semester exams with the exception of seniors who have attained a grade average of ninety (90) or above at the time of the exam and meet the attendance requirements. Underclassmen in a semester course may exempt the first semester exam with an A average (90) and the attendance requirement met.
4. Students in grades 8 (high school credit classes only) – 12 may exempt their final exams if they have attained a grade average of ninety (90) or above at the time of the exam and meet the attendance requirements.
5. Honor Marshals will be exempt from final exams except in cases where the student's average at the time of the exam is below a ninety (90) and have met the attendance requirements for Honor Marshals.
6. Any student has the right to request and be administered an exam regardless of exemption status if the student feels that his/her grade average can be improved by taking the exam.
7. Students with more than seven (7) absences in a semester class or more than fifteen (15) absences in a yearly class may not exempt the exam for that class regardless of the grade earned.

### **Enrollment in an Honors Class**

1. Students beginning in grade eight (8) may be considered for honors classes in English and math with approved standardized test scores, a cumulative average of ninety (90), supporting IXL diagnostic scores, and the recommendation of the faculty.
2. Students must have an eighty (80) cumulative average in the honors class to remain in the honors track/classes for the following school term beginning with the 24-25 school year.
3. A high school student must have an A in a CP class, teacher recommendation, and supporting standardized test scores to be considered for placement in an honors class. This request should come from the student in writing at time of course registration.

### **Academic Honors and Awards**

1. Academic Honor Rolls are awarded in grades 1 – 12.
  - ~ Scholar Guild: A grade of 90 and above in all academic subjects
  - ~ Honor Roll: A grade of 80 and above in all academic subjects
2. Valedictorian and Salutatorian
  - The top two averages in the senior class will be designated as such.
3. Honor Marshals
  - ~ Eligibility is determined at the end of the third quarter on the basis of a cumulative average.
  - ~ Honor Marshals are comprised of the top three ranked students in the junior class, top two ranked students in the sophomore class, and the top ranked student in the freshman class.
  - ~ Any student who has been absent from a class more than fifteen (15) days in a year class or seven (7) days in a semester class will lose the privilege of serving as Honor Marshal.
  - ~ Any student who has failed a school drug test during the year will lose the privilege of serving as Honor Marshal.
4. Students must be in their second year of attendance at Lee Academy to be eligible to serve as Honor Marshal or to be named Valedictorian or Salutatorian.



### *Transfer Students*

Every reasonable effort will be made to accept classes from other institutions for which students who transfer to Lee Academy during high school have received credit. Institution accreditation standards and course descriptions will be evaluated to make final decisions. Transfer students must meet the minimum criteria for grade placement per Lee Academy guidelines.

### *Athletic Eligibility*

1. A student may not fail more than one course in order to be eligible to participate in athletics. **This supersedes the SCISA Blue Book.**

### *Academic Grievances and Concerns*

1. Academic grievances or grade disputes should be discussed with the teacher.
2. Unresolved academic grievances or grade disputes should be submitted in writing to the Head of School.

**Graduation Requirements**

**All decisions regarding courses taken and diploma tracks chosen should be made between students/parents and the Guidance Department with career and college goals driving the decisions.**

**The General Diploma requirements and College Preparatory Diploma requirements meet and in some cases exceed the minimum SCISA and South Carolina diploma requirements.**

**Lee Academy General Diploma Requirements**

SUBJECTS	UNITS
English	4
Mathematics (Algebra I, geometry)	4
Science (physical science, biology, chemistry)	3
Social Studies (world cultures, American history, gov/econ)	3
Foreign Language (two units same language)	2
Computer Science	1
Physical Education	1
Art/Music History	1
Electives	<u>5</u>
	24 TOTAL

~ One P.E. credit may be earned by successful completion of four approved high school sports beginning in 8<sup>th</sup> grade.

~ The Class of '27 will be the first class required to have at least ½ semester of personal finance.

**Lee Academy College Preparatory Diploma Requirements**

SUBJECTS	UNITS
English	4
Math (Algebra I, geometry, Algebra II)	4
Science *	4
Social Studies (American history, world history, gov/econ)	3
Foreign Language (two units same language)	2
Art/Music History	1
Physical Education	1
Computer Science	1
Electives	<u>7</u>
	27 TOTAL

~ Students in the Dual Enrollment program may be able to substitute a college class for one of the required diploma classes upon approval of the administration after review of the course descriptions. This option is also dependent on the availability of classes offered by the partnering colleges.

~ \*Science courses must include physical science and three (3) additional lab science courses.

~ One P.E. credit may be earned by successful completion of four approved high school sports beginning in 8<sup>th</sup> grade.

~ The Class of '27 will be the first class required to have at least ½ semester of personal finance.

**Graduation Participation**

1. Seniors who have not successfully met all graduation requirements may not participate in the graduation exercises.
2. All debts must be paid prior to graduation activities or participation will be denied. These are Baccalaureate, Class Day, and Graduation.
3. Diplomas will not be received until all debts are clear.

### **High School Student Organization Offices**

The offices or positions to be held by students in grades 9 – 12 will be divided into these two categories:

#### **Major**

President of the Student Council and Class Presidents

Club Presidents

Editor of the Yearbook

#### **Minor**

All offices not listed as major are considered minor.

#### **Eligibility**

1. To be eligible for a major office, a student must have obtained an 87 average in all subjects the semester immediately preceding the election to the major office.
- 2 A student is eligible to hold a minor office providing he/she has an 84 average in all subjects immediately preceding the election.
3. In order to hold any office for the upcoming school year, the student must:
  - ~ Be enrolled for the next school year with the re-enrollment fees paid
  - ~ Have all debts cleared in the office before the election date. This includes but is not limited to tuition, library fines, textbook fees, etc.
4. On the second day of suspension during a school calendar year, a student in a leadership role will be removed from office.
5. A particular club/organization may have other restrictions/requirements in its by-laws.