



Lee Academy

Achieving Excellence through Leading, Learning, Thinking and Serving

STUDENT HANDBOOK

2024-2025

LULA-RICH EDUCATIONAL FOUNDATION, INC.

LEE ACADEMY

FOUNDED IN 1970

MEMBERSHIP IN AND ACCREDITED BY:

Southern Association of Colleges and Schools (SACS)
Mississippi Association of Independent Schools (MAIS)
AA Rating in Secondary

WEBSITE

www.leeacademycolts.org

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ADMINISTRATION

Head of School - Rone Walker
Guidance Counselor - Beverly Antici
Business Manager - Kitty Flowers
Office Manager - Kristin Orr
Athletic Director - Rick Johnston

FACULTY AND STAFF DIRECTORY

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MISSION AND VISION

Lee Academy is a purpose driven and student-focused college preparatory school primarily centered upon providing a safe, nurturing, and Christian faith based environment for each of its students in their pursuit of academic excellence and high moral character. Lee Academy strives to inspire and empower its students to expand upon their innate gifts and talents; so they may develop into campus, community, and family leaders; ceaseless scholars, critical thinkers, and ethical and productive citizens; guided by core values of moral integrity, self-discipline, respect for others and, above all, to exhibit the fruits of the Spirit (as defined in Galatians 5:22-23).

Further, it is Lee Academy's mission to provide a comprehensive and challenging education, distinguished by a biblical worldview. This equips each student with the intellectual capacity to lead a life of purpose, significance, discipleship, and service to one another and the community. Lee Academy believes that effective and supportive teaching, a rigorous curriculum, and a safe, positive learning environment embodies the foundation for enriching students with the necessary skills to maximize their individual potential. It is our goal that each student may advance in their educational journey and ultimately embark upon their trade or profession with expertise, honesty, courage and kindness.

Lee Academy believes that all students possess unique physical, social, emotional, and intellectual needs. The students' overall development is the primary focus of all decisions impacting the performance and conduct of the Lee Academy faculty and community. Lee Academy is dedicated to assisting those prevalent in the student's home-life with educating the whole child-academically, spiritually, socially, emotionally, and physically. It is also our belief that the school and the students' family needs to be a partnership. Each with their own responsibility and accountability in accomplishing our common goal, which is the success of the student completing their secondary stage of education with the development of positive characteristics and life skills. Our faculty, our students, and their families are integral to student success and the success of the school. To that end, Lee Academy strives to foster an environment maximizing the student's individual potential. Parents, students, the Board of Directors, the administration, faculty, and the community are responsible for advancing the mission and vision of Lee Academy.

This handbook is designed to acquaint all students and parents/guardians of Lee Academy with school regulations and policies affecting them while attending school or any school sponsored event. The students and parents must realize that when an attempt is made to formalize certain policies of this nature, there is always the possibility of inadvertently omitting some regulations and that additions and deletions are continuously being made. However, this handbook will provide students, parents, and teachers with the basic policies and regulations. Please be aware that the code of ethics applies to any Lee student 1)on school property, 2)in attendance at school, 3)at any school activity or function, or 4)at any other time or place when the student is involved in conduct that has a negative effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of our school. *DISCLAIMER - This handbook does not and cannot address every situation, question, or problem that may arise. Any situation, question or problem that arises and is not covered in this handbook will be left to the discretion of the administration. Lee Academy is a private, not for profit organization governed by a School Board.*

GENERAL POLICIES AND INFORMATION

Lee Academy strives for high standards in conduct and self-discipline. Students are expected to organize and manage their lives in a way that demonstrates personal responsibility for academic success. The policies of conduct and discipline described are in place to provide an orderly, safe, and effective school environment. The Board of Directors supports policy decisions made by administration and expects students and parents to adhere to the policies in this handbook.

Lee Academy welcomes returning students and new students who are just joining the Lee family. Lee Academy is your school, and you will get out of it what you put into it. Working together, the administration, faculty, staff, students, and parents/guardians can work to make Lee Academy a place where we strive for excellence in all that we do.

Non-Discriminatory Admissions and Employment Policy

Lee Academy and the Lula-Rich Educational Foundation value moral integrity, diversity, and respect for all. In an effort to provide a safe, caring, and welcoming school environment. Lee Academy will not tolerate or accept discrimination of persons based on race, color, nationality, ethnicity, or gender. All such discrimination directed towards students, faculty, administration, staff or visitors shall be subject to disciplinary action in the form of student suspension or expulsion and, in the case of Lee Academy employees, termination of employment.

In keeping with our belief in the innate worth of every person, Lee Academy welcomes the application of students and staff members of any race, color, nationality, ethnicity, or gender, as well as any religion or sexual orientation to the extent one's religious or sexual practices and/or preferences do not interfere with our mission to provide a befitting Christian-based environment at school and during school sponsored functions. In further keeping with our mission to provide a befitting Christian atmosphere, Lee Academy shall uphold a traditional view of biological gender identity. That is, faculty, students, and/or their families shall not insist upon availing oneself or others of school components strictly traditional to one's opposite biological gender, which includes, but certainly is not limited to, athletics participation, and restroom, locker room, or pronouns usage. Violation of this policy will result in disciplinary recommendation of the Student Affairs Committee of the Board of Directors or termination of employment.

Governance

An elected Board of Directors governs Lee Academy. The Board of Directors is made up of 12 members serving staggered four year terms. The purpose of the Board of Directors is to set and enforce governing policies of Lee Academy and to employ a Head of School.

COMMUNICATION

Webpage

Information about the school is listed and updated on the school's website www.leeacademycolts.org

RenWeb

RenWeb is a private and secure parents' portal that will allow parents to view academic information specific to their children, while protecting that information from others. Grades, schedules, homework, and other useful information is found on RenWeb. Parents must provide the school with a valid email address in order to gain access to RenWeb. Lesson plans and assignments are subject to change due to unforeseeable circumstances. Students are ultimately responsible for assignments given in class by the teacher.

Parent and Teacher / Administration Communication

Parents may communicate with their child's teacher via email. Teacher email addresses are listed in RenWeb, on the school's website, and in the handbook.

Any issues concerning classwork, conduct, athletics, or any other student concerns not resolved through email should be handled through the following steps:

1. Contact the office to set up an appointment with a coach or teacher.
2. After meeting with the appropriate teacher, or coach, if further communication is desired, the parent should make an appointment to see a school administrator.
3. Administrators and teachers will not be available for a conference without an appointment.

NOTE: Parents are not allowed to go to the classroom to get their child or see the teacher. If this is necessary, report to the office and the appropriate arrangements will be made. Parents are not allowed down the halls for any reason, unless accompanied by a school administrator.

Parents are to refrain from calling or texting teachers/staff at their homes; all contact should be made during school hours.

FINANCIAL POLICY AND INFORMATION

Lee Academy operates on a cash flow basis. It is imperative that we collect monthly tuition payments in a timely manner in order to pay our bills, including payroll, on time and maintain our reputation of fiscal responsibility. Failure on the part of our patrons to stay current with tuition payments places the entire school in financial jeopardy.

School Tuition Policy

Fees

1. Fees such as Registration, Facility, and Book fees are paid directly to the school. Workbook fees are due on or before the first day of school. Facility fee may be paid directly to the office or built into the monthly tuition drafts.
2. No student will be allowed in class until the registration fee is paid in full.
3. Tuition fees are paid either by a one time annual payment directly to the school or by monthly payments through our tuition management company, FACTS. There are also other payable fees that are associated with extracurricular activities.

Tuition Payments

1. Tuition payments begin in June of each school year. Payments are normally based on a 12 month payment plan. Lee Academy has an agreement with a tuition management organization called FACTS. Under this plan, parents enroll with FACTS and this company deducts the monthly tuition from the individual's financial institution.
2. There are 2 methods of payment for tuition.
 - a. Full payment. Under this option the entire amount of tuition is paid on or before August 1 of each school year. This payment is made directly to the school office and not through the FACTS program. If a written request to be released from a contract is submitted and approved by the finance committee the funds will be returned when available and a \$150 service fee will be assessed.
 - b. Monthly Payments through FACTS. Under this plan the entire amount of tuition is paid monthly through FACTS Tuition Management Plan. This plan is an automatic payment plan made directly through your checking account or savings account. Those who agree to this plan authorize FACTS to deduct through their financial institution automatically on the 5th, 10th, or 15th of every month. Payment plans must

begin no later than August 15 but may begin as early as June 5th. Parents must complete all tuition payment plans no later than May 20th of each school year. Those that enroll after August 20 will have prorated payments but they must also end no later than May 20th of the school year.

Educational Contract

At the time of enrollment or re-enrollment an Educational Contract is signed for the school term. The individual(s) signing the contract are considered contractually responsible for the tuition account. To be considered for release from this contract, the responsible individual must compose a letter to the School Board stating the reason for release.

Monthly Payments

School families who choose the monthly payment plan and miss a monthly payment due to insufficient funds are assessed a \$30.00 missed payment fee by FACTS as well as incurring a fee from their own financial institution. The missed payment is reattempted by FACTS within 20 days. Two consecutive missed payment attempts by FACTS are considered grounds for dismissal from Lee Academy. Repeated missed payments, even if not consecutive, are considered grounds for dismissal from Lee Academy. No student will be suspended or expelled from school until the end of the current marking period during which the missed payments occur. The decision of the finance committee is final. Ten days after a payment is due, written notification will be sent to the parent(s) of any student for whom tuition remains outstanding, and for whom alternative payment dates have not been set.

Thirty days after a payment is due, a second written notification shall be sent. Balances that remain after 45 days will be submitted to the Lee Academy finance committee unless an alternative payment schedule has been set. Students will not be eligible to participate in extracurricular activities if tuition is more than 45 days late.

Tuition Assistance

Tuition assistance is available on a limited basis and will be awarded as funds become available. All families are eligible to apply for tuition assistance. Requests for tuition assistance will be done through an outside verification of need. Lee Academy uses FACTS for this verification and determination of need. All persons interested in tuition assistance will first need to apply through FACTS. No student/family will receive more than 50% of tuition from any combination of tuition assistance or scholarships. If you have applied for tuition assistance and your child does not have a "C" or better cumulative average in all academic courses, tuition assistance will not be considered. Only courses that are included in the school's policy for determining honor roll will be considered academic courses. Grades for summer school are not taken into consideration.

Minority scholarships are available for students; these scholarships are awarded on a yearly basis. The family must use the outside verification (FACTS), provide a transcript from their most recent school, a "C" or better cumulative average, and three letters of recommendation from a teacher, administrator, church, or community leader.

Non-Admission Due to Tuition Payment Delinquency

Any school family failing to pay their tuition according to their agreement with the school or who have been unwilling to make suitable alternative arrangements with the school will have their children withheld from class at the end of the nine weeks grading period. The administration will inform the parent in plenty of time before this happens. Parents that depart from Lee Academy with outstanding balances will not have transcripts forwarded to the student's next school until financial restitution is complete. Also students are not allowed re-admittance until all outstanding financial obligations are met.

Delinquent Tuition Procedure

Upon being delinquent in tuition the responsible party will be mailed/sent electronically a written notification indicating that the account is past due and delinquent.

Once the individual/family has been delinquent with no response to the school administration or tuition manager a follow up invoice will be sent electronically and/or mailed to the responsible party that the students enrollment has been jeopardized. A date to make the account current will be indicated, and the notification of dismissal if the account is not current by indicated date will be communicated in this letter.

Delinquent Tuition from Previous Years

Any unpaid tuition from previous school years prevents re-enrollment in Lee Academy. Under this criteria, the administration will work with the parent to have no less than half of the delinquent tuition paid and a payment plan for the remaining balance.

Refunds

Any family that desires to withdraw their student(s) must submit a written request to the school's finance committee. If the request is approved the funds will be returned when they become available. After the first day of school, tuition is not refunded for that month, even if the student only attends one day of class. Those who have enrolled in FACTS are advised that canceling through FACTS requires a minimum of 14 working days advance notice prior to the automatic deduction date of either the 5th, 10th, or 15th. Any student that attends at least one day of class for that month is charged for that month's tuition. Refunds are conducted in accordance with this policy regardless of circumstances or reason of withdrawal or removal of students from Lee Academy. Registration is non-refundable.

ADMISSIONS INFORMATION

Parents who wish to enroll a student at Lee Academy should make an appointment with the guidance counselor or school administration to begin the admissions process.

Forms Required for Admission

The school requires the following forms for a student:

1. Copy of the student's birth certificate
2. Current Immunization Form 121; including the Tdap shot for entering 7th graders
3. Transcript from previous school
4. Withdrawal form from previous school

Other Considerations for Admission

Lee Academy will not accept students who have been expelled, suspended, or asked to leave another school. Lee Academy will not accept students who have not satisfied all financial obligations from another school without special review from the finance committee.

Administrative Guidelines for Admission

The Administration reserves the right to deny admission to a student if after the application packet has been reviewed, it is determined that Lee Academy cannot meet the needs of the student. Due to lack of specialized programs, students with learning or behavioral problems may not be eligible for enrollment at Lee Academy.

If after reviewing academic records, it is determined that a student needs to repeat a grade/course, this recommendation will be made to the parents of the prospective student.

Accommodations

Students who have been tested within three years by certified professionals and diagnosed with specific learning difficulties may be eligible for accommodations. Parents must submit test results and written recommendations made by the testing professional. Following consideration of the test report, administration will make suggestions for reasonable accommodations. There are limited accommodations that can be provided in the classroom setting. Due to the lack of specialized programs the school is unable to accommodate students with severe learning difficulties that require more extreme accommodation or modification of curriculum/objectives.

Immunization Regulations

The Mississippi Legislature has made it mandatory for students attending school to be vaccinated. No student will be allowed to attend school without a Mississippi Compliance Form. The Mississippi State Department of Health now requires that all entering 7th graders have the Tdap vaccination before starting school. A Form 121 is required for all students.

Medical Information

It is the responsibility of the parent to notify the school administration if their child has a medical problem or condition of which the school should be aware. The school will dispense medicine for a student per the form on file in the office. Guidelines listed on this form should be followed. Copies of this form may be requested in the office. Arrangements for temporary prescription drugs brought for use during the school day must be made with the school office. Students are NOT ALLOWED to have any type of medicine in their possession during the school day. All medicine must be stored in the office.

If a student becomes ill during the school day, the office will contact the home or the person indicated as “emergency contact” on the application form. If a student is injured and the parent, guardian, or emergency contact cannot be reached the doctor listed on the application form will be contacted.

Field Trips

Teachers will send home permission slips to parents informing them of the date, time, and place to be visited before each field trip. This note must be signed and returned to the school before the student will be allowed to go on the field trip.

Fund-Raising Activities

All fund-raising activities must be submitted in writing and upon approval will be scheduled by the Head of School with major fundraisers requiring approval from the Board of Directors.

Delivery of Flowers, Gifts, Etc...

Deliveries of flowers, gifts, etc, are not allowed at Lee Academy.

Visitors

Parents or other visitors are always welcome at Lee Academy; however, to prevent interrupting classes, all visitors are **REQUIRED** to check in at the office. All parents or other visitors shall first check in at the Lee Academy high school office. Scheduled events and ceremonies such as chapel, ball games, track meets, graduation, school plays, board meetings, committee meetings, etc... are exceptions to this rule. Students not enrolled in this school are not allowed in the building or on the campus without permission from the school administration.

Lee Academy officials reserve the right to inspect students' lockers and vehicles on campus at any time deemed necessary.

Bad Weather / Emergency Procedures

Lee Academy has a Crisis Management Plan for natural disasters and other emergencies that could arise during the school day. This plan includes procedures in place for the evacuation of students, and these procedures and drills are practiced several times during the school year.

The school will inform television stations, social media outlets, parent alerts, email, and our webpage to keep parents and guardians aware of school closings. In the instance of tornado warnings or extremely bad weather, parents may pick up their children from school. ** Please note that student drivers will not be dismissed to drive themselves during severe weather or emergency situations.**

Facilities Use Policy

In order to use any Lee Academy facility after regular school hours or on the weekend, permission from the Athletic Director or Head of School must be granted for each individual occasion. Students under the 9th grade MUST be accompanied by an adult or an older sibling.

In order to use the facility, you must be a Lee Academy student, alumni, faculty/staff member, patron or invited guest. Any guests must be cleared with the Athletic Director or the Head of School prior to being allowed on school grounds or to use any facility.

Any individual given permission to use any facility must ensure that no one remains inside the building when they leave, and all facilities are locked upon departure. The student, alumni, faculty/staff member, or patron is responsible for any damages that may occur while they are using any Lee Academy facility. The use of Lee Academy facilities is a privilege and may be revoked at any time by the school administration. The Lee Academy track is prohibited from use, other than students practicing track. All facilities at Lee Academy are under video surveillance at all times.

Asbestos

Lee Academy meets all of the requirements of the United States Environmental Protection Agency and the Mississippi Department of Environmental Protection Agency. Lee Academy follows the requirements for AHERA for the control and abatement of asbestos. Members of the administrative and maintenance staff have received training in fulfilling these requirements. As required by law, Lee Academy has an asbestos management plan on file in the office. It is available to the public upon request.

School Publications

The Colt is the school annual published each year. It includes photographs and memories of all grades 7-12. The cost of the annual is set each year. The annual and information published will be proofed by the sponsor and/or school administration. Any material deemed inappropriate will be removed or changed and discussed with the Editors and sponsor of the annual.

APPROPRIATE USE OF ELECTRONIC DEVICES

Cell Phones and Personal Electronic Devices Policy (Cell Phones, iPads, iPods, iWatch, electronic games, etc.)

Cell Phone Policy

Cell Phones are a distraction in the classroom and a disruption to the learning process. Cell phones are not allowed to be used during the school day. Students may **NOT** use cell phones in the classroom or hallways **at any time**. Cell phones will be deposited in school provided bins each morning when students arrive at school. The bins will be divided by grade level. It is up to the students and parents to ensure their students phone has their name or a way to identify the phone. Each student will have a designated spot for his/her cell phone. Students who drive may leave their phone in their car. The school administration reserves the right to search for cell phones or other electronic devices at any time without prior notice. Students visually caught with cell phones out or heard will suffer the following consequences:

*1st Offense - Phone will be taken up and kept in the office. The child's parent must pick up the phone one week from the day the phone was taken.

*2nd Offense - The parent must pick up the phone one month from the date the phone was confiscated.

*3rd Offense - The parent must schedule a meeting with the Head of School, and the phone may be picked up at the end of the school year.

INTERNET AND SCHOOL COMPUTER SYSTEMS POLICY

Technology Acceptable Use Policy

1. Purpose: The purpose of this Policy is to provide the students, faculty and staff of Lee Academy (LA) with notice of what conduct shall be deemed acceptable with regard to the use of Technology, as the term is defined herein below.

2. Who is covered by this Policy: This Policy covers all students, faculty, and staff (collectively "Users")

3. How this Policy Applies: This Policy applies to all Users at all times, regardless of their location. This policy applies whether or not the User is engaged in school related activity or making use of Lee Academy Technology.

4. "Technology" as used in this Policy, means any electronic communication tool, system, or process, including, but not limited to telephones, cellular telephones, computers, software, the Internet, web sites, or Internet related software and communication tools. For example, Technology encompasses all cellular and SMS text messages, email, instant messenger sessions, newsgroups, online forums, and file sharing and/or bittorrent clients. "LA Technology," as used in this Policy, means any Technology owned, controlled, or provided by LA.

5. Responsibilities of the User: Users abide by all covered guidelines outlined in the Responsible Use Policy which will be signed by all students and guardians and kept on file in the office. Users of LA Technology must take full responsibility for what they publish, transmit, or possess. Users of LA Technology must connect equipment to install software in a manner that meets the technical and security standards set by Lee Academy. Users are also responsible for keeping their account information confidential at all times. A certain measure of caution and awareness is required by Users to ensure the efficient and trouble-free use of LA Technology. While LA has systems in place to combat viruses, spyware, spam, and other computer “bugs,” LA will not be responsible for damage to a User’s Technology which results from viruses, spyware, spam, or any other use of LA Technology. Users are responsible for adequately protecting and maintaining their own Technology. Users are responsible for keeping their personally identifiable information, which may include, but is not limited to, a User’s telephone number, address, age, gender, date of birth, credit card data, Social Security, and Driver’s License numbers etc., strictly confidential.

6. Acceptable Use: Use of LA Technology is a privilege, not a right. Users may make use of LA Technology for purposes of scholarship and academic research only.

7. Unacceptable Uses:

A. Technology – No User may use any Technology to do the following:

- * Steal, forge, lie, cheat, plagiarize or masquerade
- * Bully or threaten
- * Violate the confidentiality of another
- * Tamper with, misuse, damage, interfere with or destroy the technology of another
- * Upload, post, or transmit content that is obscene, threatening, harassing, defamatory, libelous, invasive of another’s privacy, hateful or racially/ethnically motivated that incites violence or the imminent threat of violence

B. LA Technology - LA Technology exists to advance the mission of LA. LA will manage these resources accordingly.

Users may not do any of the following with LA Technology:

- * Steal, forge, lie, cheat, plagiarize or masquerade
- * Bully or threaten
- * Access the account of another
- * Generate activities which consume more than a User’s fair share of either system or network bandwidth [ex: sending chain letters]
- * Fraudulently log into any computer
- * Forge email headers or manipulate other identifiers in order to disguise the origin of any system or network activity
- * Attempt to determine the passwords of others or obtain privileges on any computer to which a user is not entitled
- * Possess, willingly receive or distribute obscene material
- * Copy, install, or use any data in violation of applicable copyright or license agreements [Downloading and distributing movies, songs and software without authorization from the owner of the copyright is a violation of copyright law. The Recording Industry of America and Motion Picture Association of America can and do aggressively sue to enforce their copyrights.]
- * Utilize IP forwarding, bridging, ARP proxying, IP masquerading, DHCP, Network Address Translation (NAT), IP/IPX tunneling, SOCKS, application layer proxies, SSH, bittorrent and/or peer-to-peer (P2P) software or any similarly enabling technology
- * Add new devices such as hubs, switches, gateways, routers, access points and/or servers of any kind to existing LA Technology
- * Use any LA Technology for commercial purposes or advertising; including unsolicited commercial email [Commercial sponsorship of academic projects, e.g., the inclusion of banner ads on a project web site, is strictly prohibited absent the express authorization of the Headmaster].

- * Use any LA Technology for partisan political activities
- * Install software on LA Technology that interferes with day-to-day work or hinders the operation of LA Technology
- * Violate this Policy off-campus anywhere in the world using LA Technology
- * Possess any software, resource or equipment whose purpose is to effect one of the violations listed in this Policy; or attempt to violate any provision of this Policy.

8. Privacy: Users should have no expectation of privacy with regard to their use of LA Technology. LA may access, view, investigate, and delete any and all information stored on or created with LA Technology. LA may do so without cause and without prior notice to the User.

9. Duty of Parent or Guardian to Monitor Out-of-School Use of Technology: It is the responsibility of each parent or guardian to verify that their student's use of Technology is in compliance with the law and all of LA's policies. Failure to monitor a student's use of Technology may result in serious consequences.

10. Personal websites, Blogs, or profile directories such as Facebook, Twitter, MySpace, Instagram, SnapChat, and Xanga are not monitored by LA. However, users who engage in behavior unbecoming of a member of the LA community during school hours, during school related events, or outside of school through the use of a website will be subject to penalties.

Unacceptable use directed at Lee Academy or any employee of Lee Academy, whether during school hours or any other time, will result in the User being subject to penalties. Unacceptable use that causes a negative impact on the school environment, whether during school hours or any other time, will result in the User being subject to penalties.

11. LA reserves the right, but is not obligated, to take disciplinary action with any student(s) if unacceptable uses/behaviors occur outside of LA school hours, school related events or on LA property.

12. In addition, if LA, in its sole discretion, believes that any information on a website, or in an email or text message, is obscene, constitutes a threat, defames, infringes on copyrights or is in any way illegal, whether directed at LA, faculty, staff, students or other, LA will be compelled to contact the appropriate authorities.

13. Bring your own device - 12th grade students will be allowed to bring their own computers to school for academic purposes only.

Penalties

Penalties for violation of this policy may include loss of LA Technology privileges, discipline, suspension, expulsion, or termination. Civil and criminal penalties may also be imposed.

The school board and the administration may amend this policy to include further restrictions to meet special needs of the school.

Students must follow the specific classroom instructions and protocol for computer and Internet use and must at all times be under the supervision of a teacher.

Vehicle Regulations

Students may not go to the parking lot or to their cars during the school day, unless accompanied by an adult. Doing so will be treated as leaving school or class without permission. Students in the parking lot without permission will be subject to a discipline notice. Students may not park in parking spaces that are reserved for faculty.

Students must have a valid driver's license to be allowed to bring a vehicle on campus.

Students must have on file in the office a vehicle registration form and a copy of their driver's license.

Students must have a valid driver's license to be allowed to operate a vehicle on campus. "Vehicle" includes but is not limited to motor vehicles, ATVs, UTVs, side-by-sides, golf carts, and dirt bikes. A learner's permit is not a valid driver's license. Operating a vehicle on campus without a valid driver's license will be considered trespassing. Students must have on file in the school office a copy of their driver's license and vehicle registration form. Students will be considered an unlicensed driver until a copy of the student's driver's license is provided to the school. If caught violating this policy the penalty for 1st offense would be a \$300 fine, 2nd offense would be a \$500 fine and 1 day suspension with 1 point deducted from student's final average in each course or subject, 3rd offense would be \$1,000 fine and 3 days suspension with 3 points deducted from student's final average in each course or subject.

Alcohol and Drug Testing

Lee Academy is committed to creating and maintaining a drug free environment. Students are subject to random drug/alcohol testing. All students in grades 8-12 will be required to participate in the drug testing program. Selection of students in grade 7 may occur. If it is suspected that a student is under the influence of alcohol on school campus, at a school event, or attending any school sponsored program the student will be subjected to a breathalyzer test. If the student refuses the breathalyzer test, the test will be automatically considered positive. This policy applies throughout grades 7-12, no starting over. For example: If a student tests positive in 8th grade, completes counseling, and tests positive again in 11th grade, the student will be dismissed subject to readmission as set forth below. If the student is admitted and tests positive again in 12th grade, dismissal will then be permanent.

Purpose of the Drug Testing Program

The first and primary purpose of the drug screening program is to help students. Other purposes of the drug screening program are as follows:

1. To educate the student concerning the dangers of drug abuse.
2. To help prevent any drug use or abuse by the students of Lee Academy.
3. To identify any students who may be using drugs and to identify that drug.
4. To see that any chronic dependency is treated and addressed properly.
5. To provide reasonable safeguards in order that every student who attends Lee is medically competent to do so.
6. To remove the stigma of drug abuse from those students who are not users.
7. To reassure parents, students, and the community that the health and academic progress of its students is the primary goal of Lee Academy.

Testing Procedures

1. The parents of each student, by signing their educational contract with Lee, are consenting to their child's participation in the drug testing program.

2. All students will give their social security number during registration.
3. Any time a student is on campus, or at a school function, or at any event sponsored by the MAIS, he/she is subject to testing.
4. Reasonable cause for concern will require a student to be included in any drug testing at any time.
5. Some students may be tested more frequently than others.
6. Refusal to participate will be interpreted as a positive result and will require the student to follow the required steps as outlined in the drug policy. Avoidance, such as leaving school without permission, will be interpreted as a positive result.
7. The method of testing is a form of urinalysis. Other methods of testing may also be used at selected times during the year.
8. During school wide testing the selection and coding of specimen samples will be executed in a manner ensuring total confidentiality and identification.
9. The urine samples will be collected and analyzed by a private laboratory using the most up-to-date methods of pathology.
10. Specimen samples will be identified by number only, to ensure total confidentiality.
11. Drug screening results will be reported to the Head of School only.

First Incident of a Positive Test Result

1. The parents and the student will be contacted in a confidential manner by the testing medical review officer (MRO).
2. The Head of School will be advised of the results of all confirmed positive and negative tests.
3. The student will be out of school suspended for one week for the first positive test result.
4. The students will be evaluated and assessed by a professional at the expense of the parents. This professional includes one of the following: Certified Alcohol and Drug Abuse Counselor, Student Drug/Alcohol Assistance Professional, Licensed Social Worker, Medical Review Officer (MRO), or other designated appropriate agency. The parents' choice must be approved by Lee Academy.
5. The students will then be required to attend a drug counseling program as recommended by the health care professional at the expense of the parents.
6. The drug counselor will determine the length and manner of the program best suited for the student. The student must also participate in any after care recommendations or follow-up.
7. If a parent refuses to complete a counseling program for his/her child, the students will be dismissed from school.
8. The costs involved for confirmation tests of school drug testing results, that prove to be a confirmed positive, will be charged to the parent.
9. After a first positive test, the student is subject to take every test during the school year.
10. A student will be prohibited from extracurricular activities for one nine weeks following a positive test result.
11. Written documentation of participation in aftercare must be provided to the school on a monthly basis for the remainder of the school year or longer. This entire process will be at the expense of the parents.

Second Incident of a Positive Test Result

1. The parents and the student will be contacted in a confidential manner by the testing medical review officer (MRO).
2. The Head of School will be advised of the results.
3. The student will be out of school suspended until such time that he/she provides proof of successful completion of a pre-approved drug rehabilitation program administered at the expense of the parents. The parents' choice must be approved by Lee. During the time of treatment the parents will still be financially responsible to the

school. Students will also forfeit any participation in extracurricular activities for one year after the second positive test result.

4. Reinstatement could occur with proof of a successful drug rehabilitation program and only after negative testing prevails. In order to maintain the reinstated status, the student will continue to participate in re-testing and must follow aftercare recommendations of the health care professional. Written documentation of participation in aftercare must be provided to the school on a monthly basis for the remainder of the school year or longer. This entire process will be at the expense of the parents.

Failure to provide this information or complete an approved program will count as a student's third incident of a positive test result.

THE THIRD INCIDENT OF A STUDENT TESTING POSITIVE WILL RESULT IN PERMANENT DISMISSAL FROM LEE ACADEMY.

Possession of Weapons or Dangerous Instruments

Students, faculty, administrators, and visitors are prohibited from having in their possession any type of weapon on school property or at school functions at any time. A student shall not possess, handle or transmit a knife, razor, ice pick, explosives, fireworks, cigarette lighters, matches, pistol, rifle, shotgun, pellet gun, or any other object that can be considered a weapon or dangerous instrument or material. Possession of said weapons and dangerous instruments shall not be permitted in the student's vehicle.

Any student who violates any rule within this section may be immediately out of school and must appear before the administration with his or her parents for a conference regarding the possession of a weapon or dangerous instrument or material. Violations of these rules will be grounds for disciplinary action and may be grounds for expulsion. Disciplinary action may include suspension from school and/or school activities or permanent expulsion. Second and subsequent violations will result in harsher penalties.

Sexual Harassment

Harassment of students or faculty will not be tolerated. Harassment includes any action, language, or innuendo directed toward administration, faculty, staff, or students which might be construed as being violent, aggressive, sexual, or suggestive in nature. Faculty, administration, and staff members should be vigilant in identifying and discouraging any such behaviors on the part of students which might be intended to harass or intimidate other students or faculty members. Complaints of harassment should be reported to the Head of School. All complaints will be thoroughly and promptly investigated. If a complaint is found to be legitimate, the offender will be subject to disciplinary action which could include dismissal from school.

CONDUCT AND DISCIPLINARY POLICIES AND INFORMATION

Lee Academy strives to develop in all students a high level of responsibility with respect to the adherence of all rules, all school assignments, commitments to extra-curricular activities, and all other aspects of their lives both school related and non-school related.

Lee Academy does not administer corporal punishment. In the absence of corporal punishment other disciplinary measures will be used such as a reprimand, loss of privileges, detention, parent conference, Saturday School, In School Suspension (ISS), Out of School Suspension (OSS), and Expulsion.

The conduct and discipline policies apply to any student who is in attendance at school or on school property; at any school sponsored function or school related function on or off the Lee Academy campus; involved in any conduct at any other time or place that has a negative effect on maintaining school order and discipline, protecting the welfare of others, or damaging the reputation of Lee Academy.

STUDENT RESPONSIBILITY

1. Lee Academy students are expected to respect Lee Academy and the administration, faculty, and staff of the school.
2. Students of Lee Academy are responsible for knowing and adhering to the policies of Lee Academy.
3. Students are expected to respect the property of other students, faculty, and staff. No student is to borrow or use another individual's property or locker without permission.
4. Students of Lee Academy are responsible for their own belongings and are expected to take care of them. The school takes no responsibility for the loss or damage to personal property.
5. Students of Lee Academy are expected to respect school property, including the buildings, furnishings, grounds, equipment, and textbooks. Misuse, damage, or loss caused by a student is subject to fine, replacement, suspension, or expulsion.

Uniform Dress Code Guidelines

Lee Academy believes there is a close relationship between positive scholarship and the neatness and appropriateness of student dress. The intent of the dress code is to maintain an optimum learning environment throughout the school day and at all school sponsored activities. Uniforms are **REQUIRED** for all Lee Academy students grades 7-12.

Our uniform company is Flynn O'Hara Uniforms. Uniforms may be purchased from Flynn O'Hara www.flynnohara.com. The dress code is in effect from the time a student arrives on campus in the morning until the end of the academic day. Jeans will only be allowed on pre-announced jean days on which students may wear jeans that are neat and without holes.

PARENTS WILL BE RESPONSIBLE FOR CHECKING THEIR CHILD'S CLOTHING EACH MORNING. IT MUST FOLLOW DRESS CODE REQUIREMENTS, THIS WILL BE ENFORCED BY SCHOOL ADMINISTRATION. PARENTS AND STUDENTS ARE RESPONSIBLE FOR KNOWING AND ADHERING TO THE DRESS CODE REQUIREMENTS ALONG WITH THE CONSEQUENCES FOR VIOLATING THE DRESS CODE.

BOYS DRESS CODE

- All boys must wear khaki pants or shorts, no cargo style allowed.
- All boys must wear a collared shirt, no t-shirts allowed. The shirt may be short or long sleeved. Shirts can be purchased from Flynn O'Hara or any Fan Shop sponsored by the school.
- Shirts must be tucked in, and shorts or pants must be worn with a belt.

- Undershirts must be white or gray with no visible writing.

Shoes for boys:

- Tennis shoes, dress shoes, or boots may be worn. No boots may be worn with shorts, only with long pants.
- Socks are required at all times.
- No Crocs or slides

Other guidelines:

- Hair length must be above the eyebrows and cannot extend below the top of the collar or the bottom of the ear.
- No tattoos, earrings or other forms of body piercings may be worn.
- Beards and mustaches are not permitted. Face must be neatly groomed.
- Outerwear is REQUIRED to be Lee Academy. The only places outerwear may be purchased are Flynn O'Hara and a fan shop sponsored by the school. No other outerwear is allowed.
- No hats, sunglasses, etc. may be worn to school.

Boys uniform bottom choices:

- Khaki pants or shorts. Any brand, no cargo.
- No sweats or jeans allowed (unless otherwise indicated through announcements on special dress days)

Boys uniform top choices:

- Collared Lee Academy shirt, no t-shirts allowed.
- Shirts can be purchased from any of our athletic team shops, Flynn O'Hara, or our Fan Cloth shop. No other shirt will be allowed.
- Short or Long Sleeve Pique Knit Polo (Green, White, Gray, or Black)
- Dri Fit Performance Shirt (Black)

Boys Outerwear choices (only purchased from Flynn O'Hara, Team shop, or Fan Cloth)

- Full Zip Fleece
- Quarter Zip Fleece
- Full Zip Vest
- Crew Neck Sweatshirt
- Hoodie Sweatshirt

GIRLS DRESS CODE

- All skirts and skorts should be no more than 4" above the top of the knee.
- Modesty shorts must be worn under skirts/skorts that do not have them built in.

Shoes:

- Sandals can be worn with any part of the uniform.
- No Crocs
- Heels may not exceed 2" in height.

Other Guidelines:

- Outerwear is REQUIRED to be Lee Academy. The only places outerwear may be purchased are from Flynn O'Hara and a fan shop sponsored by the school. No other outerwear is allowed. All hoods must be removed from the head inside the building.
- No piercings are allowed other than the ears. No tattoos or other forms of body piercings may be worn.
- Leggings must be worn in the winter months with a skirt, skort, or shorts to be worn over the leggings. No blankets will be allowed to be used in the classroom. Students must dress appropriately according to the weather.
- No hats, sunglasses, etc., may be worn to school.

Girls uniform bottom choices:

- Flat Front Pants or Shorts (Black, or Khaki)
- Front Panel Skirt (Black or Khaki)
- Pleated Skort (Black or Khaki)

- Wrap Around Kilt (Plaid Only)
- Jumper (Plaid Only)

Girls uniform top choices:

- Short or Long Sleeve Pique Knit Polo (Green, White, Gray, Black)
- Ladies Cut Polo Shirt (Green, White, Gray, Black)
- Dri Fit Performance Shirt (Black)

Girls Outerwear choices:

- Full Zip Fleece (Black)
- Quarter Zip Fleece (Black)
- Full Zip Vest (Black)
- Crew Neck Sweatshirt (Black or Gray)
- Hoodie Sweatshirt (Black or Gray)

CONSEQUENCES FOR DRESS CODE VIOLATION

Students will be sent to the office by the first period teacher. Once in the office, students will be required to contact a parent to resolve the dress code violation. Students will not be permitted to return to class until the dress code violation has been resolved.

- 1st violation - students will receive a disciplinary notice and are required to change into appropriate school clothes.
- 2nd violation - students will be required to write out the dress code policy and change into appropriate school clothes.
- 3rd violation - students will be assigned detention and required to change into appropriate school clothes.
- 4th violation - students will be assigned in school suspension and a parent meeting will be required.
- 5th violation - students will be given one day out of school suspension and parent meetings will be required.

PEP RALLY / SPIRIT DAY

Pep Rally and Spirit Days will be set by administration. If students are not dressed in appropriate Pep Rally or Spirit Day attire, you are REQUIRED to wear a regular school uniform or you are subject to a dress code violation. Game day travel gear may be offered and purchased through the school. Students should wear their uniforms to school daily, unless otherwise told.

ATTENDANCE POLICIES

Mississippi School Compulsory Attendance Law (MS Code 37-13-91) requires that all children who have attained or will attain the age of 6 on or before September 1 of the calendar year and who have not reached the age of 17 on or before September 1 of the calendar year will be enrolled in a public or non-public school in the state.

ATTENDANCE REGULATIONS

It is very important that parents have their children in school on time every day that school is in session, and only in unavoidable cases should a student be taken out of school before the end of the school day.

Students who must be absent from class to represent the school in approved extra-curricular activities, such as academic or athletic events, approved college visits, and other functions, will not be penalized for their absences. However, these students will be responsible for completing all classroom work and homework missed during their authorized absences. Students who miss classes while representing the school on an approved trip will be considered in attendance and marked (SF) school function in RenWeb.

Any student who is absent from school on the day of an athletic or school sponsored event will not be allowed to participate in the event unless approved by the administration. A student who is present for four periods (60% of the school day) or more will be considered present for the day. A student present for less than four full class periods will be ineligible for extracurricular activities for that day.

Students absent from class for any other reason other than school sponsored or school related, for more than ten (10) times per semester course or twenty (20) times per year course, will not receive academic credit for courses in which the absences have occurred. The administration and the school board may waive this standard if it is determined that the absences resulted from unusual circumstances or extended illness.

Lee Academy will make an effort to notify parents of excessive absences. It is the responsibility and accountability of the parents and students to avoid excessive absences.

HANDWRITTEN NOTES FOR ABSENCES

Lee Academy will allow 5 handwritten notes (this includes email, text, phone call, etc.) for absences per semester. The note must contain the following information: student name, current date, date(s) of absence, reason for absence, and parent/guardian signature. If any of the information is not contained on the note the absence will be unexcused. When a note is turned in to the office, the school administration will label the note excused or unexcused, the absence will be recorded in RenWeb, and the note will be filed in the students folder.

STEPS TO FOLLOW WHEN A STUDENT IS ABSENT FROM SCHOOL

1. Parents are required to call or email the office on the day of the absence. Parents must call or email before 9:00 am on the date of the absence.
2. Upon returning to school after an absence, the student must present a note (handwritten or from a doctor's office) to the office. The note is required to include: student name, current dates, date(s) of absence, reason for absence and parent/guardian/doctor signature. If any of this information is left off, the absence will be unexcused.
3. The school administration reserves the right to determine if an absence is excused or unexcused. All notes will be labeled excused or unexcused and will be placed in the student's file.

EXCUSED ABSENCES

Absences should meet one of the following conditions:

1. Illness, death, or marriage in the immediate family.
2. Observation of religious holidays.
3. Emergencies and special circumstances which must be cleared with an administrator or Head of School prior to the absence.
4. Doctor and dental appointments, etc... after all efforts have been made to schedule appointments of this type after school. (Routine appointments of this nature scheduled during class time are a disruption to the class.)

UNEXCUSED ABSENCES

All students who are absent from a class will be marked unexcused until the office receives a phone call from a parent stating the reason for the absence. Students that check out of school for a doctor's appointment and return to school, must provide an excuse from the doctor's office or the absence will remain unexcused.

Students with unexcused absences forfeit the right to be exempt in the class where the unexcused absence occurs. If a student accumulates more than 3 unexcused absences, the student will have one point deducted from the 9 weeks average in every class that has 3 or more unexcused absences and 1 point for each unexcused absence after three.

Examples of unexcused absences:

- Checking out to miss a class to attend a tutor, then returning to school
- Hunting
- Missing school to attend an event at another school (does not include an award day or school program where an immediate family member is being honored)
- Oversleeping
- Hair appointments
- Checking out due to lack of preparation for a test
- Sleeping late

ATTENDANCE VERIFICATION

At the end of each 9 weeks grading period students and parents are responsible for verifying attendance in RenWeb for that 9 weeks. An attendance verification window of two weeks will be set up beginning a week before the end of the 9 week grading period and will close a week after the 9 week grading period has ended. The purpose of the attendance verification window is to allow students and parents an opportunity to ensure that the student's attendance is recorded accurately in RenWeb. A change to an apparent attendance inaccuracy may be requested, with appropriate documentation, through the front office during the verification window. Once the verification window has been closed for a given 9 week period, the student's attendance is considered verified and will stand as recorded with no further opportunity to change.

STUDENTS TARDY TO SCHOOL

Punctuality is expected of all students. Lee Academy believes it is the responsibility of parents to ensure that students arrive at school on time. It is the student's responsibility to arrive at class on time. Students arriving at school must report to the office to check in and speak with the administrative assistant. Students may receive tardies in between classes throughout the school day. If a student checks in late and is absent in a class with an assigned quiz or a test, he or she will be required to take the quiz or test before the end of the school day, or a zero will be given. Students who are not in class by 8:00 a.m. are considered tardy to school for that day.

CONSEQUENCES FOR TARDIES

In this section a tardy is defined as late to the first period of school. Each student may accumulate 3 tardies per 9 weeks without action being taken. Students who accumulate 6 tardies in a 9 week period will be given one day of in-school suspension; 10 or more tardies, 2 days out-of-school suspension; 12 or more days, 3 days out-of-school suspension; 14 or more days, 4 days out of school suspension; 16 or more days, 5 days of out of school suspension. If a student is tardy 18 or more days, a meeting before the Head of School and the student affairs committee of the school board will take place.

STEPS TO FOLLOW TO CHECK OUT OF SCHOOL

1. Any student planning to leave school before the end of the day must have a parent call or email the office before 9:00 a.m. with information about the specific reason for leaving.
2. All students leaving early will sign out on the sign-out sheet in the office before leaving and sign back in if they return to school that same day.
3. **STUDENTS ARE NOT TO LEAVE SCHOOL WITHOUT PERMISSION FROM THE OFFICE AND WITHOUT SIGNING OUT. STUDENTS MUST NOT CALL THEIR PARENTS AND MAKE ARRANGEMENTS TO LEAVE SCHOOL UNTIL THEY HAVE FIRST RECEIVED PERMISSION FROM THE OFFICE TO DO SO.**

4. **AN OFFICE STAFF MEMBER MUST MAKE PERSONAL CONTACT WITH THE PARENTS BEFORE A STUDENT WILL BE ALLOWED TO CHECK OUT / LEAVE CAMPUS.**
5. **A parent may request a student to leave school for whatever cause, but the school administration will determine whether it is excused or unexcused. It is up to the Head of School or designee to determine whether the absence will be considered excused or unexcused.**

If a student becomes ill, he or she should report to the office. The office will notify the parents. Students should not leave school without notifying the office and should not call home to make arrangements on their own.

THE STUDENT'S RESPONSIBILITY FOR WORK MISSED DURING ABSENCE

1. It is the student's responsibility to check on work missed during his/her absence.
2. If the student fails to make up missed work, he/she will receive a zero (0) for work missed.
3. If a student misses the day a pre-announced test is given or project due, he/she can be required to take the test or turn in the project **the day** he/she returns to school.
4. Make-up work takes precedence over all other school activities; e.g., athletic practice, work, etc.

PRE-ARRANGED PARENTAL PLANNED ABSENCES / FAMILY VACATIONS

Please inform school administration at least 2 weeks prior to the absence. Administration will then inform teachers and other staff members of the student's absence. It is also encouraged that the student discusses with their teachers at least 2 weeks in advance their absence to discuss plans for makeup work.

SKIPPING

Students on campus must be in their assigned / scheduled class unless permission has been obtained from the classroom teacher (or substitute teacher) of their assigned / scheduled class. Students found to be absent without permission (skipping) will result in the notification of parents and will be subject to disciplinary consequences to be determined by the school administration. Leaving campus without permission from school administration or office staff is dangerous for the student and the school. Parents are asked not to give your child permission to leave school unless you have a valid reason and you have notified the school office.

IN-SCHOOL SUSPENSION (ISS)

The Head of School will assign in-school suspension (ISS), and parents will be notified. The infraction will result in a lowering of the classroom citizenship grade to a "U." An in-school suspension may become an out-of-school suspension if it is the third one in a semester. Students will have 1 point deducted from their averages at the end of the 9 weeks and one point from each class will be deducted for each consecutive day a student is assigned ISS. The student is responsible for gathering the necessary textbooks and notebooks to complete all assignments. Classroom teachers will not be available to tutor the students during suspension. Students will be in ISS from 8:00 until 2:00. Students will not be allowed to participate in any extracurricular activities that day (including practice or games). A student placed in ISS will forfeit his/her privilege of exam exemption for the remainder of the school year.

OUT-OF-SCHOOL SUSPENSION (OSS)

Students who repeatedly violate (or commit a severe violation of) the rules and regulations will be subject to suspension from school for a period determined at the administration's discretion by the severity of the act (not to exceed five days). The student's absence(s) will be handled as an unexcused absence, and depending upon location of misbehavior, the infraction will result in a lowering of the classroom citizenship grade to a "U." The suspended student and parents will be notified verbally and in writing of the suspension. A student placed in OSS will forfeit his/her privilege of exam exemption for the remainder of the school year. During the time of OSS the student will not be allowed to participate in any extracurricular activities for the length of the suspension, and could possibly be permanently removed from any extracurricular activity. Students will also have 2 points deducted from their 9 weeks average in which the OSS was

served. Example - if a student is given OSS in Term 2 the 2 point deduction will be taken from the final term 2 averages.

EXPULSION

When the best interest of the school makes it necessary, the Head of School will expel or deny admission or readmission to a student. Students whose willful misbehavior endangers the welfare of other students, or whose continued disregard for established rules disrupts the school environment will be subject to expulsion. Should such an occasion arise, the Head of School will remove the student from school immediately.

ALCOHOL AND TOBACCO USE

A student's use or possession of alcohol and/or tobacco (this includes vaping or any type of electronic cigarette), in any variety, is not permitted on campus or at any school sponsored or school related function. Any student found in possession of alcohol and/or tobacco will result in the notification of parents and the student will be subject to disciplinary consequences to be determined by the school administration. Any student caught with a vape or tobacco product on campus will automatically be out of school suspended for one day and must complete a tobacco cessation program.

A student's use, under the influence, or in possession (on person, in personal belongings, or in vehicle) of alcohol is not permitted on campus or at any school sponsored or school related function and will result in suspension or expulsion from school. Additionally, the possession, use, sale, or supply of alcoholic beverages by or to an underage person is a violation of Mississippi law and individuals may be turned over to appropriate law enforcement personnel.

Lee Academy reserves the right to administer an accepted form of alcohol detection methodology to students at school or school sponsored activities when deemed necessary.

In the case of alcohol in a vehicle, all Lee Academy students in the vehicle will be considered in violation of the Alcohol and Tobacco Use policy and will be subject to the same disciplinary action.

SCHOOL GRIEVANCE POLICY

Lee Academy has the responsibility to act fairly to issues of contention that have the potential to cause a breakdown in the relationships between members of our school community. It is important to remember that when handling complaints, regardless of how important or unimportant the issue might appear on the surface, for the persons involved, it is a source of unhappiness. Anyone who makes a complaint must be treated with respect; Lee Academy's response will be perceived as a measure of how we live up to the values we hold true.

What to do if you have a problem or complaint:

1. Identify the problem clearly before contacting the school. If there is more than one problem, list them to ensure the extent of the problem is clear to the school.
2. Decide whether the problem is a concern, inquiry, or complaint. This will help in identifying a solution.
3. Make an appointment to meet with your child's teacher, coach, or other faculty member. Please call the Lee Academy office to set up an appointment with the faculty or staff member involved. All appointments will be made through the office.
4. If you do not feel that after your meeting your problem was resolved or if you have a complaint regarding the teacher, coach, or other faculty or staff member; the manner in which the teacher meeting was held, you are then asked to meet with the Guidance Counselor.
5. Upon a meeting with the Guidance Counselor if you still do not feel the matter has been resolved or if your complaint is about a very serious matter, send your complaint in writing to the Head of School.

6. After your complaint has been addressed by the Head of School, if you are still not satisfied with the outcome, you shall then send your complaint in writing to the Chair of the Student Admissions and Affairs Committee or the President of the School Board.

Please keep the following in mind when you make a complaint:

- If a complaint is made against a person, that person will be informed of the nature and content of the complaint and the individual will have the right to respond.
- Discussions of complaints are confidential.
- Complaints may be made verbally or in writing.
- All complaints and actions taken to resolve them will be documented.
- A person who made the complaint may withdraw the complaint at any time, if the complaint was made in writing the withdrawal of complaint should also be made in writing.
- No one will be victimized as a result of taking out a formal grievance.
- Discuss issues regarding the complaint in a calm and reasonable manner. Even if you do not feel calm, remaining calm will allow you to get your concerns across more clearly than if you are upset or angry.
- If a conversation escalates and becomes out of control, the meeting will immediately end and when all parties can remain calm and speak in respectable tones the meeting will be rescheduled.

BULLYING

Lee Academy is committed to each student's success in learning within a caring, responsive and safe environment that is free of discrimination and bullying.

Bullying is unwanted, aggressive behavior that involves a real or perceived imbalance of power. The behavior may be repeated or has the potential to be repeated over time. Bullying includes actions such as making threats verbally, in writing or through electronic means; spreading rumors through speech, writing or electronic means; attacking someone physically, causing physical or emotional humiliation as well as purposefully excluding someone from a group for the purpose of isolating or shunning them. Bullying is an act of violence and it is a cowardly act, in direct conflict with the moral and ethical standards of Lee Academy.

Lee Academy considers bullying in any form among the most egregious of offenses that can be committed, and, as such, will warrant among the most severe disciplinary consequences issued by the school, including but not limited to, internal or external suspension, as well as permanent expulsion from the school.

Any incident of bullying should be reported immediately or as soon as practical to a member of the faculty or administration. Any witness of an incidence of bullying or any person having knowledge of any incidence of bullying should report that information directly to a member of the faculty or administration.

Procedures for Addressing Incidents of Bullying

Any time an incidence of bullying is reported to the Head of School, it shall become incumbent upon the Head of School to investigate the allegations. Following his or her investigation, if the Head of School believes that an incidence of bullying has occurred, the Head of School shall take the following steps:

- 1) A written report of the incident, including the aspects of the Head of School's investigation and written reports from individuals involved in the incident shall be recorded. The findings will be produced by the Head of School for the school's records.
- 2) If a student is found responsible for an incident of bullying, a conference with that student and his parents or legal

guardians and the Head of School will take place as soon as possible. During that meeting, the Head of School will discuss the incident(s) with the student and his parents or legal guardians. The Head of School will review with the students and parents or legal guardians our policies on bullying. If disciplinary measures for the infraction have been reached, the Head of School will explain them thoroughly to the student and his parents or legal guardians. If disciplinary measures have not been decided by the time of the initial meeting, once they are reached, the Head of School will call another meeting to carefully explain them to the student and his parents or legal guardians.

Disciplinary Actions for Incidents of Bullying

The Head of School, in his or her discretion, may determine the severity of the disciplinary actions for an incidence of bullying within the following parameters: the disciplinary actions for a first offense of bullying will include but may not be limited to:

A meeting with the Head of School, the student and his/her parents or legal guardians during which the Head of School will explain thoroughly to the student and his/her parents or guardians, the nature of the offense, the school's bullying policies as well as any and all disciplinary steps that may be taken, which shall include, at least:

- A) an apology from the individual who bullied to the person to whom he committed the offense; and
- B) a requirement that the individual who committed the offense obtain counseling from an approved professional counselor until such time as that counselor can provide a written opinion that the offender has gained an understanding of his transgression; and
- C) the minimum penalty for the offense, which may carry a greater penalty at the discretion of the Head of School, will be an in-school or out-of-school suspension, after which the student will be responsible for making up any school work he/she may have missed due to the suspension. Any suspension includes not only classes but any other school related event for the duration of the suspension.

A repeat act of bullying, following the report and discipline of a first offense, will be considered among the most severe infractions of school policy. The Head of School, in his or her discretion or, in accordance with a Disciplinary Committee which may be established for this purpose, will determine the appropriate disciplinary action to be taken for the incident, which may include permanent expulsion from the school.

Student Harassment

Harassment is ongoing verbal and/or physical attacks against a person. It includes intimidation in all forms and is done with the intent to disrupt physically and/or emotionally. This can be done by an individual or a group. Harassment can be physical, sexual, racial, or verbal. Any student who engages in harassing behaviors toward another Lee Academy student or adult will be subject to disciplinary action, which may include suspension or expulsion. Any student who engages in retaliation toward another student who harassment is reported will be subject to disciplinary action.

Harassment can happen when:

- A student harasses another student
- A student harasses an adult

Physical harassment:

- Hitting, punching, jostling, pushing, or spitting
- Frightening other by threatening these actions against them
- Hiding, damaging, or destroying the property of others

Non-physical harassment:

- Name-calling or putting others down
- Using offensive names or making suggestive comments
- Using abusive language to others
- Making degrading comments about another's race, culture, gender, religious, or social background
- Ridiculing a person or making derogatory comments about their appearance.
-
- Writing derogatory graffiti or notes about others
- Spreading rumors about students or their families
- Posting, texting, or sending derogatory statements via digital media (email, text, internet blogs, cell phones, social media, etc)

Plagiarism/Cheating

Plagiarism

Plagiarism demonstrates a lack of integrity and character that is inconsistent with the goals and values of Lee Academy.

Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. Plagiarism interferes with the assessment and feedback process that is necessary to promote academic growth. Plagiarism defrauds the instructor with a false view of a student's strengths and weaknesses. It may prevent further instruction in areas of weakness and therefore delay the students reaching his or her potential.

Plagiarism is defined as an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, by not crediting the original author.

Plagiarism includes:

- taking someone else's assignment or portion of an assignment and submitting it as one's own
- submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source
- presenting the work of tutors, parents, siblings, or friends as one's own
- submitting purchased papers as one's own
- submitting papers from the Internet written by someone else as one's own
- supporting plagiarism by providing work to others, whether it is believed the work will be copied

Cheating

Cheating demonstrates a lack of integrity and character that is inconsistent with the goals and values of Lee Academy. Education is based on learning specific skills, forming lifelong work habits, and developing mature coping skills according to each student's unique abilities. Stress propels students to make unethical choices. When students choose to cheat, it may be a symptom of more serious problems such as inappropriate class placement, over-commitment to extracurricular activities, and/or academic desperation. The compromise of their values through cheating may lead to loss of self-esteem, as the students are often painfully aware of their shortcomings and fight a tiring battle to preserve their image at the cost of their ethics. True self-esteem is based on competence. Cheating robs students of their opportunity to become competent. Assignments should be considered individual unless the instructor states otherwise.

Cheating includes:

- copying, faxing, emailing, or in any way duplicating assignments that are turned in, wholly or in part, as original work
- exchanging assignments with other students, either handwritten or computer generated, whether it is believed they will be copied or not
- using any form of memory aid during tests or quizzes without the expressed permission of the instructor
- using a computer or other means to translate an assignment from one language into another language and submitting it as an original translation
- giving or receiving answers during tests or quizzes. It is the student's responsibility to secure his or her papers so other students will not have the opportunity or the temptation to copy
- taking credit for group work when the student has not contributed an equal or appropriate share toward the final result
- accessing a test or quiz for the purpose of determining the questions in advance of its administration.
- using summaries/commentaries (*Cliffs Notes*, *Spark Notes*, etc.) in lieu of reading the assigned materials. This applies to summer reading assignments.

Disciplinary Actions for Cheating and Plagiarism

Students caught cheating will be given a zero on the test or assignment, and their parents will be required to have a conference with the student, teacher, and administration. Students who are caught cheating forfeit the right to be exempt in the class they were caught cheating. Repeated violations will be dealt with more severely and may include in-school suspension or out-of-school suspension, and parents must meet with the Head of School to have their child readmitted to class.

Social Media Policy for Students and Parents

Inappropriate behavior or action by parents, guardians, students, family members, or an individual speaking in your name posted on any social network site that portrays any student of Lee Academy, any staff or faculty of Lee Academy in a manner that may cause harm or distress including bullying, threats, harassment, or similar actions are prohibited.

Parents or guardians who commit any of these violations may be banned from Lee Academy events and programs. This includes all academic and athletic events held on the Lee Academy campus or any events not held on Lee Academy property. A second violation may result in their children being suspended or expelled.

Homecoming ballot

All female students in grades 7,9, and 12th will be placed on the Homecoming Maid ballot.

Board Policy on Student Pregnancy

The School Board has a moral responsibility to maintain standards within the school and to assure the welfare and health of all students. Students who are pregnant, or have been pregnant, or are responsible for a pregnancy will no longer be allowed to attend Lee Academy. Known fathers or fathers-to-be are also not allowed to attend Lee Academy.

Board Policy on Student Marriage

Students who are married are also not allowed to attend Lee Academy.

ACADEMIC POLICIES AND INFORMATION

GRADUATION REQUIREMENTS

Lee Academy graduates meet the requirements of the Institutions of Higher Learning (IHL) for the State of Mississippi. The Mississippi Association of Independent Schools (MAIS) requires the following for graduation from its member schools:

23 credits for Graduation

ENGLISH	4 UNITS - includes English I, English II, Pre-AP English, AP English, English III, English IV, Dual Enrollment Comp I and Comp II
MATH	4 UNITS - includes Pre-Algebra, Algebra I, Geometry, Algebra II, and a fourth unit of comparable rigor and content (Algebra III, Pre-Calculus) Dual Credit Intermediate Algebra, College Algebra, Trigonometry
SCIENCE	4 UNITS - includes Biology I, Biology II, Chemistry, AP Chemistry and one more Carnegie Unit of comparable rigor and content (Earth/Space Science, Anatomy and Physiology, Physical Science, Physics.)
SOCIAL STUDIES	4 UNITS - includes Mississippi History, World Geography, World History, US History, United States Government, AP Government, Economics (credit earned for a state or local government course in any other state may stand in lieu of MS Studies)
FOREIGN LANGUAGE	2 UNITS Foreign Language
COMPUTER	1 UNIT Computer Application
FINE ARTS	1 UNIT
ELECTIVES	4 UNITS

Courses / Grade Level Offered

ENGLISH	GRADE 7-8 GRADE 9-12	Reading/Writing; Grammar/Vocabulary English I, II, III, IV (Dual Credit - DSU/CCC)
MATH	GRADE 7-8 GRADE 9-12	Pre-Algebra / Algebra I Algebra I, Geometry, Algebra II, Algebra III, Pre-Calculus, Intermediate Algebra, College Algebra, and Trigonometry (Dual Credit - CCC)
SCIENCE	GRADE 7-8 GRADE 9-12	Life Science, Physical Science Biology I, Biology II, Chemistry, AP Chemistry, Physical Science, Physics
SOCIAL STUDIES	GRADE 7-8 GRADE 9-12	Mississippi Studies, Civics, American History World Geography, World History, United States History, United States Government, AP Government, Economics
FOREIGN LANGUAGE	GRADE 9-12	Spanish I Spanish II Other approved foreign language
COMPUTER	GRADE 8-12	Computer Application
FINE ARTS	GRADE 9-12	Art, Art II
ELECTIVES	GRADE 9-12	PE, Health, Yearbook, Accounting, Speech, Debate, Criminal Justice, Career Planning, other approved elective

Seniors

Seniors who do not meet all the requirements for graduation upon completion of their final exam will not be allowed to participate in graduation ceremonies; however they may complete requirements in summer school and obtain a diploma thereafter.

Community Service Requirements

Students graduating from Lee Academy will complete a minimum of 50 community service hours. These hours may be accumulated at any time during the student's 7-12th grade years, including summers. Hours of students who transfer to Lee in grades will be prorated. The guidance counselor will provide a form for students to use and will keep a record of student's hours. It is strongly encouraged that students work to get as many community service hours as possible. **ALL HOURS MUST BE PRE-APPROVED BY SCHOOL ADMINISTRATION!**

Middle School Promotion

In grades seven through eight a student must pass all four core subjects (English/Language Arts, Mathematics, Science, and Social Studies/History) to be promoted to the next grade. For a student who fails one core subject, summer school is REQUIRED. For a student who fails two or more core subjects, the student will not be promoted to the next grade. Summer school will be taught by Lee Academy teachers or coursework will be done through a course approved by the school administration. If the student does not choose to attend summer school, the student must repeat the grade in which the two core courses failed.

Correspondence Courses

Correspondence / Summer courses may be used for credit recovery only. They will not be used for early graduation or as replacement of courses required by Lee Academy. Correspondence / Summer course grades will not be calculated in the student's GPA but will only recover the credit the student lost by failing the course. Correspondence / Summer course must be completed by August 1 prior to the beginning of a new school year. Only two credit recovery courses will be allowed. If a student fails a third course or more, he or she must repeat the course(s), or the grade, at Lee Academy.

Summer School

Summer school credits from any other school or program must be pre-approved by the school administration. Summer school credits must also be completed before August 1 prior to the beginning of the next school term.

Valedictorian and Salutatorian

The selection of the valedictorian and salutatorian will be determined by averaging only the fall and spring semester grades of the candidates for their four years of high school. (correspondence courses, summer school courses, etc., will not be counted.) Students must complete the first and second semester of their junior and senior years at Lee Academy. To be named valedictorian or salutatorian of the class, a student must be enrolled in the honors curriculum track.

Qualifications for Honor Graduate

A student must meet the following qualifications in order to be classified an honor graduate of Lee Academy:

1. The student must have an overall average of 93 for grades 9-12. This overall average will be obtained by using semester averages.
2. Only subjects taken during the regular fall and spring semesters will be used in averaging.

STAR Student (Student-Teacher Achievement Recognition) Qualifications

- According to the Mississippi Economic Council, the STAR student is “the student with the highest ACT score at the end of the first semester of the senior year - minimum ACT of 25; minimum GPA of 93. Grades in 10th, 11th, and first semester of 12th grades are used to determine the STAR students average. Only the following subject areas are included: English, Foreign Language, Math, Science, and History.
- The STAR student selects the STAR teacher.
- If the school has more than one senior with an ACT of 35 or above and a GPA of 93, each of these students will be a STAR student.

Hall of Fame Selection

Selection for Hall of Fame is an honor for seniors only, the following information indicates the method of selection: The nominees will be those students who comprise the top 25 percent academically of the graduating class. From the nominees the nearest whole number of 10% of the graduating class will be chosen by the selection committee. This committee is composed of the Lee Academy administration and the high school faculty. Ballots including co-curricular accomplishments of the candidates will be prepared by the administration for the designated election.

GRADING SYSTEM

The school session is divided into two semesters. Each semester is further divided into two nine-week terms. Progress reports will be given in 3-4 weeks into each nine week grading period. Number grades are placed on report cards each nine-week term. The school calendar lists dates of progress reports and report card issuance. (The ten-point grading scale will apply only to GPA. Criteria for Head of School List, Honor Roll, Honor Societies, exam exemptions, and honor graduate status are determined by the regular grading scale.)

Semester grades are obtained as follows:

1. The average of two nine-weeks' grades counts as $\frac{3}{4}$ of the semester grade ($\frac{1}{2}$ Middle School).
2. The examination grade counts as $\frac{1}{4}$ of the semester grade ($\frac{1}{2}$ Middle School). The average for the year, stated as a number grade, will be the average of the first and second semesters' grades. A grade of 70 or higher for the year must be obtained to receive credit. All term grades for report cards are based on the system set forth below:

Grading Scale for GPA Calculations and Report Cards

Letter / Quality of Work	Numerical
A	100-90
B	89-80
C	79-73
D	72-70
F	Below 70

Grading Scale for Head of School List, Honor Roll, and Honor Graduate

Letter / Quality of Work	Numerical
A / Superior	100-93
B / Good	92-85
C / Average	84-77
D / Passing	76-70
F / Unsatisfactory	Below 70

Conduct Grades

Lee Academy will give conduct grades to each student every nine-week grading period. The student’s conduct grade will be a measure of his/her social conduct and assumption of responsibilities.

- E- Excellent - Students set a good example in conduct and assume all responsibilities of a student.
- S-Satisfactory - Student is inconsistent in conduct and/or assumption of responsibilities of a student.
- N-Needs Improvement - Student needs improvement in conduct and/or assumption of responsibilities
- U-Unsatisfactory - Student conduct is unacceptable and the student assumption of responsibilities is unacceptable.

Examples of factors for determining a drop in conduct grade:

- Tardy to class
- Cheating / Plagiarism
- Not completing homework as assigned
- Failure to bring required materials to class
- Disrespect
- Disruption to the class
- Misuse of cell phone or technology
- Dress code violation

Head of School / Honor Roll

- Head of School List: 93 or above for nine weeks in all subjects.
The conduct grade in each subject must be an S.
- Honor Roll: 93 or above for the nine weeks in all subjects except for one which can be 85 or above.
The conduct grade in each subject must be an S.

Weighted Grades

Advanced Placement and Pre-AP classes are more challenging and demanding of students than regular and honors courses. Additional material and more in-depth assignments are typical of this type of course. AP classes receive 5 points weighting in grade computation for final grading period averages of 70 and above. No weighting of five points is given to final grading period averages of below 70. No grade above 105 may be recorded on Lee Academy report cards and transcripts.

Report Cards

At the end of each nine-week period, a report card will be available to the parents or guardians through RenWeb. Parents are encouraged to set up appointments to discuss their child’s grades with teachers. Any student failing or in danger of failing a course will be required to come to the school for a meeting with the teacher and school administration.

Exam Exemptions - Seniors

Seniors may be exempt from first and second semester exams if they have an average of 90 in the subject and meet the following stipulations:

1. no unexcused absences in the class (suspension is unexcused) for the first and second semester
2. no case of disciplinary action for cheating or stealing at Lee Academy for the semester / year
3. an E or S for conduct in the course
4. No more than 5 tardies in each semester

Students will receive notice of exemptions at the end of the last class meeting prior to review day.

Exam Exemptions - Underclassmen

Any student in grades 7-11 may be exempt from second semester exams only. Students must have an average of 93 in the class and meet the following stipulations:

1. no unexcused absences in the class (suspension is unexcused) for the school year
2. no case of disciplinary action for cheating or stealing at Lee Academy for the year
3. an E or S for conduct in the course
4. No more than 5 tardies in each semester

Students will receive notice of exemptions at the end of the last class meeting prior to review day. If a student must take a semester course that is available to him/her only the first semester, he/she may be exempt that semester in place of the second semester.

Guidance Services

Lee Academy employs a full-time guidance counselor who maintains student records, supervises the school's testing program, works with the scheduling of students, and provides academic, vocational and personal counseling.

Parent - Teacher Conferences

Parents are cordially invited to schedule a visit to the school and talk with their child's teachers. Conferences with teachers may be arranged by calling the school office to schedule an appointment. Parent/Teacher conferences may be scheduled before or after school or during the teacher's planning time.

Student Support

Student support is designed to provide students additional help with academic deficiencies, time to complete missing assignments and tests, and time for standardized test prep. The student support time is not necessarily a one-on-one situation; there could be several students seeking help or getting ahead in their studies during the school day. Student support was designed to allow students to seek help or get ahead in their studies during the school day. It also allows us to help students when they are out of school for school-related activities. Student support is daily from 2:30-3:00 Monday-Friday. Students may be required to stay if they are falling behind in their studies.

Standardized Testing

These test scores may be used to determine admission to various honors programs and dual credit programs.

ACT Aspire - The ACT Aspire is a computer based, longitudinal assessment system that connects growth and progress from elementary grades through high school in the context of college and career readiness. Assessing students' knowledge and skills is critical to ensuring all students receive the support and services necessary to succeed in school and life.

PSAT/NMSQT - The Preliminary Scholastic Aptitude Test in combination with the National Merit Scholarship Qualifying Test is administered each October to all 11th grade students. Test scores are usually reported by January.

ACT - The American College Test is required as an entrance test to over 90% of colleges and universities in the United States. Some colleges and universities require the SAT (Scholastic Aptitude Test), it is the student's responsibility to contact desired colleges and universities to determine which of the two tests should be taken. The tests are administered approximately five times a year, always on a Saturday, and are taken at the expense of the student. Published testing dates are posted in the guidance counselor's office.

Students can register electronically for the ACT by following guidelines posted at www.act.org or for SAT at www.collegeboard.com ACT results must be on file at Lee Academy prior to graduation.

Weekday ACT Administration

Lee Academy will offer two weekday administrations of the ACT during the school year. All seniors will take the ACT in the Fall of their Senior year. Juniors will also take the ACT in the Fall and Spring. Sophomores and Juniors will be required to take it during the Spring.

AP (Advanced Placement) Tests

Advance Placement tests are offered by the College Board and are taken in the Spring. These tests are a culmination of year-long Advance Placement (AP) courses. All students enrolled in AP courses are required to participate in the AP test. The AP exam consists of a multiple-choice section and a free-response section.

Make Up Test Policy

When a student is absent and misses a test they will report to the office to take the missed test. Teachers will turn in all missed tests to the guidance office or school administration. All make-up tests will be given on Monday, Wednesday, or Friday at 7:00 am or 2:00 pm. Students will be responsible for making up the tests two days after they return to school. For example: if a student returns to school on Wednesday the make up tests will be administered on Friday; if a student returns to school on Thursday their make up tests will be administered on Monday.

The student must be on time to the make-up test session. If the student is more than 15 minutes late they will not be permitted to take the test.

