

Lee Academy Student Handbook

7. INSTRUCTIONAL PROGRAM

7.0 Our View

All Lee Academy personnel must be concerned with the total development of the child...his mental, social, emotional, and physical development. In our school, we try to help each child develop his capabilities as fully as possible. As we work with children, we are guided by what is known about child growth and development, and the learning process. To help a child, we strive to understand his individual growth pattern. We gear materials of instruction and our expectations to the level of the child's ability and readiness to achieve.

By diagnosing the strengths and weaknesses in the growth pattern of a child, by encouraging a child to work to the best of his ability, by adapting the materials of instruction to assist the individual, and by adopting techniques and methods to motivate, our instructional program can make it possible for a child to learn.

*Please note: In the best interest of the school, the board of trustees reserves the right to make changes to this handbook at any time it becomes necessary.

7.1 Grading System

A child's attitude toward learning is most important. He needs to experience success in his learning attempts. His readiness to learn must be determined, and instruction provided within his ability to succeed. In reporting pupil progress in the academic subjects grading system, A, B, C, D, & F, is the established system for Lee Academy elementary and secondary grades. In determining grades, it will be helpful to study the following behaviors in relation to the child's ability, the goals established with the child, and in consideration of all that is known about the child's total growth pattern.

The symbols "S" and "U" are used in reporting progress in the work and social skills listed under citizenship and conduct. "S" indicates satisfactory progress. "U" indicates unsatisfactory and need for improvement.

7.2 Instruction for Grading and Testing

1. All transfer grades come through the office. Teachers may look at permanent records of any student currently enrolled in his classes.
2. Students must have their report cards signed by their parents and returned to his teacher.
3. A letter grade will be recorded for all students on their permanent record.

7.3 Grading Scale

A+	100	A	94-99	A-	90-93
B+	87-89	B	84-86	B-	80-83
C+	77-79	C	74-76	C-	70-73
D+	67-69	D	64-66	D-	60-63

Below 60 is an F for failing

Academic Honors

Requirements for academic honors are as follows:

Headmaster's List – All A's

Honor Roll – All A's and B's

7.4 Promotion and Retention

In order for a student to be promoted in 7th and 8th grade, he must receive a passing grade in three of the four core subjects – math, science, English, and social studies. Excessive absences may prevent a student from being promoted to the next grade. In order to receive credit, a student may not miss more than 12 days per semester or 24 days per year. A person who has had an extended illness will be treated on an individual basis.

Elementary students must pass reading, English, and math in order to be promoted.

Grade Level Classification:

To be considered a freshman, a student must have passed three subjects and be promoted from the eighth grade.

To be considered a sophomore, a student must have a minimum of 5 credits.

To be considered a junior, a student must have a minimum of 11 credits.

To be considered a senior, a student must have a minimum of 16 credits.

Two units of correspondence or on-line courses may be accepted toward graduation if completed through accredited universities or colleges. All correspondence courses must be approved by the Headmaster. No more than two Carnegie units may be earned during summer school each summer. Summer school must also be approved by the Headmaster.

Graduation Requirements:

4- Units English

4 – Units Math*

4 – Units Social Studies**

4 –Units Science***

1 - Unit P.E.

½ - Unit Health

½ - Unit Speech

½ - Unit Fine Arts

½ Unit Computers

3 – Units Electives

22 Total Units Required

***one of which must be Algebra I, with recommendation that two of the four be Algebra I or higher**

****To include American History and American Government**

*****one of which should be a laboratory based biological science and one physical science**

Academic points are as follows:

A 4

B 3

C 2

D 1

Honors Program

In order to be eligible for Honors distinction, a student must

- 1. Be enrolled in honors courses each semester**
- 2. Take 2 years of a foreign language**

3. Maintain a minimum cumulative 3.5 GPA

24 Units Required

Honors Courses

Recognized as advanced or weighted courses, thereby earning greater weight in the grade point average are as follows:

Honors English 9-12	Honors Chemistry
Algebra II	Advanced Math
Honors Biology	Anatomy & Physiology
Honors Spanish I & II	Honors Geometry

College courses – concurrent credit provided student meets the requirements for admission

Academic points for Honors courses:

A	5
B	4
C	3
D	2

8.0 Attendance

For 2012/2013 school year, a child must be 5 on or before September 1, 2012. New students entering school should report to the Headmaster's office to be enrolled. All necessary enrollment forms must be filled out, after which, course assignments will be made.

Students who move or change their mailing address or telephone number(s) after enrollment should report the change to the main office immediately so that records may be corrected in case of an emergency at school or at home.

In the spring students will pre-register for the coming school term.

8.1 Class Attendance

It is most important for a student to attend school to pass his work or earn credits. Lee Academy feels a student not in regular attendance cannot successfully make passing grades. If the student brings a note stating the reason for being absent, the student will be allowed to make up work.

School is in session from 8:00 a.m. until 3:05 p.m. Students arriving before 7:45 a.m. are to wait in gym. No student should be in any other area of the building without permission prior to 7:45. Any student found violating this policy is subject to disciplinary action.

A student must be present in school by noon on the day of the event and in school for the rest of the day to participate in extra-curricular activities. This includes athletic contests, cheerleading, plays, etc.

When a student has accumulated ten (10) absences per class period or days of school (per semester), the student and parents will be notified. When a student has accumulated twelve (12) absences, the student and parents will be brought before the Absentee Committee. The Committee will determine what action is necessary. Actions by the Absentee Committee may include, but are not necessarily limited to, the following depending on the severity of the circumstances: in-school or out-of-school suspension, detention hall, loss of participation in school activities, loss of privileges, loss of honors, loss of promotion, or expulsion. School attendance is mandated by the legislature of the State of Arkansas and the Mississippi Association of Independent Schools. Lee Academy will comply with these directives and excessive absences will not be tolerated. Students and parents are warned not to incur any unnecessary absences, due to the possibility of subsequent unforeseen illnesses, accidents, or other circumstances. Parents should schedule family vacations and other trips during school breaks.

The Absentee Committee will be appointed by the Board. The Committee has final authority to make any decision regarding absences, including but not limited to decision of whether an absence is excused or unexcused and whether the student will be allowed to make up work. All absences must be documented by a note from home giving the reason for the absence with a valid signature of a parent or guardian. All notes concerning absences must be brought to school the first day the student returns. If a note is not sent the day the student returns to school, the student will not be allowed to make up missed work that day and will be given an additional day to bring the note. If the note is returned the second day, he will be allowed to make up the missed work. If after the second day he does not return a note, the absence will be considered unexcused and he will receive detention hall and work will not be allowed to be made up.

If extenuating circumstances require special consideration for any student regarding the absentee policies, prior written explanation and application for such exception must be made to the Board. Any decision by the Absentee Committee appointed by the Board will be final. Students and parents are on notice that Lee Academy has adopted a zero tolerance policy for excessive absences.

Parents should notify the office by 8:30 a.m. if their child is ill or unable to attend school

In order for a student to receive credit for perfect attendance, that student may be neither absent, tardy, nor leave school early on any day.

Attendance will be taken daily. If a student reports to first period class after the tardy bell, the student should be sent to the office for an admit slip.

The daily bulletin will list the names of all absentees. If a student is absent from any class throughout the day, the office must be notified immediately via Snap-grades.

No student should be allowed to attend class after having been absent from the last regular meeting of that class without first presenting an admittance slip.

If a student misses two (2) classes in a school day he/she will be considered absent one-half (1/2) day. If a student misses more than four (4) classes in a school day, he/she will be considered absent one-whole (1) day. If a student checks out before 12:30 p.m. it will be considered 1/2 day absence. Individual classes missed will be totaled and the student will accumulate 1/2 and whole days absences for these classes.

Attendance Procedure for Homeroom or First Period Teacher

Attendance will be recorded each day on Snap-grades each period. If a student is tardy to school or was absent the day before, the teacher should send him or her to the attendance desk in the business office. Each teacher will keep a roll for his/her classes.

Tardiness: Students are given plenty of time between classes. When a 7-12 student is tardy to class, the teacher will send the student to the main office to get a tardy slip (excused or unexcused). When a student is tardy to school or class three (3) times in a nine weeks, it will be counted as a day's absence and the student will be assigned detention hall. Every subsequent tardy will result in an additional day of detention hall. This policy also applies to elementary students: tardy to school or class three (3) times in a nine weeks, it will be counted as a day's absence. Elementary teachers will record the times tardy. Students will not be sent to the office. Every subsequent tardy will result in additional punishment. When a new nine weeks begins, the slate is wiped clean and the student begins again.

If a student is absent more than 25 minutes from class he is considered absent rather than tardy. All tardy slips to class or to school will be issued from the main office.

Closed Campus: Upon arriving at school, elementary and high school students will go to the gym and will be seated on the bleachers. Teachers will be on duty at these locations.

Once a student arrives on the Lee Academy campus, he/she is not to leave the campus until the end of the school day.

Students will not be permitted to go to the doctor, dentist, or to attend any form of business in town unless a parent comes by the office to sign him or her out, or the Headmaster receives permission from a parent.

Visitors: No visitors are allowed on campus unless they have something to do with administration. Students will not bring friends, brothers, or sisters to school with them. A prospective student will be allowed to shadow a current student. Students will not be permitted to talk to strangers or people who drive on campus.

Parents are welcome at any time. Conferences between teachers and parents will be arranged through the office during a time when the teacher is not in a scheduled class.

Teachers are not required to discuss student performance with parents who telephone teachers at home. Parents are asked to schedule conferences through the office.

All visitors must sign in at the Headmaster's office upon entering school.

8.2 Conduct

Adult Behavior: Displays of verbal or physical abuse, disrespect, poor sportsmanship, or otherwise inappropriate conduct or behavior will not be tolerated on Lee Academy school property, or at any Lee Academy event, or at any event where Lee Academy is a guest or a participant. Violation of this policy will result in a suspension of attendance at school events for a period of up to one year. Any violation of this suspension, at the sole discretion of the Board of Directors of Lee Academy, Inc, will be sufficient grounds for termination of any or all education contracts with the school, with respect to said parent, guardian or patron.

Student Behavior: All students are expected to conduct themselves in a manner that will contribute to the best interest of the school and will promote the educational process. The school staff has the authority and the responsibility to take customary and reasonable measures to maintain discipline among students under their care and supervision. Such measures may include, but not be limited to, the use of reasonable force, corporal punishment, suspension, and expulsion.

8.3 Corporal Punishment

In the event it becomes necessary for a teacher to administer corporal punishment to a student, the teacher will administer the punishment in the presence of the Headmaster or another teacher. The punishment must be administered with a Headmaster approved paddle and administered only to the lower posterior.

Teachers are to exercise prudence in avoiding excessive use of corporal punishment; however, this is not to be interpreted in such a manner that it will obstruct the teacher's duty and responsibility in using whatever reasonable means that are necessary to maintain discipline.

The school reserves the right to administer discipline to the extent deemed necessary, including corporal punishment. The Board of Directors of Lee Academy has directed the following procedures when corporal punishment is used:

1. Student is to be given reason for paddling before punishment.
2. A witness is required to observe the paddling.
3. The paddles to be used are only those provided by the school. No other instrument is to be used for corporal punishment.
4. Sex, age and physical size of student will be considered in application of the punishment.
5. Student is to be reminded of the reason for "paddling" after punishment.

8.4 Student Suspension or Expulsion

The Headmaster shall have the authority to suspend or expel any student from school. The length of the suspension will be determined by the Headmaster. The Headmaster will notify the school board of all expulsions and enter the same on the student's permanent record. An expulsion may be up to one calendar year.

No suspended student will be allowed to reenter the school prior to a conference between the Headmaster and the parent or guardian. If readmitted, the student will not be allowed to make up any school assignment given while absent because of the suspension.

In certain situations, an in-school suspension may be given. During this time, students are isolated from the regular classroom and class work and testing are completed. The suspended student is responsible for completing and handing in all work.

. On the first suspension, depending on the severity of the offense, students may lose any honor, award, Who's Who, homecoming, cheerleader, or sports eligibility, etc. On the second suspension the student will lose any honor, award, Who's Who, homecoming, cheerleader, or sports eligibility, etc. This does not apply to in-school detention; however, repeated in-school detentions can lead to an out-of-school suspension. If a student is suspended, the offense will carry over for two consecutive 9-weeks periods. For example, if a

student receives a who's who honor in September and is suspended for fighting in October, the student will lose the who's who honor received in September. Additionally, the suspended student will not be eligible for any honors voted on during the two consecutive 9-weeks periods. The final decision will be made by a committee of the high school faculty and the headmaster. The committee may revoke all honors, awards, etc. for the entire year depending on the severity of the offense.

Behavior Subject to Suspension or Expulsion:

Cheating: Ultimately, cheating solves nothing and frequently hurts many. Cheating is not a part of the values at Lee Academy. Cheating will be dealt with on an individual basis. A student found cheating will receive a **ZERO** for the assignment. The teacher will file a written report with the office, and the student may also be sent to the office for additional discipline. This covers either the giving or receiving of information.

Disrespect or insubordination

Disobedience toward any school employee

Truancy

Excessive unauthorized absenteeism

Willful damage or destruction of school property or personal property of others

Fighting, brawling, or any other conduct which interferes with the established educational process

Bullying

Gambling

Repeated dress code violations

Unauthorized access or misuse of computers

Forgery

Possessing, buying, selling, or using any form of alcoholic beverage, narcotic, or drug

Failure to pass a drug test;

Possessing, buying, or selling obscene literature.

Possession of any object which can be construed to be a dangerous weapon

Possession of fireworks or other explosive devices

Physical violence, either overt or implied, toward any faculty member or school official

Theft

Sitting in cars or in the press box during school hours

Use of profanity, vulgar language or obscene gestures

Leaving campus without signing out and following the correct procedures

Smoking or the use of smokeless tobacco products on campus, in the building, on the activity bus, or in cars

Public display of affection

Girls found in boy's locker rooms; boys found in girl's locker rooms (with no adult present)

Any other conduct or behavior which discredits the school or interferes with the established educational process

8.5 Miscellaneous Rules

1. Only seniors may park by the Senior Walk. Other students may park on the west side, but not on the grassy areas. Visitors, parents, and teachers are to park on the east side.

2. A student will not be permitted to use the telephone during class time unless it is an emergency. Students will not be called out of class for a phone call.

3. Students may be sent to detention hall under the supervision of a teacher or Headmaster, for any disruption in class, not completing homework, reports, or class work; unexcused absences, excessive tardiness, or any other violation of school rules. If a student skips detention hall, he/she may face suspension from school.

4. Gum chewing is not permitted at school. This includes any break times. Violators of this policy may be assigned to detention with work to be assigned by the Headmaster.

5. Please follow the "chain of command" when you have an issue with a teacher. Please attempt to resolve with the teacher first – if no resolution can be accomplished, then speak with the Headmaster – if still no resolution, as a last resort, it may come before the Board of Directors.

6. All accounts should be kept current. Past due tuition, bus fees, etc. will prevent the child/children from participating in all activities including, but not limited to cheerleading, athletics, etc. All past due fees, tuition, etc. are subject to collection through legal means.

7. All secondary students are required to participate in school sponsored class activities i.e., fund raising events, prom events and other activities as determined by the class sponsor and the Headmaster. Fines, to be determined by the class sponsor and the Headmaster, will be levied for nonparticipation in these activities.

8.6 Policy on Married Students and Unwed Mothers

It is the policy of the School Board and staff to strongly advise students against marriage until after completion of their high school education. Pregnant students will not be allowed to attend Lee Academy. After pregnancy, a student may be readmitted at the discretion of the Headmaster; however, the student may not be considered for the Salutatorian or the Valedictorian.

8.7 Permanent Records:

A permanent record for every student who has attended Lee Academy is filed in the Headmaster's office. These records are kept accurately each year. They contain grades, conduct records, health records, attendance and other information for a complete record. These records are kept confidentially. Each student, or his parents, may see his own records with the Headmaster or counselor present.

8.8 Dress and Personal Grooming

Lee Academy is committed to providing a safe, friendly learning environment for its students. Attire is not only a reflection of the individual student, but also of the general learning environment. Therefore, students have the responsibility to wear clothing that projects a positive attitude of pride in self, school and the community. Students are required to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. No article of clothing shall be worn that distracts from the educational process. The Lee Academy School Board views the Dress Code as a serious issue and expects parents to promote the observance of this policy. Building administrators have the final decision as to the appropriateness of all clothing and attire.

Girls are to wear clothing for promoting personal lady-like appearance that is conducive to the educational program. They are to wear clothing in a decent manner to avoid criticism, including offensive wording/pictures on T-shirts. Slacks, jeans and walking shorts are acceptable; short shorts and midriffs are not.

Boys are to wear clothing in a decent manner to avoid criticism, including offensive wording/ pictures on T-shirts. Shirt-tails are to be tucked in. No P.E. attire is allowed in the main building, hallway, or beyond the gymnasium doors! P.E. attire is limited to the gym or outside. You must wear regular school clothing in the classroom.

Students at Lee Academy are expected to be dressed and groomed appropriately for school. It is hoped that the student's behavior, appearance, and attitude will reflect well upon the individual and Lee Academy. There will be a Student Advisory Committee appointed by the Headmaster and faculty annually to help teachers check and make certain the dress code is enforced. Good taste and personal hygiene determine some guidelines:

1. Proper undergarments will be worn.
2. Hats or other headgear are not to be worn indoors.
3. No tank tops, crop tops, midriffs, spaghetti straps or plain white t-shirts are to be worn. (Tummies are not to show.) If you raise your arm and flesh shows, it is inappropriate for school! When you sit, if flesh is showing, it is inappropriate for school!

4. No questionable or inappropriate advertisement, pictures, or working may be printed on clothing. This includes any reference to alcoholic beverages, tobacco products, sexual innuendoes or satanic worship.
5. Skirts and shorts should be a reasonable length; i.e., they must cover at least 3/4 of the thigh, measuring from the inseam or no shorter than six (6) inches above the knee. Students are warned to use good taste and common sense, and not to abuse this privilege, as it is subject to revision by the Board of Directors at any time.
6. Cut-offs are not acceptable attire. Shorts with frayed edges are not to be worn.
7. Male students may not wear earrings or any other jewelry that requires a body piercing to school, to any school-sponsored activities or on school related trips.
8. Leggings may be worn if a dress-length top covers them.
9. All clothing should be complete and in good condition; for example, no holes in pants, skirts, tops, etc.
10. Visible tattoos, pierced body parts (nose, tongue, etc) or any other adornment deemed inappropriate by the administration for school attendance will not be allowed. Girls with pierced ears may wear only one set of earrings.
11. Any clothing worn by a student considered to be indecent or inappropriate by the Headmaster will result in the student being required to wear a t-shirt provided by the office or sent home to change.

Hair Code for Students

Male students: Length of hair is not to exceed the top of the shirt collar and must be above the earlobe, and out of the eyes. Male students must be clean shaven (no facial hair) and no pony tails. Sideburns are not to extend below the ears.

All students' hair should be kept neat, clean and out of the eyes. Any hairstyle or color deemed distracting in an educational setting will not be allowed. All artificial hair coloring must be similar to a naturally occurring hair color.

8.9 Fire and Storm Drills

In keeping with the laws of Arkansas and for the sake of the safety of the pupils of the school, Lee Academy is obligated to conduct a series of fire drills each year.

One long ring of the bell will signify the fire alarm signal for high school. The elementary school will be notified by the intercom system. One long bell will sound as the return to the building signal.

Each teacher will proceed as follows:

1. Explain the procedure to your class. The signal will be a long ring of the bell. Appoint a fire drill leader and assistant leader in each classroom for each hour of the day.

2. Teachers are to be the last out of classrooms and must carry classroom record books. The teacher is responsible for each student. Silence while passing is mandatory in order to hear directions.

Pupils should walk fast, but not run, and not talk during the entire drill. Instructions should be given at the beginning of the school year. A brief discussion of the drill is in order immediately after the class returns from the drill.

Groups remain together on leaving the building and remain together while returning to classes. Everyone remains outside until the inspection of the building is completed, returning to class when the outside bell rings or the Headmaster returns to the building.

A copy of the procedure for leaving the building will be posted in each room. This should include a map showing the exit route to be followed by each individual classroom.

The teacher will recognize the fire alarm, and then will indicate to the child in the front row nearest the door to lead the march. Students will march out the designated exit in single file very quietly until the last student or teacher is fifteen steps from the building. All students must stay in line and when the march back bell is sounded, they will turn around and march back into the building.

The teacher should carry the class roll book along and check the roll once again outside. Students should be in lines or groups according to their class seating arrangements.

Tornado Drill: The announcement for a storm drill is a series of short rings of the bell.

Elementary will go to the high school hallway

High school students go to the center of the hallway and wait on the younger students to get in position. When all elementary is against the wall the older students will cover up the younger students.

****Take a book to put over your head.**

Earthquake Drill:

Get under tables and desks and stay until all clear is given.

Emergency Evacuation Plan:

Exit through the doors on the North, South, and West. Do not go out the front of the building. Go to the west side of the football field.

***3 year olds & Preschool in the concession stand**

***K & 1st – under bleachers**

***2nd-4th – south side of home bleachers**

***5th-6th – north of the concession stand**

***7th-9th – in front of concession stand**

*10-12th – north side of football field

Safety: It is the responsibility of the students and faculty to promote safety on the school grounds, in the school buildings, and in school situations in general. If a student discovers an unsafe condition, he should report it to the main office.

If a student receives minor cuts or bruises, he should be brought to the office. If injured seriously, however, he should not be moved, and aid should be sought at once.

All cases of accidents or illnesses are reported to the Headmaster, who will contact the parents if possible, and see that the student gets home or to the doctor, if necessary.

8.10 Assembly Instructions

When Lee Academy is holding a school wide assembly program in the gym, the following seating arrangements will be followed:

No student is to go to the gym or meeting place until it has been announced over the intercom system. Students are to enter the assembly quietly and take their seats at once, becoming silent and attentive immediately upon appearance of the person in charge. Students are to give the speaker on the platform undivided attention, even though they may not be able to see or hear well. Avoid making comments, writing notes, dropping papers on the floor, reading books or magazines, eating, chewing gum, etc., during any performance.

8.11 Library Policies

The library is one of the most important departments of a school. A great part of a student's education is measured by how well he learns to use the materials found in a well-organized and a well-stocked library. It is our hope that every student will take full and complete advantage of the services offered in this area. Every pupil in school can help the library give good service by observing the rules listed below:

All pupils in school are entitled to use the library and to borrow books and other materials upon signing a check-out card.

Reference books, such as encyclopedias and other materials, are to be used only in the library. All other books may be kept for two weeks and may be renewed.

Magazines and newspapers are not to be taken from the library. A fine of 10 cents per day is charged for each book kept over time. Only half of this will be charged if the student turns in the book with overdue money.

Abuse of library materials, beyond reasonable wear, shall be paid for by the students.

Dictionaries may be checked out overnight, but must be returned by first period on the following day.

Report cards will be withheld at semester from students who have overdue books.

8.12 Student Activities

Club Rules: Various clubs have been organized at Lee Academy to give the student more enjoyment in learning or getting an education. Students should be taught better cooperation, attitude, self confidence, responsibility and a better understanding of the self through club activity. The student can be himself in such activities.

The club program should be well organized with plans and objectives. A copy of the club constitution, plans and objectives should be turned into the office by the end of the first nine weeks of school.

A record containing the number and names of all members should be turned into the office after the first regular meeting.

A copy of all club minutes should be turned into the office no later than the day after the meeting is held.

All clubs are sponsored by one or more teachers and are responsible for the club activities.

Parties: All parties must be cleared through the office beforehand. The elementary will have two (2) parties each year the last hour of the day. The Easter party will be at the teacher's discretion as to time and place.

National Honor Society: The purpose of the Lee Academy Honor Society is to create an enthusiasm for superior scholarship; to develop citizenship; to stimulate a desire to serve; to promote leadership; and to instill qualities of character in the students.

Senior Honor Society and Junior Honor Society

The members must have an overall grade average of B+ (a 3.5 *weighted*) average in academic credits) and maintain this average in the grade. A member cannot have any suspensions or serious behavior problems in the previous grade or current school year. He or she must have good character, scholarship, leadership ability, citizenship, and must attend all meetings. If a member fails to maintain a B+ average, he will be on probation for one semester.

AFF, Booster Clubs and Grandmothers' Club: AFF, Booster Club and Grandmothers' Club fund raising projects are extremely important to the overall success of the school program. All families are encouraged to support these projects.

8.12 Honors and Academic Awards

Awards are given each spring to a student exemplifying outstanding academic achievement in the current school year in grades 10-12. Each award is given at the discretion of the teacher in each subject area.

All-Around Boy and Girl:

The All-Around Boy and Girl awards are given to a boy and a girl who have shown outstanding citizenship, school loyalty, academic scholarship, and leadership in improving the school system. These two award winners are selected by the faculty.

Bart Allen Award: The Bart Allen Award is given to a boy or girl athlete who has shown the maximum effort in sports activities during the school year.

Jimmy Jones Award: The Jimmy Jones 110% Award is given to a boy or girl athlete who has given 110% in sports activities during the school year.

Cheerleader Award:

The Cheerleader Award is voted on by the headmaster, faculty, and senior cheerleaders on the basis of school spirit shown throughout the year, cooperation with other cheerleaders and sponsor, and loyalty to school and squad.

Thomas H. Gist Athlete of the Year:

The Athlete of the Year is awarded to the senior who has demonstrated outstanding athletic performance, cooperation, discipline, and leadership. The athlete is voted on by the headmaster, athletic director and coaches.

8.13 Senior Activities

The Senior Class will be excused from classes one week prior to the end of the school term.

Eligibility for Honor Distinctions: No student who has less than four consecutive semesters at Lee Academy or who is not in the Honors Program or who is an accelerated student at Lee Academy or who has not completed all requirements for graduation will be eligible for honor distinctions. *Honor distinctions are as follows:*

Summa Cum Laude 3.70 - and above

Magna Cum Laude 3.50 - 3.69

Cum Laude 3.00 - 3.49

(Changes beginning with the Class of 2015: Honor distinctions will be as follows:

Summa Cum Laude 4.0 and above

Magna Cum Laude 3.75-3.99

Cum Laude 3.50-3.74

Valedictorians and Salutatorians must have attended LA both the Junior and Senior years.)

Designation of Valedictorian and Salutatorian will be based on eligibility and (*weighted*) grade point average which is figured on a cumulative (9-12) basis. Third, fourth and fifth honor students are designated by eligibility and corresponding (*weighted*) grade point average. The Valedictorian and Salutatorian must be Lee Academy students from grades 10 through 12, and in the Honors Program. Valedictorian and Salutatorian will be based on eligibility and (*weighted*) numerical grade point average figured on a cumulative 9-12 basis.

All graduating seniors are given a class rank according to (*weighted*) grade point average.

College Visitations: Senior student will be allotted two (2) days for college visitations. Requests should be cleared with the Headmaster three (3) days in advance of a visit.

Early Graduation: Early graduation in less than four years is seldom encouraged and will be at the discretion of the Administration. All graduation requirements must be met, and any courses taken outside Lee Academy must be approved in advance. The decision for early graduation must be made by the student by the end of the sophomore year and notice must be given to the administration of this intent.

Requirements for Graduation: All fees and tuition must be paid in full prior to graduation. A senior who has not met all requirements will not receive a diploma and will not be allowed to participate in Baccalaureate or Commencement.

See section 7.4 for academic requirements for Graduation.

8.14 Honors Program

In order to be eligible for Valedictorian or Salutatorian and Honors distinction at Graduation, a student must follow the guidelines listed under section 7.4 of this handbook for a total of 24 credits. Students in this program must meet all other requirements for graduation.

8.15 Drug Testing Policy

All Lee Academy students are subject to mandatory drug testing in grades 9-12. All new secondary students will be given drug tests. Random drug testing will be administered at the discretion of the administration.

A Positive Result: Students will be dismissed from school (unexcused) for a period of time (at least one week). During this period the student must be enrolled in a drug counseling program. The student and parent shall meet with the headmaster and the student, at their own expense, must have a drug test performed by a doctor designated by the headmaster. The headmaster will decide when the student may return to class.

A student who tests positive will lose all extracurricular activities for that school year – ALL SPORTS, CHEERLEADING, ANY SENIOR HONORS, (valedictorian, salutatorian) WHO'S WHO, ECT.

After the first positive test, the student is subject to take every random test during the remainder of his or her stay at Lee Academy.

SECOND POSITIVE TEST: Dismissal from Lee Academy for the remainder of the school year.

8.16 Valuable Personal Property

Personal property including, but not limited to, lasers, radios, recorders, CD, MP3 and tape players, pagers, cellular phones, expensive jewelry and electronic games, etc., should not be brought into school by students during normal school hours. The school will NOT accept responsibility for the loss of personal property. On the first offense these items will be confiscated and returned to the parent. Further offenses may result in school discipline. No student should have a cellular phone in their hands during school hours. Phones must be turned off during school hours. If caught using the phone during class time, the above rules apply.

8.17 Driving Regulations:

In the interest of student safety, provisions have been made to provide bus transportation for Brinkley and Forrest City students to and from school. Those students granted permission to operate a vehicle should understand that driving their vehicles to school is a privilege that may be revoked by the school authorities in the event a student violates any of the guidelines pertaining to the Driving Regulations.

Lee Academy assumes no responsibility or liability for injuries to persons or for damage to or loss of contents from any vehicle while on school property.

Any sophomore who has a valid driver's license and any junior or senior wishing to drive to school must abide by the following rules:

1. Students must observe a proper speed while on the school grounds.
2. Students must park only in the proper student parking lot.
3. Students may not park in faculty parking lot prior to 3:15 p.m.
4. Students are not to drive on the grass.
5. School buses and pedestrians have the right-of-way at all times.
6. Students must be out of their cars upon arrival at school. Driving privileges may be denied for violation of Attendance Policies (to include absences, tardiness and/or leaving school without permission).
7. Cars are to be parked within parking lines.
8. Students are not allowed to move their cars without permission from the office.
9. Violation of these rules may result in suspension of driving privileges for a period of time to be determined by the Headmaster or Headmaster's designee.
10. Students are not to loiter in their cars.

8.18 Computer Usage

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. The term computer or computer equipment includes: system units, displays, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs and any other piece of equipment or software which is part of the school's computer system. Students using a school's computers are expected to abide by the following rules:

1. Students may only access the district network and/or Internet by using their assigned network account. Use of another person's account/password is prohibited. Students may not allow other users to utilize their passwords. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the network.
2. The Computer Usage Policy must be read and approved, in writing, by each student and, in the case of students under the age of eighteen, the student's parent, guardian or custodian. Lee Academy reserves the right to filter any Internet sites.
3. Students are permitted to use networked software and school-supplied software. Programs written by the student which are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision.

4. Students may not download programs from the Internet or any portable device. Students may not install or delete programs on the school's computers.
5. Students may not use the Internet to engage in "hacking" or other unlawful activities.
6. Students may not create keyboard macros in Microsoft Word or any other program. Macros written by the student that are part of an assignment in a school's course of study may be run, as required, for that course of study's requirements, with teacher supervision.
7. Students should only use computer programs approved by the classroom teacher.
8. The school staff may review computer files or messages that are created by the student. Material may be reviewed for grading and appropriate content. It may be reviewed for any harassing or threatening material, trade secret protection and/or any vulgar or obscene content.
9. Only one student may work at a single computer. Only a teacher may assign more than one student to work at a single computer.
10. Students are not to send messages over the network nor participate in online "chat rooms." Students may not use any e-mail or instant messaging programs on a school's computer. A student may only use Internet e-mail when a teacher instructs him/her to do so.
11. Students are not to enter the network's operating system.
12. Students are not authorized to use school computers to copy programs or disks. A teacher may authorize the copying of student-created work to CDs or floppy disks.
13. Students may not bring food or drink into the computer lab.
14. All copyright laws are to be enforced.
15. Students are not to unplug or change any computer device or network connections.
16. Students are not to change any display screen settings.
17. Students are not to change any program's toolbars or settings.
18. Students are not to add or delete any program icons on the desktop or Start Menu.
19. Malicious use of the school's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the school's computers/network in such a way that would disrupt their use by others.
20. Students are not to remove, modify, damage or destroy any computer or networking equipment.
21. Students are not to modify or remove any identifying labels on computer equipment.
22. Students are not to modify or remove any printer settings.
23. Students are to advise school staff when they observe any violation of the school's policy for the use of the school's computers.
24. Students are to advise their teacher when a computer malfunctions in any way (example: a diskette cannot be removed from a computer). The teacher will notify the technical support staff so that the PC can be repaired.

Exceptions to the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including but not limited to termination of access to the school's computers, detention, and/or suspension. Violations also may be referred to the appropriate legal authorities and/or other legal action may be pursued.

8.19 Bus Rules and Regulations

Notice to students: The use of video surveillance equipment may be used in the investigation of violations of the Code of Conduct. Students may receive discipline as a result of what is recorded.

Parents – please be at the designated bus stop on time to drop off and pick up your students.

Bus Rules

It is our privilege and pleasure to furnish students with the safest transportation possible as they travel between home and school and on school related trips. In order to protect all students riding Lee Academy school buses, safety precautions are a must! Your help is needed because safety is everyone's responsibility!

All students are to understand that the bus driver is in charge of the bus at all times. Any student who repeatedly violates the safety precautions and/or conduct rules may be denied the privilege of riding the bus

and is subject to other disciplinary action to be determined by the Headmaster. To that end, the following conduct rules are called to your attention:

1. Students must arrive at the bus stop 5 minutes before the bus is scheduled to arrive. The bus will not wait.
2. Students must wait quietly in a location clear of traffic and away from the bus stop.
3. Student behavior at bus stops must not threaten life, limb or property of any individual.
4. Students must go directly to an available or assigned seat.
5. Students must remain seated, keeping aisles and exits clear
6. Students must observe classroom conduct. All school rules apply on the bus. Obey the driver promptly and respectfully.
7. Students must be courteous and respectful to fellow students and to the bus driver. (School Policy)
8. Students must not engage in loud talking or laughing, excessive horseplay, or fighting. (School Policy)
9. Unnecessary confusion diverts the driver's attention and might result in a serious accident.
10. Students must not use profane or abusive language.
11. Students must refrain from chewing gum, eating and drinking on the bus except as required for medical reasons.
12. Students must not use tobacco, or related products, on the bus.
13. Students must not have alcohol or drugs in their possession on the bus except for prescription medication required for student.
14. Students must not throw or pass objects on, from or into the bus.
15. Students may carry on the bus only objects that can be held in their laps. No living creatures are permitted.
16. Students must treat bus equipment as one would treat valuable furniture in his/her home. Vandalism will not be tolerated. Keep the bus clean and sanitary.
17. Students must not extend any part of their bodies out of the bus windows.
18. Students are to remain absolutely quiet at railroad crossings until the bus has completely crossed and the driver says it is OK to talk.
19. Students must leave or board the bus at locations to which they have been assigned unless they have written parental and administrative authorization to do otherwise.

Driver's responsibility prior to the first written conduct report:

1. Drivers will confer with the student and/or change the student's seating assignment.
2. Drivers are strongly urged to call parents (doing so is a proven, effective way of managing student behavior).

8.20 HARASSMENT POLICY

Lee Academy strives to provide a learning and working environment free from all forms of harassment. LA will not tolerate harassment of a sexual, racial, ethnic or religious nature. Furthermore, the school will not permit harassment based on citizenship, national origin or disability.

Harassment of students or personnel by students, parents, or employees of this district is unlawful under both Arkansas and Federal law and is contrary to the commitment of this district to provide a stable learning and working environment. This school district will not tolerate harassment in any form. It is the policy of this school district that all conduct between students, teachers, parents and other adult employees of this district be in keeping with respect for the individual students and/or personnel, be of a nature which does not make a student feel uncomfortable and be conducive to creating a stable learning environment.

Sexual harassment includes, but is not limited to, making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, gestures, display or circulation of written material or pictures derogatory to either gender, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students, parents, and all district employees are expected to conduct themselves with respect for the dignity of others.

If a student has concerns about the nature of any conduct or physical contact by an adult employed by this school, by a fellow student, or by a member of the public, the student should immediately report this concern to his/her teacher, counselor, principal or headmaster, and discuss this concern with his/her parent or guardian.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment. All such reports will be investigated immediately by the school. Anyone found to have violated this policy will be subject to disciplinary action. Such action may consist of conference, reprimand, suspension or dismissal.

All such reports will be handled discreetly to maintain confidentiality in order to avoid embarrassment and to protect the student making the report. Lee Academy will not tolerate retaliation for reporting an act of harassment, whether by administration, faculty, staff, student or parent. It should be understood that this school is required by law to report child abuse to the Department of Social Services. Any violent crimes involving students, occurring on school property, will be reported to law enforcement officials.