

# LEE ACADEMY



# HANDBOOK

*Revised January, 2016*

# 1. SCHOOL ORGANIZATION

## Rules & Regulations

### 1.0 The corporate name of the school shall be Lee Academy Incorporated.

#### 1.1 Status of School Board

**Duties and Powers:** The Board of Education feels that the primary function of the Board is to serve the people associated with Lee Academy in promoting the best educational system possible for all of its students. The Board, serving as the members' elected representatives, realizes that the school belongs to the members, and the conduct and the efficiency of the school must meet the needs of the school's members.

Our philosophy is as follows:

1. To employ the best administrative person as our Headmaster that is available and that our financial means can afford.
2. To employ, in cooperation with the Headmaster, the best qualified personnel available.
3. To approve the selection of non-teaching personnel based upon experience, ability, character and integrity.
4. To provide the best possible equipment and teaching aids for use by the school personnel.
5. To always make an effort to pay salaries commensurate with other schools whether they are public or private.
6. We shall always be mindful that our personal decision is only one person's thinking, and action by the majority of the board while in session is a decision of the Board of Lee Academy.
7. Meetings of the Board of Lee Academy shall be held at a specific place and date unless notice is given prior to the meeting.
8. We believe all problems pertaining to the instruction phase of the program should be taken up with the Headmaster first; and if a Board meeting is necessary, the Headmaster will call a meeting of the Board.
9. We encourage the patrons to appear at the Board meetings (except when in executive session). However, patrons who wish to address issues at Board meetings should adhere to the agenda procedures as set forth in this handbook.

**Board Membership:** The business and affairs of the corporation shall be managed by a Board of Directors who shall be elected by a majority of the members of the corporation. The board shall exercise all of the powers of the corporation except such powers as are by law or by the Articles of Incorporation or are by the by-laws conferred upon or reserved to the members.

It shall be the duty of the Board of Directors before the date of the annual meeting to appoint a committee on nominations of not less than three or more than five members. The committee shall prepare and mail to all members of the corporation, at least five days before the meeting, a list of nominations for directors for each position to be filled at said annual meeting. Members of the corporation can make nominations from the floor after the list of nominations has been read at the annual meeting.

Each Director shall serve for a period of three years or until such time as his successor in office has been duly elected and qualified to succeed him. At each annual meeting of the members, directors shall be elected by ballot, by and from the members. When the membership is held jointly by a husband and wife, either one, not both may be elected a director. A director may be elected to succeed himself subject to the provisions of the by-laws.

Vacancies occurring on the Board of Directors shall be filled by a majority vote of the remaining directors. Directors thus elected shall serve the unexpired time of the vacancies.

Directors, as such, shall not receive any salary for their service.

The Board shall have power to make and adopt such rules and regulation, not inconsistent with law, the Articles of Incorporation or the by-laws as it may deem advisable for the management, administration and regulation of the business and affairs of the corporation.

No member shall be eligible to serve on the Lee Academy Board if any member of his/her immediate family is employed or becomes employed by Lee Academy. Immediate family shall mean Spouse, Father, Son, Mother, Daughter, Brother or Sister.

## **1.2 Status of Headmaster**

The Headmaster shall have charge and control of the Lee Academy School, subject to the orders, rules and regulations of the Board.

## **1.3 School Day and School Year**

The length of the school day shall be established and authorized yearly. The school calendar will be prepared by the Headmaster and submitted to the Board of Directors for approval. A school year shall not be less than the minimum number of days required by the association to which Lee Academy belongs.

# **2. SCHOOL BOARD OPERATIONS**

## **2.0 School Board Goals and Objectives**

We believe and state that we have no power to reprimand or reward staff members as individual board members and that there should be a definite chain of authority to work through as; teacher, Headmaster and then the Board. This is the accepted official channel. We, as Board of Education, believe that it is our responsibility to provide buildings, equipment, and other facilities and make available enough finances in order to give our employees and students the working materials and facilities so that the best education results possible can be obtained. We also believe it is our duty to help promote public relation programs essential to meet the needs of our school.

The Board wishes to work diligently and cooperatively with the Headmaster and staff in developing a curriculum to meet the needs of our students. We desire conditions that will promote harmony and environment that will be conducive to the welfare of all students and personnel.

## **2.1 School Board Officers**

**Election of Officers:** The officers of the corporation to be elected by the Board of Directors shall be elected annually by the Board of Directors at the first meeting of the Board of Directors held after each annual meeting of the shareholders. If the election of officers shall not be held at

such meeting, such election shall be held as soon thereafter as conveniently may be. Each officer shall hold office until his successor shall have been duly elected and shall have qualified or until his death or until he shall resign or shall have been removed in the manner hereinafter provided. The officers of the corporation shall be a President, Vice-President, Secretary, and Treasurer, each of whom shall be elected by the Board.

#### **Duties of Officers:**

**President:** The President shall be the principal executive officer of the corporation and, subject to the control of the Board of Directors shall in general, supervise and control all of the business and affairs of the corporation. He shall, when present, preside at all board meetings and annual meeting. He may sign, with the Secretary or any other proper officer of the corporation thereunto authorized by the Board of Directors, certificates of membership of the corporation, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors by these by-laws to some other officer or agent of the corporation, or shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

**Vice-President:** In the absence of the President or in the event of his death, inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall perform such other duties as from time to time may be assigned to him by the President or by the Board of Directors.

**Secretary:** The Secretary shall: (a) keep the minutes of the proceedings of the members and of the Board of Directors in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; (c) be custodian of the corporate records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents executed on behalf of the corporation under its seal duly authorized; (d) keep a register of the post office address of each member which shall be furnished to the Secretary by such members; (e) sign with the President, certificates for membership of the corporation, the issuance of which shall have been authorized by resolution of the Board of Directors; (f) have general charge of the membership records of the corporation; and (g) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

**Treasurer:** The Treasurer shall: (a) review all the financial statements at each board meeting; (b) in general perform all of the duties as from time to time may be assigned to him by the President or by the Board of Directors.

## **2.2 Duties of School Board Members**

Official decisions of the Board can be arrived at only at duly constituted Board meetings. Individual Board members or factions of Board members do not have independent authority to speak for the Board and should make no out-of-meeting commitments unless directed to do so on behalf of the Board.

In addition to the foregoing, further duties and obligations of Board members may be enumerated as follows:

Members must attend 75% of all board meetings and 50% of all special meetings, discuss items presented on the agenda, suggest other items for consideration, and vote upon motions and resolutions presented. Attendance will be reviewed at the end of each fiscal year. Members

must familiarize themselves with school policies, rules and regulations, and have a general knowledge of educational aims and objectives of the system.

They must work harmoniously with other Board members without trying either to dominate the Board or neglect his share of the work.

They must vote and act in the Board meetings impartially for the good of the school, and accept the will of the majority vote in all cases and give wholehearted support to the resulting policy.

**Compensation and Expenses:** No member of the Board of Directors shall receive compensation for his services as a member or as an officer.

### **2.3 Board of Directors Committees**

The Board of Directors shall have no standing committees. Special committees may be created by the Board for special assignments. When so created, such committees shall be appointed by the President and shall terminate upon completing their assignment or they may be terminated by a vote of the Board at any time.

### **2.4 Board-Headmaster Relations**

**Board Expectations:** The Board expects conscientious execution of all its policies objectively and without bias. This is to give every Board policy a chance of success rather than just those policies with which the Headmaster is in agreement.

When a situation arises which is not covered by Board Policy, the Board depends upon the discretion of the Headmaster in deciding if the nature of the matter requires a policy decision by the Board or if it is a matter to be executed by the Headmaster under existing policies.

The Board expects full information from the Headmaster regarding all aspects of the school program. Such information is to treat all important issues, controversial and non-controversial, and is to be presented in an objective unbiased manner. When action is warranted by the information, the Headmaster is to supply recommendations relative to possible alternatives.

The Board expects the Headmaster to support it fully to the public and to defend its decision even though they may be contrary to his recommendations. The Headmaster is to share the responsibility for unfavorable as well as favorable results. This sense of loyalty is essential for a smoothly functioning unit.

The Board expects the Headmaster to conduct all official business with the Board as a whole and not with portions of the Board or with individual members. The Board derives its only legal authority as a whole and must perform its duties as a team and only in duly constituted meetings.

The Board expects the Headmaster to give his intentions for the coming year by the regularly scheduled January meeting.

**Headmaster expectations:** The Headmaster can expect the Board to establish and live by a complete set of sound, written policies, covering all phases of Board operation. Within the limitations of these policies, it is the function of the Headmaster to administer the school.

The Headmaster can expect full support from the Board as long as he is in their employ. He can expect protection against unfair demands and excessive or unwarranted criticisms. Differences or disagreements are matters of private information and are resolved in an atmosphere for honesty and sincerity.

The Headmaster can expect the Board to dispense with official business only at duly constituted meetings and to operate as a unit or team rather than as factions or individuals.

In matters concerning personnel, the Headmaster can expect the Board to deal with all school employees through him as the executive officer of the school.

The Headmaster has a right to be so advised when the Board is displeased with his work and to have an opportunity to make such needed improvement. Periodic appraisals are deemed necessary to give the Headmaster a sense of desired direction in the performance of his duties. Such appraisals are not to dictate how the work is to be done, but rather to provide evaluative feedback on results of the work.

The Headmaster can expect the Board to relay its intentions concerning his employment for the upcoming fiscal year at the regularly scheduled January meeting.

## **2.5 Types of Board Meetings**

**Regular Meetings:** *A regular meeting of the Board of Directors shall be held on the third Monday of each month at 6:00 p.m.* The President shall start all meetings promptly at the appointed hour. The length of the regular meeting shall be limited to approximately three hours. Items on the agenda requiring extended deliberation shall be taken up at special meetings.

**Special Meetings:** A special meeting of the Board of Directors may be called by the chairman or any three (3) Directors. The person or persons authorized to call special meetings of the Board may fix the time and place for the holding of any special meeting of the Board called by them.

## **2.6 Board Meeting Procedures**

It is the desire of the Board that meetings shall be formal enough for orderly procedure but informal enough to be natural and to encourage free discussion and to promote group thinking and action.

**Quorum:** A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, provided that if less than a majority of the directors are present at said meeting a majority of the directors present may adjourn the meeting from time to time without further notice. The action of the majority of the directors present at a meeting at which a quorum is present shall be the action of the Board of Directors.

**Notification of Meeting:** Notice of the time, place and purpose of any special meeting of the Board of Directors, shall be given at least three (3) days previous thereto, by written notice, delivered personally or mailed to each director at his last known address. The attendance of a director at any meeting shall constitute a waiver of notice of such meeting, except in case a director shall attend a meeting for the express purpose of objection to the transaction of any business because the meeting would not have been lawfully called or convened.

**Meeting Preparation:** The agenda and supporting materials, including a financial statement and minutes of the previous meeting, shall be distributed to Board Directors three days prior to the meeting scheduled. Directors shall be expected to read the information provided them, and to contact the Headmaster to request additional information that may be deemed necessary to assist them in their decision making responsibilities.

**Determination of Agenda:** The agenda for each Board meeting shall be prepared by the Headmaster. Items of business may be suggested by Directors, school personnel, or patrons of the school for inclusion on the agenda. Business items that are suggested should be submitted in writing six (6) days before the meeting in order to insure inclusion on the agenda. Persons should submit their name and topic of discussion for inclusion on the agenda. However, action may be taken on non-agenda items if there is a unanimous vote of the Board of Directors present to consider and act upon the matter.

**Corporation Member Participation:** All meetings of the Board of Directors shall be open to corporation members except when the Board is in executive session. A person wishing to be heard by the Board shall first be recognized by the President. He shall then identify himself and proceed with his comments as briefly as possible. The President is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented, and the suitability of the time for such a presentation. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings.

**Executive Sessions:** The Board may meet in executive session for any purpose.

## **2.7 Policy Development**

The Board of Directors shall have power to make and adapt such rules and regulations, not inconsistent with law, the Articles of Incorporation of the corporation or the by-laws as it may deem advisable for the management, administration, and regulation of the business and affairs of the corporation. However, proposals for new board policies, or changes to existing policies, may be initiated in writing by any patron of the school, or by any employee of the school.

**Adoption:** Policies introduced and recommended to the Board shall not be adopted until a subsequent meeting. However, temporary approval may be granted by the Board in lieu of formal adoption to meet emergency conditions or special events which will take place before formal action can be taken.

# **3. General School Administration**

## **3.0 Headmaster**

The Headmaster shall be the chief executive officer of the Board of Directors and the administrative head of all division and departments of Lee Academy, Inc. He may delegate responsibility for the operation of various segments of the school, but he shall be responsible to the Board for the results produced.

The Headmaster's specific responsibilities shall be:

To serve as leader of the professional staff in developing and maintaining curricula, courses of study, programs of extracurricular activities and other instructional services consistent with the needs of the school and the policies of the Board.

To recommend the number and types of positions required to provide proper personnel for the operation of such a program.

To evaluate grades K3-12 teachers each year either by personal evaluation or written evaluation.

To recommend policies on organization, finance, instruction, school plant, and other functions of the school program.

To nominate for appointment, to assign, and to define the duties of all personnel, subject to approval of the Board:

To represent the school before the public and to maintain through cooperative leadership both within and outside the school such a program of publicity and public contracts as may serve to improve understanding and morale within the school and keep the public informed as to the activities, needs, and achievements of the school. To confer periodically with professional and lay groups concerning the school program and transmit to the Board suggestions gained from such conference.

To supervise the presentation of the annual budget and to recommend it to the Board of Directors for approval:

To keep the Board of Directors continually informed on the progress and conditions of the school.

To attend and participate in all meetings of the Board of Directors: To make such rules and to give such instructions to school employees as may be necessary to make the policies and regulations of the Board effective in the management of the school, and in all matters not covered by these regulations, to act on his own discretion if action is necessary, but to report his action to the Board for its information and approval.

To see that the school meets all constitutional or statutory laws required by state or association to which the school belongs.

**Other Duties:**

To supervise the operation and maintenance of the buildings and grounds,

To be responsible for all pupils during school hours,

To discipline students according to the rules and regulations,

To work with parents and students in solving a problem,

To assist in planning, directing, and improving the activity program.

### **3.1 Athletic Director**

The Athletic Director shall be directly responsible for the total athletic program and will be under the supervision of the Headmaster.

His specific responsibilities shall be:

To plan, direct, and supervise all athletic schedules.

To plan and make requisitions for all athletic equipment and supplies, and to be responsible for an athletic budget.

To supervise a staff of coaches and work together in planning, directing and supervising physical education classes and programs.

To maintain general supervision over the gymnasium, dressing rooms, football and baseball fields, track and equipment.

To work with the Booster Club in raising money for needed equipment and keep them informed of the needs of the physical education program.

### **3.2 Non-Instructional Staff**

It is the duty and responsibility of the custodian to:

1. Work cooperatively under the direct supervision of the Headmaster.

2. Keep the entire school plant and campus clean and free of any dangerous obstructions.
3. Purchase cleaning and repair supplies, which are within the school budget.
4. Report student misbehavior or destruction of school property to the Headmaster or teacher.
5. Aid teachers and the administration in any way possible to make a better setting for education.

### **3.3 Counselor**

The counselor shall be directly responsible to the Headmaster. His or her duties include:

1. To counsel with students in grades 7 - 12 and assist them in selecting a vocation or college to attend.
2. To assist the Headmaster in discipline problems with students.
3. To keep accurate and complete records of all students.
4. To administer tests to determine a child's abilities and weaknesses as to better understand the child and thereby help the child better understand himself.
5. To relate and interpret test scores and student conferences to teachers and parents so they can better understand the child.
6. To help in planning the curriculum and schedule of classes.
7. To assist in registering and advising students in curriculum load and specific subject areas.

**3.4 Elementary Coordinator.** The Elementary Coordinator will assist the Headmaster in the day to day running of grades K4-6. Such duties may include scheduling of activities, coordinating curriculum and discipline. She is under the direct supervision of the Headmaster. She will also *assist in conducting* teacher evaluations for elementary teachers.

## **4. FISCAL MANAGEMENT**

### **4.0 Annual Operating Budget**

The Board of Directors shall provide for the preparation and adoption of the annual budget and shall recommend it at the annual meeting of the corporation.

### **4.1 Fiscal Year**

The fiscal year of Lee Academy Inc. is July 1 through June 30.

### **4.2 Accounting Systems**

The system of accounts shall provide for the appropriate separation of accounts, funds and special monies as prescribed by the State and Federal Agencies. The system of accounts shall be used for all business transactions and budget documentation to establish uniformity of systems and procedures.

### **4.3 Financial Reports and Statements**

The Board shall receive monthly financial statements showing receipts and expenditures as of the last day of the preceding month.

#### **4.4 Class Dues**

All students in grades 7-12 shall be required to pay class dues as determined by the school board with recommendation from the class sponsor and the headmaster. All funds will be placed in a savings account for the fiscal requirements of the Junior and Senior classes, excluding a senior trip. Lee Academy, Inc. does not recognize a senior trip as a school activity. All funds in the account that have not been used by the end of the senior year will be transferred into the Lee Academy activity account.

## **5. BUSINESS MANAGEMENT**

### **5.0 Emergency Closing**

The Board authorizes the Headmaster to close the school in case of hazardous weather or other emergencies which jeopardize the safety of students, school staff members, and school property.

In the event of adverse weather condition, information regarding closing and/or late opening of Lee Academy will be submitted for broadcast on all major radio and/or television stations, beginning at 6:00 a.m. PLEASE DO NOT CALL THE SCHOOL OFFICE OR SCHOOL OFFICIALS.

The same will be utilized for emergency closing during the school day. All closings will be reported on KXJK (93.5) or Channel 7 in Little Rock or Channel 5 in Memphis. *In addition, emails and/or texts will be sent to each family via Jupiter Grades.*

### **5.1 Use of School Bus**

It shall be the policy of Lee Academy Inc. to restrict the use of the school bus to school activities. The school bus may be used for the transportation of students participating in extracurricular activities. The driver is authorized to maintain a level of bus conduct necessary for the safe transportation of his passengers. *Bus routes will be maintained throughout the school year to transport students to and from school on a daily basis.*

### **5.2 Field Trip Procedure**

All field trips are to be requested on the appropriate form at least a week in advance to the Elementary Coordinator or to the Headmaster. Field trip forms are to be sent home to parents for their signatures before field trips. It is recommended that field trips should be limited to only one trip per class per semester.

Check with the Elementary Coordinator or Headmaster before scheduling any event. Guest Speakers must be approved by the administration including subject, class, and proposed date, one week in advance when possible.

### **5.3 Administrative Approval is required for the following:**

All Learning Activity Packages, books, magazines, or questionnaires. (This does not include short daily handout sheets). All movies must be pre-approved by the Elementary Coordinator or the Headmaster.

All forms or letters to parents which are not supplied by the office.

## **5.4 School Equipment Check Out**

Any school property checked out and taken from the campus must be cleared with the person in charge of that equipment and signed out with the Headmaster.

## **5.5 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 & 1<sup>st</sup> – under bleachers
- \*2<sup>nd</sup>-4<sup>th</sup> – south side of home bleachers
- \*5<sup>th</sup>-6<sup>th</sup> – north of the concession stand
- \*7<sup>th</sup>-9<sup>th</sup> – in front of concession stand
- \*10-12<sup>th</sup> – 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 *school nurse or* Headmaster, who will contact the parents if possible, and see that the student gets home or to the doctor, if necessary.