

Lee Academy



Handbook

Revised January, 2014

1. SCHOOL ORGANIZATION

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.

6. PERSONNEL

6.0 Duties and Responsibilities

Each teacher shall be under the general direction of the Headmaster and immediately responsible to him for the carrying out of policies of the Board as they relate to the function of the school, the classroom, and to the immediate contact with pupils and parents.

The teacher's specific responsibilities shall be:

To direct and evaluate the learning experience of the pupil in both curricular and extracurricular activities.

To provide guidance to the pupil which will promote his welfare and his proper educational development.

To be responsible for child accounting.

To maintain liaison with the parent.

To administer the classroom and its program.

To provide for the care and protection of school property.

To participate in the business and activities of the faculty.

To cooperate with and participate in the planning and evaluation of the school program.

To take part in the in-service training programs of the schools.

To maintain cordial and workable relationship with colleagues, and to perform other duties as assigned.

To plan, write, and follow a set of behavioral objectives for each subject taught.

To be at school daily unless illness prevents. In the event of illness of a teacher, the school sick leave policy will be in effect.

To not leave the campus during school hours unless permission is granted by the Headmaster.

Teachers not certified in their field should work toward certification in that field.

Teachers are expected to assume sponsorship of various activities and make designated reports as a part of the normal teaching duties without extra compensation. (If possible, however, the school should make an effort to compensate the teacher for extracurricular work).

Teachers are to supervise students on playgrounds as well as in the classroom.

Teachers are expected to take personal problems through a chain of authority: Headmaster, then School Board.

Teachers' suggestions and problems will be heard when request is made through the Headmaster.

When a child is spanked the *Headmaster or teacher* must have another teacher, or Headmaster, as a witness. *All paddlings are to be administered in the headmaster's office. No other paddles should be in the building.*

The teacher's required work day is seven and one half hours. Teachers are asked to be in their respective teaching areas by 7:45 A.M. for regular class duty, or by 7:30 A.M. if the teacher is on hall or campus duty. Teachers should always be prompt and on time.

Upon reporting to school, teachers should check their mail boxes and the professional bulletin board.

Teachers should sign in at the counter in the outer office of the Headmaster's office.

If it becomes necessary for a teacher to leave his class, it is the teacher's responsibility to see that his class is covered. The teacher should come by the Headmaster's office before time and make these arrangements. Under no circumstances should a teacher leave his students unsupervised.

Teachers are provided with teaching supplies, materials and equipment. The teacher should take care of these supplies and see that his teaching area is left neat and orderly at the end of each class period. The ultimate is to instill personal and community pride into the students. This will result only when all teachers are emphasizing school pride at all times. A few isolated

attractive classrooms will not accomplish the goals of the Lee Academy faculty; a solid and continual approach will give the end result.

Teachers' supervisory duties extend beyond the classroom. They need to supervise students between classes and may be called upon for more specific supervision of the gym, lunch area, grounds, etc. Teachers are also responsible for the behavior of not only our students, but other students who attend various programs, football and basketball games and other events.

The school year will consist of at least 175 school days plus three days for workshop prior to the beginning of school.

Between classes all secondary teachers are to be in the halls adjacent to their classrooms. A teacher's presence there leads to orderliness and less commotion. Any time the teacher must be absent from the room, he or she must have another teacher or the Headmaster cover for him or her. No money or valuables should, at any time, be left in the classroom unless the teacher is present.

All teachers are to turn in lesson plans to the office *by 7:30 Monday for the upcoming week*. Each teacher will write a set of objectives and follow those objectives throughout the year.

The doors to the school will be opened at 7:00 A.M. Students are to be seated on bleachers with teachers on duty, unless they have gotten prior authorization to study in a classroom. *All doors shall be locked by 8:15. Anyone entering the building after this time must enter through the main entrance by the office.*

Teachers will be paid on the last Friday of each calendar month.

Each teacher will record absentees and grades.

A teacher Representative will be required to attend the *MAIS* State Convention or the District meeting each year.

In attempting to require our student body to meet dress requirements, it is our belief that teachers should dress as professionals and set an example for our student body. Male teachers should be clean shaven; caps and hats should not be worn inside the building, and long pants should be worn with shirt tails tucked in at all times. Female teachers should not wear dresses too short, too tight, and should dress neatly and appropriately.

To achieve acceptable student behavior, each teacher must be concerned with the discipline of each student. School policies and rules must be uniformly enforced and administrative procedures followed by all teachers in order to achieve our goal. Many problems arise from some teachers enforcing policies while others close their eyes to infractions of rules. Students must know the teacher's expectations, must be treated fairly, and must realize that the faculty stands together on student rules and regulations. The most effective assurance of good discipline is a well planned program of activities for the classes. Assignments should be definite, the purpose of activities should be understood by the class, and every effort should be made to secure maximum participation. Standards of conduct should be clearly established at the beginning of the year, and the enforcement of such standards should be done pleasantly, firmly, and consistently.

Each teacher is responsible for the conduct of any student any place in the school. The teacher is to exercise this authority if the need arises. Each classroom teacher is responsible for the conduct of students in his class and should not be referred to the office until the teacher has made every effort to solve the problem.

A teacher does not have the authority to exclude a student from class for any reason at any time. This authority is vested only with the administration. When the teacher has made every effort to solve a discipline problem and feels that further help is needed, the case should be referred to the Headmaster. Much will be done to secure good order throughout the day if there is a planned method of class dismissal and orderly flow of traffic and a definite policy for students entering and leaving the classroom or teaching station.

A very vital lesson of our educational system is discipline. Parental support is needed to encourage students to observe school rules and procedures. This is an effort to promote leadership, not trouble-making.

6.1 Personnel Policies

Employees: All employees of Lee Academy, except the Headmaster, shall be selected on nomination of the Headmaster. If his first nomination is rejected, he will submit other recommendations until the position is filled.

It shall be the duty of the Headmaster to see that the persons nominated for employment by the board shall meet all qualifications established by law or by the School Board for the type of position to be filled. Teachers accepting employment in Lee Academy agree to accept the assignment with respect to room and grade, and school given to him or her by the Headmaster.

Election: The Headmaster is elected at the January meeting of the board. Teachers will be elected by the May meeting of the board. Teachers will be informed of any deficiencies in their work, as well as the Headmaster, and will be allowed until a reasonable length of time to make corrections.

Procedure on Discharge of Teachers: If an occasion arises whereby the discharge of a teacher, who is at the time under contract with the school, appears necessary, the following procedure shall be followed:

The Headmaster shall conduct an investigation for the purpose of determining the truth of the reports which give rise to the question of discharge.

The Board, if the investigation of the Headmaster reveals that a discharge appears justified, shall hold a hearing on the matter at which time the teacher involved, together with all complaining witnesses, shall be given an opportunity to appear and be heard.

The Board, after hearing all the facts pertaining to the matter, shall then reach a conclusion in respect to the discharge.

Outside Employment: All regular employees of Lee Academy are expected to devote full time to the performance of their assigned duties. No outside employment or activity will be allowed by the board between the hours of 8:00 A.M. and 3:20 P.M. on school days.

6.2 Breach of Contract Penalty

If a teacher quits or refuses to teach in accordance with his or her contract without just cause or otherwise breaks or violates the contract between the teacher and the school, and enters into a contract with another district or accepts employment in a position requiring a teaching certificate with another district during the term of the contract violated or broken, the Board of Directors of the school which first contracted the teacher may, at its discretion, petition the State Board of Education to revoke or suspend the certificate of the teacher for the remainder of the period of the broken contract in order to prohibit such teacher from teaching elsewhere during the time for which he or she has been employed under the contract.

6.3 Evaluation

Purpose: The Board recognizes that the teaching process is an extremely complex one and that the appraisal of this process is a difficult function. Nevertheless, because it is universally accepted that good teaching is the most important element in a sound educational program, provision will be made to conduct appraisals of teachers' performances.

Stipulations: The program of evaluating teacher performance must comply with the following:

The Headmaster will evaluate K3-12 instructors at least once a year either by personal evaluation or written evaluation. Additional evaluations are subject to the discretion of the administration.

The Headmaster and Elementary Coordinator will evaluate elementary teachers.

No teacher shall receive comments from any observer in the presence of pupils, but it is desirable that the observer conduct a private conference with the teacher following each observation.

The written evaluation should be specific in terms of a person's strengths and weaknesses. Those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made. Subsequent evaluations should address themselves to any improvement or to any continuing difficulty which is observed.

Copies of the report shall be kept in the files of the Headmaster.

The Headmaster will periodically report to the Board the results of the teacher evaluation program.

6.4 Leave Policy

All teachers are encouraged to be at school daily and not abuse leave privileges. Lee Academy full time teachers are allowed 10 days leave during each school year. These days will be cumulative up to 25 days. Days not used over 25 will be reimbursed at \$25/day at the end of each school year. Sick leave may only be used for sickness, doctor visits, and funerals (exception – sick days may be used for ball games for teachers with children). After reaching the maximum number of sick days, employees that require a substitute will be responsible for paying the substitute.

In addition, employees will be allowed at least 1 personal day. Personal days will be given for years of service at Lee Academy using the following chart.

1-4 years=1 day

5-9 years=2 days

10-14 years=3 days

15+ years=4 days.

Any personal days taken in addition will be charged at the rate for a substitute teacher and must be approved by the headmaster. Personal days do not accumulate.

Full time administrators and employees on a 210 day contract will be allowed 12 days sick leave. These days are cumulative up to 30 days. All other conditions listed above apply to this policy.

Teachers may request maternity leave upon application to the Headmaster. Up to six (6) weeks of maternity leave may be granted *with pay*.

6.5 Absence

Any teacher absence must be called in to the Headmaster or secretary the night before or more than two (2) hours prior to class time and only in an emergency should the person needing a substitute call in the morning after 7:00 a.m.

When a teacher makes professional or personal plans to be away in advance, he or she is to let the Headmaster know the dates he or she will be gone at the time the plans become definite. This will make it possible for the Headmaster to make advance plans with the teacher to be assured of getting a reliable substitute.

All teachers should have up-to-date substitute plans for an emergency so that a substitute taking over at the last minute can be able to take over the class under reasonable conditions.

When a teacher calls for a substitute, she must give the Headmaster the following:

Name

Location of substitute plans

How long the absence is expected to be

Location of class rolls

Reason for being absent

When a substitute will be needed for the following day, the teacher is to see the Headmaster.

Selection of substitutes for temporary replacement of absent teacher will be made by the Headmaster or Secretary.

On the day a teacher returns to school after being absent, the teacher must fill out and sign an absentee form in the business office.

Other conditions:

A teacher must have an application and an official college transcript on file.

All teachers should have valid teaching certificates for their teaching assignment. Any deficiencies must be removed on a schedule approved by the Headmaster.

The Board of Directors reserves the right to make contracts with teachers outside the regular schedules, when, in its opinion, special training or extra duties justify. *All Contracts are set up on a 12 month basis.*

All new faculty members will be given drug tests as a part of the application process. All faculty members are subject to mandatory drug testing. These tests will be administered at the discretion of the administration. If the employee is taking prescription medicine, he/she must

notify the administration prior to the drug test.

First Positive Test: Employees will be suspended pending a board hearing. Possible discipline may include suspension with pay, suspension without pay, or dismissal. If the person is allowed to stay, he/she must take every random test during the remainder of his/her stay at Lee Academy. He/she must also enroll in a drug counseling program.

Second Positive Test: Automatic dismissal from Lee Academy. Failure of a drug test will render any contracts between the two parties null and void. Employees have the right to a board hearing within 7 business days of the dismissal.

6.6 Social Media Policy

Lee Academy employees are expected to conduct themselves in a professional manner at all times. Lee Academy reserves the right to take immediate action regarding the posting of any of the following on e-mails or social media sites:

- 1. Using, posting, or distributing profane, lewd, vulgar, threatening, or abusive language.*
- 2. Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination.*
- 3. Accessing, using, posting, or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others connected to the Lee Academy Community.*

First Offense: Suspension without pay for a period of up to 10 business days.

Second Offense: Automatic dismissal. Violation of the social media policy will be considered an act of insubordination, thus making any contract between the two parties null and void. The employee has a right to a board hearing within 7 business days of dismissal.

6.7 Miscellaneous Rules

- 1. Each teacher is to sign in each morning at the designated area. The teacher's day will vary according to duty schedule. Be punctual. Teachers are to be at school by 7:45 daily except on Monday at 7:30 and on days they have duty.*
- 2. Lee Academy is a drug-free environment which includes the prohibition of tobacco, alcohol, and illegal drugs.*

STUDENTS 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.

In grades K3-K, 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. 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 *core* 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 15 credits.

Only two units of correspondence courses may be accepted toward graduation. 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 10-12	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

Beginning with the 2012/2013 school year, a child must be 5 on or before August 1 of the current year. 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. Upon arrival, students 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 Headmaster to determine what action is necessary. Actions *taken* 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 Headmaster 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 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.

In elementary, if a student misses at least 2 hours but less than 4 hours, he/she will be considered to be absent 1/2 day. If he/she misses more than 4 hours, it will be considered a full day. 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 Jupiter 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: 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: All visitors must enter the school at the main entrance and sign in at the Headmaster's office. 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.

8.2 Conduct

The use of drugs, alcohol, or tobacco at any Lee Academy event is prohibited.

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 *the Headmaster or* 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 and 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 (*See Drug Policy Section 8.15*)

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 *for* 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.

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.

School uniforms will be worn every Wednesday and any day deemed appropriate by the school administration. School uniforms will consist of a school-approved polo shirt, khaki pants, shorts, or skirt. Uniform polos may be purchased in the school office.

All attire worn for P.E. will be approved by the Athletic Director.

No garment should suggest offensive wording or pictures to include but not limited to any inappropriate advertisement, reference to alcohol, tobacco products, sexual innuendos, or satanic worship.

All clothing should be of sufficient size to cover all undergarments. Clothing should also completely cover a person's bodice at all times. This is to include covering the stomach and lower back when standing or sitting.

Girls and boys are to wear clothing promoting self-confidence and respect for himself/herself and others. They are to wear clothing in a decent manner to avoid criticism.

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. Good taste and personal hygiene should also be considered. Other guidelines to consider:

- 1. Proper undergarments will be worn and not seen.*
- 2. Hats and other headgear are not to be worn during school hours.*
- 3. Male students may not wear earrings.*
- 4. Visible tattoos, pierced body parts (nose, tongue, etc.) or any adornment deemed inappropriate by the administration will not be allowed for attendance to school or any school sponsored or related trip.*

5. *All clothing should be complete and in good condition.*

6. *Any clothing worn by a student considered indecent or inappropriate by the headmaster and/or faculty will result in disciplinary action including but not limited to being sent home.*

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 *school nurse or* 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 Athletic and Academic Awards

Awards are given each spring to a student exemplifying outstanding academic and *athletic 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 *secondary faculty and administration*.

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.

Glen Siler Cougar Award: *The Glen Siler Cougar Award is given to a boy or girl who demonstrates the characteristics of fair play, sportsmanship, determination, and drive that all Cougar athletes should strive for.*

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 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)

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., *cannot be used* 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 student who has a valid driver's license wishing to drive to school must abide by the following rules:

1. *A copy of the student's driver's license must be on file in the office.*
2. Students must observe a proper speed while on the school grounds.
3. Students must park only in *the proper designated area.*
4. Students may not park in faculty parking lot prior to 3:15 p.m.
5. Students are not to drive on the grass.
6. School buses and pedestrians have the right-of-way at all times.
7. 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).
8. Cars are to be parked within parking lines.
9. Students are not allowed to move their cars without permission from the office.
10. 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.
11. 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.

8.21 Social Media Policy

Lee Academy is concerned about any activity that negatively affects other people. We encourage and expect our students to be positive influences at school and in the community. The following social media policy has been adopted to discourage students from participating in negative activities through the social media:

A Lee Academy student may not access, post, or distribute any material on e-mails or social media sites that are harassing, discriminatory, inflammatory, or hateful in nature, or make damaging or false statements about others connected to the Lee Academy Community. Any use of profane, lewd, vulgar, threatening, or abusive language or pictures is strictly prohibited. Failure to comply with this policy may result in any of the following forms of discipline: detention, paddling, in-school suspension, out of school suspension, or expulsion.