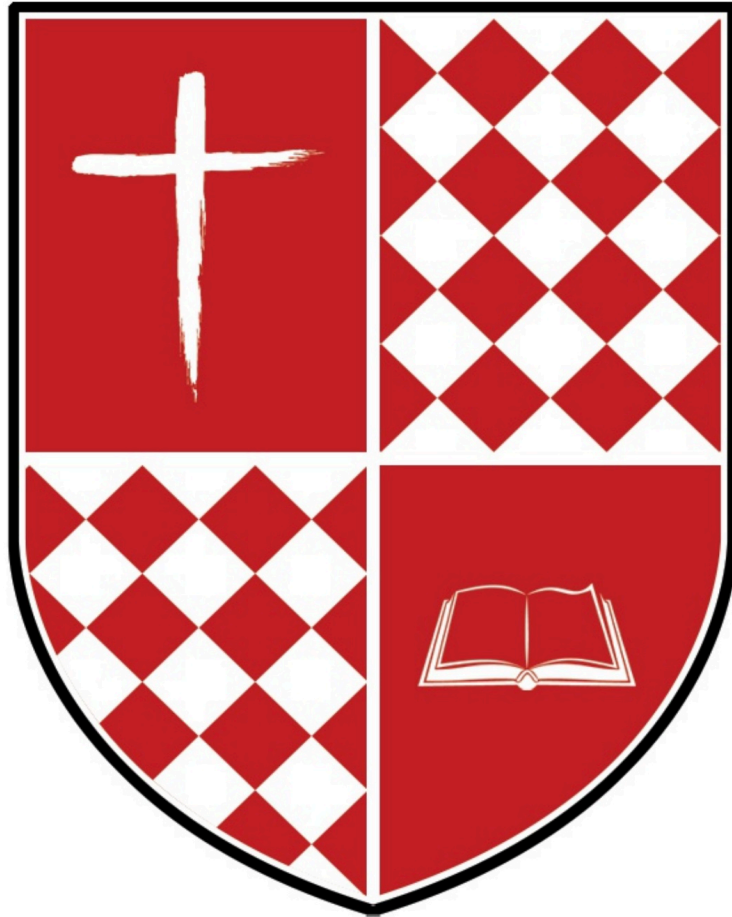


2026-2027 School Handbook



LEE PARK PREP

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School Handbook

Introduction

Lee Park Preparatory exists to prepare students for life and godliness through biblical worldview shaping. Everything contained in this handbook exists to support that mission. Our goal is not merely to create rules, but to cultivate an environment where students flourish spiritually, academically, socially, and physically. Enrollment at Lee Park Preparatory is a privilege not a right. This privilege can be revoked by the sole discretion of the administration at any time.

The Lee Park Commitment

A. Our Commitment to Parents

- We will teach from a biblical worldview.
- We will communicate honestly.
- We will keep students safe.
- We will pursue academic excellence.
- We will disciple students faithfully.

B. Our Commitment to Students

- We will love you.
- We will challenge you.
- We will hold you accountable.
- We will pray for you.
- We will prepare you for life and godliness.

C. What We Ask of Parents

- Partner with us.
- Pray for us.
- Communicate graciously.
- Support your child's teachers.
- Encourage biblical conflict resolution.
- Reinforce school expectations at home.

Philosophy and Objectives

A. Statements of Faith

Lee Park Preparatory adheres to the **Baptist Faith and Message of 2000** and to the **ACTS statement of faith** included below. As a school, we affirm the **Nashville statement on sexuality**. Violation of this statement's biblical principles are grounds for dismissal for students, families, or staff.

ASSOCIATION OF CHRISTIAN TEACHERS AND SCHOOLS STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless

life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right-hand of the Father, and in His personal return in power and glory.

- We believe for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

B. Additional Religious Beliefs

- Marriage and Sexuality
 - We believe that the term “marriage” has only one, legitimate meaning, and that is marriage sanctioned by God, which joins one man and one woman in a single, covenantal union, as delineated by Scripture. Marriage ceremonies performed in any facility or space owned, leased, or rented by this church will be only those ceremonies sanctioned by God, joining one man with one woman as their genders were determined by anatomy at birth (and not subject to change). Whenever there is a conflict between the church’s position and any new legal standard for marriage, the church’s statement of faith, doctrines, and biblical positions will govern. (Gen. 2:24; Eph. 5:22-23; Mark 10:6-9; I Cor. 7:1-9)
 - We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage as defined in (a) above. We believe that any other type of sexual activity, identity or expression that lies outside of this definition of marriage, including those that are becoming more accepted in the culture and the courts, are contradictory to God’s natural design and purpose for sexual activity. (Gen. 2:24; Gen. 19:5; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9-10; 1 Thess. 4:1-8; Heb. 13:4)
 - We believe that God creates each person as male or female. These two distinct, unchangeable genders together reflect the image and nature of God, and the rejection of one’s biological gender is a rejection of the image of God within that person. (Genesis 1:26-27)
- Family Relationships
 - We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders (pastors and elders) of the church. (Gal. 3:28; Col. 3:18; 1 Tim. 2:8-15; 3:4-5, 12)
 - We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the spiritual leadership of her husband as the church submits to the headship of Christ. (Gen. 1:26-28; Mark 10:6-12; 1 Cor. 7:1-16;

Eph. 5:21-23; Col. 3:18-19; I Peter 3:1-7)

- In the Bible, God entrusts parents with responsibility for their children, and the Christian school by design operates on behalf of the parents. This responsibility includes decisions about church attendance, education, discipline, healthcare, and a variety of other life choices. God instructs parents to train their children consistent with their faith. (Exodus 20:12; Deut. 4:6, 6: 6-9; Ps. 127:3-5; Eph. 6:4 Prov. 4:20-23, 19:18, 22:6.)
- . Sanctity of Life
 - We believe that human life begins at conception and that any unborn child is a living human being created in the image of God and must be valued and protected. (Job 3:16; Ps. 51:5; 139:13-16; Isa. 44:24; 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:36, 44)
 - We believe that an intentional act or omission that facilitates premature death, is assuming a decision that is to be reserved for God. We do not believe that discontinuing medical procedures that are extraordinary or disproportionate to the expected outcome is euthanasia. (Ex. 20:13; 23:7; Matt. 5:21; Acts 17:28)
- Love.

We believe that we should demonstrate love for others, not only toward fellow believers, but also toward those who are not believers, those who oppose us, and those who engage in sinful actions. We are to deal graciously, humbly, gently, and patiently with those who oppose us. God forbids the stirring up of strife, the taking of revenge, or the threat or use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such actions. (Lev. 19:18; Matt. 5:44-48; Luke 6:31; John 13:34-35; Rom. 12:9-10; 17-21; 13:8-10; Phil. 2:2-4; 2 Tim. 2:24-26; Titus 3:2; I Peter 3:8-9; 1 John 3:17-18)

- Disputes within the Church.

We believe Christians should work to resolve disputes within the body of Christ. We therefore believe that all disputes unable to be so resolved must be handled through binding Christian arbitration. (1 Cor. 6:1-8; Eph. 4:31-32)

- Protection of Children.

We believe that children are from the Lord and must be absolutely protected within the church from any form of abuse or molestation. The church has zero tolerance for any person, whether paid staff, volunteer, member, or visitor, who abuses or molests a child. (Ps. 127:3-5; Matt. 18:6, 19:14; Mark 10:14)

C. Philosophy

Lee Park Preparatory School is a ministry of Lee Park Church and believes the Bible is the absolute standard of truth given to man by God. Thus, every course content will be

evaluated and taught in light of the truth of the Bible so the spiritual goals, as set forth in the scriptures, are reflected in the lives of the students. LPP seeks to educate every student in four primary areas:

- *Spiritual development* – This includes Bible class, weekly chapel, prayer, Bible reading, mentoring, and Christian character development. Our prayer is that students will accept Christ and develop a continual pattern of spiritual growth including faithful church attendance, personal Bible study, and a commitment to follow after Christ in every area of their lives.
- *Mental development* – This includes academic disciplines of mathematics, science, history, and other liberal arts areas. Excellence in academics is a priority. Constant improvement and mastery of skills is the goal. Through our rigor, testing and grading system, parents should see a continual pattern of improvement.
- *Physical development* – This includes the development of psychomotor skills and Bible-based standards of conduct. Physical education and a variety of sports teams are important to the school's curriculum. We want students to develop healthy habits, as our bodies are the temple of the Holy Spirit. As part of development, students will learn how to work together as a team, encourage one another, submit to authority, and develop teachable spirits.
- *Social development* – This includes fostering a positive spirit of cooperation, kindness, and acceptance among the students, staff, faculty, and parents involved in the school. Students have opportunities to participate in community missions, sports, plays, music, and attend events such as formals, to foster fun and friendship.

As a ministry of Lee Park Church, it should be understood that the tuition and fee schedule does not cover all of the costs of operation for Lee Park Preparatory especially related to extracurricular activities such as athletics. Lee Park Church underwrites this ministry as they do any other ministry. Due to this, Lee Park Church maintains the expectation that this school reflects Christian character at all times through its programs. Students and parents are expected to conduct themselves accordingly.

Through cooperation with Lee Park Church, the school may participate in various Mission Days. These days will be published on the Academic Calendar. Students who do not participate in the Missions Days will be marked absent for the day. This absence factors into exam exemptions.

D. A Biblical Worldview

A Biblical worldview is simply the filter by which a person views the world. We believe the Bible is that filter. Our belief system and understanding of truth comes from the Bible. It is our practice to employ only educators who are in agreement with a Biblical worldview shaped by God's unchanging Word.

A secular worldview is shaped by secular humanism, which embraces the belief that nature and the cosmos is all there is and knowledge is obtained through the scientific method of observation. This view rejects the Christian belief that God created and watches over the world. Lee Park Preparatory School holds to a Biblical vs. a secular worldview.

Below is a comparison of the two:

BIBLICAL WORLDVIEW	SECULAR WORLDVIEW
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God exists. God is the center of all things.	God does not exist. Man is the center of all things.
God created the world and all that is in it. One cannot fully understand the created without some understanding of the Creator.	The universe and life came into existence through random chance. There is no design and no designer.
God created mankind in His image. Every person has intrinsic value and a divine purpose in life.	There is no ultimate purpose for man's existence. We create our own destiny.
All morality comes from the nature of God and is revealed to us in the Bible. The Bible is the absolute standard of right and wrong.	Morality is relative and changes according to man's needs and desires. There is no absolute standard of right and wrong.
God loves every person and cares deeply for humanity.	Human beings are on their own. Life is sustained by survival of the fittest. The strong live. The weak die.
Man is responsible and will be accountable for himself and his stewardship of all God's creation.	Man will not be held accountable by a higher power at the end of life.
God has given every person a never-dying soul that will one day stand before God and receive its just reward.	Death is simply the end of existence.

The Administration

A. Relationship of the School to the Church.

Lee Park Preparatory is a Ministry of Lee Park Church. The school is a Covenant School meaning that family membership at a like-minded church is a requirement for attendance.

B. School Board.

School Board functions to advise the administrator on the operation of the school. The Council does not interfere with the day-to-day operations of the school. They aid in fundraising and offer business and nonprofit management guidance. They are available to hear concerns from family or staff members related to the operation of the school. They may make a recommendation based on that appeal to the Senior Pastor of the Church.

C. The Administrator.

The Head of School is the primary decision-making authority, and his decisions are final in all matters except those where the Advisory Council must take action. The Head of School reserves the authority to interpret this handbook, and the Administration reserves the right to address situations not specifically addressed in this handbook consistent with the mission and philosophy of the school.

D. Staff Expectations

All employees are expected to have a personal relationship with Jesus Christ, exemplify a strong Christian testimony, present the Gospel clearly and, without hesitation, exercise and express the religious character and mission of the Ministry at all times, live out and impart the Ministry's scriptural belief in all aspects of their employment, and work well with others in the Ministry. As such, all school employees are considered to be operating in a ministerial employment capacity.

Admissions Policies

A. Admissions Criteria

Lee Park Preparatory School admits students of any biological sex (as determined by anatomy at birth and not subject to change), race, color, national and ethnic origin. As a religious institution, established by Lee Park Church, seeking to provide a sound, college-based education encompassed by a Biblical Worldview, LPP reserves the privilege of setting and maintaining admissions standards based on student conduct, statement of faith, church membership, and scholarship. We expect all families to affirm the Bible is the inspired Word of God and the absolute truth by which Christians are to live. Enrollment is a privilege, not a right.

LPP expects students and parents to support the school in its mission and Biblical beliefs. Students choosing not to abide by the standard of conduct set for the school, or students or parents whose actions, attitudes, philosophies, or beliefs are out of harmony with or disruptive to the school, may forfeit their privilege of attending. Students who have been dismissed from another school for disciplinary issues will not be considered for admission to LPP until the following school year. This includes but is not limited to suspension and expulsion. Applicants should display evidence of a changed life.

The Administration maintains the right to refuse admittance to, suspend, discipline, or expel any student who violates the standards outlined in this handbook. Applicants must not be involved in a lifestyle (e.g., alcohol, drugs, sex, etc.) counter to the ministry of the school. Failure to complete the application requirements for admissions delays consideration of an applicant.

B. Application Process

The admission process includes the following: a completed application and non-refundable application fee, required documentation, and an interview. Students may be asked to produce placement/diagnostic tests scores or to take an academic placement test. Applications are dated when received and organized according to grade. Waiting lists for full classes will be considered with Lee Park Church members and children being considered first and others on a first-come, first-serve basis.

To keep a small student/teacher ratio for classroom instruction, each grade level is evaluated for admissions on an annual basis. Application for Admission documents should be completed and returned online along with the non-refundable application fee of \$250. Information on the application process and the admissions calendar are made available on the school website (leeparkprep.org). The application process is the same for Lee Park Church members as it is for non Lee Park Church applicants.

C. Enrollment.

Once accepted for enrollment, the process is as follows:

1. Statement of Cooperation – All accepted students and parents are required to sign a Statement of Cooperation. Once admitted, students must demonstrate a willingness to be part of the LPP student body and a desire to grow in Christ-like behavior.
2. Enrollment – Families of newly admitted students will be issued an enrollment contract. Enrollment contracts must be signed and returned to the school by a designated date.

Failure to return a contract will negate the invitation to attend LPP for your student. Prospective students interested in grade reclassification will be considered case-by-case and for academic reasons only.

D. Enrollment for Returning Students.

Enrollment is a privilege, not a right. At the end of each academic year, each student's academic performance, personal behavior/attitude, school attendance, and evidence of church attendance/participation will be evaluated by the administration. Based on academic performance and behavior, recommendations are made to the administration for a student's return, and/or under what conditions. Students in good standing are invited by to re-enroll for the following school year. Students who are not in good standing will either be denied re-enrollment by letter or will be asked by letter to make an appointment with the administration to discuss the specific concerns. If a meeting is offered and attended, notification of the administrative decision is made after the meeting, either verbally or in writing. Following invitations, parents complete and return a re-enrollment form along with the appropriate non-refundable re-enrollment fee for the upcoming academic year. For re-enrollment to be processed, a returning student's financial status must be current, or arrangements made with the school to make the account current prior to the upcoming academic year.

E. Special Needs, IEP's, and 504 Plans.

The Administration reserves the right to determine whether the school has adequate and appropriate resources to enroll children with special needs. While LPP does accept some students with special learning needs, physical or other disabilities, we do not have a nurse or special education teacher to work exclusively with or provide care to such students. While our teachers and staff do what they can to help such students where it is appropriate to do so, some students are better served in schools that have personnel trained to meet the student's specific needs.

F. Vaccinations.

In accordance with NC Law, all students must present proof of immunization or a legally recognized religious exemption form.

G. Admissions Committee.

Applications and interview notes are reviewed by the Head of School, Principals, and Directors of Instruction, Guidance, and Student Life.

Tuition/Fees/Withdrawal Policies

A. Required Notice

A student may be withdrawn for any reason upon a reasonable amount of written notice, defined as seven days. Additionally, the school has the right, for any reason described in this handbook, to terminate a student's enrollment.

B. Tuition Refund/Applicable Fees.

If a student is withdrawn or asked to or required to withdraw (i.e. enrollment is terminated), tuition is owed through the end of the month of the student's last day of attendance, as if on a 9-month payment plan. Students withdrawing after April 1 will owe

the tuition for the remainder of the school year. Prior to April 1, if tuition beyond the current month has already been paid, a refund will be given for the period of time remaining in the school year, starting with the next calendar month. For example, if a student is withdrawn from the school as of January 12th, tuition is owed through the end of January and a refund would be issued for tuition already paid for the months of February through the end of the school year. This refund applies only to *tuition* already paid and not to any fees or other expenses paid by the financially responsible party.

C. Tuition and Fees.

Below is a breakdown of your investment into tuition, re enrollment/application fees, and student fees. Student fees cover technology for in-classroom usage, textbook access, SIS access, email access, copier maintenance, internet filtration, facility usage, setting up, cleaning, and maintenance, chairs, tables, guidance services for high school students, administrative assistance, and campus security. Non-consumable textbooks remain the property of Lee Park Preparatory School. The school covers the cost of AP testing for students who have an A in their AP course as of quarter 3. The school also covers the cost of Dual enrollment fees related to required Bible courses through Southeastern Seminary.

The listed fees do not include athletic fees (see letter D).

Contact Ms. Crystal Gomez (cgomez@leeparkchurch.org) with questions.

Financial Breakdown	High school	Middle School	Elementary School
Tuition Rate	6,800.00	6,600.00	6,300.00
Re-Enrollment/Application Fee	250.00	250.00	250.00
Per Student Fees	1,000.00	1,000.00	800.00
Payment Amount	\$8,050.00	\$7,850.00	7,350.00

Discounts: 2nd Child receives a \$500 tuition discount. Third Child receives a \$1,000 tuition discount

Monthly Payments: Tuition and fees may be paid in nine equal monthly payments beginning August 15 and ending April 15.

Lump Sum Payments: Accounts that are paid in full for the school year prior to August 1 will receive a \$300 discount per student.

D. Delinquent Accounts Policy

- The Financially Responsible Party of students with accounts that are 30+ days past-due must meet with the business administrator (or other designated individual) to discuss the circumstances of the family's financial situation and plans to make the account current.
- Students with past-due accounts of more than 30 days will not be permitted to charge fees (such as lunch costs) to his or her student account.
- Students with accounts that are 60+ days past due will be subject to suspension until accounts are current.
- Transcripts will not be provided to parents or to a transferring school until the account is paid in full.
- Past-due accounts after a certain number of days may be turned over to a collection agency and will be reported to credit bureaus.

- For families receiving NC Opportunity Scholarship or ESA Funding: Parents are responsible for any tuition and fees remaining on student accounts that are not covered by the applicable program.
 - **Families of students who are not in attendance during required testing for these programs must ensure that the students take these required tests and provide the school with their scores. In the event that they do not meet this obligation, the school can be required to return the money received from the scholarship program. In this case, the family will receive an invoice for this tuition difference.**

E. Athletic Fees

Student-athletes will be assessed an athletic participation fee of \$300 for their first sport during the academic year. Each additional sport will incur a fee of \$100. Participation fees help offset the costs associated with athletics, including officials, equipment, uniforms, facility usage, transportation, tournament entry fees, and program operations. Participation fees must be paid prior to a student-athlete participating in contests unless alternative arrangements have been approved by the administration. The administration reserves the right to provide financial assistance or establish payment plans for families of athletes with demonstrated financial need in regard to athletic fees.

Attendance Policies

A. Guiding Principles.

At Lee Park Preparatory, we exist to prepare students for life and godliness through biblical worldview shaping. Faithful attendance is one of the ways students grow toward that goal. Every school day provides opportunities not only for academic instruction but also for discipleship, character development, service, leadership, and relationships. Because learning is both instructional and relational, consistent attendance is essential to receiving the full benefit of a Christian education.

Just as believers are instructed not to neglect gathering together (Hebrews 10:24–25), students benefit from consistently participating in the learning community God has placed them in. Education is more than the completion of assignments; it is the daily interaction with teachers, classmates, discussions, demonstrations, mentoring, and experiences that cannot always be replicated outside the classroom.

Regular attendance teaches valuable life skills such as responsibility, dependability, careers but also for lives of faithful service to Christ. While we recognize that illness, family emergencies, and other unavoidable circumstances will occasionally require students to miss school, we encourage families to schedule vacations, appointments, and other discretionary activities in a manner that minimizes missed instructional time whenever possible.

Our attendance policies are designed to protect the integrity of the educational process while providing reasonable flexibility for legitimate absences. Parents and students share the responsibility of ensuring that missed work is completed in a timely manner and that attendance remains a priority throughout the school year.

The attendance policies below establish the minimum attendance expectations necessary for students to remain in good standing at Lee Park Preparatory. Other school policies—including eligibility for exam exemptions, extracurricular participation, perfect attendance recognition, and academic honors—may establish higher standards than those required simply to maintain enrollment.

B. Attendance

The school day is from 8:00 AM to 3:00 PM, Monday through Thursday for grades K - 12, with Friday being an asynchronous e-learning day for grades K - 12. Attendance and punctuality are essential if a child is going to receive maximum benefit from Lee Park Preparatory School. In addition, faithfulness and punctuality are life skills we strive to develop at LPP.

C. Attendance Policy:

Attendance is essential to student success and is expected of all students. Attendance is recorded **by day** for elementary students (grades K–5) and **by class period** for middle and high school students (grades 6–12).

An **excused absence** is an absence that has been approved by the school policies and procedures. Parents or guardians may excuse up to **ten (10) absences per academic year** for elementary students and up to **eight (8) absences per semester in each course** for middle and high school students by providing a written note explaining the reason for the absence. This note should be provided upon the student's return to ensure that assignment can be made up in a timely fashion. Notes must be given within a week of the absence. Once this limit has been reached, additional absences will be considered excused only for one of the following reasons:

1. Illness or a medical appointment supported by a physician's note.
2. Death in the student's immediate family.

After the maximum number of parent-excused absences has been exhausted, any additional absence that is not otherwise excused under this policy will require seat time recovery before academic credit may be earned for work missed during that absence.

Absences resulting from school-sponsored activities (such as field trips, athletic competitions, academic competitions, or other school-approved events) are not considered absences for attendance purposes and do not count toward these limits.

An **unexcused absence** is any absence that does not meet the criteria for an excused absence or has not been approved by the administration.

Students are responsible for completing all assignments, quizzes, tests, projects, labs, and other coursework missed during any absence. Work missed because of an **excused absence** must be completed by the deadline established by the teacher.

Students are responsible for all work missed during an absence. Work missed during an **unexcused absence** is not eligible to be made up for credit. Students whose absences require seat time recovery under this policy may regain eligibility to receive credit for work missed during those absences only after completing the required seat time. Students

required to reclaim seat time will also be ineligible to participate in extracurricular activities, including athletics, until the required seat time has been completed. Communication with the school office is essential throughout this process.

Students who miss a scheduled quiz or test because of an unexcused absence may receive a zero or may be required to complete the assessment under conditions established by the teacher and administration after the required seat time has been reclaimed. Failure to submit assignments or complete assessments by the teacher's established deadline may result in grade penalties, including reduced credit or a zero, at the discretion of the teacher.

If a student accumulates **12 total absences** during a school year, whether excused or unexcused, a conference with the student, parent or guardian, and an administrator will be scheduled to develop a plan for improving attendance. Students who accumulate **16 or more total absences** whether excused or unexcused during the school year may be subject to administrative review regarding continued enrollment or reenrollment at Lee Park Preparatory.

D. Attendance Keeping

Attendance is kept in the individual teachers' grade books and in the Student Information System (FACTSmgt.com), available on the Family Portal. A student will be marked absent from every class he/she does not attend during the regular school day. Parents will receive attendance notifications at Progress Reports and Report Cards whenever a student has accumulated more than five absences. The school may also communicate attendance concerns at any point during the semester when a student's attendance pattern warrants administrative follow-up.

In order to participate in an extracurricular activity (i.e., athletic practice/game, theatrical rehearsal/ performance, etc.) a student must be present for the entire school day, except in cases of pre-arranged absences cleared by a grade level principal and emergencies that are cleared with the grade-level principal. Students who sleep during class will be counted absent for the course in which they fall asleep. This absence will then be considered by the grade level principal to ensure there are not extenuating circumstances to excuse this behavior.

E. Friday Attendance Keeping

Friday E Learning is part of the uniqueness of Lee Park Preparatory. This is designed to offer more flexibility to families and staff as well as to prepare students for online learning. Attendance for Friday E Learning is marked on Monday morning and defined as completing the assignments for the Friday E Learning by their due date.

A student marked absent for Friday E-Learning will have that absence recorded in accordance with the school's regular attendance procedures and it will count toward attendance totals in the same manner as any other absence.

Elementary (Grades K-5)

Friday assignments for elementary students will be kept in a Friday Work Folder. Each student will receive his/her Friday Work Folder on Thursday afternoon of each week. Students are expected to return the Friday Work Folder, along with all of its contents, to school on the following Monday morning. All work within the folder being completed will

result in the student being marked as present for the prior Friday. Incomplete work or missing assignments will result in the student being marked as absent for the prior Friday.

Middle/High (Grades 6-12)

Students who do not complete their Friday ELearning will not be allowed to participate in extracurricular activities including sports the following school day. Each assignment in the Friday Elearning may have a due date of Friday or Sunday night. This is communicated on the assignment platforms.

F. Responsibility for Make-Up Work due to Absences

Students are responsible for all assignments, quizzes, tests, projects, labs, and other coursework missed during an absence, whether the absence is excused or unexcused. Middle and high school students are expected to check Google Classroom and communicate with their teacher regarding any questions about missed work. Assignments posted in Google Classroom, including due dates, are considered sufficient notification of assigned work. Elementary families will receive missed assignments directly from their teacher with due dates noted.

Students are expected to complete and submit missed work by the due date established by the teacher. Teachers have the discretion to establish reasonable deadlines based on the nature of the assignment, the length of the absence, and the student's circumstances. Students who anticipate being absent should communicate with their teachers in advance whenever possible.

Students who miss school because of extended illness or other extenuating circumstances should communicate with their teacher as soon as practical. Teachers will work with students to establish an appropriate timeline for completing missed work.

Failure to submit assignments or complete assessments by the teacher's established deadline may result in a grade penalty, including a zero, at the teacher's discretion.

If a student misses a scheduled quiz or test due to an excused absence but was present when the assessment was announced and the material was taught, the student should expect to complete the assessment on the day he or she returns to school unless the teacher determines that additional time is appropriate.

Students who miss a quiz or test because of an unexcused absence may receive a zero or be required to complete the assessment under conditions determined by the teacher and administration.

During semester exam periods, students are expected to be present for all scheduled exams. Requests to make up a semester exam will ordinarily be granted only for documented illness, family emergencies, or other circumstances approved by the administration.

G. Tardiness

Elementary (Grades K-5)

Students who arrive after 8:00 AM must be escorted by a parent/guardian to the Elementary Office (Jr. Ark). The student must be signed in by a parent/guardian and then will be escorted to class by a staff member. Doctor's appointments, severe road conditions, traffic delays due to accidents, and car trouble are examples of excused tardiness. Please call

the school office or email elementary@leeparkprep.org to notify LPP of the situation. Oversleeping, sleeping in, stopping for gas, running late, etc. are examples of unexcused tardiness. After three unexcused tardy slips in any given semester each subsequent tardy is equivalent to one absence. This type of tardiness counts against perfect attendance, as well as toward the 10 day maximum for absences. (See Attendance Policy). If a pattern of tardiness is detected, a meeting with a principal will be required.

Middle/High (Grades 6-12)

Students who arrive after 8:00 AM will not be admitted to class without a tardy note from school office personnel. All tardy students are to report to the Merge office for check-in and a written tardy note before going to class. Doctor's appointments, severe road conditions, traffic delays due to accidents, and car trouble are examples of excused tardiness. Please call the school office or email office@leeparkprep.org to notify LPP of the situation. Oversleeping, sleeping in, stopping for gas, running late, etc. are examples of unexcused tardiness. The school office will issue the appropriate tardy slip. Students will give the tardy slip to their teacher, who will record the tardy in the grade book. After three unexcused tardy slips in any given semester each subsequent tardy is equivalent to one absence. This type of tardiness counts against perfect attendance, as well as toward the 8 day maximum for absences. (See Attendance Policy) and eligibility for extracurricular activities. If a pattern of tardiness is detected, a meeting with a principal will be required. Students may also be counted tardy if they are not seated in class at the designated start time.

H. Exam Exemptions (High School)

Exam exemption is a privilege, not a guarantee. Students should understand that taking a final exam is the standard expectation and is not considered a punishment. To qualify for exam exemption, students must meet **both** of the following requirements. For exam exemption purposes, each absence and each tardy count individually regardless of attendance-policy conversions.

1. School-Wide Attendance Requirement

To be eligible for exemption from **any** high school final exams, a student may have no more than **five (5) combined absences and tardies in any individual class** throughout the semester. For example, if a student accumulates four tardies and two absences in first period, that student is no longer eligible for exam exemption in any class.

Excused absences and tardies count toward this total. However, absences or tardies resulting from school-sponsored activities do **not** count against a student's eligibility.

2. Individual Course Requirement

Once the school-wide attendance requirement has been met, students must also qualify for exemption in each individual course by meeting one of the following:

- **An A** in the course with no more than **three (3) combined absences and tardies** in that class; or
- **A B** in the course with no more than **two (2) combined absences and tardies** in that class.

Exam exemptions are intended to recognize students who have demonstrated both strong academic performance and consistent attendance by missing minimal instructional time.

I. Early Dismissal

No student may leave school during the school day without permission. Parents who wish to pick up a student early from school (e.g., for doctor/dentist appointments) must email the school office (Elementary - elementary@leeparkprep.org; Middle/High - office@leeparkprep.org) before 10:00am the day of the appointment indicating the time of early dismissal PRIOR to arrival. Ample notice is appreciated. This will cause the least amount of disruption to the class as a whole, while providing a way to notify classroom teachers of the change.

If a student needs to be picked up due to illness, the school will notify the parent. The student may wait in the school office for the parent to arrive. Parents are required to sign the student out before leaving the school.

Elementary (Grades K-5)

Students who are signed out prior to dismissal (3:00 PM) will receive an early out. Early outs are treated the same as tardies in regards to attendance.

Middle/High (Grades 6-12)

Students who leave their class before 50% of the class period has expired will be counted as absent for that class as will students who arrive after 50% of the class period has expired.

J. Transportation & Traffic Patterns

We do not offer a bus service for students. Students arrive at school by parental transportation, student drivers, or car-pooling. Car-pooling is the responsibility of the parents. The school does not provide a means of developing an organized car-pool system. High school students may park in their assigned spot in the designated area behind the Ark. For detailed student driver rules, parking pass requirements, and consequences for unsafe driving, see the Transportation section of this handbook.

K. Arrival / Departure

The car rider line does not begin for drop-off or pick-up until teachers are in position to assist with student safety. Signs will direct all cars. A speed limit of 15 mph must be honored. The safety of all students, parents, and church/school staff is our paramount concern. Students may begin arriving on campus at 7:30 AM and exit their car once staff members are in position for view at the car rider line. Students are not permitted to be dropped off or enter the building prior to 7:30 AM. Use the main road entrance and follow the signs for traffic flow to the designated area for drop-off or pick-up. Families are not permitted to drop off or pick up students in areas other than the car rider line during the drop off or pick up time frames (when teachers are on duty at the car rider line).

Afternoon pick up will follow the same pattern. Pick-up begins at 3:00 PM. Students should be picked up by 3:10 PM. After 3:10, students will be taken to the after school care. Student drivers will exit the designated student parking lot by making a right turn to exit campus via Lee Park Drive then onto Morgan Mill Road.

L. School Office Hours

The school offices are located in the Merge (Middle/High School) and in the Jr. Ark (Elementary). The administrative assistants are on duty in the office from 7:45 to 3:15 Monday through Thursday during the school year.

Dress/Appearance Code

A. Dress and Appearance Philosophy

At this time, Lee Park Prep students are not required to wear school uniforms. Our goal is to create a distraction-free learning environment for students that is consistent with a Christian lifestyle of decency and modesty. While the Bible does not prescribe specific types of clothing and appearance, it does provide principles upon which the school has developed its dress and appearance code.

B. Violations of Dress/Appearance Code

Dress code violations will result in demerits in accordance with the school's demerit system. Additionally, a principal may require a student to change clothing. Should a student not have a change of clothing, a parent will be called to bring a change of clothing. The student may not be allowed to participate in class until the change of clothing arrives.

C. General Guidelines for All Students

As a general guideline, students should exemplify cleanliness. Male students should be clean shaven with no piercing. Hair may not extend past a male student's eyes. Female students may wear minimal jewelry with only ear piercings. Body tattoos must be covered at all times. As a general rule students may not wear tank tops, spaghetti straps, leggings, clothing with offensive words or pictures, or shoes that do not have a back. Students must dress appropriately for their biological sex as defined by their anatomy at natural birth which is not subject to change.

D. Dress Code

The following items are permitted in the dress code at LPP.

- Jeans, colored denim, corduroy, dress pants/slacks, khakis
 - Elementary students (Grades K-5) are permitted to wear athletic pants and shorts. Middle and High students (Grades 6-12) are NOT allowed to wear athletic pants or shorts.
 - Jeans can have frays but no holes (skin cannot show)
- Polo or knit shirts of any color
- T-shirts
 - Branded logos are allowed
 - NO characters from movies rated higher than PG-13
 - NO characters from TV shows rated TV-MA
 - NO characters or references to video games rated above teen
 - The administration reserves the right to deem video games or TV shows and movies outside of the rating parameters as inappropriate.
 - NO shirts with offensive slogans; the school reserves the right to determine this.
 - Any shirt deemed inappropriate will have to be turned inside out
 - Only music bands played on K-Love
- Shorts are allowed for boys and girls

- Shorts must be at least fingertip length
- Shorts cannot be rolled
- Undergarments cannot be longer than the shorts. No biker shorts unless worn with a dress
- No oversized hoodies or shirt with shorts.
- Girls may wear blouses or shirts with a modest neckline, undergarment straps should not be exposed
- Girls may wear dresses that fall at the top of the knee when standing. Elementary girls should wear biker shorts with dresses to ensure modesty on the playground, during P.E., etc.
- Shirts with patterns or designs within the fabric
- Tennis shoes, dress shoes, loafers, sandals with straps (no flip-flops)
- ALL SHOES MUST HAVE A BACK
 - Crocs may be worn with the back on at all times.
- Lee Park Prep sponsored spirit wear, available throughout the year for purchase
- Lee Park Church gear
- Hoodies (hoods may not be up inside the building)

The following items are **against the LP Prep Dress Code** and subject to disciplinary actions.

- T-shirts/shirts/sweatshirts with offensive graphics, bands, phrases, or innuendo messaging
- Strapless shirts
- Clothing or face masks promoting organizations that are inconsistent with the mission and vision of Lee Park Church
- Pants that sag/fit below the waist
- Jeans with holes (defined by exposing skin)
- Flip flops and Crocs (unless they are close-toed and have a back)
- Sweat/warm-up style pants or athletic shorts are not to be worn in the classroom
- Pajamas
- Leggings, yoga pants, or biker shorts
- Tight Jeans
- See-through shirts
- Crop tops
- Shirts that show midriffs
- Hats
- Headphones are not to be worn during school hours unless permission is given by a teacher
- All male students must be clean-shaven. Any exception (plays, etc.) must be approved by the administration
- No nose rings, piercings, unnatural hair color, or counter-culture jewelry allowed
- Girls' accessories and make-up should be minimal

Code of Conduct

A. Philosophy of Student Conduct

The following code of conduct is based on the Ministry's statement of faith, which has its authority in the Bible, as well as policies determined by the administration designed to facilitate and foster a Bible-based educational environment. A student may be disciplined, up to and including expulsion, or asked not to return the following year if he/she is out of harmony with or disruptive to the ministry's code of conduct or other policies of the school,

whether on or off the property, as determined in the sole discretion of the administration. Re-admission considerations following dismissal will be determined on a case-by-case basis.

At Lee Park Preparatory School we desire to assist our students in developing Christian character. Therefore, proper discipline is necessary for the welfare of both the school and the student. Each parent/guardian and student will receive a copy of this handbook with the dress code, academic honor code, and discipline policies during the first week of school. Each parent/guardian and student will be responsible for reading, signing, and returning the Statement of Cooperation agreement to the School Office. We seek to provide a safe and disciplined learning environment. While we understand everyone falls short of God's standards, we do expect to have a high school student body that demonstrates a virtuous lifestyle. Attendance is a privilege, not a right. Enrollment at Lee Park Preparatory School implies a willingness to abide by these standards of attendance, academic achievement, and conduct.

B. Conduct Expectations.

The Bible speaks to the importance of walking in the spirit as opposed to walking in the flesh. Among other characteristics, "Walking in the Spirit" behavior/conduct includes the following: showing kindness, patience, and respect to one another; modesty in appearance and in actions/words; stewardship; submission to one another and to authority; and accepting both correction and success with humility.

C. Prohibited Conduct

Attitudes, actions, and behaviors deemed by the administration to be disruptive in nature to the academic and/or spiritual environment of the school will not be tolerated and will be disciplined, up to and including termination of enrollment, at the discretion of the administration.

The following items are not consistent with our code of conduct at Lee Park Preparatory.

- Deception, cheating, stealing, plagiarism, improper use of AI, and "borrowing without permission"
- Property vandalism or littering—parents will be responsible to pay for damages students cause to buildings, furniture, grounds, or fixtures
- Unauthorized electronic communication with staff members/teachers such as initiating or responding to social media messages or invitations, text messages, chat rooms, discussion sites, instant messages, or other digital or electronic communications other than through school-authorized communication methods
- Language— not only is cursing and using the Lord's name in vain prohibited but so is vulgar and slang expressions, which are also offensive
- Use of alcohol, illegal drugs, misuse of legal drugs, cigarettes, and vaping (on or off campus)
- Threats to bring weapons or other dangerous items to school or to harm anyone in or out of school.
- Immoral conduct through sexual activity and/or expression (see E below)
- Ungodly attitudes, including disrespect toward authority, sarcasm, arguing, complaining, gossiping, jealousy, etc.
- Actions outside of school hours that are not consistent with the school's code of conduct.

- Intimidation/harassment/bullying (including cyberbullying)—name calling, spreading rumors, sending inappropriate—violent, sexual, malicious—notes, pictures, texts, etc.; physically shoving, hitting, spitting, damaging or stealing property, etc.; and psychological acts intended to create a sense of fear or anxiety
- Cyberbullying in and outside of school. Cyberbullying is the use of electronic information or communication devices, whether personal or school-owned, to willfully and repeatedly harm a person(s) through electronic mediums, create a hostile environment for the victim, or materially or substantially disrupt the educational process or orderly operation of the school, as determined by the administration. Examples of this behavior include but are not limited to:
 - sending false, cruel, vicious messages, including name-calling messages, or spreading rumors electronically
 - sending inappropriate (violent or suggested violence, sexually explicit, harassing, etc.) messages, pictures, or texts
 - creating websites that have stories, cartoons, pictures, and jokes ridiculing others
 - breaking into an email account and sending vicious or embarrassing materials to others
 - engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and providing that information to others
 - Posting student pictures without their permission.

The online activities and technologies governed by this policy include but are not limited to social networking sites, chat rooms and discussion groups, instant messages, text messages, computers, tablets, cell phones and other personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication. Violations of these standards are determined solely at the discretion of the principal or head of school.

D. Physical Displays of Affection

Students must remain above reproach in their physical contact with each other and should seek to bring honor to God in their relationships. Demonstration of romantic involvement by inappropriate displays of affection between students on school property is not permitted.

E. Sexual Activity/Expression

In keeping with the ministry's statement of faith, immoral conduct, either on or off campus, will not be tolerated. The Bible strictly forbids such conduct, which includes immoral actions as well as advocating for such behavior. Any immoral acts or statements of immoral acts will not be tolerated in any form and will constitute grounds for expulsion. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8–9; Lev. 18:1–30; Rom. 1:26–29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1–8; Heb. 13:4).

The term "immoral act" is defined as bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity to, intent to, or approval of engaging in immoral acts. This includes viewing pornographic material on or away from the school campus.

The term “statements of immoral acts” is one in which a student does any of the following: engages in speech regarding sexual immorality; claims to be or actually is sexually active; claims to be or actually is homosexual, bisexual, transgender, or otherwise identifies as being sexually immoral under biblical Christian standards; or uses words, language, or behavior, including by dress or other appearance or online activity, that, in the discretion of the school, would indicate an intention to convey the impression that the person engages in, advocates for, or approves of behavior or identity that is immoral under biblical Christian standards.

Homosexual or transgender conduct, defined as acts or identifying statements, is incompatible with enrollment at the Christian school and is a basis for dismissal. All students, however, must be treated with dignity and respect, free of threats or harassment.

Should a student become pregnant or father a child outside of marriage while enrolled at Lee Park Preparatory, the student and family will meet with the administration to discuss options for completion of the academic year and potential enrollment beyond for students who indicate a sincere, repentant attitude. Counseling and spiritual discipleship shall be required. Any student in violation of this provision will no longer be allowed to attend Lee Park Preparatory.

F. Cell Phone/Electronic Device Possession/Use.

The following guidelines must be followed while on the school campus:

Elementary (Grades K-5)

No cellphones, smart watches, tablets, or any other electronic devices are permitted for students in grades K-5. If an elementary student is found to have possession of an electronic device at school, the device will be taken and kept in the Elementary Office until the student’s parent picks it up and demerits will be issued.

Middle/High (Grades 6-12)

- Cell phones must be turned off the entire day and stored in the pockets at the classroom door. Teachers may grant permission to turn on a cell phone to participate in classroom activities. Persistent device use after a warning may result in the device being confiscated and turned into the office where only parents may retrieve the confiscated devices; smartwatches may be worn but not used during class.
- Smart watches should be turned to airplane mode.
- Cell phone use is strictly prohibited during class time for talking or texting purposes.
- Cell phones may be used to communicate with parents or other adults only with the permission of a teacher/administrator or at the school office
- Video/audio recordings or photographs of teachers, staff, classroom activities, or programs may only be done with express written permission of the person being recorded; online posting of videos or audios is prohibited without written authorization of the person recorded.
- See Demerit policy for consequences of violations of these expectations.

G. Off-Campus Conduct

Students are expected to live a biblically based life at and away from school because the Christian life is not a game with one set of rules for church and school and another for everyday life. Nevertheless, there is a difference between “school policies” (such as not chewing gum on campus) that would only apply on campus and “biblical mandates”

(such as not engaging in premarital sex) that would apply both at and away from school. For the latter types of activities, regardless of whether the proscribed activity takes place at or away from school, the student is equally subject to discipline for those actions up to and including expulsion.

H. Social Media

The administration has discretion to monitor students' public social media activity. Students' online activities at and away from school must adhere to the code of conduct and the ministry's statement of faith, and students may be disciplined, up to and including expulsion, for online activity that is disruptive to the spiritual or educational environment of the school or that in any other way violates the letter or spirit of the school's policies or statement of faith. Any online activities, including social media posts, blog entries or comments, emails, chats, or otherwise, that the administration becomes aware of that potentially constitutes or involves past or potential criminal activity will be reported to appropriate law enforcement.

Students are prohibited from "friending" or accepting such invites from teachers and staff members at the ministry. Students are also prohibited from initiating or responding to texts from teachers or other staff members unless such communications also include parents or are on a class-wide group text.

Disciplinary Policies

A. Home and School Cooperation.

Biblically, discipline is the parents' responsibility. The parents may delegate the carrying out of that discipline to the school during school hours, but the primary responsibility lies with the parents. This is why it is vitally important for the parents and school to cooperate when it comes to disciplining a child. **While the demerit/discipline system set forth in this policy is typical, the administration reserves the right to change the number of demerits issued, automatically issue a suspension or expulsion, or bypass demerits altogether, depending on the nature of a particular situation. Student actions and attitudes that are disruptive to or not compatible with the ministry's objectives, policies, philosophies, or otherwise may result in a discipline using any appropriate appropriate levels of discipline, at the discretion of the administration.**

Lee Park Preparatory does not use corporal punishment as a form of discipline.

B. Philosophy of Discipline

Lee Park Preparatory believes discipline is an essential part of Christian education. The purpose of discipline is to teach, restore, and protect—not merely to punish. We desire to help students develop Christlike character by accepting responsibility for their actions, respecting authority, and learning from mistakes.

Because every student is created in the image of God, discipline should always be administered fairly, consistently, and with the goal of restoration whenever possible. While consequences are necessary, our ultimate desire is to help students grow in wisdom, maturity, self-control, and biblical character.

Parents and the school share the responsibility of guiding students toward these goals. We believe discipline is most effective when parents and school personnel work together with a spirit of mutual trust, respect, and biblical cooperation.

C. Levels of Student Misconduct

Student misconduct varies in severity. While every situation is unique, behavioral concerns generally fall into one of four categories.

D. Minor Infractions

Minor infractions are routine classroom behaviors that interfere with learning or demonstrate immaturity or a lack of responsibility. These matters are generally handled by the classroom teacher through correction, redirection, and when appropriate, the assignment of demerits.

Examples may include classroom disruptions, tardiness, failure to bring required materials, dress code violations, and other similar behaviors.

E. Moderate Infractions

Moderate infractions involve more significant misconduct, repeated classroom issues, or behaviors that negatively affect other students or the learning environment. Depending on the circumstances, these matters may be addressed by the classroom teacher or referred to an administrator.

Examples may include repeated disrespect, inappropriate language, academic dishonesty, inappropriate technology use, verbal harassment, or other behaviors that warrant increased intervention.

F. Major Infractions

Major infractions involve conduct that compromises the safety, dignity, or well-being of others or significantly disrupts the educational environment. These incidents require administrative investigation and disciplinary action.

Examples may include physical aggression, bullying, theft, vandalism, serious technology violations, reckless driving on campus, abusive or discriminatory language, or repeated misconduct.

Certain major infractions carry mandatory minimum disciplinary consequences as outlined in the Demerit System (Appendix B and C).

G. Severe Infractions

Severe infractions involve conduct that endangers the safety of others or is fundamentally incompatible with the mission and standards of Lee Park Preparatory. These incidents require immediate administrative action and may result in suspension, expulsion, or review of continued enrollment.

Examples include possession of weapons, alcohol, illegal drugs, serious threats of violence, criminal activity, sexual misconduct, or other behaviors determined by the administration to place members of the school community at significant risk.

H. Teacher and Administrative Responsibility

Teachers are entrusted with maintaining an orderly classroom environment and are authorized to address minor and many moderate disciplinary issues. Teachers may assign demerits for appropriate behaviors and may refer disciplinary matters to the administration whenever additional intervention is needed.

Administrators investigate and determine consequences for major and severe infractions, repeated misconduct, or situations involving student safety. The administration also reviews disciplinary referrals when circumstances warrant additional consequences beyond those assigned by the classroom teacher.

I. Administrative Discretion

No handbook can anticipate every situation that may arise within a school community. Accordingly, the examples contained in this handbook and in the Demerit System are representative rather than exhaustive.

The administration reserves the authority to interpret school policies and assign disciplinary consequences based upon the nature of the offense, the student's intent, disciplinary history, age, level of cooperation, and the overall impact on the school community. Depending on the circumstances, the administration may increase, decrease, combine, or bypass demerits, require restitution or restorative actions, impose suspension, or recommend expulsion.

J. Restorative Discipline

Whenever appropriate, disciplinary consequences may include restorative measures such as apologies, restitution, counseling, service to the school, biblical reflection assignments, or other actions designed to restore relationships and encourage spiritual growth.

K. Demerit System

The complete Demerit System, including demerit values, progressive consequences, and examples of disciplinary offenses, is located in **Appendix B and C** of this handbook and is incorporated by reference as part of the Lee Park Preparatory School Handbook.

L. Student Discipline Matrix

Demerits Accumulated	Consequence
5	Parent notification (as appropriate) and teacher intervention documented.
10	Mandatory Silent Lunch or Detention and parent notification.

15	Administrative conference with the student. Parent conference may be required.
20	Mandatory parent conference and minimum one-day suspension (unless a greater consequence has already been assigned for the offense).
30	Two- to three-day suspension and behavioral review with the administration.
40	Review of continued enrollment. Student may be suspended or expelled at the discretion of the administration.

M. Additional Discipline Guidelines

- Demerits accumulate throughout the semester. In January, their demerits are reset as it relates to accumulation for detention. However, behavior patterns are continuously noted and monitored by the administration.
- Certain offenses carry mandatory minimum consequences regardless of a student's current demerit total (e.g., physical aggression, reckless driving, possession of prohibited substances or weapons).
- Students may be required to make reasonable restitution for damage to school property or the property of others.
- The administration reserves the right to assign additional restorative measures, including apologies, counseling, service to the school, behavioral contracts, or other actions intended to promote personal responsibility and reconciliation.

N. Discipline Responsibility Matrix

Level of Offense	Primary Response
Minor (1–2 Demerits)	Classroom Teacher
Moderate (5–10 Demerits)	Classroom Teacher or Administration
Major (10–20 Demerits)	Administration

O. Administrative Referrals

The following incidents must be referred to an administrator regardless of the number of demerits assigned:

- Physical aggression
- Bullying or harassment
- Threats of violence
- Theft
- Vandalism
- Academic dishonesty beyond a first offense
- Abusive, obscene, or discriminatory language
- Possession of prohibited items
- Alcohol, drugs, vaping, or tobacco
- Reckless driving on campus
- Sexual misconduct
- Any incident involving student safety

P. Behavior Patterns

LPP reserves the right to require a behavior contract, developed by the appropriate faculty and administration, as a criterion for continued attendance at Lee Park Preparatory School depending on the nature of the offense or behavior pattern.

If a student or family shows a continual pattern of poor behavior and/or attitude having a detrimental or disruptive effect on the class OR school (as determined by the administration) as a whole, the administration reserves the right to terminate the enrollment of the student or family from Lee Park Preparatory.

Q. Law Enforcement Involvement

The administration and staff reserve the right to contact law enforcement if they determine that students' actions warrant it. Furthermore teachers and administrators are mandatory reporters of physical and sexual abuse. Lee Park Preparatory has a zero-tolerance policy toward such abuse, therefore, without any reservation must report any reasonable suspicions of abuse.

Parents MUST inform the school if a child attending the school has been arrested by law enforcement. The school reserves the right to assess the situation and assign consequences independent of any finding by law enforcement or formal legal adjudication.

Academic Policies

A. Accreditation

The school is accredited by the Association of Christian Teachers and Schools, the National Council of Private Schools, and Cognia.

B. Grading scale

The grading scale for all academic subjects in grades 6-12 is

A: 90-100

B: 80-90

C: 70-80

D: 60-70

F: 60-Below.

C. Standardized Testing

Lee Park Preparatory administers the IOWA assessment to grades K-10. The ACT is administered to grades 11 and 12. Additionally, the school administers the ASVAB to 11th grade students to aid in career and college planning.

Families receiving NC Opportunity Scholarship or ESA+ funds should be aware that the school is required by N.C.G.S. § 115C-562.5 to administer nationally standardized tests to scholarship recipients in grades three and higher and to submit test performance data to the State Education Assistance Authority annually. Students who do not participate in required testing may jeopardize the school's receipt of scholarship funds, in which case the family will be responsible for the resulting tuition obligation.

D. Curriculum.

The school primarily utilizes BJU Press. The school does use a few publishers outside of this organization with a preference for Christian publishers. The school seeks to ensure that its curriculum is standard, informed with a priority given to worldview shaping through its selection and implementation.

E. Homework.

At Lee Park Preparatory each teacher will give a reasonable amount of homework assignments as necessary to complete a lesson, unit, or project. We believe homework is an integral aid to student learning. If homework is assigned, it is expected to be completed. Incomplete assignments affect the student's deportment as well as his/her grades. Failure to turn in homework will result in appropriate discipline at the teacher's discretion. We request parents' full cooperation in seeing that assignments are completed.

When a student is absent for an excused absence, that student is responsible to obtain the homework requirements. Unless otherwise required by or arranged with the teacher, once the student returns to school, the student has the number of school days equivalent to the number of missed school days to complete the assignment to avoid penalties. All work that was due on the first day of the absence must be turned in upon the return to school.

F. Missing Work

Missing work may be subject to a 10 point per school day deduction at the teacher's discretion. Teachers may allow students to turn in previously missed assignments after a week, but the maximum grade that can be earned will be a 50.

G. Retention Policies

Lee Park Preparatory School believes students should demonstrate academic readiness before advancing to the next grade level. Promotion is not based solely on age or grade placement but on the student's ability to successfully perform at the next academic level.

The administration reserves the right to retain any student who demonstrates significant academic deficiencies, regardless of passing individual courses. Retention decisions may be based on, but are not limited to:

- Final course grades
- Completion of assigned coursework
- Classroom performance and participation
- Teacher recommendations
- Attendance patterns
- Standardized testing results
- Academic growth throughout the school year

Students in grades 6–8 participate annually in the Iowa Assessments. These assessments provide valuable information regarding student achievement and academic readiness. Students who consistently perform below grade-level expectations on standardized assessments may be considered for retention, placement on an academic improvement plan, summer remediation requirements, or other interventions as determined by the administration.

Students and families are encouraged to take all standardized assessments seriously, as assessment data is one of several factors used in academic placement and promotion decisions.

Final decisions regarding promotion, retention, and academic placement remain at the discretion of the administration.

H. Job Shadowing

Students may shadow a maximum of two days per week; the other two days should be spent on school grounds either completing dual enrollment coursework or preparing for their LPP classes. Students are not permitted to complete job shadowing at their parent/guardian's place of work and they must work closely with LPP staff to complete requirements for job shadowing. Students must obtain written parental consent before participating in the program. Students must adhere to all workplace rules and regulations as well maintain a professional demeanor in dress and behavior. The school administration will monitor student participation in the Career Shadowing Program to ensure compliance with these guidelines. Students who violate these guidelines may be subject to disciplinary action, including disqualification from the program. Job shadowing is not guaranteed to all students and is a privilege.

I. Drop/Add Courses

Any schedule changes must be requested by the second day of class for the new semester. After this time, schedule changes are not allowed under a Drop/Add. Students may still be able to withdraw until the first report card, in which case they will be noted as withdrawn, failing or passing.

J. Names on School Records

Student names on all diplomas and transcripts will reflect the student's legal name at the time of enrollment and may not be changed except with a court order reflecting that a minor's name has been changed pursuant to an adoption decree.

Academic Honor Code

In addition to the school Academic Honor Code regarding plagiarism and academic integrity, students will be asked to sign a Classroom Honor Pledge on the first day of school reinforcing the commitment to academic and personal excellence. Christian integrity compels us to honesty in matters of personal conduct and academic pursuits. Their signature signifies the understanding they are not to give or receive unauthorized aid on any assignment, unless otherwise specified by the teacher. A violation of academic honor by personal conduct is to be guided by Christian discipline. Teachers may ask students to affirm the honor code on assignments throughout the year.

Violations of the Academic Honor code are taken very seriously as they threaten the testimony of Christian integrity. Therefore, violations result in the ineligibility for membership in National Honor Society and the Knights of the Roundtable for the year that the violation occurred which can include the loss of Senior graduation chords.

Extra-Curricular Policies

A. Athletics

- Lee Park Preparatory offers a robust variety of sports for middle and high school students.
- Uniforms are covered in the sports fees and must be returned to the school at the end of the season.
- The school participates in the CSAA
- Students are responsible to make up any missed work due to away games.
- All students must turn in their physical forms, sports authorization forms, medical releases, and conference release forms to participate.

B. Athletics Eligibility

Lee Park Preparatory student athletes are students first and foremost. To be eligible for a sport, high school students are to abide by the standards set forth in the School Handbook and meet the academic criteria for continuing eligibility in sports at Lee Park Prep.

●Initial Eligibility: All high school students must have a minimum of a C in each of their courses to be eligible for sports at Lee Park Preparatory School.

●Grade Checks—Student-athletes must have a minimum C average in all courses at the time of progress reports or report cards during the semester. Those who do not meet this requirement are considered ineligible to participate in sports and placed on a two-week probationary period.

- **CONTINUED ELIGIBILITY**

At the end of each progress report or report card, student-athletes must have a minimum of a C in all courses to remain eligible for sports. Students who fail to maintain a C in every course will be ineligible to participate in any sport for 2-week probationary period. All classwork submitted during the probationary period must contribute to correcting the deficit grades. If the overall course grade has not improved by the end of the probationary period, probation will be extended until the next report card or progress report.

- **ACADEMIC INELIGIBILITY**

Students who do not meet the academic requirements outlined above are ineligible to continue on a sports team to allow the student time to restore their academic standing.

- **CHARACTER**

Student athletes are expected to exemplify Proverbs 23:12 by applying their heart to instruction and their ear to works of knowledge. This includes abiding by the academic honor pledge in all assignments. The student also demonstrates a positive attitude for learning and maintains a behavior record of less than 10 demerits.

C. Philosophy of Fine Arts.

The school recognizes that the Fine Arts is a gift given by God and should be used for his glory. The school seeks to develop a strong Fine Arts program that contributes to the church Christmas performance as well as the Spring Musical for the School. Participation in the program is voluntary. Alternative activities will be provided for students who do not wish to participate.

D. Student Organizations and Publications

The school offers a variety of clubs including yearbook, art, worship, ministry, and the National Honor Society.

Technology and Internet Usage Policy

A. Philosophy of the Policy.

The school's computers, networks, and internet-usage must be used in a manner that conforms to the school's educational philosophy and does not violate the code of conduct or the statement of faith.

It is the general policy of Lee Park Preparatory School that all technology resources are to be used in a responsible, efficient, ethical, legal, and Christian manner. The computer user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Based on the severity of the violation, any user violating the outlined acceptable use, applicable state or federal laws, or classroom rules of computer use, will be denied network privileges at the time of the offense. Individuals may be subject to further school disciplinary options, including temporary or permanent denial of internet access depending upon the offense. Criminal prosecution may result when applicable.

B. Policy Guidelines

Student use of computers and access to the internet using school-provided computers/tablets must comply with the following:

- Use of the internet is for educational purposes only, including classroom and individual research.
- Teachers/classroom monitors must be present in the classroom when students are accessing the internet.
- Parents/guardians and school personnel may revoke internet access privileges at any time.
- Students may not share or allow others to use school-provided passwords; students are prohibited from “hacking” into another’s account.
- Students must be willing to provide current login information for all school-provided student accounts, storage files, and email upon request by administration.
- The school administrators and teachers may monitor student social media and other internet usage.
- Computers or tablets may not be used to download, copy, or store any software, shareware, freeware, or other online information on the school’s hard drive without prior permission from the supervising teacher or computer lab monitor.
- School officials are permitted to access network storage of student files or any school-provided portable storage files.
- Accessing and posting to social media, blog, or chat sites, and sending and receiving personal email from school electronic devices and computers is prohibited.
- Accessing pornographic websites is strictly prohibited. In the event of inadvertent access, the student is to close the device and notify the teacher immediately who will contact the church technical department to investigate the device.
- The school’s internet or computers may NOT be used to distribute or access material that violates US or state laws, including illegal activities or violations of copyright.
- Attempting to circumvent the school’s internet filters is not allowed.
- The School’s internet is not to be used to harass, personally attack, and/or post private information about a person.
- Negative information online about the school, its administration, faculty, staff, other students, policies, events, or activities may not be posted online.
- Students are not allowed to print by accessing the school printers due to network security issues.

Artificial Intelligence (AI) Use Policy

A. Purpose

At Lee Park Preparatory, we recognize that God has given us wisdom and creativity to steward technology well. This policy is meant to guide students, faculty, and staff in using artificial intelligence (AI) tools in ways that honor God, uphold truth, and support learning. This policy outlines the appropriate use of AI technologies by students, faculty, and staff at the school. AI tools can enhance learning and productivity when used ethically and responsibly. However, as a Christian institution, we are called to reflect biblical values such as truth, integrity, wisdom, and stewardship (Col. 3:23; Prov. 12:22). This policy ensures AI use supports our mission to provide Christ-centered education.

B. What is AI?

For the purposes of this policy, “AI” refers to computer programs, tools, and technologies that use machine learning, natural language processing, or other automated reasoning systems to generate ideas, write, solve problems, analyze or process information, and other such activities. These include but are not limited to ChatGPT, Grammarly, DALL·E, Google Gemini, Microsoft Copilot, etc. While these tools can be very helpful, they are not a replacement for God-given wisdom, human effort, and prayerful discernment.

C. Guiding Biblical Principles

AI use at Lee Park Preparatory must align with:

- Truthfulness: Students and staff must not present AI-generated content as their own work without disclosure (Eph. 4:25).
- Integrity: Work must reflect honest effort and uphold academic standards (Proverbs 10:9).
- Wisdom and Discernment: Users should thoughtfully evaluate AI content and not rely on it for spiritual guidance or decision-making (James 1:5).
- Stewardship: Technology should be used to glorify God and support human flourishing—not replace thoughtful human work or creativity (Gen. 1:28; Matt. 25:14-30).

D. Acceptable Uses

Unless otherwise directed by a teacher, AI tools may be used by students for:

- Brainstorming or idea generation
- Proofreading and grammar assistance (with attribution)
- Outlining or structuring essays or projects (with discretion)
- Educational enrichment (e.g., practicing math problems, coding support)
- Administrative tasks (faculty/staff)

E. All AI use must:

- Be disclosed if used in assignments
- Adhere to grade-level academic integrity standards
- Be consistent with school values and age-appropriateness

F. Prohibited Uses

AI tools may not be used for:

- Plagiarizing or submitting AI-generated work as one’s own
- Bypassing learning, such as using AI to complete entire homework assignments, essays, or tests
- Generating inappropriate, false, or harmful content
- Producing deepfakes or altered images of students or staff

G. Student Responsibilities

Students must:

- Clearly disclose any AI assistance (e.g., “I used ChatGPT to help brainstorm ideas for this paper”)
- Complete assessments honestly without unauthorized AI help
- Respect school rules and the image of God in others when using creative AI tools

H. Privacy and Data Protection

AI use must comply with all applicable data privacy laws (e.g., FERPA, COPPA). No personally identifiable student information should be entered into AI tools without prior administrative approval.

I. Disciplinary Consequences

Violations of this policy will be handled under the school's existing disciplinary and academic integrity procedures. This may include a failing grade, suspension, or other consequences as appropriate.

J. Review and Updates

This policy will be reviewed annually and updated as necessary to reflect technological developments and evolving educational practices in alignment with biblical principles.

School Safety

A. Emergency Drills

Lee Park Preparatory observes the following emergency drills: fire, tornado, and campus lockdown. Students are to take these drills seriously. They must follow all of the teacher's directions with no talking. Failure to do so will result in disciplinary action in accordance with the demerit system consistent with direct disobedience to a teacher.

- B. Prohibited Items.** The following are prohibited: firearms, alcohol, anything with a blade, matches or lighters, pornographic materials. Students may also not bring items that could cause damage or disruption such as baseballs, frisbees, items to sell or trade, collectible cards, insects, plants, pets, media players, video games, e-readers and/or other electronic devices, laser pointers, etc. When feasible, confiscated items can be retrieved by parents or guardians from the grade level principal upon request. When necessary, such items may be given to law enforcement. Additionally, items that are not consistent with the Christian worldview outlined in this handbook will be disposed of once the discipline matter related to their possession has been resolved.

C. Searches—Randomly, and for Suspicion of Illegal or Unauthorized Materials.

All school-owned or school-provided computers, networks, online academic services or platforms, electronic devices, physical or electronic mail or storage files, parking areas, desks, and lockers are the property of the church/school, and students have no expectation of privacy in these items or areas. School authorities reserve the right to conduct random inspections of any of these to protect the health, safety, and welfare of our students. In addition, in the event the school suspects a student possesses an unapproved item or has used a school-owned item in a manner that violates school policy, the school reserves the right to conduct a search of the student's pockets, vehicle, locker, desk, backpack, outerwear, shoes, electronic devices, any other item belonging to or in the possession of the student, or any online platform, account, or otherwise the student may have accessed. Unless the situation potentially constitutes an emergency, the school will first attempt to notify parents if a search is necessary and will have two or more staff present for a search; however, **enrollment in the school constitutes parental and student consent to conduct random and for-cause searches without additional or further consent when deemed necessary by school officials.** This includes the use of drug- and gunpowder-sniffing K-9

dogs. The administration reserves the right to require students to take a drug test upon reasonable suspicion. This may be required for enrollment or continued enrollment for students. Parents will pay for the drug test at Jeskri Associates. A positive drug test for alcohol, amphetamines, benzodiazepines, marijuana, cocaine, PCP, or opioids (narcotics) in cases where a doctor's prescription cannot be used to validate their usage will result in immediate expulsion.

D. Visitors

Only parents of current students, adults and siblings listed on the student's information form, and LPP graduates are permitted to visit. School hours are from 8:00 a.m. until 3:00 p.m. daily.

All visitors during those hours (including parents) must report to the school office in the Merge to sign-in where they will use an ID to sign in. If parents and approved visitors are going to the classroom/lunch areas, a badge/pass will be issued allowing access to those areas. The badge/pass will be returned to the School Office at the completion of the visit. The security and protection of all children is a priority at LPP. All unauthorized visitors will be reported to the office.

- E. Other Security Measures.** In order to protect our students and staff, all exterior doors are locked during school hours. All classroom doors are locked during class periods. Teachers are assigned monitoring positions during class changes and walk with students whenever possible (e.g., dismissal or chapel). Additionally, various surveillance cameras are in place throughout the campus.

Lunch Program/Food/Drink Policies

A. Lunch.

Lunch takes place in the Ark. The school offers a hot lunch program that is communicated through the weekly newsletter. The school provides microwaves for lunches as well. Elementary school students eat lunch at 11:30, middle school students eat lunch at 11:00, and high school students eat lunch at 12:00.

B. Lunch Program Policy

Lee Park Preparatory School does not operate a traditional cafeteria. In place of on-site meal service, the school partners with My Hot Lunchbox, an online meal ordering and delivery service that coordinates with local restaurant vendors to provide fresh, hot lunches for students each school day. This model allows the school to offer high-quality meals while maintaining operational efficiency and parental choice.

C. Ordering & Access

- Parents/guardians must create an account at www.myhotlunchbox.com or through the My Hot Lunchbox mobile app, available in the App Store and Google Play.
- Daily lunch orders must be placed, edited, or canceled no later than 12:00 PM (noon) the day before the scheduled delivery.
- Orders can be placed one day at a time or on a recurring basis using the subscription feature, which allows families to set up repeat weekly orders and have their card charged automatically.

D. Vendor Rotation

- A different restaurant vendor is scheduled for each weekday. The schedule may rotate throughout the year and is coordinated through My Hot Lunchbox. Vendor menus are available through the app or website once an account is created.

E. Payment & Responsibility

- All payments are made directly to My Hot Lunchbox. Lee Park Prep does not handle funds or process any part of the ordering system.
- If there is a discrepancy, technical issue, or error in an order, families must contact My Hot Lunchbox directly for resolution.
- In the event a student's lunch is not delivered and it can be verified that an order was placed, Lee Park Prep will contact My Hot Lunchbox to report the issue. The resolution—whether through a refund or redelivery—is solely at the discretion of My Hot Lunchbox and the vendor.
- Lee Park Prep will not issue refunds, intervene in disputes between families and vendors, or assume financial liability for order errors or dissatisfaction with meals.

F. On-Campus Food Handling

- Lee Park Prep is responsible for maintaining food temperature in accordance with local health department regulations using commercial-grade food warmers located on campus in Monroe, North Carolina.
- Lunch bags and containers are not opened or inspected by school staff. If there is an issue with the contents of a lunch (e.g., missing, incorrect, or damaged items), it remains the responsibility of the restaurant vendor via My Hot Lunchbox.
- The school will not attempt to correct errors within a student's lunch bag but will notify My Hot Lunchbox if a delivery failure is evident.

G. Home-Packed Lunches

- Students are always permitted to bring their own lunch from home. Please note:
- No refrigeration is available.
- All home-packed lunches should be ready-to-eat and clearly labeled
- **Elementary students may not bring sodas to school.** If this occurs, the soda will be taken and the student will be given water as a replacement.

H. Food Allergies

The school reserves the right to designate any classroom, lunch period, table, or the entire lunch area as peanut-free, tree nut-free, or otherwise free of specific allergens when necessary to protect students with severe food allergies.

The school will make reasonable efforts to maintain the confidentiality of students with severe food allergies while ensuring that appropriate faculty and staff are informed as necessary to provide for the student's safety. Staff members responsible for supervising affected students will be informed of the student's allergy, the location of the student's prescribed epinephrine auto-injector (if provided to the school), and the school's emergency response procedures. Appropriate personnel will receive training in the recognition of severe allergic reactions and the administration of an epinephrine auto-injector in accordance with school policy and applicable law.

Parents of students with severe food allergies are responsible for notifying the school in writing, providing current medical documentation and emergency action plans as

requested, supplying any prescribed emergency medication, and ensuring that all medications remain current and unexpired.

- I. Policy on Eating and Drinking between and during Classes.** To maintain the condition of the school's facilities, eating, and drinking beverages (with the exception of bottled water) is prohibited during class periods.

Transportation

A. Student Vehicles.

Student Drivers must comply with the following guidelines:

- Written permission from parents to drive to and from school is required.
- A copy of insurance information of any student-driven vehicles must be provided to the school office.
- Students must park in the designated parking spots assigned to each vehicle.
- Students may not go to their cars during school hours without permission from an administrator.

Student Drivers must register their vehicles and buy a parking pass (cost is \$30). The school will provide a parking spot for each student to park in during the school day. If a student drives recklessly entering or leaving the school, for the first offense, the student will receive demerits and pay a fine. The designated school safety director will make the final call on whether a student drove recklessly. After the second offense, the student's parking pass will be revoked for the remainder of the academic year, and they will lose their parking spot. If a student parking pass is revoked, the student can appeal to the school's administration the next academic year.

Any Vehicles without a parking pass will be removed from the campus.

B. Car Line/Speed Limit on Campus.

- Parents will be provided with 2 laminated pick up cards to verify that they are allowed to pick up their student. Additional cards are available upon request until August 15th. After August 15th, additional cards are available for a \$10 fee. An authorized pickup can be verified by presenting identification to verify that the person has been authorized to pick up the student in question.

- C. Transportation Policy for School-Sponsored Events (Athletics, Field Trips, Honor Society Trips, Senior Trips, etc.).** For participation in sports as well as transportation provided by the school for other types of events and activities, guardians must submit signed liability release/permission forms prior to leaving school property. The school requires that parents who accompany classes or sports/other extra-curricular teams on trips have a criminal background check. Any parents who drive for school-sponsored events must have their drivers' licenses and insurance information on file with the school.

After-School Care

A. Times/Schedules.

Any student remaining after 3:15 will go to Afterschool

B. Cost

After School costs \$10 an hour or any part of the hour. This fee covers the student from 3:00-5:00 pm.

C. Program Details

This is primarily a study hall for students to complete their homework. Middle and High School students may have use of their devices but must adhere to the technology use policies detailed in this handbook.

This program is subject to dissolution if student participation does not justify the cost of the program. Students must register for after school care by Sunday night at 9pm for the following week in order to ensure that there is sufficient staffing.

D. Pick up.

Students will be picked up in a designated area.

Miscellaneous Policies

A. Contacting Students in the Classroom.

If there is a need to contact a student during the school day, please call the school office, and we will ensure your message reaches the student. If it is an emergency, the student will be contacted immediately. Otherwise, the message will be delivered between classes. To help minimize classroom distractions and support the school's electronic device policy, parents are asked not to text or call students directly during the school day except in emergency situations.

B. Health Services and First Aid.

Parents or legal guardians are required to promptly notify the school if their child has been diagnosed with, or is suspected of having, a communicable disease or other contagious condition that could pose a health risk to students or staff. The school reserves the right to require medical documentation and to establish appropriate attendance, exclusion, and return-to-school requirements consistent with applicable laws and public health guidance.

The Faculty and Staff are trained in Basic Life Support, CPR, and OSHA safety.

Every teacher has a first aid kit near the classroom.

In case of illness, the student's parents will be contacted to take the student home. The child must wait for the parent in the school office, or in the nursery area of the Worship Center. The parent must sign the student out when he/she arrives.

Children who are running a fever higher than 99.5 degrees, who have a severe cough or drainage, or who have been vomiting may not return to school for a 24 hour period.

A child must be fever free without the aid of medication and cannot have vomited for at least 24 hours. If any of these or other health conditions is observed during the school day, the parent/guardian will be contacted immediately. It is then the parents' responsibility to pick the child up as soon as possible.

The teacher may care for a child who has been injured. Our teachers are trained in CPR and First aid. Depending on the seriousness of the injury, a parent may be notified and a decision made as to whether the child should remain in school or be taken home.

If, in the discretion of LPP, the nature of the injury warrants the help of professionals, 911 will be contacted, and then the parents will be notified.

Except in emergency situations, no medication is to be administered to any student without the written consent of the parent. All medications to be administered during the school day must be brought to the school office by a parent/guardian; students may not carry medications on their person unless specifically authorized by the administration for documented medical conditions (e.g., diabetes, inhalers, EpiPens).

Any student who leaves the school at any point during the day due to illness is not to participate in any school-related extra-curricular activity on that day unless prior permission has been granted by the administration.

C. Lost and Found.

The school's lost and found is located in the FLC Lobby, the Jr Ark, the Merge, and the Worship Center Lobby.

D. Student Insurance.

Students are expected to be properly covered by health insurance. The school does not provide health insurance for its students and therefore recommends all students be covered by their personal health insurance.

E. Deliveries.

If a parent needs to deliver an item for their child (e.g., forgotten homework assignments, lunches, uniforms, projects, etc.), the parent should bring the item to the school office, and one of the office personnel should deliver the item to the student. Other deliveries, such as birthday cakes or balloons, should be approved in advance by the school office so that the disruption to the students is kept to a minimum. Cooperation with this request also assists the school in monitoring those who are expected to be on campus.

Delivering lunch for a student should be reserved for special occasions such as birthdays. Students who do not have lunch will be provided with offerings based on what the school has available. This may include, but is not limited to, granola bars, macaroni cups, and Uncrustables sandwiches. We can provide dairy and gluten-free options; however, if you are concerned about your child's dietary allergies, you will be asked to bring a home-packed lunch to the school during the child's designated lunch time. Students who require a school-provided alternative lunch will be charged a flat fee of \$5 for each occurrence

F. School Closing

The Academic Calendar can be accessed here: [2026-2027 Academic Calendar](#)

In the event of inclement weather, the school follows the decisions of UCPS related to facility closures or delays. The school will communicate through parent alert texts, email, and social media. The school administration may decide that the campus closing will move to a virtual day to avoid a later make up day.

G. Sales/Flyers

Any sales or fliers must be approved by the administration prior to being conducted or displayed.

H. School Photographs. School pictures will be taken once a year typically in the fall. Spring pictures are also provided and serve as make up pictures and cap and gown pictures for seniors.

I. Graduation Protocol. Seniors may order cap and gown invitations through the services provided during Spring Pictures.

J. Pledges to the US Flag, Christian Flag, and the Bible.

The school honors the Pledges to the US flag and recognizes the following verbiage.

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

The school honors the Pledge to the Christian flag and recognizes the following verbiage

I pledge Allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one brotherhood, uniting all Christians in service and in love.

Lee Park Preparatory expects its students to participate in the recitation of these pledges. Additionally, all players will honor the National Anthem by standing or they will not be eligible to participate in the game that is played that night. Continuous refusal to stand will result in removal from the team.

K. Lockers. Day lockers are assigned on a first come first served basis. They may not be decorated or locked and are subject to administrative search at any given time.

L. Special Events, Awards, and Recognitions. The school hosts an Academic Awards Recognition(s) each year. This date can be found on the school calendar.

The following Awards are given

- AB Honor Roll
- A Honor Roll
- Silver Knights-All AB Honor Roll for all 3 years of Middle School
- Gold Knight-All A Honor Roll for all 3 Years of High School
- Middle School Diligence Award
- Middle School Volunteer Award/Service
- Middle School Leadership Award
- Middle and High School Shield Awards
 - - These awards are given to the boy and girl in each grade who show consistent Christian Character. Selection is done by voting among the teachers.
- The Academic Knights of Roundtable: Students must have a Cumulative Weighted GPA of 4.25 and have 2 full time academic years at LPP
- Freshman STEM
- Freshman English Award
- Sophomore Excellence in Literature Award
- Junior Science Award
- Junior Math Award

- Senior History
- Senior STEM Award
- Wall of 5-Students who Score a 5 on any AP Exam

Seniors may earn the following chords or medallions

- Blue- Students who take 2 AP courses at Lee Park Prep with a weighted 4.5 GPA among them.
- Green- Students who take at least 3 SPCC courses with a GPA of 3.5 or higher.
- Gold/Blue - National Honor Society
- Silver-Knights of the Round Table
- Brown-Performing Arts Hall of Fame
- Red and Black-Athletic Hall of Fame
- Gold Stole-designated Summa Cum Laude
- Gold Stole-designated Magna Cum Laude
- Gold Stole-designated Cum Laude
- Junior Marshal - gold cord/sash

Parental Partnership and Communications

A. Parental Involvement.

At Lee Park Preparatory, we recognize that it is to parents God gave the responsibility to educate children—not to schools. We are thankful and honored that our parents and guardians have trusted us to help them carry out this responsibility. In order to best aid in your child’s education, we seek to hold periodic open houses, send out newsletters and/or emails, encourage parents to volunteer time at the school, and ask that the parent commit to pray for the school each day.

B. Parental Support Statement

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they should notify their child’s teacher or the administration, where appropriate. An effort will be made to resolve any differences and maintain quality communication between parents and ministry staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent is disruptive to the academic, athletic, or spiritual environment of the school or has failed to support the ministry staff or the school’s policies and procedures, including the code of conduct, which is based on the statement of faith, the administration reserves the right to deny the student continued enrollment in the school.

C. Communication between Parents/Students and Teachers/Administrators

1. The key to successful relationships is successful communication. It is our desire to “do all things decently and in order.” (I Corinthians 14:40) . As such, the following general guidelines will help to accomplish this:
 - a. Assume positive intent.
 - b. Parents should first contact the teacher.
 - c. Allow 24 hours before discussing emotionally charged issues.
 - d. Students (especially MS/HS) should participate in conversations involving their education.
 - e. Always recognize that parents and school are partners—not adversaries.

- f. Remember that social media is never the appropriate first avenue for resolving concerns.
 - g. Follow Matthew 18 principles.
 - h. Support the school publicly even when disagreements exist.
- 2. To best ensure problems and concerns are handled in a biblical and professional manner, the following specific steps are given:
 - a. Go directly to the teacher or staff member involved. Usually, the issue can be resolved effectively at this point. Please do not discuss issues with other parents, students, or staff members. (Matthew 18:15)
 - b. If the problem persists, a meeting with the faculty/staff member, the parent and the principal may be arranged. Again, please do not discuss issues with anyone other than the above-mentioned individuals. (Matthew 18:16)
 - c. Most issues, if handled properly, can be resolved by following steps 1 and/or 2. However, if the parties involved feel a meeting with the Administration is necessary, the principal will arrange a meeting. (Matthew 18:17)
- 3. Parent – school communication opportunities
 - a. Orientation: These meetings are generally scheduled prior to the first day of school. Parents are encouraged to attend the meetings with their students to learn what, if any, changes have been made in school policy for the upcoming school year. It also allows an opportunity for the students/parents to meet the teachers prior to the first day of school.
 - b. Informational Meetings: These meetings are scheduled occasionally for further enrichment / information.
 - c. Parent-Teacher Conferences: are not regularly scheduled meetings on the school calendar, but may be arranged at the teacher's and/or parent's request. Teachers are available for parental conferences. However, they should not be detained before or after school unless a meeting has been scheduled for that time. Parents are encouraged to make appointments by note, or by calling the church office. Teachers are not available to take calls or make appointments during class time. Parents may, however, leave a message for the teacher through the church office, and the teacher will return the call at his/her earliest convenience.
 - d. Students and staff are reminded that the school's policy on student teacher electronic communication is in effect at all times (see Code of Conduct section C and H). Parents are asked to inform the administration if the policy is violated.
- 4. Reasonable expectations:
 - a. Faculty will generally respond within one business day.
 - b. Evening and weekend communication expectations should be kept reasonable

5. Prohibition of the recording of non-public meetings

Lee Park Preparatory values open, honest, and collaborative communication between families and school personnel. To encourage candid discussion and protect the privacy of students and staff, **non-public meetings** are considered confidential unless otherwise designated by the school.

For purposes of this policy, a **non-public meeting** includes any conference, meeting, conversation, disciplinary hearing, admissions meeting, parent-teacher conference, telephone call, virtual meeting, or other communication involving school personnel that is not open to the general public.

The audio or video recording of any non-public meeting or communication with school personnel is strictly prohibited unless **prior written authorization** has been granted by the Head of School.

This policy does not apply to public meetings or public events that are expressly designated by the school as open to attendees or the general public.

Unauthorized recording of a non-public meeting or communication with school personnel constitutes a serious breach of trust and is grounds for the immediate termination or non-renewal of a student's enrollment, as determined by the administration.

D. FACTS Family Portal

This student information system is used to keep academic information. Students and parents can stay informed about grades, attendance, behavior, special events, and school closings/delays. Families will receive information on how to establish an account. Report cards will be distributed using this system. Parents are expected to regularly monitor their students' academic progress and behavior in the FACTS portal.

If families need assistance accessing the Family Portal, they should contact the Director of Curriculum and Instruction.

E. Grievance Procedures

Disagreement with the decisions made by the administration may be taken to the School Advisory Council. If the Advisory Council's decision is not satisfactory to any of the parties involved, the decision may be appealed to the Board of Deacons of Lee Park Church.

As a condition of enrollment, parents and students are prohibited from making demands, threatening to sue, or actually litigating any matter whatsoever relating to or resulting from the student's enrollment at the school. Making demands, threatening to sue, or litigating a matter against the school violates Biblical teaching and practice and will constitute sufficient grounds for immediate suspension or expulsion of a student's enrollment. Parents and students are required to resolve all potential claims, disputes, or causes of action through binding Christian arbitration using the procedures outlined in the school's arbitration procedures. Binding arbitration shall be the sole remedy for any and all controversies or claims arising out of the student's enrollment relationship or the enrollment agreement. Upon enrollment, parents and students waive any rights to file a lawsuit against the school or its agents in any civil court for such disputes, except to enforce a legally binding arbitration decision.

All potential claims, disputes, or causes of action must first be addressed through good-faith discussions (up to 30 days), then through mediation with the National Center for Life and Liberty or another agreed mediator. If mediation fails, the matter will go to final, binding Christian arbitration, or if no arbitrator is agreed upon, to the American Arbitration Association. The arbitrator's decision will be final.

Upon enrollment, parents and students are waiving any rights to file a lawsuit against the school or its agents in any civil court for such disputes, except to enforce a legally binding arbitration decision. **This dispute resolution policy does NOT apply to efforts to collect past-due tuition and fees, which the School may pursue through a collection agency or otherwise. Parents are responsible for all fees and costs associated with such collection.**

Required Forms Checklist

- A. Medical Information and Authorization Form.
- B. Athletic Program Permission and Liability Release Form.
- C. Transportation/Trip Permission and Liability Release Form.
- D. Student Driver Permission Forms (including student insurance coverage)
- E. Photo/Video Permission and Liability Release Form.
- F. Any Child Custody Court Orders.

Parent Acknowledgment and Statement of Cooperation

I have received a copy of the student handbook and a copy of the Ministry's statement of faith. I understand that it is my responsibility to read and understand these documents and to explain them to my child. I agree to abide by the provisions in the handbook applicable to parents and that my child and I will be held accountable for the policies and procedures contained therein, including the parental support statement, binding arbitration, and the code of conduct, all of which are based on the statement of faith. I agree that if, at any time during or away from school, my child violates any provisions of the code of conduct or any other provisions of the handbook, he or she will be subject to the discipline described in the handbook, up to and including suspension or expulsion from school. However, I also understand that enrollment in the school is a privilege and not a right and that my child's enrollment may be terminated at any time if, in the sole discretion of the administration, my (as parent or legal guardian) or my child's actions or attitudes are disruptive to or not compatible with the ministry's objectives, policies, philosophies, or otherwise. I understand that I am responsible for making all tuition payments and that my child's school records and transcript may be withheld until such payments are complete.

Parents Signature: _____

Date _____

Student Acknowledgment and Statement of Cooperation

I have received a copy of the student handbook and a copy of the Ministry's statement of faith. I understand that it is my responsibility to read and understand these documents. I agree to abide by the provisions in the handbook and to be held accountable for the policies and procedures therein, including the code of conduct, all of which are based on the statement of faith. I understand that if, at any time during or away from school, I violate any provisions of the code of conduct, any other provisions of the handbook, or any other school policies, I will be subject to the discipline described in the handbook, up to and including suspension or expulsion from school. However, I also understand that enrollment in the school is a privilege and not a right and that my enrollment may be terminated at any time if, in the sole discretion of the administration, my actions or attitudes are disruptive to or are not compatible with the ministry's objectives, policies, philosophies, or otherwise.

Student's Signature: _____

Date: _____

Appendix A: School History

In early 2019, Pastor Chris Justice followed the Lord's lead and held the first planning meeting for Lee Park Preparatory. Over the course of a few months, Lee Park Preparatory School was formed with the blessing and full support of Lee Park Church as a Covenant School as a ministry of the church's discipleship program. The school opened in 2019 - 2020 serving 35 students in grades 8-12. Pastor Chris Justice served as the first Head of School.

The school has excelled academically with students being accepted to multiple colleges including several competitive programs. Athletically, the school holds several regional and national championship titles. The performing arts program for the school has put on excellent musicals every spring as well as winter plays. The school celebrates these successes and gives all glory to God alone for what He has done at this school. The school also emphasizes that the spiritual condition and success of the school is the most important mission of the school. The school exists to prepare students for life and godliness through biblical worldview shaping.

In 2021, Pastor Landon Keziah became the Head of School. Over the past several years, the leadership team of the school has expanded. Ms. Caroline Justice joined the school in 2021 as the Middle school Principal, and Mrs. Kinsey Rhoden joined the school in 2023 as the High School Principal. Additional directors have been added to aid with the growth of the program. These include directors of guidance, athletics, and continuing school improvement.

In 2023, Lee Park Preparatory was granted accreditation from the Association of Christian Teachers and Schools, the National Council of Private Schools, and Cognia.

The school continued to experience growth, and with prayerful consideration, Head of School Dr. Landon Keziah—supported by Senior Pastor Dr. Chris Justice—initiated plans to launch an elementary division beginning in the 2025–2026 academic year, starting with grades 3–5. To lead this expansion, Mrs. Leah Jowers was hired as the Elementary Principal.

As the Lord has continued to bless the growth of Lee Park Preparatory, the school has expanded further to serve younger students. For the 2026–2027 academic year, Lee Park Preparatory will offer a complete K–12 program, serving students from Kindergarten through 12th grade.

Appendix B-Student Discipline Guide Elementary School

Minor Infractions (1-2 Demerits)

Typically Teacher Managed

Minor infractions are generally classroom-managed behaviors that interfere with learning or demonstrate a lack of responsibility. Teachers may assign demerits for these behaviors.

1 Demerit

Examples include, but are not limited to:

- Failure to follow classroom procedures
- Minor classroom disruption

2 Demerits

Examples include, but are not limited to:

- Repeated classroom disruption
- Failure to follow teacher directions
- Being in an unauthorized area without permission
- Dress code violation
- First electronic device violation (being found in possession of an electronic device on school grounds)

Moderate Infractions (5-10 Demerits)

Teacher or Administrative Response

Moderate infractions require more significant intervention. Teachers may assign demerits for many of these behaviors or refer the matter directly to an administrator based on the severity, frequency, or circumstances of the incident.

Inappropriate Language and Verbal Misconduct

Examples include, but are not limited to:

- Profanity or vulgar language
- Taking the Lord's name in vain
- Crude or inappropriate remarks
- Inappropriate gestures
- Name-calling or insulting remarks directed toward another student
- Personal attacks intended to demean, ridicule, embarrass, or humiliate another individual
- Mocking another student's appearance, abilities, family, disability, or other personal characteristics

- Repeated teasing after being directed to stop
- Threatening or intimidating language that does not rise to the level of a credible threat of violence

Classroom and School Conduct

Examples include, but are not limited to:

- Blatant disrespect toward faculty or staff
- Direct disobedience
- Lying or intentionally providing false information
- Horseplay or unsafe conduct
- Unauthorized recording or photographing students or staff
- Minor bullying or harassment
- Inappropriate physical contact
- Inappropriate sexual or suggestive conversation
- Minor vandalism or property damage
- Posting inappropriate school-related content online
- Violation of the Internet or Technology Use Policy
- Second electronic device violation

Academic Integrity

Examples include, but are not limited to:

- First offense of cheating
- Plagiarism
- Unauthorized collaboration
- Unauthorized use of Artificial Intelligence
- Falsifying academic work

Teachers may assign demerits within this range or refer the incident to administration. The administration will determine the appropriate number of demerits based on the severity, intent, frequency, and impact of the behavior.

Major Infractions (10–20 Demerits)

Administrative Referral Required

Major infractions significantly compromise the safety, dignity, or well-being of others or seriously disrupt the educational environment. These incidents **must be referred to an administrator** for investigation and disciplinary action.

Physical Aggression

Physical aggression includes, but is not limited to:

- Hitting
- Punching

- Kicking
- Slapping
- Shoving or pushing
- Spitting
- Grabbing or restraining another student
- Throwing objects at another person
- Attempting to strike another person
- Encouraging or instigating a physical altercation

Participation in physical aggression does **not** require both students to exchange blows. A student who initiates or actively participates in physical aggression may receive disciplinary consequences regardless of whether the other student retaliates.

First Offense: 10–20 demerits and a **mandatory one-day out-of-school suspension** for any student determined by the administration to have engaged in physical aggression.

Additional Offenses: 10-20 demerits, additional suspension, and possible review of continued enrollment.

The administration will determine whether a student's actions constitute self-defense or physical aggression based on the totality of the circumstances.

Bullying, Harassment, and Intimidation

Examples include, but are not limited to:

- Repeated bullying
- Severe cyberbullying
- Harassment
- Intimidation
- Retaliation against another student
- Encouraging others to participate in bullying

First Offense: 10–20 demerits.

Additional Offenses: 10-20 demerits; Subject to suspension and possible review of continued enrollment.

Property Damage or Theft

Examples include, but are not limited to:

- Theft
- Vandalism
- Damage to school property
- Damage to another student's or staff member's personal property

First Offense: 10–20 demerits plus restitution.

Additional Offenses: 10-20 demerits, additional disciplinary action, suspension, and restitution.

Abusive, Obscene, or Discriminatory Language

Examples include, but are not limited to:

- Obscene or sexually explicit language
- Highly offensive profanity
- Racial, ethnic, or other discriminatory slurs
- Language intended to demean, intimidate, threaten, or humiliate another individual based on race, ethnicity, sex, disability, or other protected characteristic
- Severe or repeated abusive language

First Offense: 10–20 demerits.

Additional Offenses: 10-20 demerits; Subject to suspension and possible review of continued enrollment.

Other Major Misconduct

Examples include, but are not limited to:

- Second offense of academic dishonesty
- Repeated inappropriate physical contact
- Repeated inappropriate sexual or suggestive comments
- Serious violations of the Internet or Technology Use Policy
- Third electronic device violation

First Offense: 10–20 demerits.

Additional Offenses: 10-20 demerits; Subject to suspension and possible review of continued enrollment.

Severe Infractions (30–40 Demerits)

Administrative Action Required

Severe infractions endanger the safety of others or are fundamentally incompatible with the mission and standards of Lee Park Preparatory.

Examples include, but are not limited to:

- Possession or use of alcohol, illegal drugs, vaping products, tobacco, or misuse of prescription medication
- Possession or use of a weapon or look-alike weapon
- Sexual misconduct, pornography, or distribution of sexually explicit material
- Physical assault resulting in serious bodily injury
- Serious threats of violence
- Criminal activity
- False fire alarms or bomb threats
- Fourth electronic device violation

- Third offense of academic dishonesty
- Any conduct that significantly endangers the safety or welfare of others

These offenses will normally result in suspension and may result in expulsion or review of continued enrollment.

At any level of infraction, demerits may be accompanied by additional disciplinary actions at the discretion of the teacher and administrator, such as loss of recess time, silent lunch, and loss of special privileges.

Special privileges may include, but are not limited to, participation in special activities, field trips, classroom incentives, or other non-essential opportunities.

Appendix C-Student Discipline Guide Middle and High school

Minor Infractions (1-2 Demerits)

Typically Teacher Managed

Minor infractions are generally classroom-managed behaviors that interfere with learning or demonstrate a lack of responsibility. Teachers may assign demerits for these behaviors.

1 Demerit

Examples include, but are not limited to:

- Class tardiness
- Unprepared for class (book, Chromebook, calculator, or other required materials)
- Failure to follow classroom procedures
- Minor classroom disruption
- Failure to properly secure electronic devices according to classroom expectations

2 Demerits

Examples include, but are not limited to:

- Repeated classroom disruption
- Failure to follow teacher directions
- Being in an unauthorized area without permission
- Three homework offenses within the same class
- Dress code violation
- First electronic device violation

Moderate Infractions (5-10 Demerits)

Teacher or Administrative Response

Moderate infractions require more significant intervention. Teachers may assign demerits for many of these behaviors or refer the matter directly to an administrator based on the severity, frequency, or circumstances of the incident.

Inappropriate Language and Verbal Misconduct

Examples include, but are not limited to:

- Profanity or vulgar language
- Taking the Lord's name in vain
- Crude or inappropriate remarks
- Inappropriate gestures
- Name-calling or insulting remarks directed toward another student

- Personal attacks intended to demean, ridicule, embarrass, or humiliate another individual
- Mocking another student's appearance, abilities, family, disability, or other personal characteristics
- Repeated teasing after being directed to stop
- Threatening or intimidating language that does not rise to the level of a credible threat of violence

Classroom and School Conduct

Examples include, but are not limited to:

- Blatant disrespect toward faculty or staff
- Direct disobedience
- Lying or intentionally providing false information
- Skipping class
- Horseplay or unsafe conduct
- Unauthorized recording or photographing students or staff
- Minor bullying or harassment
- Inappropriate physical contact
- Inappropriate sexual or suggestive conversation
- Minor vandalism or property damage
- Posting inappropriate school-related content online
- Violation of the Internet or Technology Use Policy
- Second electronic device violation

Academic Integrity

Examples include, but are not limited to:

- First offense of cheating
- Plagiarism
- Unauthorized collaboration
- Unauthorized use of Artificial Intelligence
- Falsifying academic work

Teachers may assign demerits within this range or refer the incident to administration. The administration will determine the appropriate number of demerits based on the severity, intent, frequency, and impact of the behavior.

Major Infractions (10–20 Demerits)

Administrative Referral Required

Major infractions significantly compromise the safety, dignity, or well-being of others or seriously disrupt the educational environment. These incidents **must be referred to an administrator** for investigation and disciplinary action.

Physical Aggression

Physical aggression includes, but is not limited to:

- Hitting
- Punching
- Kicking
- Slapping
- Shoving or pushing
- Spitting
- Grabbing or restraining another student
- Throwing objects at another person
- Attempting to strike another person
- Encouraging or instigating a physical altercation

Participation in physical aggression does **not** require both students to exchange blows. A student who initiates or actively participates in physical aggression may receive disciplinary consequences regardless of whether the other student retaliates.

First Offense: 10–20 demerits and a **mandatory one-day out-of-school suspension** for any student determined by the administration to have engaged in physical aggression.

Additional Offenses: Additional suspension and possible review of continued enrollment.

The administration will determine whether a student's actions constitute self-defense or physical aggression based on the totality of the circumstances.

Bullying, Harassment, and Intimidation

Examples include, but are not limited to:

- Repeated bullying
- Severe cyberbullying
- Harassment
- Intimidation
- Retaliation against another student
- Encouraging others to participate in bullying

First Offense: 10–20 demerits.

Additional Offenses: Subject to suspension and possible review of continued enrollment.

Property Damage or Theft

Examples include, but are not limited to:

- Theft
- Vandalism
- Damage to school property
- Damage to another student's or staff member's personal property

First Offense: 10–20 demerits plus restitution.

Additional Offenses: Additional disciplinary action, suspension, and restitution.

Abusive, Obscene, or Discriminatory Language

Examples include, but are not limited to:

- Obscene or sexually explicit language
- Highly offensive profanity
- Racial, ethnic, or other discriminatory slurs
- Language intended to demean, intimidate, threaten, or humiliate another individual based on race, ethnicity, sex, disability, or other protected characteristic
- Severe or repeated abusive language

First Offense: 10–20 demerits.

Additional Offenses: Subject to suspension and possible review of continued enrollment.

Reckless Driving on Campus

Students who operate a motor vehicle on campus are expected to do so safely and responsibly.

Reckless driving includes, but is not limited to:

- Excessive speed
- Aggressive driving
- Unsafe passing
- Burnouts or tire spinning
- Distracted driving
- Failure to follow campus traffic patterns
- Driving in a manner that endangers pedestrians or property

First Offense: Mandatory 20 demerits.

Additional Offenses: Mandatory 20 demerits and loss of campus driving and parking privileges for a period determined by the administration. Repeated offenses may result in permanent loss of driving privileges.

Other Major Misconduct

Examples include, but are not limited to:

- Second offense of academic dishonesty
- Repeated inappropriate physical contact
- Repeated inappropriate sexual or suggestive comments
- Serious violations of the Internet or Technology Use Policy
- Third electronic device violation

Severe Infractions (30–40 Demerits)

Administrative Action Required

Severe infractions endanger the safety of others or are fundamentally incompatible with the mission and standards of Lee Park Preparatory.

Examples include, but are not limited to:

- Possession or use of alcohol, illegal drugs, vaping products, tobacco, or misuse of prescription medication
- Possession or use of a weapon or look-alike weapon
- Sexual misconduct, pornography, or distribution of sexually explicit material
- Physical assault resulting in serious bodily injury
- Serious threats of violence
- Criminal activity
- False fire alarms or bomb threats
- Fourth electronic device violation
- Third offense of academic dishonesty
- Any conduct that significantly endangers the safety or welfare of others

These offenses will normally result in suspension and may result in expulsion or review of continued enrollment.