



Lee Park Preparatory

2022 -2023

School Handbook

2505 Morgan Mill Road
Monroe, NC 29110
704-289-4674





LEE PARK PREPARATORY SCHOOL

"Apply your heart to instruction and your ear to words of knowledge."

Proverbs 23:12

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SCHOOL HISTORY

Lee Park Preparatory School (LPP) is a Christian educational institution existing as a discipleship ministry of Lee Park Church. Established in 2019, with administrators Rev. Chris Justice (Head of School), Mrs. Debbie Hargett (Executive Director of Academic Affairs), and Rev. Chris Griffin (Principal), on August 12, 2019 the doors opened to 37 students, grades 8 to 12. In the fall of 2020 grades 6 and 7 were added.

CHRISTIAN SCHOOL ASSOCIATIONS & EDUCATORS

Full-time educators of LPP hold at least a Bachelor's degree from an accredited university. Our educators pursue and maintain individual teaching certifications. We employ a Christian staff having professed a personal relationship with Jesus Christ.

ACCREDITATION

LPP has been a member school with the Association of Christian Schools International (ACSI) since 2019 and the Association of Christian Teachers and Schools (ACTS) since 2022. In the summer of 2022, LPP became a member school with the Association of Christian Teachers and Schools (ACTS). A readiness visit in October of 2022 affirmed the launch of an internal self-study assessment of programs and resources in preparation to pursue school accreditation in March 2023.

STATEMENT OF FAITH

As a ministry of Lee Park Church, the staff and faculty of Lee Park Preparatory School affirm the doctrinal statements found in the 2000 Baptist Faith and Message. You can read this at the following link: <http://www.sbc.net/bfm2000/bfm2000.asp>

MISSION STATEMENT

The mission of Lee Park Preparatory is to prepare students for success in college, careers, and life through curricular and extracurricular activities infused with a Biblical Worldview.



VISION STATEMENT

Lee Park Preparatory School will lead students through challenging academic pursuits, appropriate skill development, and fundamental spiritual disciplines. We seek to equip students with the necessary tools to excel academically and be prepared to live and defend their faith with confidence.

EDUCATIONAL PHILOSOPHY & PURPOSE

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. Lee Park Preparatory's relationship with families is to provide a biblical role within the context of education. LPP seeks to educate every student in four primary areas:

1. *Spiritual Development* – This includes Bible class, weekly Chapel, daily prayer in the classroom, Bible reading, mentoring, and Christian character development. Our prayer is 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.
2. *Mental Development* – This includes, but is not limited to the core academic disciplines of English, history, language, mathematics, science, and social studies. Excellence in academics is a priority. Constant improvement and skill mastery is the goal. Through our rigor, testing, and grading system, parents should see a continual pattern of improvement.
3. *Physical Development* – This includes the development of psychomotor skills through physical education and a variety of sports options within the school. We want students to develop healthy habits including a positive attitude of sportsmanship, teamwork, and healthy living skills as our bodies are the temple of the Holy Spirit. With a teachable spirit, students learn the value of teamwork and to respect authority.



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Educational Philosophy & Purpose Continued

4. *Social Development* – This includes fostering a positive school climate and 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, performance art, and to attend school related events to foster fun and friendship as part of our school climate.

Lee Park Preparatory's relationship with families is to provide a biblical role within the context of education. If the lifestyle practiced within a home is counter to, or in opposition to a biblical lifestyle, the school reserves the privilege and sole discretion to refuse admission of an applicant. In such cases where the inability to support moral principles and teachings of LPP is evident in life choices, the school reserves the right within its sole discretion, to discontinue enrollment of a student.

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 only accept students who are in agreement with a Biblical Worldview.

ADMISSIONS

Lee Park Preparatory School admits students of any 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 may forfeit their privilege of attending.



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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 (i.e. alcohol, drugs, sex, etc.) counter to the ministry of the school. Failure to complete the application requirements for admissions, delays consideration of an applicant.

APPLICATION PROCESS

The admission process includes: a completed application and non-refundable application fee, required documentation, and interview. Students may be asked to produce placement/diagnostic tests scores or to take an academic placement test. Lee Park Preparatory is unable to accommodate I.E.P's at this time. Applicants are evaluated on their personal statement of faith, academics, and family interview.

Applications are dated when received, and organized according to grade. Waiting lists for full classes will be considered as follows:

- a. Lee Park Church members
- b. Others on a first come basis

To keep a small student/teacher ratio for classroom instruction, space in 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 **\$75**. Information on the application process and the admissions calendar are made available on the school website (leeparkprep.org) beginning in January of the new year. The application process is the same for non-church members.



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 should express 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.

RE-ENROLLMENT FOR CURRENT 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 educators on staff.

1. Based on academic performance and behavior, recommendations are made to the administration for a student's return, and/or under what conditions.
2. Students in good standing will be invited by the administration, by way of personal letter, to re-enroll for the following school year.
3. Students who are not in good standing will be asked by letter to make an appointment with the administration to discuss the specific concerns. Following the meeting, notification of the administrative decision is made either verbally or in writing.
4. Following invitations, parents complete and return a re-enrollment form along with the appropriate non-refundable re-enrollment fee for the upcoming academic year.
5. 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.



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FINANCIAL INVESTMENT ACADEMIC YEAR 2022-2023

First Student

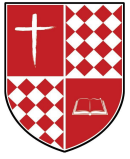
Tuition	\$4,950
*Enrollment Fees	\$ 675
Non-Refundable Application Fee	\$ 75
Total	\$ 5,700

Additional Students

Tuition	\$4,050
*Enrollment Fees	\$ 675
Non-Refundable Application Fee	\$ 75
Total	\$ 4,800

*Enrollment fees are applied to expenses such as classroom supplies, lab materials, standardized testing fees, and curriculum materials. Non-consumable curriculum materials are school property.

Financial assistance may be available. To be considered visit FACTS Grant & Aid Assistance at:
<https://factsmgt.com/financial-management/grant-and-aid-assessment/>



FINANCIAL POLICIES

Delinquent Accounts

Report cards are held, and academic records are not released until a student's financial account is current. When an account is overdue, a **reminder** may be sent to the person responsible for the account. Arrangements should be made for payment at this time. If there is no response to the reminder, a **second** reminder requesting payment may be made to the account holder by the Administration. If contact is made, every effort will be made to work together for account reconciliation. However, if after the second attempt, no contact has been made with the school, the student(s) will not be permitted to attend class until payment has been made.

If no contact is made with the school after two attempts, the account will be submitted to our lawyer for collection. Again, every effort will be made to avoid legal action.

Should a student withdraw from LPP during the school year, or not return at the beginning of a new school year, his/her records are not released until the financial account has been made current.

Return Check Fee

A \$30.00 return fee will be applied to the student's account.

Withdrawal

Persons wishing to withdraw from LPP must complete an official withdrawal form. Withdrawal forms are available in the school office. If a student is withdrawn from the school prior to completion of the school year, or if a student is expelled for misconduct, the financially responsible party is liable for the entire unpaid balance of the tuition & fees. Any withdrawal during the months of March and April will require full payment through April.



ATTENDANCE

The school day is from 8:00 AM to 3:00 PM, Monday through Thursday, with Friday being a synchronous e-learning day. 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.

Attendance Policy: Students are permitted to miss 8 days per semester (16 for the year). Examples of excused absences include a doctor's appointment, a dental appointment, death in the family, sickness. If the allotted semester or yearly absences are reached, ***there are only two reasons for excused absences: 1. Death of a family member; and 2. Sickness (approved ONLY WITH A DOCTOR'S EXCUSE).*** For work missed due to an unexcused absence outside of the allotted number of days, students will not be allowed to make up work until seat time is reclaimed. The school will permit students to reclaim seat time on designated dates (i.e. a teacher work day, or Saturday detention) set by the administration. Parents must notify the school office of an absence prior to the start of the school day. (office@leeparkprep.org)

Communication with the school is essential due to continuing issues surrounding COVID-19. A response plan is in place for students who may have to quarantine. Parents must notify the school of any COVID related absence before the start of the school day by emailing office@leeparkprep.org and dhargett@leeparkprep.org.

Absences due to school activities (i.e., field trips, athletics) do not count as part of the 8 days per semester. Work missed for excused absences must be completed. Students unable to attend are expected to check Google Classroom for all assignments. Students are accountable for assignments made during their absences and must communicate with their teacher for assignment due dates.

Scheduled tests/quizzes missed with an unexcused absence will normally receive a zero. All other graded work such as homework, book reports, labs, research papers, etc., will receive a penalty of 10 points per every day late.

If a student reaches 16 absences during the school year, whether excused or unexcused, a meeting between the student, parent, and an administrator will be scheduled.



Having 16+ absences may result in a student not being able to continue at LPP, or not being permitted to return the following year. In cases where quarantine is a matter of precaution and does not include a student illness, school work is still expected through the online learning platform on the scheduled date due.

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. The exception is an arranged quarantine, in which case students are responsible to continue work using Google Classroom unless illness prohibits.
- After 8 absences in a single class, a notification email from the teacher will be sent to the parent/s and Principal.
- 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 and emergencies.**

Responsibility for Make-Up Work

- Students who are absent are responsible for missed work. All assignments will be available through the online learning platform with teachers available for questions via email. Often content covered in classroom discussion cannot be recreated making attendance and note taking essential for maximum learning.
- Individual teachers will determine the amount of time the student has to complete and return the assignments.
- Work not completed within the make-up length of time given by a teacher, will be recorded as a zero.
- Failure to turn in an assignment or make up a quiz/test on time may result in a 10 point grade reduction for each day the work was delayed or a zero if not turned in.



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- If a student misses a quiz/test, but was present when the material was covered and when the date of the test was announced, the student must take the test the day he/she returns to school.
- Students must have a doctor's excuse in order to make up tests missed during semester exams.

Tardiness

- 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 church lobby 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 the fourth tardy will be the equivalent of one absence. This type of tardiness counts against perfect attendance, as well as toward the 8 day maximum for absences. (See Attendance Policy) If a pattern of tardiness is detected, a meeting with the principal will be required.

Early Dismissal

- No student may leave school during the school day without permission. It is recommended that parents who wish to pick up a student early from school (i.e., for doctor/dentist appointments) email office@leeparkprep.org 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.
- Juniors and seniors who have a study hall/learning lab at the end of the day, may, with parents' written permission, leave campus after their last period class. They must, however, leave the campus until the end of the school day. They may not loiter in the parking lot or around campus. Should issues arise with early dismissal, they will be addressed on an individual basis by the administration.



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- As a rule, parents may not sign out high school students just so they can pick up their younger children at an earlier dismissal time.
- If a student needs to be picked up due to illness, the school will notify the parent. The student may wait in the church lobby near the school office for the parent to arrive. Parents are required to sign the student out before leaving the school.

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 the designated area behind the Ark. Student drivers who do not exercise caution and safety when driving on the campus, may have their driving/parking privileges revoked.

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 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. Student attendance is taken at the Worship Center by a staff member. Traffic will proceed to exit via **Lee Park Drive back to Morgan Mill Road.**

Afternoon pick up will follow the same pattern. Pick-up begins at 3:00 PM. Students should be picked up by 3:20 PM. 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.



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ACADEMICS

Reflected here are the core course requirements for graduation. If a student transfers to LPP from another school, a degree audit of the transcript will determine transferable credits for core content.

Seniors in good standing upon completion of all credit requirements by the end of the school year may participate in the graduation ceremony. Exceptions for those transferring into LPP during their senior year will be considered on an individual basis.

Credits/Subject	Courses
4 Bible	Old Testament, New Testament, Apologetics, Worldviews
4 English	Composition & Writing, World Literature, American Literature, British Literature
4 Math	Algebra 1 & 2, Geometry, and 4 th math aligned with post - high school plans
3 Science	Including a Life or Biological Science, a Physical Science, and a Lab
4 Social Studies	World History, US History 1, US History 2, American Government
2 Language	Spanish I, Spanish II
1 Technology	IT coursework combination, each .5 credit
1 Healthy Living	Health and Physical Education coursework combination, each .5 credit
1 Elective	Combination of elective courses ranging from .25 credit to 1 credit

Students must pass ALL CLASSES with a minimum of 70% to be eligible for consideration for LP / LPP scholarships, athletics and extra-curricular clubs. Additional GPA requirements may apply.



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STANDARDIZED TESTING

Parents will be notified of these dates each school year. Once the test results are received, one copy will be provided to families and one copy will be placed in the student's file. Each year grades 6 through 11 are tested using the Iowa Assessments and the CogAT (Cognitive Abilities) in conjunction with Riverside Insights. https://riversideinsights.com/the_iowa_assessments

GRADING SCALE

Middle School

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 or below

High School

Grading Scale & GPA Calculation

LETTER	PERCENTAGE	REGULAR	HONORS	AP
A	94 - 100	4.0	4.5	5.0
A-	90 - 93	3.7	4.3	4.7
B+	87 - 89	3.3	4.0	4.3
B	83 - 86	3.0	3.5	4.0
B-	80 - 82	2.7	3.3	3.7
C+	77 - 79	2.3	3.0	3.3
C	73 - 76	2.0	2.5	3.0
C-	70 - 72	1.7	2.3	2.7
D+	67 - 69	1.3	2.0	2.3
D	63 - 66	1.0	1.5	2.0
D-	60 - 62	.7	1.3	1.7
F	59 - 0	0	0	0



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ACADEMIC HONOR & CLASSROOM HONOR CODE

The eyes of the LORD are in every place, observing the evil and the good.

Proverbs 15:3

Discipline Statement: "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 Office of Academic Affairs.

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.

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.**

HOMework POLICY

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 complete. 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 do request parents' full cooperation in seeing that the assignments are completed.



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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.

The following code/disciplinary policy will go a long way in accomplishing a Christian climate of learning. The administration at Lee Park Preparatory School will set forth the model for handling misconduct. Based on the facts and seriousness of each incident, the administration reserves the right to establish further rules necessary and make revisions to the discipline policy as needed.

DRESS CODE

Lee Park Prep students will not be required to wear school uniforms. We reserve the right to revisit this decision. Our goal is to create a distraction free learning environment for students. To aid in this we will employ the following dress code standards.

- All male students must be clean-shaven. Any exception (plays, etc.) must be approved by the administration.
- No nose rings, piercings, unnatural hair color (blue, orange, purple, etc.), or counter-culture jewelry allowed.
- No hats are to be worn indoors.
- Girls accessories and make-up should be minimal.

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

- Jeans, colored denim, corduroy, dress pants/slacks, khakis
 - No athletic pants
 - 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



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- 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
 - No athletic 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 seated
- 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
 - For safety reasons, Crocs are not allowed
- 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 or groups other than LPP
- Pants that sag/fit below the waist
- Jeans with holes (defined by exposing skin)
- Flip flops and Crocs
- No sweat/warm-up style pants or athletic shorts are to be worn in the classroom
- Pajamas
- Leggings
- Tight Jeans
- See-through shirts
- Hats
- AirPods 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



Exams

Students who arrive for exams must be in adherence to the dress code in order to take semester exams/tests. Failure to comply will result in the student not being admitted to class, thus receiving a zero on the test/exam/presentation.

PE Clothing

Students are permitted to wear approved gym t-shirts and gym shorts in accordance to specifications outlined in the course syllabus for PE class. During the colder months sweatpants may be worn **over** gym shorts.

DEMERIT SYSTEM

1 Demerit

- Class Tardiness
- Unprepared for class (forgetting book)
- Failure to secure cell phone in accordance with classroom rules

2 Demerits

- Being in an unauthorized area without permission
- Disrupting Class
- Failure to follow directions
- Unkind/hurtful behavior/conversation toward another student
- Three homework offenses (per class)
- Failure to comply with dress code

4 to 10 Demerits

- Blatant disrespect to authority
- Unwelcome behavior/comments - (i.e. unwelcome teasing, name-calling)
- Skipping class
- Lying/falsifying information
- Invasion of privacy and/or theft (i.e., backpacks, desks) – restitution



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- Direct disobedience
- Inappropriate physical contact -1st offense
- Inappropriate sexual/suggestive conversation (written or verbal) - 1st offense
- Profanity in any form
- Possession of unauthorized materials/objects
- Cheating or plagiarism on a test, quiz, homework (possibly a zero on work), 1st offense
- Destruction of school property (minor offense) (less than \$25 - restitution)
- Bullying activity 1st offense (includes online activity)
- Having/using a cell phone/air pods connected to cell phone, etc., during school hours without teacher's permission- 1st offense (Phone/watch will be kept in the office until after school - Student may retrieve it)
- Apple Watches may be worn if kept on airplane mode

11 to 20 Demerits

- Cheating or plagiarism on a test, quiz, homework, (possibly a zero on the work) - 2nd offense
- Fighting - All students are also subject to a 1-3 day out-of-school suspension, and a 3-5 day suspension for additional fighting. The application and duration will be determined by the administration.
- Obscene language, gestures, behavior, and/or materials on school property
- Possession of unauthorized materials/objects
- Having/using a cell phone/smart watch, etc. during school hours - 2nd offense (Phone/watch will be kept in the office - Only a parent/guardian may retrieve it)
- Inappropriate sexual/suggestive conversation (written or verbal)- 2nd offense
- Physical abuse (fighting/bullying/threatening/contact)-2nd offense is subject to expulsion from the school.
- Inappropriate physical contact -2nd offense is subject to expulsion from the school.
- Violation of the Internet Use Policy (based on severity of offense)

21 to 30 Demerits

- Cheating or plagiarism on a test, quiz, or homework, (a zero on the work, possible failure of the class) – 3rd offense
- Destruction of school property /Vandalism/Theft (greater than \$25 - restitution)



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- Engaging in obscene language, gestures, images, and/or behavior (including any social media posts, texting, cyberbullying).
- Having/using a cell phone/ smart watch, etc., during school hours without the teacher's permission - 3rd offense (Phone/watch will remain in the office until the end of the semester)

31 to 40 Demerits

- Unauthorized possession/use of weapons - May result in suspension or expulsion from the school. Weapons of any kind, including pocket knives, stun guns, and pepper spray are prohibited on school property.
- Possession of alcohol, drugs, tobacco (on or off campus), and/or vape
- Sexual misconduct of any kind (including pornography)
- Cheating on a test, or work that would count as a test grade - 2nd offense (Zero on work - possibly a failure for the entire semester)
- Intentionally setting off a false fire alarm or calling in a bomb threat (immediate expulsion)

Demerit consequences

- 10 demerits: 30 minute after school detention (no fee)
- 20 demerits: 60 minute after school detention (\$10.00 fee)
- 30 demerits: In-school suspension (\$20.00 fee)
- 40 demerits: In-school suspension (\$20.00 fee)

Student will be expected to complete all class work in a designated, supervised area in the school. There will be a 25% penalty on all work completed while serving an in-school suspension.

- 50 Demerits: Out-of-School Suspension

Student will not be allowed back to school for a specified period of time (to be determined by administration). There will be a 50% penalty on all work completed while serving an out-of-school suspension.



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- 60 demerits: Administrative Hearing

The administration will meet to determine if, and under what conditions, a student may be readmitted to school.

- 70 demerits: Likely Expulsion

The student is not allowed to return to school for the remainder of the school year. In order to re-enroll, a written request must be made. Once the request has been received, a meeting will be arranged for the student, the parents, and the administrative staff. Following the meeting, the student will be informed of the administration's decision about re-enrollment. The student will be notified in writing. A copy of notification will be placed in the student's file.

Demerits are cumulative per semester. The administration takes note, however, of patterns of inappropriate conduct.

NOTE: All threats of violence against the school or another student are taken very seriously. Each incident will be dealt with by our policies and procedures and be subject to report to authorities/law enforcement.

Suspension/Expulsion and Detention

Students who have been expelled or suspended are not to be on school grounds before, during, or after school for any reason without the permission of the Administration.

Parents and students will be notified in advance of the detention so pick-up arrangements can be made. A thirty-minute detention will not require a fee. However, a sixty-minute detention will include a \$10.00 fee.



Behavior Patterns

Should the published demerit / detention system fail to yield satisfactory results, LPP reserves the right to require a contract, developed by the appropriate faculty and administration, as a criteria for continued attendance at Lee Park Preparatory School. If a student shows a continual pattern of poor behavior and/or attitude having a detrimental effect on the class as a whole, the administration reserves the right to ask the student to withdraw from Lee Park Preparatory School regardless of the number of demerits the student has accumulated.

PROBLEM SOLVING

The key to successful relationships is successful communication. It is our desire to "do all things decently and in order." (I Corinthians 14:40) To best insure problems and concerns are handled in a biblical and professional manner, the following steps are suggested:

1. 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)
2. 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)
3. 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)



PARENT – SCHOOL COMMUNICATION

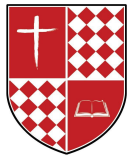
Meetings

- 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.
- Informational Meetings: These meetings are scheduled occasionally for further enrichment / information.
- 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.

BIBLE CLASS

Bible study is recognized at LPP as of fundamental importance and is a required subject. It augments the study of English, history, geography, and science. We believe that without knowledge of Biblical truth, a student cannot be considered truly educated. The Bible gives direction for this life and the only hope for the life to come.

The student body attends chapel each week, and on Chapel days, Bible class does not meet. Because of the importance LPP places on the study of the Bible, a student who fails Bible class two consecutive semesters will be asked not to return the following semester.



(ACTS) 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.

LOST AND FOUND

A small crate is available in the Merge, ARK, and in the FLC for lost and found items. At the end of each week, all clothing, book bags, etc. remaining in the crates, will be removed. Items not claimed within 2 weeks will be discarded or donated. If the student's name can be found on the item, it will be returned to him/her.



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VISITORS

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 Worship Center 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.**

TECHNOLOGY ACCEPTABLE USE POLICY

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.



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SIGNATURES

Christian integrity compels us to honesty in matters of personal conduct and academic pursuits. Families are asked to read, understand, and agree to the terms of the school handbook, the technology acceptable use policy, a statement of cooperation, and the academic honor code once admitted to the school. In addition to print copies available in orientation packets, digital signature sheets of the above items are available in the Family Portal of the Student Information System found at <https://factsmgt.com>.

A printed signed copy of all forms are due to the school office during the first week of school.

I, _____ have read the 2022 - 2023 School Handbook.

Student Name

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date



APPENDIX ACADEMIC ELIGIBILITY FOR ATHLETICS

HIGH SCHOOL ATHLETES

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 an overall GPA of 2.3% in academic coursework to be eligible for sports at Lee Park Preparatory School. **Prior** to signing up for a sport, students should obtain an Academic Eligibility Form available from the Academic Dean. Completed forms are submitted to the team coach for the sport of interest.
- **Grade Checks** - At the time of progress reports during the semester, student athletes should have a passing grade in each course. Those who do not meet this requirement are at risk of failing the course, not meeting the overall GPA requirements, and future eligibility for sports at Lee Park Prep.

CONTINUED ELIGIBILITY

At the end of each semester student athletes should be passing all core courses and meet the required GPA standards to remain eligible for sports. Students who fail to maintain an overall average of 2.3% in all classes will be placed on a 3 week probationary period. All class work submitted during the probationary period must contribute to correcting the deficit grades. By the end of the probationary period, if the overall course grade has not improved, probation will extend until the end of the grading period. In some cases, probation will extend to the next grading period.

ACADEMIC INELIGIBILITY

Students who do not meet the academic requirement at the end of the grading period, are ineligible to continue on a sports team for the next grading period. This period of ineligibility is given allowing 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 words 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 5 demerits.



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MIDDLE SCHOOL ATHLETES

Lee Park Preparatory student athletes are students first and foremost. To be eligible for a sport, middle 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 middle school students who wish to participate in sports at LPP, should be passing each individual core subject course. **Prior** to signing up for a sport, students should obtain an Academic Eligibility Form available from the Office of Academic Affairs. Completed forms are submitted to the team coach for the sport of interest.
- **Grade Checks** - At the time of progress reports during the semester, student athletes should have a passing grade in each course. Those who do not meet this requirement are at risk of failing the course, not meeting the overall GPA requirements, and future eligibility for sports at Lee Park Prep.

CONTINUED ELIGIBILITY

At the end of each semester student athletes should be passing all core courses and meet the required GPA standards to remain eligible for sports. Students who fail to maintain an overall average of 2.3% in all classes will be placed on a 3 week probationary period. All class work submitted during the probationary period must contribute to correcting the deficit grades. By the end of the probationary period, if the overall course grade has not improved, probation will extend until the end of the grading period. In some cases, probation will extend to the next grading period.

ACADEMIC INELIGIBILITY

Students who do not meet the academic requirement at the end of the grading period, are ineligible to continue on a sports team for the next grading period. This period of ineligibility is given allowing 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 words 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 5 demerits.