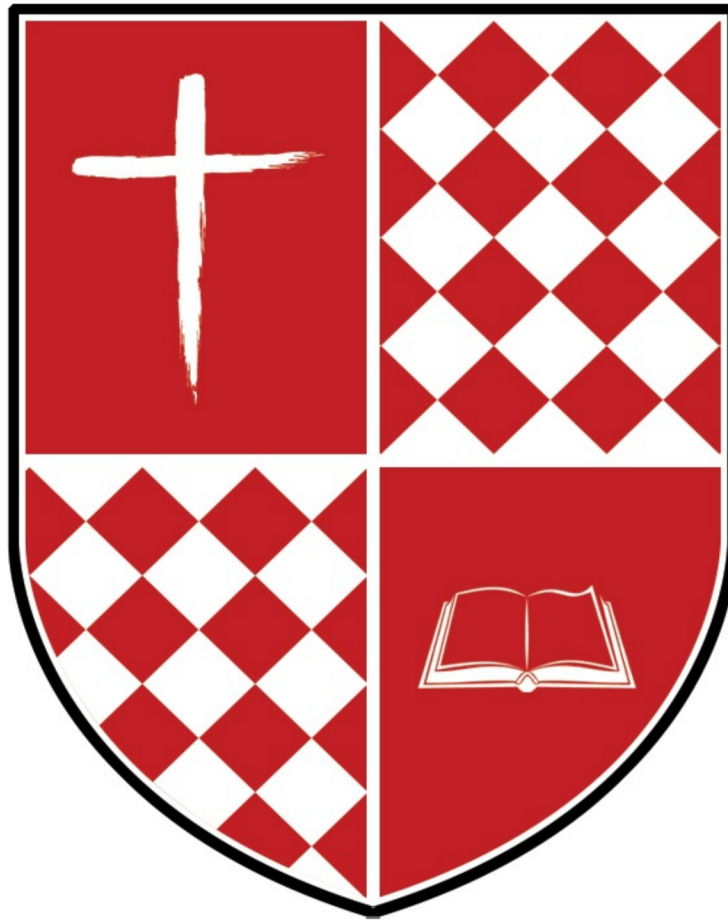


2023-2024 School Handbook



LEE PARK PREP

Table of Contents

School History	2
Philosophy and Objectives	3
The Administration	5
Admissions Policies	7
Tuition/Fees/Withdrawal Policies	8
Attendance Policies	10
Dress/Appearance Code	12
Code of Conduct	14
Disciplinary Policies	17
Academic Policies	21
Internet Usage Policy	24
School Safety	25
Food/Gum/Drink Policies	26
Transportation	26
After School Care	27
Miscellaneous Policies	27
Parental Involvement, Support, and Conflict Resolution	28
Required Forms Checklist	32

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School Handbook

School History

In early 2019, Pastor Chris Justice followed the Lord's leading 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 following the University Model. The school opened in 2019 - 2020 serving 35 students in grades 8-12. Pastor Chris Justice served as the first Head of School. Mrs. Debbie Hargett joined the administrative staff as the Academic Dean, and Rev. Chris Griffin was named Principal.

The school saw many opportunities the first year to meet new school challenges. Students grew academically and made professions of faith throughout the school year. Great success came with the Junior Varsity Soccer team winning the North Carolina State Championship.

From the very beginning, the school has worked to develop a strong sense of Christian service within its students. "Missions Day" is a vital part of the LPP experience. During these days, students help local clothing closets, food pantries, community ministries, and addiction ministries. Scheduled Missions Day events continued throughout the subsequent years.

COVID-19 presented one of the greatest challenges to confront schools across the world. Lee Park Prep, through the Lord's enabling grace, was able to rise to the challenge of offering synchronous online instruction. The inaugural class of 2020 graduated three students.

The COVID-19 pandemic continued to present new challenges for the 2020-2021 academic year and Lee Park Prep continued to rise to the challenges. During this academic year, the school expanded to serve 83 students in grades 6-12. The school opened a biology lab this year and added its first Advanced Placement course (AP Calculus - AB) to the course offerings. The students taking the AP exam earned passing scores.

The Athletics program worked relentlessly to ensure the program operated with excellence during COVID protocols. The school campus benefited from a renovated basketball gymnasium and a newly developed soccer field. Four students graduated from LPP in 2021.

During the summer of that year in preparation for the 2021-2022 academic year, a School Advisory Council formally developed and Rev. Landon Keziah was named as the new Head of School. Enrollment grew to 110 students. Academics expanded to include a partnership with South Piedmont Community College offering college courses to juniors and seniors dually enrolled under

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the North Carolina Career and College Promise. Two additional AP courses (AP Statistics and AP Calculus BC) were added to the course offerings. A pass rate for AP exams this year was 62% with 25% scoring a 5, defined as extremely well qualified.

Building upon the foundation of requiring information technology coursework as part of graduation requirements, a 3-D printer and a few Chromebooks were acquired to begin a STEM focused lab promoting student access. The Athletics footprint expanded to include a softball field and groundwork for a baseball field. The 2022 graduating class included fifteen students. Schools extending acceptances to our students this year included Clemson University, Liberty University, Milwaukee School of Engineering, NC State, St. John's University, University of North Carolina Charlotte and University of North Carolina at Wilmington, University of Pennsylvania, Virginia Tech, and Wingate University.

Following graduation leading up to this academic year, discussions on developing a school media center began. Rev. Keziah met with other school officials and law enforcement to refine the school safety plan. A self-study for School Accreditation was adopted, and enrollment grew to 133 students.

The 2022-2023 school year was a significant one for the Lee Park Preparatory. During this year, the school received accreditation from the Association of Christian Teachers and Schools, the National Council for Private Schools, and Cognia. The administrative team expanded to include a Middle and High School Principal along with Directors of Guidance, Curriculum and Instruction, Ongoing School Improvement, and Student Life. The Lord's favor continued to be upon the school with record enrollment.

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.

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

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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. 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.

C. 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:

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BIBLICAL WORLDVIEW	SECULAR WORLDVIEW
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. Advisory Team.** The Advisory Council 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.

It is the responsibility of the Head of School to:

- Maintain the ministry vision between church and school.
- Ensure that the school operates within its Mission and Vision Statements.

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- Work with department heads and the school board to set the operational budget.
 - Ensure that staff have access to proper professional development resources.
 - Adhere to the bylaws and all laws governing the school.
 - Communicate with legal representation in matters where they are necessary.
 - Possess and communicate a clear vision for the future of the school.
 - Effectively explain decisions.
 - Cultivate donor relations to support current (& future) operational needs.
 - Lead in sound fiscal management to carry out the school mission/vision including seeking to balance the budget.
 - Develop and maintain campus facilities to support & grow the instructional programs.
 - Oversee the development of the school calendar.
 - Demonstrate the curriculum Scope and Sequences to all stakeholders.
 - Ensure that curriculum guides are developed for courses.
 - Cast a vision that incorporates research into the latest curriculum designs and learning technologies.
 - Demonstrate moral and ethical judgments.
 - Provide resources for the spiritual development of staff and students.
 - Set an example of the importance of prayer and scripture memorization.
 - Develop and ensure the proper implementation of discipline policies in conjunction with principals.
 - Oversee the development and performance of principals.
 - Train teachers for the successful infusion of a biblical worldview in all courses.
 - Oversee the development and implementation of an effective class schedule and teacher's schedule.
 - Check for understanding among the faculty and staff.
 - Lead the accreditation process and communicate strategic planning initiatives.
 - Acquire & maintain adequate human resources for classrooms & programs.
 - Be an effective communicator. Team centric.
 - Oversee disciplinary actions and dismissal of teachers and staff in collaboration with the School Board.
 - Oversee the hiring process for new employees.
 - Attend School Board meetings.
 - Other duties as assigned by the Senior Pastor
- D.** 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.

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Admissions Policies

- A. Admissions Criteria.** Lee Park Preparatory School admits students of any sex (as determined by natural 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 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 for Church Members.** 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. Lee Park Preparatory is unable to accommodate I.E.Ps at this time. Applications are dated when received and organized according to grade. Waiting lists for full classes will be considered with Lee Park Church members 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 \$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.

- 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 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.

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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 will be invited by the administration, by way of personal letter, 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 Lee Park Preparatory does accept some students with special learning needs, physical or other disabilities, Lee Park Preparatory does 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 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. The school has the right, for any reason, to ask the student to withdraw, again with notice defined as seven days.

- B. Tuition Refund/Applicable Fees.** If a student is withdrawn or asked to or required to withdraw, tuition is owed through the end of the month of the student's last day of

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attendance. 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 parent.

- C. **Tuition and Fees.** Below is a breakdown of your investment. Student fees cover operational costs such as technology needs, textbooks, and consumable classroom supplies. 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	First Child	Additional Child
2023 - 2024 Tuition Rate	5,175.00	4,275.00
Re-Enrollment/Application Fee	75.00	75.00
*Student Fees	750.00	750.00
Payment Amount	\$6,000.00	\$5,100.00

Monthly payments: Tuition and Fees must be paid in nine equal monthly installments, beginning August 15, 2023, and ending April 15, 2024.

Lump sum payments: Accounts that are paid in full prior to August 1 will receive a \$300 discount per student.

D. Delinquent Accounts Policy

- Parents 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.

E. Athletic Fees

Every student athlete pays an initial \$250 athletic fee. This fee covers their first

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sport.
Each additional sport is \$50.

Attendance Policies

- A. Attendance.** The school day is from 8:00 AM to 3:00 PM, Monday through Thursday, with Friday being an asynchronous 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.
- B. Attendance Policy:** Students are permitted 8 excused absences per semester. A parental note and approval by the grade-level principal must be received for an absence to be considered excused. After the 8th absence there are only two reasons for excused absences:
1. Death of a family member; and
 2. Sickness (approved ONLY WITH A DOCTOR'S EXCUSE).

Students will not be allowed to make up work missed for unexcused absences 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. Communication with the school office is essential due to continuing issues surrounding. Absences due to school activities (e.g., field trips, athletics) do not count as part of the 8 days per semester. Work missed for excused absences must be completed.

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 12 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.

C. Attendance Keeping

Attendance is kept in the individual teachers' grade books and in the Student Information System (FACTSmgmt.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 5 absences in a particular class, a notification email 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

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cases of pre-arranged absences cleared by a grade level principal and emergencies that are cleared with the grade-level principal.

D. Responsibility for Make-Up Work due to Excused Absence

Students who are absent are responsible for missed work. Often content covered in classroom discussion can not 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. 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.

E. 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 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.

F. 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 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.

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

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school office for the parent to arrive. Parents are required to sign the student out before leaving the school.

G. 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.

H. 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.

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.

I. School Office Hours

The school office is located in the Merge under the Lee Park Preparatory sign. The administrative assistant is 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.

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- 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 sex as defined by their sex 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
 - Student 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
 - The administration reserves the right to deem 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
 - 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 standing
- 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

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- 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 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

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 talks about 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.

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- 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, 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)
- 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 and 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.

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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 Contact.** 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 or employee does any of the following: engages in speech regarding sexual immorality; claims to be or actually is sexually active outside of marriage; 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.

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F. Cell Phone/Electronic Device Possession/Use. The following guidelines should be followed while on the school campus:

- Cell phones must be turned off while in class and stored in the pockets at the classroom door. Persistent device use after warning may be confiscated and turned into the office where only parents may retrieve confiscated devices; smart watches may be worn but not used during class.
- Smart watches should be turned to airplane mode.
- Cell phone use is 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 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 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 polices” (such as not chewing gum on campus) that would only apply on campus and “biblical mandates” (such as not engaging in pre-marital 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

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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.

B. Minor Offenses. Not all offenses warrant the same discipline. This handbook contains a clear explanation of what the school considers a minor offense through the demerit system.

C. Demerits.

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 - (e.g., unwelcome teasing, name-calling)
- Skipping class
- Lying/falsifying information
- Invasion of privacy and/or theft (e.g., backpacks, desks) - restitution
- 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)
- Smart watches may be worn if kept in 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

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- 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) -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)
- 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, and tobacco (on or off campus)
- Sexual misconduct of any kind (including pornography), on or off campus
- 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)

D. Demerit consequences

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

- 60 demerits: Administrative Hearing

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

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- 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.

E. 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.

F. 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 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 withdraw the student or family from Lee Park Preparatory.

- G. 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.

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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 all grades annually. Additionally, the school administers the ASVAB to 11th grade students to aid in career and college planning.
- D. Curriculum.** The school primarily utilized BJU Press. The school does use a few publishers outside of this organization with a preference for Christian publishers. The schools 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. 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 unless otherwise arranged with the teacher. All work that was due on the first day of the absence must be turned in upon the return to school.

F. Missing Work

All missing work is subject to a 10 point per school day deduction. Teachers may allow students to turn in previously missing assignments after a week, but the maximum grade that can be earned will be a 50.

G. Graduation Requirements.

Twenty-two credits in addition to a credit of Bible for each year in attendance are required for graduation. Below is a breakdown of the required credits.

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Bible: 1 credit for each year of high school attendance

Math: 4 credits (Algebra 1, Geometry with Statistics, Algebra 2, and a Fourth Math for which Algebra 2 is a prerequisite)

English: 4 Credits (English 1, English 2: World Literature, English 3: American Literature, and English 4: British Literature)

Health and PE: 1 credit

Social Studies: 4 credits (A World History, US 1, US 2, and American Government)
or (A World History/Geography, United States History, American Government, and an Economics Course)

Science: 3 credits including lab science and a physical science

Foreign Language: 2 Credits of Spanish

Electives: 4 additional credits of which 1 credit must be in Informational Technology

H. Diplomas and Transcripts. Transcripts will reflect the student’s legal name at the time of enrollment and may not be changed except with a court order reflecting a minor’s name has been changed pursuant to an adoption decree.

I. Bible. Lee Park Preparatory uses the English Standard Version for Bible memorization.

J. Chapel. Chapel is held weekly. Students are expected to dress in accordance with the school dress code.

K. Report Cards and Other Progress Reports. Report cards will be sent to parents each quarter. Progress reports are sent mid quarter.

L. Athletics

- Lee Park Preparatory offers a robust variety of sports for middle and high school students.
- Uniforms are covered in the sports fees and will 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.

M. 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 an overall GPA of 2.5% 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 Director of Instruction. Completed forms are submitted to the team coach for the sport of interest.

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- **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 2.5% 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 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.
- N. 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.
- O. 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.
- P. Student Organizations and Publications.** The school offers a variety of clubs including yearbook, art, worship, ministry, and the ACTS Honor Society.

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

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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 the ACTS Honor Society and the Knights of the Roundtable for the year that the violation occurred which can include the loss of Senior chords.

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 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 into "hacking" into another's account.
- Students must be willing to provide current login information for all school-provided student accounts, storage files, 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.

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- Accessing and posting to social media, blog, or chat sites, and on 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 use 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.

School Safety

- A. Emergency Drills.** 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. Student 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.
- 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

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students. Parents will pay for the drug test at an Jeskri Associates. A positive drug test for alcohol, amphetamines, benzodiazepines, marijuana, cocaine, PCP, or opioids (narcotics) will result in immediate expulsion.

- D. 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 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.

Food/Gum/Drink Policies

- A. Lunch.** Lunch takes place in the Ark. The school offers a hot lunch program that is communicated through the Newsletter. The school provides microwaves for lunches as well. Middle school students eat lunch at 11:15, and high school students eat lunch at 11:55.
- B. Policy on Eating and Drinking between and during Classes.** To maintain the condition of the school's facilities, chewing of gum, 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.
- B. Car Line/Speed Limit on Campus.**
- Parents will be provided with a laminated pick up card to verify that they are allowed to pick up their student. Additional cards are available upon request. An authorized pickup can be verified by presenting identification to verify that the person has been authorized to pick up the student in question.

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- 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 3:20 will go to Homework Club
- B. **Cost.** Homework club costs \$40 a week. This fee covers the student from 3:00-6:00 pm.
- C. **Program Details.** This is primarily a study hall for students to complete their homework. 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.

- D. **Pick up.** Students will be picked up in the FLC lobby.

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 get a message to the student. If it is an emergency, the student will be contacted immediately. Otherwise, the student will receive the message between classes.
- B. **Health Services and First Aid.** The Faculty and Staff are trained in Basic Life Support, CPR, and OSHA safety.

Every teacher has a first aid kit near the classroom, which contains materials that can be used in treating an incident that involves the loss of blood or other bodily fluids. These materials include **latex gloves, zip lock bags, absorbent cloths, and spray bottles containing 9 parts water and 1 part Clorox.** Teachers will be trained annually during in-service on methods for effectively handling situations involving blood borne pathogens.

In case of illness, the student's parent is 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.

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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 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. **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 Ark, 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.
- 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 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.
- F. **School Closing.** The Academic Calendar can be accessed [here](#).

In the event of inclement weather, the school follows the decisions related to facility closures or delays. The school will communicate through email and social media if the closing will move to a virtual day to avoid a later make up day.

- G. **Sales/Flyers.** Any sales or flyer 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.

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- 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 Night 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 award carries a \$500 scholarship for the following year.
- High School ACTS Honor Society- Selection is determined among 10th-12th grade students who have a 3.8 or higher weighted GPA.
- 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

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- 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.
- Bronze-ACTS Honor Society
- Silver-Knights of the Round Table
- Brown-Performing Arts Hall of Fame
- Red and Black-Athletic Hall of Fame
- Gold Medallion-Summa Cum Laude
- Black Medallion-Magna Cum Laude
- White Medallion-Cum Laude
- Junior Marshal cords = gold

Parental Involvement, Support, and Conflict Resolution

- 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 Teacher

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) To best insure problems and concerns are handled in a biblical and professional manner, the following steps are suggested:

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- 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)
2. 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. School policy prohibits students from “friending” or accepting such invites from teachers and staff members at the ministry. Students are also prohibited from initiating or responding to texts or messages from teachers or other staff members unless such communications also include parents, are on a class-wide group text or message, or are sent through an approved, online, monitored school communications platform. Parents are asked to inform the administration if this is violated.

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

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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 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.

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.**

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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: _____

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