

LEAKE ACADEMY
Educating Mind, Body, and Soul
Matthew 22:37

HANDBOOK FOR STUDENTS
2023-2024



LEAKE ACADEMY
P.O. Box 128
Madden, Mississippi 39109
(601) 267-4461
Office Hours
7:30-3:30
(Summer office hours: 8:00-12:00 MTW)

Website: [http:// www.leakeacademy.org](http://www.leakeacademy.org)

Parental acknowledgement sheets will be distributed and collected from each student at the beginning of the school year. These forms must be signed by a parent/guardian to indicate this handbook and Acceptable Use Policy (now located on the LA website) has been reviewed and all rules and guidelines are acknowledged. These forms are located at the back of this handbook.

TABLE OF CONTENT

1. General Information
 - 1.1 Disclaimer
 - 1.2 Mission Statement
 - 1.3 Forward
 - 1.4 History
 - 1.5 Philosophy and Objectives of Leake Academy
 - 1.6 Governance
 - 1.7 Accreditation
 - 1.8 Admission Policy
 - 1.9 Notice of Nondiscriminatory Policy
 - 1.10 Communication
 - 1.10.1 *Webpage*
 - 1.10.2 *Notify My School*
 - 1.10.3 *FACTS/RenWeb*
 - 1.10.4 *Parent Teacher Conference Communication*
 - 1.10.5 *Parent Teacher Conference Procedures*
 - 1.11 A.H.E.R.A. Management Plan
 - 1.12 Registration
2. Registration Procedures and Financial Information
 - 2.1 Importance of Tuition and Fees
 - 2.2 Payment Policy
 - 2.3 Deferred Payment Plan
 - 2.4 Athletic Fee
 - 2.5 Refund Policy
 - 2.6 Fines
 - 2.7 Termination of Educational Contract
 - 2.8 Withdrawal Financial Obligations
 - 2.9 Force Majeure Policy
3. Academic Matters
 - 3.1 Daily Schedule
 - 3.2 Grading Scale
 - 3.3 Passing and Failing
 - 3.4 Grading Policy
 - 3.4.1 *Semester Exams*
 - 3.5 Weighted / Advances Course Grading

- 3.5.1 *Retaking Weighted Courses*
 - 3.6 Promotion Retention Policy
 - 3.6.1 *Promotion*
 - 3.6.2 *Retention*
 - 3.7 Nine Weeks Honors (Headmaster's List and Honor Roll)
 - 3.8 Conduct Grades
 - 3.9 Scheduling of Classes
 - 3.10 Graduation Requirements
 - 3.11 Dual Credit
 - 3.12 Honor Graduate Requirements
 - 3.13 Mississippi Universities Admission Standards
 - 3.14 Exemption Policy
 - 3.15 Cheating Policy
 - 3.16 Transcripts
 - 3.17 Testing
 - 3.18 ACT School Day Testing
 - 3.19 ACT Information
 - 3.20 Credit Recovery
 - 3.21 Independent Study Courses
 - 3.22 Student Progress Reports
 - 3.22.1 *Progress Reports*
 - 3.22.2 *Report Cards*
 - 3.23 Addressing Student Concerns with School
- 4. Attendance and Absentee Policy
 - 4.1 Introduction
 - 4.2 MAIS Accreditation Regulations
 - 4.3 Classification of Absences
 - 4.4 Absentee Policy
 - 4.5 School Activity Absences
 - 4.6 College Visits
 - 4.7 Leaving School Policy
 - 4.8 Truancy and Skipping Policy
 - 4.9 Make-Up Work
 - 4.10 Tardy Policy
 - 4.10.1 *School Tardy*
 - 4.10.2 *Class Tardy*
 - 4.11 Credit for Class
- 5. Student Dress and Grooming Policy
 - 5.1 Introduction
 - 5.2 Standards for All Students' Apparel and Grooming
 - 5.2.1 *Boys*
 - 5.2.2 *Girls*
 - 5.3 Consequences of Dress and Grooming Violations
- 6. Cell Phone and Electronic Devices Policy

- 6.1 Cell Phone Policy
- 6.2 Violation of the Cell Phone Policy
- 6.3 Prohibited Cell Phone Conduct
- 6.4 Internet and Computer Use Policy
- 6.5 Government Laws
- 6.6 Responsible Use
- 6.7 Consequences for Violation of Agreement
- 7. Conduct and Discipline – High School
 - 7.1 General Student Conduct
 - 7.1.1 *Classroom Conduct*
 - 7.1.2 *Changing Classes and Corridor Conduct*
 - 7.2 Gum and Candy Policy
 - 7.3 Tobacco Policy
 - 7.4 Electronic Smoking or Vaporization Device Policy
 - 7.5 Display of Affection
 - 7.6 Disrespectful Behavior
 - 7.7 Leake Academy Philosophy of Discipline
 - 7.8 Discipline
 - 7.9 Assertive Discipline Policy
 - 7.9.1 *Penalties for Conduct Referrals*
 - 7.10 Definitions of Disciplinary Terms
 - 7.10.1 *Detention*
 - 7.10.2 *Suspension*
 - 7.10.3 *Probation*
 - 7.10.4 *Expulsion*
 - 7.10.5 *Corporal Punishment*
- 8. Harassment Policy
 - 8.1 Definition
 - 8.2 Sexual Harassment Policy
 - 8.3 Prohibition
 - 8.4 Procedures
 - 8.5 Other Harassment Policy
 - 8.6 Bullying Policy
 - 8.6.1 *Summary*
 - 8.6.2 *Definition*
 - 8.6.3 *Cyberbullying*
 - 8.6.4 *Policy*
 - 8.6.5 *Reporting*
 - 8.6.6 *Action*
 - 8.6.7 *Key Terms Defined*
- 9. Drug and Alcohol Policy
 - 9.1 Introduction
 - 9.2 Search/Seizure Policy
 - 9.3 Drug Testing Procedure

- 9.4 Educational Phase of Policy
- 10. Weapons/Contraband Policy
 - 10.1 Weapons Policy
 - 10.2 Contraband Policy
 - 10.3 Search and Seizure Policy
- 11. Threat Policy
- 12. Vandalism
- 13. Marriage Policy
- 14. Pregnancy Policy
- 15. Cafeteria
 - 15.1 Conduct During Lunch and Break
 - 15.2 Lunch Period
 - 15.3 Sack Lunches
 - 15.4 Emergency Lunches
 - 15.5 Lunch Room Party Policy
- 16. Facilities
 - 16.1 Admission to Building
 - 16.2 Care of School Property
 - 16.3 Gymnasium Regulation
 - 16.4 Library Policy
 - 16.5 Restrooms
 - 16.6 Lockers
 - 16.7 Teacher's Lounge and Workroom
 - 16.8 Usage School Facilities
 - 16.8.1 *Use Policy*
- 17. Motor Vehicles
- 18. Miscellaneous Information
 - 18.1 Daily Announcements
 - 18.2 School Visitors
 - 18.3 Deliveries to Students During School
 - 18.4 Child Custody
 - 18.5 Medical Information
 - 18.6 Assembly Programs
 - 18.7 Field Trips
 - 18.8 Volunteers and Chaperones
 - 18.9 Textbooks
 - 18.10 Phone Calls
 - 18.11 Copying Services
 - 18.12 Collectable Items
 - 18.13 Lost and Found
 - 18.14 Daily Devotions and Pledge
 - 18.15 Parties
 - 18.15.1 *Parties in Elementary and Kindergarten*
 - 18.16 Fund Raising

- 18.17 Soliciting
- 18.18 Donations of Structure or Services
- 18.19 School/Home Harmony Expectation
- 19. Student Life
 - 19.1 Homeroom
 - 19.2 Office Monitors
 - 19.3 Class Officers
 - 19.4 Clubs and Organizations
 - 19.5 Who's Who Eligibility
 - 19.6 Homecoming Regulations
 - 19.7 Junior-Senior Prom
 - 19.8 Student Body Behavior at Extracurricular Activities
- 20. Emergency Procedures During Severe Weather
 - 20.1 School Closure Notification During Inclement Weather
 - 20.2 Fire Drill
 - 20.3 Tornado Drill
 - 20.4 Earthquake Drill
 - 20.5 School Lockdown Procedure
 - 20.6 Bomb Threat Procedure
- 21. Interscholastic Athletic Information
 - 21.1 Eligibility for Extracurricular Activities
 - 21.1.1 *MAIS Eligibility Regulations*
 - 21.2 Cheerleading Requirements
 - 21.3 Dance Team Requirements
 - 21.4 Absentee Policy for Day of Event
 - 21.4.1 *Suspension from School on Day of Event*
 - 21.4.2 *Missed Assignments due to Athletics*
 - 21.5 Student-Pay Items
 - 21.6 Fan Sportsmanship
 - 21.7 Fan Ejection
 - 21.8 Playing Time Policy
- 22. **Elementary School Rules**
 - 22.1 Traffic Flow and Student Drop Off and Pick-Up
 - 22.1.1 *Drop-Off*
 - 22.1.2 *Pick-Up*
 - 22.2 Early Dismissal
 - 22.3 Medicine Forms
 - 22.4 Parties in the Elementary
 - 22.5 Playground Rules
 - 22.6 Hall Rules
 - 22.7 Elementary Behavioral Guidelines

Appendix 1 - Parents and Students Handbook Signature Page

23. Acceptable Use Policy

Appendix 2 -Acceptable Use Policy Acknowledgement Form

1. GENERAL INFORMATION

1.1 DISCLAIMER

This handbook does not and cannot address every situation, question, or problem that may arise. Any unaddressed situation, question, or problem that arises will be left to the discretion of the school's administration and Board of Directors.

1.2 MISSION STATEMENT

The mission of Leake Academy is to provide an educational environment, based on a Christian world-view, which recognizes the needs of each student in order to promote and develop the academic, physical, spiritual, and social skills that empower the individual to meet the demands and challenges in an ever-changing and morally complex world.

1.3 FOREWORD

The Leake Academy Student Handbook has been compiled to provide students and parents as much information as possible about Leake Academy and to answer many of the questions, which you may have concerning the daily operation of the school. The handbook is not intended to be all-inclusive but rather to give you basic rules and regulations and other basic information, which will be helpful to you.

Students and parents must realize that when an attempt is made to formalize certain policies of this nature, there is always the possibility of inadvertently omitting some regulations. Likewise, additions and deletions are continually being made.

Parents, guardians or persons of loco parentis have agreed by signing the educational contract that they are to abide by all rules and regulations of Leake Academy as enacted by the Board of Leake Academy.

When questions arise concerning any area of school life at Leake Academy, please feel free to contact the Headmaster's office for assistance. Your calls and visits are always welcome.

1.4 HISTORY

On January 5th, 1970, Leake Academy opened its doors to students from six counties. The opening was an exciting time in Madden. Leake Academy began for students in first through eleventh grades. The first graduating class was presented in May, 1971 with 38 members. Since that time, four-year-old and five-year-old Kindergarten classes have been added to our curriculum.

1.5 PHILOSOPHY AND OBJECTIVES OF LEAKE ACADEMY

Leake Academy is a non-sectarian school based on Christian principles and dedicated to a quality education. Leake Academy believes that there is more to education than academic achievement. A total education must include not only the intellectual but also the democratic, moral, personal, physical, and social development of each student as well. Leake Academy realizes that this total education of each child can be reached only with the

school and the home working together. The school has the primary responsibility for guiding the learning process; but this process must be shared, supported, and contributed to by the parents. This cooperation can be achieved only by mutual trust and respect for among by parents, students, and teachers.

Leake Academy's curriculum and methods best serve students capable of average to superior performance.

The Board of Directors, administration, and faculty have developed a curriculum designed to implement this philosophy. The following are some of the objectives specifically expressed to bring about this philosophy.

1. To provide an atmosphere conducive to learning.
2. To provide comfortable school facilities.
3. To motivate students to perform to the best of their abilities.
4. To provide opportunities that will help students to develop leadership characteristics and encourage good citizenship.
5. To provide a curriculum that will prepare students for college entrance.
6. To teach basic ethical standards.
7. To foster an atmosphere of mutual trust and respect between teachers and students.
8. To provide an environment for good moral and spiritual growth.
9. To teach students to assume responsibility.
10. To teach students to respect people in authority.
11. To encourage students to participate in all phases of school life.
12. To recognize those who give a good effort and not just those who win.
13. To provide a well-rounded competitive sports program.
14. To develop physical skill by means of a physical education program.
15. To promote good sportsmanship.
16. To promote pride in students and their school.
17. To provide a continual effort to encourage students:
 - a. To respect the rights and feelings of others.
 - b. To accept differences in others.
 - c. To communicate effectively with fellow students and adults.

The administration believes that these objectives can best be carried out by the examples shown daily by the staff members at Leake Academy.

1.6 GOVERNANCE

Leake Academy is incorporated as a 501(c)(3) tax exempt organization and operates under the control and direction of a Parent-Teacher Organization member-elected Board of Directors. The school is administered by Leake Academy, Inc., a Mississippi non-profit corporation, which is responsible for all decisions as to faculty, programming, admissions, and all other decisions necessary to the operation of the school.

1.7 ACCREDITATION

Leake Academy is fully accredited, and its teachers are certified by the Mississippi Association of Independent Schools.

1.8 ADMISSION POLICY

All potential students shall be on the appropriate academic level before being admitted in Leake Academy. They shall be aware of the mission of Leake Academy. Parents who wish to enroll a student in Leake Academy should make an appointment with the administrator or counselor of the school and complete the Admission Packet.

All prospective new students (K-12) must be evaluated for admission to Leake Academy. There is no admission screening for students entering the Pre-Kindergarten program; however, they must be evaluated before placement in the Kindergarten program for the following year. Upon payment of a \$25.00 screening/testing fee, school staff will schedule an evaluation, the results of which will determine eligibility for admission and grade/course placement. *The screening/testing fee is non-refundable.*

All screening/testing materials are the property of Leake Academy and will remain the property of Leake Academy after the evaluation is completed.

The Board of Directors reserves the right to deny admission to any student where it is reasonably calculated that such admission might create adversity, conflict or opposition to the school's "Philosophy and Objectives".

Priority of Admission:

Priority of admission to the school will be granted to currently enrolled students and siblings of currently enrolled students.

To receive consideration, applications must be submitted on or before the priority deadline preceding the academic year for which enrollment is sought.

1.9 NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Leake Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

1.10 COMMUNICATION/PARENT CONFERENCE

1.10.1 WEBPAGE

Information about what's happening at Leake Academy is listed on the Quick Links and Events page of the LA website: www.leakeacademy.org . There is also a calendar available for download which is subject to change as sporting events and other school activities are added, rescheduled, or cancelled.

1.10.2 PARENT ALERT

This service sends text messages to notify patrons about emergencies, schedule changes, upcoming events, etc. To receive these notifications, call the office for information. (Your personal carrier contract will dictate whether you will be charged for the text messages.)

1.10.3 FACTS/RenWeb

Through the FACTS/ RenWeb program, you can view your child(ren)'s grades, homework assignments, daily announcements, school calendar, and other information. You can add medical and other information as well.

To access ParentsWeb:

- Please go to www.factsmgt.com
- Select **Parent Log in (Upper Right side)** from the menu bar and **FACTS Family Online (ParentsWeb)** from the drop-down menu.
- Enter **LA-MS** into the District Code field.
- Enter your username and password. If you have forgotten your username or password, please click on the link provided.

Instructions for Creating a ParentsWeb Login

- Please go to www.factsmgt.com
- Select **Parent Log in (Upper Right side)** from the menu bar and **FACTS Family Online (ParentsWeb)** from the drop-down menu.
- After the FACTS ParentsWeb Login screen opens, please select **Create New ParentsWeb Account**.
- Enter **LA-MS** into the District Code field.
- Enter in the Email field your email address as provided in your application to the school.
- Click the **Create Account** button.
- You will receive an email from FACTS Customer Support containing a link that will allow you to create your username and password. For security purposes the link will remain active for 6 hours.
- Please click on the link. A Change/Create Password screen will open. You may use the default username provided, or create a new username. Then type in your desired password into the Password field and Confirm Field.
- Click on the **Save Username and/or Password** button.
- Close the window.
- Log into ParentsWeb as instructed above.
- If you are already enrolled, you do not need to complete the process again.

If you need to add your email address or have any trouble with the enrollment process, please contact the office for assistance.

1.10.4 PARENT/GUARDIAN AND TEACHER/ADMINISTRATION COMMUNICATIONS

Teachers may be contacted via email. Email addresses may be obtained from the school's website. The school recognizes that email often provides a convenient means for communicating data and information; however, email should not be used as a substitute for parent-teacher conferences. Parent/guardians should also keep in mind that teachers have only limited access to their email during the school day. Because the records of students' work and examples of the work itself are in the classroom, parents are advised not to seek conferences at PTO meetings or through telephone calls to teachers' homes. **PLEASE DO NOT CALL THE TEACHER AT HOME.**

Parents are always invited to visit the school and confer with staff concerning the work of their child; however, parents must schedule a conference with the teachers. When a conference is needed, parents should call the main office (601-267-4461) to arrange a time to see the teacher during the teacher's vacant period. Parents may set up an appointment before or after school during the week except on Friday.

1.10.5 Proper Procedures to schedule a Parent Teacher/Administration Conference:

Any questions concerning classroom work, conduct, any extracurricular activity, or any other student concerns should be handled in the following hierarchical manner:

1. First by contacting the office for an appointment with the appropriate classroom teacher, coach, director, or sponsor.
2. Second, if after meeting with the classroom teacher, coach, director, or sponsor, a parent/guardian desires further communication, he/she should make an appointment to meet with the appropriate administrator or athletic director.
3. Third, if, after the first two steps of communication have been performed and the parent/guardian is dissatisfied with the result, he/she may make an appointment with the head of school.
4. Any individual deviating from the steps described above will be directed back to the appropriate level before any further discussions will take place.

Please note that administrators and teachers will not be available for a conference without an appointment.

Notes:

- Parents are not allowed to go to the classroom to get their child or see the teacher. Instead, parents should report to the office, and the appropriate arrangements will be made.
- Parents are to refrain from calling teachers/staff at their homes and texting them on their cell phones; all contact should be made through the school office during school hours or through email.

1.11 NOTIFICATION OF AVAILABILITY of LEAKE ACADEMY A.H.E.R.A MANAGEMENT PLAN

This notification is to inform all students, teachers, school employees, parents, and legal guardians of students that the school has conducted the 3-year reinspection for asbestos and everything was in compliance. Every six months the buildings will be surveyed to see if the condition of the asbestos has changed. A copy of the management plan is available upon request at the administrative office of Leake Academy, at One Rebel Drive, Madden, Mississippi. A duplication fee will be charged.

1.12 REGISTRATION FOR THE NEW YEAR

Registration for the 2023-2024 school year will be held **February 20^h – March 24th**. During this time period, all presently enrolled Leake Academy students, siblings of currently enrolled students will be given the opportunity to register.

Making plans for a new school year (purchasing books and materials, teacher-pupil ratio, etc.) can be difficult if students are not registered until summer. Your help with early registration is a top priority to ensure we have enough teaching materials on hand in August.

Please complete the online contract in full for each child, providing all information requested. Failure to comply may jeopardize your student's enrollment status.

2. FINANCIAL INFORMATION

2.1 IMPORTANCE OF TUITION AND FEES

Leake Academy operates on a cash flow basis. It is imperative that the school collects monthly tuition/fees payments in a timely manner in order to pay its bills, including payroll, and to maintain its reputation of fiscal responsibility. Failure on the part of patrons to stay current with tuition/fees or other payments could place the entire school in financial jeopardy.

2.2 PAYMENT POLICY

Foundation Fee: A \$250 foundation fee per family is due when you return contracts for the upcoming year.

Registration fee: In addition to the Foundation Fee, All new families will pay a \$250 per student registration fee. This will be required before registration can be completed. The registration fee is non-refundable and is due when you return your contract.

All student fees are due no later than September 1st.

Curriculum Fee: for K4-12th Grade students is \$110 per student.

Technology Fee: for K4-6th Grade is \$50 per student.

Technology Fee: for 7th-9th Grade is \$175 per student.

Technology Fee: for 10th – 12th Grade is \$300 per student.

Tuition: Tuition may be paid in full, by semester, or in 10 monthly payments. If you choose to pay using the 10-month schedule, please note that the first payment is due by **August 18th** with subsequent payments due the 10th of each month until the final payment on **May 10th**. If your payment is not received by the 10th of each month, please include the \$25 late fee. **Senior's tuition** must be paid by **May 3, 2024**. Seniors cannot graduate if the tuition is not paid in full by that time.

All assessed tuition and fees are to be paid on or before the respective due dates. A **\$25.00 LATE FEE** will be assessed on all tuition payments unpaid after the tenth of each month. If the 10th falls on a Saturday/Sunday, tuition is due the following Monday. Thereafter, payments on a delinquent account shall first be credited to arrearages, and the remainder to the applicable account(s). **NO POST-DATED CHECKS.** Leake Academy does not send monthly statements. You are responsible for your payment schedule. A **\$25.00 Insufficient Funds** will be assessed for each returned check.

Students cannot commence fall classes unless registration fees, athletic fees and other August assessments are paid in full.

DELINQUENT TUITION, FEES, AND OTHER COSTS

Whenever assessed fees, tuition, and costs become delinquent, the following collection/repayment actions shall be followed:

- (A) More than **30 days delinquent** a reminder invoice letter will be sent.
- (B) More than **45 days delinquent** and with no favorable reply to the reminder invoice letter, a follow up letter will be sent to the responsible parties. The letter will give the responsible parties fifteen days to satisfy their account, or have an approved, written deferred payment plan in full force and effect.
- (C) More than **60 days delinquent** and no deferred payment plan in effect with the Administration, Leake Academy will hold all grades, FACTS/Renweb will be locked, and the responsible parties shall be notified by the school board that his/her student's continued enrollment at the school is jeopardized unless immediate plans are made with Leake Academy administration to bring all accounts current. The responsible parties shall be notified by the school board that his/her student's continued enrollment at the school is jeopardized unless immediate plans are made with Leake Academy administration to bring all accounts current.
- (D) **Thereafter**, and with no satisfactory arrangements made or with an apparent disregard to meet the terms of the deferred payment plan, the student shall be removed from Leake Academy by Board action.

- (E) If the account becomes 90 days delinquent, the student may be dismissed from Leake Academy. To re-enter, the student will have to complete the new student admissions process.
- (F) **Student Indebtedness at the Commencement of a School Year:** A student will not be allowed to begin classes in August if his/her Tuition Account is delinquent for any month of the current school year or if any money is owed for previous school years; *unless* a Deferred Payment Plan has been made with the Business Manager. Leake Academy reserves the right to withhold report cards, completed transcripts, school records, and/or diplomas for any child whose educational contract is in default. Leake Academy administration reserves the right to turn any indebtedness over to a collection agency.

2.3 DEFERRED PAYMENT PLANS

Leake Academy can appreciate the temporary setbacks to families, which can adversely affect family finances from time to time. When these unexpected times occur, Leake Academy can assist the family with a written **deferred payment plan** for delinquent tuition, fees and other costs associated with attending LA. This plan is to be presented for full Board consideration. The financially affected families, if truly in need, should approach the headmaster in person to inquire about stretching out their delinquency over a short period of time; however, the account should never go beyond a school calendar year. When all necessary parties approve a deferred payment plan, the same shall be **put in writing** and becomes binding.

2.4 ATHLETIC FEE

Each family that has a child/children participating in a sport will be required to pay a \$30.00 fee at the beginning of school, which will go to help Leake Academy's Athletic Booster Club. The athlete's family will automatically be added to the Booster Club.

2.5 REFUND POLICY

1) Registration Fee	Non-refundable
2) Athletic Fee	Non-refundable
3) Foundation Fee	Non-refundable
4) Technology Fee	Non-refundable

2.6 FINES

Book fines may be charged to the student at the discretion of the teacher at the end of first semester (on one semester courses) or at the end of the school year.

2.7 TERMINATION OF EDUCATIONAL CONTRACT

Leake Academy reserves the right to terminate any educational contract and to dismiss any student who violates school rules and standards, or is not considered in harmony with the mission of Leake Academy as may be determined by the Board in its discretion, or who, due to factors involving the student or others (including but not limited to the student's

parents or guardians), is determined by the Board to distract from the school's mission or efficient operation.

2.8 WITHDRAWAL FINANCIAL OBLIGATIONS

If a student is withdrawn from Leake Academy for the 2023-2024 school year on or before May 31, 2023, the parent/guardians will be released from the obligation to pay the tuition required by this contract, but enrollment fees will not be refunded. Voluntary withdrawal of the student for reasons other than the family's moving outside a 45-mile radius, relieves the parents/guardians of their financial obligations under this contract as follows:

Withdrawal on or before May 31, 2023 - Full Release of Tuition Obligation

Withdrawal June 1, 2023 - August 15, 2023 - Responsible for 25% of Annual Tuition

Withdrawal August 16, 2023 - January 3, 2024 - Responsible for 50% of Annual Tuition

Withdrawal January 3, 2024 - February 28, 2024 - Responsible for 75% of Annual Tuition

Withdrawal after February 28, 2024 - Responsible for 100% of Annual Tuition

2.9 FORCE MAJEURE

The School's duties and obligations under the enrollment contract may be suspended indefinitely without notice during all periods in which Leake Academy is closed due to any force majeure events, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond the school's control. Leake Academy has developed a contingency instruction plan to deliver remote instruction as soon as is reasonably practicable and safe under the circumstances. If such a force majeure event occurs, the schools' duties and obligations in the enrollment contract may be postponed for a period of time until the school can deliver its contingency course instruction or until such time as the school, in its sole discretion may safely reopen. In the event the school is closed for a period of time or must deliver course work remotely due to an event under this clause, parent agrees the school is under no obligation to cancel, waive, or refund, any portion of tuition that is owed or paid to Leake Academy.

3. ACADEMIC MATTERS

3.1 DAILY SCHEDULE

7:30 AM DUTY TEACHERS REPORT OUTSIDE & HALLWAY

7:45 AM ALL TEACHERS REPORT

HIGH SCHOOL – JUNIOR HIGH SCHEDULE

7:57	First Bell	
8:00-8:51	1 st Period	
8:54-9:45	2 nd Period	
9:45-10:00	JR High Break (High School Homeroom)	
10:00-10:15	High School Break (JR High Homeroom)	
10:18-11:09	3 rd Period	
11:12-12:03	4 th Period	
12:06-1:18	5 th Period	
	12:06-12:30	1 st Lunch
	12:30-12:54	2 nd Lunch
	12:54-1:18	3 rd Lunch
1:21-2:12	6 th Period	
2:15-3:06	7 th Period	

3.2 GRADING SCALE

A+ 100	A 99-91	A- 90
B+ 89	B 88-81	B- 80
C+ 79	C 78-71	C- 70
D+ 69	D 68-66	D- 65
F = Below 65		

3.3 PASSING AND FAILING

The numerical grade of 65 or better is considered passing at Leake Academy. Students must have a 65 yearly average to receive credit for courses taken.

3.4 GRADING POLICY

All major units (chapter tests and/or major projects included) count as two grades, while all other assignments (graded homework, daily quizzes and/or minor tests) count as one grade. The major unit and other assignment grades earned during each grading period will be averaged to count as the student's total grade for each nine weeks.

No 9 weeks tests will be administered.

The semester average for a required course is computed by averaging the first and second or third and fourth nine weeks averages. The averages of the two nine weeks is 75% of the semester average, while the semester exam grade is 25%. The yearly average is computed by averaging the first and second semester averages.

3.4.1 Semester Exams –

Semester exams will be given in December at the conclusion of the first semester and in May at the conclusion of the second semester. Semester grades will be determined according to the following weighting: For grades 4-12, each 9-weeks average counts 75%, semester exam 25%. Final yearly grades will be determined by averaging the two semester grades.

3.5 Weighted / Advanced Level Courses

Advanced Level Courses are more challenging for students than regular courses. Additional material and more in-depth assignments should be typical of this type of course. Advanced Level Courses receive 5 points weighting in grade computation, and no grade above 105 may be recorded on Leake Academy report cards and transcripts.

For Leake Academy purposes, Dual Credit Courses will receive 5 points weighting in grade computation, and no grade above 105 may be recorded on report cards and transcripts.

The courses offered at Leake Academy that have weighted credit include...

Physics, Trigonometry, Calculus, Advanced Writing, Dual Credit English Comp I, Dual Credit English Comp II, Dual Credit College Algebra, and Dual Credit College Psychology.

3.5.1 **RETAKING ADVANCED LEVEL COURSES**

Students who retake a weighted course may only receive the weighted credit the first time the course is taken. Students will receive credit for repeating a weighted course but not the weighted credit.

3.6 PROMOTION/RETENTION

3.6.1 Promotion – A 9th grade student must complete a minimum of 5 academic units to promote to the 10th grade. A 10th grader must complete a minimum of 5 academic units and have a total of 10 academic units to be promoted to the 11th grade. An 11th grader must complete a minimum of 6 academic units and have a total of 16 academic units to be promoted to the 12th grade. A senior must complete a minimum of 20 academic units plus a minimum of 2 non-academic units in order to graduate. **Students who fail to meet requirements will not participate in Graduation.**

3.6.2 Retention – A student in K5 - 3rd grade earning an F as a yearly average in one of the two basic subjects (reading and mathematics) shall be retained.
A student in 4th - 6th grades earning an F as a yearly average in two (2) of the following subjects (reading, mathematics, English, social studies, and/or science) shall be retained.

A student who fails English in grades 7-12 **MUST** make up the failed English course during the summer in order to be promoted to the next grade.

In addition, a student in 7th grade Math and 8th grade Pre-Algebra who fails must make up failed Math course during the summer in order to be promoted to the next grade.

A student must pass four (4) of five (5) subjects in order to be promoted to the next grade and participate in athletics.

3.7 NINE-WEEK HONORS Head of School/Honor Roll List Requirements –

Head of School's List – A student maintaining an A average in each academic subject. Any grade of a B or below disqualifies a student from the Head of School's List.

Honor Roll List – A student must maintain a B average in each academic subject. Any grade of a C or below disqualifies a student from the Honor Roll List.

3.8 CONDUCT GRADE

Each student will be given a conduct grade of (S) Satisfactory, (N) Needs Improving, or (U) Unsatisfactory in each subject.

3.9 SCHEDULING CLASSES

If a student must change his/her schedule, he/she must go to the counselor to show the necessity for the change and secure approval. A class must be dropped in the first two weeks of the semester in which the course begins.

3.10 COURSE SELECTION FOR LEAKE ACADEMY STUDENTS

English 4 units – taken in the following sequence

- *English I (1)
- *English II (1)
- *English III (1)
- *English IV (1)

Science 4 units - 4 of the following must be completed

- *Biology I (1)
- Biology II (1)
- *Anatomy & Physiology (1)
- Chemistry I (1)
- Physics (1)

Mathematics 4 units – taken in the following sequence

- *Algebra I (1)
- *Geometry (1)
- *Algebra II (1)
- Statistics (1)
- Trigonometry (1/2) & Calculus (1/2)

Social Studies- 4 units- taken in the following sequence

- *World Geography (1)
- *World History (1)
- *U. S. History (1)
- *American Government (1/2) and Economics (1/2)

Foreign Language – 2 Units

- *Spanish I
- *Spanish II

Academic Electives – (2 Units minimum requirement)

- *Coding I (1/2)
- *Mississippi History (1/2)
- *Speech (1/2)
- Advanced Writing (1/2)
- *Computer Application (1/2)
- *Fine Arts (1)
- Career Education (1/2)
- *Bible (1)
- *ACT Prep (1/2)

Dual Credit

- College Algebra (semester course)
- English Comp I (semester course)
- English Comp II (semester course)
- Psychology (semester course)

Non-Academic Electives – 2 Units

*** Required courses**

****The 2023 graduation class will be required by the Mississippi Institutions of Higher Learning to have 1 Carnegie unit in technology. 2023 graduates will be required to have a total of 23 credits for graduation.**

3.11 DUAL CREDIT

English Composition I, English Composition II, College Psychology, and College Algebra are the dual credit courses offered at Leake Academy. Students' grades will be factored in their cumulative GPA. Students will be required to pay ECCC's part-time credit hour rate and purchase course textbook.

Requirements for dual credit courses

Students may enroll in a dual credit class if they meet the following requirements:

- Have completed a minimum of 14 core high school units
- Have a minimum 3.0 cumulative GPA on a 4.0 scale for high school work completed
- Have the unconditional recommendation of their counselor; and
- Have met the ACT requirements: English Comp I- ACT English score of 17

For Leake Academy purposes, DC College Algebra I, College Psychology, English Comp I, and English Comp II will receive 5-point weighting in grade computation, and no grade above 105 may be recorded on Leake Academy report cards and transcripts.

3.12 GRADUATION HONORS RECOGNITION

The **Valedictorian** honor is bestowed on the senior with the highest overall numerical grade point average. That senior must have taken at least three Advanced Level Courses and attended eight consecutive semesters of classes at Leake Academy.

The **Salutatorian** honor is bestowed on the senior with the second highest overall numerical grade point average. That senior must have taken at least three Advanced Level Courses and attended eight consecutive semesters of classes at Leake Academy.

In case of a tie, Leake Academy will recognize Co-Valedictorian/Salutatorian seniors.

Honors Graduates are those seniors who have maintained an overall numerical grade point average of 90 for eight consecutive semesters at Leake Academy.

Class Rank is based on final cumulative numerical grades, determined at the end of the grading period of the senior year.

3.13 MS PUBLIC UNIVERSITIES ADMISSION STANDARDS

Beginning with the class of 1996, there are four ways to gain admission to a university in Mississippi.

1. Complete the College Prep Curriculum with a minimum 3.2 gpa

or

2. Complete the College Prep Curriculum with a minimum 2.5 gpa *and* score at least 16 or higher on the ACT (at least 650 on the SAT) *or* rank in the upper 50% of your class *and* score at least 16 or higher on the ACT (at least 650 on the SAT).

or

3. Complete the College Prep Curriculum with a minimum 2.0 gpa *and* score 18 or higher on the ACT (at least 740 on the SAT).

or

4. Satisfy the NCAA standards for student-athletes who are “full qualifiers” under Division I guidelines.

3.14 EXEMPTION POLICY

Seniors:

Senior have the opportunity to be exempted from taking second semester exams and half year course exams that are finished in December. Seniors with a minimum average of 80 qualify for senior exemption.

Seniors may be exempt from final (2nd semester) examination in a class when:

1. Student has no unexcused absences during the school year;
2. Student has a final average of 80 or above;
3. Student has no more than 3 tardies in each nine weeks of the semester;
4. Have no Detention hours, In-School, or Out-of-School Suspensions during the entire school year.

GRADES 4-11:

All students in grades 4-11 have the opportunity to be exempt from exams during the 2nd semester on a per class basis. This will include one semester courses taken in the spring. Exemptions will be based on grades and behavior during the entire school year. Students in grades 4-11 who meet the following criteria will be exempt from taking 2nd semester exams on a per class basis:

- Cumulative Academic Average of 85 for the entire year;
- Student has no unexcused absences during the school year;
- Student has no more than 3 tardies in each nine weeks of the semester;
- Have no Detention hours, In-School, or Out-of-School Suspensions during the entire school year.

A student who is exempt may choose to take an exam in order to improve his/her average. If he/she chooses to have the exam graded, the exam will count toward his average.

3.15 CHEATING

Cheating will not be tolerated at Leake Academy. Any student found cheating will receive a zero on said work and a U in conduct for that class. The student will be required to call his/her parents and inform them of this penalty.

Any student found cheating will be excluded from Headmaster's List and Honor Roll for that 9-week period. In addition, this infraction will be so noted in the students personal file and will exclude him/her for a period of one semester from honors such as SGA membership, class officer, Beta Club, etc.

A second cheating incident will exclude him/her from these honor programs for a period of one year.

Cheating includes, but not limited to the following:

- Plagiarism- using the words or ideas of another without permission.
- Copying answers from another's book, whether graded or not.
- Allowing another to copy from one's work, whether graded or not.
- Looking on another's for answers.
- Looking on another's paper to confirm an answer.
- Preparing a "cheat sheet" for use on an assignment.

- Looking in a teacher’s book for answer.
- Making non-digital or digital copies of tests and distributing them to others.
- Using unauthorized materials to find or receive answers.

3.16 TRANSCRIPTS

Seniors are allowed two (2) complimentary copies of their transcript. Additional copies are issued at a cost of \$5.00 per copy.

3.17 TESTING PROGRAM

The purpose of the testing program is to help individual students and parents understand students' aptitudes and abilities. The following tests are used:

Grades 1-6	STAR Reading
Grades 3-8	Iowa Form E
Grade 9	Pre ACT
Grade 10	ACT weekday (Spring)
Grade 11	PSAT, ASVAB, and ACT weekday
Grade 12	ACT weekday

3.18 SCHOOL DAY ACT ADMINISTRATION

Leake Academy will offer two weekday administrations of the ACT during the school year. Sophomores, Juniors, and Seniors are required to participate in the ACT weekday test administration when offered at their own expense.

3.19 ACT INFORMATION

Students should see the counselor to get a copy of the official ACT Prep booklet and to inquire about National ACT testing dates. Students may register for the ACT test at act.org. Leake Academy’s school code is 251-734.

3.20 Credit Recovery

Credit Recovery Courses will be administered through MAISnet or Ole Miss High School and supervised by a designated school employee. Credit recovery courses will only be taken due to failures or scheduling conflicts. All courses must be approved by Administration. 7th and 8th graders may take failed courses, up to two, when available and approved by the Head of School.

***All dress code requirements will be upheld during any summer school attendance at Leake Academy.**

3.21 OUTSIDE CURRICULUM

All outside curriculum (college courses/online/distance learning) must be approved by the Administration before enrolling in the course. Failure to get permission for any online or distance learning high school course may result in no credit toward graduation requirements at Leake Academy. College courses not offered by Leake Academy must be approved

before a student registers for the course. Students will not receive a high school credit for college courses not taken through Leake Academy Dual Enrollment Program. Students are reminded that all English courses taken for the first time must be taken at Leake Academy. Students are also reminded that only four (4) new outside curriculum courses will be applied for credit toward graduation. It is the student's responsibility to know how many outside curriculum credits you have attained. Note: This does not include credit recovery course work that may be necessary to fulfill graduation requirements.

Approved online or distance learning courses completed successfully will be calculated in the student's cumulative average (GPA) but will not be used in the calculation of averages used to award Valedictorian and Salutatorian. Only courses taken at Leake Academy will count towards the selection for Valedictorian and Salutation.

NOTE: The Administration of Leake Academy reserves the right to adjudicate any course work that the school cannot schedule or offer at the appropriate high school level. In addition, special consideration (exception) may be made for any student with a documented learning disability to enroll in new course work.

Permission Form on File

In order to earn high school credit for any course taken outside of Leake Academy or to register for any college credit course, a student MUST have a permission form on file in the Guidance Counselor's office listing the course work and the accredited school where the course is to be taken along with signatures from the Head of School and counselor. This work includes but is not limited to college courses, online courses, correspondence courses, courses taken at an accredited high school, etc. At the issuance of permission from Leake Academy, the student must declare whether the course is for new credit or credit recovery.

Once enrolled at Leake Academy 75% of academic credit in each subject area and applied to graduation must be earned at Leake Academy

These courses must be finished before school starts in order to advance to the next grade.

3.22 STUDENT PROGRESS

Students' grades may be viewed on-line at <https://www.renweb.com> and parents are encouraged to use this tool. User name and password may be obtained through the office. Parents are informed of each student's performance through progress reports and report cards. If accounts are not current, grades and reports will not be viewable. Delinquent accounts include tuition, library fines, book fines, or any amount owed to the school.

3.22.1 ***Progress Reports*** – Progress reports are sent via FACTS/RenWeb at mid-term of each nine weeks.

3.22.2 ***Report Cards*** – Report cards will be sent via FACTS/RenWeb at the close of each nine-week reporting period.

3.23 ADDRESSING STUDENT CONCERNS

Parents are always invited to visit the school and confer with staff concerning the work of their child; however, parents must schedule a conference with the teachers.

When a conference is needed, parents should call the main office (601-267-4461) to arrange a time to see the teacher during the teacher's vacant period. Parents may set up an appointment before or after school during the week except on Friday.

See Proper Procedures to schedule a Parent Teacher/Administration Conference Section 1.10.4

4. ATTENDANCE / ABSENTEE POLICY

4.1 INTRODUCTION

The Leake Academy Board of Directors, administration, and faculty take the position that regular and sustained attendance in the classroom is essential for the student's normal academic development and especially for the highest attainments in college preparatory work. Regular attendance is also necessary in order that superior instruction be dispensed. These must be basic to our academic enterprise. Students should be absent only in cases of illness and matters of extreme urgency. Doctor, dentist, and other appointments should be made after school when possible.

Leake Academy heartily discourages unnecessary student absences. The school calendar affords ample vacation days during the year. Please make every effort to arrange family trips during those regular vacation days and not during the school days. A student who is at school cannot be absent from class without permission of the Head of School.

4.2 MAIS ACCREDITATION REGULATIONS

According to our accrediting agency, MAIS, we are required to provide a specific amount of instructional days per year. **Absences for the year may not exceed 20. Absences for a one-semester course may not exceed 10.** This total includes all absences (excused, allowable, and unexcused) not connected to a school activity. A student who is absent more than 20 times in a yearly course or 10 times in a semester course, excused or unexcused, in any class cannot receive credit for that class, regardless of average. Exceptions may be granted to students who have had serious extended illness or other extenuating circumstances, subject to approval of the Headmaster.

4.3 CLASSIFICATION OF ABSENCES

Absences from school are classified as excused or unexcused. Repeated absences frequently cause students to fail. Only in unavoidable situations should a student be absent or taken out of school before the close of the day. Excused absences of less than ten/twenty will carry no penalty. However, an unexcused absence will result in a "0" for that days work in which unexcused absence occurred.

Students in grades 7-12 should bring a written excuse to the office when they are absent from school. Any time students miss part of a school day they must present a written excuse from a parent to receive an excused absence.

The written excuse should be signed by parent or guardian and turned in on the day the student returns **but no later than the third day after returning** in order to be recorded as a valid excused absence, and should show the following:

- a) Reason for absence.
- b) Date(s) of absence .

NOTE: Make up work will be denied when the request for the excused absences is received after the 3rd day when the student returns.

In elementary, parents should write a note to the teacher in the case of an absence. Make-up work / assignments / missed tests should be discussed with the teacher. Any absence that results in missing ½ day or more will be counted as an absence.

Any student absent due to athletic or academic reasons will be considered officially absent and that absence will not be reported on the report card or count in the ten/twenty absence rule.

*****Reminder: To be eligible to participate in any extracurricular activity (ballgames, play, etc.) a student must be present for at least four periods during the school day on which the activity takes place.**

4.4 ABSENTEE POLICY SUMMARY:

In grades 7-12, the following policy applies:

Unexcused Absences:

- Any absence without a parental note.
- Result in a “0” for that day’s graded work.

Excused Absences:

- In the case of sickness – parental note required
- In the case of death of an immediate family member or close friend – parental note required
- One of the five allowable days – parental note required
- Due to school activities (ball games, other competitions)
No parental note will be required.
- Any absence deemed excused by the Headmaster
- Students must comply with makeup work policy

Allowable Absences:

- Students are given five allowable absences per academic year to use if necessary.
- The student must present a signed note from the parent giving their permission for the absence.

- Allowable absences will not count against a student's academic work, but **the student will still be responsible for any and all make-up work as set forth in the make-up work policy.**
- If you know you are going to be absent, please make arrangements before you leave.
- Absences caused by sickness or death will be considered excused and not counted against the five allowable absences.

4.5 SCHOOL SPONSORED ACTIVITY ABSENCE

Any student who chooses to represent the school in some official capacity such as athletics, cheerleading, etc. and who will be absent from class must follow the procedure outlined in the following paragraph:

To obtain clearance for this group, the teacher, coach, or sponsor will submit a list of students to the office at least three days prior to the group's absence from school. A duplicated list of the names of this group will be sent to all personnel affected on the day of the absence. **NO OTHER EXCUSE** will be required of these students if their names appear on the appropriate list from the office.

These students are responsible for all work missed during their absence in accordance with the make-up work policy. A student will be permitted a period of time equal to the duration of his excused absence during which to make up any missed work, **EXCEPT**, if the assignment was made at least two days prior to the absence. In this case, the assignment is due on the day the student returns.

Students whose names are not on the approved list but plan to be absent from school to attend this activity must have a written parental note in order to be excused.

4.6 COLLEGE VISITS

Seniors - will be allowed three excused absences for college visits

Juniors - will be allowed two excused absences for college visits

4.7 POLICY OF LEAVING SCHOOL

Students are not allowed to leave campus during school hours without permission from the office. If a student becomes sick, he is to report to the office. The administration will arrange for the student to go home or to the doctor. Leake Academy reserves the right to approve or disapprove dismissals.

Students needing to leave school during the school day must turn in a note to the office before first period begins. Notes from parents for a student to check out must state the date, reason for leaving, and be signed by the parents. Parents should write the entire note – not the student. Parents may be called to verify notes. Parents are encouraged to cooperate

with the school to minimize student's checkouts. Students will not be allowed to check out to run errands and will not be allowed to check out of their study hall.

Any student in grades 7-12 who checks out to go home, to an athletic event, doctor, dentist, etc. must get the next day's class assignments from the teachers of the classes missed. Students are also responsible to get information missed at homeroom period. *Homeroom period is used to have senior meetings, club meetings, pep rallies, guest speakers, and to distribute information to students.*

Juniors and seniors will be allowed to checkout after all their classes for employment reasons if a note is written by the parents and employer stating days worked. If a senior has a standing note to checkout after all classes, he/she must leave campus at the designated time. If a senior has to stay on campus after all classes, he/she must get approval of the Headmaster.

Students in grades 7-12 that checks out/in, must sign out/in at the office for him/herself. A record is kept in the office of all students who have permission to leave school, giving the time and reason for leaving. This record is available for parental inspection in the office. One student will not be allowed to sign for another student.

Students who have permission to leave but do so without signing out will be given a work detail.

Parents who pick up a student in K4 & K5 should sign their child out with that teacher. Grades 1-6 are asked to come by the office to sign their child out.

4.8 TRUANCY/SKIPPING

The act of being intentionally absent from school without a legitimate excuse, or skipping a class is forbidden at Leake Academy. If students leave school without permission, no matter how long or for what reason, they will be suspended for one day. A student does not have to leave campus to be skipping. The penalty for these actions will be a one-day suspension and the absence will be unexcused. Parents will be notified if a student leaves school without permission.

4.9 MAKEUP WORK

The student is responsible for scheduling make-up work with his/her teacher(s) within the timetable of one day for each day missed. Make-up work that is missed because of an unexcused absence will not receive credit. Students absent for extra-curricular activities are not excused, and the test or assignment is due as scheduled when returning to school.

Assignments

Students and parents may view missed assignments utilizing FACTS/RenWeb.

4.10 TARDINESS

Tardiness to school or a class is a distraction and a problem for teachers and students. A student may receive up to three tardies per nine weeks without penalty. Tardies are classified as excused or unexcused. Excused tardies occur as the result of family emergencies, transportation problems, etc. Excused tardies must be obtained from the office. All other tardies are unexcused. A student with 3 unexcused tardies during a nine-weeks will be assigned one-day detention.

4.10.1 School Tardies: Every effort should be made to have students in school on time each day. An arrival to school after 8:00 A. M. is considered a morning tardy. Students who are not seated in the 1st period classroom when the 8:00 bell rings must go to the office to obtain a classroom admittance slip. Students arriving at school any time after the 8:00 tardy bell rings or students who are late for a class must sign in at the office and receive a pass to class from the office. Three (3) tardies to school, are allowed each nine-week grading period. Tardies to school because of medical appointments do not count toward the limit of three as long as the student presents a verification note from the doctor. Each morning tardy after the third (3rd) in a nine-week grading period will be considered unexcused and the student will be assigned a Detention (1-day work detail). The 4th tardy will constitute one unexcused absence and will carry the same penalty as an unexcused absence.

4.10.2 Class Tardies: Tardies to school or class after 8:00 a.m. are considered class tardies, and require a pass to class. If faculty or staff caused the tardy, then that faculty/staff member must send a pass with the student to his/her next class. For all other class tardies, students must obtain a pass from the office to be admitted to their next class. Each class tardy after 3 will result in a student being assigned to a detention (1-day work detail).

4.11 CREDIT FOR CLASS ATTENDANCE

Students must be present in a class five (5) minutes more than ½ the total class period regardless of the length of the period that day in order to be counted present for that class. (Example: 30 minutes of a 50 minute period or 20 minutes of a 30 minute class period, etc.)

5. REGULATIONS FOR STUDENT APPAREL AND GROOMING

5.1 INTRODUCTION

Just as a student's good behavior reflects credit to the parents, a student's dress and appearance should be a part of the parent's responsibility. Students should be properly

dressed and groomed at all times. The administration has final judgment in all matters involving student's apparel and appearance.

Points of emphasis concerning apparel and appearance, along with consequences are listed below:

All students are required to dress in a manner which reflects modesty and common sense. Leake Academy sets forth the following requirements.

*Outlandish dress at athletic events is prohibited whether the event is at home OR at another school!

5.2 ALL STUDENTS APPAREL AND GROOMING POLICY

1. Tee shirts with suggestive or provocative themes or with alcoholic and tobacco inscriptions are not allowed.
2. Jeans and shirts with holes in them are not allowed.
3. A general rule for both boys and girls is that “outlandish grooming will be prohibited!”
4. If a student comes to school inappropriately dressed, parents will be notified and the student will not be allowed to attend class until he/she can arrange for a change of clothes. Classes missed for this reason will be unexcused.
5. Repeated violations of the dress code can result in further disciplinary action deemed appropriate by administration.
6. The Administration and Board of Directors of Leake Academy reserves the right to pass a judgment on future modes of dress not outlined at this time.
7. Field Trips: dress codes will be enforced and can be modified with regard to the appropriateness of event.

5.2.1 BOYS:

1. Must be clean-shaven (No mustache or beard).
2. Hair should be well groomed. Hair should not cover the eyes, a portion of the ears should be exposed, and hair should not extend below a shirt collar. No ponytails or other extreme haircuts/designs.
3. Side-burns may not be any longer than the bottom of the ear lobe.
4. No extreme hair color.

Consequences of Grooming Violations:

- 1st Offense – Student will receive an informal warning and must meet proper grooming standards before returning to school the next day.
- 2nd Offense – Student will be receive a Conduct Referral (Written Warning) which will place student on the Assertive Discipline Plan. Student must meet proper grooming standards before returning to school the next day.
- 3rd Offense follows the steps of the Assertive Discipline Plan. (*See section 7.8.1)

5. No earrings or ornamental piercing will be allowed K-12.
6. Out-of-the-ordinary body jewelry is prohibited. If a question should arise in regard as to what may be considered out-of-the-ordinary, the decision of the administration will be final.
7. Pants:
 - a. No holes, cuts, or tears in pants.
 - b. In grades 6-12 shorts may be worn but should be no shorter than 3 inches above the knee.
 - c. Cycling shorts are not allowed K-12.
 - d. No Jeans cut-off shorts will be allowed.
 - e. Grades 6-12 cannot wear any type of gym shorts.
8. Sleeveless shirts are not allowed.
9. Shirts that are over belt length should be tucked in.
10. No hats may be worn in grades K-12.
11. Socks are to be worn.
12. Sandals may be worn with socks.

5.2.2 GIRLS: Apparel should reflect modesty and traditional taste.

1. Crop tops, shirts with holes in them, low-cut blouses, razor backs, spaghetti straps, strapless dresses are not allowed.
2. No mid-section should ever be visible.
3. Sports bras should not be visible.
4. Pants:
 - a. In grades 6-12 mini-skirts and walking shorts are allowed, but should not be shorter than 3 inches above the knee.
 - b. Grades 6-12 cannot wear any type of gym shorts.
 - c. No short shorts may be worn in any grade.
 - d. No Spandex Pants with mesh or holes above the knee
 - e. No holes, cuts, or tears in pants.
5. No hats may be worn in grades K-12.
6. Girls may wear earrings in the ears only and no ornamental piercing will be allowed K-12. Earrings that are designed, in the opinion of the administration, to distract or draw attention, will not be permitted.
7. Out-of-the-ordinary body jewelry is prohibited. If a question should arise in regard as to what may be considered out-of-the-ordinary, the decision of the administration will be final.

5.3 CONSEQUENCES FOR VIOLATION OF RULES FOR APPAREL

1st Offense	Warning. Parent will be notified of student's inappropriate apparel. Parent will either be required to bring the student a change of clothes or pick the student up from school. If the student drives, the student will be sent home to change with parental permission.
-------------	---

2nd Offense	Conduct referral- 1 Day Detention. Parent will be notified of student's inappropriate apparel. Parent will either be required to bring the student a change of clothes or pick the student up from school. If the student drives, the student will be sent home to change with parental permission.
3rd Offense	2 nd Conduct referral- 2 Days Detention. Parent will be notified of student's inappropriate apparel. Parent will either be required to bring the student a change of clothes or pick the student up from school. If the student drives, the student will be sent home to change with parental permission.
Additional Offenses	Each offense after the third will be a conduct referral: 3rd Referral (in-school suspension) 4th Referral (out of school suspension-probation) 5th Referral (suspension until expulsion hearing)

All students will be checked for violations each day. Students thought to be in violation of apparel or appearance rules will be sent to the office to confirm any violations and make corrections. Students may change if they have other clothes. Distance to home will have no bearing in the outcome of decision.

6. ELECTRONIC DEVICES POLICY: CELL PHONES/ INTERNET AND COMPUTER USE POLICY

6.1 CELL PHONE POLICY

At Leake Academy we understand the need for cell phones because of their convenience and the safety they provide your child. Therefore, cell phones or other devices of communication are to be kept in the off position and out of sight upon arrival to school and until the end of that student's day and he/she is outside the building. Cell phone use is not allowed inside buildings. Students should understand that having a cell phone at school is a privilege and not a right.

Students shall have cell phones turned off at all times during normal school hours, which includes the hours of 7:55 a.m. until 3:15 p.m.

The only time that students may have the devices turned on or used is before school and after school or in the event a teacher allows the use of a smart phone for instructional reasons. This policy also pertains to text-messaging or taking photos or videos or accessing the Internet.

Should a student receive a phone call or other electronic signal during the school day that disrupts the classroom instructional process or a school assembly, the device shall be confiscated by a staff member and be given to an administrator. **See Violation of Cell Phone Policy below.**

Students shall be permitted to be in possession of cell phones while attending school and school sponsored activities.

** Cellular devices may be permitted outside of the buildings and during the times of break and lunch. The use of cellular devices during the times of break and lunch will only be permitted outside of the buildings. The use of cell phones outside of the academic buildings is not a right but is a privilege, and the privilege of using your cell phone may be revoked due to irresponsibility.*

6.2 Violations of the Cell Phone Policy:

The first infraction shall result in the cell phone being confiscated and the device will be kept until the end of the school day (Or returned at the discretion of the Headmaster). A fee of \$25.00 must be paid in order for a student to retrieve a cell phone or electronic device from the office.

Fines will increase \$25.00 for each additional violation. Multiple violations can result in conduct referral and detention and the consent to possess all signaling devices being revoked until the end of the school term.

If a student needs to use a telephone, he/she is advised to come to the appropriate office and ask permission to use the office phone.

6.3 Prohibited Cell Phone Conduct

Students will not use cell phones to intentionally access, store, transmit, copy or create material that violates the school's code of conduct. Prohibited conduct includes, but is not limited to, the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, threatening or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing. Prohibited cell phone conduct, as these mentioned above, will result in out of school suspension (number of suspension days will be based on violation) or expulsion from Leake Academy. Because such violations may constitute a crime under state and/or federal law, then we may report such conduct to state and/or federal law enforcement agencies.

Any other electronic devices, including radios, CD/DVD players, I-pods, pagers, headsets, cameras, electronic games, laser pointers, etc. are not allowed to be used on campus.

The school recognizes that each student has an expectation of privacy at school. However, if at any time the administration has reasonable suspicion that an individual has violated the above policy, Leake Academy reserves the right to open or unlock cell phones. Refusal to cooperate will be interpreted as an admission of policy violation.

6.4 INTERNET AND COMPUTER USE POLICY

Leake Academy provides a wide array of technology resource for students to use. The following outlines appropriate use and prohibited activities when using technology

resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times.

By enrolling and attending Leake Academy you agree and acknowledge the following:
As a Leake Academy student, I understand that my school network and email accounts are owned by the school and are not private. Leake Academy has the right to access my information at any time. I understand that my right to have a cell phone or other electronic device at the school is a privilege and not a right.

6.5 GOVERNMENT LAWS:

Computers should be used in conformity with laws of the United States and the State of Mississippi violations include, but are not limited to, the following;

1. Criminal Acts – These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, harassing email, cyberstalking, child pornography, pornography, vandalism, and / or unauthorized tampering with computer systems.
2. Libel Laws – Publicly defaming people through the published material on the internet, email, text messaging, etc....
3. Copyright Violations – Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all material available on the Internet are protected by copyright), engaging in plagiarism (using other’s word or ideas as your own).

6.6 RESPONSIBLE USE:

1. I understand that passwords are private. I will not allow others to use my account name or password or try to use that of others.
2. I will have my device charged before the school day begins.
3. I will be polite and use appropriate language in my email messages, online postings, social media, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators.
4. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, cell phones, etc.) responsibly. I will not use computers, cell phones, personal digital devices or the Internet to intentionally access, transmit, copy or create material that violate the school’s code of conduct such as messages that are pornographic, threatening, rude, or send or post hate or harassing mail, make discriminatory or derogatory e-mails about others, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.
5. I understand that I am an Ambassador for the school in all my online activities, I understand that what I do on social networking websites including but not limited to Twitter, Instagram and Facebook should not reflect negatively on my fellow students, teachers, or on Leake Academy. I understand that I will be held responsible for how I represent myself and my school on the Internet.

6. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.
7. I understand that I should not reveal my personal information, address, or phone number, nor will I release that information about any other student, faculty or staff.
8. I will use school computer resources responsibly. I will not retrieve, save or display hate-based offensive or sexually explicit material using any of Leake Academy computers resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify an adult immediately if by accident I encounter materials that violate appropriate use.
9. I will use Leake Academy's technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would disrupt the activities of other users. I understand that school computer resources are for academic activities only – not for games, etc.
10. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.
11. I understand that vandalism is prohibited. This includes but is not limited to modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
12. I will respect the intellectual property of other users and information providers. Work by any user is valuable, and work of other students or teachers may not be copied or changed. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.
13. I will not use or access files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designed for my use or for the purpose designated by my teacher.
14. Student work is NOT to be saved on the individual computer's hard drive. Information needed must be saved to the student's personal network drive administered by the school or a flash drive.
15. I will follow all guidelines set forth by the school and / or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server).
16. I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet.
17. I understand that Leake Academy administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.
18. I agree to abide by all Internet safety guidelines that are provided by the school and to complete all assignment related to Internet safety.

6.7 CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:

Students should understand and abide by the above Computer-Internet Acceptable Conduct and Use Policy. Should violation occur, students should understand that consequences could include suspension of computer privileges, school disciplinary action including suspension or expulsion, and /or referral to law enforcement.

Parents and guardians should understand that computer access is provided for educational purposes in keeping with the academic goals of Leake Academy, and that student use for any other purpose is inappropriate. It is impossible for Leake Academy to restrict access to all controversial materials, and the school is not responsible for materials acquired on the school network or internet based services provided by other companies, institutions or websites, regardless of whether they have been approved by Leake Academy for student use or otherwise. Children's computer activities at home should be supervised as they can affect the academic environment at school.

7. CONDUCT AND DISCIPLINE

7.1 STUDENT CONDUCT

Leake Academy strives for high standards in conduct and self-discipline. Students are expected to organize and manage their lives in a way that is personally gratifying as well as acceptable in a school environment. Policies of conduct and assertive discipline are in place to provide an orderly, safe, and effective learning environment. The Board of Directors supports policy decisions made by the administration and expects students and parents to adhere to these policies at all school-sponsored and school-related functions, both on and off campus.

While the administration feels serious discipline problems are rare and isolated cases, disruptions due to frustration and hostility caused by emotional or physical problems will not be tolerated. At this time, the school is not staffed to manage recurring, significant behavioral problems. In these instances, the teachers and the administration will offer alternative solutions to the parents.

Parents and students must be aware that attending Leake Academy is a privilege. Students who are not committed to obeying the rules of conduct of Leake Academy will be asked to leave.

Parents should remind children of acceptable behavior when attending a school event and should supervise their children's behavior during school events that take place after regular school hours.

7.1.1 CLASSROOM CONDUCT –

Cooperate with the teacher and other students in every class activity. When you need to talk, keep your voice in a conversational tone. Refrain from talking while someone else is talking. Always be prepared when you go to class and maintain the habit of expecting to work. Respect for authority is always expected.

7.1.2 CHANGING OF CLASSES AND CONDUCT IN CORRIDORS –

There will be two bells between each class period. The first bell will be for the dismissal of class. Three minutes later the second bell will ring. When that bell rings, everyone should be in his/her desk ready to go to work. When moving in the hallway, always move along the right side of the hall.

Good conduct is expected in the halls and corridors. In passing through corridors to classes, or in entering or leaving the building, please be as quiet as possible. Always move by the nearest route with the least possible confusion, and do not block the corridors by stopping to talk or play. Loud talk, noises, and whistling are out of place in any corridor. Never run, hit, or push. Courtesy is the best policy. Help keep our halls litter free! Work detail will be issued to violators.

7.2 GUM AND CANDY POLICY

Gum chewing and eating candy is prohibited during school hours. Student's name will be turned in to the office if these rules are broken. Every time you are turned in for chewing gum and eating candy, there will be a fine of \$10.00.

7.3 TOBACCO POLICY

Students are not to engage in the use of tobacco at school or school functions. Failure to adhere to this regulation will result in a one day in school suspension.

7.4 ELECTRONIC SMOKING OR VAPORIZATION DEVICE POLICY

Students are not to engage in the use of or have in their possession, electronic smoking devices or electronic nicotine delivery systems, this also includes the possession of paraphernalia and or other materials used for vaporization (nicotine or non-nicotine products) in vaporizers at school or at any school related function. Failure to adhere to this regulation will result in a one-day school suspension.

These devices may also be known as Vapes, personal vaporizers, PV, Juuls, e-cigarettes, e-cigars, e-hookahs, and e-pipe, etc.

NOTE: If any materials used in the vaporizer is categorized as an illegal substance the disciplinary action will fall under possession or use of illegal drugs.

7.5 DISPLAY OF AFFECTION

Students should understand that certain behaviors might be viewed as correct in one social situation, but incorrect at another time or place. Physical contact, kissing, and handholding are inappropriate behaviors in school. Improper display of affections will subject students involved to disciplinary action by the administrative staff. Proper decorum from students is expected at all times.

7.6 **DISRESPECTFUL BEHAVIOR**

A student will behave in a respectful manner toward teachers/ staff/ administrators. Examples of disrespectful behavior are walking away, talking back, refusing to identify self properly, rude behavior, and challenging authority. **Any student removed from class for being disrespectful will not return to that class on the same day. Consequences for these behaviors will be determined by administration resulting in either detention or suspension.**

7.7 **LA PHILOSOPHY OF DISCIPLINE**

The philosophy concerning discipline at Leake Academy is based on the theory that our students are young ladies and gentlemen, and as such, should be capable of conducting themselves in accordance with acceptable standards of behavior. Discipline should not be interpreted as a means of punishment only, but as a means of guiding the student toward becoming a responsible adult. Our faculty is committed to giving that guidance and punishment when necessary to encourage students to grow in character as they become more aware of the consequences of their decisions.

7.8 **DISCIPLINE**

Forms of disciplinary action:

1. Corporal Punishment (Paddling)
2. Detention – Work Detail before or after school hours.
3. In-school Suspension
4. Suspension
5. Expulsion

7.9 **ASSERTIVE DISCIPLINE POLICY**

Each time a conduct referral is written, it is kept on record. Each referral will result in an increase in penalty. Once a referral is sent to the office it is recorded and the penalty assessed. Exception to the steps will not be made and should not be requested. Accumulation of referrals is a sign the student needs more parental intervention and action. Parents are urged to act on all referrals in order to reduce the possibility the student will receive additional referrals.

798.1 *PENALTIES FOR CONDUCT REFERRALS IN THE ASSERTIVE DISCIPLINE PLAN*

1st Offense (Conduct Referral)	<u>Warning</u> (unless student actions require a stiffer penalty)
2nd Offense (Conduct Referral)	Detention (1 day work detail) Administrator contacts parents by phone.
3rd Offense (Conduct Referral)	Detention (2 days work detail)

Administrator contacts parents by phone.

4th Offense (Conduct Referral)

In school suspension
Administrator contacts parent by phone.

5th Offense (Conduct Referral)

Out of school suspension, probation or possible expulsion.
Administrator contacts parents by phone for a conference.

NOTE: Head of School or Principal can determine if the offense warrants in school or out of school suspension.

7.10 DEFINITIONS OF DISCIPLINARY TERMS

7.10.1 *DETENTION (WORK DETAIL)*

On Wednesday mornings from 7:00-7:45, students who are assigned will meet in the high school building. They will either work on campus or write copy for the entire time. Work detail will be overseen by our assigned staff. Students who do poor work, or report late will not be given credit for attending and will have to return the following Wednesday. A student who is absent from work detail will be assigned two work details. If a student misses either of those two he will be given a conduct referral or added work detail.

7.10.2 *SUSPENSION*

NOTE: In school suspension occurs on the 4th offense.

1. **In-School Suspension** – Students who are being issued this form of disciplinary action will be given a designated time of isolation from the student body. All work assigned for the time of in-school suspension must be completed. In-school suspension will result in student not being able to participate in any extracurricular activities on that day or night.
2. **Out of School Suspension** - Students issued this form of disciplinary action will be given a designated time spent away from school and school activities. Students will be suspended the day following the infractions. Suspension will result in, a one-point deduction from the nine week average in which the suspension occurred, in each class for each day of suspension. The Counselor/administration will deduct the point(s) from the nine-week average after the teacher(s) have completed their grade calculations for the nine weeks and have posted their grades. The point deductions will be for each class missed according to the following guidelines:
 - a) If a day of suspension is only for a portion of a school day, the point will be deducted only from the classes missed.

- b) If a day of suspension is for an entire school day, including early dismissal days, the point deductions will be for all classes regardless of whether or not the classes actually met on the day of suspension.
- c) In-school suspension and out of school suspension will result in student not being able to participate in any extracurricular activities on that day or night.
- d) The suspended student MAY NOT be on the Leake Academy campus or in attendance at any school function or activity, on or off campus, throughout the duration of his/her suspension. This would include sports, field trip, clubs, etc. Failure to follow rules of suspension will result in further suspensions.
- e) Students are required to complete all work missed during the suspension and to turn it in the day they return to school. It is the responsibility of the student and/or the parent to get all assignments. Failure to turn in work the day of their return will result in penalty – see section 5.12.1 entitled “Make-Up Work – Test, Quiz, Homework, and Class Work”.
- f) Tests scheduled during the days of suspension: The student will have up to the number of days suspended to make-up any missed tests.
- g) Tests assigned during the suspension time and scheduled to be taken on a day that the student has been readmitted to school: The student will be required to take the test on the day it has been assigned, including the day he/she is admitted to school.
- h) Upon the receipt of a second suspension, a student will be placed on disciplinary probation.
- i) The student will also forfeit his/her privilege of exam exemption and Honors’ Luncheon.
- j) A parent must accompany the student back to school after a suspension.

Out of school suspension occurs on the 5th offense unless behavior requires immediate suspension.

Any 3-day suspension is an out of school suspension.

7.10.2.1 BEHAVIORS WHICH REQUIRE IMMEDIATE SUSPENSION

Some actions require serious disciplinary action regardless of the number of conduct referrals a student has received. A list of these actions and the days suspended appears below:

Possession of Gun or Other Weapon -----	Suspension until board hearing on expulsion.
Violation of Computer/Internet Policy -----	One day suspension
Vandalism/Destruction (school or student property) -----	Suspension and cost of

	repair or replacement.
Stealing from school or student-----	Suspension and cost of replacement
Use or Possession of Alcohol/ Illegal Drugs-----	Three-day suspension until board hearing on expulsion.
Threats to students or faculty -----	Min. 1-day suspension.
Severe Technology Infractions-----	Min. 1-day suspension

Other serious disciplinary matters not listed above will result in suspension at the discretion of the Principal and Head of School.

Acts which violate the law may be reported to the proper authorities.

Before a student can be re-admitted after suspension, the student and his parents may have to appear before the Board.

7.10.3 *PROBATION*

Violations of a serious nature, repeated violation of school rules, or the 4th conduct referral will result in a student being placed on probation. A student on probation will be suspended or permanently expelled for any violation. Probationary status is recorded as a part of the student's discipline record.

7.10.4 *EXPULSION*

Any student who is a repeated violator of the rules and regulations of Leake Academy, or whose presence at Leake Academy is considered by the administration as not being conducive to learning, may face expulsion. Expulsion is used as a disciplinary procedure for a severe violation of school policy or when all other methods are ineffective and the student continues to be a detriment to the learning process, and any other offense ruled upon by the Board of Directors of Leake Academy.

This disciplinary action completely severs a student and his/her enrollment from Leake Academy. A student expelled will not be allowed to return to school. This disciplinary action will be taken only by the Head of School.

**7.10.5 Corporal Punishment –
*CORPORAL PUNISHMENT IS PERMITTED TO BE USED BY ALL
TEACHERS FOR ALL STUDENTS.***

Corporal punishment must be witnessed by administration or another teacher. The student will be informed of the reason for the punishment. Corporal punishment shall be administered out of view of other students. A record of each such punishment must be made and turned in to the Headmaster's office for filing. This record must include the date, the name of the child, the offense, and the type and extent of punishment.

Corporal punishment administered in a reasonable manner, or any reasonable action to maintain control and discipline of students taken by a teacher, assistant teacher, or principal acting within the scope of his employment or function and in accordance with Leake Academy school board does not constitute negligence or child abuse. No teacher, assistant teacher, or administration so acting shall be held liable in a suit for civil damages alleged to have been suffered by a student as a result of the administration of corporal punishment, or the taking of action to maintain control and discipline of a student, unless the court determines that the teacher, assistant teacher, or administration acted in bad faith or with malicious purpose or in a matter exhibiting a wanton and willful disregard of human rights or safety. For these purposes "corporal punishment" means the reasonable use of physical force or physical contact as may be necessary to maintain discipline, to enforce a school rule, for self-protecting or for the protection of other students from disruptive students. Every student should bear in mind that a complete and accurate record of his/her conduct is being kept by the school. A good record is an asset. Academic honesty and moral integrity are expected of every student at Leake Academy.

8. HARASSMENT DEFINITION

Any alleged acts-- verbal, physical, or of a sexual nature-- which may occur shall be investigated when knowledge of the incident is made known to the school officials. Students who publish or post on the internet any type of harassment about any student or staff member of Leake Academy will be subject to disciplinary action. Confirmed cases of harassment will lead to disciplinary measures deemed necessary by administration and may include suspension or expulsion.

8.1 HARASSMENT POLICY

It is the intention of Leake Academy to provide an educational environment free from harassment and discrimination of any kind. As such, and in accordance with Title VII of the Civil Rights Act of 1964, no student or employee of Leake Academy shall be subject to sexual or other forms of harassment. All threats and/or harassment by any member of The Leake Academy community will be treated seriously and will not be tolerated.

8.2 SEXUAL HARASSMENT

The Board of Directors of Leake Academy has adopted the following policy concerning sexual harassment and other forms of harassment.

DEFINITIONS

1. Sexual Harassment- any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical contact of a sexual nature.
2. Quid Pro Quo- sexual harassment by a teacher, supervisor, or someone with power over another who uses such power or harassment to gain an advantage over someone else (e.g., Teacher over Student, Headmaster or Board Member over School Employee).
3. Peer to Peer- sexual harassment of an equal person toward equal person (e.g., Teacher to Teacher, Student to Student).
4. Hostile Environment- sexual harassment by persistent and calculated behavior which makes the school an unpleasant place to work or learn.

8.3 PROHIBITION

Sexual harassment by employees, teachers, administrators, board members or students whether quid pro quo, peer to peer, or through the creation of a hostile environment is strictly prohibited at school, school functions, school sponsored activities, and at or to and from any school related off campus activity. Further, sexual harassment by students directed toward teachers, school employees, board members, or other students is expressly prohibited.

8.4 PROCEDURES

Complaints or violation of this policy may be made to the headmaster, guidance counselor, principal, or other person designated by the headmaster, without fear or reprisal. All complaints will be investigated promptly and thoroughly. Should complaints prove to be legitimate, the offending party shall be subject to disciplinary action, including, but not limited to, involuntary termination of employment or suspension or expulsion from school. This policy in no way precludes any student or employee from pursuing any relief provided under state or federal law. If allegations are factually insufficient and no evidence suggests same, there will be no retaliation against the accuser. All complaints will be kept strictly confidential.

Any person who knowingly files a false claim or report may be subject to the same actions that Leake Academy might take against any other individual violating this harassment policy.

8.5 OTHER FORMS OF HARASSMENT

All other forms of harassment, including, but not limited to, those based upon race, ethnicity, country or national origin, religion or faith, or sexual orientation, are also strictly forbidden and will not be tolerated at Leake Academy. In addition, teachers and administrators will take seriously all threats of physical or other violence (whether from

student to student, or school employee to school employee, patron to student, patron to school employee), including the publishing or posting on the internet any type of harassment about any student or staff member of Leake Academy and immediately report any such threat to school administration, who may take appropriate disciplinary action, including involving law enforcement officials as appropriate.

Peer Harassment: includes, but is not limited to, unwelcome and unwanted attention from peers or other individuals and includes such actions as name calling, threatening gestures, unwanted physical contact, vandalism of personal property, and filing a false complaint.

Racial and Color Harassment: includes, but is not limited to, unwelcome and unwanted verbal, written, or physical conduct directed at the characteristics of an individual's race or color. Nicknames, emphasizing stereotypes, racial slurs, comments on one's manner of speaking, and negative references to racial customs are examples of racial or color harassment.

Religious Creed Harassment: includes, but is not limited to, unwelcome and unwanted verbal, written, or physical conduct directed at an individual's religion or creed such as derogatory comments regarding surnames, religious clothing, religious slurs, or graffiti.

National Origin Harassment: includes, but is not limited to, unwelcome and unwanted verbal, written, or physical conduct directed at the characteristics of an individual's national origin such as negative comments regarding surnames, manner of speaking, customs, language, or ethnic slurs.

Disability Harassment: includes, but is not limited to, unwelcome and unwanted verbal, written, or physical conduct directed at a person's disabling mental or physical condition such as manner of speech or movement or interference with an individual's equipment.

Consequences to Violation of Harassment Policies

Any school employee or student found to have violated this policy may be subject to action including, but not limited to, warning, remedial training, education or counseling, suspension, expulsion, termination, or discharge from duties.

8.6 BULLYING/ANTI-HARASSMENT

8.6.1 SUMMARY

The purpose of this policy is to assist Leake Academy in preventing and responding to acts of bullying, harassment, intimidation, violence, and other similar disruptive behavior. Leake Academy strives to maintain a safe and civil learning environment for students to attain high academic and artistic achievement and to promote healthy human relationships. It is imperative to do everything possible to prevent bullying and harassment and take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented.

8.6.2 DEFINITION:

Bullying or harassing behavior is any pattern of gestures or written, electronic (including electronically transmitted act and/or communication- SEE CYBERBULLYING below) or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by

any actual or perceived differentiating characteristic, that takes place on school property, at any school-sponsored function, or on a school bus. BULLYING includes, but is not limited to conduct by a student/employee/parent/ other person against a Leake Academy student that one can reasonably believe has the effect of:

- harming a student
- damaging a student's property
- placing a student in actual and reasonable fear of harm to his or her person or property
- creating a hostile environment* for a student

***Hostile environment means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.**

8.6.3 **CYBERBULLYING:*

Any use of social media, texting, or electronic means to demean, harass, or denigrate another student, staff member, or other people outside of Leake Academy will be viewed as a serious violation. Use of vulgarity, sexual innuendos, or other remarks could result in an immediate suspension or in extreme cases, expulsion. We strongly recommend parents help their children succeed as well as be protected from “cyber-events” by actively monitoring their own child’s social media accounts or other Internet activities.

8.6.4 *POLICY*

An act of bullying or harassing, by an individual student, a group of students, parents, employee or other person is expressly prohibited on school property, online, at school-related functions, or on a school bus.

This policy applies not only to those directly engaged in an act of bullying but also to anyone who, by indirect behavior, condones or supports an act of bullying.

A student does, however, have a fundamental right to take reasonable actions as may be necessary to defend himself or herself from an attack by another student who has evidenced menacing or threatening behavior through bullying or harassment.

No employee of the Leake Academy shall permit, condone, or tolerate bullying. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. False accusations or reports of bullying are prohibited.

8.6.5 *REPORTING:*

Any person who believes he or she has been the victim of bullying or anyone with knowledge that a student or school employee has been subjected to bullying or harassing behavior shall report the alleged acts immediately to an appropriate school

official. The individual conducting the interview should write up the interview(s). Interviews should answer who, what, how, when, where, why. A student may report bullying anonymously, however, the school's ability to take action based solely on an anonymous report may be limited.

All Leake Academy employees shall be alert to possible situations, circumstances, or events that might include bullying. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment. Members of the school community may not retaliate against any person who reports alleged harassment or any person who testifies, assists, or participates in the investigation, proceedings, or hearing related to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment and may be redressed through the same process for reporting, investigating, and enforcing procedures for harassment.

8.6.6 ACTION:

Upon receipt of a complaint or report of bullying, Leake Academy officials or a designated third party will act to investigate all complaints of bullying within 24 hours of the report and will discipline or take appropriate action against anyone who is found to have violated this policy.

Investigation and action taken will be consistent with the school's policy on harassment, violence, or other action causing harm to another. There can only be two results from the investigation: the allegation is substantiated, or the allegation is unsubstantiated.

Consequences for students may include suspension and/or dismissal.

Consequences for employees who permit, condone, or tolerate bullying or intentional false reporting of bullying may result in disciplinary action up to termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school property and events.

Any person who knowingly files a false claim or report may be subject to the same actions that Leake Academy might take against any other individual violating this harassment policy.

Leake Academy will annually provide education and information to students regarding bullying or harassing, including this policy, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

8.6.7 KEY TERMS:

School Community: includes, but is not limited to, all students, parents, school and state employees, contractors, volunteers, committee members, and other visitors.

School Employee: includes, but is not limited to, all administrators, teachers, staff, bus drivers, custodians, cafeteria workers, and agents of the school.

Harassment: verbal or physical conduct based on an individual's actual or perceived race, religion, color, national origin, gender, age, or disability that affects or interferes with a student's educational performance or creates a hostile, offensive, or intimidating environment. Harassment may include any form of unwelcome and unwanted verbal, physical, or written conduct that offends, degrades, or belittles an individual. Such conduct includes, but is not limited to, unsolicited derogatory remarks, jokes, demeaning comments, offensive behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting, or the display or circulation of written materials or pictures.

9. DRUG AND ALCOHOL POLICY

9.1 INTRODUCTION

The use of illegal drugs is against the laws of the State of Mississippi. No student may bring illegal drugs onto school property at any time. Student use of illegal drugs will not be permitted on school property. No one may come onto school property under the influence or in possession of drugs. A student violating this rule is subject to expulsion. This policy applies to any function on or off campus in which Leake Academy is a participant, and at any MAIS function or school activity. Leake Academy reserves the right to require a drug/alcohol test on an individual student if it is believed that a reasonable suspicion exists.

I. Approved Use:

For properly approved use, the possession, or distribution of medication under this Policy, the student and parent/guardian shall follow these guidelines:

1. Any and all medications must be medically necessary;
2. Long-term prescriptions are to be noted in the office;
3. A student should bring only enough medication for his/her daily dosage; and
4. Non-prescription pain relievers, Pepto Bismol tablets, sore throat lozenges / spray, etc... can be obtained only at the school office.

II. Forbidden and Prohibitive Use:

The use, possession or distribution of any drug or like paraphernalia, not properly approved under this Policy, is expressly forbidden on the campus and at school sponsored events and

activities. Alcohol is always forbidden. Students who use, possess, distribute, or who are under any influence of drugs and/or alcohol shall be immediately suspended while a thorough investigation takes place and decision is rendered.

Off-campus use, possession, or distribution of forbidden and prohibitive products is serious to Leake Academy. The school reserves the right to investigate any reasonable suspicions of such, and to take whatever actions it deems necessary regarding that student's future or continued attendance, including expulsion, suspension or denial of enrollment or re-enrollment, resultant from the investigation.

To assist in the enforcement of this Policy, Leake Academy reserves the right to search lockers, backpacks, purses, or other personal belongings, and/or to have the student tested for the presence of illegal or controlled substances, or alcohol, as it deems reasonably fit so as to eliminate any suspicion of use, possession, or distribution of forbidden and prohibited products.

9.2 SEARCH / SEIZURE POLICY –

The school recognizes that each student has an expectation of privacy at school. However, drug searches will be held at Leake Academy at different, unannounced times during the school year. This search will include the campus, cars, and lockers. In addition, if at any time the administration has reasonable suspicion that an individual has in his/her possession drugs, alcohol, weapon or contraband, that individual or property will be subject to search and seizure.

III. DRUG AND ALCOHOL PREVENTION POLICY

The Leake Academy School Board has adopted a comprehensive Drug/Alcohol Prevention Policy. The purpose of the policy is to educate the students of Leake Academy regarding the problems of drug/alcohol abuse and to aid these students in leading healthy, responsible lives. The school administration is conducting in service drug/alcohol prevention programs with speakers and other educational materials. The policy also identifies students who are in need of counseling or treatment for drug/alcohol abuse. This will be done with the aid of a drug-testing program.

Details and procedures of the drug testing policy for all students in grades seven through twelve are as follows:

The first and primary purpose of the drug/alcohol screening program is to help students. Other purposes of the program are as follows:

- To educate the student concerning the dangers of drug/alcohol abuse.
- To help prevent any drug use or abuse by the students of Leake Academy.

- To identify any student who may be using drugs and identify the drug. To see that any chronic dependency is treated and addressed properly.
- To provide reasonable safeguards in order that every student who attends Leake Academy is medically competent to do so.
- To reassure parents, students, and the community that the health and academic progress of its students is the primary goal of the school.
- To re-emphasize to the student his or her responsibility as a positive role model.

9.3 TESTING PROCEDURE

- 1. The parents of each student, by signing their educational contract with Leake Academy, are consenting to their child's participation in the drug/alcohol testing program.**
2. All students will sign a form and give their date of birth during registration.
3. All board members, teachers, staff, and administrators are subject to random testing at any time.
4. Each student in grades 7-12 will be subject to random testing at any time.
5. Reasonable suspicion will require a student to be included in the drug/alcohol testing on any given test date.
6. Refusal to participate will be interpreted as a positive result and will require the student to follow the steps as outlined in the drug/alcohol policy.
7. The method of testing will be determined by the board of directors. Any positive drug or alcohol result will be confirmed by an additional test.
8. The selection and coding of specimen samples will be executed in a manner insuring total confidentiality and identification.
9. The urine samples will be collected and analyzed by a private laboratory.
10. Specimen samples will be name identified to insure total confidentiality.
11. Drug and alcohol screening results will be reported to the headmaster only.
12. The cost of testing will be borne by Leake Academy. Students who test positive (1st Test) must participate in an evaluation and assessment program by a professional counseling agency, but it will not be at the expense of Leake Academy. The Head of School must approve the counseling agency. Hospital care, if needed, will be borne by the family (or legal guardian).

FIRST INCIDENT OF POSITIVE TEST RESULT

All specimens showing a positive result will automatically be re-tested by the testing laboratory immediately to assure that no error has occurred. The second test will be a more specific test. If the positive result is verified and confirmed, then the following steps will be taken (In the event that a student is caught using drugs or alcohol, this will count as a positive test):

1. The Head of School will be advised of the results of all confirmed positive and negative tests.

2. The parents (or legal guardian) and the student will be contacted in a confidential manner by the Head of School.
3. The student will be evaluated and assessed by a professional at the expense of the family. This professional may include one of the following: Certified Alcohol and Drug Abuse Counselor, Student Assistance Professional, Licensed Social Worker, Medical Review Officer, or other designated appropriate agency approved by the Head of School.
4. The student will then be required to attend a drug counseling program as recommended by the health care professional at the expense of the parents.
5. The drug counselor will determine the length and manner of the program best suited for the student. The student must also participate in any after care recommendations or follow up.
6. If a parent (or legal guardian) refuses a complete counseling program for the child, the student will be dismissed from school.
7. The costs involved for confirmation tests of school drug/alcohol testing results, that prove to be a confirmed positive will be paid by the participant.
8. A positive alcohol test result on the day of testing will require the student to call parents (or legal guardian). Student will be picked up by parent or (legal guardian) and not allowed to return to the campus until the next school day. The student will follow all steps as required by the drug/alcohol policy.
9. After a first positive test, the student is subject to take every random test during the school year.
10. Participation as a student in the school's curricular and extra curricular programs is not affected with the first incident of a positive test.

SECOND INCIDENT OF A POSITIVE TEST RESULT

The specimen showing a positive result will automatically be re-tested by the testing laboratory immediately to assure that no error has occurred. The second test will be a more specific test. If the positive result is verified and confirmed, then the following steps will be taken.

1. The Head of School will be advised of the results.
2. The parents and student will be contacted in a confidential manner by the Head of School.
3. The student must be enrolled in a pre-approved program within seven days of notification by the Head of School. Failure to do so will result in automatic suspension.
4. In order to maintain their instated status, the student will continue to participate in re-testing and must follow the after care recommendation of health care professionals. Written documentation of participation and after care must be provided to the school on a monthly basis for the remainder of the school year. This entire procedure will be at the expense of the parents.
5. The student shall not be allowed to participate in any extra curricular activities until said student has completed the pre-approved drug/ alcohol rehabilitation program.

Failure to provide this information or complete an approved program will classify a student as a third incident of a positive test result.

THIRD INCIDENT OF A POSITIVE TEST RESULT

The third incident of a student's testing positive will result in permanent dismissal from Leake Academy.

9.4 EDUCATIONAL PHASE OF POLICY

The educational phase of the policy will include efforts in the following areas: Programs will be conducted to further educate teachers about drug and alcohol abuse. This will include information to help teachers identify high risk students. An effort will be made to make these same educational programs available to parents. Educational programs on drug/alcohol abuse will continue for all students. This includes students in elementary, junior high, and high school.

Emphasis will also be given to the organization of student peer groups to help provide support for one another. Such organizations as SADD (Students Against Destructive Decisions), and Fellowship of Christian Athletes (FCA) are examples of such an effort. The elementary grades will continue to keep teachers directly involved with the students' personal lives. Teachers will continue to counsel students about peer relationships, academic needs, and family relationships.

A concerted effort will continue to be made to involve every student in as many types of student activities as possible.

These are just some of the areas of educational emphasis. The Board is fully committed to the educational phase of the policy.

10. WEAPONS/CONTRABAND POLICY

10.1 WEAPONS POLICY

Recent incidents in our state and nation have shown the danger of guns and other weapons brought to school by students. Leake Academy maintains a policy of no guns or other weapons on campus. This policy includes possession and/or displaying, using, or threatening to use any weapon, or an instrument that could be classified as a weapon, shall be subject to termination from Leake Academy without a refund of fees and may face legal action. No warnings will be issued and Leake Academy will act swiftly and firmly when any violation occurs. The consequences for violation of this rule are severe including immediate suspension or expulsion. State and Federal laws prohibit the possession of any weapon on the school campus. Weapons may not be brought to school, even if left in cars.

Leake Academy is required by law to report any violations to the proper police authorities. Violators will be subject to disciplinary procedures from the Academy, and subject to penalties imposed by state authorities. See Section 37-11- 18 of the Mississippi State Code.

Students should refrain from bringing to school any other objects, which are not needed for school purposes. It is the policy of the school that toys, squirt guns, cards, games, and other such objects should not be brought to school. Any object brought to school will be taken from the student, whether in use or not, and may be retrieved after school. Leake Academy is not responsible for any non-essential items brought to school. A disciplinary penalty will be implemented when needed.

10.2 CONTRABAND ITEMS

Items are and not limited to such as knives, stun guns, paintball guns, firearms of any type, protective sprays such as MACE and pepper are not to be brought on the school campus, into school owned facilities, or on school transportation equipment at any time. The violation of this regulation may lead to the removal of the offending person from school.

10.3 SEARCH / SEIZURE POLICY –

The school recognizes that each student has an expectation of privacy at school. However, if at any time the administration has reasonable suspicion that an individual has in his/her possession drugs, alcohol, weapon or contraband, that individual or property will be subject to search and seizure.

11. THREAT POLICY

Any student, family member, or any other person making a credible or serious threat toward Leake Academy, the faculty, staff, Administration, Board of Trustees, and/ or another student shall immediately be suspended for minimum of one day (discretion of Head of School) and may be turned over to the appropriate authorities.

A threat shall be defined as the following:

1. Any statement or deed, written or verbal, which carries the implication of physical or bodily harm.
2. Any statement or deed, written or verbal, which carries the implication of physical harm, destruction, or mayhem.
3. Any statement or deed, written or verbal, that carries implication of the threat to use a bomb, firearm(s), or other dangerous instrument or contraband material.

Any student or family member making said threat(s) whether verbal, written, and or on the internet or social media are subject to having their contracts terminated without a refund of fees.

12. VANDALISM OR INVOLVEMENT IN BREAK-IN

A student who has been involved in a break-in and/or malicious damage to the school or school property shall be suspended with his readmission to the school contingent upon the financial compensation for said damages, or at the discretion of the Board of Trustees; otherwise, the student shall be terminated from Leake Academy without a refund of fees. The student may be subject to legal action. Any minor acts of vandalism will require a student to make restitution for damages and face appropriate punishment as determined by the Administration.

Students are asked to protect this property by not littering, writing on desks, lockers, walls, or in any other way that would damage school property.

13. MARRIAGE POLICY

A married student will not be considered for enrollment and students who marry cannot continue to attend Leake Academy.

14. PREGNANCY POLICY

Any female or male student who is involved in a pregnancy during the school year will be home schooled until the baby is born. The parents will be responsible for such education, with no refunds from Leake Academy. Students involved in a pregnancy will not be allowed to participate in any regular or extra-curricular activities (i.e. graduation, awards day, awards banquet, athletic banquet, any athletic sporting event, etc.).

15. CAFETERIA (LUNCH)

Madden Lions Club has the exclusive rights to the food services on the Leake Academy campus; therefore, food cannot be delivered to the school by any other food service group.

15.1 CONDUCT DURING THE LUNCH HOUR AND BREAK

Display a pleasing manner during the entire time while eating lunch and at break. Respect the place of others; never crowd or try to get ahead of others. Be as refined in your table

manners as you would in your own home. All students are expected to place trash in the provided containers when completing lunch and at recess. No eating except in the cafeteria (with the exception of the week preceding the Halloween Carnival). No food or drinks should be taken out of the cafeteria.

15.2 LUNCH PERIOD

Students may bring their lunches from home or purchase their lunches in the cafeteria. Students are not allowed to take food to the gym, or any other area of the school. Students are asked to help keep the cafeteria clean by putting all waste material in the containers provided. No student should be standing around in the hall during his or her assigned lunch period.

15.3 SACK LUNCHES

Sack lunches should be sent every day the student does not buy school lunches. At break, snacks and drink are also available. **Glass bottles are not allowed.** Late lunches brought by parents should be taken to the office and the student's name clearly printed on them.

15.4 EMERGENCY LUNCHES

If a student forgets his/her lunch, the office will provide an emergency lunch fee of \$4.00 to the student. Emergency lunch fees **must be paid back within two days.**

15.5 LUNCH ROOM PARTY POLICY

No Parties will be held in the cafeteria during break & lunch periods.

Parents please respect this rule. Our cafeteria prepares an approximate amount of food each day to feed our students. When parents bring surprise items such as pizza, hamburgers, or other types of food into the cafeteria for large groups (classes or friends) the cafeteria has to throw away all food not bought that day. Thank you.

16. SCHOOL FACILITIES

16.1 ADMISSION TO BUILDINGS

The buildings are opened at 7:30 each school day. Students in grades K-12 are allowed to enter buildings and are requested to conduct themselves in a quiet courteous manner. No students are to remain in the school buildings after school unless under the direct supervision of a faculty member. All school buildings will be locked at 4:00 p.m. each school day.

16.2 CARE OF SCHOOL PROPERTY

The school buildings and the fixtures they contain are provided at great expense and sacrifice by parents and patrons. Every student should not only refrain from defacing or destroying school property, but also should make every possible effort to encourage other students to care for school property. Students should place all paper and waste in containers

provided for this purpose. Students should not throw paper on the campus or on floors. Any student causing damage to school property either intentionally or through neglect will be subject to disciplinary action and or will be subject to paying for damages.

16.3 GYMNASIUM REGULATIONS

Our gymnasium is the showplace of our school. Graduation, banquets, and assemblies are held there. Students are to recognize the importance of this building by treating it properly. No food or drinks should be carried into the lobby or gym. Students should not be in the gym or lobby unless assigned to be there and a faculty member must be present. Students are not allowed on the playing floor without the supervision of a coach or teacher. Only basketball shoes should be worn on the playing floor. Students who violate these rules will be placed in work detail. Any vandalism, such as writing on the bleachers will result in an automatic suspension and the student committing the vandalism will be financially responsible for repairs. Repeat offenders will be given stronger disciplinary action.

16.4 LIBRARY POLICY

The school library is an important asset of the educational program. Our students are encouraged to make effective use of the books and other library materials for both course requirements and recreational reading. Use of the school library is one of the privileges of the student, and it should be used extensively and carefully.

Proper care of all library materials, furniture, and the room itself is very important.

Students returning damaged books, defacing library property or the library itself will pay the proper fine.

All materials leaving the library must be properly checked out. Students are responsible for all materials checked out in their name.

Overdue fines are charged at the rate of \$.25 per book per school day. All library books must be returned, payment must be received for lost books and/or all overdue fines paid in order for students to receive their report cards. Books not returned at the end of the first semester will be assessed a holiday fine of \$10.00 per book. At the end of the school year, grades will be held on all students with library books or material checked out in their name. The student will be responsible for returning the book(s), paying any late fees, or paying the initial cost of the book for its replacement.

Students are expected to exercise every precaution while using library books and materials. Library books, magazines, and other research materials must be checked out through the librarian prior to removing them from the library.

Be considerate of others in the library. Silence is golden for those who are reading. Respect the requests of the librarian.

Students who need to use the library during activity period, afternoon recess, or study hall will need a note from their teacher.

Teachers who need the library should make prior arrangements with the librarian.

Students who enter the library, and are not part of a group or class must show a note from the teacher.

16.5 REST ROOMS

The facilities are provided with the health of the students in mind and are cleaned several times each day. Students are encouraged to take every effort to ensure that they remain clean.

16.6 LOCKERS

Lockers are assigned to each student in grades 7-12, all books and supplies should be stored in their lockers. Lockers are the responsibility of the student. Lockers should be kept neat and clean. Students are not allowed to change lockers without permission. Students are not allowed to attach a lock. The administration and teachers of Leake Academy reserve the right to check lockers at any time. Locker doors must be kept closed. Students are not to mark or write on any locker. Students should never go in another student's locker for any reason, unless authorized. Students should report problems with their locker to the office.

16.7 TEACHER'S LOUNGE/WORKROOM

Students are **not** permitted in the teacher workroom or teacher lounge without permission from the office staff. Teacher privacy should be respected in this area. If a situation arises, teachers should send a note to the office for help in this matter.

16.8 SCHOOL FACILITIES

All school facilities are for the use of Leake Academy students, staff, and patrons in direct association with student activities. Students are not to be on campus after school hours unless under the supervision of a faculty member. Exceptions to this policy will only be granted as the result of Head of School. All school activities will have precedence over any other activity on the school campus.

16.8.1 USE OF FACILITIES, EQUIPMENT, OR SCHOOL PROPERTY

The facilities of Leake Academy are generally restricted to the use of students. Any individual, group, or organization wishing to use the Leake Academy facilities, which include all buildings, grounds, equipment or property, must have prior written permission from the Board of Trustees. The school will require:

1. A Leake Academy faculty, staff, or Board member be present,
2. The individual, group, or organization provide a Certificate of Liability Insurance, and

3. The individual, group, or organization will be responsible for cleaning the facility or the reimbursement for cleaning service.

The individual, group or organization is responsible for any damages incurred. Leake Academy will not be responsible for any injuries sustained by these individuals, groups, or organizations.

There should be a staff or faculty member in attendance with any Leake Academy student group using the property or facilities.

17. MOTOR VEHICLES

Students who have a valid driver's license will be allowed to drive motor vehicles on campus as long as they observe the precautions of safe operation at Leake Academy.

To park on campus a student must purchase and display a parking permit. Permits may be purchased in the high school office for \$10.00 and must be displayed at all times.

All students bringing vehicles on campus **must register** these vehicles with LA and adhere to the following regulations:

1. The driver must have a valid driver's license and liability insurance as required by state law.
2. Purchase a Parking Permit from office. The permit must be displayed on the driver's side front windshield.
3. No one can park on the side of the new gym.
4. The road by the baseball field must be left open.
5. Loud music from vehicles will not be tolerated.
6. The student must adhere to safe driving rules. Speeding, "scratching off" and reckless driving will not be tolerated.
7. Students must exit and lock their vehicles upon arrival on campus and may not return to them until school is dismissed.
8. Vehicles are to be parked in designated areas only.
9. Vehicles must enter and exit the school grounds in a manner prescribed by the traffic flow as outlined by the school.
10. Students are not permitted in the parking area during the day without permission from the office.
11. Leake Academy reserves the right to search any vehicle at any time.
12. Failure to abide by these regulations shall result in the loss of privilege to bring a vehicle on campus.

18. MISCELLANEOUS INFORMATION

18.1 DAILY ANNOUNCEMENTS

Announcements will be made for the benefit of the school as a whole. The teachers will read them to students during either 1st or 2nd period.

Announcements will be posted on the televisions in the high school buildings each day. They will also be posted on FACTS/RenWeb each day so that parents know what opportunities their child(ren) have daily. The FACTS/RenWeb announcements will also indicate changes, additions, and deletions of activities, sporting events, etc.

Students, teachers, and organizations desiring to make announcements should write them in the form desired and turn them in to the office the day before they are to appear.

Announcements should be as brief as possible

Any announcement, poster, or sign, including those concerning non-school activities require the approval of the Head of School prior to placement in school.

18.2 SCHOOL VISITORS

Visitors are welcome at Leake Academy; its doors are always open to parents and others interested in the school. **All visitors must check in at the office** and be assigned a pass and guide to help them. No visitor is allowed on our campus or in any building or classroom without the permission of the Headmaster or principal. For school safety, we do not want any unauthorized persons on our campus.

Teaching is our business and we take the careful and efficient use of teaching time very seriously. If a parent has a message for his/her child, the parent will be asked to leave a note in the office. Office personnel will see that the message is delivered to the child.

Lunches, books, medications, etc., brought by the parents should NOT be taken to the classroom.

As a rule, student visitors are not allowed on the Leake Academy Campus. This is to maximize safety and minimize disruptions.

Students not enrolled in this school are not allowed in the building or on the campus without permission from the administration.

In an effort to maintain the security of the campus, students not specifically assigned to the campus after school hours will not be permitted on the school grounds.

18.3 DELIVERIES TO STUDENTS DURING SCHOOL HOURS

Leake Academy discourages the sending of flowers and gifts to students during the school day. However, in the event a student receives a delivery during the school day, the item will be placed in the high school office. Students may pick up items at morning break, at lunch, or when student leaves for the day.

18.4 CHILD CUSTODY

To ensure that safety of our students, the custodial parent must provide the school with a copy of the appropriate documents regarding a child's custody. The school will need a physical copy of all Custody Documents. Faxed Custody Documents will not be accepted, unless in the case of an emergency. This is to prevent a child from being released to a non-custodial parent. Any special instructions must be in writing and given by the custodial parent to the Headmaster.

18.5 MEDICAL INFORMATION

Please make sure the office has current phone numbers in case of emergencies or should your child become ill. If a student has a medical problem/issue that the school needs to be aware of, parents should notify the school nurse/counselor. If a student is on a prescribed routine daily medication, you must fill out a medication form in the office at the beginning of school year.

NOTICE OF RISK

We have taken enhanced health and safety measures for those who come to our campus—students, employees, and visitors. While on campus you must follow all posted instructions.

An inherent risk of exposure to COVID-19 exists in any public space where people are present. COVID-19 is a contagious disease. If infected, you may become severely ill or die. According to the Centers for Disease Control and Prevention, senior citizens and persons with underlying health conditions are especially vulnerable.

By visiting our campus, you voluntarily assume all risks related to the possible exposure to COVID-19.

Policies on Communicable Diseases

Parents should report a communicable disease to the nurse/school counselor immediately. It is the responsibility of the school nurse/counselor to insure that the students who have been diagnosed or are suspected of having a communicable disease be excluded from school. **Students may be readmitted to school when the child presents a certificate or doctor's excuse of recovery.**

Guidelines for Exclusion from School regarding Communicable Diseases:

Disease

Any undiagnosed rash

Chicken Pox

Exclusion from School

Until diagnosis is established or symptoms are gone for 24 hours

All scabs must be dry

Contagious Conjunctivitis (pink eye)	24 hours after start of physician prescribed treatment
Fifth Disease	No exclusion
Impetigo	24 hours after start of physician prescribed treatment
Mononucleosis	As individualized by physician. A physician's note should indicate allowed activity including physical education programs/ athletics.
Pediculosis (Head Lice)	Until treated and free of live head lice and must be cleared by school nurse/ counselor.
Pertussis (Whooping Cough)	Until 5 days after start of treatment by physician.
Pinworms	Until first dose of physician treatment given
Ringworm	Until 24 hours after treatment is given
Scabies	24 hours after start of physician treatment
Scarlet fever or Strep throat	24 hours fever free and 24 hours after start of physician treatment
Staph or Strep to Skin	24 hours after start of physician treatment
COVID-19 Symptoms	See a medical professional
1. Fever of 100.4 or greater	
2. Chills	
3. Cough	
4. Shortness of breath or difficulty breathing	
5. Muscle Pain	
6. Headache	
7. Loss of taste or smell	

8. Sore Throat
9. Congestion or runny nose
10. Nausea/Vomiting
11. Diarrhea

Please make sure the office has current phone numbers in case of emergencies and if your child should become ill.

18.6 ASSEMBLY PROGRAMS

Assembly programs will be held from time to time. Topics are selected to benefit the students. Students are required to attend and to behave in a courteous manner. When coming into the auditorium or gymnasium for an assembly or program, enter quietly and remain quiet during the entire time spent there. Give your attention to the speaker. Do not disturb the ones around you by making comments. Never boo, whistle, or stomp your feet regardless of your opinion of a program. Do not read or do any type of work during any program. No food or drinks will be carried into the gymnasium complex except at school sponsored events where concessions are sold. Keep off the playing area of the gym floor.

18.7 FIELD TRIPS

Field trips, other than those required by organizations, should be restricted only to those initiated by the school, class sponsor, or faculty member.

The Head of School or principal must approve all field trip plans, drivers, and itineraries at least one month in advance

All teachers must be notified of the impending student(s) absence at least three school days in advance of the trip.

School policies on dress, behavior, absences, and make-up work will apply on school-sponsored field trips unless the student is notified of a change.

18.8 VOLUNTEERS/ CHAPERONES

Leake Academy appreciates the many parent and community volunteers working at LA as well as chaperones who make it possible for students to attend and participate in a wide variety of off-campus events. Students at LA are required to dress modestly at school and while attending these off-campus activities, and we ask our volunteers/chaperones to do the same.

18.9 TEXTBOOKS

All textbooks are owned by Leake Academy. At the start of a school term, textbooks are issued to students on a loan basis. A fee for rental of books is charged in tuition. Textbooks are returned prior to the student taking a final exam in each class. At that time, the teacher will appraise any damages and fine the student accordingly. Lost books will have to be paid for by the student. Students are encouraged to take special care of the textbooks issued to

them. The average cost per book is very close to seventy-five dollars. Fines for damage and loss will be expensive to the parent and should be avoided.

18.10 PHONE CALLS

Students are discouraged from using the office telephone. The school phone is for business and should be used by students only in the event of an emergency or illness. Students will not be called to receive incoming calls except in the event of an emergency.

18.11 COPYING SERVICE

Copies may be made at a cost of twenty-five (25) cents a page.

18.12 COLLECTIBLES

Students may not bring baseball, football, or basketball cards; or any collectible card or game piece to school. There will be no trading or buying of baseball, football, or basketball cards, or any collectible card or game piece at school.

18.13 LOST AND FOUND

All articles found in or around the school building or grounds should be taken to the office. If you have lost an article, check with the office. Articles will be kept six weeks in the lost and found. All unclaimed articles will be donated to a charitable organization. Leake Academy is not responsible for items which are lost or stolen from students or faculty.

18.14 DEVOTION AND PLEDGE OF ALLEGIANCE

The daily devotional and pledge of allegiance will be conducted by the first period teacher.

18.15 PARTIES

No parties will be allowed without special permission of the Headmaster.

18.15.1 PARTIES IN KINDERGARTEN & ELEMENTARY

The kindergarten students may have a birthday party with the parents furnishing cake and drinks, but no gifts will be exchanged.

K-6 may have a party at Christmas, Valentine's Day, and Easter. No other parties will be allowed without special permission of the Headmaster. Parents will be asked to help furnish supplies for class parties. Times will be set for parties; we encourage parents not to enter classrooms until specified times. Room mothers may not ask parents for money to buy gifts for students. Parents may attend the Christmas and Easter parties.

18.16 FUND RAISING

Any group planning to participate in a fund raising project to benefit the Academy or any group associated with the Academy must first clear the project with the Headmaster.

18.17 SOLICITING

No one, other than school-related groups, will be allowed to solicit for any reason on school property.

18.18 DONATION OF STRUCTURES OR SERVICES

Anyone wishing to donate permanent structures or services to Leake Academy should present written commitment detailing description of plan to the Head of School. Proposals must be reviewed by the Property Committee and approved by the Board of Trustees.

18.19 SCHOOL/HOME HARMONY EXPECTATION

Leake Academy has the right to ruminant and/or non-renew a student's enrollment contract and prevent the student's attendance at Leake Academy if the Headmaster should determine either of the following:

- a) The actions of the student, or parent/legal guardian, are detrimental to a positive relationship between the School and the student or the School and the student's parent/legal guardian or
- b) The actions of a student or actions of a student's parent/legal guardian substantially interfere with the educational purposes of Leake Academy.

19. STUDENT LIFE

19.1 HOMEROOM

The homeroom period will be used to administer necessary information, vote in elections, or instruction in school procedures. Sponsors of homerooms will be available to help any student when there is a need.

19.2 OFFICE MONITORS

Student office monitors are assigned to each administrator's office. The purpose of these monitors is to greet guests and assist the secretaries with various duties. Office monitors are ambassadors for our school and must at all times remember to treat faculty, students, and visitors with courtesy. Office monitors are to be at their assigned location at all times.

19.3 CLASS OFFICERS

Class officers are elected during the first four weeks of the school term. The class elects a president, vice president, secretary, treasurer, and reporter.

19.4 CLUBS AND ORGANIZATIONS

Clubs and organizations exist at the school for the following reasons.

- To increase fellowship and cooperation among students To broaden the interests of students

- To motivate and to enrich classroom work
- To develop worthwhile social ideals, attitudes, and habits

All students are encouraged to be a part of a club or organization in order to gain wisdom and insight by being a part of a group. Some clubs have requirements for membership and some are for anyone interested in joining. There is one or more faculty sponsor or advisor for each of these organizations. See the advisor of the club you wish to join to get information on how to become a member.

19.5 WHO'S WHO ELIGIBILITY

Mr. and Miss L A --- To be eligible a student must have attended Leake Academy the prior school year and must have maintained an average of 80 or above during his or her Junior year.

Mr. and Miss Jr. High --- To be eligible a student must have attended Leake Academy the prior school year and must have maintained an average of 80 or above during his or her eighth grade year.

Who's Who nominations are only considering students in the 7th thru 12th grade.

19.6 HOMECOMING REGULATIONS

To be eligible to be selected for a homecoming maid, a student must have attended Leake Academy for 1 calendar year. A student elected in grades 9-11 to the homecoming court cannot run again until her senior year.

19.7 JUNIOR SENIOR BANQUET (PROM)

Attendance at the Junior Senior Banquet is the highlight of the school year but is a privilege not a right. A student must be present for at least four periods during the school day in order to attend the Junior Senior Banquet. Students who are absent on the day of the Junior Senior Banquet will not be allowed to attend. *School Related Absences are the only exceptions.*

19.8 STUDENT BEHAVIOR AT EXTRACURRICULAR ACTIVITIES

Whether attending an extracurricular activity at Leake or at some other location, students are to conform to all conduct rules and regulations of the school. Failure to do so will lead to appropriate disciplinary action by the administrative staff. When attending functions at Leake Academy, students are expected to be in the area of the activity and not in other areas of the campus or buildings. Students who do not conform to this regulation will be asked to leave. No ticket refund will be made to persons asked to leave events because of improper conduct. Profanity, inappropriate and disrespectful language or dress is never acceptable. Respect is to be shown when the National Anthem is played or sung at any event or program (no talking).

20. EMERGENCY PROCEDURES

20.1 INCLEMENT WEATHER & SCHOOL CLOSURE NOTIFICATION

In case of inclement weather conditions (snow, ice, etc.), parents will be notified by email/ Notify My School (text)/Social Media.

Parent Alert will also send notification of school closures, early dismissals, etc.

Inclement Weather Student Check Out / Dismissal

In case of tornado warnings or extremely bad weather, parents may pick up their children from school.

Inclement Weather Student Check Out / Dismissal Procedure –

Telephone lines must be kept clear for announcements from the Civil Defense Office; therefore parents should come to the school for their children rather than calling in messages if at all possible.

- Parents must come to the school to check out / pick up their children from school in the event of severe weather. Students must be signed out by a parent in order to leave.
- Parents wishing to pick-up a student other than their own must have written permission from that parent in order to do so. (Phone calls to the office by parents wishing to have someone else pick up their child is discouraged for reasons stated above but will be sufficient if it becomes absolutely necessary.)
- ***Student drivers will absolutely not be dismissed to drive themselves during severe weather or emergency situations.***

20.2 FIRE DRILL:

Fire drills are of importance in training students to conduct themselves in an emergency which might affect the entire student body. In order to comply with all safety and fire precaution rules, it is necessary that definite signals and rules of conduct in case of fire be set up and understood by all students and faculty members. The following rules will apply to this situation.

1. The signal for a fire drill will be three short rings on the regular bell system.
2. When the alarm is sounded, the teacher will be the person responsible to identify it as a fire drill signal. Students will leave their classrooms in an orderly fashion under supervision of the teacher. To be sure this is done properly and without delay, the teacher, upon hearing the signal, will remind the students of the door to exit. The teacher will then leave the room with the students to maintain order. There should be no talking except by the teacher. The teacher will take the classroom roll book to call roll after exiting the building.
3. Groups will file out in columns at a quick walk, no running. There can be no pushing. Students will exit from the door as indicated by the instructor.
4. After each drill, the “all clear” signal will be given by sounding a very long ring on the regular bell system. This will be the signal for students to return to the place from

which they came at the time of the alarm. This should be done with as little confusion and delay as possible.

20.3 TORNADO DRILL:

An orderly procedure will be followed when severe weather warnings are issued. The tornado season occurs during the spring months. The entire staff and student body should be well-oriented before this season begins. The following rules apply for this situation.

1. The signal for a tornado drill will be one long ring of the regular bell system.
2. Faculty members will be responsible for students under their direction.
3. Students are to sit facing the walls of the hall adjacent to their room. They are to sit with their heads on their knees and stay as far from doors and windows as possible to avoid flying glass.
4. Teachers will check the buildings before students can move from their designated places of safety.
5. The signal for the end of a tornado drill will be extended ringing of the regular bell system.

20.4 EARTH QUAKE DRILL:

4 Short Bells – Duck, Cover and Hold.

1. Have student get under anything “sturdy,” desk, door facing, table.
2. Hold on to desk, table, whatever you are under, until shaking stops.
3. If you cannot find anything to get under, sit down, pull your knees to your chest and put your hands and arms over your head.

Teachers: Most injuries occur from falling objects. You may want to move your desks to have them facing the interior walls. Make sure the students cover their eyes.

Playground Procedures: If possible, move away from trees, power lines, light poles and buildings. Sit down and follow rule #3 under Duck, Cover and Hold Drill.

Cafeteria: Students in the cafeteria will duck, cover, and hold under cafeteria tables until teacher on duty says it is all right to get up. Students will proceed from the cafeteria to designated area at the teacher’s instructions.

Music Room: Students will duck, cover and hold until teacher gives an all clear command.

Gymnasium: Students will duck, cover, and hold until the coaches gives an all clear command.

20.5 SCHOOL LOCKDOWN

Condition

Lockdown is called when there is a threat or hazard that may jeopardize the safety of students and staff. From parental custody disputes to intruders to an active shooter, Lockdown uses classroom and school security actions to protect students and staff from threat.

Public Address

The public address for Lockdown is: "**Lockdown! Lockdown!**" and is repeated twice each time the public address is performed.

"Lockdown!Lockdown!"

Actions

The Lockdown Protocol demands:

1. LOCK THE DOOR. Locking individual classroom doors, offices and other securable areas.
2. Drop Corridor Window Cover Down.
3. Turn Off Lights.
4. Move room occupants out of line of sight of corridor windows.
5. Room occupants maintain silence. Silence your cell phone. Turn off any source of noise, such as radios and televisions.
6. Teacher, staff, and student **DO NOT OPEN** the classroom door, once in Lockdown.
7. No indication of occupancy should be revealed until first responders open the door.

Responsibility of Classroom Teacher

- Implement their classroom Lockdown procedures.
- If is safe to do so, the teacher should gather students into the classroom prior to locking the door.
- The teacher should lock all classroom access points and facilitate moving occupants out of sight.
- The teacher should take a silent roll of students missing and students retrieved.

Reported By

- Lockdown is typically reported by students or staff to the school office.
- The office staff then invokes the public address and informs administration.
- It may also be reported to the school office by local emergency dispatch.

Preparation

- Identification of classroom access points that must be locked in the event of a Lockdown is essential preparation. These may include doorways, windows.
- A "**safe zone**" should also be identified within the classroom that is out of sight of the corridor window.
- Teachers and students should be trained to not open the classroom door, leaving a first responder or school administrator to unlock it.
- Students, staff, and teachers should be advised that a Lockdown may persist for several hours and during an incident; silence is essential.

Drills

Lockdown drills must be performed every school year.

If possible one of the drills should be performed with local law enforcement personnel participation.

At a minimum, law enforcement participation in the drill should occur every 2 years.

Contingencies

- Students and staff who are outside of classrooms when a Lockdown is announced, should get into the first available classroom with a teacher or a room that can be secured.
- In the event a student or staff cannot get into a room before doors are locked, they should be instructed about other options. In this situation, students and staff should be trained to hide or even evacuate themselves away from the building or area.
- Students and staff should receive training on where to go, if they evacuate, so they can be safe and accounted for.
- If evacuation and hiding are not possible, then:

Remain calm.

Dial 911, if possible, in order to alert police to the Active Shooter's location. If you cannot speak, leave the line open and allow the dispatcher to listen to what is happening.

- If, during a Lockdown, an additional hazard manifests inside the school - i.e.: fire, flood, hazmat; then situational decisions must be made. There should be discussions about reacting to a fire alarm if it is activated during a Lockdown.

Examples of Lockdown Conditions

The following are some examples of when a school or emergency dispatch might call for a Lockdown.

- Dangerous animal within school building
- Intruder
- Angry or violent parent or student
- Report of a weapon
- Active shooter

The all-clear signal is "**ALL IS CLEAR THE LOCKDOWN HAS BEEN CANCELLED. THIS CANCELLATION IS AUTHORIZED BY THE HEAD OF SCHOOL,**" will be announced if the potential crisis has been resolved. It is important that *this* cancellation code should only be used in the event there is a genuine crisis. During practice drills, the cancellation all clear signal should be "**This Lockdown *drill* is now over.**" If a lockdown cancellation signal is not given and you are not in immediate danger, wait for emergency responders to evacuate you and your students. *Legitimate personnel coming to your classroom door to notify you the lockdown is over, or to evacuate administration, police or emergency responders will "knock and announce" before entering. Therefore, do not open the door for anyone.*

20.6 BOMB THREAT PROCEDURE

1. As caller calls in threat, 'Bomb Threat Information Form' should be completed.
2. Notify 911 (use non-emergency number if it is a drill – state that the campus is having a drill).

3. Quickly scan your immediate area of building prior to evacuation. (Devices are more likely to be outside or in a common area.)
4. If bomb threat is determined to be real, follow ‘Evacuation Procedure’ or ‘Lockdown Procedure’ as determined by threat.

Note: Radios/cell phones/pagers should be turned off during a bomb threat. Electronic communication signals could trigger certain types of bombs.

21. INTERSCHOLASTIC ATHLETIC INFORMATION

21.1 ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

No student will be permitted to participate in interscholastic contests for more than four years after entering the ninth grade or if they reach the age of nineteen prior to August first of the school year.

21.1.1 Mississippi Association of Independent Schools student eligibility regulations state:

To be eligible for the first semester of a school year, a student must have accumulated four (4) major units (credits) the previous academic year. (Previous academic year is interpreted to be a complete year or any part of a school year in which a student is enrolled at either a member school or a non-member school).

First Semester – Eighth (8th) graders must pass four (4) major subjects the previous school year. Ninth (9th) graders must pass four (4) major subjects the previous school year. This will also apply to participants repeating the 7th grade. Any student athlete eligible at the beginning of the new school year, shall be eligible for the entire school year.

Second Semester – A student-athlete who was ineligible the first semester, could become eligible the second semester, if he or she passed four (4) major subjects during the first semester of the same academic year.

21.2 CHEERLEADING REQUIREMENTS

Cheerleading is a very demanding sport. Students wishing to become a cheerleader must meet with the cheerleading sponsors to receive a “Cheerleader Contract,” which outlines the requirements that must be met by the student, and it must be signed by the student’s parents. Cheerleaders will be selected through a tryout process. All cheerleaders are expected to be a positive role model for other students. Cheerleaders must show classroom conduct worthy of being an example for the student body.

Tryouts will be held each spring for the following school year. Students trying out for cheerleader must be enrolled and attending Leake Academy prior to try-outs. No sheet from the cheerleading judges will be discussed or shown to any student or parent.

21.3 DANCE TEAM REQUIREMENTS

Students wishing to become a member of the Dance Team must meet with the Dance Team sponsors to receive a “Dance Team Member Contract,” which outlines the requirements that must be met by the student, and it must be signed by the student’s parents. The Dance Team will be selected through a tryout process. All Dance Team members are expected to be a positive role model for other students. Dance Team members must show classroom conduct worthy of being an example for the student body.

Tryouts will be held each spring for the following school year. No sheet from the Dance Team judges will be discussed or shown to any student or parent.

21.4 ABSENTEE POLICY FOR DAY OF EVENT

To be eligible to participate in any extracurricular activity (ballgames, play, etc.) a student must be present for at least four periods during the school day, on which the activity takes place. Headmaster may approve extreme situations.

21.4.1 SUSPENSION FROM SCHOOL

Any athlete receiving a suspension (in or out) from school will additionally be suspended from all athletic participation, including practice and interscholastic competitions. The student may not attend any Leake Academy-related athletic activities during the period of suspension. The athlete may be reinstated for athletic participation by the administration.

21.4.2 MISSED CLASSES/ASSIGNMENTS DUE TO ATHLETICS

An athlete will periodically be absent from a class due to interscholastic competition. It is the athlete’s responsibility to see teacher in advance about work and deadlines in classes he/she will miss. If the athlete does not uphold this responsibility, he/she may be held out of competition for a period of time.

When tests are scheduled on the day of a event trip, it may be required that the test be taken before a student can leave. Arrangements should be made with the teacher in advance. **It is the student’s responsibility to see the teacher about all make-up work.** It is not the teacher’s responsibility to see that this work is made up in the designated time. Any student who does not make up the work missed in the designated time will receive a zero.

21.5 STUDENT-PAY ITEMS

Athletes may be asked to or given the opportunity to purchase student-pay items (i.e., practice clothing, shoes, etc.).

If an athlete is a member of a team and orders student-pay items and subsequently quits before receiving the items, he/she will still be responsible for paying for them. Failure to do so may result in suspension from further athletic participation.

21.6 FAN SPORTSMANSHIP

It is important for students, faculty, staff and parents to display good sportsmanship at all sporting events. Although emotional involvement at athletic events may be intense, both adults and students should exhibit sportsmanlike behavior that exemplifies the “Philosophy and Objectives” of LA.

Leake Academy fans must respect players, coaches, and fans of opposing teams and never confront them at any time. Fans should never interact with an official/umpire before, during, or after a contest; MAIS rules simply put game officials “off-limits.” Fans should attend games to support our teams – not belittle opponents and yell at officials.

21.7 FAN EJECTION

Any fan ejected from a contest will be barred from all MAIS events until the individual has fulfilled sanctions and conditions imposed by MAIS. Leake Academy also reserves the right to impose its own sanctions and conditions in addition to MAIS.

A common sanction for an ejected fan is a fine generally ranging from \$300 to \$1,000. Leake Academy will also be fined. In the event Leake Academy is fined due to a fan ejection, the individual will be responsible for paying the school’s fine as well as his/her own. If the fine is not paid by the fan, the amount will be considered indebtedness to the school. If the fan has a child participating in the athletic program the child will become ineligible to participate until the fine/indebtedness is paid.

21.8 PLAYING TIME DISCUSSIONS

Any parent wishing to discuss playing times with a coach should wait until at least the day after the game and should make an appointment. Playing time should not be discussed during or after games or during or after practices. These can be busy and emotional times for both the parent and the coach, and meetings during this period often do not promote resolution. Productive meetings always require calm, rational attitudes.

Parent should contact coach to schedule a meeting. If the coach cannot be reached, parents should call the Athletic Director or office to set up a meeting with the coach.

A scheduled meeting will take place during the coaches’ and/or athletic director’s free periods or at another agreed upon time.

A scheduled meeting should include the coach, the athletic director and the student athlete.

If the meeting with the coach does not result in resolution of the problem, the steps, as set up in the student handbook for Communication and Parent Conferences, must be followed.

A Parent who violates this policy maybe banned from attending athletic events and activities.

22. ADDITIONAL ELEMENTARY SCHOOL RULES

22.1 TRAFFIC FLOW AND STUDENT DROP OFF AND PICK-UP

22.1.1 Drop Off

Students in Grades 1-6 will be dropped off underneath the awning between the elementary and cafeteria.

Please pull all the way up so 2 cars can unload in each lane at the same time.

*Parents please do not drop off your student in front of the school for safety precautions; we will not have a teacher on duty to insure your child's safe arrival into the building.

22.1.2 Pick Up

Preschool and kindergarten will dismiss at 2:40.

Elementary students in grades 1-5 will dismiss at 2:45 pm and may be picked-up underneath the awning between the elementary hall and cafeteria.

For Grades 1-2 please use the right lane, underneath awning, when picking up students.

For Grades 3-6 please use the left lane, underneath awning, when picking up students. When picking up students in both grade groups please use right lane.

*This is so younger children will not have to cross to the second lane.

The students will be standing in a designated area to wait for their ride. For grades 1-6 this area will be between the elementary hall and the cafeteria. For grades K4 and K5, students will assemble in the common room of the kindergarten building.

Encourage your child to watch for his/her ride in the afternoon.

Students are not to load or unload until their vehicle in underneath the awning.

Parents please do not park your car and walk up to the car-rider line and motion for your child to come with you.

Please be patient and considerate of others when bringing children to school and picking them up. Please use extreme caution at all times.

22.2 EARLY DISMISSAL

If you need to pick your child up before regular dismissal, you must come to the school office to sign-out your child. There will be a sign-out sheet in the office. (Please be prepared to show a photo ID. This is for your child's protection).

If you arrive after 2:30 pm, please do not come in to sign-out your student. Instead, contact the office (601-267-4461) to notify school that you will pick up your child as a car rider and then proceed to the car rider line. This is a security measure to protect your child.

22.3 MEDICINE FORMS

If your student needs to take prescription medications during the school day, you should contact your teacher and complete a medicine form. By putting the date(s) on the form, you may fill one out for a medicine to be given every day for an entire week or year. These are required and we will not dispense any medicine without a form. This is to protect your child and to be sure we know your specific instructions.

22.4 PARTIES IN KINDERGARTEN & ELEMENTARY

The kindergarten students may have a birthday party with the parents furnishing cake and drinks, but no gifts will be exchanged. K-6 may have a party at Christmas, Valentine's Day, and Easter. No other parties will be allowed without special permission of the Principal. Parents will be asked to help furnish supplies for class parties. Times will be set for parties. Room mothers may not ask parents for money to buy gifts for students.

22.5 PLAYGROUND RULES

Students do not go on the playground before school or after school. Students should go to the bathroom and get water when they arrive at school and then go to their classroom and prepare for the morning's work by sharpening their pencils and organizing their work.

Ball games can be played only in designated areas.

If a ball should go into the road, the student should tell the teacher(s) on duty and the teacher(s) will get the ball or direct the student to do so.

Boys play touch football - not tackle.

Everyone should be allowed to play in group games.

Line up at the door to come into the building.

All students should go out at recess unless they have permission to stay in.

There should be no running under swings and no standing in swings or on the slide. Swing straight only (no side-ways or twisting) and only one person to a swing.

Throwing rocks or sticks on the playground is strictly prohibited.

22.6 HALL RULES

Walk - do not run.

Line up and walk in a single line; hands by your side.

No excessive noise in halls and bathrooms.

22.7 BEHAVIOR GUIDELINES – LA ELEMENTARY

General Requirements

- Our rules and regulations are designed to preserve an environment essential to the safe orderly progress of school.
- Leake Academy students are expected to conduct themselves as young ladies and gentlemen at all times
- The following are basic guidelines for behavior:
- Be kind and respectful to adults and fellow students
- Follow directions the first time they are given.
- Keep hands, feet, and objects to yourself.

Major Infractions

The following infractions of the school's discipline policy could result in In-School Suspension, Suspension, or Expulsion:

- Fighting or Assault
- Offensive language, gestures
- Destruction of school property (subject to fine of replacement)
- Disrespect for Authority
- Bullying either verbal, physical, or through electronic means
- Threats against school, faculty, and students
- Other misbehavior as determined by teacher or principal

In addition the following behaviors may result in Detention in the principal's office if they have been repeatedly addressed and no improvements noted:

Disobeying school or class rules

Cheating on tests or class assignments

Inappropriate behavior during school or school functions

Not completing school or homework assignments

ALL REGULATIONS IN THIS HANDBOOK HAVE BEEN APPROVED BY THE BOARD OF DIRECTORS OF LEAKE ACADEMY.

NOTE: This handbook does not and cannot address every situation, question, or problem that may arise. Any situation, question or problem that arises and is not covered in this handbook will be left to the discretion of the Administration.

RULES AND REGULATIONS AS SET FORTH IN THE

STUDENT HANDBOOK

2023 – 2024

Signing this form verifies that as parents or legal guardian of a student at Leake Academy you have read and understand the Leake Academy Student/Parent Handbook. The Handbook can be found on our website www.leakeacademy.org or you may request a copy from the office. By signing this form, you are acknowledging that you are aware of the rules and regulations governing students during the regular school day and at all school-sponsored functions. Furthermore, you understand that these rules and regulations have been approved by the Leake Academy School Board of Directors.

Signing this form also grants permission for Leake Academy to publish your child's name and/or photograph on any professional or social media (Leake Academy's official webpage www.leakeacademy.org, etc.) realizing that it will only be depicted as a positive gesture for your child and our school.

Attending Leake Academy is a privilege and not a right. This privilege can be terminated at any time a student doesn't abide by the rules and regulations of Leake Academy, Inc.

The privilege of attending Leake Academy may also be terminated when PARENTS and/or STUDENTS publicly air grievances (Facebook, Twitter, or any other multimedia communication, etc.) against the Leake Academy Foundation; including, but not limited to... the Board of Directors, Administration, Faculty and Staff, or any policies or procedures therein.

As parents we realize that it is our responsibility to see that our child abides by these rules and regulations while a student at Leake Academy School.

Please sign an acknowledgement form for each student enrolled. **Every student must return a signed form to the school office.**

Date _____ Signature _____
(Parent or Legal Guardian)

Name of Student _____

Grade _____

23. ACCEPTABLE USE POLICY (AUP)

Please read this entire section carefully.

Leake Academy is committed to bringing the latest technologies to our students. The safety of all our students still remains our paramount concern. In order to implement this technology integration, every student and parent or guardian should study this Acceptable Use Policy, which outlines guidelines for the use of technology at Leake Academy. In this document a “Computer” is termed any technological device owned by Leake Academy that is used for educational purposes and is not specifically assigned to a student. This includes laptops, desktops, iPads, iPods, etc. “Device” refers to the iPod, iPad, Chromebook, PC or MacBook that is specifically assigned to a student by Leake Academy.

1 GENERAL PRINCIPLES

1.1 General: Technology at Leake Academy is a privilege, not a right. Each student is accountable for his/her actions. If there are any questions involving the use of technology, please contact the Technology Department.

1.2 Network Resources: Network Resources refers to all aspects of Leake Academy’s owned or leased equipment, including Computers, Devices, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. The rules below apply to any use of Leake Academy’s Network Resources whether this use access occurs on or off campus. Students may not use Network Resources to

8. Download, stream, or listen to internet-based music, video, or large image files that are not required for school work while at school, as this slows the performance of the network for all users.
- Alter, add, or delete any system files that affect the configuration of a Computer or Device.
 - Install software onto Leake Academy Computers other than the student’s Device.
 - Install software onto a student’s Device that may interfere with the proper workings of the Device or infringe on educational use of the Device. See section 2 of the Laptop User Agreement for more information.
 - Write or publish harmful or inappropriate material.
 - Facilitate the illegal sharing of copyrighted material using file-sharing tools.

- Upload or create a computer virus or malware.
- Misuse copyrighted material.
- Conduct any type of harassment or bullying.
- Plagiarize material or misrepresent another's work.
- Conduct any commercial business.
- Attempt to maliciously harm the data of another person.
- Pursue inappropriate material (i.e. pornographic, sexist, racist, etc.).
- Utilize chat rooms or instant messaging programs that are not approved first by a teacher.
- Encourage or support prohibited activities by other students.

1.3 Negative Effects: Students may not use any type of technology at any time or place that has a negative effect on

- School order and discipline.
- Safety and welfare of other students or staff.
- The reputation of Leake Academy, its students, and staff.

1.4 Equipment Use: Personal Use of the technology equipment other than on a student Device is prohibited. Students may use technology equipment under teacher supervision for academic purposes only. This includes but is not limited to the use of projectors, audio, video, or lighting equipment.

1.5 Printing: Paper and toner/ink come at a high expense to the school. Students are encouraged to print only necessary documents. Students will be allowed to print to designated printers only. The school may limit the number of pages a student can print to avoid abuse. The school may also charge for printing if students exceed their allotted quota.

2 COMPUTERS AND DEVICES

2.1 Software: Software and apps that are loaded onto Computers are the property of Leake Academy and under Leake Academy copyright and licensing agreements. No one is allowed to copy any software from a Leake Academy Computer. Students are prohibited from

installing any type of software or apps onto a Computer (except for a student's Device) unless authorized by the Technology Department.

2.2 Hardware: Leake Academy provides Devices for student usage as a service. Students are allowed to access only designated Computers and labs for students as well as their student assigned device. Students are not allowed to use a teacher's device unless approved by their teacher.

2.3 Computer Care: In order to continue to provide the best in technology, students must help in taking care of the Computers they use. No food or drink is allowed around Computers or Devices. No student should try to open or fix a Computer or Device. Students are liable for any physical damage to Computers (removing keys off keyboard, mouse ball out of mouse, etc.). Students are not allowed to make any physical changes to a Computer or student Device without permission from the Technology Department.

2.4 Login/Logout: Students at Leake Academy will be assigned a username and password. Students will login to Leake Academy systems using this information. If working in a shared Computer environment (i.e. computer labs), all students are required to sign off after their Computer session has ended.

3 SECURITY

3.1 Electronic Data: Students in grades 7-12 are responsible for all data on their student assigned device. Only the student and Technology Department have access to the data on each device. The student should not expect privacy of his/her files.

3.2 Student Passwords: Students in grades 7-12 will receive a password that is assigned to them after they sign the Laptop Program Acknowledgment Form. This password is known only by the Technology Department and the Students themselves. Students are reminded that this password should be treated seriously. **For security and liability purposes, no student should give his/her password out to anyone.** Under no circumstances should a student attempt to find out another student's password or attempt to access that student's email or personal files.

3.3 Student Security Online: No student should give out his/her or any other student/faculty members' personal information via electronic communication. This includes but is not limited to: name, address, picture, etc.

3.4 Monitoring: Leake Academy reserves the right to monitor any aspect of its information systems in order to protect its systems. School administration monitors the network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of the School's Network Resources, the School administration reserves the right, if needed, and at its discretion, to access remotely, open, examine, and/or delete electronic files that violate this Acceptable Use Policy.

3.5 Network Access: Students should not attempt to gain access to the Leake Academy network with any equipment that is not owned by the school and/or not approved by the Technology Department. This includes, but is not limited to cell phones, computers, or any other network capable device.

4 INTERNET

4.1 Overview: Leake Academy offers Internet access to its students for academic purposes. Internet access is filtered for protection of our students and faculty.

4.2 Inappropriate material: Students are prohibited from visiting inappropriate websites. Internet access is for academic use only and should be surfed that way.

4.3 Filtering: Leake Academy has an Internet filter that will filter inappropriate websites as well as those that may interfere in the teaching and learning process. Student Devices will be filtered at school as well as at home. By offering this filtering service, Leake Academy is making its best effort in protecting students. However, it is impossible to filter or restrict access to all sites that may contain questionable information. We recommend parents oversee their child's Device activities at home.

5 EMAIL

5.1 Overview: In an effort to increase communication between students and between students and staff at Leake Academy, Leake Academy has decided to endorse a student email system. Students in grades 5-12 will be assigned their own Leake Academy email address. Students' email addresses will be in the form of username@leakeacademy.org. Students will login with the same username and password combination that is used to sign in to school Computers and Devices.

5.2 Checking email: Students can check their email from any computer that has an internet connection by visiting <http://mail.leakeacademy.org> and logging in.

5.3 Email Restrictions: Students will be able to receive email from other students and faculty only.

5.4 Inappropriate email: Students are prohibited from sending inappropriate emails to anyone at Leake Academy or any other domain. This includes mass spam emails, chain letters, and material others may find offensive.

6 DISCIPLINE AND LIABILITY

6.1 Overview: Breach of this policy and/or Laptop User Agreement (LUA) may result in disciplinary action. Depending on the severity of the breach, this may include:

- An informal warning from a staff member or administrator
- A formal verbal or written warning for misconduct
- Loss of technology privileges
- Dismissal for gross misconduct
- Civil proceedings to recover damages
- Criminal proceedings

6.2 Infraction Levels: In order to better communicate discipline policies, Leake Academy has developed a system that is divided into three levels. Depending on the severity of the infraction and grade level, these levels may be altered. The following is only considered a guideline for policy enforcement.

Level 1 Infraction

Type of infraction

- Abuse, misuse, or negligence that leads to minor damage of technology equipment
- Installing unauthorized software that may cause disruption
- Disrupting class by not following explicit instructions of the teacher where technology is concerned.
 - 1st Offense: Administrative warning
 - 2nd Offense: Administrative warning, parent contact and one appropriate detention
 - 3rd Offense: Administrative warning, parent conference and two appropriate detentions
 - 4th Offense: Administrative warning, parent conference and in-school suspension

Level 2 Infraction

Type of infraction

- Circumventing or breaking administrative settings on the Computer or Device
- Participating in any activity to gain access to additional Network Resources that are not given to the user by the Technology Department
- Excessive and/or repeated device damage due to abuse or neglect.

Disciplinary Action for Level 2 Infractions

- o 1st Offense: Administrative warning, parent conference and out-of-school suspension (1 day)
- o 2nd Offense: Administrative warning, parent conference and out-of-school suspension (3 days)

Level 3 Infraction

Type of infraction

- Possession of pornographic material or pursuing of inappropriate content
- Breaking into unauthorized Network Resources

Disciplinary Action for Level 3 Infractions

- Each case will be reviewed by the appropriate principal and may result in out-of-school suspension and further sanctions as determined by the administration.

* All infractions are subject to review and modification by the appropriate principal.

6.3 Liability: Leake Academy will not be held liable for:

- Any damage suffered by users due to failure of equipment or interruption of service.
- The accuracy or truth of material obtained through the internet.
- Damages to any person resulting from unauthorized or inappropriate use of technology.

7 DISCLAIMER

Leake Academy does not have control of the information on the Internet or information contained in emails. The School uses a network filter to help maintain a safe environment. Additionally, the School may choose to block sites that it believes distract from the academic environment or unnecessarily consume Network Resources. However, it is impossible to filter or restrict access to all sites that may contain questionable information. Some sites may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal or that is otherwise inconsistent with the mission of Leake Academy. While Leake Academy's intent is to make Internet access available for educational goals and objectives and to maintain a safe environment, account holders may encounter less desirable content. At Leake Academy, we expect the Student to obey the Acceptable Use Policy (AUP) when using the Internet and school-wide resources. Any Student found in deliberate violation of the policy will be disciplined. In addition, Leake Academy account holders take full responsibility for their access to Leake Academy's Network Resources and the Internet. Specifically, Leake Academy makes no warranties with respect to school Network Resources and does not take responsibility for

- the content of any advice or information received by an account holder;
- the costs, liability or damages incurred as a result of access to School Network Resources or the Internet; or any consequences of service interruptions.

By signing the Laptop/iPad Program Acknowledgement Form you indicate that you have read the **ACCEPTABLE USE POLICY** document and agree to its stated conditions. This policy can be found on Leake Academy's webpage www.leakeacademy.org.

Student Name

Date

Parent Name

Date

Mac Serial Number

School Official