2025-2026 School Handbook

LEE PARK PREP

LEE PARK
PREPARATORY SCHOOL

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School Handbook

School History

In early 2019, Pastor Chris Justice followed the Lord's lead and held the first planning meeting for Lee Park Preparatory. Over the course of a few months, Lee Park Preparatory School was formed with the blessing and full support of Lee Park Church as a Covenant School as a ministry of the church's discipleship program. The school opened in 2019 - 2020 serving 35 students in grades 8-12. Pastor Chris Justice served as the first Head of School. The following year, the school expanded to grades 6-12. In 2023, the school's enrollment was 200 students for the first time in school history.

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

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

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

In 2024, planning began to expand Lee Park Preparatory to include elementary grades. In order to grow carefully and effectively, the decision was made to focus on adding grade 3-5 for the 2025-2026 school year. In order to accomplish this, a substantial remodel was planned for the Jr. Ark. As He has from the very beginning, God provided the means through a donor to complete these renovations. Mrs. Leah Jowers joined the administrative staff as the Elementary School Principal.

Philosophy and Objectives

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A. Statements of Faith

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

ASSOCIATION OF CHRISTIAN TEACHERS AND SCHOOLS STATEMENT OF FAITH

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right-hand of the Father, and in His personal return in power and glory.
- We believe for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.

B. Philosophy

Lee Park Preparatory School is a ministry of Lee Park Church and believes the Bible is the absolute standard of truth given to man by God. Thus, every course content will be evaluated and taught in light of the truth of the Bible so the spiritual goals, as set forth in the scriptures, are reflected in the lives of the students. LPP seeks to educate every student in four primary areas:

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

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- *Social development* – This includes fostering a positive spirit of cooperation, kindness, and acceptance among the students, staff, faculty, and parents involved in the school. Students have opportunities to participate in community missions, sports, plays, music, and attend events such as formals, to foster fun and friendship.

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

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

C. A Biblical Worldview

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

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

Below is a comparison of the two:

BIBLICAL WORLDVIEW	SECULAR WORLDVIEW
God exists. God is the center of all things.	God does not exist. Man is the center of all things.
God created the world and all that is in it. One cannot fully understand the created without some understanding of the Creator.	The universe and life came into existence through random chance. There is no design and no designer.
God created mankind in His image. Every person has intrinsic value and a divine purpose in life.	There is no ultimate purpose for man's existence. We create our own destiny.
All morality comes from the nature of God and is revealed to us in the Bible. The Bible is the absolute standard of right and wrong.	Morality is relative and changes according to man's needs and desires. There is no absolute standard of right and wrong.
God loves every person and cares deeply for humanity.	Human beings are on their own. Life is sustained by survival of the fittest. The strong live. The weak die.
Man is responsible and will be accountable for himself and his stewardship of all God's creation.	Man will not be held accountable by a higher power at the end of life.

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God has given every person a never-dying soul that will one day stand before God and receive its just reward.	Death is simply the end of existence.

The Administration

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

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

C. The Administrator. The Head of School is the primary decision-making authority, and his decisions are final in all matters except those where the Advisory Council must take action. He is ultimately responsible for ensuring that the school remains faithful to its mission, vision, and the broader ministry philosophy shared with the church. This role involves strategic leadership in areas such as budget planning, curriculum development, staff supervision, campus growth, and legal compliance, all while casting a clear vision for the school's future. In partnership with the school board and senior pastor, the Head of School cultivates a Christ-centered learning environment, upholds spiritual and academic excellence, and leads with integrity in communication, discipline, and personnel decisions.

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

Admissions Policies

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

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

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

B. Application Process. The admission process includes the following: a completed application and non-refundable application fee, required documentation, and an interview. Students may be asked to produce placement/diagnostic tests scores or to take an academic placement test. Lee Park Preparatory is unable to accommodate I.E.Ps at this time. Applications are dated when received and organized according to grade. Waiting lists for full classes will be considered with Lee Park Church members and siblings of current students being considered first, and others on a first-come, first-served basis.

To keep a small student/teacher ratio for classroom instruction, each grade level is evaluated for admissions on an annual basis. Application for Admission documents should be completed and returned online along with the non-refundable application fee of $250. Information on the application process and the admissions calendar are made available on the school website (leeparkprep.org) beginning in January of the new year.

C. **Enrollment**. Once accepted for enrollment, the process is as follows:

1. Statement of Cooperation – All accepted students and parents are required to sign a Statement of Cooperation. Once admitted, students must demonstrate a willingness to be part of the LPP student body and a desire to grow in Christ-like behavior.
2. Enrollment – Families of newly admitted students will be issued an enrollment contract through our online system. Enrollment contracts must be returned through the system to the school by a designated date. Failure to return a contract will negate the invitation to attend LPP for your student. Prospective students interested in grade reclassification will be considered case-by-case and for academic reasons only.

D. Enrollment for Returning Students. Enrollment is a privilege, not a right. At the end of each academic year, each student's academic performance, personal behavior/attitude, school attendance, and evidence of church attendance/participation will be evaluated by the administration. Based on academic performance and behavior, recommendations are made to the administration for a student's return, and/or under what conditions. Students in good standing will be allowed by the administration to re-enroll for the following school year. Students who are not in good standing will either be denied re-enrollment by letter or will

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be asked by letter to make an appointment with the administration to discuss the specific concerns. If a meeting is offered and attended, notification of the administrative decision is made after the meeting, either verbally or in writing. Following invitations, parents complete and return a re-enrollment form along with the appropriate non-refundable re-enrollment fee for the upcoming academic year. For re-enrollment to be processed, a returning student's financial status must be current, or arrangements made with the school to make the account current prior to the upcoming academic year.

E. Special Needs, IEP's, and 504 Plans. The Administration reserves the right to determine whether the school has adequate and appropriate resources to enroll children with special needs. While LPP does accept some students with special learning needs, physical or other disabilities, we do not have a nurse or special education teacher to work exclusively with or provide care to such students. While our teachers and staff do what they can to help such students where it is appropriate to do so, some students are better served in schools that have personnel trained to meet the student's specific needs.

F. **Vaccinations.** In accordance with NC Law, all students must present proof of immunization or a religious exemption form.

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

Tuition/Fees/Withdrawal Policies

A. Required Notice

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

B. Tuition Refund/Applicable Fees. If a student is withdrawn or asked to or required to withdraw (i.e. enrollment is terminated), tuition is owed through the end of the month of the student's last day of attendance. If tuition beyond the current month has already been paid, a refund will be given for the period of time remaining in the school year, starting with the next calendar month. For example, if a student is withdrawn from the school as of January 12th, tuition is owed through the end of January and a refund would be issued for tuition already paid for the months of February through the end of the school year. This refund applies only to *tuition* already paid and not to any fees or other expenses paid by the parent.

C. **Tuition and Fees.** Below is a breakdown of your investment into tuition, re enrollment/application fees, and student fees. Student fees cover technology for in-classroom usage, textbook access, SIS access, email access, copier maintenance, internet filtration, facility usage, setting up, cleaning, and maintenance, chairs, tables, guidance services for high school students, administrative assistance, and campus security. Non-consumable textbooks remain the property of Lee Park Preparatory School. The school

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covers the cost of AP testing for students who have an A in their AP course as of quarter 3. The school also covers the cost of Dual enrollment fees related to required Bible courses through Southeastern Seminary.

The listed fees do not include athletic fees (see letter D).
Contact the Finance Dept at (finance@leeparkprep.org) with questions.

Financial Breakdown	High school	Middle School	Elementary School
2025 - 2026 Tuition Rate	6,300.00	6,100.00	5,800
Re-Enrollment/Application Fee	250	250	250
*Student Fees	1,000.00	800	800
Payment Amount	$7,550.00	$7,150.00	$6850.00

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

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

Lump Sum Payments: Accounts that are paid in full prior to August 1 will receive a $300 discount per student. Note: Families that qualify for the NC Opportunity Scholarship or other Grants do not qualify for this discount.

D. Delinquent Accounts Policy

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

E. Athletic Fees

Every student athlete pays an initial $300 fee. This fee covers their first sport. Each additional sport is $75.

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Attendance Policies

A. Attendance. The school day is from 8:00 AM to 3:00 PM, Monday through Thursday, with Friday being an asynchronous e-learning day. Elementary students will have a Friday assignment folder. The assignments in the folder must be completed and returned on the following Monday morning. Attendance and punctuality are essential if a child is going to receive maximum benefit from Lee Park Preparatory School. In addition, faithfulness and punctuality are life skills we strive to develop at LPP.

B. Attendance Policy:

Elementary School (Grades 3-5)

Students are permitted 10 excused absences for the school year. Absences due to school activities (e.g., field trips) do not count as part of the 10 days. Work missed for excused absences must be completed. A parental note and approval by the grade-level principal must be received for an absence to be considered excused. After the 10th absence there are only two reasons for excused absences:

1. Death of a family member; and
2. Sickness (approved ONLY WITH A DOCTOR'S EXCUSE).

Middle/High School (Grades 6-12)

Students are permitted 8 absences per semester in each course. For year-long courses, the 8 allotted absences will renew at the start of the new semester. Students may miss 8 days for any reason. After the 8th absence, students will have to complete seat-time recovery. If a student has exceeded 8 absences but has a doctor's note or a death in their family; the student will not have to complete seat time for that particular absence. Parent documentation does not excuse a student from seat time recovery; we understand that illnesses happen which is why students are allowed 8 absences per semester with no repercussions. **If a student exceeds 8 absences and does not recover seat time, they are ineligible for athletic participation until they complete seat time. They will also not be permitted to complete missing assignments until they recover seat time; missing assignments will receive a zero. Once a student reaches 8 absences, an absence that does not have a doctor's note, death in the family, or recovered seat time will mean the student is failing the course until the time has been recovered**. This is done to discourage excessive absences.

C. Make-up Work

If a student misses class, it is their responsibility to check Google Classroom and reach out to their teacher to make up any missing assignments. Google Classroom due dates are sufficient notifications for students. Elementary students/parents should request missing assignments directly from their teacher as Google Classroom will not be utilized in the elementary grades. Students are permitted one day per day of absence to submit late work with no penalty. For example, if a student misses two days due to illness, they have two days after their return to school to submit all missed work. Teachers may give a penalty of 10 points per day for late work after the allotted make-up time is exceeded. If a student misses a quiz/test due to an excused absence but was present when the material was covered and

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when the date of the test was announced, the student must take the test the day he/she returns to school. If the school office or the teacher receives no communication from the student or students' family, teachers are not obligated to accept any make-up work.

If a student reaches 12 absences during the school year, whether excused or unexcused, a meeting between the student, parent, and an administrator will be scheduled. Having 16+ absences may result in a student not being able to continue at LPP, or not being permitted to return the following year.

D. Attendance Keeping

Attendance is kept in the individual teachers' grade books and in the Student Information System (FACTSmgt.com), available on the Family Portal. A student will be marked absent from every class he/she does not attend during the regular school day. The exception is an arranged quarantine, in which case students are responsible to continue work using Google Classroom unless illness prohibits. Elementary students will receive assignments directly from their teachers that should be completed while on quarantine unless illness prohibits. At progress reports and report cards, students who are in excess of 5 absences will be sent an email notification.

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

E. Friday Attendance Keeping

Friday E Learning is part of the uniqueness of Lee Park Preparatory. This is designed to offer more flexibility to families and staff as well as to prepare students for online learning. Attendance for Friday ELearning is marked on Monday morning and defined as completing the assignments for the Friday ELearning by their due date. Students who do not complete their Friday ELearning will not be allowed to participate in extracurricular activities including sports the following school day. Each assignment in the Friday Elearning may have a due date of Friday or Sunday night. This is communicated on the assignment platforms.

Students in **Elementary Grades 3-5** will receive a Friday Work packet on Thursday of each week. The packet will contain work that the student must complete and return to his/her teacher on Monday morning. Attendance for Friday is marked on Monday morning and is defined as completing the work in their Friday Work packet. The school reserves the right to incorporate the necessary use of technology to Friday work as the school year progresses and students display the competencies required to use technology effectively.

F. Tardiness

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Students who arrive after 8:00 AM will not be admitted to class without a tardy note from school office personnel. All tardy students are to report to the school office for check-in and a written tardy note before going to class. All students in Grades 3-5 must be signed in at the office by a parent when tardy for any reason. Doctor's appointments, severe road conditions, traffic delays due to accidents,and car trouble are examples of excused tardiness. Please call the school office or email office@leeparkprep.org to notify LPP of the situation. Oversleeping, sleeping in, stopping for gas, running late, etc. are examples of unexcused tardiness. The school office will issue the appropriate tardy slip. Students will give the tardy slip to their teacher, who will record the tardy in the grade book. After three unexcused tardy slips in any given semester each subsequent tardy is equivalent to one unexcused absence. Unexcused tardiness counts against perfect attendance, as well as toward the 8-day (middle/high)maximum / 10-day (elementary) maximum for absences. (See Attendance Policy) and eligibility for extracurricular activities. If a pattern of tardiness is detected, a meeting with a principal will be required.

G. High School Exam Exemptions

Exam exemptions are only applicable to high school; middle school students cannot exempt exams. Exam exemption is not a guarantee for students. Also, it should be understood that taking a final exam is not a punishment for a student; it is the standard course of action. At Lee Park Preparatory, to be eligible to be exempt from high school exams, students can have no more than 5 absences or tardies in any of their classes. For example, if students have four tardies and two absences in their first class, they are no longer eligible to be exempt from any exams. Excused absences and tardies still count in the total of five.

Once high school students meet this initial criterion, they can have a combination of three absences OR tardies and an A in a specific class or a combination of two absences OR tardies and a B in a specific class. Exam exemptions are intended to be a unique privilege for those who have missed minimal instruction time; therefore, even excused absences will count against totals for exemption purposes; however, school events do not count against a student for exam exemption.

H. Early Dismissal

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

As a rule, parents may not sign out high school students just so they can pick up their younger children at an earlier dismissal time. If a student needs to be picked up due to illness, the school will notify the parent. The student may wait in the school office for the parent to arrive. Parents are required to sign the student out before leaving the school. Student drivers are allowed to sing themselves out after confirmation has been received from their guardians that they have permission to sign out. This will require two forms of

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notification. An email may be sent from a guardain, and a call will be made to the guardians to verify this early sign out.

Elementary: Students who are signed out of class prior to 2:30 will receive an "early out/tardy."

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

I. Transportation & Traffic Patterns

We do not offer a bus service for students. Students arrive at school by parental transportation, student drivers, or car-pooling. Car-pooling is the responsibility of the parents. The school does not provide a means of developing an organized car-pool system. High school students may park in their assigned spot in the designated area behind the Ark. Student Drivers who do not exercise caution and safety when driving on the campus, may have their driving/parking privileges revoked.

J. Arrival / Departure

The car rider line does not begin for drop-off or pick-up until teachers are in position to assist with student safety. Signs will direct all cars. A speed limit of 15 mph must be honored. The safety of all students, parents, and church/school staff is our paramount concern. Students may begin arriving on campus at 7:30 AM and exit their car once staff members are in position for view at the car rider line. Students are not permitted to be dropped off or enter the building prior to 7:30 AM. Use the main road entrance and follow the signs for traffic flow to the designated area for drop-off or pick-up. Families are not permitted to drop off or pick up students in areas other than the car rider line during the drop off or pick up time frames (when teachers are on duty at the car rider line). Only those individuals on a student's authorized pick-up list (listed by the parent/guardian on the enrollment packet) will be allowed to pick up the student from school. If someone other than those listed on a student's pick up list must pick up the student from school, the student's parent/guardian must email the school office prior to pick up. This change requires two forms of verification. The parents will need to provide a written notice that there is a change on the pick up list, and the school will also call to verify this change.

Afternoon pick up will follow the same pattern. Pick-up begins at 3:00 PM. Students should be picked up by 3:20 PM. After 3:20, students will be taken to the after-school care Student drivers will exit the designated student parking lot by making a right turn to exit campus via Lee Park Drive then onto Morgan Mill Road.

K, School Office Hours

The school office is located in the Merge under the Lee Park Preparatory sign. The administrative assistant is on duty in the office from 7:45 to 3:15 Monday through Thursday during the school year.

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Dress/Appearance Code

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

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

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

D. Dress Code

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

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

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- No biker shorts
- No oversized hoodies or shirts with shorts.

● Girls may wear blouses or shirts with a modest neckline: undergarment straps should not be exposed
● Girls may wear dresses that fall at the top of the knee when standing
  - Girls in grades 3-5 must wear shorts underneath their dresses to ensure modesty while playing on the playground/engaging in P.E..
● Shirts with patterns or designs within the fabric
● Tennis shoes, dress shoes, loafers, sandals with straps (no flip-flops)
  - ALL SHOES MUST HAVE A BACK
  - Crocs may be worn with the back on at all times.
● Lee Park Prep sponsored spirit wear, available throughout the year for purchase
● Lee Park Church gear
● Hoodies (hoods may not be up inside the building)

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

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

Code of Conduct

A. Philosophy of Student Conduct. The following code of conduct is based on the Ministry's statement of faith, which has its authority in the Bible, as well as policies determined by the administration designed to facilitate and foster a Bible-based educational environment. A student may be disciplined, up to and including expulsion, or asked not to return the

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following year if he/she is out of harmony with or disruptive to the ministry's code of conduct or other policies of the school, whether on or off the property, as determined in the sole discretion of the administration. Re-admission considerations following dismissal will be determined on a case-by-case basis.

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

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

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

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

- Deception, cheating, stealing, plagiarism, and "borrowing without permission"
- Property vandalism or littering—parents will be responsible to pay for damages students cause to buildings, furniture, grounds, or fixtures.
- Students who cause damage to property of other students may be required to make restitution within reason in order to remain a student at Lee Park Prep. The administration reserves the right to determine what is reasonable. For example, if a student damages another student's computer, the student should be made whole. This does not entitle the student to a brand new computer, but it does entitle the student to a similar product that they had (ie a refurbished computer of a similar year, processor, etc). Both parties agree that the school determines the reasonable restitution in such cases.
- Unauthorized electronic communication with staff members/teachers such as initiating or responding to social media messages or invitations, text messages, chat rooms, discussion sites, instant messages, or other digital or electronic communications other than through school-authorized communication methods
- Language— not only is cursing and using the Lord's name in vain prohibited but so is vulgar and slang expressions, which are also offensive

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- Use of alcohol, illegal drugs, misuse of legal drugs, cigarettes, and vaping (on or off campus)
- Immoral conduct through sexual activity and/or expression (see E below)
- Ungodly attitudes, including disrespect toward authority, sarcasm, arguing, complaining, gossiping, jealousy, etc.
- Actions outside of school hours that are not consistent with the school's code of conduct.
- Intimidation/harassment/bullying (including cyberbullying)—name calling, spreading rumors, sending inappropriate—violent, sexual, malicious—notes, pictures, texts, etc.; physically shoving, hitting, spitting, damaging or stealing property, etc.; and psychological acts intended to create a sense of fear or anxiety
- Cyberbullying in and outside of school. Cyberbullying is the use of electronic information and communication devices, whether personal or school-owned, to willfully and repeatedly harm a person(s) through electronic mediums, create a hostile environment for the victim, or materially or substantially disrupt the educational process or orderly operation of the school, as determined by the administration. Examples of this behavior include but are not limited to:
    - sending false, cruel, vicious messages, including name-calling messages, or spreading rumors electronically
    - sending inappropriate (violent or suggested violence, sexually explicit, harassing, etc.) messages, pictures, or texts
    - creating websites that have stories, cartoons, pictures, and jokes ridiculing others
    - breaking into an email account and sending vicious or embarrassing materials to others
    - engaging someone in electronic communication, tricking that person into revealing sensitive personal information, and providing that information to others
    - Posting student pictures without their permission.

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

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

E. Sexual Activity/Expression. In keeping with the ministry's statement of faith, immoral conduct, either on or off campus, will not be tolerated. The Bible strictly forbids such conduct, which includes immoral actions as well as advocating for such behavior. Any immoral acts or statements of immoral acts will not be tolerated in any form and will

constitute grounds for expulsion. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8–9; Lev. 18:1–30; Rom. 1:26–29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1–8; Heb. 13:4).

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

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

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

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

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

Elementary School: 3rd, 4th, and 5th graders are not permitted to have cell phones, tablets, or smart watches on campus. If a student in grades 3, 4, and 5 is found to have a cell phone, tablet, or smart watch in their possession while on campus, the device will be confiscated and then returned to the student's parent during afternoon pick up. Demerits will be issued.

Middle and High School:

- Cell phones must be turned off the entire day and stored in the pockets at the classroom door. Teachers may grant permission to turn on a cell phone to participate in classroom activities. Persistent device use after a warning may result in the device being confiscated and turned into the office where only parents may retrieve confiscated devices; smartwatches may be worn but not used during class.
- Smart watches should be turned to airplane mode.
- Cell phone use is strictly prohibited during class time for talking or texting purposes.
- Cell phones may be used to communicate with parents or other adults only with the permission of a teacher/administrator or at the school office

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- Video/audio recordings or photographs of teachers, staff, classroom activities, or programs may only be done with express written permission of the person being recorded; online posting of videos or audios is prohibited without written authorization of the person recorded.
- See Demerit policy for consequences of violations of these expectations.

G. Off-Campus Conduct. Students are expected to live a biblically based life at and away from school because the Christian life is not a game with one set of rules for church and school and another for everyday life. Nevertheless, there is a difference between "school policies" (such as not chewing gum on campus) that would only apply on campus and "biblical mandates" (such as not engaging in premarital sex) that would apply both at and away from school. For the latter types of activities, regardless of whether the proscribed activity takes place at or away from school, the student is equally subject to discipline for those actions up to and including expulsion.

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

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

Disciplinary Policies

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

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

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C. Demerits.

1 Demerit

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

2 Demerits

- Being in an unauthorized area without permission
- Disrupting Class
- Failure to follow directions
- Unkind/hurtful behavior/conversation toward another student
- Three homework offenses (per class)
- Having/using a cell phone/air pods connected to cell phone, etc., during school hours without teacher's permission- 1st offense (Phone/watch will be kept in the office until after school - Student may retrieve it)
  * (Elementary students are not permitted to have electronic devices on campus at all. If an elementary student is found to have a device at school, 2 demerits will be issued, the device will be confiscated, and the student's parent must retrieve it from the school office.)
- Failure to comply with dress code

4 to 10 Demerits

- Blatant disrespect to authority
- Unwelcome behavior/comments - (e.g., unwelcome teasing, name-calling)
- Skipping class
- Lying/falsifying information
- Invasion of privacy and/or theft (e.g., backpacks, desks) – restitution
- Direct disobedience
- Inappropriate physical contact -1st offense
- Inappropriate sexual/suggestive conversation (written or verbal) - 1st offense
- Profanity in any form
- Possession of unauthorized materials/objects
- Cheating or plagiarism on a test, quiz, homework (possibly a zero on work), 1st offense
- Destruction or damage of property (school or personal) (minor offense) (less than $25 - restitution)
- Bullying activity 2nd offense (includes online activity)
- Having/using a cell phone/air pods connected to cell phone, etc., during school hours without teacher's permission- 1st offense (Phone/watch will be kept in the office until after school - Stude me nt may retrieve it)*
- Smart watches may be worn if kept in airplane mode (Middle and High School students)

11 to 20 Demerits

- Cheating or plagiarism on a test, quiz, homework, (possibly a zero on the work) - 2nd offense
- Fighting - All students are also subject to a 1-3 day out-of-school suspension, and a 3-5 day suspension for additional fighting. The application and duration will be determined by the administration.
- Obscene language, gestures, behavior, and/or materials on school property

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- Possession of unauthorized materials/objects
- Having/using a cell phone/smart watch, etc. during school hours - 3rd offense* (Phone/watch will be kept in the office - Only a parent/guardian may retrieve it)
- Inappropriate sexual/suggestive conversation (written or verbal)- 2nd offense
- Physical abuse (fighting/bullying/threatening) -2nd offense is subject to expulsion from the school.
- Inappropriate physical contact -2nd offense is subject to expulsion from the school.
- Reckless Driving on Campus (Mandatory 20 demerits)
- Violation of the Internet Use Policy (based on severity of offense)

<u>21 to 30 Demerits</u>

- Cheating or plagiarism on a test, quiz, or homework, (a zero on the work, possible failure of the class) – 3rd offense
- Destruction or damage of property (school or personal) /Vandalism/Theft (greater than $25 - restitution)
- Engaging in obscene language, gestures, images, and/or behavior (including any social media posts, texting, cyberbullying).
- Having/using a cell phone/ smart watch, etc., during school hours without the teacher's permission - 4th offense (Phone/watch will remain in the office until the end of the semester)*

<u>31 to 40 Demerits</u>

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

* Cell phone use can be determined by posting on social media platforms during school hours without teacher permission.

D. Demerit consequences

- 10 demerits: 30 minute after school detention (no fee)
- 20 demerits: 60 minute after school detention ($20.00 fee)
- 30 demerits: Half Day In-school suspension ($30.00 fee)
- 40 demerits: Full Day In-school suspension ($40.00 fee)

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

In school detention and suspensions will be scheduled by the grade-level principal. Once parents are contacted by the student's grade-level principal, the parent has 24 hours to

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request a date change. The fee must be paid before and delivered to the school office before the student is released from detention.

● 50 Demerits: Out-of-School Suspension
Student will not be allowed back to school for a specified period of time (to be determined by administration). There will be a 50% penalty on all work completed while serving an out-of-school suspension.
● 60 demerits: Administrative Hearing
The administration will meet to determine if, and under what conditions, a student may be readmitted to school.

● 70 demerits: Likely Expulsion

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

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

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

E. Suspension/Expulsion and Detention
Students who have been expelled or suspended are not to be on school grounds before, during, or after school for any reason without the permission of the Administration. Parents and students will be notified in advance of the detention so pick-up arrangements can be made. A thirty-minute detention will not require a fee. However, a sixty-minute detention will include a $10.00 fee.

F. Behavior Patterns
Should the published demerit / detention system fail to yield satisfactory results, LPP reserves the right to require a contract, developed by the appropriate faculty and administration, as a criterion for continued attendance at Lee Park Preparatory School.

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

G. Law Enforcement Involvement. The administration and staff reserve the right to contact law enforcement if they determine that students' actions warrant it. Furthermore teachers

and administrators are mandatory reporters of suspected physical and sexual abuse. Lee Park Preparatory has a zero-tolerance policy toward such abuse, therefore, without any reservation must report any reasonable suspicions of abuse.

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

Academic Policies

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

B. Grading scale.
The grading scale for all academic subjects in grades 3-12 is
A:90-100
B: 80-90
C: 70-80
D: 60-70
F: 60-Below.

C. Standardized Testing. Lee Park Preparatory administers the IOWA assessment to all grades annually. Additionally, the school administers the ASVAB to 11th grade students to aid in career and college planning.

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

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

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

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F. Missing Work

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

G. Graduation Requirements.

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

Bible: 1 credit for each year of high school attendance
Math: 4 credits (Algebra 1, Geometry with Statistics, Algebra 2, and a Fourth Math for which Algebra 2 is a prerequisite)
English: 4 Credits (English 1, English 2: World Literature, English 3: American Literature, and English 4: British Literature)
Health and PE: 1 credit
Social Studies: 4 credits (A World History, American History, American Government, and Economics or AP Human Geography)
Science: 3 credits, including lab science and a physical science
Examples include:
An Earth Science (Earth Science or Zoology), Biology,
and a Physical Science (Physical Science, Chemistry, or Physics)
OR
Physical Science, Biology, and Chemistry
Foreign Language: 2 Credits of Spanish
Electives: *4 additional credits of which 1 credit must be in Informational Technology.*

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

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

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

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

L. Athletics

- Lee Park Preparatory offers a robust variety of sports for middle and high school students.
- Uniforms are covered in the sports fees and will be returned to the school at the end of the season.
- Only full time students at Lee Park Preparatory are allowed to participate.
- The school participates in the CSAA (Caroline State Athletic Association).

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- Students are responsible to make up any missed work due to away games.
- All students must turn in their physical forms, sports authorization forms, medical releases, and conference release forms to participate.
- Lee Park Preparatory has a requirement for all athletes related to participation in sports programs for other schools. Students may participate in recreational sports such as rec leagues, church leagues, or travel ball but may not play for another school while being a student athlete at Lee Park Preparatory. This includes school teams that are blended with homeschool and rec team students. Any student who plays for another local school or a competitor school will not be allowed to participate in athletics at Lee Park Preparatory for 365 calendar days.

M. Athletics Eligibility

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

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

● Grade Checks: Student-athletes must have a minimum C average in all courses at the time of progress reports or report cards during the semester. Those who do not meet this requirement are considered ineligible to participate in sports and placed on a two-week probationary period. At the end of each progress report or report card, student-athletes who fail to maintain a C in every course have a 2-week probationary period. All classwork submitted during the probationary period must contribute to correcting the deficit grades. If the overall course grade has not improved by the end of the probationary period, probation will be extended until the next report card or progress report.

- Students who do not meet the academic requirements outlined above are ineligible to continue on a sports team initially for two weeks to allow the student time to restore their academic standing. In the event that students do not improve their grades to a minimum of a C in every course at the end fo the 2-week probationary period, they will remain ineligible until the next progress report or report card.

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

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

O. Drop/Add Courses. Any schedule changes must be requested by the second day of class for the new semester. After this time, schedule changes are not allowed under a Drop/Add.

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Students may still be able to withdraw until the first report card, in which case they will be noted as withdrawn, failing or passing.

P. Student Organizations and Publications. The school offers a variety of clubs including yearbook, art, worship, ministry, and the ACTS Honor Society.

Dual Enrollment Policy

Lee Park Preparatory is proud to maintain an agreement with South Piedmont Community College to allow students to begin taking college courses at a significantly reduced cost. While this is an excellent opportunity, guidelines must be followed at the high school level. Lee Park Preparatory strives to ensure students are receiving necessary support and are being taught a biblical worldview in all classes. The following policy is in place to ensure we are supporting students in this way while they are taking courses outside of our campus.

To be eligible to participate in non-seated dual enrollment with South Piedmont Community College, students must be a Junior or Senior by class. Having more credits as a Sophomore will not count for eligibility. Students must maintain a 3.5 unweighted GPA for the College Transfer Program or a 3.25 unweighted GPA for the Career and Technical Education program. If students do not maintain this GPA or higher, they may speak with the Head of School or High School Principal to obtain a GPA waiver. Students must be in both good academic standing and good behavioral standing with Lee Park Preparatory.

Before applying and registering for courses with South Piedmont Community College, students must first submit a signed parent permission form and a teacher recommendation form from one of their teachers at Lee Park Preparatory. Once these forms have been received by the Director of Guidance, a meeting will be scheduled to discuss which course to register for. Math courses are generally not approved as college level math courses are difficult to complete online and we want to set students up for success.

If a student is asked to complete an assignment with SPCC that conflicts with the biblical worldview, students should notify the Director of Guidance as soon as possible for instructions regarding how to request an alternate assignment. Students are responsible for keeping track of assignment due dates and reaching out before the assignment is due with enough time to request the alternate assignment.

The first semester a student participates, they may only take one non-seated dual enrollment course with South Piedmont Community College. If students maintain a B or higher, they will be permitted to take two the following semesters as long as they maintain a B in their courses. Students may not take more than two courses in one semester unless otherwise approved by the Head of School or High School Principal. When registering for courses, all courses should first be approved by the

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Director of Guidance. Some courses will not be permitted. If a student registers for courses without taking the required steps of approval with Lee Park Preparatory, they may be dropped from the course without prior notification. Students may only take non-seated dual enrollment courses online, they will not be permitted to leave campus during school hours. Students may request a meeting with the Diretor of Guidance and High School Principal to request taking off campus courses outside of school hours. These requests are evaluated on a case by case basis with consideration given to the student's current academic performance, extracurricular involvement, and long term career desires.

While taking non-seated dual enrollment courses, students are expected to maintain high academic standing with South Piedmont Community College. These are college level courses and will count toward a college GPA. If a student is not maintaining at least a C, a meeting will be scheduled and they may not be permitted to continue with non-seated dual enrollment courses the following semester. If a student is dropped from a course by their instructor for non-attendance, they will not be permitted to continue with non-seated dual enrollment courses the following semester.

Students are representing Lee Park Preparatory School when involved with non-seated dual enrollment courses. Students are expected to follow all academic policies the same way they would at LPP. If a student receives an honor code violation or academic violation with SPCC, they will receive the same violation at LPP and will not be permitted to take courses in the future. Students are responsible for checking their SPCC email daily and responding to emails regarding their courses in a respectful and timely manner.

Academic Honor Code

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

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

Internet Usage Policy

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

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

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

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

School Safety

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A. Emergency Drills. Students are to take these drills seriously. They must follow all of the teacher's directions with no talking. Failure to do so will result in disciplinary action in accordance with the demerit system consistent with direct disobedience to a teacher.

B. Prohibited Items. The following are prohibited: firearms, alcohol, anything with a blade, matches or lighters, pornographic materials. Students may also not bring items that could cause damage or disruption such as baseballs, frisbees, items to sell or trade, collectible cards, insects, plants, pets, media players, video games, e-readers and/or other electronic devices, laser pointers, etc.

C. Searches—Randomly, and for Suspicion of Illegal or Unauthorized Materials. All school-owned or school-provided computers, networks, online academic services or platforms, electronic devices, physical or electronic mail or storage files, parking areas, desks, and lockers are the property of the church/school, and students have no expectation of privacy in these items or areas. School authorities reserve the right to conduct random inspections of any of these to protect the health, safety, and welfare of our students. In addition, in the event the school suspects a student possesses an unapproved item or has used a school-owned item in a manner that violates school policy, the school reserves the right to conduct a search of the student's pockets, vehicle, locker, desk, backpack, outerwear, shoes, electronic devices, any other item belonging to or in the possession of the student, or any online platform, account, or otherwise the student may have accessed. Unless the situation potentially constitutes an emergency, the school will first attempt to notify parents if a search is necessary and will have two or more staff present for a search; however, **enrollment in the school constitutes parental and student consent to conduct random and for-cause searches without additional or further consent when deemed necessary by school officials**. This includes the use of drug- and gunpowder-sniffing K-9 dogs. The administration reserves the right to require students to take a drug test upon reasonable suspicion. This may be required for enrollment or continued enrollment for students. Parents will pay for the drug test at Jeskri Associates. A positive drug test for alcohol, amphetamines, benzodiazepines, marijuana, cocaine, PCP, or opioids (narcotics) will result in immediate expulsion.

D. Visitors. School hours are from 8:00 a.m. until 3:00 p.m. daily. All visitors during those hours (including parents) must report to the school office in the Mergeto sign-in where they will use an ID to sign in. If parents and approved visitors are going to the classroom/lunch areas, a badge/pass will be issued allowing access to those areas. The badge/pass must be returned to the School Office at the completion of the visit. The security and protection of all students is a priority at LPP. All unauthorized visitors will be reported to the office.

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

Food/Gum/Drink Policies

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A. Lunch. Lunch takes place in the Ark. The school offers a hot lunch program that is communicated through the weekly newsletter. The school provides microwaves for lunches as well. Middle school students eat lunch at 11:15, and high school students eat lunch at 11:55.

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

Transportation

A. Student Vehicles. Student Drivers must comply with the following guidelines:

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

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

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

B. Car Line/Speed Limit on Campus.

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

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

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After-School Care

Elementary:

A. Times/Schedules. Any student remaining after 3:15 will go to After-School Care. After-School Care is available until 5:00pm. After 5:05, there is a charge of $1 per minute. After 5:15, the after-school worker will reach out to the emergency contact for pick up.

B. Cost. After-School costs $10 an hour or any part of the hour.

C. Program Details. Students will complete their homework. After homework is complete, students will engage in structured play. The playground will be utilized for After-School Care as often as weather permits. This program is subject to dissolution if student participation does not justify the cost of the program. Students must register for after school care by Sunday night at 9pm for the following week in order to ensure that there is sufficient staffing.

D. Pick up. Students will be picked up at a predetermined campus location.

Middle and High:

A. Times/Schedules. Any student remaining after 3:15 will go to Afterschool

B. Cost. After School costs $10 an hour or any part of the hour. This fee covers the student from 3:00-5:00 pm. After 5:05, there is a charge of $1 per minute. After 5:15, the after-school worker will reach out to the emergency contact for pick up.

C. Program Details. This is primarily a study hall for students to complete their homework. Students may have use of their devices but must adhere to the technology use policies detailed in this handbook.

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

D. Pick up. Students will be picked up in the Worship Center lobby.

Miscellaneous Policies

A. Contacting Students in the Classroom. If there is a need to contact a student during the school day, please call the school office and we will get a message to the student. If it is an emergency, the student will be contacted immediately. Otherwise, the student will receive the message between classes.

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B. Health Services and First Aid. The school ensures that there are a sufficient number of Faculty and Staff trained in Basic Life Support and CPR. All faculty and staff complete OSHA safety training.

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

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

Children who are running a fever higher than 99.5 degrees, who have a severe cough or drainage, or who have been vomiting may not return to school for a 24 hour period. A child must be fever free without the aid of medication and cannot have vomited for at least 24 hours. If any of these or other health conditions is observed during the school day, the parent/guardian will be contacted immediately. It is then the parents' responsibility to pick the child up as soon as possible.

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

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

Except in emergency situations, no medication is to be administered to any student without the written consent of the parent. **Any student who leaves the school at any point during the day due to illness is not to participate in any school-related extra-curricular activity on that day unless prior permission has been granted by the administration.**

C. Lost and Found. The school's lost and found is located in the FLC Lobby, the Ark, the Merge, DC building lobby and the Worship Center Lobby.

D. Student Insurance. Students are expected to be properly covered by health insurance. The school does not provide health insurance for its students.

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

Delivering lunch for a student should be reserved for special occasions such as birthdays.

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When students forget their lunch, it is permissible for a lunch to be brought to the office for them within reason. If this becomes a pattern, a meeting will need to be arranged with the family and an administrator to discuss the student's use of the hot lunch daily offerings such as pre packaged macaroni and cheese or corn dogs when that student forgets their lunch. An example of a "pattern" would be multiple occurrences in the same week or a pattern of the same day every week. Also, use of delivery services by students and families such as Door Dash is not allowed.

F. School Closing. The Academic Calendar can be accessed here.

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

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

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

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

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

The school honors the Pledges to the US flag and recognizes the following verbiage.
I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

The school honors the Pledge to the Christian flag and recognizes the following verbiage
I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one brotherhood, uniting all Christians in service and in love.

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

K. Lockers. Day lockers for 6th-12th are assigned on a first come first served basis. They may not be decorated or locked and are subject to administrative search at any given time.

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

The following Awards are given

- AB Honor Roll
- A Honor Roll

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- Silver Knights-All AB Honor Roll for all 3 years of Middle School
- Gold Knight-All A Honor Roll for all 3 Years of High School
- Middle School Diligence Award
- Middle School Volunteer Award/Service
- Middle School Leadership Award
- Middle and High School Shield Awards - These awards are given to the boy and girl in each grade who show consistent Christian Character. Selection is done by voting among the teachers. The award carries a $500 scholarship for the following year.
- High School ACTS Honor Society- Selection is determined among 10th-12th grade students who have a 3.8 or higher weighted GPA.
- The Academic Knights of Roundtable: Students must have a Cumulative Weighted GPA of 4.25 and have 2 full time academic years at LPP
- Freshman STEM
- Freshman English Award
- Sophomore Excellence in Literature Award
- Junior Science Award
- Junior Math Award
- Senior History
- Senior STEM Award
- Wall of 5-Students who Score a 5 on any AP Exam

Seniors may earn the following cords or medallions

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

Parental Involvement, Support, and Conflict Resolution

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

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

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

C. Communication between Parents/Students and Teacher

1. The key to successful relationships is successful communication. It is our desire to "do all things decently and in order." (I Corinthians 14:40) To best ensure problems and concerns are handled in a biblical and professional manner, the following steps are suggested:
   a. Go directly to the teacher or staff member involved. Usually, the issue can be resolved effectively at this point. Please do not discuss issues with other parents, students, or staff members. (Matthew 18:15)
   b. If the problem persists, a meeting with the faculty/staff member, the parent and the principal may be arranged. Again, please do not discuss issues with anyone other than the above-mentioned individuals. (Matthew 18:16)
   c. Most issues, if handled properly, can be resolved by following steps 1 and/or 2. However, if the parties involved feel a meeting with the Administration is necessary, the principal will arrange a meeting. (Matthew 18:17)
2. Parent – school communication opportunities
   a. Orientation: These meetings are generally scheduled prior to the first day of school. Parents are encouraged to attend the meetings with their students t0 learn what, if any, changes have been made in school policy for the upcoming school year. It also allows an opportunity for the students/parents to meet the teachers prior to the first day of school.
   b. Informational Meetings: These meetings are scheduled occasionally for further enrichment / information.
   c. Parent-Teacher Conferences: are not regularly scheduled meetings on the school calendar, but may be arranged at the teacher's and/or parent's request. Teachers are available for parental conferences. However, they should not be detained before or after school unless a meeting has been scheduled for that time. Parents are encouraged to make appointments by note, or by calling the school office. Teachers are not available to take calls or make appointments during class time. Parents may, however, leave a message for the teacher through the school office, and the teacher will return the call at his/her earliest convenience.

   d. School policy prohibits students from "friending" or accepting such invites from teachers and staff members at the ministry. Students are also prohibited from initiating or responding to texts or messages from teachers or other staff members

unless such communications also include parents, are on a class-wide group text or message, or are sent through an approved, online, monitored school communications platform. Parents are asked to inform the administration if this is violated.

D. FACTS Family Portal

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

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

E. Grievance Procedures

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

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

Required Forms Checklist

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

Parent Acknowledgment and Statement of Cooperation

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

Parents Signature:_____

Date_____

Student Acknowledgment and Statement of Cooperation

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

Student's Signature:_____

Date:_____

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