



***Robert E. Lee Academy
Family Handbook
2009-2010***

Robert E. Lee Academy

630 Cousar Street
Bishopville, SC 29010
www.releeacademy.org
office@releeacademy.org
Office: (803) 484-5532
Fax: (803) 484-9491
Daycare: (803) 484-5612
Coach's Office: (803) 484-6171

Head of School

Mr. Phillip Rizzo Jr.

Assistant Head of School

Mrs. Kathy Jackson

Mrs. Betsy Bramlett
Guidance Counselor

Mrs. Mary Ellen McCutchen
*High School Principal,
Dean of Young Women*

Mr. Darren Griggs
Athletic Director

Mrs. Donna Gooding
Assistant Athletic Director

Mrs. Della Rhodes
Detention Hall Teacher

Mrs. Kim Easters
Administrative Assistant

Mrs. Vicki Olson
& Ms. Roberta Cousar
Librarian

Mrs. Meredith Gaskins
Office Manager

Mrs. Robin McCaskill
School Nurse

Mrs. Chris Woods
Athletic Department Assistant

Table of Contents

<i>Administration</i>	2
<i>Robert E. Lee Academy</i>	5-6
<i>Introduction</i>	6
<i>Hours of Operation</i>	7
<i>Bell Schedule</i>	8
<i>Admissions</i>	9
<i>Entrance Requirements</i>	9
<i>Withdrawal Procedure</i>	9
<i>Fees: enrollment, re-enrollment and Bus</i>	10-11
<i>Tuition</i>	11-12
<i>General Information, Policies and Procedures</i>	12
<i>Before/After School</i>	12
<i>Visitors/Volunteers</i>	12
<i>Use of Telephone</i>	12
<i>Messages from Home</i>	13
<i>Cell Phone</i>	13
<i>Unacceptable Items</i>	13
<i>Controlled Substances</i>	14
<i>Tobacco & Alcohol Use</i>	14
<i>Student Driving/Parking</i>	14
<i>Lost & Found</i>	15
<i>Food and Drink</i>	15
<i>Lunchroom</i>	15
<i>Grounds and Restrooms</i>	15
<i>Lockers and Locks</i>	15-16
<i>Right to Search</i>	16
<i>Custody-Parent Visitation Rights</i>	16
<i>Arrival and Departure</i>	16
<i>Parking Spaces</i>	17
<i>Library</i>	17
<i>Computer Policy</i>	17-18
<i>Attendance</i>	19
<i>Medical Forms</i>	20
<i>Medications</i>	20
<i>Contagious Disease</i>	20
<i>When to Stay Home</i>	21
<i>Illness at School</i>	21
<i>Allergy/Special Medical Needs</i>	21
<i>Accidents</i>	21
<i>Field Trips</i>	22
<i>Assemblies</i>	22
<i>School Dance</i>	22
<i>Pets on Campus</i>	22

<i>Parent-Teacher’s League</i>	22
<i>Grade Mothers</i>	22
<i>Elementary School Policies, Produres & Guidelines</i>	27
<i>Behavior Guidelines & Detention</i>	24
<i>Academic Procedures</i>	25
<i>Grading Scale & Report Card Dates</i>	26
<i>Advancement</i>	27
<i>Textbooks</i>	27
<i>Dress Code</i>	27
<i>P.E. Class</i>	27
<i>Middle School and High School Policies, Procedures and Guidelines</i>	28
<i>Standards for Student Behavior</i>	29-30
<i>Discipline Guidelines</i>	30-31
<i>Classification of Offences & Repercussions</i>	31-32
<i>Disciplinary Actions</i>	35-36
<i>Dress Code</i>	37
<i>General Guidelines</i>	38-39
<i>High School Dress Code</i>	39-40
<i>Interim & Report Card Dates</i>	41
<i>Grading Scale & Honors</i>	41-43
<i>Exams & Academic Standards Policy</i>	43
<i>Make-up Work</i>	44
<i>Grievances/Concerns & Advancement</i>	44
<i>Graduation Requirements</i>	45
<i>Graduation Participation</i>	45
<i>High School Student Organization Offices</i>	46
<i>Clubs and Activities</i>	46
<i>Athletics Policies, Procedures and Guidelines</i>	47
<i>Introduction</i>	48
<i>Philosophy and Objectives</i>	48
<i>Athletic Participation</i>	49
<i>REL Student Eligibility</i>	49
<i>SCISA Constitution</i>	50
<i>Student/Parent concerns Regarding Academic Responsibility</i>	50
<i>Athletic Decision-Making</i>	50
<i>Injury Emergency Plan</i>	50
<i>Student Athlete Responsibility</i>	51
<i>Cheerleaders</i>	51
<i>Booster Club</i>	52
<i>Gymnasium</i>	52

Robert E. Lee Academy Handbook

It is the intent of Robert E. Lee Academy to provide each child every opportunity *possible* to prove his or her academic ability. In order to provide an atmosphere conducive to academic excellence, each student bears personal responsibility for his or her academic preparation, self-discipline, and school pride.

This handbook attempts to give the students and parents a general overview of the rules, regulations, and guidelines of Robert E. Lee Academy. We believe that this information can be extremely helpful in providing the necessary structure that will be beneficial throughout the school year.

Parents, please take the necessary time to review this handbook with each of your children discussing every area applicable to the age of your child.

You are responsible for knowing and abiding by the rules herein.

Governance

Robert E. Lee Academy is governed by a Board of Directors elected by the parents. The Board of Directors is responsible for the financial well-being of the school, strategic planning and developing policy for the school administration to implement. The categorical purpose of the Board is to preserve the existence, values, mission and philosophy of Robert E. Lee Academy.

The Board of Directors does not involve itself in day-to-day operations of the school. The Head of School and administrative staff are in charge of the day-to-day operating decisions regarding the Academy. All grievances and appeals should be directed to the Head of School or other appropriate faculty/staff member.

Board meetings are held the fourth Monday night of each month with the exception of December. Parents, teachers and students wishing to meet with the Board must meet with the Head of School in an attempt to solve their grievance. If unresolved at this level, a letter stating the problem and request for a Board audience must be mailed to the Board Chairman 10 days prior to the next scheduled board meeting.

Statement of Philosophy

It is believed that it is the responsibility of Robert E. Lee Academy to assist each student to develop his/her full potential in mental, moral, physical, and social development; teach them to accept responsibility, discipline themselves, think independently, and make maximum contributions to the betterment of their environment; and to help them meet their educational needs as they progress toward a responsible citizenship in a God-fearing and democratic society.

Introduction

Robert E. Lee Academy is an independent school for students in kindergarten (K-3, K-4, K-5) through twelfth (12th) grade. Robert E. Lee Academy does not discriminate on the basis of sex, race, color, religion or national origin in the administration of its educational programs, admission policies, employment practices, or other school administered programs.

There may be instances where parents and/or students will want to know more about a specific rule, regulation or policy. This can be achieved by referring to the Board Policy and Procedures Manual that is located in the office.

Robert E. Lee Academy is a member of and accredited by the South Carolina Independent School Association (SCISA). Robert E. Lee Academy is accredited by the SCISA at the advanced level, the highest level awarded.

It is understood that attendance at Robert E. Lee Academy is a privilege and not a right. Any student or parent who does not conform to the standards and regulations of the institution may forfeit this privilege. The school may request withdrawal of any student, at any time, who does not fit the spirit of Robert E. Lee Academy or whose general attitude or habitual actions are contrary to the best interest of the school.

Hours of Operation ***Office***

During the school year: Monday –Friday; 7:30—3:00

During the summer: Monday-Thursday; 9 :00—1:00

The Office may close early on certain days. Please check our web page for early closings.

Buildings

The classroom buildings will be open from 7:30 a.m. until 3:00 p.m.

The buildings will not be unlocked after hours for students.

Library

Monday— Friday: 7:45—2:20

Cafeteria

The cafeteria is open from 7:30 a.m.—12:30 p.m.

Day Care

Monday—Friday: 7:00—5:30

Gates

The gates are open during the following hours.

Monday—Friday: 7a.m.—9:00 p.m.

Saturday and Sunday: CLOSED

Gates may be open additional times for special events.

Inclement Weather

From time-to-time, inclement weather forces cancellation or early dismissal of school. Notice of such cancellation or early dismissal will be broadcasted on local radio station WAGS (1380AM) and on television stations WIS-TV (10), WBTW-TV (13) and WPDE-TV (15).

Bell Schedules

Regular Schedule

Homeroom 8:00-8:10
First Period..... 8:15-9:05
Second Period 9:10-10:00
Third Period 10:05-10:55
Fourth Period 11:00-12:10
Fifth Period 12:15-1:05
Sixth Period..... 1:10-2:00

Regular Lunch

Grades 1,2 10:05-10:25
Grades 3,4 10:25-10:50
Grades 7,8,9 10:55-11:15
Grades 5,6 11:25-11:45
Grades 10,11,12 . 11:50-12:10

Activity Schedule

Homeroom 8:00-8:10
First Period..... 8:15-9:00
Second Period 9:05-9:50
Third Period 9:55-10:40
Fourth Period 10:45-11:50
Fifth Period 11:55-12:40
Sixth Period..... 12:45-1:30
Activity Period 1:30-2:00

Activity Lunch

Grades 1,2 9:45-10:10
Grades 3,4 10:10-10:35
Grades 7,8,9 10:40-11:00
Grades 5,6 11:05-11:25
Grades 10,11,12 . 11:30-11:50

Admissions

Enrollment at Robert E. Lee Academy is a privilege that all students and parents electively pursue. At the discretion of the school, the privilege of attending Robert E. Lee Academy may be reviewed and withdrawn at any point during the school year. All students' performances, both academically and behaviorally, may be reviewed each year for continued enrollment.

Entrance Requirements

1. Robert E. Lee Academy does not discriminate on the basis of race, color, national or ethnic origin when considering applications of prospective students or personnel.
2. The Head of School will interview new students with their parents. Following the receipt of student records, reference checks, and payment of application fees, the Head of School, pending final approval by the Board of Directors, may admit a student.
3. The Head of School will determine placement of students at any grade level or in any course after reviewing appropriate student records and consulting with the previous school's Principal and/or teachers, as deemed necessary. Wishes will be given consideration; however, the decision of the Head of School is based on data reflecting what is in the best interest of the child and is therefore final.
4. Robert E. Lee does not provide a program of study and support for students with learning problems. Our teachers work as independently as they can with each student; however, Robert E. Lee Academy reserves the right to determine when the experience is no longer a constructive educational experience for the child.
5. Married students, pregnant students, and/or biological parents will not be allowed to attend the Academy.
6. Robert E. Lee Academy reserves the right to reject any applications for admission or employment and further reserves the right to terminate any association with students if it determines that such association is incompatible with the aims and purposes of the Academy.

Robert E. Lee Academy will not admit a student who cannot return to his/her present school.

Withdrawal Procedure

Students who withdraw from school should follow the procedure below:

1. Report to the Guidance Counselor for the purpose of scheduling a conference.
2. The Counselor will give the student a "Withdrawal Form" which must be taken to each of the student's teachers.
3. The teacher will:
 - a. Collect all textbooks.
 - b. Record the student's current numerical grade on the form.
 - c. Initial the form verifying that everything is cleared.
4. Student will then take the form to the Librarian for approval.
5. The form is taken to the office for final clearance.

Fees

Enrollment and Re-enrollment

1. A registration fee must accompany the application of a new student. The registration fee for three-year, four-year, and five-year-old kindergarten is \$100; grades 1-4 is \$200; grades 5-8 is \$300; grades 9-12 is \$400. Said fee is non-refundable if the child is accepted as a student and does not apply toward tuition.
2. A re-enrollment fee must accompany the application of a returning student in grades K5-12. This fee is payable per family according to the following schedule. Said fee is non-refundable and does not apply toward tuition.
Re-enrollment fee schedule is as follows:
 - \$100 per family for re-enrollment by April 1
 - \$125 per family for re-enrollment from April 2-May 1
 - \$150 per family for re-enrollment from May 2-May 30
 - \$175 per family for re-enrollment from June 2-July 1
 - \$200 per family for re-enrollment after June 30
3. A Building Fee of \$100 per family is due with re-enrollment fee or registration fee.
4. All applicable fees must be paid in full before a student is enrolled or re-enrolled.

Commuter Bus

❖ It is the responsibility of the parents to ensure that commuter bus fee payments are made by the 1st of each month beginning August of each school year.❖

1. A registration fee of \$100 must accompany the application of a new family. Said fee is non-refundable and does not apply toward monthly payments.
2. First payment must be made by August 1st. Payments will be made by the 10th of the month thereafter. If payment is late there will be a 5% late charge.
3. If payment is 30 days late, student may not ride the bus until payment and late fees are collected.
4. School insurance is required before the first day of school begins.
5. A re-enrollment fee of \$25/family is due before March 1st to reserve seat(s) for next year. Said fee is non-refundable and will not apply toward monthly payment.
2. Bus fees are as follows:
 - \$60 1st Child
 - \$50 2nd Child
 - \$40 3rd Child
 - \$35 4th Child
7. Children may not be picked up at individual residences. Loading and unloading will occur at designated pick-up points only.
8. If student(s) will not be riding the bus from school, it is imperative that notification be received in the office no later than 1 p.m. This is to insure all children are accounted for on the afternoon ride.

Commuter bus cont.

9. Any student missing the morning ride, but planning to ride in the afternoon, must give notification to the office.
10. School bus behavior: The Head of School has the authority to terminate a student's privilege to ride the bus for any length of time if the student does not adhere to the rules and regulations.
 - All students are expected to observe the rules of bus safety.
 - Students will remain seated while the bus is in motion.
 - Students will refrain from extending arms, legs, or head out the bus window.
 - Students will not tamper with bus equipment, including but not limited to emergency door and fire extinguisher.
 - Students are not to leave paper, trash, or debris on the school bus.
 - All REL campus rules and policies apply to the school bus and bus stop.
11. Disciplinary procedures that are in effect on the school campus will be followed when infractions occur on the school bus.
12. Only students with a bus contract may ride the bus.

Tuition

❖ It is the responsibility of the parents to ensure that tuition payments are made by the 1st of each month beginning August of each school year.❖

1. The first payment of tuition must be made by June 1 (12-month plan) or August 1 (10-month plan).
2. The first tuition payment will be non-refundable upon transfer, withdrawal, or expulsion.
3. The student will not be allowed to attend the first day of classes until advance payment is made and all previous debts are cleared.
4. No student may try out for a sport or run for a school office at REL if tuition is delinquent for the student or for his/her siblings. Students will be notified prior to try-outs by the Administration or Athletic Director,
5. Payments will be made by the 1st of each month thereafter. If the 1st falls on a weekend, payment will be accepted the following school day. If payment is late (after the 10th), there will be a 5% late charge. This includes all mailed payments postmarked after the due date. The additional fees will be added to your account.
6. If payment is 30 days late, student may not attend school until payment and late charges are collected.
7. Tuition amounts and all applicable fees are due upon transfer, withdrawal, or expulsion will be calculated on a pro rata, per day basis and must be paid before any records can be released.
8. A senior student will not be permitted to participate in graduation exercises (Class Day, Baccalaureate, and Graduation) until tuition is paid in full and the diploma will not be issued until all debts are fully paid.
9. If tuition is in arrears at the beginning of semester exams, the student will be permitted to take exams but the exam will not be released or averaged until tuition is fully paid, nor will report cards be distributed.

Tuition cont.

10. Post-dated checks will **NOT** be accepted.
11. A \$25 check fee will be charged for returned checks.
12. **DO NOT send cash in the mail.**
13. Returned Check Policy:
 - a. Checks will be re-deposited one time only.
 - b. If one check is returned a second time, immediate payment in cash is required.
 - c. If another check is returned, all fees then must be paid in cash for the remainder of the school year.

Tuition alone will not cover all of the academy's operation costs; therefore, throughout the school year fundraising activities will be held. All parents and students are urged to participate fully in order to make these events successful.

General Information, Policies and Procedures

Before School

School begins promptly at 8 a.m. Teachers are present at school at 7:45 a.m. Please understand that children who are dropped off at school prior to 7:45 a.m. will have **minimal supervision**.

After School

Teachers remain at school until 2:20 p.m. Parents are requested to make every effort possible for children to be picked up by 2:20 p.m. Students left after 2:20 will go directly to the Robert E. Lee Daycare facility (students younger than 13). **Student over the day care age, that have not been picked up by 2:20, will be without supervision. Robert E. Lee Academy cannot assume responsibility for students not involved in after school activities.**

Visitors/Volunteers

Parents are an important part of our school. We invite you to visit at any time, however, we ask that you follow the following procedures:

1. All parents, visitors and volunteers must sign in and out in the office.
2. Visitors/volunteers are required to wear a Visitor's/Volunteer Badge to enter buildings.
3. Do not go directly to the classroom to deliver items, give messages, or for any other reason.
4. Students are allowed to bring visitors to school with prior approval from the administration.
5. Student visitors must wear a Visitor's Badge.

Use of Telephone

Students will be discouraged from using the telephone to call home except for illness. Please encourage and reinforce organizational and management skills with your child. There is a constant need for students to call parents for left assignments, trip money, tennis shoes, lunch money, left uniforms, etc. Making your child accountable for his/ her needs will save you, the parent, a lot of trips to the Academy. Please observe the following:

Use of telephone cont.

1. Telephones in the office may be used **only for emergencies**.
2. Students should not be asked to call home or come to the phone. The office staff will take and deliver messages when appropriate.
3. Students will not be allowed to use the phone to change rides or plan afternoons with friends.
4. **Parent's, cell calls during school hours, including text messages, are in direct violation of REL policy.**

Messages From Home

Messages will be delivered to students in the classroom only in cases of emergency or crisis. Parents are asked to make arrangements for carpool pickup, doctors' appointments, and other scheduling details prior to their students arriving at school in the morning. Non-emergency messages will be delivered to the student between class periods, during lunch or directly to the teacher in charge.

Cellular Phones

Cell phones are repeatedly disruptive to the educational and disciplinary process. Many of the current cell phones have Internet, text message and photography capabilities. These features can and have been used to cheat on academic work and to take unauthorized photos.. If cell phones are seen they will be confiscated and the contents of the cell phone may be viewed by the administration and that information may be shared with the student's parents. Breaking this policy will result in the following:

1. First offense: cell phone will be confiscated and kept in the office. A Ten (\$10) dollar fee will be charged for the return of phone. Phones will not be available until the end of the school day.
2. Every offense after will result in a Fifteen (\$15) dollar fee.
3. Parent will be notified for each offense.

Unacceptable Items

Cards, radios, pagers/beepers, handheld video games, cameras, iPod, MP3 and various electronic devices, red pepper mace, and other items as determined by the administration are unacceptable items on school grounds.

SKATES, SKATEBOARDS AND HEELIES, or any type shoe with built in wheels are **strictly prohibited** and will be confiscated if on school property.

Controlled Substances

When a reasonable suspicion exists that a student is involved in the use, possession, and/or distribution of controlled substances, the Administration will investigate thoroughly in an effort to relieve the suspected student of suspicion or to determine the extent of the problem. The Administration reserves the right to question, and if necessary, search suspected students and their property. If drugs, or facsimiles thereof, are discovered, REL is required by state law to report the violation to local law enforcement officials for the purposes of disposing of the substance and filing of the appropriate charges.

Tobacco, Alcohol Use

The possession or use of tobacco or alcohol, by students, in any form on the Robert E. Lee campus, at school functions, or in school vehicles is strictly forbidden. Students who violate this rule may be suspended, or expelled.

Robert E. Lee Academy is a “Tobacco Free” campus.

Student Driving/Parking

Driving on the Robert E. Lee school grounds is a privilege and should be treated as such. All drivers at Robert E. Lee must be licensed and are subject to the laws of South Carolina regarding the safe use of motor vehicles.

Students who have the privilege of driving cars to and from school are expected to comply with the following rules.

1. During school hours, students should park in the designated student parking areas only
2. After school hours, students are to obey any and all traffic signs on school grounds.
3. A speed limit of **10 mph** will be observed in the parking lot and driveways.
4. Students must yield to pedestrians at all times.
5. Upon arriving at school, all student drivers and passengers **MUST** leave the parking lot.
6. Students are not to go to the parking lot or cars unless permission is given by administration or a teacher.
7. Cars are not to be left on campus for an extended time.
8. Cars should remain locked during the day.
9. All school rules are enforced upon entering and exiting school grounds including, but not limited to, horn blowing, loud music, smoking, etc.
10. Students are expected to buckle their seat belt prior to leaving the Robert E. Lee Academy campus. ***Note: While driving on campus, drivers are equally responsible for the actions of their***
11. The Academy is not responsible for damage or loss resulting from operating a vehicle on campus.
12. Failure to abide by these rules may result in loss of on-campus driving privileges.

Lost and Found

Please label your child's possessions, especially jackets, sweatshirts and lunch boxes. All found articles will be turned into the office or to the custodial staff. If your child leaves an item at school, please inquire about it immediately. We cannot be responsible for lost items. At the end of each semester clothing will be donated to Goodwill or the Salvation Army.

Food and Drink

1. Food and drinks are **not** permitted in the halls, classrooms, or gym.
2. Students are **not** permitted to order food or have food delivered to school.

Lunchroom

Students will obey the following procedures when using the lunchroom.

1. All food must be eaten in the lunchroom or on the adjacent patio area.
2. Students are to remain in a single file line when going through the cashier line.
3. Students are to clean up after eating and perform classroom cleaning assignments as given.
4. All trash and drink containers in patio area are to be disposed of properly.
5. Talking or other noise must be kept to a minimum in the lunchroom.
6. Students are to display appropriate table manners at all times while dining in the lunchroom.
8. Students are to follow the guidelines for their lunch period regarding the use of restrooms, placement of book bags, etc.

Parents

1. Please send items that are easily prepared by the student and do not require extensive heating time.
2. Please make sure your child has disposable utensils, plates, bowls, etc.

Parents are welcome to visit and eat lunch with students on Wednesdays. Please inform your child's teacher of your planned visit. You must also sign in and out in the office.

Grounds and Restrooms

1. Students are expected to have and display pride in the appearance of our campus.
2. Trash should be picked up and placed in the proper container.
3. Found items should be turned into the office.
4. When in the restrooms, water should be turned off and paper towels placed in trash containers.
5. Water nor paper products are to be wasted.

Lockers and Locks

1. Under no circumstance should a student open another student's locker.
2. Lockers must be kept free from stickers, decals and writing, trash, and food containers.
3. Locks may be placed on student lockers provided there is an extra key and/or combination. These are to be given to the High School Principal.
4. The Academy cannot accept responsibility for personal belongings or money brought to school.

Lockers and locks cont.

5. Students are required to clean out lockers before the last day of school.
6. The Academy will not take responsibility for articles left in lockers.
7. The Academy reserves the right to open and search lockers at any time.

Right to Search

Robert E. Lee Academy reserves the right to search the person, property, or automobile of any student on campus or attending a school sponsored event at any time there is reasonable suspicion of wrong doing. This right is reserved to protect the at large student body and will be exercised prudently.

Custody-Parent Visitation Rights

Legal documents that limit the rights of one parent in matters such as custody or visitation must be on file in the school office to be enforced by the school. Equal rights must be given to both parents unless this information is on file.

Arrival and Departure

For the safety of our students and faculty, please observe the following procedures:

1. Student drop-off and pick-up is determined by the youngest student rider.
2. K-3rd grade students are to be dropped off in front of the elementary building, all other student riders, regardless of grade level, must unload here as well.
3. Afternoon pick-up for K-4th. grade is at the bench area in front of the main building.
4. Any student in grades 5-12 riding with an elementary student must be picked up in this area.
5. Drop-off and pick-up for grades 5—12 (without elementary riders) is at the rear of the elementary building, adjacent to the picnic area.
6. Faculty direct loading and pick up of students in the afternoon. Students are instructed where to sit and when to enter cars.
7. Drivers must watch and follow teachers' instructions.
8. Drivers should focus on the traffic and the safety of students. **DRIVE SLOWLY!**
9. Please do not use your cell phone while driving on the campus; they are a major distraction and jeopardize student safety.
10. Do not leave your car unattended in the pick up line. If you need to come in, please park in a designated area.
11. Please do not have conversations with the faculty who are on duty. If you need to have a conference, please call the school and schedule one for a more convenient time.
12. When exiting at the elementary exit, you must turn right **ONLY** between the hours of 7:30 a.m.-8:00 a.m. and between 2:00 p.m.-2:20 p.m.
13. When exiting at the high school exit you must turn left **ONLY** between the hours of 7:30 a.m.-8:00 a.m. and between 2:00p.m.-2:20 p.m.

Drivers picking up at the Elementary bench area must display, in the passenger side windshield, a visible sign noting the names of students to be picked up. This enables the faculty on duty to move the pick up line in an efficient and orderly manner.

Parking Spaces

Parking spaces are available in the student parking lot for \$10. The Senior Class President and Student Council President have assigned spaces. All other parking spaces are assigned in the following order:

1. Seniors
2. Juniors
3. Sophomores

Spaces are limited and are on a first come first-serve basis. Student Council Sponsor is in charge of parking space assignment.

Library

1. The library is open from 7:45 a.m. until 2:20 p.m. each day of the week.
2. No more than three (3) books may be checked out at any time.
3. If a book is not renewed after two weeks of being checked out, a \$.25 fine will be assessed for everyday the book is out. Parents will be notified when this fine begins.
4. Copies of library materials or print-outs from the computer will cost \$.25/page.

Computer Guidelines

Computers are to be used as a tool for research, productivity, and learning. Students must show respect for intellectual property, ownership of data, system security mechanisms, and others' right to privacy.

Students are expected to be responsible around the computers. Computer use that does not support the curricular program is inappropriate and may result in disciplinary action, including suspension. Students will also be disciplined if willful damage or vandalism occurs.

If a problem is found, the student is expected to report it to the teacher immediately. The teacher will contact the technician to correct the problem. Students are not permitted to attempt to fix a computer problem.

1. Computer use guidelines for students are as follows:
 - No one is allowed to change file names or locations
 - Do not use another person's password, files or data without permission
 - Do not use computer programs to decode passwords or any other source to access control information for the school's networked system or computer settings
 - Do not engage in any activity that might be harmful to the system
 - Do not attempt to get around system security measures
 - Leave computer settings as found
 - Leave all equipment as found
 - Follow appropriate shutdown procedures
 - No food, drink or magnets allowed near computers
 - Only programs purchased by the school will be used on school computers (e.g. copyright laws)

Computer guidelines cont..

- Personal software may not be used on Lee Academy's machines, including but not limited to CD-ROMS, utility programs and operating systems.
 - Do not use Lee Academy's equipment to make illegal copies of software, songs, or any other copyrighted material.
 - Information taken from electronic resources must be cited as a reference. Plagiarism will not be tolerated.
 - Students working on assignments have priority over those leisurely using the computer system.
 - Leave cabling, mice, and peripheral configurations as found
 - Ask for assistance if you don't know how to operate equipment.
2. Laptop use guidelines for students are as follows:
- Laptops may not leave the Robert E. Lee campus
 - Laptops are to be checked out by Teachers/Staff only
 - Misuse or abuse of laptops will not be tolerated. (Students may be held financially responsible for damages incurred.)
- All other computer guidelines and policies apply
3. Internet Policy
- All students must have permission from their teacher or librarian to access the Internet. After gaining the librarian's permission, sign in before accessing the Internet on library computers.
 - Internet sessions should be used for legitimate educational purposes. Internet games are inappropriate use of the Internet, time, and computer.
 - Students must agree that the use of the Internet is a privilege, not a right, and inappropriate use will result in loss of all Internet privileges.
 - No personal e-mail will be accessed through school computers-i.e. Yahoo, Hotmail. Students should not register their name, home address, telephone number or any other personal information on any Internet site.
 - Any student found accessing an unacceptable web site or proxy server might lose all computer privileges. Discipline for doing so will result in one week suspension to expulsion.
 - Use only the Internet Explorer browser.
 - Do not attempt to access newsgroups, newsgroup archives, sites such as MySpace, Facebook, Twitter or any chatting/social program on school computers. Chatting programs include, but are not limited to, Yahoo Messenger, AOL Instant Messenger, or MSN Messenger.
 - Do not download or save any files to the hard drive or the floppy disk drive on any school computer. This includes, but is not limited to, Internet games and music.

Attendance **Grades K-12th.**

Tardiness

The Academy requires all students to be on time to school and to their classes during the school day. Tardiness is considered a serious offense. Please keep in mind that tardiness results in poor academic performance.

1. The accumulation of every third tardy will be designated as an unexcused absence.
2. Students who come into school between 8 and 8:10 a.m. should report directly to their homeroom. Arrival after 8:00 a.m. is considered tardy.
3. Students arriving any time after 8:10 a.m. should report to the office before going to class. The late student will be given a class admission pass after he/she signs in at the office.

Early Dismissals

1. Any student leaving early should present a written excuse to the office on the morning he/she will be leaving early.
2. The excuse should specify as to whether or not the student is driving himself/herself or if the student will be picked up by a non-parent.
3. Students in 8th-12th grade are encouraged to time their dismissals for the end of a regular class period.
4. Students should remain in class until called for by the office. Once called, if the student is driving, he/she is required to go to the office to sign out.
5. Students are not allowed to leave and return to school in order to run errands, obtain forgotten items, or to eat lunch.

Absences

1. It is the policy of the Academy not to allow more than twenty (20) absences per 1 credit course. Semester courses will not exceed ten (10) absences per course.
2. All absences must be verified by written parental or doctor's notes turned into the office within two (2) days of the absence.
3. Written excuses must state the reason for the absence and the date(s) of the absence.
4. Absences in excess of twenty (20) will place the student in jeopardy of losing credit for the course(s) and require make-up hours. *Please note that absences in credit courses are recorded by class period.* Late arrivals and early dismissals will result in loss of credit when absences exceed twenty (20) in any class period.
5. Extended illness is any absence due to a sickness that require a student to miss more than three consecutive days. All students affected by extended illnesses should contact the guidance office for assistance.
6. College Visitation Absences
 - All college days must be approved in advance.
 - Seniors are allowed to use two (2) college days during their senior year.
 - Prior to the visitation date, students must obtain a permission form from the guidance office that must have the signature of a parent.
7. Students must return the permission form to the guidance office and pick up a slip that must be signed by a college representative.

Attendance cont.

Tragedy

In the event of death or serious injury of a student or faculty member, REL Academy would prefer that students remain in school to receive guidance and counseling. Early dismissal would require a parent's signature in the office at time of dismissal.

Health and Illness Procedures

Medical Forms

1. South Carolina State Law requires all students to have a record of immunization on file signed by a physician or bearing a physician's stamp.
2. Students at all grade levels are required to submit a copy of their Birth Certificate.
3. Before participating in extra-curricular athletic programs, a current physical exam form must be submitted to the Athletic Secretary.
4. Current medical information must be on file in the school office. This information must contain the designated person to contact in case of emergency, authorization to give medication, and medications that may be given.
5. All internal medication is kept in the school office and will be administered by the school nurse or someone designated to do so in her absence.

Under no circumstances may a student carry any type of medication. The emergency medical information portion of the enrollment application is required for every student and will be used for the entire school year. Updating information is a crucial parental responsibility.

Medication

1. Students who are required to take prescribed medication must bring the medication to the office immediately upon arrival to school.
2. The medication will be recorded, kept in the office, and the school nurse will assist the student in taking medication.
3. Parents must ensure the student has been given a note stating the time(s) the student is to be released from class to take medication.
4. **Acetaminophen and ibuprophen will be given to students, only with a parent's written consent, by the school nurse or a representative designated by the Head of School. All other non-prescription and prescription medication will be given only with a doctor's written order.**

Contagious Disease

When a student has contracted a contagious disease, parents must notify the school immediately. Reasonable steps will be taken to preserve confidentiality; however, the school community must be informed of the contagious disease so that parents can monitor their children for any symptoms. Students must confirm their non-contagious state by physician note before returning to school.

When to Stay Home

Parents are asked to show good judgment when considering whether or not to send a sick child to school. We ask that all sick children be kept at home in order to decrease the spread of illness among students and teachers. Students should remain at home until he or she is:

1. Fever free for 24 hours and behaving normally
2. Free from nausea, vomiting and diarrhea for 24 hours
3. Free of excessive sneezing, coughing and runny nose
4. On antibiotics for 24 hours if being treated for a contagious disease. (i.e. Strep throat, pink eye)
5. Undiagnosed rashes
6. Severe headache

Do not send children to school with a fever.

Illness at School

A full-time registered nurse is on campus during school hours. If a student reports to the nurse with the following the parent/guardian will be called.

1. Temperature greater than 99.8.
2. Nausea or vomiting
3. Diarrhea / stomachache
4. Severe headache
5. Any sign of infectious disease

Sick students must be picked-up immediately.

Allergy/Special Medical Needs

Please document all allergies (food, medications, insects, etc.) in detail on the Medical Information section of enrollment form (attach an additional sheet if needed). Please explain your child's reaction and necessary first aid measures.

Please be specific with food allergies. Your child may be exposed to food he/she is allergic to by others in the lunchroom /classroom. It is imperative that you keep the school informed of your child's needs.

Accidents

1. All accidents occurring on school property or at school sponsored events are to be reported immediately to the office. Office personnel will administer first aid for minor emergencies. In cases where the extent of the injury is more than minor, parents will be notified to transport the student for proper medical care.
2. In cases where the extent of the injury is unknown or determined severe, both parents and emergency personnel will be contacted. Only the parent or E.M.S. personnel will transport severely injured students.

Field Trips

Field trips are school-sponsored events designed to enhance one's educational experience. Students must bring a signed permission slip from their parents in order to participate. Because students on the excursion are representatives of Robert E. Lee Academy, they will be expected to conduct themselves in an exemplary manner. Students not participating in the field trip will be considered absent. All trips must be approved by the Administration.

Assemblies

Assemblies will be held at designated times during the school year. Students are expected to exercise rules of good conduct during all assemblies.

The following standards of good conduct should always be observed:

1. Enter and leave the assembly area quietly and orderly.
2. Give courteous attention to the program.
3. Express approval by applauding.
4. Refrain from conversation with your friends; it is very discourteous to the people making the presentation.
5. Cease all talking as soon as the program begins.
6. Sit in the assigned section according to the instructions given by the teacher.

School Dances

When a student enters a school-sponsored dance, he/she will not be allowed to leave the building unless he/she is leaving the dance with no plans to return. Non-REL students must be on an approved list to attend.

Pets on Campus

Pets are not allowed in the school buildings. Animals required to support persons with disabilities are exempt. Exceptions may be made with Head of School approval.

Parent-Teacher's League

The purpose of the Parent -Teachers' League is to assist Robert E. Lee Academy in extra curricular activities. Volunteers are needed to serve in board positions and as grade mothers as well as help with various projects. Please call the office or check the school's web page to find out how you can get involved with the fun and active organization.

Grade Mothers

1. Grade mothers are chosen in grades kindergarten through sixth grade.
2. They will be in charge of class parties, auction project and will be asked to assist with various other PTL sponsored activities



***Elementary School
Policies, Procedures and Guidelines
2009-2010***

Elementary Guidelines K-5 thru 4th. grade

Standards for Student Behavior

The objective for Elementary School behavior is to create an environment where all students can learn and grow to their fullest potential. At this age level, teachers use a behavior monitoring system based on the principles of respect and responsibility. Minor infractions will be handled by the teacher. Serious infractions will be handled by the Head of School and parents will be notified.

Discipline Guidelines

1. All students enrolled in Robert E. Lee Academy are subject to the code and all other rules and regulations of the school during school hours, at all other times when on school grounds, and at any school related functions off-campus, such as field trips and athletic contests.
2. Discipline begins in the classroom, and each teacher is expected to maintain good order and discipline in his or her classroom at all times. Teachers will go over classroom rules and policies that are consistent with this discipline code with all students at the beginning of school. **All faculty and staff members have full authority to cite discipline code at all times and places, when and where it applies. They are expected and required to do so.** No all-inclusive list of actions that constitute inappropriate behavior is possible. For purposes of this code, certain instances of misconduct are broken down into categories according to seriousness and type of punishment. Each offense will be judged on the merit of the individual case.
4. Faculty and staff members will consult with the Head of School regarding any instance of misconduct not specifically enumerated herein. The Head of School will use good judgment in categorizing and dealing with any behavior considered inappropriate.

All discipline actions are subject to Head of School's review and shall be acted upon according to his/her discretion.

Office referrals are to be used in cases:

1. Where teacher discretionary action would be an insufficient penalty given the seriousness of the offense.
2. Where immediate action is required.
3. Where the teacher has exhausted other measures to extinguish inappropriate behavior patterns.
4. Where the action is so offensive that immediate removal from the classroom or school is mandated.

Recess Detention

Teachers may keep a student inside during recess for lack of homework, incomplete class work or misbehavior. Parents will be notified if this is a persistent problem.

Academic Procedures

Homework

Homework is part of the academic expectations at Robert E. Lee Academy.

1. The purpose of homework is to review skills taught in class, develop regular habits of self-directed work, discipline and responsibility.
2. Written work is expected to be neat and legible.
3. All homework must be the student's own work, unless otherwise noted. Parents are asked to refrain from doing the students assignments. This type of help causes dependency.
4. Parents are expected to work in the home to reinforce good study habits and self-discipline.
5. If a student frequently does not have his homework, parents will be notified and a conference will be arranged. Each teacher has a homework policy which will be explained in a letter sent home at the beginning of the school year.
6. Students are expected to bring the necessary materials and homework to class on a daily basis.

Assignment Request

Requests for class work and homework must be received in the office **no later than 11 AM.** This will allow the teachers enough time to write the assignment and gather necessary materials. The assignment sheet/materials may be picked up in the school office after 2 PM.

Parent-Teacher Conferences

It is important for the school and parents to keep lines of communication open at all times. Parents are encouraged to visit the school and to contact teachers with concerns and questions. Please **make an appointment** so that instructional time is not interrupted. Please do not have spur of the moment conferences in the morning, afternoon or in the pick-up line as these would not be productive. A scheduled conference will allow ample time for you and the teacher to evaluate the situation and prepare a plan. Appointments can be made for a conference with a teacher by calling the school office, through an e-mail or writing a note to your child's teacher.

Consider the following before coming to your conference:

1. Be honest with the teacher and make your concerns known.
2. Show appreciation for your child's teacher.
3. Reflect on your child and prepare specific questions to ask.
4. Be open-minded; try to listen first, ponder, and then act.
5. It is okay to feel defensive on behalf of your child... but be an advocate.
6. Ask for specific suggestions.
7. Remember that we're all on the child's side.
8. End your conference on a positive note.

Make-Up Work

K-4th

Make-up work will be determined by the child's teacher and an appropriate schedule established

Academic procedures cont.

Grading Scale

The grading system for kindergarten will be in narrative form. The grading system for grades 1-3 is as follows:

A 100-93 **B** 92 –85 **C** 84 –77 **D** 76 –70 **F** 69 and below

Interim and Report Card Dates

All interims and report cards are to be signed and returned to the Homeroom Teacher within two days of receipt.

Please review all interims and report cards with your child and make goals for academic achievement for the remainder or upcoming grading period. Any time you have questions about your child's progress we will be happy to schedule a conference.

At the end of the school year, you may either pick up the report card, or have it mailed to your home address. If you desire to have it mailed, you must provide the office with a self-addressed stamped envelope.

September	24	*Interim reports issued
October	16	End of 1st 9 weeks
October	22	Report cards issued
November	18	Interim reports issued
January	7	Report cards issued
February	10	Interim reports issued
March	12	End of third 9 weeks
March	18	Report cards issued
April	21	Interim reports issued
May	27	End of second semester
June	3	Report cards issued

*** Interims are issued only to 3rd and 4th grades at the elementary level.**

Elementary cont.

Advancement

Grades K-4th

Lower grade promotion will be based on the recommendation of the faculty and approval of the Head of School. A student must pass English, Reading, Math, and one other subject to be considered for promotion. Students who do not meet the English, Reading and Math requirement may repeat the grade. A student must meet attendance requirements.

Textbooks

Lost or damaged books must be replaced at the student's expense. Students are expected to treat their books with care and are not to write in them or abuse them in any way.

Dress Code

K—4th. Grade

Teachers in grades K—4 have the discretion within their classroom to determine if dress is appropriate.

Please dress your child appropriately for school. Comfortable, well-fitting play clothes should be worn. Remember, this age child will be running, climbing, jumping and painting in what he/she wears to school.

Shoes should be well fitting and appropriate for outdoor play. Please label flip flops with your child's name.

Physical Education Class

Appropriate clothing and **tennis shoes must be worn during P.E.** Students will not be allowed to participate in P.E. if they are not wearing tennis shoes.



***Middle School and High School
Policies, Procedures and Guidelines
2009—2010***

Middle and High School Guidelines and Procedures

Standards for Student Behavior

Code of Conduct

The Code of Conduct at Robert E. Lee Academy is predicated on the belief that every student has the right to learn. No student is permitted to engage in conduct that jeopardizes that right. Students must conduct themselves at all times in a manner so as not to interfere with the rights of themselves or others from profiting educationally, socially, spiritually, and morally from their time spent at REL. In keeping with this belief, students have seven primary responsibilities. Rules and regulations of the Academy are based on the following student responsibilities:

1. To respect the rights of fellow students, staff, and property of the Academy.
2. To respect the rights of teachers to teach and students to learn.
3. To attend school and classes regularly and promptly, prepared with the proper materials and completed homework assignments to make the most of his/her time at REL.
4. To do one's own work with respect to homework as well as class work.
5. To never bring or possess any article or substance on campus that might endanger the physical or mental well-being of self or others.
6. To come to school properly dressed so as to ensure that no distractions interfere with the learning process.
7. To keep his/her parents informed about his/her education, including grades, disciplinary problems, homework, and activities at school.

Punishable offenses are based on both the code of conduct and school rules as stated elsewhere in the handbook. In general, any student action which interferes with classroom or school rules and regulations or is determined to be a disruption or a violation of law is considered a punishable offense.

Honor System

Robert E. Lee believes in the spirit of truth, honesty, and integrity. To maintain these values, the school must insist on students recognizing their obligation to adhere to these standards. Moreover, it is also the student's responsibility to:

1. Understand the types of conduct that are deemed unacceptable and, therefore, are prohibited by this policy
2. Refrain from committing any act of cheating, plagiarizing, facilitating academic dishonesty, abusing academic materials, stealing or lying
3. Report every instance in which the student has knowledge that academic conduct which violates this policy or its spirit has taken place to the faculty member responsible for instruction.

Lying

Making any oral or written statement that the individual knows, or should know, to be untrue.

Cheating

Using or attempting to use unauthorized materials, information, notes, study aids or other devices, or obtaining unauthorized assistance from any source for work submitted as one's own individual efforts in any class, assignment, or examination.

Stealing/Destruction

Stealing and/or willful destruction or vandalism of school or personal property will not be tolerated

Plagiarism

Representing orally or in writing, in any academic assignment or exercise, the words, ideas, or works of another as one's own without customary and proper acknowledgement of the source.

Forgery

The willful act of signing someone else's name.

Violations of the school Honor Code shall be brought to the Administration.

Discipline Guidelines

1. All students enrolled in Robert E. Lee Academy are subject to the code and all other rules and regulations of the school during school hours, at all other times when on school grounds, and at any school related functions off-campus, such as field trips and athletic contests.
2. Discipline begins in the classroom, and each teacher is expected to maintain good order and discipline in his or her classroom at all times. Teachers will go over classroom rules and policies that are consistent with this discipline code with all students at the beginning of school. **All faculty and staff members have full authority to cite discipline code at all times and places, when and where it applies. They are expected and required to do so.**
3. No all-inclusive list of actions that constitute inappropriate behavior is possible. For purposes of this code, certain instances of misconduct are broken down into categories according to seriousness and type of punishment. Each offense will be judged on the merit of the individual case.
4. Faculty and staff members will consult with the Head of School regarding any instance of misconduct not specifically enumerated herein. The Head of School will use good judgment in categorizing and dealing with any behavior considered inappropriate.

All discipline actions are subject to Head of School's review and shall be acted upon according to his/her discretion. The administration reserves the right to change or bypass discipline policies if the situation warrants.

Discipline cont.

Office referrals are to be used in cases:

1. Where teacher discretionary action would be insufficient penalty given the seriousness of the offense.
2. Where immediate action is required.
3. Where the teacher has exhausted other measures to extinguish inappropriate behavioral patterns.
4. Where the action is so offensive that immediate removal from the classroom or the school is mandated.

Classification of Offenses

Minor Offenses

Minor offenses are those that disrupt the teaching/learning environment and/or the smooth and efficient operation of the school. The following are some examples of offenses that would be considered minor:

1. Disrupting a class or activity
2. Violating a specific classroom rule or policy
3. Failing to return, signed, within three school days, discipline referral, test, or any other school communication which the student was instructed to take home for signature
4. Pushing or shoving another student
5. Failing to be in an assigned class or another designated place without permission from a faculty or staff member, or failing to keep an appointment with a faculty member
6. Consuming food, drinks, or candy in any part of the school building except the cafeteria area (Exception: When authorized by a teacher or sponsor, students may have lunch or refreshments during special classes or meetings, provided arrangements for clean-up are made.)
7. Littering
8. Being in a car on campus for more than five minutes after arrival at school or at any other time before dismissal
9. Displaying affection inappropriately (embracing, kissing)
10. Driving carelessly or violating traffic rules on campus
11. Possessing a battery operated device
12. Having a cell phone during school hours.

Minor Offense Repercussions

1. Any faculty member may assign students in grades 8 and above to one detention for any of the minor instances of inappropriate behavior listed above or for similar offenses.
2. A student will be referred to the Detention Hall Teacher. After a student has served three detentions per semester, the next instance of inappropriate behavior the student will be assigned In School Suspension.

Discipline cont.

3. Should there be another instance of inappropriate behavior, it will also be referred to the Head of School and the student will be suspended from school. A parent conference is required before student can return to school.

Moderate Offenses

Moderate offenses are those that are serious in nature, yet are generally not violations under the law. The following are examples of some offenses that would be considered moderate:

1. Creating a disturbance in a class or hallway
2. Gambling
3. Opening another student's locker, backpack, book bag or purse without permission

Moderate Offense Repercussions

Any of the moderate instances of inappropriate behavior listed above or similar offenses will be referred immediately to the Disciplinarian. The Disciplinarian will suspend or assign In-School Suspension for such violations. **Repeat offenses may result in student expulsion.**

Major Offenses

Major Offenses are those offenses that are extremely serious in nature and/or would be considered actionable offenses under the law. The following are examples of some offenses that would be considered major:

1. Threatening or use of abusive, profane, or obscene language towards a faculty or staff member.
2. Assaulting another student.
3. Using profanity, obscenity, or other inappropriate language.
4. Disobeying or showing disrespect to any faculty or staff member.
5. Fighting (to the extent that bodily harm is likely).
6. Destroying school or another student's property.
7. Leaving school during school hours without permission from the Head of School, Assistant Head of School, or office personnel.
8. Possessing or using fireworks or any incendiary product.
9. Possessing pornographic or obscene material or accessing such material on the Internet.
10. Possessing or using tobacco products.
11. Taking or using anything belonging to the school or another student without permission.
12. Possessing a school key.
13. Tampering with any fire or safety device or equipment.
14. Cutting class or school.

Major Offense Repercussions

1. Any instances of major misconduct will be referred immediately to the Head of School. The Head of School will consider the circumstances and gravity of the misconduct as well as the student's record when assigning punishment. Punishment for serious misconduct may range from a *In School Suspension* to expulsion.

Harassment

Peer sexual harassment is strictly forbidden at Robert E Lee Academy, on its premises and during its programs and activities. Peer sexual harassment is any unwelcome physical or verbal conduct of sexual nature, such as touching or grabbing or sexual comments, directed at person because of his or her sex, which interferes with the ability of a student or students to receive an education.

Students are expected to treat their fellow students with dignity and respect at all times on school property and in school programs and activities. Disciplinary action may result from violations of this anti-harassment policy. Violations of this policy may be reported to teachers or administrators. The school strongly encourages students to report sexual harassment immediately. The school will take prompt and fair action to investigate any report and to stop sexual harassment.

The school Administration reserves the right to detain/suspend/expel a student for his/her actions regarding the following discipline infractions:

1. Possessing a firearm or another deadly weapon on school property
2. Possessing, selling, giving, or using alcohol on school property or at any school-related event
3. Using any illegal drug or alcohol prior to coming on school grounds or attending any school-related event
4. Having a knife on campus
5. Behaving in a willfully violent or harmful manner
6. Intimidating or harassing anyone
7. Threatening the life of another student, staff, or faculty member
8. Assaulting a faculty or staff member or parent volunteer. Such violation will result in immediate expulsion from school.
9. Aggravated destruction of property (Any suspension for this violation will last until full restitution is made.)
10. Student found guilty by a court of law. Such violation will be reviewed by the Administration and appropriate action will be taken.
11. Illegal gang or gang related activities.

Honor Violations

Honor violations include but are not limited to:

1. Giving or receiving assistance on a test, report, project or other assignment
2. Copying another student's work
3. Knowingly plagiarizing (Note: Teachers must ensure that students are taught the difference between citing, quoting, and plagiarizing.)
4. Making a false statement to a faculty or staff member
5. Forging a teacher's, another student's, a parent's or a guardian's signature

Honor Violation Repercussions

1. Any of the honor violations listed above or similar offenses will be referred immediately to the Disciplinarian. A zero will be given to the student for the test or project.
2. The Disciplinarian may suspend the student for one day with Saturday School being mandatory for the first honor violation. Should there be a second honor violation, it will also be referred to the Disciplinarian and the student will be suspended for two days from school. Should there be a third violation, the student may be expelled from school.

Disciplinary Actions

Assigned Detention

One of the primary corrective action methods used by teachers and the office alike is detention. Students serving detention may be assigned to perform various clean-up tasks.

Grades 5—7

1. Teachers may issue detention for lack of homework, incomplete class work or misbehavior. Parents will be notified if this is a persistent problem.

Grades 8-12

1. Detention for grades 8-12 will be held each Tuesday and Thursday, beginning five minutes after the close of school and will be one class period (50 minutes) in duration. Detention may also be assigned at 7:10 a.m.
2. When a student is assigned detention, he or she will be given a disciplinary slip to be signed by a parent or guardian and returned to the faculty or staff member assigning the detention within three days.
3. If the detention slip is not returned, the faculty or staff member who sent it will contact a parent or guardian immediately. The discipline slip will indicate the offense and will specify the date(s) of detention. At least one day's notice will be given (e.g. detention assigned Monday will be served Tuesday, detention assigned Tuesday will be served Thursday)
4. Only two detentions will be served in a week.
5. A copy of the discipline slip will be given to the Detention Hall Teacher, from which a list of students scheduled for detention will be compiled.
6. A designated faculty member will supervise detention.
7. Students tardy to detention will serve an additional five minutes for each minute that they are late. There will be no talking in detention. Violation of this rule will result in an additional five minutes for each instance.
8. Cutting or missing an assigned detention is an act of disobedience and will be treated seriously. The first instance of failure to serve detention without an excuse in advance will result in assignment of two detentions. A second instance of failure to serve detention without an excuse in advance will result in a one-day in-school suspension.
9. Detentions may be postponed upon written request of a parent or guardian to the Detention Hall Teacher, in advance. Otherwise, no excuse will be accepted for failure to serve detention at the time assigned (except special permission from the Head of School.)

Please note: After school work or athletic activities are not acceptable excuses for missing detention unless approved by the Head of School.

Disciplinary Probation

Disciplinary probation is a written agreement outlining specific behavioral expectations for a specified period of time. The agreement may be reviewed and/or renewed at any given time by the Administration. Failure to conform with the expectations will result in expulsion from a given class or from school, as per the terms of the agreement.

Suspension

Suspension is defined as the temporary removal of a student from a class or from school. While under suspension from school, students may not:

- Be on campus
- Participate in school activities
- Attend after school practices
- Suspension may prohibit student participation in leadership roles.
- Attend school-sponsored events, either on or off campus
- Suspension may prohibit student participation in leadership roles.

Expulsion

Expulsion is the permanent removal of a student from a class or from the school for the remainder of the school year. Expelled students may re-apply for admission in subsequent years without guarantee of acceptance. Substantial educational progress made during the interim period will aid in acceptance.

Dress Code

School dress for all students in grades 5-12 should reflect the fact that students are at school for the purpose of education, not recreation. In effect, school is the students' "job," and they should be attired accordingly.

The dress code reflects the school's sense of what is in good taste, but may not cover all situations. In addition, REL students represent the school to the broader community whether they are on or off campus.

The overall expectation of all students is that their dress should be neat and modest. Students and parents are reminded that many items of clothing which may be appropriate in social settings are not appropriate for school. Prevailing fashions may not always reflect what the school considers appropriate.

Students and parents are also reminded that upper school students are highly visible to lower school students and even serve as role models. **The school requests that parents help enforce the dress code by ensuring that students are appropriately attired before leaving home.**

The dress code applies all school day, until 2 p.m. It applies to all places on campus including the gymnasium (with the exception of athletic attire, which is worn in physical education classes). It also applies to school functions in which the student is representing the Academy in an official capacity, i.e. dances, club inductions, SCISA meets, field trips. The only exceptions are the Prom, Homecoming Court, Athletic Banquet, and Mr. and Miss REL Pageant.

Students are expected to use common sense for after school campus events: for example, boys may wear a hat at a basketball game but may not wear earrings or clothing advertising alcohol, drugs, or any other objectionable material to any school function.

Students in grades 8-12 with more than three (3) dress code violations during the semester will not be allowed to exempt semester exams. Final judgment of acceptable attire and personal appearance is at the discretion of the High School Principal outlined in this dress code.

The administration reserves the right to define appropriate grooming and dress standards as outlined in the dress code. The Head of School has the final word on all infractions.

General Guidelines

1. Ornamental articles or clothing that advertise substances illegal for minors may not be worn at school or at school events.
2. Visible ornaments or jewelry that pierce, or appear to pierce, the body are not appropriate school attire. Female students may wear a single pair of pierced earrings, one earring in each ear. Male students may not wear earrings at school or school events.
3. Visible tattoos are not acceptable.
4. Long wallet chains may not be worn.
5. *Clothing that promotes or advertises alcohol, tobacco, or drug use, or that bears obscene, profane, off-color, double-meaning, sexual references, innuendo, or visual representations of the same may not be worn at school or at school events.
6. Ragged clothing or clothing bearing unnecessary openings may not be worn at school or at school events.
7. Proper undergarments must be worn at all times and must be completely covered by outer garments.
8. Sweatpants are not allowed in grades 8-12. Wind suits, however, are acceptable attire.
9. Hats, caps, and sunglasses may not be worn during the school day.
10. No cut-off shorts are allowed
11. Pajamas and pajama pants are not acceptable school attire and are not to be worn.
12. Gothic or gang related apparel are not allowed.

Middle School Grades 5—7

Boys

1. Boys' hair must be clean and neatly groomed. Hairstyles may not be extreme, radical or have unnatural color. (i.e. afro, mohawk, ponytails, rat tails).
2. Boys' hair must be trimmed to above the collar of a collared shirt and ensure that at least half of the ear is showing. Hair must be out of the eyes.
3. Boys are required to wear shirts which cover the underarms and mid-section of the body.
4. Pants/shorts are not to be worn in an inappropriate manner. They cannot be excessively baggy.

Girls

1. Girls must wear their hair in a style that does not obstruct vision or hinder participation in the learning process. Hairstyles that are extreme, disruptive, or have distracting colors are to be avoided.
2. *All tops must cover appropriately. Bare midriff, strapless, backless, or spaghetti strap tops and blouses or shirts which are excessively low-cut in front are not allowed.
3. Tank top straps must be at least two inches wide and must completely cover undergarments.

*Bare shoulders are also inappropriate and unacceptable.

Girls cont.

4. Shorts, skirts, skorts and dresses must be worn to extend to within two and a half inches above the top of the knee. (the width of a dollar bill)
5. Bare shoulders are also inappropriate and unacceptable.
6. Halter tops or halter dresses are not permitted.

***High School
Grades 8-12***

Boys

The High School Principal will be responsible for determining inappropriate attire of male students and administering proper discipline for those offenses.

1. Boys' hair must be clean and neatly groomed. Hairstyles may not be extreme, radical or have unnatural color. (i.e. afro, mohawk, ponytails, rat tails).
2. Boys' hair must be trimmed to above the collar of a collared shirt and to ensure that at least half of the ear is showing. Hair must be out of the eyes.
3. Boys must be clean shaven and sideburns must be no longer than the earlobe.
4. Boys in grades 8-12 are expected to have all shirttails tucked into their trousers at all times. Shirts may not be worn as "jackets".
5. Boys are required to wear shirts which cover the underarms and mid-section of the body.
7. Pants/shorts are not to be worn in an inappropriate manner. They cannot be excessively baggy.
8. Sports/athletic shorts are not allowed in grades 8-12.

Girls

The High School Principal will be responsible for determining inappropriate attire of female students and administering proper discipline for those offenses.

1. Girls must wear their hair in a style that does not obstruct vision or hinder participation in the learning process. Hairstyles that are extreme, disruptive, or have distracting colors are to be avoided.
2. *All tops must cover appropriately. Bare midriff, strapless, backless, or spaghetti strap tops and blouses or shirts which are low-cut in front are not allowed.
3. Tank top straps must be at least two inches wide and must completely cover undergarments
4. Revealing attire or excessively tight clothing are inappropriate.
5. *Visible cleavage is inappropriate and unacceptable and will not be tolerated.
6. Shorts, skirts, skorts and dresses must be worn to extend to within two and a half inches above the top of the knee. (the width of a dollar bill)
7. *Bare shoulders are also inappropriate and unacceptable.
8. Halter tops or halter dresses are not permitted.

Girls cont.

9. Proper undergarments must be worn at all times. Undergarments must be completely covered by outer garments. This applies to dresses as well. The back and midriff must be covered at all times. No see-through, transparent, or sheer fabrics through which undergarments can be seen may be worn on campus.

*T-shirts will be furnished by the school for students to wear if the above rules have been violated. The student will be required to remove the inappropriate garment and wear the school issued t-shirt. This garment will be kept in the classroom of the Dean of Young Women or Dean of Young Men until the cleaned t-shirt is returned.

Interim and Report Cards

All interims and report cards are to be signed and returned to the Homeroom Teacher within two days of receipt.

Please review all interims and report cards with your child and make goals for academic achievement for the remainder or upcoming grading period. Any time you have questions about your child's progress we will be happy to schedule a conference.

At the end of the school year, you may either pick up the report card, or have it mailed to your home address. If you desire to have it mailed, you must provide the office with a self-addressed stamped envelope.

September	24	Interim reports issued
October	16	End of 1st 9 weeks
October	22	Report cards issued
November	18	Interim reports issued
January	7	Report cards issued
February	10	Interim reports issued
March	12	End of third 9 weeks
March	18	Report cards issued
April	21	Interim reports issued
May	27	End of second semester
June	3	Report cards issued

Academics

Grading Scale

Grades 5-7: Students in these grades are graded as follows.

- A** 100-93
- B** 92 –85
- C** 84 –77
- D** 76 –70
- F** 69 and below

Academics cont.

Grades 8-12: Students in these grades will refer to that section which applies to their academic course. This graduated scale is beneficial when determining scholarship eligibility.

Average	Grade	CP/CT	Honors	Dual Credit
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	B	3.875	4.375	4.875
91	B	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	C	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	D	1.875	2.375	2.875
75	D	1.750	2.250	2.750
74	D	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.375
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	F	1.000	1.500	2.000
68	F	0.875	1.375	1.875
67	F	0.750	1.250	1.750
66	F	0.625	1.125	1.625
65	F	0.500	1.000	1.500
64	F	0.375	0.875	1.375
63	F	0.250	0.750	1.250
62	F	0.125	0.625	1.125
0-61	F	0.000	0.000	0.000
61	FA	0.000	0.000	0.000
61	WF	0.000	0.000	0.000
--	WP	0.000	0.000	0.000

Academic Honors and Awards

1. Academic Honor Rolls are awarded in grades 1-12.
 - Scholar Guild: 93 per cent and above average in all subjects
 - Honors: 85 per cent and above average in all subjects
2. Valedictorian and Salutatorian
The top two averages in the senior class will be designated as such.
3. Marshals
Marshals are selected based on class rank.

Exams and Exemptions

1. Semester exams will be given in all academic courses for students in grades 8-12.
2. Semester exams will account for one-fifth (20%) of the student's semester grade.
3. All students in grades 8-12 will be required to take the first semester exams with the exception of seniors who have attained a grade average of 93 or above at the time of the exam.
4. Students in grades 8-11 may exempt their final exam with a yearly average of 93 or higher.
5. **Seniors will be exempt from final exams except in cases where the student's average at the time of the exam is below 77.**
6. Honor Marshals will be exempt from final exams except in cases where the student's average at the time of the exam is below 93. Any student has the right to request and be administered an exam, regardless of exemption status, if the student feels that his grade average may be improved by taking the exam.
7. Students with five(5) or more absences in a semester class or ten (10) or more absences in a yearly class may not exempt the exam for that class.

Academic Standards Policy

The purpose of summer school is to re-establish academic progression only.

1. Yearly failure of any course(s) needed to advance to the next level will require the student to take the same course(s) in a Head of School approved 120 hour summer school session.
2. The highest grade which will be recorded will be an 80.
3. The student record will reflect all courses taken and grades earned.
4. Failure to pass the summer school course shall result in the student not being able to return to Robert E. Lee Academy the following year.
5. No student is permitted to remain in the same high school grade level (Grades 9-12) more than one year.
6. The Head of School has final authority regarding all summer school decisions.
7. Students may not take more than two of the same core courses in a summer school session during their career at REL. For example, a student may not take math in summer school more than twice.

Make-up Work

Students should arrange with teachers to make up all work missed because of an excused absence. The time limit for making up work is the total number of class periods missed plus one day. For example, a student absent for one day is expected to make up work within two days of the return; if a student is absent for two days, he/she will have three days to make up work. Students who fail to complete make up work in the allotted time will receive a 0 (zero).

Academic Grievances and Concerns

1. Academic grievances or grade disputes should be discussed with the teacher.
2. Unresolved academic grievances or grade disputes should be submitted in writing to the Head of School.

Advancement to Next Grade

Grades 5-8

Students must pass English Composition, English Literature, Math, Science, and/or Social Studies for advancement. Failure in any of these classes will require the student to attend 60 hours of summer tutoring. Tutor must be approved by Head of School.

Grades 9-12

Students may not repeat grades 9-12. Grade advancement will be as follows:

Freshman———6 units
Sophomore——6 units
Junior———12 units
Senior———18 units
Graduation——24 units

Graduation Requirements

College Preparatory Minimum Requirements

<i>SUBJECTS:</i>	<i>UNITS:</i>
English (including College English 101 as senior)	5
Mathematics (Alg. I, Geometry, Alg. II, Alg. III)	4
Science (Chemistry I, Bio. I, Chemistry II, Physics or Biology II Honors)	4
Computer Science	1
Social Studies (US Hist., World Geo., Western Civ., Gov./Econ.)**	4
Foreign Language	3
Electives (1 unit must be in P.E.)	<u>3</u>
TOTAL	24

**All College Prep Students will take College English 101 and Western Civilization during their senior year.

General/Technical Preparatory Minimum Requirements

<i>SUBJECTS:</i>	<i>UNITS:</i>
English	4
Mathematics (including Alg. I)	4
Science (Chem. I, Bio.I, Chem. II., Applied Biology)	3
Computer Science	1
Social Studies (World Geography, US History, Gov./Econ.)	3
Foreign Language*	1
Electives (1 unit must be in P.E.)	<u>8</u>
TOTAL	24

*Computer II may be taken in lieu of the foreign language.

Graduation Participation

1. Seniors who have not successfully met all graduation requirements may not participate in the graduation exercises.
2. All debts must be paid prior to graduation activities, those being Baccalaureate, Class Day, and Graduation, or the student will not be allowed to participate.
3. Diplomas will not be received until all debts are clear.

High School Student Organization Offices

The offices or positions to be held by students in grades 8-12 (inclusive) will be divided into the two categories as shown below:

Major:

President of Student Council
Class Presidents
Club Presidents
Editor of Yearbook

Students may hold one major office

Minor:

All offices not listed above are considered Minor

Students may hold two minor offices

To be eligible for a major office, a student must have obtained an 88 cumulative average the semester immediately preceding the election to the major office. A student is eligible to hold minor offices providing he/she has an 85 cumulative average the semester immediately preceding the election.

In order to hold any office for the upcoming school year, the student must:

- Be re-enrolled for the next school year with re-enrollment fee paid
- Have all debts cleared in the office before the election date. This includes, but is not limited to tuition, library fines, textbook fees, etc.

Clubs and Activities

The following clubs and activities are offered at the Academy.

Anchor Club
Beta Club
Block L Clubs
Creative Writing Club
Drama Club
Environmental Awareness Club
Fellowship of Christian Athletes
First Priority
French Club
Jr. Beta Club
Mr. & Miss REL
Quiz Bowl
Spanish Club
Spelling Bee
Student Council
Teacher Cadet
Yearbook Staff

Discipline cont.



***Robert E. Lee Athletics
Policies, Procedures and Guidelines
2009—2010***

Introduction

Goals set forth in this manual will offer a guide to all as to the purpose of athletics as well as policies of Robert E. Lee Academy. We intend to balance academics and athletics in order to produce well-rounded student athletes.

Athletics are an integral part of the educational program offered at REL. The Athletic program receives its financial support from the Booster Club, individual contributors, gate receipts, and concessions. All competitive athletic competitions are under regulations of the South Carolina Independent Schools Athletic Association and policies of the Board of Directors, as set forth here and elsewhere in this handbook.

Philosophy and Objectives

Athletics is important to the entire educational process. We will strive to enhance emotional, mental, social and physical well-being. The learned skills of fair play, cooperation, ability to handle stress, desire and determination will be emphasized at all levels.

The athletics philosophy consists of four core beliefs:

1. It's all about the kids;
2. Have fun;
3. Work hard and play hard all the time;
4. The lessons learned from playing on a team will have lifelong benefits.

Robert E. Lee Academy adheres to the South Carolina Independent School Association (SCISA) and the South Carolina Independent School Athletic Association (SCISSA) in regard to athletic eligibility, rules, and policies. The Association's "Blue Book" Athletic Handbook can be found on the internet at www.scisa.org.

The following inter-scholastic sports are offered:

Football (Varsity, JV, and B-Team)
Boy's and Girl's Basketball (Varsity, JV, and B-Team)
Girl's Tennis (Varsity, JV)
Girl's Volleyball (Varsity, JV, and B-Team)
Boy's Baseball (Varsity, JV, and B-Team)
Girl's Softball (Varsity, JV and B-Team)
Cheerleading (Varsity, JV and B-Team)
Boy's and Girl's Track (Varsity)
Boy's and Girl's Golf (Varsity)

Athletic Participation

1. All athletes are responsible for obtaining a sports physical before practicing in any athletic activities. A copy of this physical along with SCISA Athletic forms must be on file prior to first practice. Copies of these athletic forms may be obtained in the school office or downloaded from the school web page.
2. All athletes will follow SCISA academic requirements for eligibility. The A.D. and Head Coach of the individual sport will check grades at the end of each grading period.
3. The number of student-athletes on each team's roster will be determined by the Athletic Director and the Head Coach of that team. The philosophy will be to allow as many students as possible the opportunity to participate. When the number of students wishing to play exceeds the number of players who may be reasonably developed, try-outs will occur and students will be cut. The number of try-out days as well as number of students cut will be determined by the Athletic Director and the Coaching staff. **All decisions are final!**
4. Student-athletes are expected to exhibit a full commitment to the team. The goal for any student-athlete is to attend 100% of all team functions and activities. Respect for the team and the coaches demands attendance. Commitment by students and families gives the team the best chance to develop and to compete successfully. Any absences should be discussed with the coach as far in advance as possible. Absences without notice or for inappropriate reasons may result in the removal of the student from the team. The guidelines that have been established regarding absences from classes serve as good guidelines for athletics as well. Examples of legitimate absences include: school-sponsored programs and activities; medical reasons; family emergencies; weddings; funerals; religious observances and prior-approved college visits.

Lettering

Athletes who finish a sport season will receive a letter for that sport. Only varsity athletes will be allowed to order an athletic jacket and attend the Spring Athletic Banquet.

Awards

All awards will be presented at the Athletic Banquet. Each sports award will be voted on by team members and coaches. The Head Coach may override the teams' decision at any time he or she deems necessary. The Coaches Award will be determined by the coaches.

REL Student Eligibility

To be eligible to compete in interscholastic athletics, including practices, competitions, and events, a student must be in good standing at the Academy (i.e.-not on Academic or Disciplinary Probation) and meet all eligibility requirements of the South Carolina Independent School Athletic Association.

League and Association Membership

SCISA ELIGIBILITY CONT.

Procedure for Student/Parent Concerns Regarding Academic Responsibility

Students must attend a minimum of three of their academic classes during the day in order to participate in athletic activities that day. Students leaving school early unexcused or leaving due to an illness before the end of the school day will not be allowed to participate in after-school athletic activities. Exceptions may be made dependent upon the reason for the absence. Any exceptions must be cleared through the Athletic Director.

Athletic Decision-Making

The concerns of parents and students regarding athletics need to be expressed. Voicing concerns needs to occur in an appropriate manner. Please adhere to the following format.

- Step 1: Set up a meeting with the coach and submit written documentation to the Athletic Director explaining the concerns within 48 hours of the incident.
- Step 2: If the concern is not resolved, the A.D. will set up a conference time.
- Step 3: If the A.D. is unable to resolve the situation, the Head of School should be informed. A second conference may be set up at this time.

Emergency Plan in the Event of an Injury

The coach is responsible for the following:

SCISA Blue Book

1. Provide proper emergency procedures within his/her scope of knowledge.
2. Call 911 if necessary.
3. Notify the student's parents or other responsible individuals.
4. Prepare a written report of all injuries.
5. Telephone parents after an accident or injury to inquire about the student's health.

Student Athlete Responsibilities

The conduct of an athlete is closely observed and is a reflection of Robert E. Lee Academy and all that it encompasses. Therefore, the Robert E. Lee Academy athlete is expected to:

1. Behave in such a manner as to bring credit to Robert E. Lee Academy, your team, your family and yourself.
2. Maintain academic achievement as the highest priority.
3. Lead by example in and out of the competitive environment.
4. Exhibit respect for teammates, coaches, parents, competitors, and officials.
5. Exhibit the highest standards of sportsmanship.
6. Attend punctually all team functions and activities.
7. Communicate with the captains and the coaches.
8. Exert maximum effort at all times under all circumstances.
9. Maintain good sleep habits.
10. Live clean. Abstain from consumption of alcohol, drugs, tobacco, and mood-altering substances.
11. Abstain from profanity and obscene language.
12. Maintain a well-balanced diet, including a good breakfast.
13. Dress properly and be neatly groomed at all times.
14. Report all injuries to the coach or his/her assistant.
15. Set realistic personal goals with the coach at the beginning of each season, and under no circumstance miss any of these responsibilities without prior approval.
16. Discuss with the Head Coach potential conflicts that might hinder meeting team obligations, and under no circumstance miss any of these responsibilities without prior approval.
18. Dress properly and be neatly groomed at all times.
19. Report all injuries to the coach or athletic trainer immediately.

Cheerleaders

Cheerleaders are an important party of our athletic program; therefore, we consider cheerleaders to be an extension of our athletic endeavors and, as such, they must meet the same eligibility requirements as other athletes.

All girls in the fifth, sixth and seventh grades are encouraged to be a part of the B-team cheerleading squad. All girls in the eight and ninth grades can try out for the junior varsity cheerleading squad. All girls in the tenth, eleventh, and twelfth grades may try out for the varsity cheerleading squad. Please note that in some years, depending on numbers, the administration may choose to allow seventh graders to try-out for Junior Varsity.

The cheerleaders will sign up and try-outs will be held in April or May. Cheerleaders are responsible for the care of their uniforms. A more detailed list of rules and regulations will be provided for each cheerleader by the school sponsor.

All cheerleaders will be under the direct supervision of a school sponsor.

Booster Club

The Booster Club is an organization designed to aid the athletic department in fund raising and overall operations during home athletic events.. This is a vital part of our organization and members are needed. Contact the school to find out how to join.

School Office Phone: 803-484-5532
A.D. Phone: 803-484-6171

Gymnasium

The gymnasium is for the use of students, school organizations and other outside organizations during specified hours. The gym is not to be used except as authorized. Students using the gym after hours must get permission. If an approved adult is not present, students should assume that the gym is not open for use .Outside organizations must pay a rental fee for the use of Robert E. Lee facilities.