

# **LEAKE ACADEMY, INC.**

**Established January, 1970**



**Handbook for Parents & Students**

**2011-2012**

# **LEAKE ACADEMY**

## **HANDBOOK FOR STUDENTS** **2011-2012**

**LEAKE ACADEMY**  
**P.O. Box 128**  
**Madden, Mississippi 39109**  
**(601) 267-4461**  
**Office Hours**  
**7:30-3:30**  
(Summer office hours: 8:00-1:00 MTW)

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

Leake Academy operates under the control and direction of a self-perpetuating Board of Directors. The school is administered by Leake Academy INC., a Mississippi non-profit corporation, which is responsible for all decisions as to faculty, programming, admissions, and all other decisions necessary to the operation of the school.

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

**LEAKE ACADEMY**  
**TABLE OF CONTENTS**

<b>General Information</b> .....	3	ACT Assessment .....	22
Foreword .....	3	Auditing Classes .....	22
Headmaster's Message .....	3	Cheating .....	22
History.....	3	Correspondence Courses .....	22
Philosophy & Objectives .....	4	Exemption Policy .....	22
Board of Directors .....	5	Make-up Work .....	22
PTO Officers .....	5	Parent Conferences .....	23
Admission Policy .....	6	Scheduling Classes .....	23
A.H.E.R.A .....	37	Summer School .....	23
Acknowledgement Sheet .....	38	Senior Days for College Visits.....	23
<b>Policy and Procedures</b> .....	7	Transcripts .....	23
School Calendar .....	7	Graduation Honors Recognition.....	24
Registration for New Year .....	8	Who's Who Eligibility .....	24
Child Custody .....	9	MS Public Universities Admissions ....	25
Payment Policy .....	9	College Prep Curriculum - May 2010...	25
Deferred Payment Plans .....	10	Weighted / Advanced Courses ... ..	26
Athletic Fee .....	10	<b>Student Life</b> .....	27
Fines .....	10	Cafeteria .....	27
NSF .....	10	Cell Phones / Electronic Devices .....	27
Refund Policy .....	10	Collectibles .....	28
Parental Acknowledgement Sheet .....	11	Cheerleading Requirements .....	28
Devotion and Pledge of Allegiance .....	11	Extracurricular Activities .....	28
Absentee Policy .....	11	Playing Time .....	28
Drug and Alcohol Policy .....	13	Sportsmanship .....	28
Marriage Policy .....	14	Lockers .....	28
Pregnancy Policy .....	14	Lost and Found .....	29
Search / Seizure .....	14	Medical Information .....	29
Contraband Items .....	14	Phone Calls .....	29
Policy of Leaving School .....	15	Tardiness .....	29
Emergency Procedures .....	16	Grooming and Dress Code .....	30
Library Policy .....	17	<b>Conduct and Discipline</b> .....	31
Fundraising .....	18	Philosophy of Discipline .....	31
School Visitors .....	18	Forms of Discipline .....	31
Teacher's Lounge .....	18	In the Gymnasium .....	34
Volunteers .....	18	In the Classroom .....	34
Vehicles on Campus .....	19	In the Halls .....	34
<b>Academic Performance</b> .....	20	Changing of Classes .....	34
Grading System .....	20	Care of School Property .....	35
Progress Reports .....	20	Field Trips .....	35
Report Cards .....	20	Harassment .....	35
Semester Exams .....	20	Display of Affection .....	35
Promotion .....	20	<b>Elementary School Rules</b> .....	36
Retention .....	20	Playground Rules .....	36
Headmaster's / Honor Roll .....	21	Hall rules .....	36
Honor Student Requirements ....	21	Cafeteria Rules .....	36
Conduct Grade .....	21	Parties in Kindergarten & Elementary..	36
Academic Eligibility .....	20		

# **GENERAL INFORMATION**

## **FOREWORD**

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

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

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

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

## **HEADMASTER'S MESSAGE**

The Board of Directors, teachers, and administrative staff of Leake Academy welcome you to this school year.

The administration and teachers in our school seek to promote the maximum education and social development of each student. We strive to provide instructional opportunities that will challenge each student to carry on the democratic ways of living and to attain high personal goals. We challenge each of you to look ahead, to plan, and to believe in yourself.

This student handbook is to help students and parents understand the daily operation of Leake Academy. It is important to read the information presented in this handbook to promote a better understanding as our school moves forward to a new year.

## **HISTORY**

On January 5<sup>th</sup>, 1970, Leake Academy opened its doors to students from six counties. The opening was an exciting time in Madden. Leake Academy began for grades 1<sup>st</sup> – 11<sup>th</sup>. The first graduating class was presented in May, 1971 with 38 members. Since that time, K-4 and K-5 have been added to our curriculum.

Throughout the years we have been truly blessed to have wonderful members of our faculty and staff. We are especially blessed that two of our original faculty members are still serving Leake Academy. Ann Crapps teaches high school science and Judy Moore teaches high school English. Their years of experience and tireless dedication inspire all of us to continue to strive for excellence in education.

## **PHILOSOPHY AND OBJECTIVES OF LEAKE ACADEMY**

Leake Academy is a non-sectarian school based on Christian principles and dedicated to a quality education. Leake Academy believes there is more to education than academic achievement. A total education must include not only the intellectual but also the democratic, moral, personal, physical, and social development of each student as well. Leake Academy realizes the total education of each child can be reached only with the school and the home working together. The school has the primary responsibility for guiding the learning process; but this process must be shared, supported, and contributed to by the parents. This cooperation can be achieved only by mutual trust and respect for each other by parents, students, and teachers.

Leake Academy feels that its curriculum and methods best serve students capable of average to superior performance.

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

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

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

**LEAKE ACADEMY SCHOOL  
Board of Directors**

Mr. Jeffery Jones, President

Mr. Greg Nowell, Vice-President

Mrs. Linda Peoples, Secretary-Treasurer

Mr. Wayne Brantley

Mr. Dwain McBeth

Mr. Philip Prince

Mr. Tim Tubby

Mr. David Weber

Mr. Dan Young

**From the Board of Directors**

*Only through the cooperation of students, parents, and teachers can maximum educational growth be achieved. "Education is an investment." Let us keep faith with those who have made such great investments in us by doing our best.*

The 6 most important words: I admit I made a mistake.

The 5 most important words: You did a good job.

The 4 most important words: What is your opinion?

The 3 most important words: If you please.

The 2 most important words: Thank you.

The 1 most important word: We.

The least important word: I.

**PARENT – TEACHER ORGANIZATION**

President:	Susan Price
VP:	Mikki Ogletree
Sec:	Sandy Weber

## **ADMISSION POLICY**

Leake Academy seeks to admit students of any race, color, national and ethnic origin and grants to them all of the rights, privileges, programs and activities generally accorded or made available to full time students in the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration policies, athletic, and other school-administered programs. However, the Board of Directors reserves the right to deny admission to any student where it is reasonably calculated that such admission might create adversity, conflict or opposition to the school's "Philosophy and Objectives".

### **Priority of Admission:**

Priority of admission to the school will be granted to currently enrolled students, siblings of currently enrolled students, and elementary children of Alumni.

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

## **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

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

# **POLICIES AND PROCEDURES**

## **Leake Academy School Calendar 2011-2012**

August 3 .....	Teacher's Meeting (In Service)
August 4 .....	Teacher's Meeting
August 5.....	1 <sup>st</sup> Day of Classes (1/2 Day)
August 8 .....	First Full Day / Meet the Rebels 6:00 P.M.
August 15.....	Booster Club Mtg.-OPEN HOUSE
August 24 .....	School Day Pictures
September 5 .....	Labor Day Holiday
September 6.....	Halloween Carnival Planning 7:00 P.M., Auditorium
September 8.....	Progress Reports Issued
September 9 .....	Progress Reports Returned, Signed by Parent/Guardian
September 14 .....	Picture Retakes
September 29 .....	PLAN (All 10 <sup>th</sup> Graders)
October 3-7 .....	Nine Weeks Test
October 7.....	Homecoming LA vs. Manchester
October 12 .....	PSAT (All 11 <sup>th</sup> Graders) Report Cards Issued
October 13 .....	Report Cards Returned, Signed by Parent/Guardian
October 24-28 .....	Halloween Carnival Week
October 29 .....	Halloween Carnival 5:00 P.M. – Until
November 6 .....	Beauty & Beau Review Practice, 2:00 Auditorium
November 7 .....	5:00 P.M. pictures, 7:00 P.M. Beauty & Beau Review
November 10 .....	Progress Reports Issued
November 11 .....	Progress Reports Returned, Signed by Parent/Guardian
November 21-25 .....	Thanksgiving Holiday
December 2 .....	MAIS Teachers Convention/No Classes
December 5 .....	K4 – 6 <sup>th</sup> Christmas Trees Up (After School)
December 8-9 .....	Exam Review
December 12-16 .....	Exams 8:00 – 11:30
December 19 – January 2 .....	Christmas Holiday –New Year's Holiday
January 3 .....	Resume School
January 5.....	Report Cards Issued
January 6 .....	Report Cards Returned, Signed by Parent/Guardian
February 2 .....	Progress Reports Issued
February 3 .....	Progress Reports Returned, Signed by Parent/Guardian

## School Calendar Cont'd 2011-2012

March 7 .....	Report Cards Issued
March 8.....	1/2 Day of School /Report Cards Returned, Signed by Parent/Guardian, .....MAIS District Meeting, Winston Academy
March 9 .....	NO SCHOOL / MAIS District Meeting, Winston Academy
March 12-16 .....	Spring Break
March 19 .....	Resume School
March 26 .....	Booster Club Meeting – 6:00 P.M.: PTO Meeting – 7:00 P.M.
March 27-30 .....	Achievement Tests
March 28 .....	ABC Testing
April 6-9 .....	Easter Holiday
April 12 .....	High School Musical / Progress Reports Issued
April 13 .....	High School Musical / Progress Reports Returned
April 20 .....	Jr.-Sr. Banquet
April 27 .....	Athletic Banquet
May 1 .....	Senior’s Last Full Day / Honors Banquet 6:30 P.M.
May 2-4 .....	Senior Exams
May 8 .....	K4 – 6 Awards Day/8:30 A.M., 7 – 12 Awards Day/1:30 P.M.
May 10 .....	Exam Review, Graduation Practice 10:00 A.M. in Gym
May 11.....	Exam Review, Tea 6:30 – Cafeteria/Graduation 7:30 – Gym
May 11 .....	K4 & K5- Last Day
May 14-18.. .....	Exams 8:00 – 11:30

### REGISTRATION FOR NEW YEAR

Registration for the 2012 – 2013 school year will be held February 6<sup>th</sup> – March 8<sup>th</sup>. During this time period, all presently enrolled Leake Academy students, siblings of currently enrolled students, and elementary students of Alumni will be given the opportunity to register.

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

Please complete a contract in full for each child, providing all information requested at the check marks. **Both copies are due back in the school office by March 8<sup>th</sup>.** We will begin accepting contracts from new students on Monday, March 19th. **If you have a kindergarten or first grade student, there are additional sheets to be completed.**

**All new families will pay a \$250 per student registration fee in addition to yearly tuition. This will be required before registration can be completed. The registration fee is non-refundable and is due when you return your contract. All students will pay a \$100 activity fee due no later than August 20th.**

The tuition may be paid in full, by semester, or in 10 monthly payments. If you choose to pay using the 10-month schedule, please note that the first payment is due by August 20<sup>th</sup> with subsequent payments due the 10<sup>th</sup> of each month until the final payment on May 10<sup>th</sup>. If your payment is not received by the 10<sup>th</sup> of each month, please include the \$25 late fee. Senior's tuition must be paid by May 7th, 2012. Seniors cannot graduate if the tuition is not paid in full by that time.

### **CHILD CUSTODY**

To ensure the safety of our students, the custodial parent must provide the school with a copy of the appropriate documents regarding a child's custody. This is to prevent a child from being released to a non-custodial parent. Any special instructions must be in writing and given by the custodial parent to the Headmaster.

### **PAYMENT POLICY**

All assessed tuition and fees are to be paid on or before the respective due dates. **\$25.00 LATE FEE** will be assessed on all tuition payments unpaid after the tenth of each month. Thereafter, payments on a delinquent account shall first be credited to arrearages, and the remainder to the applicable account(s). **NO POST DATED CHECKS.** Leake Academy does not send monthly statements. You are responsible for your payment schedule.

A student cannot commence his/her fall classes unless registration fees, athletic fees and the August assessments are paid in full.

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

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

## **DEFERRED PAYMENT PLANS**

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

## **ATHLETIC FEE**

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

## **FINES**

A fee of \$10.00 is charged in all grades to replace a lost report card. Book fines may be charged to the student at the discretion of the teacher at the end of first semester (on one semester courses) or at the end of the school year.

## **NSF**

A \$25.00 Insufficient Funds Fee will be assessed for each returned check.

## **REFUND POLICY**

- |                     |                |
|---------------------|----------------|
| 1) Registration Fee | Non-refundable |
| 2) Athletic Fee     | Non-refundable |

## **PARENTAL ACKNOWLEDGEMENT SHEET**

A parental acknowledgement sheet will be distributed and collected from each student at the beginning of the school year. This form must be signed by a parent/guardian to indicate this handbook (now located on the LA website) has been reviewed and all rules and guidelines are acknowledged. This form is located at the back of this handbook.

## **DEVOTION AND PLEDGE OF ALLEGIANCE**

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

## **ABSENTEE POLICY**

The Leake Academy Board of Directors, administration, and faculty take the position that regular and sustained attendance in the classroom is essential for the student's normal academic development and especially for the highest attainments in college preparatory work. Regular attendance is also necessary in order that superior instruction be dispensed. These must be basic to our academic enterprise.

Leake Academy heartily discourages unnecessary student absences. The school calendar affords ample vacation days during the year. Please make every effort to arrange family trips during those regular vacation days and not during the school days. Nevertheless, we realize that there are times when out-of-town family trips during school time are unavoidable. When these occur, please remember to notify the office in advance in order to have the absences "excused." Teachers should also be notified in advance in order to assign advance class work and homework. However, this should be the exception rather than the rule. Thus we want to put into effect the following regulations for absentees:

In grades 7-12 a student will be counted absent for classes he/she misses. In elementary 1/2 days absence (or more) will be counted as a day's absence.

An additional consideration has to do with our accrediting agency, the Mississippi Association of Independent Schools. Our rating and integrity provide a required amount of instructional days per year.

At the same time we recognize the need for and desire that other activities enrich our educational experience here, e.g., athletics and related activities, educational travel, field trips with educational goals, etc. Students will not be excused from scheduled education trips without a doctor's excuse. We therefore want to include such for our students and teachers.

Absences for the year may not exceed 20. Absences for a one-semester course may not exceed 10. **This total includes all unexcused and excused absences not connected with a school activity.** Students must present a signed and dated note from parents upon return to school stating reason for absence. Students who exceed the limit in a course forfeit credit for the course. Exceptions to the attendance requirements can be made only in the event of extended personal illness verified by the physician or at the discretion of administration.

Absences will be excused for the following reasons when accompanied by a written excuse from the parents on the date of return to class:

- A. Personal illness
- B. Doctor or dental appointment, verified
- C. Death of a relative
- D. Absence excused by administration prior to the absence with written notification to all the teachers involved. If procedure is not followed, absences will not be excused.
- E. Any school-sponsored activity approved by the headmaster. These absences will not be counted against student's attendance requirements.
- F. Extenuating circumstances approved by administration.

Absences will NOT be excused for the following:

- A. Personal or family errands.
- B. Beauty salon, haircut appointments, or the like...
- C. Preparations for sponsored school activities, e.g., banquets, etc.
- D. Non-athlete leaving early to attend athletic event.
- E. Early departures from field trips.
- F. Other reasons deemed inappropriate by administration.

**The absence will be considered unexcused unless an excuse is received from the parent on the day the student returns to school!** Unexcused absences will result in a zero for that day's work. Tests missed during an excused absence may be made up within a number of days equal to the number of days missed. Students will be responsible for contacting the teacher to make these arrangements. Leake Academy reserves the right to determine whether a tardy or absence is excused or unexcused.

### **SCHOOL SPONSORED ACTIVITY ABSENCE**

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

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

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

Students whose names are not on the approved list but plan to be absent from school to attend this activity must be excused at least one day prior to the activity by both the parent and the headmaster.

## **DRUG AND ALCOHOL POLICY**

Drug searches will be held at Leake Academy at different, unannounced times during the school year. This search will include the campus, cars, and lockers.

### **I. Forbidden and Prohibitive Use:**

The use, possession or distribution of any drug or like paraphernalia, not properly approved under this Policy, is expressly forbidden on the campus and at school sponsored events and activities. Alcohol is always forbidden. Students who use, possess, distribute, or who are under any influence of drugs and/or alcohol shall be immediately suspended while a thorough investigation takes place and decision is rendered.

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

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

### **II. Approved Use:**

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

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

### **III. Drug Testing Policy:**

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

### **MARRIAGE POLICY**

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

### **PREGNANCY POLICY**

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

### **SEARCH / SEIZURE POLICY**

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

### **CONTRABAND ITEMS**

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

## POLICY OF LEAVING SCHOOL

Students are not allowed to leave campus during school hours without permission from the office. Leake Academy reserves the right to approve or disapprove dismissals. Anytime a student leaves school without permission punishment will be administered at the discretion of the Headmaster. Parents will be notified if a student leaves school without permission.

Students needing to leave school during the school day must turn in a note to their 1<sup>st</sup> period teacher at the beginning of 1<sup>st</sup> period. **Notes from parents for a student to check out must state the date, reason for leaving, and be signed by the parents. Parents should write the entire note – not the student. Parents may be called to verify notes.** Parents are encouraged to cooperate with the school to minimize student's check-outs, because the Headmaster reserves the right to approve or disapprove dismissals. Students will not be allowed to check out to run errands and will not be allowed to check out of their study hall.

Parents who pick up a student in K4 & K5 should sign their child out with that teacher. Grades 1-6 are asked to come by the office to sign their child out. When a student in grades 7-12 checks out/in, he or she must sign out/in at the office for him/herself. One student will not be allowed to sign for another student.

Students who are not involved in a sporting event will not check out of an academic class to attend an athletic event.

**Any student in grades 7-12 who checks out to go home, to an athletic event, doctor, dentist, etc. must get the next day's class assignments from the teachers of the classes missed. Work missed will not be made up.**

Leake Academy strongly recommends that students not be taken out of school for vacations.

Juniors and seniors will be allowed to check out after all their classes for employment reasons if a note is written by the parents and employer stating days worked. If a senior has a standing note to check out after all classes, he/she must leave campus at the designated time. If a senior has to stay on campus after all classes, he/she must get approval of the Headmaster. Homeroom period is used to have senior meetings, club meetings, pep rallies, guest speakers, and to distribute information to students. Students are responsible to get information missed at homeroom period.

## EMERGENCY PROCEDURES

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

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

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

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

### **Earthquake Drill Signals:**

**4 Short Bells** – Duck, Cover and Hold.

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

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

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

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

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

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

**Bad Weather:** In case of inclement weather conditions (snow, ice, etc.),

**A NOTIFY MY SCHOOL MESSAGE WILL BE SENT**

along with the local radio stations broadcasting whether or not school will be held at Leake Academy that day.

**Kicks 98 – Carthage (601) 267-0098 & WHOC – Philadelphia (601) 656-1490**

## **LIBRARY POLICY**

We are fortunate to have a well-stocked library with a wide variety of books to read. Develop an appreciation for books, and more importantly develop a respect for them as valuable properties of our school. Be considerate of others in the library. Silence is golden for those who are reading. Respect the requests of the librarian.

Students are expected to exercise every precaution while using library books and materials. Library books, magazines, and other research materials must be checked out through the librarian prior to removing them from the library. All materials leaving the library must be properly checked out. Students are responsible for all materials checked out in their name.

Proper care of all library materials, furniture, and the room itself is very important. Students returning damaged books, defacing library property or the library itself will pay the proper fine.

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

## **FUND RAISING**

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

## **SCHOOL VISITORS**

**ALL PERSONS WHO VISIT THE SCHOOL ARE TO CHECK IN AT THE HEADMASTER'S OFFICE. THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

Any visitor to the campus must sign in and obtain a visitor's pass from the school office. For school safety, we do not want any unauthorized persons on our campus. Teaching is our business and we take the careful and efficient use of teaching time very seriously. If a parent has a message for his/her child, the parent will be asked to leave a note in the office. Office personnel will see that the message is delivered to the child. Lunches, books, medications, etc., brought by the parents should NOT be taken to the classroom.

## **TEACHER'S LOUNGE/WORKROOM**

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

## **VOLUNTEERS/CHAPERONES**

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

## VEHICLES ON CAMPUS

All students bringing vehicles on campus **must register** these vehicles with LA for a fee of **\$5.00 per sticker** and adhere to the following regulations:

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

## ACADEMIC PERFORMANCE

**Grading System** – The following grading system is used at Leake Academy:

A+ 100	A 99-92	A- 91
B+ 90	B 89-82	B- 81
C+ 80	C 79-72	C- 71
D+ 70	D 69-66	D- 65
F = Below 65		

Nine weeks' grades will be determined by using the daily average as three-fourths ( $\frac{3}{4}$ ) and the nine weeks' test as one-fourth ( $\frac{1}{4}$ ) of the nine weeks' grade.

The two nine weeks' grades will count as three-fourths ( $\frac{3}{4}$ ) of the semester grade and the semester examination will count as one-fourth ( $\frac{1}{4}$ ) of the semester grade.

**Progress Reports** - Progress reports are given to students at the mid-point of each grading period. These reports are brief and designed to encourage regular parent-teacher communication. If a conference is desired, parents may contact the child's teacher through the office. Progress reports should be signed by parent or guardian and returned the next day. *Detention will be assigned to those students who do not follow this rule.*

**Report Cards** – Report cards will be given to pupils at the close of each nine week reporting period. Report cards are to be signed by the parent or guardian and returned to school the day after they are issued. After school detention will be assigned to students not following this rule. A fee of \$10.00 is charged to replace a lost report card. Parents will be informed of reissued report cards.

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

**Promotion** – A 9<sup>th</sup> grade student must complete a minimum of 5 academic units to promote to the 10<sup>th</sup> grade. A 10<sup>th</sup> grader must complete a minimum of 5 academic units and have a total of 10 academic units to be promoted to the 11<sup>th</sup> grade. An 11<sup>th</sup> grader must complete a minimum of 6 academic units and have a total of 16 academic units to be promoted to the 12<sup>th</sup> grade. A senior must complete a minimum of 20 academic units plus a minimum of 2 non-academic units in order to graduate.

**Retention** – A student in 1<sup>st</sup> grade earning an F as a yearly average in one of the two basic subjects (reading and mathematics) shall be retained. A student in 1<sup>st</sup> - 3<sup>rd</sup> grade who has been retained in 1<sup>st</sup> grade may be retained a second time upon a parent's request. If a student is retained by the kindergarten teacher or the 1<sup>st</sup> grade teacher, tuition will not be paid to repeat the grade. However, this waiver of tuition applies only one time. A second retention in kindergarten or 1st grade would require tuition payments as will any other retention. A student in 4<sup>th</sup> - 6<sup>th</sup> grades earning an F as a yearly average in two (2) of the following subjects (reading, mathematics, English, social studies, and/or science) shall be retained. A student who fails English in grades 7-12 **MUST** make up the failed English course during Leake Academy summer school in order to promote to the next grade. A student must pass four (4) of five (5) subjects in order to be promoted to the next grade and participate in athletics.

**Headmaster/Honor Roll Requirements** – Each term a *Headmaster's List* and *Honor Roll* for students in grades 4-12 are posted. To be on the *Headmaster's List* a student must have a **95 average with no grades lower than 85**. To be on the *Honor Roll* a student must have an **85 average with no grades lower than a 75**. A U in conduct will keep a student off the *Honor Roll*. Students who have been on the *Honor Roll* every nine weeks will be honored at an *Honor's Banquet*.

**Honor Student Requirements** – Seniors must have a numerical average of 93.75 for 8 semesters of class work from Leake Academy or an accredited school that is College Preparatory to be an Honor Student.

**Conduct Grade** – Each student will be given a conduct grade of (S) Satisfactory or (U) Unsatisfactory in each subject.

## **ACADEMIC ELIGIBILITY**

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

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

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

## **ACT ASSESSMENT**

ACT can prepare reports for you only if you are properly registered. ACT does not allow walk-in registration for the ACT Assessment. To register you must complete the registration folder in the packet provided by Counselor. You must fill out a folder completely each time you want to test. Plan to spend about one hour on this process.

Leake Academy strongly recommends that all students take the ACT (American College Test) prior to graduation. See Counselor for test dates, ACT packets, and further information about taking the ACT.

## **AUDITING CLASSES**

No student will be allowed to audit classes.

## **CHEATING**

Cheating will not be tolerated at Leake Academy. If a student is caught cheating, he/she will be given a 0 on that test and may be given one day in-school suspension and a U in conduct for that class.

## **CORRESPONDENCE COURSES**

Only two units of correspondence courses can be used to make up failed units. These courses must be finished before school starts in order to advance to the next grade. Courses must be approved by the Headmaster and ordered by the Counselor.

## **EXEMPTION POLICY**

Because semester exams weigh heavily upon a student's semester grade, exemptions from taking semester exams are limited to second semester seniors with a minimum average grade of 85. Half year courses finished by December also qualify for senior exemption.

## **MAKEUP WORK**

If a parent or another student is to pick up makeup work for a child who is absent, the parent must notify the office first thing in the morning to give the teacher time to get the work together by the end of the school day. It is the student's responsibility to see the teacher about all make-up work. It is not the teacher's responsibility to see that this work is made up in the designated time. Any student who does not make up the work missed in the designated time will receive a zero.

## **PARENT CONFERENCES**

When a conference is needed, parents should call the office of the Headmaster (601-267-4461) to arrange a time to see the teacher during the teacher's vacant period. Parents may set up an appointment before or after school during the week except on Friday. Because the records of students' work and examples of the work itself are in the classroom, parents are advised not to seek conferences at PTO meetings or through telephone calls to teachers' homes.

## **SCHEDULING CLASSES**

Classes for high school students will be scheduled during a period held before the beginning of each school year. If a student must change his/her schedule, he/she must go to the Counselor to show the necessity for the change and secure approval. **NO CHANGES** can be made without going through the Counselor's office. Students will not be allowed to drop courses at mid-term for ANY reason.

## **SUMMER SCHOOL**

No student can take a course in summer school unless he/she has failed it first. No more than two courses can be made up during one summer. The Mississippi Association of Independent Schools allows a total of 4 summer school units to be counted toward graduation. 7th and 8th graders may take failed courses, up to two, when available and approved by the Headmaster.

## **SENIOR DAYS FOR COLLEGE VISITS**

Every senior is allowed excused absences for two college visits during their senior year. The entire senior class will be excused for Senior Day at East Central Community College. This will count as one of the two excused days. Seniors may use their second excused college day to visit any campus of their choice. Both college days must be approved by administration and proof of attendance must be given to administration upon return to school. If you do not bring proof of attendance, you will not be excused!

## **TRANSCRIPTS**

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

## GRADUATION HONORS RECOGNITION

While providing a Christian environment, Leake Academy strives to provide a rigorous college prep curriculum to all students. To that end, our administration and faculty wish to award with appropriate honors those who excel to the highest levels.

The **Valedictorian** honor is bestowed on the senior with the highest overall grade point average. That senior must have attended eight semesters of classes at Leake Academy. A medallion is given to this senior on Awards Day and will be worn during commencement exercises.

The **Salutatorian** honor is bestowed on the senior with the second highest overall grade point average. That senior must have attended eight semesters of classes at Leake Academy. A medallion is given to this senior on Awards Day and will be worn during commencement exercises.

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

Honors Graduates are those seniors who have maintained an overall grade point average of 93.75 for eight consecutive semesters at Leake Academy. A medallion is given to these seniors on Awards Day and will be worn during commencement exercises.

When the exact numerical grade is not known, letter grades (A-B-C-D) shall be computed at the mid-point of the Leake Academy grading scale for that letter grade. (Ex. A=95.5; B=85.5; C=75.5; D=67.5).

## WHO'S WHO ELIGIBILITY

Mr. and Miss L A --- must have a B average and no F's on the previous 9 week period (May of the previous year).

Mr. and Miss Jr. High --- must have a B average and no F's on the previous 9 week period (May of the previous year).

Due to the timing of Who's Who nominations, the students being nominated for any who's who category, including class officers, beauty and beau revue, etc. will not be eligible if that student has any F's on the previous 9 week period (May of the previous year) --- excluding Summer School records. Who's Who nominations are only considering students in the 7th thru 12th grade.

## MS PUBLIC UNIVERSITIES ADMISSION STANDARDS

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

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

or

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

or

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

or

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

## REQUIREMENTS FOR STUDENTS GRADUATING FROM LEAKE ACADEMY

English 4 units - 4 of the following must be completed

English I, II, III, IV (1 unit each)

Advanced Writing (1/2)

Science 4 units - 4 of the following must be completed

Math for Science (1/2)

Biology I (1)

Anatomy & Physiology (1)

Physical Science (1)

Chemistry I (1)

Chemistry II (1)

Physics (1)

Mathematics\* 4 units – taken in the following sequence

Algebra I (1)

Geometry (1)

Algebra II (1)

Statistics (1)

Trigonometry (1/2) & Calculus (1/2)

Social Studies- 4 of the following must be completed

World Geography (1)

World History (1)

U. S. History (1)

American Government (1/2) and Economics (1/2)

Mississippi History (1/2)

Ancient History (1/2)

Foreign Language – 2 Units

Academic Electives – 2 Units

Non-Academic Electives – 2 Units

# Weighted / Advanced Level Courses

Weighted courses or advanced-level courses means those academic courses that enable students to acquire and master advanced knowledge. Such courses may be suitable for weighted credit (as determined by local school board policies and defined in the student handbook) in order to encourage students to take these courses and to be rewarded for the extra endeavor and academic performance these courses require. The weighted average will be calculated in determining the student's class rank.

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

**Physics, Trigonometry, Calculus, Advanced Chemistry, Advanced Senior Math, and Advanced Writing**

Leake Academy Students will receive a multiplier of 1.05 to their accumulated average for these weighted / advanced level courses. This means that a student that has mastered 85% of the required objectives for the course will average the grade as follows.

The weighted-grading system is based on a student's Total Quality Points as determined by the following formula.

**An example of the Total Quality Points of a non-weighted grade is determined as follows for a yearly average grade of 85.**

$$4 \times .85 \times 1 = 3.40 \text{ Quality Points}$$

**An example of the Total Quality Points of a weighted-grade is determined as follows for a yearly average grade of 85.**

$$4 \times .85 \times 1.05 = 3.57 \text{ Quality Points}$$

The weighted average will be calculated in determining the student's class rank.

## Retaking Weighted Courses

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

# STUDENT LIFE

## CAFETERIA

### DURING THE LUNCH HOUR AND RECESS

Display a pleasing manner during the entire time while eating lunch and at recess. Respect the place of others; never crowd or try to get ahead of others. Be as refined in your table manners as you would in your own home. All students are expected to place trash in the provided containers when completing lunch and at recess. No food or drinks should be taken out of the cafeteria.

### LUNCH PERIOD

Students may bring their lunches from home or purchase their lunches in the cafeteria. Students are not allowed to take food to the gym, or any other area of the school. Students are asked to help keep the cafeteria clean by putting all waste material in the containers provided.

### SACK LUNCHES

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

### EMERGENCY LUNCHES

If a student forgets his/her lunch, we will provide an emergency lunch. Emergency lunches that include milk are available for \$3.75. If necessary, the student may charge the emergency lunch. Lunch charges (for emergency lunches) **must be paid back within two days.**

## CELL PHONES / ELECTRONIC DEVICES

Cell phones, radios, CD/DVD players, I-pods, pagers, headsets, cameras and other electronic devices are not allowed to be used on campus. It is strongly suggested that any such device remain in the student's vehicle during the school day. Violations of this policy will result in the offending student receiving a detention and the confiscation of the electronic device until the end of school on the following day (Or returned at the discretion of the Headmaster). A fee of \$25.00 must be paid in order for a student to retrieve a cell phone or electronic device from the office. Fines will increase \$25.00 for each additional violation.

## COLLECTIBLES

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

## CHEERLEADING REQUIREMENTS

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

Tryouts will be held each spring for the following school year. Students trying out for cheerleader must attend Leake Academy for one complete semester prior to try-outs.

## EXTRACURRICULAR ACTIVITIES

**Playing Time:** Any parent wishing to discuss playing times with a coach will do so only during a scheduled meeting which includes the coach, the athletic director and the student athlete. A scheduled meeting will take place during the coaches’ and/or athletic director’s free periods or at another agreed upon time. Playing time should not be discussed during or after games or during or after practices.

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

## LOCKERS

Students in grades 7-12 will keep all books and supplies in their locker. Lockers should be kept clean and students are not allowed to change lockers without permission. Students are not allowed to attach a lock. The administration and teachers of Leake Academy reserve the right to check lockers at any time. Locker doors must be kept closed.

## **LOST AND FOUND**

Turn in any items you find to the office. If a student loses something he should report the loss to the office. Students should check in the office for lost items. Students' books, notebooks, etc. left in the cafeteria, in the library, in the gym, outside the building, on the floor, etc. will be brought to the office. At the end of the school year, all unclaimed articles will be donated to a charitable organization.

## **MEDICAL INFORMATION**

If a student has a medical problem that the school needs to be aware of, parents should notify the school counselor. Please make sure the office has current phone numbers in case of emergencies or should your child become ill.

## **PHONE CALLS**

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

## **TARDINESS**

**General Tardiness:** Students arriving at school any time after the 8:00 tardy bell rings or students who are late for a class must sign in at the office and receive a pass to class from the office.

Tardies are classified as excused or unexcused. Excused tardies occur as the result of family emergencies, transportation problems, etc. Excused tardies must be obtained from the office. All other tardies are unexcused. A student with 3 unexcused tardies during a semester will be assigned detention. The 4th tardy will constitute one unexcused absence and will carry the same penalty as an unexcused absence.

**Morning Tardies:** Every effort should be made to have students in school on time each day. An arrival to school after 8:00 A. M. is considered a morning tardy. Students who are not seated in the 1<sup>st</sup> period classroom when the 8:00 bell rings must go to the office to obtain a classroom admittance slip. Four (4) tardies to school are allowed each semester. Tardies to school because of medical appointments do not count toward the limit of four as long as the student presents a verification note from the doctor.

**Class Tardies:** Tardies to school or class after 8:00 a.m. are considered class tardies, and require a pass to class. If faculty or staff caused the tardy, then that faculty/staff member must send a pass with the student to his/her next class. For all other class tardies, students must obtain a pass from the office to be admitted to their next class

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

## **GROOMING AND DRESS CODE**

All students are required to dress in a manner which reflects modesty and common sense. Leake Academy sets forth the following requirements. Outlandish dress at athletic events is prohibited whether the event is at home OR at another school!

### **BOYS:**

1. Beards and mustaches are not permitted. Hair should be of reasonable length in accordance with good grooming habits. Extreme haircuts, dyed and bleached hair are not acceptable. Tails are not allowed for boys K-12.
2. No earrings will be allowed K-12.
3. In grades 7-12 walking shorts may be worn but should be no shorter than 3 inches above the knee.
4. Cycling shorts are not allowed K-12.
5. Jeans cut-off should be hemmed three inches above the knee with no strings hanging down. **Jeans should be worn at regular lengths and hemmed with no ragged edges. There should be no holes in pants!** Sleeveless shirts are not allowed. All shirts must be worn tucked in.
6. No hats may be worn in grades K-12.
7. Grades 7-12 cannot wear any type of gym shorts.
8. Socks are to be worn at all times and should be visible .
9. Sandals may be worn with socks. Sandals must have straps on the heel. No slide sandals (flip-flops) are allowed!

### **GIRLS:** Apparel should reflect modesty and traditional taste.

1. Crop tops, shirts with holes in them, low-cut blouses, strapless dresses, or cycling shorts are not allowed.
2. No mid-section should ever be visible.
3. In grades 7-12 mini-skirts and walking shorts are allowed, but should not be shorter than 3 inches above the knee.
4. No hats may be worn in grades K-12.
5. Grades 7-12 cannot wear any type of gym shorts or any type of pants with writing across the rear.
6. No short shorts may be worn in any grade.

## **ALL STUDENTS:**

1. Tee shirts with suggestive or provocative themes (all concert tee-shirts, etc.) or with alcoholic and tobacco inscriptions are not allowed.
2. Jeans and shirts with holes in them are not allowed.
3. A general rule for both boys and girls is that “outlandish grooming will be prohibited!”
4. No permanent tattoos should be visible on any student! Only temporary, spirit tattoos sold by a school organization (ex. Cheerleaders) will be allowed.
5. If a student comes to school inappropriately dressed, parents will be notified and the student will not be allowed to attend class until he/she can arrange for a change of clothes. Classes missed for this reason will be unexcused.
6. Repeated violations of the dress code can result further disciplinary action deemed appropriate by administration.
7. **The Administration and Board of Directors of Leake Academy reserves the right to pass a judgment on future modes of dress not outlined at this time.**

## **CONDUCT AND DISCIPLINE**

### **LA PHILOSOPHY OF DISCIPLINE**

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

### **DISCIPLINE**

Forms of disciplinary action:

1. Corporal Punishment (Paddling)
2. After / Pre-School Detention
3. In-school Suspension
4. Saturday School
5. Suspension
6. Expulsion

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

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

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

**After / Pre-School Detention** – Students who are being issued this form of disciplinary action will report at a designated time before or after the regular school day hours. Before school detention will begin at 7:00 A.M. and after school detention will end at 4:30 P.M.

**In-School Suspension** – Students who are being issued this form of disciplinary action will be given a designated time of isolation from the student body. All work assigned for the time of in-school suspension must be completed. If tests are given while student is confined to in-school suspension or out-of-school suspension then the student is given zero(s) for test(s) missed.

**Saturday School** – The Student will report to Leake Academy on Saturday morning at 7:00.

**Suspension** – Students issued this form of disciplinary action will be given a designated time spent away from school and school activities. All school days missed due to suspension are considered as unexcused absences and all work missed including test will not be allowed to be made up. A parent must accompany the student back to school after a suspension. In-school suspension and suspension will result in student not being able to participate in any extracurricular activities on that day or night. This would include sports, field trip, clubs, etc.

The following are examples of actions that will lead to suspension. The length of suspension will be left to the discretion of the Headmaster. Any suspension from school will result in zeros for that day's work.

1. Stealing
2. Vandalism
3. Gambling
4. Possession, use, or sale of alcohol during school or at school events
5. Tobacco use of any kind
6. Repeated violations of school rules
7. Any other offenses warranting suspension at the discretion of the Headmaster

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

**Expulsion** – This disciplinary action completely severs a student and his/her enrollment from Leake Academy. A student expelled will not be allowed to return to school. This disciplinary action will be taken only by the Board of Directors and the Headmaster.

The following offenses will result in immediate expulsion:

1. Possession, use, or sale of illegal drugs or narcotics
2. Possession, use, or sale of alcohol during school or at school events (second offense)
3. Possession of a deadly weapon
4. Any other offense ruled upon by the Board of Directors of Leake Academy

**Conduct** – Respect constituted authority and abide by school regulations. Avoid loud talking, whistling, loitering, running, pushing, and crowding. Be a lady/gentleman at all times and uphold the high ideals of your school. No cards or games of chance are to be played. Failure to adhere to the above courtesies will result in offenders being disciplined in a manner prescribed by the Administration.

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

Chewing gum and eating candy will not be tolerated. Student's name will be turned in to the office if these rules are broken. **Every time you are turned in for chewing gum, there will be a fine of \$10.00. Along with this fine will be a Saturday detention.**

### **In the Gymnasium**

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

### **In the Classroom**

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

### **In the Halls**

Good conduct is expected in the halls. Never run, hit, or push. No loud noises in our halls. Help keep our halls litter free!

### **Changing of Classes**

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

## **CARE OF SCHOOL PROPERTY**

All buildings and whatever their contents in the way of equipment are provided at great expense by Leake Academy. Pupils should pride themselves in doing everything possible to take care of school property and encourage others to do so. If a student is found guilty of damaging property, he/she will be subject to paying for damages and being punished.

## **FIELD TRIPS**

Field trips, other than those required by organizations such as chorus, athletic teams, etc., should be restricted only to those initiated by the school, class sponsor or faculty member.

The headmaster must approve all field trip plans, drivers, and itineraries and all teachers must be notified of the impending student(s) absence at least three school days in advance of the trip.

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

Students will be given a class grade for field trips. Students failing to attend will be given make-up work as assigned by the teacher.

## **HARASSMENT**

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

## **DISPLAY OF AFFECTION**

Improper display of affections will subject students involved to disciplinary action by the administrative staff. Proper decorum from students is expected at all times.

# **ELEMENTARY SCHOOL RULES**

## **PLAYGROUND RULES**

Students do not go on the playground before school or after school. Students should go to the bathroom and get water when they arrive at school and then go to their classroom and prepare for the morning's work by sharpening their pencils, and organizing their work. Ball games can be played only in designated areas, except for the basketball goal on the school side of the playground.

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

Boys play touch football - not tackle.

Everyone should be allowed to play in group games.

Line up at the door to come into the building.

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

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

Throwing rocks or sticks on the playground is strictly prohibited.

## **HALL RULES**

Walk - do not run.

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

No talking in halls and bathrooms.

## **CAFETERIA RULES**

No eating except in the cafeteria (with the exception of the week preceding the Halloween Carnival).

Practice good manners and clean up table when eating is finished.

## **PARTIES IN KINDERGARTEN & ELEMENTARY**

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

**NOTIFICATION OF AVAILABILITY  
of  
LEAKE ACADEMY**

**A.H.E.R.A MANAGEMENT PLAN**

DATE OF NOTIFICATON

This notification is to inform all students, teachers, school employees, parents, and legal guardians of students that a copy of the management plan is available to them upon request at the administrative office of Leake Academy, at One Rebel Drive, Madden, Mississippi. A duplication fee will be charged.

L. E. A. Designee,

*Jerry Crowe*

Date Issued

**RULES AND REGULATIONS AS SET FORTH IN THE  
STUDENT HANDBOOK**

**2011 – 2012**

**PARENTS, PLEASE CAREFULLY READ THE ENTIRETY OF THIS PAGE**

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

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

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

Signing this form verifies that as parents or legal guardian of a student at Leake Academy School you have read and understand the contents thereof. You are aware of the rules and regulations governing students during the regular school day and at all school-sponsored functions. Furthermore, you understand that these rules and regulations have been approved by the Leake Academy School Board of Directors.

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

Date \_\_\_\_\_ Signature \_\_\_\_\_  
(Parent or Legal Guardian)

Name of Student \_\_\_\_\_

Grade \_\_\_\_\_