



***Robert E. Lee Academy  
Family Handbook  
2018-2019***

## Robert E. Lee Academy

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## ***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 (12<sup>th</sup>) 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) and AdvancED. Robert E. Lee Academy is accredited by the SCISA and AdvancED 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. Any off campus behavior considered a major offense could lead to the expulsion of the student from the Academy.

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.

## **Gender Identity Issue/Same Sex Relationships**

It was the intent of the founding members of Robert E. Lee Academy that we should uphold Judeo-Christian principles. These principles upon which, our school is founded are most essential in maintaining the type of school that we have, the type of people we wish our children to become and the legacy of what this institution was about for generations to come. Part of that is not falling into the easy trap of following trends, fads or embracing popular opinions which we know to be against our Christian upbringing and beliefs no matter how trendy or politically expedient.

These standards of student conduct have been developed to ensure that our students and teachers abide by these belief structures as a matter of maintaining discipline and the continued success of both the student, as well as the institution. In keeping with our mission statement and guiding principles, the board of directors, students, faculty, and administration alike will:

Conduct oneself in accordance within his/her God created gender as stated on the state certified birth certificate by: (a) dressing in conformance with one's biological sex or ( b) using the restrooms, locker rooms, and changing facilities conforming with one's biological sex.

Through our Christian teachings we believe that God wonderfully and immutably creates each person male and female and these distinct, complementary genders together reflect the image and nature of God (Genesis 1:26 – 27).

The Administration reserves the right to dismiss a student or faculty member who, in their judgment, does not conform either to the stated regulations of student conduct or to the expressed philosophy, mission and policies of Robert E. Lee Academy.

## ***Hours of Operation*** ***Office***

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

During the summer: Monday-Thursday; 8:00—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: 7 a.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 television station WIS-TV (10), Facebook, and email via Ren Web.



# Bell Schedules

## Class Schedule

First Period... 8:00-8:55  
Second Period... 9:05-9:55  
Third Period... 10:00-10:50  
First Lunch... 10:55-11:15  
Fourth Period... 11:20-12:10  
Second Lunch... 11:50-12:10  
Fourth Period... 10:55-11:45  
Fifth Period... 12:15-1:05  
Sixth Period... 1:10-2:00

## Lunch Schedule

K5-2<sup>nd</sup>... 10:00-10:20  
3<sup>rd</sup>-4<sup>th</sup>... 10:15-10:35  
5<sup>th</sup>,6<sup>th</sup>,7<sup>th</sup>... 10:35-10:55

## High School-

1<sup>st</sup> - 10:55-11:15  
2<sup>nd</sup> - 11:50-12:10

## Middle School Schedule

1<sup>st</sup> Period – 8:00-9:15  
2<sup>nd</sup> Period – 9:20-10:30  
Lunch – 10:35-10:55  
Related Arts – 11:00-11:30  
3<sup>rd</sup> Period – 11:35-12:45  
4<sup>th</sup> Period – 12:50 -2:00

## ***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. All new students will be required to take a placement test if they are unable to provide acceptable year end testing. i.e. Stanford, Pass or equivalent. 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*

1. A registration fee must accompany applications. Open enrollment begins February 1. 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. Said fee is non-refundable and does not apply toward tuition.
3. A Building Fee per family is due with re-enrollment fee or registration fee.
4. Digital subscription fee will apply to all students in grades 5-12.
5. 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 fee of 5% monthly on all unpaid past due balances.
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. School time coverage is available through Standard Life and Casualty in the amount of \$15.00.
5. A re-enrollment fee of \$40/family is due before May 31<sup>st</sup> to reserve seat(s) for next year. The said fee is non-refundable and will not apply toward monthly payment. This fee includes school-time coverage of insurance to ride the bus provided by Standard Life and Casualty.
6. Bus fees are as follows:

\$700/\$70	1st Child
\$600/\$60	2nd Child
\$500/\$50	3rd Child
\$400/\$40	4th Child

**\*\*\*Due to rising cost of fuel, we reserve the right to enact a surcharge of \$10.00 per student/per month in addition to the above fees if fuel rises above \$5.00 per gallon.**

7. Children may not be picked up at individual residences. Loading and unloading will occur at designated pick-up points only. The current locations are: Cartersville Baptist Church, Lamar Baptist Church and Mr. B's Restaurant in Lydia.

8If student(s) will not be riding the bus from school, it is imperative that notification be

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.
  - a. All students are expected to observe the rules of bus safety.
  - b. Students will remain seated while the bus is in motion.
  - c. Students will refrain from extending arms, legs, or head out the bus window.
  - d. Students will not tamper with bus equipment, including but not limited to emergency door and fire extinguisher.
  - e. Students are not to leave paper, trash, or debris on the school bus.
  - f. 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% monthly late charge on all unpaid past due balance. 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. Fees will be calculated on a pro rata, per day basis and must be paid before any records can be re- leased.
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 to have children picked up by 2:20 p.m. Students (younger than 13) left after 2:20 will go directly to the Robert E. Lee Daycare. **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.

***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 a vital tool in day to day communications. The abilities provided by this tremendous piece of technology gives students the ability to have a world of information at their fingertips without ever leaving the classroom. There is the potential for this to be a very real distraction from the learning process however as a student should be paying attention to the instructor versus using a cell phone. The cell phone usage policy is to be as follows:

Students must keep cell phones on silent while in the classroom at all times. A student may use their phone in class to research information or to help with other academic assignments as applicable (This includes use as a calculator). The use of a cell phone in class is solely determined by the instructor of that class. Students with permission from the instructor may text or contact parents for the purposes of scheduling updates and to provide other applicable information as may be needed. Students will not use cell phones during classroom time to text other students, Facebook, Skype, Instagram or access social media applications while in class. During breaks or at lunch the use of cell phones to perform any manner of reasonable activities as is appropriate is permitted. At no time during school hours will students use their phones to show or send inappropriate material such as nude pictures or etc. to other students. Additionally students will not text to anyone inappropriate pictures or language while on school campus. If a student receives an inappropriate photograph or inappropriate material resending it to other students or physically showing it other students is a violation of this policy. To further clarify this policy any picture of academic material that is forwarded to other students or is in the possession of a student to facilitate cheating is considered inappropriate material as well. Phones will not be used to spread rumors or to bully any student at REL. Such behavior is inexcusable and will be dealt with as is appropriate by the Head of School.

Cell phones if appropriately used can be a boon for students in their attempt to access tremendous amounts of knowledge which could expand individual academic horizons

exponentially. The application of such devices to cheat, as well as, cause potentially irreparable damage to a person's reputation also exists with the use of these devices. We will continue to caution all students who use such devices to be extremely careful in what material that they choose to put on them. Any student who brings a cell phone on campus does so with the understanding that school administrative officials have the ability to review any and all material on such electronic devices if they choose to have them at school. Any violations of such rules will be applied to existing handbook rules if violated. Use of a cell phone in class without permission carries the following punishment:

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. Fines will increase by \$5.00 per offense thereafter.
3. Parent will be notified for each offense.

### ***Unacceptable Items***

Red pepper mace, and other items as determined by the administration are un- acceptable 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.



# **Bullying**

## ***Definitions***

“Bullying” means systematically and chronically inflicting physical or psychological distress on one or more students or employees. It is further defined as: the unwanted purposeful written, verbal, nonverbal or physical behavior including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power. Bullying may involve, but is not limited to:

Unwanted teasing

Threatening

Intimidating

Stalking

Cyber stalking

Cyber bullying

Physical violence

Sexual, religious or racial harassment

Public humiliation

Destruction of personal property

Social exclusion, including incitement and/or coercion

Rumor or spreading of falsehoods

## ***Reporting an act of bullying***

1. The Head of School is responsible for receiving written complaints alleging violations of the policy.
2. Students may report complaints of bullying to any faculty or staff member.
3. All faculty and staff are required and must report in writing any suspicion or allegations of bullying or violations of this policy involving students to the Head of School.

## ***Plan of Action***

**STEP 1:** Student or teacher complaints of any act of bullying will result in those students involved being counseled by the Head of School. Parents of those involved will be contacted and made aware of the information. All complaints will be validated and documentation will be kept in students file.

**STEP 2:** Upon a second complaint of any act of bullying those students involved and their parents will be counseled by the Head of School. Students violating bullying policy will be assigned at least one day of in school suspension.

**STEP 3:** Upon a third complaint or incident of bullying those students violating the bullying policy will be suspended from school for no less than five days; their parents will be notified of the suspension. Students may return to school only after the parents have met with the Head of School to sign documentation that the students have returned on probation until the end of the school year and other further complaints or acts of bullying will result in the expulsion of the student (s) involved.

**STEP 4:** If there are any other complaints or acts of bullying the student (s) will be expelled from REL. The parents will not be given the option to withdraw; the student (s) will be expelled.

## **Robert E. Lee Academy Policy Regarding the use of Alcohol and Illegal Drugs**

REL has no intention of intruding into the private lives of our board members, employees, or students. Our concern is that these individuals report to work/school in the mental and physical condition necessary to perform their jobs/school tasks safely and efficiently, posing no danger to themselves or to that of their fellow workers.

### **Alcohol**

The use or possession of alcoholic beverages on REL property is prohibited, and is a dischargeable offense. Furthermore, no board member, employee, or student is permitted to report to work/school while under the influence of alcoholic beverages. An individual will be considered to be “Under the Influence” when consumption of any alcoholic beverage has impaired, or is likely to impair, the individual’s job performance in the judgment of his or her supervisor. Any individual who is perceived to be under the influence of alcohol will be immediately removed from the job/school.

### **Drugs**

The possession, sale or use of illegal drugs including chemicals used to make fake drug products or the improper use of other drugs during working/school hours on REL premises is a dischargeable/expulsion offense. An individual is not permitted to work or attend class while under the influence of any drug that could adversely affect job performance/school work or could jeopardize the safety of him/her, other individuals, or the public. The procedure for handling individuals perceived to be under the influence of illegal drugs or any drug that may adversely affect job performance is the same as the procedure for having perceived to be under the influence of alcohol.

Academy administrators should not allow an individual suspected to be impaired to drive himself/herself. Transportation should be provided to the individual by calling a relative, or, if the individual is totally uncooperative, calling the local law enforcement authorities.

### **Alcohol/controlled Substance Screening**

It is the policy of Robert E. Lee Academy (REL) to provide its Board, employees, and students with a safe work environment that is free from the effects of illegal drugs and alcohol.

REL believes the use of drugs and alcohol presents a danger not only to the individual who uses drugs and alcohol, but to the entire REL community. Therefore, REL is committed to taking necessary steps to eliminate drugs and alcohol from the campus.

### **Testing of Current Board Members, Employees and Students**

Alcohol/drug testing of current board members, employees, and students will be performed when there is a reasonable cause to believe that an employee or student at school may be under the influence of alcohol or drugs. Determination of cause is within administration's exclusive and sole discretion, but may include the following: unusual observed behavioral pattern, declining work performance, reasonable suspicion of drugs, personal or vehicle on-the-job accidents, etc. Alcohol/drug testing for reasonable cause will be performed in conjunction with The Alpha Center and the individual will sign the release form. All High School Students (8-12 grades) are required to have a signed release form for drug and alcohol testing on file. Individuals refusing to cooperate in the investigation, refusing to sign the release form, or undergo the required testing will be advised that they are in violation of REL policy and subject to discharge/ expulsion.

### **Random Screening**

Board members, employees, and students will be subject to random screening. The method will be determined by the REL Administration in cooperation with The Alpha Center.

### **Negative Results**

Any board member, employee or student who undergoes alcohol/drug testing for reasonable cause or as a subject of random screening with negative results will be allowed to re- turn to his/her assigned duties.

### **Positive Results**

Any board member or employee who undergoes alcohol/drug testing for reasonable cause or as a subject of random screening with positive results will be discharged.

Any student who undergoes alcohol/drug testing for reasonable cause or as a subject of random screening with positive results will be referred to The Alpha Center for counseling and/or treatment. Any positive testing will result in immediate suspension from all extracurricular activities including sports. Leadership roles, including but not limited to all major and minor organizations will forfeit their positions if drug or alcohol test results are positive. Reinstatement to the activities will not be allowed until successful completion of counseling/treatment for drug or alcohol abuse program.

*Robert E. Lee Academy Policy Regarding the use of Alcohol and Illegal Drugs cont.*

If a sport has begun the student will not be allowed to participate in that sport. Refusal to participate in counseling/treatment for drug/alcohol abuse from a recognized professional or institution will be viewed as insubordination and the individual will be expelled from REL. Documentation will be made in the individual's file. Although treatment/counseling through The Alpha Center is confidential, the Head of School and/or board chairperson will be informed as to the continuance and completion of treatment. During treatment/counseling the student will be required to undergo monthly screening (at the student's expense) until the end of the school year. Should the student seek to re-enroll at REL the next academic school year they must be screened prior to the start of said school year. A positive result from any of the screenings during this period will result in expulsion for the student.

If it is deemed the student would place himself/herself or others in danger to continue in their studies the student will be granted a leave during treatment in accordance with REL's absentee policy.

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

The use or promotion of tobacco products on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. Under federal law, smoking is prohibited in any kindergarten, elementary or secondary school or library serving children under the age of 18 years if federal funds are used in the school. *20 U.S.C. § 6083(a)*.

In order to promote a tobacco-free environment in primary and secondary schools throughout South Carolina, DHEC recommends that school districts adopt a comprehensive policy that includes the following key components:

- ✓ Provides a definition of tobacco products to include current and future tobacco products.
- ✓ Prohibits the following items on campus (inside or outside) and at off-campus, school-sponsored events:
  - tobacco products and tobacco-related devices,
  - imitation tobacco products,
  - lighters, and
  - electronic cigarettes.
- ✓ Prohibits any promotion of tobacco brands/products.

### **I. Things to consider about Tobacco use**

- a. Tobacco use is the single most preventable cause of death in the United States.
- b. The use of tobacco products by the nation’s children is a pediatric disease of considerable proportions that results in new generations of tobacco-dependent children and adults.<sup>2</sup>
- c. In South Carolina, smoking causes 7,200 deaths annually, and costs nearly \$1.9 billion in health care costs. It also causes approximately 2.35 billion in lost productivity.
- d. Children are exposed to substantial and unavoidable tobacco advertising that leads to favorable beliefs about tobacco use, plays a role in leading young people to overestimate the prevalence of tobacco use, and increases the number of young people who begin to use tobacco.
- e. Electronic cigarettes can increase nicotine addiction among young people and may lead children to try other tobacco products that are known to cause disease and lead to premature death.
- f. Imitation tobacco products may lead children to use tobacco by desensitizing them to the dangers of tobacco and advancing the false idea of tobacco-use as socially acceptable.
- g. Evidence has shown anti-tobacco use campaigns sponsored by the tobacco industry do not prevent youth from using tobacco products, and may encourage youth to smoke and create positive associations with the tobacco industry.

### **II. Purpose**

- a. The REL Board recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and non- users. The board believes that the use or promotion of tobacco products on school grounds and at

off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors.

b. The Board acknowledges that adult staff and visitors serve as role models for students. The Board embraces its obligation to promote positive role models in schools, and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke and tobacco use for the students, staff, and visitors. Therefore, the Board adopts the following tobacco- free policy.

**A comprehensive 100% tobacco-free policy designed to ensure a safe learning and work environment.**

**III. Definitions**

- a. **“Administrator”** means any person who has disciplinary and managerial authority to enforce school policies and penalties REL Academy, including but not limited to the headmaster, teachers, coaches or office personnel.
- b. **“Any time”** means during normal school and non-school hours: 24 hours a day, seven days a week, 365 days a year.
- c. **“Electronic cigarette”** means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.
- d. **“Electronic cigarette industry”** means manufacturers, distributors or wholesalers of e-cigarettes. This includes parent companies and subsidiaries.
- e. **“Imitation tobacco product”** means any non-tobacco product designed to resemble a tobacco product including any edible or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.
- f. **“Lighter”** means a mechanical or electrical device typically used for lighting tobacco products.
- g. **“Off-campus, school-sponsored event”** means any event sponsored by the school or school district that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.
- h. **“Parent/Guardian”** means any person that has legal guardian status over a student enrolled at REL Academy.
- j. **“School”** means any public nursery, day care center, child care facility, Head Start program, kindergarten, elementary, secondary school, alternative learning center or adult education center operated under the control of REL Academy.
- k. **“School property”** means all facilities and property, including land, whether owned, rented, or leased by REL Academy and all vehicles owned, leased, rented, contracted for, or controlled by REL Academy used for transporting students, staff, or visitors.
- l. **“Signage”** means signs declaring that all REL Academy school property is tobacco-free.
- m. **“Smoking”** means inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or

in any form. "Smoking" also includes the use of an e-cigarette that creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

n. **"Staff"** means any person employed by REL Academy as full or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or profits paid by REL Academy or anyone working on a volunteer basis. This term includes, but is not limited to: faculty, service personnel, volunteers, chaperones, or others working at REL Academy.

o. **"Student"** means any person enrolled in REL Academy educational system.

p. **"Tobacco industry brand"** means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

q. **"Tobacco product"** means any products containing, made, or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; cigars; little cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco. Tobacco products exclude any tobacco product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

r. **"Tobacco products shop"** means a retail establishment with an entrance door opening directly to the outside that derives more than 90 percent of its gross revenue from the sale of loose tobacco, plants or herbs intended for inhalation, cigars, cigarettes, pipes, or other smoking devices for burning tobacco and related smoking accessories in which the sale of other products is merely incidental. This does not include a tobacco department or section of any individual business establishment with any type of liquor, food, or restaurant license.

s. **"Tobacco-related devices"** means ashtrays, cigarette papers or pipes for smoking or electronic cigarettes or any components, parts, or accessories of electronic cigarettes, including cartridges.

t. **"Visitor"** means any person subject to this policy that is not a student, staff, or administrator as defined above.

#### **IV. General Statement of Policy**

a. It shall be a violation of this policy for any student of REL Academy to possess, use, consume, display or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on school property or at off-campus, school-sponsored events.

b. It shall be a violation of this policy for any staff, administrator, or visitor of REL Academy to use, consume, display or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any time on school property.

c. It shall be a violation of the policy for any staff, administrator, or visitor of REL Academy to use, consume, display, or sell any tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes at any off-campus, school-sponsored events.

d. It shall be a violation of this policy for any person to promote, or for REL Academy to promote or allow promotion of tobacco products, tobacco-related devices, or e-cigarettes on the school property or at off-campus, school-sponsored events. This includes promotion of these brands/products via gear, bags, clothing, any personal articles, structures, vehicles, flyers or any other materials.

e. REL Academy shall act to enforce this policy and to take appropriate action against any student, staff, administrator, or visitor who is found to have violated this policy.

f. **OPTIONAL:** Instruction to discourage the use of tobacco shall be included in the education provided for all students. Staff responsible for teaching tobacco-use prevention shall have adequate training and participate in ongoing professional development activities to effectively deliver the education program as planned.

## **V. Exceptions**

a. It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes to be included in instructional or work-related activities in REL Academy school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

b. It shall not be a violation of this policy to use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

## **VI. Opportunities for Cessation Programs**

a. Administrators shall consult with the Lee County Health Department or other appropriate health and allied community-based organizations to provide students, staff, and administrators with information and access to support systems, programs, and services to encourage them to abstain from the use of tobacco products.

b. Administrators shall identify and offer programs and services for staff that use tobacco products to support them in complying with this policy.

## **VII. Enforcement**

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of both tobacco-users and non-users. All individuals on school premises including students, staff, administrators, and visitors share in the responsibility for adhering to and enforcing this policy.

### **a. Students**

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.

b. Staff

- i. The first violation shall result in a verbal warning to the staff member, and an offer of a referral to cessation services.
- ii. The second violation shall result in a written warning to the staff member with a copy placed in his or her district personnel file, and an offer of referral to cessation services.
- iii. The third violation shall be considered insubordination and shall be dealt with accordingly based on established policies and procedures for suspension and/or dismissal of staff.

c. Visitors

Visitors who are observed violating this policy shall be asked to comply with REL Academy tobacco-free policy. If the visitor fails to comply with the request, his or her violation of the policy may be referred to the Headmaster or other school district supervisory personnel available. The supervisor shall make a decision on further action that may include a directive to leave school property including forfeiture of any fee charged for admission to a school-sponsored event. Repeated violations may result in a recommendation to the Headmaster to prohibit the individual from entering REL Academy property for a specified period of time. If he or she refuses to leave, the police may be called.

**VIII. Dissemination of Policy**

- a. Appropriate signage shall be posted throughout the district at building entrances and other highly visible locations on all school buildings, building entrances, vehicles, vehicular entrances to school grounds, and all indoor and outdoor athletic facilities indicating that REL Academy requires a tobacco-free environment.
- b. The school shall notify students and parents/guardians of this policy through student handbooks.
- c. The REL Academy shall provide notice of this policy through staff handbooks.
- d. REL Academy shall make tobacco-free reminder announcements at school events at appropriate intervals throughout the events, when possible.

**IX. Program Evaluation**

- a. The tobacco-free policy shall be assessed by REL Academy Board or its designee at regular intervals to determine whether policies, policy enforcement, communication, education, staff training, and cessation programs are effective. Policies and programs shall be updated and revised accordingly.

**X. Effective Date**

- a. This policy shall take effect in full on [February 1, 2016].

### ***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.

### ***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 from outside vendors.
3. Students are not permitted to leave school for lunch or to purchase lunch to bring back 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. Neither 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.
  
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 high school building.
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.

*Computer guidelines cont.*

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.

***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 one (1) book may be checked out at any time.
3. Copies of library materials or print-outs from the computer will cost \$.25/page.

***Computer Guidelines***

Computers to include the following types of devices (Desktops, Laptops, Smart Phones, Notebooks, I-pads and etc.) 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. The following policy is all inclusive involving both computers that are owned and maintained by Robert E. Lee, as well as, devices that are brought on campus for the purposes of facilitating learning.

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. This would include but is not limited to the intentional or unintentional uploading of viruses or opening emails that contain such material. All devices that are used to upload information to REL computers must be approved by a staff member before use. No internal

*Computer guidelines cont.*

computer at REL may be used for the purposes of opening personal email as this is the primary portal that viruses are downloaded currently. The security of a system is only as good as the people who are using it. Any such protections may be taken away with the click of button from a person inside the system either intentionally or unintentionally.

If a problem is found, the student is expected to report it to the teacher immediately. Students are not to attempt to download any type of material without prior approval from a teacher even if this material is a program that is used to correct problems. All such matters much be resolved by a staff member.

A. Computer use guidelines for students are as follows:

1. No person is allowed to save any material on the computer or the system.
2. All material that is to be saved must be saved on a student's flash drive.
3. Do not use or copy another person's password, files or data.
4. Do not use computer programs to decode passwords.
5. Do not use any programs that will assist in the unauthorized access of a system.
6. A student will never obtain access control information for the school's networked system.
7. A Student will never change school computer settings
8. Do not attempt to circumvent system security measures
9. Leave all equipment connected as you found it. Do not attempt to change anything.
10. Always complete appropriate shutdown procedures.
11. No food, drink or magnets are allowed near computers.
12. Only programs purchased by the school will be used on school computers (e.g. copyright laws)
13. Personal software may not be used on Lee Academy's machines.
14. Do not use Lee Academy's equipment to make copies of any protected material.
15. Information taken from electronic resources must be cited as a reference.
16. Plagiarism will not be tolerated. This includes using purchased papers.
17. Students will only work together on assignments such as papers or etc. as authorized.
18. Students working on assignments have priority always.
19. Leave cabling, mice, and peripheral configurations as found
20. Ask for assistance if you don't know how to operate equipment.

**All computer use is subject to Administrative review.**

B. Laptop use guidelines for students are as follows:

1. Laptops may not leave the Robert E. Lee campus
2. Laptops are to be checked out by Teachers/Staff only

*Computer guidelines cont.*

3. Misuse or abuse of laptops will not be tolerated. (Students may be held financially responsible for damages incurred.)
4. All other computer guidelines and policies apply.

**All computer use is subject to Administrative review.**

3. Personal Devices such as Laptops or Tablets, I-Pads and etc.

A student may use their device in class to research information or to help with other academic assignments as applicable (This includes use as a calculator). The use of a computer in class is solely determined by the instructor of that class. Students will not use such devices during classroom time to message other students, Facebook, Skype, Instagram or access social media applications while in class. During breaks or at lunch the use of such device to perform any manner of reasonable activities as is appropriate is permitted. At no time during school hours will students use devices to show or send inappropriate material such as nude pictures or etc. to other students. Additionally students will not send to anyone inappropriate pictures or language while on school campus. If a student receives an inappropriate photograph or inappropriate material resending it to other students or physically showing it other students is a violation of this policy. To further clarify this policy any picture of academic material that is forwarded to other students or is in the possession of a student to facilitate cheating is considered inappropriate material as well. Computer devices will not be used to spread rumors or to bully any student at REL. Such behavior is inexcusable and will be dealt with as is appropriate by the Head of School.

Computer/portable devices if appropriately used can be a boon for students in their attempt to access tremendous amounts of knowledge which could expand individual academic horizons exponentially. The application of such devices to cheat, as well as, cause potentially irreparable damage to a person's reputation also exists with the use of these devices. We will continue to caution all students who use such devices to be extremely careful in what material that they choose to put on them. Any student who brings a computer/portable device on campus does so with the understanding that school administrative officials have the ability to review any and all material on such electronic devices if they choose to have them at school. Any violations of such rules will be applied to existing handbook rules if violated.

**All computer use is subject to Administrative review.**

C. Internet Policy

1. Permission must be obtained to access the Internet.
2. Sign in before accessing the Internet on library computers.
3. A student must use their own name and password to access the internet.
4. Internet sessions should be used for legitimate educational purposes.
5. Any non-research type activity is inappropriate use of the Internet, time, and computer.

*Computer guidelines cont.*

6. The use of the Internet is a privilege, not a right.
7. Inappropriate use of the Internet will result in loss of all privileges.
8. Students should not register personal information on any Internet site.
9. Accessing unacceptable sites will result in the loss of all computer privileges.
10. Discipline for accessing inappropriate material will result in one week suspension to expulsion.
11. A student will use only the Teacher/Staff approved browser.
12. Do not attempt to access any social media webpages on school computers.
13. Do not attempt to access any chatting programs on school computers.

**All Internet use is subject to Administrative review.**



## ***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. 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.
2. 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.
3. Forth offense, during a quarter, and every tardy thereafter will result in detention.

### ***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 periods.
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. 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.
5. 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 someone in an administrative position.

***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 an administrator 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 ibuprofen 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 without medication 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. Free of undiagnosed rashes

**Do not send children to school with a fever.**

### ***Illness at School***

If a student reports to the office 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 or on school property unless confined to the owner's vehicle while in transit. 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 extracurricular 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 and will be asked to assist with various other PTL sponsored activities



***Elementary School  
Policies, Procedures and Guidelines***

## ***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** 100-90    **B** 89 –80    **C** 79 –70    **D** 69 –60    **F** 59 and below

### ***Gradebook Progress Report and Report Card Dates***

**\* All interims have been replaced by Gradebook Progress Report via Ren Web.  
The report is a web link sent weekly to specified e-mail address.**

Please review all Gradebook progress reports and report cards with your child. Please 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.

<b>October</b>	<b>19</b>	<b>End of 1st 9 weeks</b>
<b>October</b>	<b>25</b>	<b>Report cards issued</b>
<b>January</b>	<b>10</b>	<b>End of first semester</b>
<b>January</b>	<b>16</b>	<b>Report cards issued</b>
<b>March</b>	<b>22</b>	<b>End of third 9 weeks</b>
<b>March</b>	<b>28</b>	<b>Report cards issued</b>
<b>May</b>	<b>25</b>	<b>End of second semester</b>
<b>May</b>	<b>30</b>	<b>Report cards available</b>



*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 must 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***

## ***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.

#### ***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. Should you be the victim of any form of harassment or be the witness to any form of harassment, please report this incident to one of the following: Teacher, Head of School, Assistant Head of School, guidance Counselor, or the High School Principal. 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.

## ***Felony Arrest Policy***

1. It is the responsibility of Robert E. Lee Academy to take all reasonable measures to protect its employees and students as they perform their duties/receive a quality education in a safe and effective manner. The safe performance of daily operations should never be impeded by the fear of exposure to outside incidents that could be detrimental to those activities.

2. **Definitions**

**A. Felony Arrest:** An arrest of an individual whereby the offense could result in the imprisonment of a person for more than one year.

Examples of felonies are as follows: Certain types of Drug possession, Burglary, Weapon Possession, Robbery and certain types of Assault.

**B. Preliminary Hearing:** A pretrial hearing that will decide whether or not there is enough probable cause for a suspect's case to be sent to the grand jury for indictment.

**C. Grand Jury:** A body of citizens that decide whether or not a case is indicted/true-billed and sent to the solicitor for trial.

**D. Pre-trial Intervention:** A program allowing a first time offender to be placed on probation for a year and if after that time the person does not reoffend they are cleared of the charge being on their record. If an offender reoffends during that time the charge comes back and they are tried for both.

3. **Sanctions/protocol involving the arrest of a student for a Felony Offense**

**A.** If a student is arrested for a felony charge they/their parents should notify the school immediately. Immediately for the purposes of this document is the next business day. A student who is arrested for a felony charge is not allowed to come back on school campus nor are they to attend any after school functions such as games or any other extracurricular activity.

**B.** The student will make available to the school the name of the agency and the type of offense that they are being accused of committing. The school will in turn make contact with the agency to receive the details of the case for the safety of the other students/faculty. This is not for the purposes of rumor mongering but for informational purposes only and the information/report will be kept strictly confidential. The information in this report on this subject is to be kept strictly confidential without exception. Should any member of the faculty or board be approached about this matter it is to be directed to the Head of School.

**C.** Once it has been confirmed that the student has been arrested for a felony offense the student will not be allowed back on the campus until the matter has resolved itself. The matter may resolve itself in the following ways:



*Discipline cont.*

- I.** The charges are dropped.
  - II.** The student is found not guilty.
- D.** If the following conditions are met, the student must reapply for admission to the academy:
- I.** The student's charge is reduced to a misdemeanor.
  - II.** The student has successfully completed PTI.

### ***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 will suspend the student for one day. 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 by the teacher assigning detention or by high school principal. Detention will be one class period (50 minutes) in duration.
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. Fourth detention and every infraction, resulting in detention, thereafter will result in automatic ISS.
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 and In School Suspension (ISS) are defined as the temporary removal of a student from a class or school. While under suspension from school, students may not:

- Be on campus
- Attend school-sponsored events, either on or off campus

Additional information regarding suspensions:

- Students assigned In School or Out of School suspensions are ineligible for all extracurricular activities until the suspension is complete.
- Suspension may prohibit student participation in leadership roles.
- In the event a student is assigned In School Suspension a \$20 per day fee will be added to the students account to defray the incurred cost of ISS.

Students serving ISS are required to leave the school at the end of the school day and will not be allowed to return to campus until the next day. Second assignment to ISS will be two days and require parent conference prior to returning to class.

### ***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.

All attire worn by student athletes on game days must be approved by the athletic director and administrator

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 other than the earlobe are not permitted at school or school functions. Male students may not wear earrings or have any body piercings at school or school functions.
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. Athletic pants of any kind to include but not limited to sweat pants, wind pants, yoga pants, or running pants are not allowed in grades 8-12.
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. When leggings or extremely tight pants are worn, tops that meet the dress code length requirement for a skirt must also be worn.
13. 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.

*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 are required to wear shirts which cover the underarms and mid-section of the body.
5. Pants/shorts are not to be worn in an inappropriate manner. They cannot be excessively baggy.
6. 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.
10. Sports/athletic shorts are not allowed in grades 8-12.

\*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.



## ***Report Cards***

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

**\* All interims have been replaced by Gradebook Progress Report via Ren Web.  
The report is a web link sent weekly to specified e-mail address.**

Please review all Gradebook progress reports and report cards with your child. Please 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.

<b>October</b>	<b>18</b>	<b>End of 1st 9 weeks</b>
<b>October</b>	<b>24</b>	<b>Report cards issued</b>
<b>January</b>	<b>9</b>	<b>End of first semester</b>
<b>January</b>	<b>15</b>	<b>Report cards issued</b>
<b>March</b>	<b>20</b>	<b>End of third 9 weeks</b>
<b>March</b>	<b>26</b>	<b>Report cards issued</b>
<b>May</b>	<b>24</b>	<b>End of second semester</b>
<b>May</b>	<b>30</b>	<b>Report cards available</b>

## ***Academics***

### ***Grading Scale***

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

- A** 100-90
- B** 89 –80
- C** 79 –70
- D** 69 –60
- F** 59 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. This scale is effective on August 1, 2016.

**10 Point Grading Scale**

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

### ***Academic Honors and Awards***

1. Academic Honor Rolls are awarded in grades 1-12.
  - Scholar Guild: 90 per cent and above average in all subjects
  - Honors: 80 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
  1. Eligibility is determined at the end of the third quarter on the basis of a cumulative average.
  2. Honor Marshalls are comprised of the top three students in the Junior class, top two students of the Sophomore class, and top student in the Freshman class.
  3. Any student who has been absent from a class more than 15 days in any class will lose the privilege of serving as Honor Marshall.
  4. Any student who has failed a school drug test during the school year will lose the privilege of serving as Honor Marshall.
  5. Student must attend Robert E Lee one year prior to be eligible to serve as Honor Marshall.

### ***Ranking of Students***

1. All high school students will be ranked based on their cumulative South Carolina Uniform Grading Scale GPA in all credit bearing classes beginning at the completion of the 9th grade. Official rankings will also be calculated at the end of the 10th grade, the 11th grade, and final class rank will be available after senior final grades have been calculated. All credit bearing classes beginning with English I and Algebra I in the 8th grade will count for the purposes of GPA and Class Rank. For the purposes of rank, GPAs will be calculated to four decimal places.

### ***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 90 or above at the time of the exam.
4. Students in grades 8-11 may exempt their final exam with a yearly average of 90 or higher.
5. **Seniors will have the option to exempt final exams.**
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 90. 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 more than five (5) absences in a semester class or more than ten (10) 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 a 75.
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

***Make-up Work***

- After a student has been absent from school all make up work must be completed within five (5) days. NO make-up work will be accepted after the last day of the quarter.
- **A 15-point deduction will be taken on all graded make-up work upon returning to school after suspension.**

***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 Language Arts, Math, and either Science 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——12units

Junior———18 units

Senior———24 units

Graduation——24 units

## *Graduation Requirements*

### *College Preparatory Minimum Requirements*

<i>SUBJECTS:</i>	<i>UNITS:</i>
English (I-IV)	4
Mathematics	4
Science	4
Social Studies	3
Foreign Language	2
Computer Science	1
Fine Arts	1
Physical Education	1
Electives	4
TOTAL	24

\*All Students will take English I-IV CP or Honors. Dual credit courses will be in addition to this requirement

\*Science Courses must include Physical Science and three additional lab science courses.

\*PE credit limited to two (2) for playing varsity sports.

### *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.

### *Athletic Eligibility*

1. A student may not fail more than one course in order to be eligible to participate in athletics. **This supersedes the SCISA Blue Book.**
2. Any senior failing a course required for graduation at the end of the first semester of the school year will immediately be declared ineligible for any further athletic team participation for the remainder of the school year.

## ***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 87 average in all subjects the semester immediately preceding the election to the major office. A student is eligible to hold minor offices providing he/she has an 84 average in all subjects the semester immediately preceding the election.

**\*\*\*Please note that the above paragraph correlates to the new ten-point grading scale. For 2016-17 membership in the Beta and Anchor Clubs, the academic requirement is based upon the GPA earned at the end of the 2015-16 school year.**

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  
Environmental Awareness Club  
Fellowship of Christian Athletes  
Jr. Beta Club  
Mr. & Miss REL  
Music Club  
Quiz Bowl  
Spanish Club  
Spelling Bee  
Student Council  
Yearbook Staff

