

The Lee Academy Mission:

Lee Academy, an independent preparatory school founded in 1845, is a culturally diverse, supportive, educational community that offers both a secondary and post-graduate curriculum. Lee Academy fosters individual excellence and personal growth through the acquisition of life skills, career preparation and academic knowledge. Working together, we promote kinship, respect, achievement of individual goals and mutual success throughout the school community. LA fosters individualized academic excellence, the development of creative expression, the overall well-being of every student and the provision of lifelong connections in a global society.

Table of Contents...

Daily Bell Schedules	2
Calendar	3
Behavioral Standards	4
Academics	8
Athletics and Activities	10
Functional & Procedural Policies	12
Open Campus Policy	17
Bomb Threat Policy	18
Acceptable Computer & Internet Use	19
Pest Management	21
Asbestos Notification	22

For any items not found within the handbook (such as staff directories, athletic schedules, and other events) please view the website at www.leeacademy.org or contact the main office at 207-738-2252

DAILY SCHEDULES**REGULAR DAY SCHEDULE**

7:50 AM	FIRST BELL
7:55-9:15 AM	BLOCK 1
9:20-10:35 AM	BLOCK 2
10:40-11:15 AM 11:15-11:45 AM 11:50-12:30 PM	BLOCK 3 CLASS TIME LUNCH 1 CLASS TIME
10:40-11:55 AM 12:00-12:30 PM	BLOCK 3 CLASS TIME LUNCH 2
12:35-1:50 PM	BLOCK 4
1:55-2:25	SCHOOL COMMUNITY ACTIVITY TIME

EARLY RELEASE SCHEDULE:

7:50 AM	FIRST BELL
7:55-8:43 AM	BLOCK 1
8:48-9:36 AM	BLOCK 2
9:41-10:29 AM	BLOCK 3
10:34-11:22 AM	BLOCK 4
11:22-11:45 AM	LUNCH
11:45 AM	BUS DEPARTURE

2018-2019 SCHOOL CALENDAR LEE ACADEMY

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	DP	DP	25
26	WS	WS	NSO	30	31	

3 STUDENT DAYS
2 WORKSHOP DAYS
29th New Student Orientation

September 2018						
S	M	T	W	T	F	S
						1
2	H	4	5	6	7	8
9	10	11	ER	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

19 STUDENT DAYS
1 LABOR DAY

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	WS	6
7	H	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	ER	25	26	27
28	29	30	31			

21 STUDENT DAYS
1 COLUMBUS DAY
1 WORKSHOP DAYS

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	H	13	14	15	16	17
18	19	20	WS	H	V	24
25	26	27	28	29	30	

18 STUDENT DAYS
1 VETERANS DAY
1 THANKSGIVING DAY
1 WORKSHOP DAYS

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	ER	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	ER	22
23	V	H	V	V	V	29
30	V					

15 STUDENT DAYS
1 CHRISTMAS DAY

January 2019						
S	M	T	W	T	F	S
		H	2	3	4	5
6	7	8	ER	10	11	12
13	14	15	16	17	18	19
20	H	22	23	24	25	26
27	28	29	30	31		

21 STUDENT DAYS
1 NEW YEARS DAY
1 MARTIN LUTHER KING DAY

February 2019						
S	M	T	W	T	F	S
					ER	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	H	V	V	V	V	23
24	25	26	27	28		

15 STUDENT DAYS
1 PRESIDENT'S DAY

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	WS	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 STUDENT DAYS
1 WORKSHOP DAYS

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	ER	6
7	8	9	10	11	12	13
14	H	V	V	V	V	V
21	22	23	24	25	26	27
28	29	30				

17 STUDENT DAYS
1 PATRIOT'S DAY

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	ER	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	31	

22 STUDENT DAYS
1 MEMORIAL DAY
May 10, 2019-Step Up Day

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	ER	WS	8
9	SD	SD	SD	SD	SD	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

4 STUDENT DAYS
June 1st-Graduation Day

Lee Academy

Butch Arthers, Head of School
738-2252

DP=Dorm Parent Day
WS=In-Service ER=Early Release
H=Holiday V=Vacation
☐ = Reporting dates
SD=Snow Days (if needed)

November 2-1st Quarter
January 25-2nd Quarter
April 5-3rd Quarter

BEHAVIORAL STANDARDS

Lee Academy strives to have students who exhibit

Respect of self

Respect of environment

Respect of others

Behavior

Students are expected to behave in a manner that does not disrupt the academic environment. Students behaving inappropriately will be informed of their disruption. If the student disruption continues then the teacher may request a meeting to discuss the situation with student and/or parents, or refer the pupil to the Assistant Head of School. These expectations also include the proper treatment of others and their property while on campus. Any student who feels that they have been treated inappropriately may express their concerns with an adult on campus.

Harassment/ Bullying/ Disrespect of Others

Lee Academy takes any form of one or more students harassing one or more other students very seriously. If a student is made to feel uncomfortable by another student(s), they should immediately report the incident to an adult on campus. That adult will report the incident to Guidance/Administration. The Guidance Counselor/Administrator will speak to the alleged victim and the person harassing and depending on the level of harassment, proper action will be taken.

Low Level: Person harassing will be warned that further incidents will result in suspension from school.

High Level: (Include physical contact, use of photos/videos, use of social media during the school day, inappropriate language in a classroom, public area, or online, or any sort of threatening) Person harassing will be immediately suspended from school.

Repeat offenses will be addressed and may involve dismissal from school.

Dress

Students are expected to dress in a manner that does not disrupt or distract from the academic environment. Students wearing inappropriate dress will be informed that their clothes are disruptive/distracting and given an opportunity to change their clothes. Items that promote drugs, alcohol, or profanity will be considered disruptive. The Lee Academy international culture promotes acceptance for all. Therefore, items that offend one's culture or religion will also be deemed offensive.

Desired Student Behavior

Students of Lee Academy will strive to be:

- On time
- Prepared for academic work
- Aware of their impact on the classroom environment
- Involved and engaged in the classroom activities
- Supportive or considerate of the learning of others
- Utilizing break time to prepare themselves for the next class
- Engaged in the classroom until the end of class
- Sustaining a clean environment
- Striving for their utmost academic potential
- In charge of their own learning

Prohibited Articles

Federal law requires mandatory expulsion for students who knowingly bring weapons to school. Weapons include guns, knives, and other items capable of inflicting damage. Articles which are hazardous to the safety of others or interfere in some way with school procedure will not be permitted at Lee Academy. These items include toys, water pistols, bean shooters, sling shots, firecrackers, and similar items. These items are undesirable and will be impounded and destroyed. Additional punishment up to and including expulsion may be administered at the discretion of the administration.

Use of Tobacco Including E-Cigs & Vape

While state law prohibits minors from having tobacco products, Lee Academy policy prohibits all students from using or possessing tobacco products on school grounds. If found, these products will be confiscated, as will lighters or matches which are displayed. Violation of the Lee Academy smoking policy will be tiered according to student history:

First offense: The student will be suspended from Lee Academy for one day.

Second offense: The student will be suspended from Lee Academy for two days.

Subsequent offenses: The student will be suspended from Lee Academy for three days.

Access to cessation programs will be offered at each offense. Any student found smoking in a Lee Academy building will receive a five-day suspension, regardless of the number of the offense. The administration strongly suggests that students not loiter near campus and not smoke in full view from campus.

DISCIPLINARY LADDER

- 1) Classroom detention: Assigned by the teacher at teacher discretion for violation of classroom rules of conduct and/or performance, or for minor infractions of Lee Academy policy. Length of detention is to be determined by the teacher; an advance notice of at least 24 hours must be given to the student before he/she is to serve the detention. Failure to serve classroom detention at the assigned time will result in 2 School Detentions.
- 2) School detention: Assigned by an administrator for violation of classroom rules of conduct and/or performance, for minor infractions of Lee Academy policy, or for a student's failure to serve a classroom detention. School detentions are held each school day from 2:30 to 3:30 in a room to be announced that day. Detention takes precedence over all extracurricular activities. Guidelines for school detentions are:

- a) student must be on time;
- b) absolutely no talking, note-passing, or communication between students;
- c) students must have homework or appropriate reading material upon arrival;
- d) no sleeping;
- e) no bathroom availability (unless extreme conditions exist);
- f) no food or drink;
- g) no electronic devices;

Noncompliance with these guidelines will warrant immediate dismissal of the student by the detention supervisor, which will lead to additional punitive measures, namely an additional school detention being assigned, with no credit given for time served. Failure to serve School detention will result in In-School Suspension. Repeated or serious infractions may lead to suspension from Lee Academy, at the discretion of the administration.

- 3) In-School suspension: Assigned at the discretion of the administration for violation of policies including, but not limited to:
 - a) accumulation of more than three detentions owed;
 - b) repeated and/or frequent infractions of Lee Academy policy. Length of in-school suspension will be determined by the administration. Generally speaking, in school suspension will be no more than five days in duration.

Failure to serve or removal from In-School suspension will result in Out-of-School Suspension.

- 4) Out-of-School suspension: The suspension will be assigned at the discretion of the administration. Suspensions out of school are seen generally as more extreme measures of discipline and are employed when there is reason to believe that lesser punishment will not curtail undesirable behavior, and/or when the immediate efficient operation of the school is jeopardized, and/or for other reasons deemed appropriate by the administration. Some of the violations which may result in out of school suspension include but are not restricted to:
 - a) smoking;
 - b) fighting;
 - c) harassment;
 - d) gambling;
 - e) profanity;
 - f) leaving school grounds without permission;
 - g) vandalism;
 - h) theft;
 - i) insubordination;
 - j) accumulation of more than three detentions owed;
 - k) repeated and/or frequent infractions of Lee Academy policy

LEE ACADEMY DRUG AND ALCOHOL POLICY

The teachers, coaches, administration, and Board of Directors of Lee Academy are truly concerned with the overall growth and development of the student as a whole person. Chemical dependency is recognized as a treatable disease which may interfere with the learning process, create severe interpersonal problems, and cause physical and emotional suffering not only to the user, but to family and close associates as well. Because of the detrimental effects posed by chemical dependency, and because the use of illicit drugs and alcohol by students is illegal under Maine State law, Lee Academy will cooperate with effective organizations to help detect, diagnose, and treat affected students. The Board of Directors unequivocally endorses the philosophy that the school should be free from the detrimental effects of illicit drugs and alcohol.

Prevention

Lee Academy will provide students with information and activities focused on drug and alcohol use prevention. Programs will be provided that teach students that using illicit drugs and alcohol is both harmful and against the law. The legal, social, and health consequences of drug and alcohol abuse will be addressed, and students will be taught how to resist the peer pressure which often accompanies alcohol and drug abuse.

Intervention

Lee Academy will provide assistance, through a support team network, to any student identified as using drugs or alcohol. The team will help students address their dangerous involvement with drugs and/or alcohol, and will assist students in their efforts to continue in their education programs. Moreover, information and referral shall be provided as appropriate, to enable students to connect with community agencies for drug and/or alcohol use treatment.

Students may also seek help or referral voluntarily from any staff member of Lee Academy. Any staff member who is approached by a student seeking help is expected to maintain the confidentiality of the student. A staff member may respond to a student seeking help with a chemical dependency/abuse problem without being compelled to use the information in a disciplinary manner. The student may seek and receive help without losing the status of a student in good standing.

Rules and Sanctions

No student shall distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor. According to Maine statutes, a student shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance (as defined in schedules I through V of section 202 of the federal Controlled Substances Act {21 U.S.C., section 812}; by regulation at 21 C. F. R. 1300.11 through 1300.15; and in Maine's Title 17-A MRSA, section 1101), before, during, or after school hours, at school or in any other school location. The term school location will incorporate the following:

1. Buildings, vehicles, property, or areas which are owned, leased, rented, used, or possessed by Lee Academy;
2. Those locations not on school property but attended by students under the supervision of a member of the Lee Academy faculty or staff, or a volunteer operating under the sanction of Lee Academy;
3. Those areas adjacent or near the school, when actions undertaken at those locations would impact the safety and welfare of individual students and/or the student body as a whole, the normal, legal operation of the school, and/or the morale of faculty, staff, or students so that the education process would be adversely affected.

A student who violates the terms of this policy shall be disciplined, including suspension, dismissal from school, at the discretion of the administration and the Board of Directors, and in accordance with the sanctions detailed in the school regulations. A student may also be referred to law enforcement authorities for investigation and/or prosecution. A student who violates the terms of this policy shall be given the opportunity to receive intervention services as described above; should the student agree to and cooperate fully with these services, any punitive actions may be lessened at the discretion of the administration. School staff shall maintain close cooperation with public medical, legal, and law enforcement agencies, as well as parents, in the prevention of drug abuse and in the rehabilitation of drug users.

Implementation

The Executive Director shall be responsible for the development and promulgation of appropriate curricula, programs, and regulations to implement this policy.

Communication

This policy and appropriate related information are to be distributed to students and parents annually through means selected by the Executive Director.

Review

The Executive Director will oversee a biennial review of the policy and regulations to determine the program's effectiveness, to implement changes to program/s, policy, and regulation as needed, and to ensure that disciplinary sanctions are consistently enforced.

Drug Use and Abuse Procedures

Lee Academy has a zero tolerance policy toward drug possession and use. If a student is found to be in possession of and/or using illegal substances at Lee Academy's school location [see definition above], that student may be suspended and the Executive Director will bring a recommended dismissal to the Lee Academy Board of Directors.

Alcohol Use and Abuse Procedures

Lee Academy recognizes the problem of alcohol abuse in young people in the United States. Statistics have consistently shown that the younger an individual begins to use alcohol, the more susceptible he/she will be to alcoholism. In order to both safeguard the general student population and to help the individual student, Lee Academy has created the following procedures:

- 1) Possession of alcohol at school location
 - A) Verification and confiscation of alcohol
 - B) Meeting between student and administration
 - C) Notification of parent(s)/guardian(s)
 - D) Notification of police
 - E) Delivery emergency medical attention (if necessary)
 - F) Student suspension of 5 days

Reduction of suspension to 3 days contingent upon student undergoing rehabilitation program established by Executive Director, guidance counselor, and school nurse.

- 2) Under the influence of alcohol/substance at school location
 - A) Verification of intoxication
 - B) Meeting between student and administration
 - C) Notification of parent(s)/guardian(s)
 - D) Delivery of emergency medical attention (if necessary)
 - E) Student suspension of 8 days

Reduction of suspension to 5 days contingent upon student undergoing rehabilitation program established by Executive Director, guidance counselor, and school nurse.

- 3) Distribution of alcohol at school location
 - A) Verification and confiscation of alcohol
 - B) Meeting between student and administration
 - C) Notification of parent(s)/guardian(s)
 - D) Notification of police
 - E) Student suspension of 10 days

- 4) Using alcohol at school location
 - A) Verification and confiscation of alcohol
 - B) Meeting between student and administration
 - C) Notification of parent(s)/guardian(s)
 - D) Notification of police
 - E) Delivery emergency medical attention (if necessary)
 - F) Student suspension of 5 days

Reduction of suspension to 3 days contingent upon student undergoing rehabilitation program established by Executive Director, guidance counselor, and school nurse.

5) Voluntary Self-Referral

- A) Student notifies school personnel
- B) School personnel notifies administrator who refers student to the guidance counselor.

Gambling

Playing cards, flipping or matching coins, rolling dice, or any other form of gambling for money or tokens is not permitted.

ACADEMICS

Graduation Requirements:

English — 4 credits: 9th, 10th, 11th, 12th, College or Advanced Placement

History — 3 credits: World Cultures, US History I and US History II.

Math & Science — 7 credits: 3 Math (one of which must be Algebra II) , 3 Science (Biology required), and 1 additional from either Math or Science.

Foreign Languages — 1 credit

Fine/Performing Arts — 1 credit

Wellness — 2 credits

Electives — 5.5 credits

Writing Lab — .5 credits (semester course, required of all 9th graders)

24 total credits required for graduation, AP courses may substitute for some courses above. When extra -ordinary circumstances warrant, achievement of 1 or more of these credits may be done through alternative means, as arranged through the Assistant Head of School.

Conferral of Diplomas

If a student acquires the required number of credits in the required subject areas before he/she completes four years at Lee Academy, he/she will be permitted to leave Lee Academy before graduation ceremonies. In addition and upon request, he/she will be given a copy of his/her transcripts and a letter of completion, stating that he/she has completed the requirements for graduation at Lee Academy. However, diplomas will not be awarded before the spring of a student's graduating year. If a student is unable to march with his/her class due to a lack of credit, that student may take classes either at Lee Academy (if still enrolled and accepted at LA), or may work toward Lee Academy graduation requirements via other methods acceptable by Lee Academy. When that student receives the required credits, he/she may receive a diploma from Lee Academy at the end of the semester following his or her completion of requirements. If that student wishes to participate in the graduation ceremonies in the spring, he/she must wait until those ceremonies to receive his/her diploma. Lee Academy does not currently allow for early graduation.

Recording of Grades

Progress reports will be issued at four intervals during the school year. Quarter reports will be a snapshot of the current semester progress and determine extra-curricular activity eligibility for the following nine weeks. Semester grades will also be used for eligibility for the following nine weeks and be posted to the students final transcript. An honor roll will be announced at the end of each semester.

Scholarship Eligibility

Students must have a minimum of three years attendance to be eligible for local scholarships.

Academic Honesty

It is expected that any work a student produces is his/her own. It is the responsibility of Lee Academy faculty to educate students on the proper method of citation, and to help students to understand possible repercussions of academic dishonesty in post-secondary settings. (Note that international students, in particular, may not be aware that academic dishonesty can derail a college career; some students come from cultures where cheating, bribery and various other forms of corruption are commonplace and are part of the accepted ways of doing things.)

If a circumstance arises where copying, cheating, or plagiarism occurs, the following three steps will be carried out:

Parent/Guardian will be notified (in case of international students or other boarding students the Assistant Head of School and Director of Residential Life will be notified immediately). The Director of Residential Life will initiate contact with the parents using translation services if necessary. The Executive Director will be notified of all cases of Academic Dishonesty by the Assistant Head of School.

A grade of zero will be entered for the assignment.

For the first offense the Assistant Head of School will meet with the student and teacher. The Assistant Head of School will explain to the student the nature of the violation as to educate the student from repeat offenses. The teacher will provide the offending student an opportunity to remediate and attempt the work on their own to grade no higher than 70. The teacher, after reviewing the circumstances, may petition the Academic Honesty Committee (Assistant Head of School and Director of Residential Life) for permission for the student to make up the work for a grade higher than 70. The Academic Honesty Committee will make its determination based on the circumstances of the instance. Written minutes of any meetings of the Academic Honesty Committee will be kept on file and a copy forwarded to the Executive Director.

For second offense by the same student, the student will receive a grade of zero for the assignment. No remediation will be allowed. Written documentation will be kept on file. Parents will be contacted and notified of the circumstances and consequences.

For third or subsequent offenses by the same student, the student will receive a zero for the assignment and a grade of no higher than a 69 (failing) for the semester. Written documentation will be kept on file. Parents will be contacted and notified of the circumstances and consequences. Subsequent offenses may result in dismissal from school at the discretion of administration.

Grading System

Grades are calculated as follows:

- A. ----- 93-100
- B. -----85-92
- C. -----77-84
- D. -----70-76

Honor Roll Requirements

Honor levels at Lee Academy are divided into three levels: Highest Honors, High Honors, and Honors. For recognition, a student must meet the following requirements:

Highest Honors = All semester grades above 92

High Honors = All semester grades above 84 AND at least one grade above 92

Honors = All semester grades between 84 and 93 OR one semester grade above 92, one grade between 77-84, all other grades between 84 and 93

Testing

Lee Academy will offer the following testing opportunities: PSAT, SAT, ACT, TOEFL, ASVAB, ACCUPLACER. State mandated tests will also be administered. Students enrolled in an AP course must sit for the exam to receive AP designation on their transcript.

Student Records

Notice to Parents/Legal Guardians

As a result of the Family Rights and Privacy Act of 1974, we are required to notify all parents/legal guardians each year of their rights under this federal statute.

1. You may examine all school records on your child. This would include all information kept in the permanent records (grades, testing scores, attendance records, health information etc.).

2. Any parent/legal guardian who wishes to inspect the records must so notify the school in advance.
3. You may also procure a copy of all records. The cost of the copy shall not exceed the cost of copying the materials.
4. You have a right to challenge any entry in the school records. Any parental challenge shall result in a hearing to settle the dispute.
5. No school records can be released to an outside agency without written parental approval.

ATHLETICS AND ACTIVITIES

Basic Lee Academy Team Rules and Policies:

1. In order to participate in a game or practice, an athlete must be in school for a full day. When there is a valid reason for being absent such as medical appointments, family emergencies, etc., the parent should contact the school prior to the absence, if possible. (Allowances may be granted if a student-athlete is late arriving at school due to poor road conditions and/or vehicle problems.)
2. Athletes are required to travel with the team for safety, school responsibility and liability, except for the following provisions:
 - a. Upon the verbal request of a parent or other family member at an away site, the coach may grant permission for the student to travel with that parent or family member.
 - b. Any other travel arrangements will not be considered unless an urgent situation exists. Under these conditions, a travel waiver or written note (obtained from the coach) must be cleared by school personnel 24 hours prior to the trip.
 - c. **Under no circumstances are students allowed to travel with other students.**
3. Students are required to be at all team functions unless they have been granted prior permission by the coach/school to be absent.
 - a. The Maine Principals Association requires athletes to participate in five practices before playing in their first competition.
 - b. Once a student is a member of the team, missing team functions may result in being held out of team events for a period of time to be determined by the coach.

Basic Eligibility Rules:

All students who compete in interscholastic athletics are required to abide by the rules set by the Maine Principals Association and by the Lee Academy Board of Directors.

A student-athlete is ineligible if:

1. He or she has reached the age of 20.
2. He or she has attended high school for eight semesters.
3. He or she has competed under an assumed name.
4. He or she plays on an outside team to which local authorities object.

Grades will be reviewed Quarterly.

1. Participants must have a grade of 70 or higher in 5 credit courses
2. Participants must not have more than one grade below 70 in a credit course.

Students not meeting these two criteria will be deemed ineligible until the next grade review period. Fourth Quarter grades will determine eligibility for the following school year.

School Spirit

School Spirit may be divided into three categories:

Courtesy – toward teachers, fellow students, coaches, fans and all the officials.

Pride – in everything the school endeavors to accomplish and has accomplished.

Sportsmanship – the ability to win and lose gracefully.

School Spirit is you and what you make it. It is being good citizens of your class, your school and your community.

ATHLETIC & EXTRACURRICULAR RULES

The following are the training rules for Lee Academy teams and organizations. The Administration and the coaching staff reserves the right to deny participation to any student who violates these rules.

Tobacco Usage and Possession

The possession or use of tobacco in any form or at any time or place during the school year will result in the following consequences:

1st Offense: Suspension from all extracurricular activities for 10 school days. Student will be required to view school video on tobacco use before resuming participation.

2nd Offense: Suspension from all extracurricular activities for 30 school days. School approved counseling will be required prior to a student resuming participation.

3rd Offense: Suspension from all extracurricular activities for the remainder of the school year or 90 school days (whichever is longer). School approved counseling will be required prior to student resuming participation.

4th & Subsequent Offenses: Suspension from all extracurricular activities for one calendar year. School approved counseling required prior to a student resuming participation.

Drug and Alcohol Usage and Possession

The possession of unauthorized drugs, including alcohol, at any time or place during the school year will result in the following consequences:

1st Offense: Suspension from all extracurricular activities for 30 school days. School approved counseling will be required prior to a student resuming participation.

2nd Offense: Suspension from all extracurricular activities for the remainder of the school year or 90 school days (whichever is longer). School approved counseling will be required prior to student resuming participation.

3rd & Subsequent Offenses: Suspension from all extracurricular activities for one calendar year. School approved counseling required prior to a student resuming participation.

Self Referral

Any student, who wishes to, may self-refer herself/himself to the coach, Athletic Director, Executive Director or any other Lee Academy staff member. Such referral must be made prior to any observation report concerning the student's use of illegal substances. **Students cannot use this provision to try to avoid the consequences of violating this policy.**

Students who self-refer for the first time may not be suspended or dismissed from the team or organization if they willingly participate in a counseling program approved by the school and the Athletic Department.

Suspension Carry Over

Any suspension not completed by the end of the school year must be completed the next school year. (Start of fall practice for fall athletes' constitutes start of school year.)

Definition of School Day

A school day is one of 175 days on the school calendar, not Saturday and vacations, when practices may occur. **The athlete shall conduct himself/herself in such a manner as to not discredit the athlete, the school or the team.**

All participants in athletics are required to travel with their teams.

The athletic coach may grant permission for the student to travel with parents or relatives. Any other travel arrangements must be cleared with administration and any request must be submitted in writing at least 24 hours prior to the athletic trip.

Attendance at school is necessary for participation in athletic events

In order to participate in a game or practice, an athlete must be in school and in all classes for a full day. Parent contact may generate an excuse granted by the Attendance Clerk/Assistant Head of School, allowing an absent student to participate. Daily eligibility will

be determined by the attendance office. In the case of tardiness, the parent must provide a valid and acceptable excuse. Failure to meet these attendance requirements will bar a student's participation in his/her event until the following day. The physical appearance of all athletes will reflect positively upon themselves and upon the image of Lee Academy.

Release from Class

It is the policy of Lee Academy to keep to a minimum the number of times a student leaves class for extracurricular activities.

Physicals

Students involved in athletics must have a physical examination by a doctor or physician's assistant before he/she can begin practices. Students will fill out health reports each sport season. Physicals are required every other year.

Insurance

In order to participate in athletics, the student must buy school insurance (forms can be picked up in the library) or provide written proof (policy number and company name) of coverage by another company.

Conduct at Games/Contests

All members of the Lee Academy Community are expected to represent themselves and the school in a courteous, thoughtful, mannerly way at games and athletic events. Boos, cat-calls or harassment of officials, players or spectators at athletic contests is unnecessary and sheds a negative light on the public image of Lee Academy as well as the individual participant.

League Affiliations

Soccer, Baseball, Softball, Tennis, Volleyball & Basketball: Penobscot Valley Conference

School Mascot & School Colors

Panda / Blue, Grey & White

FUNCTIONAL & PROCEDURAL POLICIES

Attendance Policy

Student Attendance

Statement of Purpose: Lee Academy is committed to providing a quality educational experience for all of its students and expects and requires a high level of participation in engaged student learning. Regular class attendance enables students to benefit from classroom discussions, presentations and interactive activities. These shared academic experiences are integral to the learning process and cannot be re-created or replicated. Attendance on a daily basis is a mandatory expectation for all students as there is a direct correlation between academic achievement and regular school attendance.

Attendance Expectations for Students

Consistent with the statement of purpose the following attendance expectations are enacted by Lee Academy:

Students are expected to be in school every day.

Students are expected to be in class on time for the start of school each day and each class period during the school day.

Expectations of Parents

Parents are expected to make all arrangements to insure their child's attendance and timely arrival at school each day.

Parents are expected to contact the school on the day of the child's absence to inform the school of that absence.

Parents are encouraged to notify the school of pre-arranged appointments as soon as the date of such appointments is known.

Parents are expected to provide a written note when notice is not given prior to an absence or on the day of the absence. A written note explaining the absence is required from the parent within five days for absences not excused before the day of the absence. The

note is maintained by the school through the end of the school year. This note will allow the student to make up any work that was missed during the absence.

Parents are expected to give a reason for all absences of their child.

Expectation of School Staff

Teachers will record and report attendance (absent and tardy) each day and submit the report to the Attendance Clerk.

The Attendance Clerk will maintain an accurate record of the attendance for each student identifying each absence or tardy as **excused** or **unexcused**.

The Attendance Clerk will contact the family/parents after a student has been absent three days in one ranking period, notifying the parent that the student has reached three absences.

The Assistant Head of School will contact the family when a student is absent or tardy for five days in a ranking period. A letter will be sent home to document the contact and identify actions to be taken by the parent and the school to correct the attendance issue.

The Assistant Head of School will conduct an attendance hearing for any student who is absent or tardy for seven or more days in a ranking period. The attendance hearing will result in a final plan of action including corrective actions to be taken by Lee Academy to correct the attendance issue including possible dismissal of the student.

Excused and Unexcused Absences and Tardies

For the purpose of administering the Lee Academy Attendance Policy the following definitions of student absences and tardies shall apply:

A **student absence** is defined as occurring any time a student is not present at the start of the school day, and does not subsequently report in as late/tardy to school.

A **late/tardy to school** is defined as occurring any time a student arrives late to school after the 7:55 AM morning attendance is taken by the teacher.

Excused absences/tardies are categorized as follows:

Personal Illness– The student is absent due to an illness that prevents the student from participating in school and school activities. The illness is reported by the parent. Absences due to personal illness may be documented by personal contact to the school by the family or written notification from the family or a physician.

Chronic/Extend Illness– The student is absent due to a chronic illness, disability, or because of homebound services, the Parent must complete a chronic/extended illness notification form with the office of the Assistant Head of School at the beginning of the term or the onset of the student condition that affects regular attendance. Documentation from a physician or medical provider is required.

Medical/Professional Appointments– The student has required appointment with a physician, medical professional , or other professional. Documentation from the provider is required.

Emergency or Death in the Family– The student is absent due to a death in the family or an emergency beyond the family's control. The family must provide the school in writing.

Recognized Religious Holidays– The student is required to be absent from school for a recognized religious holiday. Prior written notice from the family is required. If the parent is unable to provide prior notification of the absence, notification in writing is required no later than the second day after the student's return to school from the absence occasioned by the religious observance.

Planned Family Trips– The student is absent from school at a future date due to a family trip or educational activity planned in advance and school is notified of the absence prior to the date of the absence. No more than ten school days will be allowed for a planned family absence.

Exceptional Circumstances– In the instance that a student must be absent from school due to exceptional circumstances not previously identified in this document the Assistant Head of School may approve prearranged absences for the situations in which

an exemption from attendance appears to be in the best interests of the student and his or her family. This decision is at the sole discretion of the Assistant Head of School.

For absences due to suspension or dismissal, the family will be notified by the office of the assistant Head of School of the suspension or dismissal and the date when the student will be expected to return to school. The student must return to school on the indicated date.

High School (Grades 9-12) Credit Sanctions

High School students (grades 9 through 12) are subject to credit sanctions for excessive absences or tardies as outlined in the Lee Academy Attendance Policy.

1. The Attendance Clerk will complete a quarterly attendance report and forward it to the Assistant Head of School at the end of each ranking period identifying students who may be subject to credit sanction due to excessive absences or tardies as outlined in the Lee Academy Attendance Policy.
 - a) The Assistant Head of School for day students
 - b) The Director of Residential Life for boarding students
2. The Assistant Head of School will review the attendance of each high school student on the quarterly attendance report at the end of each ranking period and determine the administration of any credit sanctions.
3. The Assistant Head of School will provide formal notification to the family of any high school student receiving credit sanctions.
4. The Assistant Head of School may, at his or her discretion conduct a credit sanction hearing with the student and his or her family in considering any credit sanctions. In all cases, the decision of the Assistant Head of School shall be final.

Credit Sanction Criteria

Credit sanction (grade reduction) for students in grades 9 through 12 (high school) will be enacted for excessive absences and absences that are unexcused as follows:

1. Any class in which the student has more than three unexcused absences in a Quarter will result in a grade no higher than a sixty-nine (69) for the Quarter in that class (subject).
2. Any class in which the student has more than six unexcused absences in a semester (semester report) will result in loss of credit for that semester in that class (subject).
3. Any class with twelve total absences excused or unexcused in a semester (half year) will result in loss of credit for the semester (half year) unless it is determined by the assistant Head of School that exceptional circumstances exist that warrant an exception. In the case of an exception a plan for make-up may be authorized at the discretion of the Assistant Head of School.

An unexcused tardy to class of thirty (35) or more minutes late will result in an attendance posting of absent unexcused.

Make-Up Work

- When students are absent for excused reasons (including absences for suspension or exclusion from school), an opportunity to make up work will be provided. Make-up work is encouraged so that students will profit from future instruction and help identify the need for remediation.
 - High school students are responsible to ask the teacher for make-up work.
 - Work missed including tests and other assessments resulting from an excused absence may be made up and credit given for such work. Work missed due to unexcused absences may only be made up with an exception decision by the Assistant Head of School.
 - Upon the student's return to school the work must be made up within five days unless an extension is allowed by the Assistant Head of School due to lengthy absence or extenuating circumstances.
 - Students will not be penalized for work not completed due to a teacher absence.
 - Students are encouraged to get make-up work assignments before returning to school.
- They must do this according to the following procedures:

Absence of one or two days: Contact the teacher (responsibility of the student), a friend in class may be used to obtain work missed.

Absence of three or more days: Contact the school Attendance Clerk to obtain information on missed work.

Policy Expectations/Procedural Guidelines

Cellphones/Smartphones, Personal Devices, and other Media Players

Statement of Purpose: Lee Academy recognizes the importance of student engagement and attention in the classroom as a critical factor in the quality of the learning experience. It is also understood that distractions to the teaching and learning process that detract from the ability of the teacher to teach in a focused and attentive environment are unacceptable. Likewise, distractions that interrupt the learning of others are equally unacceptable in the classroom environment.

Policy Expectation

Consistent with the statement of purpose the following policy is enacted at Lee Academy:

Cellphones/smartphones, personal devices and other media players are not to be used in the classroom unless:

1. The use of the cellphone/smartphone, personal device or media player is being used specifically to support the academic subject and lesson being taught.
2. The use of cellphones/smartphones, personal devices or other media players is allowed only in situations where their use is expressly approved by the teacher and consistent with item #1.
3. Cellphones/smartphones, personal devices and other media players are to be turned off and remain in designated areas (pockets on wall) in the classroom environment unless their use has been expressly allowed by the teacher consistent with #1 and #2 above.

Student use of cellphones/smartphones, personal devices or other media players is allowed before school, after school and during lunch providing that an academic or residential life program is not in place and use of such devices would disrupt the program as determined by the staff/faculty in charge.

Students who violate the policy and expectations outlined in this policy will be redirected by the teacher or staff supervising the student.

First time violations will result in the teacher taking the device from the student and turning it into the office. The student will need to go to the office to retrieve the device at the end of the day.

All subsequent violations will be referred to the Assistant Head of School or his or her designee for review and disposition.

Student refusal to comply with a teacher or staff member's direction in conjunction with this policy will be determined to be non-compliant behavior and the student will be referred to the Assistant Head of School or his or her designee immediately for review and disposition.

Students who repeatedly violate this policy will be denied the possession of cellphones/smartphones, personal devices and other media players during the school day.

Medications

Any medications (over-the-counter or prescribed) should be brought to the nurse or the main office upon campus arrival. Exceptions to this would be if a student has been approved by the school nurse to carry immediate response medications such as epinephrine auto-injection and asthma inhalers. Parents/guardians will give Lee Academy permission to administer Tylenol or ibuprofen by marking the appropriate space on the student profile.

Accidents

Any student injured while on campus should report the injury immediately. Parents will be notified immediately. In the event a parent cannot be reached, emergency medical treatment may be sought.

Field Trips

Any trip sponsored or sanctioned by Lee Academy must be organized or coordinated with appropriate faculty or staff guidance. Field trip permission slips must be signed by parents.

Fund Raising

Any fundraising by student groups and/or organizations must be cleared through the Assistant Head of School.

Dance Rules and Policies

Admission to dances is open to all enrolled Lee Academy students. Any student may bring a date, provided he or she signs a guest list in the office by the close of school on the day of the dance. No junior high students will be allowed to attend. Guests may not be over 20 years of age and are the responsibility of the inviting student. Gym doors are closed after the dance begins and there is no admittance 30 minutes after that time. Students are not allowed to leave the dance and return after the doors are closed.

Dining Hall/Lunch

Free, reduced and regular lunches are determined by the parents' income. Applications are available in the Library to apply for free or reduced lunches. These applications are for parents to complete, sign and return to school. Regular lunch costs \$2.25, reduced lunch costs .40 cents. Breakfast is served from 7:15-7:50. Regular breakfast costs \$1.25, reduced breakfast is \$0.00.

Lee Academy Dining Hall Expectations

Rationale: Lee Academy strives to create a culture of respect and acceptance for all students, staff and visitors while on the Lee Academy campus. The Lee Academy Dining Hall is an important campus center not only as a dining hall but also as a place of social interaction and kinship. To this end, the Dining Hall is a learning center to support the culture and values of the Academy. In order to provide a quality dining experience in an atmosphere that supports and promotes a positive educational environment the following expectations and rules shall apply:

1. Appropriate attire is required at all times in the Dining Hall.
2. Meals are all-you-can-eat; please take only what you can and will eat. Seconds are allowed.
3. Cleanliness is everyone's responsibility. Avoid unnecessary food and paper on the tables. Clean up after yourself and others and return all dishware and silverware in the return window. All waste paper and remaining food is to be deposited in the waste buckets provided.
4. Take the responsibility to clean up any spills or food on the table. A bucket, sponge and towel are available.
5. Faculty, staff, visitors and others with children are expected to supervise their children while in the Dining Hall and direct them to clean any spillage or waste for which they are responsible.
6. Removing plates, cups and utensils from the Dining Hall is prohibited.
7. All individuals using the Dining Hall are expected to cooperate with Dining Hall personnel and Academy staff responsible for supervision of the Dining Hall.
8. Treat the Dining Hall and others with respect. Those using the Dining Hall are expected to maintain appropriate noise levels, use appropriate language and be courteous of others at all times.
9. Horseplay, running, throwing objects (including food) is prohibited.
10. Pets/animals are not allowed in the Dining Hall with the exception of properly licensed, documented and identified service animals.

Public use of Facilities

A number of buildings on campus are often used by local area groups and organizations. Students and parents should be aware that there are often guests on campus. Those buildings generally used by local groups are the Fred R. Dingley Auditorium, the McDonald and Mallett Gymnasiums, the Planetarium, the Alumni Building and the Dining Hall. Groups wishing to use Lee Academy facilities should request a facility use form from the Athletic Director.

Any person needing special accommodations to attend school functions should contact the Athletic Director 48 hours prior to the event.

Asbestos

Lee Academy had an asbestos survey completed for all facilities as required by law. The asbestos management plan has been accepted and approved by the State of Maine and is in on file in Augusta. A copy is also available for inspection in the Executive Director's office and can be examined during regular business hours.

Arrival at School

When students arrive in the morning, they may go to breakfast or come into the Academy building and report to a room until the bell rings to begin the day.

OPEN CAMPUS POLICY

Off campus access during the school day is a privilege at Lee Academy. Once the school day starts, at 7:50 and until it ends at 2:25, students are not to leave campus without being dismissed by the office.

Students are allowed open campus access during their assigned lunch period with the following conditions:

- Off campus access is allowed only during the student's assigned lunch period.
- Students are allowed to leave campus to go to Harris' Takeout or Raymond's Store only.
- Students must go directly to Harris' or Raymond's and return immediately. These two businesses are the only authorized destinations.
- Loitering, congregating or delaying on the way or back from the authorized locations is not permitted.
- Rideout Park is off limits during the school day including during lunch or when students are allowed off campus access.

Students who fail to abide by the Open Campus Policy and the conditions set forth will be subject to disciplinary action and may lose open campus access.

Parking and Motor Vehicle Policies

Faculty parking is available on the west and south sides of the Haynes Building. Parents and other visitors may also use the parking areas in front of the Haynes Building (please do not park in the circular driveway), the Cobb Center and Alumni Building. Students who bring cars or trucks to school must park in the parking lot, adjacent to the Alumni Building. Upon arrival at school, students should park their cars, then lock and leave them until the end of the school day. Lee Academy is not responsible for damage to vehicles parked on school property.

During the first week of classes, students must register their vehicles. Forms may be picked up in the office and returned to the Assistant Head of School. A parent or guardian is required to sign this registration form. Using cars during the school day is prohibited. However, if a student needs to use his or her vehicle during the school day, the student must get prior permission from the Assistant Head of School.

A student's vehicle privilege may be suspended for the following reasons:

1. Not getting prior permission before using the vehicle.
2. Excessive noise, excessive speed, or spinning tires.
3. Driving in such a way as to endanger others.
4. Transporting a passenger without the passenger having prior permission.
5. Being in a vehicle during the day.

First driving suspension means the student cannot bring a vehicle to school for 2 weeks.

Second driving suspension means the student cannot bring a vehicle for 5 weeks.

Third driving suspension means the student cannot bring a vehicle for the remainder of the school year.

As parking space is limited at Lee Academy, students are asked to use courtesy when parking their respective vehicles. Please fill the back rows first and park as closely to other vehicles as is reasonable.

Bus Policy

The right of students to ride on a school bus depends on the student's good behavior and on his/her willingness to follow the individual bus rules and driver instructions. Students should be at their bus stops on time in the morning, should find their seats in an orderly manner and should behave responsibly at all times while on the bus.

Lockers

All students will be provided with a locker. All Lee Academy lockers are the property of Lee Academy and may be inspected at

any time. Students are responsible for the maintenance of their assigned lockers. Any damage or tampering with lockers should be reported to the office immediately.

Visitors

Parents are always welcome at school and should report to the main office prior to their visits. Student visitors may be granted permission to attend classes and must obtain a visitors pass from the main office at least 24 hours in advance. Pets are not allowed at school.

BOMB THREAT POLICY

The Lee Academy Trustees and Board of Directors recognize that bomb threats are a significant concern to the Academy. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of the school environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. Any bomb threat will be regarded as an extremely serious matter and treated accordingly.

Conduct Prohibited

No person shall make, or communicate by any means; whether verbal or non-verbal, a threat that a bomb has been or will be, placed on school premises will be considered a threat for the purpose of this policy. It is also a violation of Academy policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, “toxic or hazardous substance or material” means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

Definitions

1. A “bomb” means and explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov Cocktail” or other destructive device.
2. A “look-alike bomb” means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A “bomb threat” is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. “School Premises” means any school property and any location where any school activities may take place.

Reporting of Bomb Threats:

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to administration, teacher or other employee in a position of authority. An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit’s bomb threat procedure, as developed under Section C, and inform the Executive Director / designee of the threat. All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures. The Executive Director / designee shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

Student Disciplinary Consequences

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from and penalty imposed by law and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the Academy. The

administration may suspend and/or recommend for dismissal any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. §1001(9) and will be grounds for dismissal if found necessary for the peace and usefulness of the school. In addition, a student who is found after a hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. §1001 (9-A), except that the Executive Director / Academy Administration may modify the requirement for dismissal based on individual circumstances. A student who has been identified through the PET process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided by school board policy.

Aiding other students in making a Bomb Threat

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in this policy.

Failure to report a Bomb Threat

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and /or dismissal.

Civil Liability

The Academy reserves the right to bring suit against any individual responsible for a violation of this policy and to see restitution and other damages as permitted by law.

Lost Instructional Time

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest appropriate (or practicable) opportunity, as determined by the board. Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

Lee Academy Computer and Internet Acceptable use Policy

Lee Academy has taken steps to manage use of the Internet and electronic communications. As well as the electronic safeguards, one of the key ways of achieving this is to ensure appropriate supervision. All of the staff in the school are aware of the issues surrounding Internet access and the need for appropriate adult supervision.

Parents have a responsibility to be aware that there may be risks associated with Internet access and the steps the school is taking to address these. The school will do all that it can to ensure that parents are informed of the school's Acceptable Use Policy by making a copy of this document available to parents if requested. Parents should also be aware that any evidence that pupils have been accessing material that should not be available through the school network will be considered seriously by educational and other professionals and may be dealt with formally.

Pupil access is granted for educational purposes and courses. Every attempt should be made for staff, parents and pupils to work together so that use of the Internet is as safe as possible. All equipment and other users should be treated with respect and the facilities should be used in a way that does not disrupt its use by others.

This means that:

- Students will use computers in an appropriate manner as means of communicating , accessing information and academic learning.
- Students will use appropriate language and not use profanity or vulgarity when using computers for e-mail.
- Students will not harass others, send hate mail or messages, or intentionally disrupt others from using computers.
- Students will not use social media sites without permission from teachers or staff during school hours.
- Students will use all computer equipment in an appropriate manner and report any problems immediately to their teacher.
- Students will treat computers, peripherals and network equipment with respect.
- Students will respect and obey all copyright laws, and will not make copies of software and private works from school.
- Students are not allowed to install any programs on school computers without permission from teachers.
- Students will not reveal personal addresses or phone number when corresponding via e-mail.

- Students understand that e-mail and files on school computers are not private, and may be monitored at times to ensure compliance with school guidelines.
- Students understand that personal computers used at Lee Academy during the School day, may be retained for examination purposes to ensure compliance with school guidelines.
- All personal devices, that can access the Internet, may be required to be registered for monitoring and protection purposes at the schools discretion.
- Students are responsible for not pursuing material that could be considered offensive. Parents must understand that there is always the possibility that their child may encounter materials on the Internet that they may consider inappropriate.
- Students will keep their passwords private and secure and will not purposely attempt to obtain another students password or “log-in” as another student.
- Students will not access and/or copy others work or files.
- Students will not employ the network for commercial purposes or illegal activities. The school assumes no responsibility for any unauthorized charges made by students, including but not limited to credit card charges, long distance telephone charges, equipment and line cost, or for any illegal use of its equipment such as copyright violations.
- Students will use resources efficiently and effectively without wasteful behavior. Academic use of computers always takes priority over other usage.
- Students are not to print materials from the school computers without permission from a teacher or staff member of Lee Academy. The printers are provided for academic use only.

Students not using the school computer equipment and network in accordance with this policy may be subject to the following consequences:

1. Violations of Lee Academy’s Acceptable Use policy may result in a suspension of access for a period of time to be determined by school officials.
2. Additional disciplinary action may result, in line with existing practices regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies may be involved.
4. Responsibility to pay any fines, charges or penalties procured by the student from illegal use.

Parents of students at Lee Academy who choose to deny their child access to school computers and/or the Internet, may initiate such a request by contacting the administration.

**-Addendum to Computer and Internet Acceptable use Policy
Dorm and personal computer use.**

The use of personal computers on the school network creates an increased security risk and more demands on the network. It is a privilege, not a right, provided by the school as a convenience to the student. It is expected that the student will respect and not abuse this privilege. In addition to following the **Lee Academy Computer and Internet Acceptable use Policy**, students using personal computers on our campus must do to following:

1. Students must register new wireless & wired network cards with Tech. Coordinator.
2. All personal computers must have an antivirus program installed and updated weekly.
3. Computers, suspected of containing viruses will be immediately disconnected from the network and disinfected at the owner’s expense.
4. Students are not permitted to download or distribute materials that violate copyright laws.
5. Students are not permitted to attempt to bypass Internet filtering.
6. Students are not permitted to scan the network or bypass any network security that may be in place.
7. All dorm computers including personal computers must be turned off or disconnected from the school network during the school day unless it is being used at school.
8. Academics take priority over entertainment. Personal use should only take place on the lab computers if no one needs to use them for academic purposes.
9. Students are not permitted to install software on school computers without prior permission.
10. Personal computers must have system updates performed regularly to avoid security vulnerabilities.
11. Dorm lab hours and Internet use will be determined by the policies established by the school's administration.
12. Student personal computers may be retained for examination at any time by dorm parents, technology coordinator or administrator for the purpose of checking for compliance with Lee Academy’s acceptable use policy.

Additional Rules for Lee Academy Laptops Issued to Students

1. Laptops are loaned to students as an educational tool and may be used for purposes specifically authorized by Lee Academy and the MLTI program.
2. Students and their parents are responsible for the proper care of laptops at all times, whether on or off school property, including costs associated with repairing or replacing the laptop. Lee Academy offers an accidental damage protection plan for parents to cover replacement costs and/or repair costs for damages not covered by the laptop warranty. The accidental damage insurance is non-refundable and required. A sliding fee scale is offered based on school lunch status.
3. Parents are required to attend an informational meeting before a Lee Academy laptop will be issued to a student for take home privileges. The Lee Academy Acknowledgement Form must be signed by both the student and his/her parent. The student's family (parents) must purchase the Lee Academy laptop insurance plan.
4. If the laptop is lost or stolen, this must be reported to the Lee Academy administration immediately. The Lee Academy administration will contact the Department of Education. The parent or guardian must report the theft to law enforcement in addition to the Lee Academy administration.
5. Lee Academy policies and rules concerning computer and internet use apply to the use of laptops at any time or place on or off school property. Students are responsible for obeying any additional Lee Academy or MLTI rules concerning the care of laptops that are issued by Lee Academy.
6. Violation of policies or rules governing the use of computers or electronic devices or any careless use of a laptop may result in a student's laptop being confiscated and/or a student being limited to use of the laptop under the direct supervision of Lee Academy faculty and staff. The student will also be subject to Lee Academy disciplinary consequences for any violations of Lee Academy policies/procedures or rules.
7. Parents are responsible for supervising their child's use of the laptop and internet access when in use off campus or in the home.
8. The laptop may only be used by the student to whom it is assigned and family members to the extent permitted by the MLTI program.
9. All use of Lee Academy issued laptops by any person must comply with the Lee Academy policies, procedures and rules.
10. Laptops must be returned in **acceptable working order** at the end of the school year or when requested by Lee Academy staff.
11. Lee Academy issued laptops are the property of Lee Academy and subject to inspection, review, search or confiscation at any time. Lee Academy issued laptops must be surrendered immediately on demand by Lee Academy staff.

INTEGRATED PEST MANAGEMENT

Lee Academy desires to prevent unnecessary exposure to students and staff to pesticides and to reduce the need to rely on pesticides when managing pests. It is the policy of Lee Academy to only use pesticides that are used in routine cleaning and under the correct application guideline for these products as listed on their containers. Routine cleaning is also limited to after school hours so as to further reduce the risk of exposure. In the case of removing hives/nests of stinging insects, limited use of pesticides may be used after school hours and in well-ventilated locations. If further pesticide use becomes necessary, then a private contractor with a commercial pesticide applicator license in the appropriate category would be hired. Appropriate annual notification to students, to parents and to the staff will be carried out. All sightings of pests will be reported to the school's integrated pest management (IPM) coordinator and will be logged in a school IPM log book. This log and the integrated pest management plan will be stored in the main office of the Academy Building and are available upon request for review.

Parents, guardians and school staff may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the notification registry. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds at least two days prior to applications. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

Lee Academy
26 Winn Road, Lee, Maine 04455
ANNUAL NOTIFICATION TO BUILDING OCCUPANTS

To: School Employees, Building Occupants, Parents, Guardians, and Lee Residents
From: Office of the Executive Director

The Federal Asbestos Hazard Emergency Response Act (AHERA) requires that local education agencies inform all school employees and students of asbestos-related activities, such as asbestos inspections and removal projects, that have been undertaken on the Lee Academy Campus at least once a year. This information is recorded in Lee Academy's Asbestos Management Plan. The Asbestos Management Plan for Lee Academy is located in the office at the above address. The Asbestos Management Plan is available for review during regular office hours.

Notification for Specific Pesticide Application at Lee Academy

I am a parent, legal guardian, or staff member of this school and I would like to be notified before all specific pesticide applications are made at the school or on the school grounds, except the following: 1) non-volatile liquids injected into cracks, crevices or wall voids; 2) non-volatile baits, gels, pastes and granular materials placed in areas inaccessible to students; 3) paints, stains and wood preservatives; 4) disinfectants used for routine cleaning; 5) non-powered applications of ready-to-use general use pesticides to control or repel stinging or biting insects where there is an urgent need to protect the health and safety of a student, staff member or other school occupant; 6) when school is not in session and will not be in session until the safe re-entry time specified on the pesticide label has elapsed and 7) indoor applications of a pesticide with no reentry interval specified on its label, but entry to the treated area is restricted for at least 24 hours.

I would prefer to be contacted by (circle one)

US Mail E-mail Phone

Date: _____

Name: _____

Mailing Address: _____

Daytime Phone: _____

Evening Phone: _____

E-mail: _____

If you want to be notified, please complete and return this page to: Safety Officer
Lee Academy
26 Winn Road
Lee, Maine 04455