



L.E.A.D. ACADEMY

LEADERSHIP. ENTHUSIASM. ATTITUDE. DISCIPLINE.

Student and Parent Handbook 2023-24

My son, do not forget my law, But let your heart keep my commands; 2 For length of days and long life And peace they will add to you. 3 Let not mercy and truth forsake you; Bind them around your neck, Write them on the tablet of your heart, 4 And so find favor and high esteem In the sight of God and man. 5 Trust in the Lord with all your heart, And lean not on your own understanding; 6 In all your ways acknowledge Him, And He shall direct your paths. 7 Do not be wise in your own eyes; Fear the Lord and depart from evil. 8 It will be health to your flesh, And strength to your bones. 9 Honor the Lord with your possessions, And with the first-fruits of all your increase; 10 So your barns will be filled with plenty, And your vats will overflow with new wine. Proverbs 3:1-12

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What Is In Our Name?

“Education is the cultivation of wisdom and virtue through the study of the True, the Good, and the Beautiful, in order to develop fully formed human beings.” Martin Cothran

LEADERSHIP

Servant leadership based on the teachings and practices manifested in the life of Jesus can be found in the Bible study and application.

John 13:13-17

“You call me Teacher and Lord, and you are right, for so I am. If I then, you Lord and Teacher, have washed your feet, you also ought to wash one another’s feet. For I have given you an example, that you also should do just as I have done to you. Truly, truly, I say to you, a servant is not greater than his master, nor is a messenger greater than the one who sent him. If you know these things, blessed are you if you do them.”

ENTHUSIASM

Being in filled with Godliness (goodness) which comes from a mindset focused on truth, beauty, and wonder acquired through the student of God’s word and manifested in the life of his disciple with fruit from the Spirit.

Colossians 3:23

“Whatever you do, work heartily, as for the Lord and not for men.”

ATTITUDE

Your daily thought life turned inside-out and projected to people around you on the “big screen” of your life; a picture of a thought life of whatever is said or done to you will be met with the attitude of Jesus found in his Holy Word.

Philippians 1:27

“Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ.”

DISCIPLINE

Doing what you are supposed to do, doing it right, doing it without being told, and doing it faithfully and consistently based on Biblical principles found/studied/acquired by disciples who are committed fully devoted followers of Christ.

John 13:34-35

“A new commandment I give you, that you love one another; just as I have loved you, you also are to love one another. By this all people will know that you are my disciples, if you have love for one another.”

Mission Statement

L.E.A.D. Academy will provide families a learning environment and support system that enable their student to grow spiritually, mentally, and physically into an adult with a Christian worldview. As a Christian and classical school we have been entrusted by the parents with the responsibility to help train and disciple the minds of all students who pass through our doors. As a school we seek and encourage quality academic work, and we have high standards of conduct. We expect parents to support our standards that are based on biblical principles. Parents should familiarize themselves and their child with the biblical principles of kingdom education, listed here in this handbook.

Vision Statement

Students will demonstrate their abilities through application and service, and their achievements will gain them favor with God and man. "And Jesus increased in wisdom and stature, and in favor with God and man." Luke 2:52

Our desire is to graduate young men and women who think clearly, listen with discernment, reason with understanding, articulate and explain scriptures fluently, and are prepared to go into the world with a biblical worldview. Our vision is for students to have a heart for God and that they pursue God in every facet of their lives.

Educational Philosophy

"Love the Lord your God with all your heart, with all your soul, and with all your strength. These words that I am giving you today are to be in your heart. Repeat them to your children. Talk about them when you sit in your house, and when you walk along the road, when you lie down, and when you get up. Bind them as a sign on your hand and let them be a symbol on your forehead. Write them on the doorposts of your house and on your gates." Deuteronomy 6:5-9

God has placed our students in Christian schools to prepare and equip them as His masterpieces, created in Christ Jesus to do good works which God prepared in advance for them to do (Ephesians 2:10). We can be certain that God will complete the work He has begun in the lives of our students (Philippians 1:6). (from Clear Focus by Steven Reel)

L.E.A.D. Academy offers more than just an education with books and pencils; we are committed as a staff to pray daily for your children and their future. We strive to instill the lost art of loving to learn. We encourage our Lions to do over and do better each day and to thrive, not just survive! We are focused on nurturing a generation with a Godly worldview. Kingdom education is a life-long, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ. We highly recommend you read the book Kingdom Education by Glen Schultz. L.E.A.D. Academy has been created using the principles presented in this book. Above all, parents can be confident that their student, at every stage of his or her development in school, will be loved with Christ's love at L.E.A.D. Academy.

Latin Motto

Laus Deo Semper- Praise Always to God

School Pledge

"As a L.E.A.D. Academy student, I promise to be a responsible citizen at all times. I accept the challenge to learn, think, and perform at my highest level. A learner today, a leader tomorrow, all for God's glory".

PRINCIPLES OF KINGDOM EDUCATION

1. The education of children and youth is the primary responsibility of parents.
Deuteronomy 6:4; 11:18-21; Psalm 78:1-7; Proverbs 22:6; Malachi 2:13-16; Ephesians 6:4
2. The education of children and youth is a 24-hours-a-day, 7-days a week process that continues from birth until maturity. Deuteronomy 6: 7; 11-19; Proverbs 22:6
3. The education of children and youth must have, as its primary goals, the salvation of and discipleship of the next generation. Psalm 78:6-7; Matthew 28: 19-20
4. The education of children and youth must be based on God's Word as absolute truth.
Matthew 24:35; Psalm 119
5. The education of children and youth must hold Christ as preeminent in all of life.
Colossians 2:3-4; 6-10
6. The education of children and youth must not hinder the spiritual and moral development of the next generation. Matthew 18:6; 19:13-14; Mark 10:13-16; Luke 18:15-17
7. The education of children and youth, when delegated to others by parents, must be done by teachers chosen with the utmost care to ensure that they all follow these principles. Exodus 18:21; 1 Samuel 1:27-28; 3:1-10
8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldview of the person's teachers. Luke 6:40
9. The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference. Romans 1:20; Psalm 19:1; Proverbs 4:5,7; 3:19; 9:10; Psalm 104:24; 136:5; Jeremiah 10:12; Romans 11:33; Luke 11:52; Colossians 2:3; 1 Corinthians 8:1; 13:8; Romans 1:28
10. The education of children and youth must have a view of the future that includes the eternal perspective. Colossians 3:1-2; Matthew 6:19-20; 2 Timothy 4:6-8, Acts 20:24; Hebrews 11:13; Colossians 3:23-24
11. The education of children and youth must have as its primary focus the knowledge of God. We must teach who God is. Hosea 4:1-6; 2 Timothy 3:7; Exodus 20:3-4
12. The education of children and youth must result in the performing work in the fulfillment of God in their lives. Colossians 1:9-10; Romans 12:10
13. The education of children and youth must be characterized by the pursuit of excellence based on Godly character resulting in competent performance for God's glory.
2 Corinthians 8:7, 10:12; Phillipians 1:9-10; 4:8; 1 Timothy 6; 11, Psalm 8:1

School Distinctives

L.E.A.D. Academy believes a Christ-centered education includes not only a Christian environment where students are to be instructed with academic excellence, but an education that places Christ at the “center of all learning.” We accomplish this by integrating the Word of God, and placing it all at the center of all curriculum. Therefore, in all levels, programs, and teaching, we boldly acknowledge that all things come from our Creator, and every area of life must be subject to glorifying Him (II Timothy 3:16-17). We commit to providing a clear model of the biblical Christian life through our staff and board (Matthew 22:37-40) while encouraging every student to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20, Matthew 19:13-15).

To Be Christ-Centered

The Bible clearly states, “All scripture is inspired by God and is profitable for teaching, for reading for correcting for training in righteousness, so that the man of God may be adequate, equipped for every good work” (II Timothy 3:16). Scripture is the foundation of our academics. Teachers combine elements of each subject with scripture as the center of every lesson. Our coursework centers on the truth that Christ alone is the source of all life, truth, goodness, and beauty. All subjects must be deeply rooted in scripture in order to provide a Christ-Center education.

To Be Classical

G. K. Chesterson said “Education is not a subject, and it does not deal in subjects. It is instead the transfer of a way of life.” We strive to emphasize the grammar, logic, and rhetoric stages of learning where students recite, chant, imitate, and discuss information and become aware of how to be a learner for life! We do not teach subjects as singular entities, but as a way of putting a puzzle together that combines the pieces of life and the world around us. We encourage students to develop a love for learning and we provide an orderly atmosphere to obtain this goal.

Admissions

Nondiscriminatory Statement

L.E.A.D. Academy Classical School admits students of any race, color, nationality, or ethnicity to all rights, privileges, programs, and activities generally accorded or made available to students and the school. L.E.A.D. Academy Classical School does not discriminate on the basis of race, color, nationality, or ethnicity in the administration of its policies, admissions, tuition assistance programs, athletics, and other school-administered programs.

Procedures and requirements for parents:

All parents must complete the enrollment process via GradeLink. Directions for enrollment may be found on our website, www.leadacademylions.com/applicationprocess.

A copy of each student’s birth certificate, updated immunization record, custody/legal documents, scholarship letter (Step-Up) must be supplied for review prior to admission. *Any other documents pertaining to your child must be submitted before considered for admission.*

A school representative will notify parents about student evaluations, and the decision regarding acceptance. Registration fee is due upon completion of enrollment. All financial arrangements between family and the school must be understood **before** an admission is considered final.

Procedures and requirements for students:

A child must have reached the age of four years by September 1st of the fall in which he or she will be entering K-4.

A child must have reached the age of five years by September 1st of the fall in which he or she will be entering kindergarten.

A child entering first grade must have reached the age of six years by September 1st of the fall which he or she will enter school.

If a child has successfully completed the previous school year and his or her schoolwork and behavior compare favorably to the comparable grade at L.E.A.D Academy, the child will likely be placed in the grade for which he or she is applying. However, if through the administration of assessment or other evidence it is determined that the child may not be adequately prepared for the next sequential grade level, it may be necessary that he or she repeat the previous grade.

Admission requirements for parents:

The parents of students in L.E.A.D. Academy should have a clear understanding of the biblical philosophy and purpose of our school. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program.

The parents must be willing to cooperate with all the writing policies of L.E.A.D. Academy. This is most important in the area of discipline (see Discipline Guidelines and School Rules) and schoolwork standards, as well as active communication with the respective teacher(s) and administration. Failure to do so results in student dismissal.

Tuition and Fees

Tuition at L.E.A.D. may be paid in full at the beginning of the year, or it may be paid monthly, beginning in June, in 12 equal payments.

Registration fees are due upon submission of enrollment. Tuition payment is due the 1st of each month. L.E.A.D. Academy charges a \$50.00 late fee for tuition received after the 5th. Returned checks will be charged a service fee based upon the amount of the check in accordance with Florida statutes.

Payment for each semester is required once a student has attended L.E.A.D. Academy for one day of that semester. **Payment is required even if the student is expelled or withdrawn from the school.** Exceptions to that policy are (a) family relocation exceeding 50 miles; (b) death of a parent or guardian; (c) permanent loss of income for the primary family provider (d) proof of an awarded scholarship.

L.E.A.D. Academy will not refund tuition or fees.

School records will not be released until all outstanding balances are paid in full.

A student's balance must be current in order to reserve a position at L.E.A.D. Academy for the upcoming semester and/or year.

A student may be dismissed if their account is more than 30 days overdue unless prior alternate financial arrangements are made with L.E.A.D. Academy.

Tuition Assistance

L.E.A.D. Academy accepts scholarship funds from the Step Up for Students Scholarship organization. Please visit www.stepupforstudents.org for more information.

Continuous Enrollment Agreement Terms

I/We agree that the term of my student's enrollment begins with this signed Continuous Enrollment Agreement and, thereafter, continues automatically through completion of Grade 12 or, if necessary, until withdrawal or dismissal.

I/We understand that the continuous enrollment fee will be drafted in the lump-sum for the initial school year, but in subsequent years, will be incorporated into the monthly tuition payment plan.

I/We agree to keep our student's demographic information updated as requested.

I/We agree to maintain a current tuition payment plan with terms as specified.

I/We agree to the financial policies set forth in this agreement and acknowledge that we will review The Parent-Student Handbook each year for any changes to those policies.

I/We agree to fulfill all financial obligations promptly.

My/Our electronic signature signifies my understanding of, and agreement to the terms of this Continuous Enrollment Agreement with L.E.A.D.

I/We understand and agree to the terms set forth in the Continuous Enrollment Agreement as outlined herein. From the time of official admission. I understand that my child will be considered enrolled at L.E.A.D. through his or her high school graduation unless otherwise notified by the parents or guardian, or dismissed for due cause, by L.E.A.D. or its representative.

I/We understand Continuous Enrollment fees will be posted to my GradeLink account (or any subsequently adopted educational management system) by the end of the first working week of January after the return to school from Christmas break.

I/We understand that tuition fees for the next school year will be published on L.E.A.D.'s school website on or before the 15th of January of the current year.

I/We understand that the due date for withdrawal for the next school year is the 20th of January of the current school year. Otherwise I/We am opting in to the Continuous Enrollment program for the following year and will be billed the registration fees for Continuous Enrollment.

I/We understand that Continuous Enrollment registration fees subsequent to the initial fee will be billed in three (3) installments. The first installment is due the last day of January, the second Installment is due the last day of February, and the final installment is due the last day of March.

General Guidelines and Procedures

School Hours

Office Hours:	7:15 am - 3:15 pm	
Drop Off:	7:30-7:55 am	
School Day:	K4 & K5	8:00 am - 2:00 pm
	1st - 12th	8:00 am - 2:45 pm
Pick Up:	K4 & K5	2:00 pm
	1st - 12th	2:45 pm
Before Care:	6:30 - 7:30 am	
After Care	2:00 - 6:00 pm	

Drop-off and Pick-up Procedure

Unless your child is participating in our Extended Day Program, please do not drop your child off before **7:30 am**. If your child arrives before 7:30 am he or she will be sent to our morning Extended Day Program, and the parent will be charged all applicable fees.

NO cell phone use.

Keep the carline tag visible, hanging from the rear-view mirror, during pickup.

The driver should remain in the car. We will load and unload children.

Children will be loaded and unloaded from the passenger side only. Please adjust car seats and siblings accordingly.

Under no circumstances should a child be let out of the car unless a staff member is present.

Have your child ready to go. Please do not send your child into school eating breakfast.

Put your car in park while children are being loaded or unloaded.

Please refrain from engaging staff in conversation during drop-off and pick-up.

Never leave a child or valuables unattended in our vehicle. Only park in parking spaces.

Children not picked up at the designated time will be sent to our Extended Day Program and parents will be charged all applicable fees.

Carline changes must be conveyed to the child's teacher and called in to the front office before 1pm.

After-School Policy

Teachers and staff have duties and responsibilities they must attend to after students are dismissed.

It is the parent's or guardian's responsibility to make arrangements for their child to be picked up from school on time. Students who are not picked up by the end of the carline will be taken to our Extended Day Program and the parents or guardians will be responsible for all applicable fees. 7th-12th graders will incur the same aftercare fee.

Check-In and Check-Out

Parents must enter the building and sign in students who arrive after 8:00 for 1st - 12th grades and 8:15 for K4 and K5.

Parents must enter the building and sign out their students who leave school before dismissal.

K4 - 3rd Grade: **Check in and check outs will be in the ESTHER BLDG.**

4th Grade - 12 Grade: **Check in and check outs will be in the NEHEMIAH BLDG.**

Students checked out before 11:45 am or checked in after 11:45 am will be counted absent for that day.

No check outs after 1:00pm.

Attendance Policy

A student enrolled in L.E.A.D. Academy is expected to be present and on time every day. The actual number of days school is in session will be determined by the early school calendar. Students are also expected to attend and complete all requirements for every course offered. Exams are mandatory.

Absence Guidelines

Please make every effort to have your student in school. However, we know that circumstances arise when that is not possible. In the event the total number absences for one quarter is equal to or exceeds five days in one quarter or 10 days for the semester and the student has not completed all missed work, the student will not receive credit for that time period. In the event a student is absent from a class, or from school, for more than 10 days during one quarter (for any reason), the student's parents will meet with the administration (and teacher if necessary) to determine whether the student will receive a letter grade on his/her report card. In the event the total number of absences, whether planned or unplanned, is equal to or exceeds 15 days in one semester and the student has not completed all missed work by the end of the grading period, the student will not receive credit for that grading period. Upon request from parents, the principal and/or head of school may waive requirements set by provisions of these guidelines. In doing so, the principal would take into account the student's mastery in all subjects, attitude toward work and study, and disciplinary record at school. Below is the attendance policy form you and your student must sign upon acceptance to L.E.A.D. Academy.

1. Students are expected to attend regularly for the full 180 days of school each year.
If a student is absent, you will need to notify the front office, as well as your student's teacher. If the absence is related to illness or appointment, please provide BOTH the front office, as well as your student's teacher, with a note from the office/doctor in order for the absence to be excused.
 - K5 - 3rd grades notify tonya.pitts@leadacademylions.com
 - 4th - 12th grades notify sophia.freeman@leadacademylions.com
2. Students may have up to 5 absences per year excused with a parent note. Upon the 6th absence, your student must have a doctor's note in order for any illness related absence to be marked excused.
3. Students may not be absent more than 10 unexcused times per year. Upon reaching their 10th unexcused absence, students will be placed on an attendance contract.
Further violations of the attendance policy may result in dismissal from L.E.A.D. Academy.
4. Tardies often result in a disruption of classroom activities, as well as prevent students from receiving needed instruction. Students will receive 1 unexcused absence per 3 unexcused tardies. A parent note of explanation can be used for the first 3 tardies. Further tardies will be excused only with a doctor/office note. 10 unexcused absence tardies will result in an attendance contract for your student. Further violation may result in dismissal from L.E.A.D. Academy.
All attendance is subject to the review of the Administration at L.E.A.D. Academy. If upon review, the team sees an issue regarding attendance, we will be in immediate contact and expect families to be in full cooperation regarding prompt and consistent attendance at school.

Unplanned Absences

Unplanned absences include any unforeseeable absence. Specific examples are illnesses or family emergencies.

Notification

Students who are absent due to illness or family emergency should explain the reason for their absence to their teacher upon returning. It is the student's responsibility to find out what work was assigned. In the case of extended illness, parents should contact the teachers directly in order to find out what assignments were missed.

Make-Up Work for Unplanned Absence

Students must complete all work assigned during their absence. After the student has been absent for a total of three consecutive days, parents are to contact the teacher via GradeLink to arrange a collection of make-up work.

Planned Absences

A planned absence includes any absence that is the result of a parent deciding to excuse their student from attendance at school for reasons that are foreseeable. Examples are absences due to family vacations, doctor or dentist visits, programs that are not school related.

Planned Absence Notification

Students planning to be absent should contact the attendance office and their teachers in writing or through email five days prior to the absence with the dates the student will be absent. It is the student's responsibility to find out what work is to be assigned.

Tests and Exams

If a student is planning to be absent on a day that a test or exam will be given, they should complete it prior to their planned absence or make arrangements with the teacher for a make-up date.

Make-Up Work for Planned Absence

Students must obtain, in advance, all work that will be missed during their absence. They are required to complete the assignments and submit them on the date assigned by the teacher.

Due Date Extensions

Generally, NO extension of academic due dates will be given for planned absences less than three days. Due dates will be set by the teachers.

Planned Absences (three days or more)

All guidelines for planned absences above will apply with the following exceptions: Students will have no more than half of the time they were absent to complete all assigned work. Specific due dates will be set by the teacher. All missed work must be completed.

Grading

Students will receive full credit (no grade deduction) for completing assignments given the rest of the class during their absence, if the absence is excused and assignments turned are turned in.

Tardies

Punctuality demonstrates personal responsibility, good preparation, and respect for classmates and teachers. Students in grades K4-K5 grade begin their school day at 8:15am. Students in grades 1st-12th grade are counted tardy when they are not in the classroom by 8:00 am. All tardies will be counted as unexcused unless the student has a note from a doctor, dentist, or therapist. Three unexcused absences in nine weeks, will result in lunch choice and /or Saturday school. After 10 unexcused absences a student will be in jeopardy of losing scholarships and/or admittance to L.E.A.D. Academy.

Medical

Medication

L.E.A.D. Academy does not administer medications to students unless it is medically necessary. Except for emergency first aid, no medication, prescription or nonprescription, will be administered without a completed Dispersion of Medication Form; which can be obtained from the office. Medication should never be placed in a student's bag. Only Epipens and inhalers are allowed after a doctor's note and a completed Dispersion of Medication Form has been completed and turned into the front office.

Campus Visit

Parents are not to make unannounced visits to teachers before classes begin, as teachers are preparing for the school day. If an early morning message needs to be communicated with the teacher, parents are asked to send the teacher an email through GradeLink. All visitors, including parents, are required to sign in at the office. You must provide a driver's license to be run through our Raptor system before you will be allowed to enter a classroom. This is done for the safety and security of all students, faculty, and staff. All visitors must sign out at the office upon leaving the school.

Drop Off Items for Students

We will not accept any items dropped off for students during the school day. This includes lunches, water bottles, P.E. clothes, uniforms, school work, etc.

Student Etiquette While at School

The students will be expected to show consideration for their teachers and classmates by complying with school and classroom standards.

School Rules- The following list of school rules are essential guidelines required of all students.

Conduct Guidelines

Galatians 5:22&23; But the fruit of the Spirit is love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness, self-control. Against such there is no law.

The Fruit of the Spirit will result in students cooperating with Christian standards of behavior and conversation.

*No profane language.

*No bullying.

*Cheating and lying will be addressed strongly.

*Fighting is prohibited.

*Taking anything that is not yours is stealing. No stealing.

*There should be no talking back or arguing with teachers or staff. First time obedience is expected. Requests from the teacher should not have to be repeated. "Obey right away, all the way, every day, in a cheerful way" is our motto.

*No chewing gum, electronic devices, guns, or knives are allowed on the school grounds.

*Students are expected to be aware of and avoid the off-limits areas of the buildings or grounds.

*Students are expected to treat all of the school's materials and facilities with respect and care. This includes all textbooks distributed to the students. Students will be charged for lost or damaged textbooks.

*Students are not to run or make noise in hallways; they are to walk and talk quietly when permission is granted.

*Teachers are to escort their classes through the halls to assemblies, special classes, and other class functions.

*Classes are to enter and exit the building appropriately.

Cell Phones and Electronic Devices

"Let your eyes look directly forward, and your gaze be straight before you. Ponder the path of your feet; then all your ways will be sure." - Proverbs 4:25-26

We desire to maintain a Godly academic atmosphere. Electronic devices, such as cell phones and smart watches, help us to connect with students and parents and access beneficial information. As with all technology however, cell phones, smart watches, and other personal devices can be used for purposes that are not appropriate or honoring to the Lord. It is the goal of L.E.A.D. Academy to prepare students to utilize proper wisdom and discernment in the use of mobile devices. Students may bring electronic devices to school, but these devices must stay in their backpack and must be turned completely off. Students are not permitted to use cell phones, smart watches, tablets, or electronic devices while on campus without express permission from a faculty or staff member. If a parent must reach his/her child during the school day, he/she can contact the main office. Electronic devices in use on campus without permission will be confiscated, turned in to the

office, and an administrator will contact the parent or guardian to retrieve the device. Repeat offenses will lead to dismissal from L.E.A.D. Academy.

Social Media and Electronic Communications

Videoring and Photographing

Parents and students **may not** film, record or take pictures on L.E.A.D. Academy campuses without prior written permission from school administration. Students **may not** post on social media a photo or video of a student or staff member at L.E.A.D. Academy without that person's express permission.

Inappropriate Use

Postings of L.E.A.D. Academy students on social networking, internet sites or through other means of communications, (i.e. text messaging or posting pictures), which engage in inappropriate behavior (such as drinking, smoking, sexual actions, etc.), using inappropriate language, or promoting illicit activity, are prohibited. Using social networking sites at any time to disparage or be disrespectful to members of the L.E.A.D. Academy community will be subject to disciplinary actions. Students are expected to cooperate in investigations by providing access to such sites. The school reserves the right to randomly check all social media and electronic communications.

Technology and Communication Acceptable Use Policy and Agreement

L.E.A.D. Academy employees and students have access to multiple forms of electronic media and services while on school property (i.e., computers, e-mail, Internet, telephones, voice mail, and fax machines). L.E.A.D. Academy encourages the use of these media for effective and efficient work, study, and communication. However, the electronic media and services provided by the school are and remain the sole property of L.E.A.D. Academy, and their primary purpose is to facilitate school business. To that end, the following policy applies to all electronic media and services that are accessed on or from school premises, accessed using school computer equipment, via school- paid access methods, and/or used in a manner that identifies the individual with the school.

Computers

L.E.A.D. Academy provides computers and software to employees for school business and for students as a learning tool. These computers and software are the property of L.E.A.D. Academy. The set-up and installation of all hardware, operating systems, and software are subject to licensing agreements that govern their use. The use of unlicensed proprietary software and the misuse of licensed software are strictly prohibited. Individual employees and student passwords and logins are required to operate school-owned computers and some of their programs. These passwords and logins must be kept confidential. It is against school policy for any employee or student to let anyone else use their password or login for the network, email, or any other school system, except for authorized L.E.A.D. Academy administrators or agents, to inspect, install, upgrade, or troubleshoot the computer and/ or its programs. L.E.A.D. Academy reserves the right to inspect its computers at any time, with or without notice, including any personal computers or devices being used on school property. **Teachers, staff, administration, and students have no expectation of privacy in this area.**

Email

Electronic mail accounts are an effective, valuable tool. They are also the property of the school. The L.E.A.D. Academy electronic mail account system is not considered confidential, nor should it be used to meet an employee's own personal needs. Employees should not say or write anything using their L.E.A.D. Academy email account that they would not want someone other than the intended receiver to hear or read. Additionally, if an employee receives a message that is not addressed to him/her, he/she is not authorized to read, or use information contained in that message.

L.E.A.D. Academy reserves the right to access and read any information contained in its computers, computer files, or employee email accounts. **Employees have no expectation of privacy regarding these communications. Use in violation of the school's discrimination and harassment policy by sending, soliciting, or accessing, discriminatory, harassing, or otherwise inappropriate emails, materials, or websites is a violation of this agreement and cause for discipline, up to and including termination.** It is

possible to retrieve and read email messages and website content that has been deleted, and L.E.A.D. Academy reserves the right to use forensic methods to retrieve deleted data for any purpose, including investigations of misconduct.

Internet Access and Use

The Internet is a business and educational tool for employees and students of L.E.A.D. Academy. Employees and students are authorized to access the Internet in a professional manner, primarily for school-related work, research, and communication purposes. **De minimis ethical personal use during breaks and/or outside of work hours, is acceptable, provided that all other usage policies are adhered to, and with the understanding that no expectation of privacy is created with such use.**

All Internet activity accessed with, or using L.E.A.D. Academy equipment or technology is subject to inspection and monitoring to enforce appropriate usage. Any employee or student found to be in violation of this policy is subject to corrective action, including termination of employment or expulsion from school. Examples of Internet misuse include, but are not limited to, the following:

- * Engaging in any kind of business activity that is not associated with or in support of L.E.A.D. Academy
- * Attempts to gain unauthorized access to any computer or communications system
- * Disabling school-installed security software, including virus protection software
- * Playing computer games or browsing the Internet for entertainment during working hours
- * Using instant messaging or visiting chat rooms
- * Using Internet resources to bully others
- * Creating, maintaining, or accessing publicly-accessible personal blogs during work hours
- * Publishing any information or opinion about any school employee, student, parent, volunteer, or Board member on a publicly-accessible personal group blog
- * Downloading copyright documents, files, music, or other such information without written authorization or payment of required fee
- * Utilization of school-provided equipment and services to access, transmit, receive or archive illegal or sexually explicit-material, or material that promotes hate, violence, or discrimination of any kind.

Social Network Sites and Usage

Social network sites encompass a broad array of online activity, including networks such as Facebook, Twitter, Instagram, Snapchat, and professional networks such as LinkedIn, blogs, and other similar online communication. It is important to understand that information posted to these networks can be traced. L.E.A.D. Academy employees and students are asked to exercise common sense when using this mode of communication, keeping in mind that school conduct policies, internet usage policies, and confidentiality guidelines must be followed. Users must not violate school policy regarding harassment, discrimination, retaliation, or similar policies pertaining to L.E.A.D. Academy. Similarly, employees and students are not permitted to use the school name or logo in personal online activities.

School Web Page Use

L.E.A.D. Academy maintains websites for employees, faculty, students, parents, and the general public. Unauthorized access (hacking) into the network or system will result in corrective action to possibly include expulsion, termination, or legal action.

I understand and will abide by this Acceptable Use Policy and Agreement. I further understand that any violation of this policy may cause my access privileges to be revoked and may result in disciplinary consequences, including expulsion for students or termination of employment.

Initial Page _____

User's Full Name: _____

User Signature: _____ Date: _____

Parent's Full Name (if user is a student) _____

Parent Signature: _____ Date: _____

L.E.A.D. Academy Teach To's

1. We expect first time obedience....*Obey Right Away, All the Way, with a Good Attitude Everyday.*
2. Entering and leaving the classroom - this should always involve chanting, singing, reciting, salutations, etc.
3. Lining up - young ladies before men.
4. Young men should open doors for young ladies and the class.
5. Sharpening pencils.
6. Turning in classwork, tests, assignments, etc.
7. Lunch procedures and table manners.
8. Blowing your nose - away from the teacher's desk and others. When you sneeze or cough, use a tissue if possible; in not, cover your mouth with your elbow
9. Throwing away trash (pick up trash and place it in a trash can, even if it isn't yours).
10. Wash your hands - many times a day and use the correct procedure.
11. Students stand and greet an adult when he or she enters the room.
12. Adults refer to the students as ladies and gentlemen.
13. If you need to speak to an adult that is talking and it is urgent, place you hand on the adult's arm and wait until the adult responds to you.
14. Look people in the eye when spoken to and give a firm handshake.
15. A place for everything and everything has its place!

Student Positions:

- Position One - Student sits, either at a desk, table, or carpet, with hands folded, mouth quiet, and eyes on the teacher.
- Position Two - Students sit at desk or table with pencil or crayon in hand, ready to begin work.
- Position Three - Students stand with hands at their sides, mouth quiet, and eyes on the teacher.

Recitation/Chanting During Transitions:

- When students are transitioning within the classroom or walking in line, they must be reciting, chanting, or singing. Examples of transition chanting: counting by twos/fives/tens, weekly Bible verse, school-wide memorization, student-pledge, nursery rhymes, catechisms.
- Call and Response: Teachers utilize call-and-response chants to remind students of expectations and routine.
- We do - Hard things!
- We will - Act justly, love mercy, walk humbly with God.
- So what - Now what!
- We have grit - We don't quit!
- You are not born a winner; you are not born a loser. You are born a - Chooser!
- Repetition is the mother of memory!

Discipline Procedures

The kind and amount of discipline (correction) will be determined by the teacher(s) and, if necessary, the principal. The vast majority of discipline problems are to be dealt with at the classroom level. Discipline will be administered in light of the student's problem and attitude. All discipline will be based on Biblical principles, e.g. restitution, apologies, (public and private), restoration of fellowship, with no lingering attitudes. Love, forgiveness, and restitution is an integral part of any and all disciplinary measures.

Discipline

At L.E.A.D. Academy we partner with parents in discipline and training students to become more Christ-like in their actions and attitudes (Romans 8:29 and Proverbs 22:6). The goal is to produce self-discipline and biblical patterns of living in the life of the students. Discipline is part of the process of developing a child's heart and mind.

Definitions

Discipline: Instruction that molds, shapes, corrects and inspires appropriate behavior. It should not be predominantly punitive or negative. **Punishment/Consequences:** The loss of privileges or assignment of extra duties as a consequence of inappropriate behavior.

Purpose of Discipline

To disciple students, helping them to become more Christ-like in their actions and attitudes. To produce self-discipline and Biblical patterns of living in the life of the student. Discipline is part of the process of developing a child's heart and mind.

Goals of Discipline

Teach or reinforce what is right and wrong. Help children develop common courtesy, Christian character, respect for self and others, and respect for others property.

Teach students the Biblical concept of "sowing and reaping". Students must learn that there are consequences for the things they think, do, and say.

To help the student come to a place of repentance and to get their heart right with God. We want to do more than just change a student's outward behavior.

To restore relationships with God and people.

Maintain order within the classroom so learning can occur.

Teach a child that they need to submit to those in authority over them.

Principles of Discipline

The basis for a good student/teacher relationship is mutual caring, not mutual fearing.

Students must respect their teachers and their teachers must respect their students. Respect is a demonstration of honor or consideration for someone else. A very important goal of discipline should be to gain and maintain a student's respect.

The basis of all discipline is love. You will not be able to impact a student's heart if they do not believe you love, care, and respect them. You may be able to get them to do what you want out of fear but you won't change their heart.

Be consistent, impartial, and just. The punishment needs to fit the infraction, but doesn't always have to be the same.

Teachers must model the same standards that they expect of their students, and must be willing apologize and ask for forgiveness if they do something wrong.

Build relationships with parents. Keep them informed and work together with them to enhance discipline. Use natural consequences as much as possible. (i.e. if a child leaves trash behind, have them clean up.) Need to work to maintain a balance between meeting the needs of the group by maintaining order and meeting the unique needs of each student. Our teaching should be characterized by clear objectives (behavior standards), appropriate correction and a caring relationship between teacher and student.

First-Time Obedience

The best curriculum won't work with a child who has not been trained in the habit of obedience.

Your child must learn to obey or you can never serve as his teacher!from The Character Corner

By definition, true obedience is **First-Time Obedience** and is characterized by being:

- Immediate
- Complete
- Without Challenge
- Without Complaint

Conduct Standards

L.E.A.D. Academy has as its foundation the goals of presenting a Christian educational program to our students and a Christ-like model to the community. In light of these goals, life-style is an important consideration. With this in mind, sexual immorality, the use of alcohol, tobacco and illegal drugs or related substances and involvement in any illegal activities, both on and off school property, are unacceptable. Please note that this also includes any material put out over the internet. A Christian life-style cannot simply confine itself to the school day. It must be consistent in life and practice. Please be advised that if a student engages in compromising activities on or off campus, disciplinary action will be taken and a student may be asked to leave L.E.A.D. Academy.

Common Courtesy Expectations In the classroom:

Be punctual. All students must be in class when the bell rings.

Be prepared. Students are expected to come to class prepared each day (notebooks, textbooks, writing utensils, etc.)

Students are considered "unprepared for class" when they do not have paper, writing utensils, homework, textbooks, etc.

Participate. Students are expected to be participants (take notes, involve themselves in discussions, respond when called upon, etc.) in class activities. Students may not just come to class and sleep, sit, or be passive.

Proper posture. Students are not to put their feet on desks, tip their chairs, or put their heads down as though sleeping

In the hallway:

Students should walk on the right-hand side of the hallway and not push or shove other students. Students are not to run in the hallways.

Students should talk in a normal voice (no yelling or screaming) so as not to disturb other classes that are still in session.

Horseplay

Horseplay is not allowed. Examples of horseplay are throwing things, running through the hallways, pushing fellow students, pulling a chair out from under a fellow student, etc. Horseplay can result in injury or damage to property and will be punished appropriately. Horseplay that results in an injury or has a serious potential for injury or which damages property will normally result in the involved student(s) being suspended.

Student Response to Discipline

Students are not to display a negative attitude or argue with a teacher regarding discipline or a disciplinary assignment. If the student feels a misunderstanding exists, he should obey the teacher without protest, and then take the following steps to resolve the matter at hand:

Go to the teacher after class and ask for a time to discuss the problem privately.

Talk the matter over with the parents and ask them to contact the teacher for discussion and clarification.

If still not satisfied, arrange to meet with the Dean of Students regarding the problem.

Discipline Procedures

Lunch Choice

There will be infractions that will automatically require a day of lunch detention.

Below is a list, it is not comprehensive, for immediate Lunch Choice:

Cheating/Plagiarism

Cell phone use

Dress Code violation

Physical fighting (punches are thrown)

Inappropriate language

Skipping Class

3 Unexcused tardies to class

Saturday Choice

After 3 days of Lunch Choice students will be assigned to Saturday Choice. Students will be required to do physical labor, assignments, sit in a classroom, or a combination of these during assigned Saturday Choice. Students who miss Saturday Choice will be faced with suspension from school. There will be infractions that will automatically require Saturday Choice. It will be at teacher and administration discretion to forgo Lunch Choice and go directly to Saturday Choice depending on the severity and nature of the offense. The cost of Saturday Choice is \$50 which will be added to your cart in Gradelink. The time for Saturday Choice is 8am - 12 noon. If the student arrives late, he or she will be assigned another day of Saturday Choice. A student is late if he or she arrives at 8:01 am. Parents will be informed of lunch Choice and Saturday Choice via Gradelink. Scholarship does not cover (pay for) Saturday Choice.

Regarding suspensions, the policy is as follows:

Students will be marked as unexcused.

Teachers will send work for the week to the student through GradeLink.

Place a grade of zero in the grade book until the student returns to school.

Upon return the student is to turn in all work assigned for credit consideration.

The student is expected to do the work assigned to show that he or she is ready to take their seat at the table again here at L.E.A.D. Academy.

If no work is turned in the student will not be allowed to return to L.E.A.D. Academy.

The work assigned and the grading of the work will be at the teachers discretion. Our decision to provide work is based on grace first and second on the fact that kids need to do the work and keep up with their studies.

Expulsion

A student will be expelled from L.E.A.D. Academy if they receive the multiple suspensions, use tobacco, alcohol or illegal drugs, engage in immoral behavior, bring a weapon on the campus, threaten or assault a staff member or student, or commit a serious violation of any county, state or federal law. Other infractions can also result in expulsion as decided by the school administration. L.E.A.D. Academy realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems, the student will be expelled.

Levels and Types of Punishment

The kind and amount of discipline (correction) will be determined by the teacher(s) and, if necessary, the principal or head of school. Teachers are expected to “skin their own skunks”. Therefore, the vast majority of discipline problems are to be dealt with at the classroom level. Discipline will be administered in light of the student’s problems are to be dealt with at the classroom level. Discipline will be administered in light of the student’s problem and attitude. All discipline will be based on Biblical principles, of restitution, apologies, (public and private), restoration of fellowship, with no lingering attitudes. Love, forgiveness, and restitution is an integral part of any and all disciplinary measures. If a student behavior persists the parent will be called and expected to come pick up the student from school. A decision will be made later in the day, about suspension or expulsion from school.

Serious Misconduct

Should a student commit an act with such serious consequences that the school’s administration deems it necessary, the office-visit process may be by-passed and **suspension** or **expulsion** imposed immediately. Examples of such serious misconduct could include, but not be limited to: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, continuing behavior of bullying or horseplay that leads to injury, possession of weapon, violations of civil law, or any act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours. The administration may require restitution, janitorial work, or other measures consistent with Biblical guidelines which may be appropriate for the student’s infraction.

If a parent is notified/called to come pick up their child for discipline reasons, the child must be picked up within 30 minutes.

Name: _____

Week of: _____

Grade: _____

<u>Conduct Rubric Objectives</u>	<u>Low</u> <u>1 point</u>	<u>Low-Mid</u> <u>2 points</u>	<u>High-Mid</u> <u>3 points</u>	<u>High</u> <u>4 points</u>	<u>Total</u> <u>Earned</u> <u>Points</u>
<u>Leadership (Behavior)</u> <i>He who neglects discipline despises himself. But he who listens to reproof acquires understanding. Proverbs 15:32</i> Mon- Tues- Wed- Thurs- Fri-	<u>Child does not follow adult directions and ignores the rules of the classroom. Frequently needs corrective action to reduce the incidence of poor behavior.</u>	<u>Child follows few directions and frequently breaks the rules of the classroom. Sometimes needs corrective action to limit poor behavior</u>	<u>Child follows most directions and classroom rules. Seldom needs corrective measures to improve behavior.</u>	<u>Child follows directions and rules. Does not need corrective measures to follow directions or rules.</u>	
<u>Enthusiasm (Grades & Performance)</u> <i>Whether you eat or drink, or whatever you do, do it all to the Glory of God! 1 Corinthians 10:31</i> Mon- Tues- Wed- Thurs- Fri-	<u>Student often does not work in class. Student does not put forth a quality effort. Student makes many excuses and does not meet deadlines. Student's grades are far below ability levels.</u>	<u>Student work is inconsistent. Student does just enough to get by. Student could work harder and attain better grades. Student often finds ways to get around doing assigned work.</u>	<u>Student grades are good. Student hands in assignments on time. The student's achievement level is reflective of grade level mastery and individual abilities.</u>	<u>Student's grades are excellent. Their work ethic is exemplary in and out of the class. Student performs well above average. Student overachieves to master subject areas.</u>	
<u>Attitude (Conflict & Opposition)</u> <i>But the fruit of the spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Galatians 5:22-23</i> Mon- Tues- Wed- Thurs- Fri-	<u>Student does not get along with peers. Argumentative and defensive. When given directions the student often refuses to follow procedures. The student is loud, disruptive, and full of anger. Seems to enjoy conflict.</u>	<u>Sometimes student does not get along well with peers. Can become defensive and argumentative. Sometimes the student refuses to follow directions. The student can be loud and disruptive.</u>	<u>The student gets along with others. The student is flexible and does not seek out conflict. The student follows direction and makes a conscious effort to avoid being disruptive.</u>	<u>The student gets along well with peers. The student is both flexible and congenial. The student follows directions and does not disrupt class.</u>	
<u>Discipline (Attention)</u> <i>Hear, oh sons, the instruction of a father. And give attention that you may gain understanding. Proverbs 4:1</i> Mon- Tues- Wed- Thurs- Fri-	<u>Student does not pay attention in class and is often distracted by others. Ideas and instruction(s) frequently need to be repeated. Student does not stay on task.</u>	<u>Student occasionally wanders either physically or mentally. Instruction(s) and ideas sometimes need to be repeated. Student has trouble staying on task.</u>	<u>Student pays attention in class but needs complicated concepts/tasks either repeated or clarified. Student is usually on task.</u>	<u>Student pays attention in class and comprehends instruction as it is delivered in class. Student stays on task.</u>	<u>Grade:</u> _____

Academics**Grading Scale Guidelines**

All academic grading at L.E.A.D. Academy will use a criterion-referenced base for evaluation. In other words, the students' work will be evaluated against an objective standard in each class.

The following scale is to be used in all grade levels except K4 and K5..

Numerical Grade Letter Grade

100-90 A
 89-80 B
 79-70 C
 69-60 D
 59-0 F

Homework Policy

L.E.A.D. Academy has a "No Homework" policy for the lower school, grades K4-6th. The definition of "homework" is work that is done at home for the benefit of the family.

Students' daily home assignments for K4-6th grade should include the following:

Read good books every night (and have your parents read to you)
 Complete work that was not completed during the school day.
 Review spelling words and the school-wide memorization.
 Get outside and play. This does not mean more TV, computer, or gaming time.
 Eat dinner with your family; help set the table and clean up afterwards.
 Lay out your uniform and backpack for the next day.
 Get a good night's sleep.

Homework policy for grades 7th - 12th grade is as follows:

Students in the upper grades should expect some homework in each class throughout the week. Teachers are not to assign homework on weekends or during holidays. Work outside of the school day should be kept to a minimum. Homework assignments must be clearly outlined for the student and must be communicated to the parent as well. Homework should never be given as punishment. Any classwork that is not completed will be assigned for homework.

Plagiarism and Cheating

The term plagiarism refers to any materials represented as the student's own ideas which have been copied from another source, including those on-line, without proper credit. It may also include citing information that cannot be traced to the original document source. Cheating refers to any act of dishonesty while taking a test or completing a classwork or homework assignment. Copying answers from another student is cheating and is not tolerated. Students are expected to be honest and turn in original work. Any student who plagiarizes or is caught cheating on any work, in any subject, will be given a zero for that assignment without any further discussion. The teacher will notify parents, coaches, and elective teachers. The teacher will lower conduct grades, require an alternate assignment and require other disciplinary assignments to be completed.

Gradelink

L.E.A.D. Academy uses the Gradelink program as our communication, grade book, and attendance portal. Teachers keep grades and attendance in the program and use it as a communication tool with parents. You will receive an email “invitation” on how to log in to your child’s account. Being a part of GradeLink is not optional!

Contesting a Grade

Students should first speak with their teacher first about contesting a grade before a parent speaks to the teacher. The student should present their case and should stand on the merits of their own work. Do not compare your work to a classmate that scored better and allege your work and your classmates' work is identical. If you believe a grade your child has received is unfair please contact the teacher via Gradelink after your child has spoken to their teacher. You have 2 days to contest a grade given in class, classgrade, test grade, graded on a report card - any grade.

Promotion Guidelines

L.E.A.D. Academy students must demonstrate grade-appropriate proficiency in all core course work to be promoted to the next successive grade, as well as grade-appropriate readiness. We believe it is unfair to pass students when they do not have the tools to be successful in the next grade. The administration will make the final decision on grade placement using recommendations from the teacher, testing results, and meeting with the parents. (See #7 of Kingdom Principles)

Field Trips

Whenever students are traveling away from school, they are expected to behave in the same manner as required on school grounds, with appropriate respect and courtesy. As in the classroom, the teacher(s) will judge what is acceptable or unacceptable behavior. The L.E.A.D. Academy uniform will be worn on all field trips. A student with discipline and/or attendance issues will not be allowed to participate in field trips.

Lunch

All students should bring a nutritional lunch from home, including disposable utensils. All lunch boxes must be labeled with the student’s name. Lunch boxes will be kept in the child’s classroom. Please refrain from sending any beverage in your student’s lunch box other than water. All classrooms have access to a water refill station. Water bottles will be kept in the lunchbox in order to avoid unnecessary distraction in the classrooms.

Extended Day/Enrichment Program

Our Extended Day/Enrichment Program is for students grades K4-6th needing early and late care. It includes homework help, snacks, outside activities, reading time, and a game room area. Extended Day Program hours are 6:30 a.m.-8:00 a.m. and 2:35 p.m.-6:00 p.m. Students may attend tutoring sessions, voice lessons, or piano lessons while in Extended/Enrichment at an additional cost.

Dress Code

L.E.A.D. Academy’s guidelines for the dress code have been designed to set standards for student attire. It is important for students to remember these guidelines and to stay in compliance with them during the school day, athletic/club events, banquets and/or any after school hours L.E.A.D. Academy event.

Dress Neatly: All shirts will be tucked in, shoes tied, no holes or tears in clothes, missing buttons promptly replaced, clothing appropriately sized for the wearer, giving an overall neat appearance.

Be Modest: Skirts and shorts must be no shorter than 2” above the knee. Shirts may not reveal any midriff area when standing *or* sitting. Bra straps must be covered. Outlandish clothing and/or jewelry is not allowed at school or school events.

Hair Style and Color: Students should not draw attention to themselves with unnatural hair colors or styles. Hair color should be natural, without any added colors or dyes. Styles should be modest, out of the eyes, and conservative. Mohawk hair styles are unacceptable.

Wearing Hats: Unless granted permission for special days or events, students are not allowed to wear hats (including caps, head scarves, bandanas, gloves, or sunglasses) while on the school grounds. Students who do so will have these items confiscated and not returned until the end of the school day. **No Hoodies.**

Jewelry and Hair Accessories: Students should not draw attention to themselves with excessive additions to the L.E.A.D. uniform. Students may wear a small watch, as long as it does not have an alarm. Young ladies may wear small stud-style earrings. No piercings may be worn, other than ears. Necklaces and bracelets are not part of the L.E.A.D. uniform. Hair bows, headbands and barrettes should be school colors of navy-blue, burgundy, gold, and or white and should be conservative in nature. No smart watches.

Uniform Guidelines

We have developed dress code guidelines with a desire to foster a sense of unity among students. We are committed to providing a consistently-attractive and neat appearance. Parents and students are responsible for reading and adhering to the Dress Code Guidelines. Violation notices will be given to students who are not in compliance and discipline administered for multiple violations.

Coats

Only L.E.A.D. Academy sweaters, jackets, and windbreakers with the L.E.A.D. Academy crest can be worn during the school day. The student's name may be monogrammed on the jacket or sweater. No initials or names can be apparent on any other clothing.

Enforcement of Dress Code

The student's teacher will determine if there is a violation of the dress code, either in fact or attitude. Students not complying with this dress code will be required to rectify their appearance as quickly as possible. Cheerful, consistent compliance is expected; grumbling and challenging attitudes will be subject to disciplinary action.

Dress Uniform Requirements

Dress uniform attire is required to be worn every Monday of the school week, unless otherwise specified by the administration. If attendance begins on other week days then the everyday uniform attire will be observed. Dress uniform will also be required for special occasions, performances and other dates and times announced by the administration.

Special Exceptions

As the administration determines, certain events may call for other clothing options. On field trip days, students will wear their L.E.A.D. Academy every-day or dress uniform, depending on the nature of the field trip.

Compliance with the Dress Code

All students will comply with the designated school dress code unless otherwise specified by the administration. The principal, teachers, and staff members will check the students regularly to ensure that each student is complying with the L.E.A.D. dress code and may ban other items or practices considered generally inconsistent with the intent of this policy. Dress code compliance is important to the consistency and atmosphere of self discipline and compliance within the school. As it is a matter of obedience, dress code violations will be a matter of discipline. **It is imperative that all parents and students read the guidelines carefully to ensure full understanding of the entire dress code guidelines.** When a student is found to be in violation of the dress code guidelines, their parents will be called to bring proper attire for their child. Violations are recorded in Gradelink for Uniform Violation Notice and sent to the parents.

2023-2024 L.E.A.D. Academy Uniform Requirements

All items are available at and must be purchased from Arrow Embroidery, located at 3885 Scotts Plaza Dr. Jay, FL 32565 - phone# 850-626-1796

Please be aware of a few changes for 2023-24 school year:

- * Blazers are optional for all male and female students for Monday dress, K4-12th.
- * Cardigans. for ladies will be optional on Monday dress day but recommended for the winter months.
- * L.E.A.D. Academy sweaters and jackets are required as outerwear during the winter months for all students grades k4-12th (outerwear is available at Arrow).
- * K4-3rd grades will not be required to wear a dress uniform on Mondays.
- * K4-12th grades will continue to wear Monday dress uniform.
- * For ladies 4th-12th, there is now a longer skirt option.
Skirts, skorts, and shorts MUST be below fingertips for ladies.
- * Order from Arrow website for ease and convenience <https://www.arrowemb.com/>

K4-2nd Grade Uniform Requirements

Girls: K3-2nd are not required to wear a dress uniform on Mondays.

Girls: K3-2nd Grade Everyday Uniform Options

- Navy or burgundy pleated/jersey gathered polo dress with crest
- Navy or khaki pants, shorts or scooter skirts (skirts for 1st/2nd only)
- Navy or burgundy polo/dri-fit shirt with crest
- White socks or white/navy/burgundy knee highs/tights
- Navy, black, white or gray tennis shoes/ Saddle Oxford or tan boat shoe

Boys: K3-2nd are not required to wear a dress uniform on Mondays.

Boys: K3-2nd Grade Everyday Uniform Options

- Navy or khaki pants
- Navy or khaki shorts
- Burgundy or navy-blue polo/dri-fit shirt, long or short sleeve (with crest)
- Brown/Black belt (No belt for K3-K5)
- White or black ankle/athletic socks
- Navy, black, white or gray solid tennis shoes

3rd-6th Grade Uniform Requirements

Girls: 3rd are not required to wear a dress uniform on Mondays.

Girls: 4th - 6th Grade Dress Uniform

- Plaid skirt
- Unisex blue oxford shirt with L.E.A.D. monogram
- Plaid cross tie
- White knee highs or tights
- Navy Mary Jane dress shoes (i.e. Hushpuppy)

Girls: 3rd-6th Grade Everyday Uniform Options

- Burgundy or navy polo/dri-fit shirt, long sleeve or short sleeve (with crest)
- Navy or khaki shorts, pants or scooter skirt
- Brown belt
- White/Navy/Burgundy knee socks, white ankle socks, or White/Navy/Burgundy tights Navy, black, white or gray tennis shoes/ Saddle Oxford or tan boat shoe

Boys: 3rd are not required to wear a dress uniform on Mondays.

Boys: 4th - 6th Grade Dress Uniform

Blue Oxford shirt, long or short sleeve with crest
 Khaki Pants
 Brown/Black belt
 Khaki or navy socks
 Plaid bowtie or long tie (not pre-tied)
 Tan boat shoe (i.e. Sperry)

Boys: 3rd-6th Grade Everyday Uniform Options

Navy or khaki pants or shorts
 Navy or burgundy polo/dri-fit shirt, long or short sleeve (with crest)
 Brown/Black belt
 White/black socks with shorts
 Navy/khaki socks with pants
 Navy, black, white or gray tennis shoes or tan boat shoe (i.e. Sperry)

7-12th Grade Uniform Requirements

Girls: 7-12th Grade Dress Uniform

Unisex blue Oxford shirt with L.E.A.D. monogram
 Plaid Skirt
 Navy knee socks or tights
 Pearl Necklace (size)
 Tan boat shoe (i.e. Sperry)

Girls: 7-12th Grade Everyday Uniform Options

Navy or burgundy polo/dri-fit shirt, long or short sleeve (with crest)
 Navy or khaki shorts, pants or scooter skirt
 White/Navy/Burgundy knee socks, white ankle socks or White/Navy/Burgundy tights
 Brown belt
 White/black/navy/gray tennis shoes or tan boat shoe (i.e. Sperry)

Boys: 7-12th Grade Dress Uniform

Unisex blue Oxford shirt with L.E.A.D. monogram
 Khaki pants
 Brown belt
 Navy socks
 Plaid bow tie or long tie (not pre-tied)
 Tan boat shoe (i.e. Sperry)

Boys: 7-12th Grade Everyday Uniform Options

Navy or burgundy polo/dri-fit shirt, long or short sleeve (with crest)
 Navy or khaki shorts or pants
 Brown/Black belt
 White/black socks with shorts
 Navy/khaki socks with pants
 Navy, black, white or gray tennis shoes or tan boat shoe (i.e. Sperry)

Additional Requirements:

Outerwear: Only L.E.A.D. Academy sweaters, sweatshirts, jackets, and windbreakers with the L.E.A.D. Academy crest can be worn inside the building during the school day.

Hoodies are not allowed.

All 7th-12th grade students are required to purchase a P.E. uniform for P.E. Tues-Fri.

Girls are required to wear navy, black, white or khaki privacy/cartwheel shorts under their skirts, if

the skirt is not a scooter skirt or if tights are not worn.

All Shoes Must Be Closed-toed.

Jewelry and Hair Accessories: Students should not draw attention to themselves with excessive additions to the L.E.A.D. uniform. Hair bows and headbands should be school colors of navy/burgundy/gold/white/plaid and should be conservative in nature. No dangling earrings, bracelets or watches allowed.

Pearl necklaces are allowed for 7-12th grade girls only.

No smart watches or cell phones are allowed on campus.

L.E.A.D. Academy Graduation Requirements

Introduction

L.E.A.D. Academy students in grades 9th-12th take traditional on-site classes. The traditional graduation track takes the student through the academic process of earning at least 26 high school credits over the course of four years. Junior and Senior level students may participate in dual enrollment classes, if eligible. Our requirements include the same as the state of Florida, however, L.E.A.D. students are required to be enrolled in mandatory courses that are specific to our school and curriculum. Expectations and requirements are explained below:

Traditional Plan

Students take traditionally taught, on-site courses at L.E.A.D. Academy. Students must complete 26 credits in various academic areas, and attain a cumulative GPA of at least 2.0 on a traditional 4.0 scale. See the L.E.A.D. Academy Board-approved diploma plan for specific details.

Dual Enrollment

Qualified students may, at the end of their sophomore year, take dual enrollment courses through an approved accredited post-secondary institution. Approved dual enrollment courses will count for both high school and college credit and meet the requirements for L.E.A.D. Academy's high school diploma plan.

Qualifications for Dual Enrollment

L.E.A.D. Academy students must demonstrate the potential and work ethic necessary to succeed academically in college-level work. In addition to any postsecondary institutional requirements, students must:

- a. Successfully complete Algebra II with a "B" or higher (math classes)
- b. Successfully complete 10th grade English with a "B" or higher (English Comp Classes)
- c. Maintain an overall GPA of 3.0 or higher;
- d. Score a 22 composite or higher on the ACT;
- e. Receive qualifying test scores on the PERT test
- f. Secure parent agreement to pay the extra cost involved in taking college courses, if any.

Career and Technical Education

Qualifying juniors and seniors have the opportunity to take classes with Locklin Technical School. The students will have the opportunity to obtain certifications in certain career and technical fields. Interested students must meet with the L.E.A.D. Academy guidance counselor for more information.

Grade Forgiveness Policy

Any course for which a student earns a “D” or lower may be repeated via Florida Virtual School (FLVS) and the subsequently earned grade will replace the original grade for GPA purposes. FLVS is only available with special permission from the administrator and guidance counselor and may only be used for credit recovery purposes. No credit shall be given to a student who has taken or takes a class on FLVS without permission from administration.

Transfer Students

Students transferring from other schools will receive appropriate transfer credit and be granted equivalency or a waiver based upon a review of the individual’s high school transcripts. Diploma completion plans for transfer students will be adjusted according to L.E.A.D. standards.

L.E.A.D. Academy Diploma Completion Completion Plan

Subject	Required Credits	9th Grade	Credit Earned	10th Grade	Credit Earned	11th Grade	Credit Earned	12th Grade	Credit Earned
Bible	4	Christian Studies		Christian Studies		Christian Studies		Christian Service and Senior Thesis	
English Literature	4	Grammar and Writing <u>9th</u> Literature (See Curriculum Grid)		Grammar and <u>Writing 10th</u> Literature (See Curriculum Grid)		Grammar and <u>Writing 11th</u> Literature (See Curriculum Grid)		Grammar and <u>Writing 12th</u> Literature (See Curriculum Grid)	
History	4	World History		History of the American Republic 1		History of the American Republic 2		Gov’t and Economics	
Math	4	Algebra 1 or Geometry		Geometry or Algebra 2		Algebra 2 or Pre-Calculus		Pre-Calculus, Statistics, or Business Math Financial Literacy	
Science	3	Biology and Lab		Chemistry and Lab		Physics		Science Elective or Dual Enrollment	

Subject	Required Credits	9th Grade	Credit Earned	10th Grade	Credit Earned	11th Grade	Credit Earned	12th Grade	Credit Earned
Bible	4	Christian Studies		Christian Studies		Christian Studies		Christian Service and Senior Thesis	
Health and Physical Ed.	4	Physical Education Varsity Sports Weightlifting		Physical Education Varsity Sports Weightlifting		Physical Education Varsity Sports Weightlifting		Physical Education Varsity Sports Weightlifting	
Foreign Language	2	On-Line FLVS		On-Line FLVS		On-Line FLVS		On-Line FLVS	
Electives	3	FFA, Drama, Performing Arts		FFA, Drama, Performing Arts		FFA, Drama, Performing Arts		FFA, Drama, Performing Arts	

L.E.A.D. Academy Classical School Student Driver Contract

1. Student cars must be parked in designated high school student parking lot.
2. Parking is not allowed in the FIRE LANE.
3. Students are not permitted to go to their cars during the school hours. L.E.A.D Academy is a closed campus. Students are not authorized to leave campus during the school day
4. Unexcused tardies will result in suspension of driving privileges.
5. Students may not check themselves out. If self-driving student needs to checkout, L.E.A.D Academy staff will contact parents only for parental permission. No checkouts after 1:00 pm.
6. Students are not to loiter in or around parked cars before or after school.
7. Careless driving will not be permitted (speeding, hot-rodding, burning rubber, etc.).
8. Cars with obscene/offensive bumper stickers, signs, symbols, or objects are not permitted.
9. Student drivers must display their parking permits at all times.
10. Students must remain in good academic standing with a cumulative GPA of at least a 2.0 to qualify for student parking.
11. Student drivers must attach proof of current insurance, state registration, and a copy of their Florida driver license indicating safe driver status.
12. Students agree to an instant background check to ensure safe driver status is current.
13. A non-refundable fee of \$40 per year must be paid in advance. Any student who loses parking privileges will not be refunded for the cost of his/her parking permit. The parking fee for a student receiving a parking permit during 2nd semester will be \$30.
14. Students/parents, by virtue of this contract, consent to a search of their vehicle at any given time while on L.E.A.D. Academy school campus.

15. Please return the bottom portion of this contract with student and parent signatures, a copy of the student's driver license, proof of insurance and registration and payment.

L.E.A.D. Academy Student Driver Contract

I, _____ (student's name printed), understand that driving on the campus of L.E.A.D. Academy is a privilege, not a right, and agree to follow all of the conditions listed on this Student Driver Contract. I understand that failure to abide by any of the above conditions may result in the termination of my driving privileges at L.E.A.D. Academy and subject me to any appropriate disciplinary action under the L.E.A.D. Academy Code of Student Conduct.

Make of vehicle: _____ Model of vehicle: _____ License Plate: _____

Student Name: _____ Student Signature: _____

Parent Name: _____ Parent Signature: _____

Proof of Insurance: _____ Copy of Driver's License: _____ Payment: _____

Athletics

Philosophy

The purpose of our athletic program at L.E.A.D. Academy is to complement our academic program. We believe athletics are a vital part of the overall developmental process of the student. The mission of the Athletic Department is to provide athletic programs that help develop the student-athlete through education and competition. We do this by developing the talents and abilities God has given the student athletes, in order to bring excellence to the game. Our athletic programs will teach athletes to have discipline, practice intensity, show sportsmanship and choose integrity as they play in the game of sport and the game of life. We will provide a competitive athletic program which complements and supports our challenging academic program by teaching student-athletes to exhibit servant leadership, enthusiasm, a Christ-like attitude, and discipline. At L.E.A.D. Academy developing the student spiritually, mentally, and physically is of utmost importance. **Our primary goal is to bring honor and glory to God while competing at our highest level.**

Participation Policies and Procedures

Eligibility

L.E.A.D. Academy is a member of the Florida High School Athletic Association (FHSAA). Classification. Student athletes must meet all FHSAA and L.E.A.D. Academy eligibility requirements in order to participate in varsity and junior varsity athletics, including but not limited to:

Being under 19 years of age on August 1st of the school year. Junior varsity is limited to grades 10 and below and may not be more than 16 years old on August 1st of the current school year.

Student athletes below ninth grade must have completed standard course work for their grade and have received regular promotion.

Students must maintain a 2.5 overall GPA. GPA will be calculated every semester. Athletic seasons that cross semesters will require recalculation of GPA to maintain eligibility. Our attitude is academics above athletics,

always.

If a student is doing poorly in the classroom academically, is an attendance violator, or exhibits a poor attitude he or she will be deemed ineligible to play or participate in athletics.

Upon entering ninth grade, student athletes will have 4 consecutive years of eligibility, regardless of previous participation in varsity sports, unless deemed ineligible for academic, physical, or other valid reasons.

All student-athletes must have an annual physical evaluation by a licensed physician or other appropriate practitioner and be certified as physically fit to participate in interscholastic athletic competitions. Physical evaluations are valid no longer than one year after the date signed by the practitioner.

Student athletes must pay annual membership dues of \$250 per sport, per student.

Homeschool Participation:

L.E.A.D. Academy welcomes the addition of homeschooled students to our athletic teams.

Homeschooled athletes are required to meet the standards laid out in the L.E.A.D. Academy

Athletic Handbook, and FHSAA. The following serves as a list of other requirements for homeschool students desiring athletic participation:

Complete Student Application for Athletic Participation

Attend a meeting with Head of School and Athletic Director

Agree to abide by all rules and regulations in the L.E.A.D. Academy Athletic Handbook and requirements of FHSAA (Florida High School Athletic Association).

Attend 7th period Athletic Class for the duration of the school year (P.E. credit will be attained).

Provide L.E.A.D. Academy a copy of your current class load and schedule.

Participation Levels and Guidelines:

Participation levels for sports teams include middle school, junior varsity, and varsity. Each athletic level has specific purposes to clearly exhibit L.E.A.D. Academy's primary athletic goals and objectives.

The guidelines are as follows:

Middle School: The objectives of the middle school program are to improve through participation and development of basic skills. Middle school athletics give the student an opportunity to participate and grow in ability and talent.

Junior Varsity: The objectives of the junior varsity sports are to reinforce basic skills and to start to develop advanced athletic skills and talents. Each athlete will have an opportunity to experience a more intense organized level of the sport.

Varsity: The objectives of varsity sports are to exhibit advanced sportsmanship and skills. The athletes at the varsity level are highly competitive and only the most qualified athletes will be allowed on the varsity team.

Try-outs

Any athlete that quits a sport during the school year will not be allowed to try out for another sport that school year.

The try-out process will be conducted before the start of an athletic season. Attendance is mandatory if a student desires to play on the team. Late try-outs may be granted if the student has a valid emergency that has hindered him or her from being present the day of the try-out. Students are required to participate in practices before game participation as well.

Prior to making a final roster and cuts, the coach should meet with the athletic director. The coach and the athletic director are to ensure that cuts are made within these guidelines in the long term interest of the athletic program. All prospects for sports will be held to the same cutting criteria across the board. Coaches may choose to offer those who are cut an opportunity to be the team manager, scorekeeper, statistician, etc. The coach may also extend an invitation for the student to practice with the team as an incentive to participate and improve his or her skills.

Practice Guidelines

Attendance

Attendance at all practices is mandatory. Additionally, student-athletes must be in school the entire school day in order to participate in practices. Students may participate in a practice after an absence or check out if it was excused with prior notice for a legitimate, non-illness related reason (dentist appointment, funeral, college tour, etc.). Family vacations are not excused absences for practices.

Sunday/Wednesday/Non School Day Practices

There will be no mandatory Sunday practices. Practices will be held on Wednesdays. Practices on non-school days will be held based on the coaches discretion.

Practices During School Breaks

In order to achieve excellence and produce long-term success of the athletic program at L.E.A.D. student athletes may be required to participate in practices held during a holiday or school break. Athletes and families will be notified well in advance if there will be athletic practices during a school break. Failure to participate in a practice that is scheduled over a break will result in non-play of a regular season game.

Practice Expectations and Etiquette

Athletes will be appropriately dressed and outfitted for athletic practices.

Practices should be done with a serious attitude.

There will be no socializing friends or family during practice.

Athletes will keep all locker room, basketball court, bleacher areas, dugouts, fields, and all athletic areas free of dirt, debris, trash, and equipment. Clean up after each practice is expected.

Athletic Events

Attendance Guidelines

Attendance at all athletic events (games) is mandatory. Additionally, student-athletes must be in school the entire school day in order to participate in athletic events. Students may participate in an athletic event after an absence or check out if it was excused with prior notice for a legitimate, non-illness related reason (dentist appointment, funeral, college tour, etc.). Family vacations are not excused absences for athletic events purposes.

Double Sport Participation (during the same season)

Students at L.E.A.D. will not be permitted to play two sports simultaneously. Doing so requires the student to align unevenly with one or the other sport and therefore policies required for participation cannot be met. This policy applies to sports being played at L.E.A.D. Academy or at a club, community league, etc. Students may try out but not attend practices until the sport they currently participate in is completely over.

Games During School Breaks

In order to achieve excellence and produce long-term success of the athletic program at L.E.A.D. Student athletes are required to participate in games held during a holiday or school break. Athletes and families will be notified well in advance if there will be athletic events during a school break. Failure to participate in a game that is scheduled over a break will result in non-play of a regular season game. This policy enables the teams to be consistently competitive and remain in good standing with other athletic affiliates.

Athletic Event Expectations and Etiquette

Athletes will be appropriately dressed and outfitted for athletic competitions.

Pregame warm-up time is no time for horse play.

Pregame warm-up and drills should be done with a serious attitude, preparing for the upcoming competition.

There will be no socializing with fans or family during warm-up time, halftime, or any other time until the game is over and post game activities are complete.

Athletes are not to talk to friends or family in the stands during the game.

Players should never argue with, complain to, or about game officials. They should never speak unkind or derogatory comments toward opposing players.

If an injury should occur to a teammate or opponent, athletes should respectfully take a knee on the field and bow in prayer.

Players should not respond to questionable referee decisions with any kind of verbal or body language indicating displeasure, shock, anger, or negative emotion.

A decision by an official is to be adhered to by coaches, parents, athletes, and the school administration without further discussion.

After a game, players will line up single file to greet the opposing team with a handshake, congratulate them, offer encouraging words, and pray.

Athletes will keep all changing rooms, locker rooms, bench areas, dugouts, etc. clean and organized as needed.

Dress Code

It is an honor and privilege to wear the uniform of L.E.A.D. Academy. As such, all student-athletes should be mindful that they will be deemed representatives of the school by all who see them. The following guidelines apply:

Athletic Practices

Students will wear their practice uniform at each practice

If athlete does not have his or her practice uniform he or she will not practice and may be required to miss a regular season game

Practice uniforms should be modest and appropriately fitted.

Bare chests and sports bras only are not authorized or permitted

For safety purposes jewelry will not be permitted in any form during practices .

Athletic Events and Games

Game Day Apparel: it is tradition for all athletes to wear full-dress uniforms or game day shirts to school on game days.

Uniforms are to be modest and properly fitted.

Size measurements will be taken before uniforms are ordered.

Coaches will not distribute game uniforms until all fees and forms have been collected and approval has been given from the athletic director.

Uniforms will be disbursed to the students at school before their first game.

Uniforms are to be returned to the school after the last game of the season.

Game shoes will be chosen by the coach and all players will adhere to wearing the same shoe for uniformity.

Game socks will also be chosen and worn in uniform style.

For safety purposes jewelry will not be permitted in any form during an athletic event or during practices.

The student-athlete is responsible for the proper care and maintenance of the uniform. It should be laundered and mended prior to any athletic event.

Uniforms are not to be worn, except for authorized events and games.

Student-athletes are expected to comport themselves as ladies and gentlemen in bearing and appearance.

Conduct

Good sportsmanship and Christian character are expected of all student-athletes and coaches at all times.

Proper conduct includes:

Courtesy towards officials, referees, opposing players, cheerleaders, coaches, and fans.

Respect for the values, rights, property, and standards of other schools, including being considerate of facilities, bleachers, grounds, etc. where any athletic events are held. A good rule of thumb is to leave any facility better than you found it.

Compliance with school regulations (both home and away) during all practices, athletic events, and

transition times awaiting either. Christ-like character and behavior is expected and encouraged from athletes, coaches, and fans. Whether on the home field/court or away, ahead on the score or behind, our words and actions during practices and athletic events should glorify God!

Sportsmanship

Following the acronym of our name L.E.A.D., we use scripture to support our expectations for student athletes and coaches.

Leadership: *Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. Phillipians 2:3*

Enthusiasm: *If anyone competes in athletics, he is not crowned unless he competes according to the rules. 2 Timothy 2:5*

Attitude: *Do nothing out of selfish ambition or vain conceit, consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus. Phillipians 2:3-5*

Discipline: *For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it. Hebrews 12:11*

Player Sportsmanship

Play with the rules of the game

Play with humility and lose without excuses

Respect officials and accept their decisions

Never play with an intent to injure an opponent

Never forget that you represent your school, coaches, families, and yourself

Respect the property and facilities of the opposing team

Coaches Sportsmanship

Inspire the players a love for the game and a desire to win

Teach that it is better to lose fairly than to win unfairly

Show restraint and respect when dealing with officials

Serve as a positive role model for their players

Hold players accountable for unsportsmanlike behavior

Transportation

The athletic director and coaches will be responsible for arranging transportation to all away games and

If early release is deemed necessary the athletic director and coaches will determine what time students will need to be released from class and properly communicate that information to teachers.

Early release information must be placed on *The Roar!*

All athletes will ride together to and from athletic events in the L.E.A.D. Academy athletic vans.

All parents will be required to sign a permission form allowing their child to be transported by the school to athletic events and practices.

At least one coach is required to ride with students to all away games. A parent volunteer may be asked to ride with a coach if needed.

Male and female players and coaches must have one coach or volunteer, of the same sex, riding with the team at all times.

Coaches will always travel with a copy of the students emergency medical form provided to them by the athletic director.

All drivers transporting students will fill out a driver application form and receive school approval before driving to a planned athletic event.

Safety

During both practices and competition, coaches are responsible for continually evaluating facilities and

coaching methodologies (drills, conditioning, etc.) for safety risks. This includes, but is not limited to, damage or altered facilities and equipment. Coaches need to monitor any inherent danger of student athlete participation in their respective sports. Worst case scenario? Coaches should always err on the side of safety and require students to have an annual physical before beginning a sport. Any athlete, who becomes unconscious or blacks out for any length of time during a game or practice, is ineligible to continue practice or re-enter the game for the remainder of that practice or athletic event. Parents should be contacted immediately.

Alcohol and Drug Free Policy

All L.E.A.D. Academy student-athletes are expected to take and abide by the following alcohol and drug free policy: As a L.E.A.D. Academy student-athlete, I agree to abstain from the use of alcohol and drugs. I understand that chemical dependency is a progressive disorder characterized by continued drinking and drugging, in spite of recurring problems associated with use. I know that the best way to avoid these problems is to refrain from use in the first place and I pledge to:

Support my fellow student-athletes by setting a good example and abstaining from the use of alcohol and drugs.

Not enabling my fellow students who use alcohol and drugs. I will not cover up for them or lie for them. I know that doing so hurts, rather than helps them. I will hold them accountable for their actions.

Seek assistance if I or a teammate have a problem.

Be honest and open with my coach and other school personnel when the best interests of my fellow student athletes and my school are being jeopardized.

Consequences for Drug and Alcohol Use

Student-athletes are expected to be exemplary role models and therefore are held to additional accountability, beyond the normal student code of conduct. In order to ensure the drug policy is being followed at L.E.A.D. Academy, random drug testing will be standard procedure for the safety and wellbeing of all student athletes. Consequences for possession, use, dissemination, or being under the influence of alcohol or drugs include:
Suspension: Immediate loss of participation and leadership privileges for a period of time determined by the administration.

Removal: Loss of eligibility to participate in the athletic program (all sports) for the remainder of the school year. Refunds will not be granted.

Permanent Ban: The student will not be allowed to participate in athletic activities for the remainder of the student's time at L.E.A.D. Academy.

Hazing

No form of hazing or initiation into any group or team is permitted. Hazing is defined as doing any act or coercing another to do any act of initiation that causes or creates a risk of causing mental or physical harm to any person. All hazing incidents should be reported immediately to the administration. Violation of the hazing policy may result both in regular student discipline, and the additional consequences noted above for violation of the alcohol and drug policy.

Parent/Coach Relationship

Parenting and coaching are both extremely difficult vocations. Establishing an understanding of each position, and general guidelines for interactions, creates a more beneficial environment for students and everyone else.

Parents should expect coaches to clearly communicate regarding the following:

1. The coach's philosophy
2. Individual player and team expectations
3. Locations and times for all practices, contests, and other mandatory events
4. Additional team requirements (special shoes, pads, etc.)
5. Emergency procedures should your child become injured
6. Additional/supplemental team discipline policies.

Coaches should expect parents to:

1. Express concerns directly to the coach first (follow the chain of command)

2. Notify of any scheduling conflicts well in advance
3. Concerns that are appropriate to discuss with coaches:
4. The treatment of your student-athlete mentally and physically
5. Ways to help your child improve (insight on motivation, special behavioral concerns, etc.) ie: Concerns about your students' behavior.

Issues not appropriate to discuss with coaches:

1. Playing time
2. Team strategy
3. Play calling
4. Student athletes other than your own

L.E.A.D. Athletic Boosters

L.E.A.D. Academy athletics are not supported by tuition dollars. Plans are in place to develop and establish an athletic booster program. The primary function of the booster club will be to raise funds to support the growth and incurring costs of our athletic program.

Policies for Coaches, Assistant Coaches, Managers, and Volunteers

Final acceptance of coaches, assistant coaches, managers, and volunteers is the responsibility of the head of school and the athletic director. The head coach reports directly to the athletic director and is to provide leadership in the ongoing development and improvement of his coaching area through coordination, planning, evaluation, and implementation of programs. Coaches, assistant coaches, managers, and volunteers shall adhere to all policies in the sports handbook and do not function above parental authority, but rather with dedicated authority from the parents. Coaches, assistant coaches, managers, and volunteers will wear coaching shirts issued by the athletic director. Assistant coaches and team managers should attend away games with the team. Coaches are responsible for acquiring needed managers, scorekeepers, clock operators, ballboys, etc.

During the season the head coach:

Is responsible for knowing the FHSAA rules for the sport being coached.

Is responsible for assisting and coordinating all six through twelve programs that involve sports.

Implements athletic standards as outlined in the handbook.

Provides information for transportation, officials, and game management.

Assumes responsibility for constant care of equipment and facilities used.

Assumes supervisory control over all phases of teams in this program.

Organizes and schedules practice sessions on a regular basis with the idea of developing the athlete's greatest potential.

Applies discipline in a firm and positive manner as outlined in the athletic handbook.

Sees that building regulations are understood and enforced.

Emphasizes safety precautions and be aware of best training in injury procedures.

Conducts themselves and teams in an ethical manner during practices and athletic events.

Reports a summary of all athletic events and provides any publicity information that would aid the athletic program and the athletes.

Instructs players concerning rules and rule changes, new knowledge, and innovative ideas and techniques.

Communicates to parents in writing all travel plans: Game times, locations, directions, departure, and return times.

End of season the head coach shall:

Arrange for the systematic return of all schools equipment and hold the athletes responsible for all equipment not returned.

Arrange for the issuance of letters and special awards at end of year sports banquets.

High school student managers may letter after 2 years of service.
 Arrange for cleaning, sorting, and inventory of all equipment.
 Take care of the maintenance of the facility (baseball fields, softball fields, practice fields, gymnasium, etc.) and make recommendations concerning additions and improvements that may be needed.
 Recommend any concerns about equipment that needs to be purchased or repaired.
 Maintain records of team and individual accomplishments.

Contracts and Evaluations for Coaches

Coaches will sign a one-season contract with no guarantee of yearly renewal.
 Coaches will be evaluated at the end of the sport season by the head of school and the athletic director.

Athletic Banquets and Awards

Award banquets will be scheduled at the end of the sport's season. Upper school students will receive a certificate of participation, a letter if they qualify, and or a pen for the sport. Awards will also be given to students based on Leadership, Enthusiasm, Attitude, and Discipline shown throughout the season. The athletic Director will get final approval of all students being awarded a letter for a varsity sport. High school athletes may receive a letter for meeting the requirements outlined below:

An athlete receives a letter for participation in his or her first varsity sport along with the pen for that sport.
 All future varsity participation results in a pin only.

Athletes not eligible for letters, junior varsity athletes and those not meeting the specified requirements, will receive a certificate of participation.

Students enrolling in school late in the season should participate in at least 50% of the season in order to be eligible for a letter.

To be eligible for a letter a student must not have been suspended or subjected to any serious school team disciplinary action.

Students who manage a varsity team for two seasons may be awarded a letter.

Recommended Reading List for Parents

The Bible

Clear Focus by Steven Reel

The Case for Classical Christian School Education by Douglas Wilson

Coaching Your Kids to be Leaders by Pat Williams

Essay: "The Lost Tools of Learning" by Dorothy Sayers

Kingdom Education by Glen Schultz

Recovering the Lost Tools of Learning by Doug Wilson *Running with The Horses* by Larry Taylor

Teach Them Diligently, How to Use the Scriptures in Child Training by Priolo

The Well-Trained Mind by Susan Bauer and Jessie Wise

100 Common Questions by Dr. Timothy Dornlan

Screenformation by Robert Rose-Coutre'

Glow Kids by Nicholas Kardaras

Battle for the American Mind by Pete Hegseth w/David Goodwin