



Lowndes Academy Student Handbook 2019-2020

This handbook has been published for you. It is our sincere wish that it will be helpful and that it answers most, if not all, of your questions pertaining to the operation of our school. If you have any questions concerning this handbook, feel free to call us at any time.

PARENT:

As the guardian of _____,
(Print student's name above)

I have read the Student Handbook for the 2019-2020 school year and fully understand and agree to support and abide by the rules, regulations, and policies of Lowndes Academy.

I understand that I am obligated for the entire year's tuition cost once students are registered for classes and do promise to make payments outlined in the Financial Policies section of the Lowndes Academy Student Handbook for the entire school year unless specifically relieved of that responsibility by the Board of Trustees.

I also understand that by attending Lowndes Academy, students are subject to random drug and alcohol tests, drug or alcohol tests when justified by probable cause, and searches of personal belongings and automobiles for drugs paraphernalia, gang or cult-related paraphernalia, weapons, and other items as determined by the Headmaster.

By signing this form, I give permission for my child or children to go on any school-sponsored field trips.

Signer agrees to pay all reasonable Court cost and attorney's fees associated with any collection action should Signers default on the payment of fees or monies due and further agree that said fees, costs, and monies due are NOT dischargeable in bankruptcy.

SIGNATURE OF PERSON RESPONSIBLE FOR TUITION: _____

DRIVER LICENSE NUMBER OR SOCIAL SECURITY NUMBER: _____

EMAIL ADDRESS (MANDATORY): _____

PARENT'S SIGNATURE: _____ DATE: _____

STUDENT'S SIGNATURE:

I, _____, as a student of Lowndes Academy, have read the 2019-2020 Lowndes Academy Handbook and fully understand and agree to abide by all the rules, regulations, and policies of the school.

(This page must be torn out and returned to the homeroom teacher. It will be kept on file in the office. This form must be returned for the student to remain enrolled in Lowndes Academy.)

LOWNDES ACADEMY BOARD OF TRUSTEES COMMITTEE ASSIGNMENTS

2019-2020

EXECUTIVE COMMITTEE

MICHAEL DANSBY – PRESIDENT
KYLE HARRELL –VICE- PRESIDENT/BUILDING
LAWRENCE DISMUKES - ATHLETIC
MELISSA KAYE HOWARD -EDUCATION

STEVEN SELF – FINANCE/TREASURER
TONI BRIGGS – SECRETARY
WARREN CASEY-ACTIVITIES

ACTIVITIES COMMITTEE

WARREN CASEY(DEER HUNT)/CHAIRMAN
BILL MORGAN- K3 Representative
GARY BULL- 2nd grade Representative
KYLE HARRELL- K4 Representative
SANFORD ROSSER-12th grade Representative
LAWRENCE DISMUKES-6th grade Representative
TONI BRIGGS- 1st grade Representative
MICHAEL DANSBY- K2 Representative
MELISSA KAYE HOWARD-K5 Representative

FINANCE COMMITTEE

STEVEN SELF -CHAIRMAN
SANFORD ROSSER
ALLEN PAGE
DAN TILL- 10th grade Representative

MEMBERSHIP COMMITTEE

TONI BRIGGS- CHAIRMAN
SANFORD ROSSER
ROBERT MYERS
STEWART HARRELL

ATHLETIC COMMITTEE

LAWRENCE DISMUKES-CHAIRMAN
WARREN CASEY- 8th grade Representative
KYLE HARRELL
BILL MORGAN
STEWART HARRELL- 3rd grade Representative
STEVEN SELF- 9th grade Representative
MICHAEL DANSBY

NEW TECHNOLOGY COMMITTEE

HOWARD POWELL- CHAIRMAN
SANFORD ROSSER

BUILDING COMMITTEE

ALLEN PAGE- CHAIR.- 5th grade Representative
DUSTIN CALLIS- 7th grade Representative
KIRK MEADOWS- 4th grade Representative
KYLE HARRELL
GARY BULL
ROBERT MYERS

BOOSTER CLUB

MICHAEL DANSBY
DUSTIN CALLIS
ALAN HANEY- 11th grade Representative
KIRK MEADOWS

EDUCATION COMMITTEE

MELISSA KAYE HOWARD- CHAIRMAN
SANFORD ROSSER
TONI BRIGGS
HOWARD POWELL
DUSTIN CALLIS

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FORWARD

This handbook, prepared by your administration, contains the rules, regulations, and the students' and parents' responsibilities pertaining to attendance at the Academy. Keep this booklet as a reference and guide to aid in creating in each of us a desire to make our Academy the best possible educational institution.

NOTICE OF NONDISCRIMINATORY POLICY

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

PURPOSE STATEMENT

The mission of Lowndes Academy is to provide both educational and social opportunities designed to help students become well-rounded, productive members of society. Our desire is to strengthen the students' sense of patriotism, develop their awareness of social issues, and continue their emotional and moral growth based on Christian beliefs. We seek to prepare students who come from diverse backgrounds and who have varying abilities to meet the academic demands of college and/or to meet the challenges of the world of work in an environment that is nurturing and safe.

Lowndes Academy, an independent, co-educational academic institution, serves the needs of students in kindergarten – 12th grades. Its curriculum, both college and non-college preparatory, reflects a balanced program of intellectual, physical, democratic, and moral concepts. It is dedicated to the mental, physical, emotional, and social development of each student.

Lowndes Academy recognizes that the learning process must be student-centered. Every child can learn; therefore, it is the school's responsibility to help maximize each child's intellectual development by exploring various learning styles and encouraging independent study in addition to the more formal program of the classroom. Furthermore, effective instruction by the classroom teacher makes a significant difference in learning. In light of this, Lowndes Academy seeks to employ only highly qualified, caring teachers who are committed to using current, effective methods and materials to provide learning experiences that will prepare the students for their future endeavors.

Lowndes Academy is acutely aware of the significance of the role the community plays in the success of any local school. Therefore, it seeks to encourage a strong community-school interaction. By doing so, students see first-hand the value of cooperation, civic mindedness, and responsibility. It prepares them for adult life where they will be called upon to be productive members of their community.

Lowndes Academy, grounded in traditional Christian principles, strongly supports high moral behavior and ethical standards. Profanity, immorality, and the use of illicit drugs and alcohol are unacceptable forms of behavior and are grounds for immediate disciplinary action including suspension or expulsion.

Because society is in a state of constant flux and man's body of knowledge is rapidly expanding, Lowndes Academy recognizes the fact that young people must become problem-solvers. Therefore, critical thinking skills and an emphasis on the use of technology should be emphasized as effective tools for solving problems.

In short, Lowndes Academy views education as an on-going process that is a shared responsibility of the child, the parents, teachers, administration, and the community. It should focus on the individual needs of the student as it helps him or her to develop mentally, physically, emotionally, spiritually, and socially.

BELIEFS

1. Students learn best when they are actively engaged in the learning process.
2. Motivation to learn is influenced by a student's emotional state, beliefs, interest, goals, and habits of thinking.
3. A successful student links new information with existing knowledge in meaningful ways.
4. A successful student creates and uses a variety of thinking and reasoning strategies.
5. Interactions with adults and other students contribute to student learning.
6. The school staff must focus on a shared vision, goals, and actions to improve student performance.
7. Students learn best when our staff maintains high expectations for learning.
8. Students learn more when provided with a variety of instructional approaches.
9. All students in our school will have an equal opportunity to learn.
10. Teachers, administrators, parents, and the community share the responsibility for helping students learn.

HISTORY

Lowndes Academy opened in August 1966 with an enrollment of 210 students and a faculty of eight teachers. In 1968 an elementary building was added along with additional teachers. Since 1968 an additional elementary building has been added along with a gymnasium. The North Lowndes County Jaycees sponsored the addition of a lunchroom, which began operation in the 1980-81 school year. Four new classrooms were added for the start of the 1995-96 school year and within a few years the preschool building was added.

ADMISSION

STUDENTS WHO APPLY FOR ADMISSION TO LOWNDES ACADEMY ARE REQUIRED TO ACCOMPLISH THE FOLLOWING:

1. Have family apply for membership to the Lowndes County Private School Foundation.
2. Attend an interview with parents or guardians conducted by the headmaster. A copy of past academic records must be available at the time of the interview.
3. Provide the blue copy of the student's immunization record and the student's certified birth certificate.
4. Lowndes Academy does not have the resources to provide special education services to students with special needs; therefore, Individual Education Plans (IEP) cannot be followed, and specific accommodations and modifications cannot be made for students with special needs.

5. All applicants will take a placement examination for his or her grade, or, instead, a review of standardized place test scores will be used to determine placement.
6. Enrolling students in grades 7-12 take a drug test conducted by an agency approved by the administration at the parents expense.
7. A recommendation by the headmaster and Membership Committee must be submitted to the Board of Trustees for approval.
8. Upon approval by the Board of Trustees, pay the Foundation fee of \$500.00 and other fees and tuition in accordance with the financial policies of the Board of Trustees. All students who apply for membership after the school year has begun and whom the headmaster has accepted, may attend school on a temporary basis until approved by the Board.
9. Previous class assignments must have been completed at the time of enrollment.
10. For K3, students need to be potty trained and 3 years of age by September 1.
For K4, students need to be 4 years of age by September 1.
For K5, students need to be 5 years of age by September 1.
For 1st grade, students need to be 6 years of age by September 1.
10. Students who return to Lowndes Academy after attending another school will undergo screening by the Headmaster and Board of Trustees. Poor academic performance may be cause for denial of admission or readmission, and a student who cannot return to his previous school because of discipline problems will not be admitted to Lowndes Academy. All student fees and tuition must be paid up to date before participation in cheer tryouts, football for any sports played.

FINANCIAL POLICIES

Tuition is the primary source of operating income for Lowndes Academy and, therefore, must be paid on time. Tuition will be paid on a twelve-month basis. The first payment is due in July. The remaining eleven payments are due on the first of each month. Invoices will be sent out before the payment is due (on the first of the month). Accounts not paid in full by the 15th of each month will incur a late fee of \$50. When an account has not been paid within forty-five (45) days of the due date, the child or children concerned will not be allowed to attend classes until payment is made or a payment schedule is arranged with the Board of Trustees' Treasurer and/or Finance Committee Chairman and approved by the Board. Report cards and transcripts will be held at the end of grading periods if tuition or fees have not been paid (for regularly delinquent accounts, records may be withheld until checks clear the bank, unless accounts are paid with cash or money orders). All fees must be paid in full before a student may start a new semester or summer school. Graduating seniors and 6th graders must have all fees and tuition (including June payment for that student) paid by May 15th in order to receive a diploma.

A thirty-dollar fee will be charged for any check returned by the bank to the school. After two checks have been returned, only cash or money orders will be accepted.

A twenty- five-dollar late registration fee will be charged per student currently enrolled in Lowndes Academy who fails to register during the spring registration period for the following year.

Students will not be allowed to take part in graduation exercises unless all tuition and fees have been paid in full. The school will notify parents in January and March of any outstanding bills so that arrangements can be made to make the accounts current. Report cards, transcripts, and diplomas will not be issued for any student until all tuition and fees are paid in full – in some cases they may be withheld until checks clear the bank unless payment is made with cash or money order.

Two or more workdays are scheduled each year by the Building Committee for Foundation members and students to help in the maintenance and cleanup of the school prior to and during the school year. Additional days may be scheduled for makeup and for families admitted to the Foundation during the school year. Sign-in sheets must be signed in order to provide credit for each family. ***Families who do not have a representative attend and work on their scheduled workday or a makeup workday will be assessed a \$200 building fee for that year.***

From time to time, it may become necessary to assess Foundation members for certain fund-raising requirements as determined by the Board of Trustees. These assessments become delinquent in the same manner as any other fees and tuition payments and will incur the same penalties if not paid. If any additional information is desired concerning financial matters at Lowndes Academy, please contact the Headmaster, Board of Trustees Treasurer, Finance Committee Chairman, or Foundation Bookkeeper. ***Any accounts from the previous year not paid in full by June 30 will incur a penalty of 25% of the outstanding balance.*** Students that register after July will be assessed a startup fee equal to one month's tuition to cover book purchases.

CONCESSIONS STAND-- The profit generated from the concessions stand is placed in the general fund of the school to provide for the essential needs of all our students. To help prevent any hardships on those working the concessions stand, a **\$125.00 fine** will be imposed on any parents who either fail to work their assigned shift or fail to make arrangements for someone else to cover the shift for them. A **Sign-In/Sign-Out Sheet** will be kept in the concessions stand; assessments will be added to the bill for tuition the following month. **We also give a buy-out option for a one-time payment of \$150.00 to cover all 3 of the otherwise required concession shifts.**

BOOSTER CLUB-- A \$35.00 membership fee per family will be assessed for any student participating in Lowndes Academy sports programs. It will be added to the tuition bill the following month.

LOWNDES ACADEMY

TUITION and FEES

Foundation Membership	\$500.00 per family (payable once)
PTO Dues.....	\$10.00 per family per year
Building Fee	\$150.00 per family per year
Student Insurance.....	\$40.00 per student per year
Booster Club Fee (grades 7-12 and playing a sport).....	\$35.00 per family per year
Monthly Tuition:	
One Student	\$345.00 for twelve months
Two Students	\$630.00 for twelve months
Three Students	\$840.00 for twelve months
Four Students	\$1,055.00 for twelve months
Additional child	\$205.00 for twelve months
Late Registration Charge.....	\$25.00 per student

We accept Visa, Master Card, and debit cards. There is a 3% charge to run the card.

PARENT-TEACHER CONFERENCE

Parent-Teacher conferences are held at the request of the parent and/or teacher. We encourage parents to maintain an interest in their children's academic progress and confer with us when the student encounters any type of difficulty. **Parents are asked to call the school office at least one (1) day ahead to schedule a conference.** Teachers will not be taken out of class to hold these conferences.

GRIEVANCE PROCEDURE

Grievances shall be thought of as a real or imagined wrong regarded as cause for complaint. Any student, employee, or Foundation member who has such a grievance and who wishes to be heard shall follow the procedure listed below:

1. When applicable, parents should make an effort to meet with individual teachers with concerns as the situation warrants.
2. ***The complaint shall then be taken to the headmaster.*** An effort to find a workable solution to the problem should be made. A written statement of the complaint and action to be taken will be completed at that time.
3. If the aggrieved party remains dissatisfied, the President of the Board shall attempt to mediate. The President shall annotate the written statement of complaint as to what action was taken to resolve the issue. This information will be forwarded for additional action, if required.
4. If the President fails in his attempt to resolve the issue, the grievance shall be presented to the Board. ***All action by the Board in regard to the grievance shall be final.***

CHANGE OF SCHEDULE

Any change in a secondary student's schedule (once established) must be with the approval of the parents, headmaster, and the teachers concerned. Only extreme exceptions will justify either dropping a course or adding a new one after the semester has commenced. Adjustments may be made in a senior's schedule to insure graduation requirements are met. Only the Headmaster will make these changes.

ATTENDANCE

It is essential that students be present in class during the school day. Absences can affect grade credits toward promotion and, later, possible graduation. The benefits of learning cannot take place when the student is not in school. ***When a student is absent, checks in, or checks out, his /her parent or legal guardian must call the school office before 9:00 a.m. the day the student is absent, checks in, or checks out. If the office has not received a phone call by 9:00 a.m., the parent will be called at work.***

Sickness: Students should not return to school unless they have been fever-free or, vomiting- and/or diarrhea-free for a minimum of 24 hours without medication.

Absences:

An absence is defined as "non-attendance in a regularly scheduled class or activity."

When a student has incurred the seventh absence in a semester, the headmaster will notify the parent or guardian in writing that the student is in danger of losing course credit due to excessive absenteeism.

When a student has incurred the tenth absence in a semester, the student and the parent or guardian must have the approval of the headmaster and a review committee to receive course credit.

EXCUSED ABSENCES:

- In accordance with Alabama law, a student will be excused for an authorized absence from school for any one of the following reasons:
 - (1) Personal illness of the student. Students are permitted to miss two days of school and return with a parents note. If more than two days, a doctor's excuss is required to return to school.
 - (2) Death in the immediate family.
 - (3) Inclement weather dangerous to the life or health of the student as determined by the headmaster.
 - (4) Legal quarantine/medical or legal documentation.
 - (5) Emergency conditions as determined by the headmaster.
 - (6) Prior permission of the Headmaster and consent of the parent or guardian.
 - (7) Two College Day visits will be excused absenses but must be approved in advance by the headmaster.
- Students will be permitted to make up all major assignments and other work missed during an absence within a three- day period.
- Teachers are not required to re-teach lessons, but students may be given a reasonable opportunity to learn the missed lessons.
- At the secondary level, students are responsible for contacting the teacher(s) to arrange for makeup assignments.
- **Students who are absent before or on the day of an announced test will be required to take the missed test on the day of returning to school.**

UNEXCUSED ABSENCES:

- Unexcused absences are absences for any reason other than those listed above or absences due to suspension. Reminder: family trips and vacations should be scheduled during the summer or on school holidays.
- **After (5) unexcused absences, family has to meet with Alabama Court System.**

Explanations for Absences:

- a. In accordance with Alabama law, a parent or guardian must explain the cause of every absence incurred by the student(s) in his/her care. Students returning to school after an absence must bring a written note explaining the absence signed by the parent or guardian.
- b. The office MAY verify notes via phone call to the parent or guardian.
- c. Elementary school students should present their written excuse to their teacher.
- d. Upper school students should report to the office and present their written excuse. The office staff will prepare a pass marked "excused" or "unexcused" for the student to present to the teacher. If the student does not present a written excuse, he/she must see the headmaster, who will use his discretion in handling the situation.

Tardiness: A warning bell will sound at 7:50 a.m. Everyone should be in class by the time the 7:55 a.m. bell rings. Teachers will keep a record of tardy students and submit a list of student names to the office. Every 4 tardies to school will be counted as an unexcused absence and detention hall will be assigned before/after school . ***If a student checks in after 11:30 a.m., he/she is counted absent for the day and may not participate in any extra-curricular school-related activities, including athletics. Any exceptions will be made by the headmaster.***

Student Check Out: Once students arrive at school, they are expected to remain for the school day. Pre-arranged doctor, dental, or other health appointments are legal reasons for checking out, but appointments during school time are discouraged. The parent/guardian must call the office before 9:00 a.m. the day the student is checking out. In the event a student needs to leave school, he or she

must receive authorization from a parent before leaving. All student checkouts must be approved by the headmaster and teachers whose classes will be missed. The student is responsible for all tests and class work that are missed. ***Any student who leaves the school without proper authorization will be subject to at least a-day suspension.*** If a student plans to check out, he/she must follow the proper procedure for leaving campus. A parent ***must*** authorize a student to check out either in person or by phone. The headmaster must approve all checkouts. The student must sign the check-out sheet listing check-in/check-out times, correct date, and correct reason. If a student checks out before 11:30 a.m., the student is counted absent. **Students are allowed 4 check-outs per semester. After 4 check-outs, student will receive disciplinary action. Exceptions must be approved by the headmaster.**

Field Trips: From time to time teachers may schedule field trips. These experiences enrich the educational process; therefore, attendance is mandatory. All school rules apply during school-sponsored trips. Parental permission is required. Signing and returning page one of this handbook grants such permission.

SUSPENSION AND EXPULSION

Any student who repeatedly violates the rules and regulations of Lowndes Academy (who receives three (3) office referrals during the school year) or whose presence at the school is considered by the administration as not being conducive to the objectives of learning and aims of the school will be placed on probation due to poor conduct and will be suspended for at least one (1) day. Students placed on probation because of their conduct will be required to participate in a parent-student-headmaster conference at which time the terms of the probation will be explained. The administration has the option to assign the student to an “In-House Suspension.” (The student will be suspended from his or her classes but required and get credit for work to attend school.) The penalty for out of school suspensions is that the student will receive a “0” on all assignments missed. A student will not be admitted to school after a suspension until a parent-student-headmaster conference has been conducted. ***Any time a student receives three (3) suspensions during a school year for any reason, he or she may be expelled from the Academy.***

EXAMINATIONS AND GRADES

For any questions or concerns on progress reports or report cards, please contact the school office to set up a conference with your child’s teacher.

Examinations: The policy concerning academic examinations is as follows:

1. All students (grades 7-12) will be administered written examinations at the end of each semester for all academic classes.
2. Students in grades 7-12 will take 1st semester core class exams with an option to be exempt from electives if grades warrant exemption. To be exempt from taking 2nd semester exams, students must have a 95 average in the class, and no more than five absences for that semester.
3. Students who are suspended from school at any time during the semester are not eligible for exemption.

Grading System: The grading system for Lowndes Academy is as follows:

- A= 90 to 100
- B= 80 to 89
- C= 70 to 79

D= 60 to 69
F= Below 60

Grading Criteria:

1. Daily projects, term papers, book reports, and other special grade assignments are teacher prerogatives. These grade values are to be determined by the teacher. However, all teachers should use a scale based upon or comparable to the grades in the grading system. At least one grade per week per student for each subject should be recorded. Students should be informed of grade values, his or her individual grades, and the grading time periods. Parents and students are to realize that teachers and substitute teachers are not to discuss any student's grade with another student or anyone not directly connected with the student.
2. The final semester average is determined in the following manner:
The semester exam counts 25%
The average of the two nine-week grades counts 75%
(For students who are exempt from semester exams, the average of the two nine-week grades will be the final average.)
3. The parents of a student who fails three (3) subjects during a nine-week grading period will be sent a letter informing them that the student has failed three (3) subjects and that if the student fails three (3) subjects the next nine-weeks, the student will be placed on academic probation. The parents and student will be required to meet with the Headmaster to discuss the student's performance. ***The student will be subject to dismissal from Lowndes Academy if he / she fail three subjects for a third consecutive nine weeks.***
4. Report cards for all grades are given four times a year at the end of each nine-week period. Credit is given at the end of the first and second semesters. The semester grade is the only grade that is recorded on the student's permanent record, the transcript. The student's average and GPA are calculated based on the semester academic grades. Academic report cards are considered very important communications link with the parent. Please review the reports and the grades earned by your student(s). If you sense there has been an error in the grade awarded, feel free to contact the teacher for clarification. On occasion, someone in the administrative process may inadvertently record an incorrect grade.

Promotions and Retentions: The following recommendations are offered as guidelines for the promotion and retention of elementary and high school students. Each case should be considered individually, taking into consideration the student's physical, emotional, and social development as well as his academic achievement.

Grades K3 – K5

Performance/skill checklists will be used to, evaluate students in K-3, K-4, and K-5. A student's promotion or retention will be at the teachers discretion.

Grades 1-6

A student in 1st through 3rd grade will be retained if the yearly numerical average is 60 or below in reading, math, or language. A student may be retained once in grades 1-3 and once in grades 4-6. A student may be retained in grades 4-6 if he has an F yearly average in two of the following subjects: reading, language, spelling, arithmetic, social studies, or science.

Grades 7-12

1. Seventh-grade students must have passed the sixth grade the previous academic year and have been promoted to the seventh grade.

2. Eighth-grade students must have passed the seventh grade the previous academic year and have been promoted to the eighth grade.

3. Ninth-grade students must have passed the eighth grade the previous academic year and have been promoted to the ninth grade

4. Seventh- and eighth-grade students must pass five (5) academic subjects in order to be promoted to the next grade level.

5. Ninth through twelfth grade students must have passed six (6) new Carnegie units during the academic year to be promoted. Note: A minimum of four (4) core curriculum credits must be included in this requirement . **Core curricular subjects include English, history, math, and science.

Grading Criteria/Rules for Sports Participation: Lowndes Academy participates in a variety of student sports activities in the Alabama Independent School Association. In order for a student to participate in any sports program, the AISA requires the following:

1. 7th and 8th graders must have passed the previous grade.
2. 9th – 12th graders must have passed six (6) full units (12 semester classes) in the previous school year, four (4) of which must be core courses.

To retain eligibility during a school year, the student must pass three (3) full units in the first semester of which one and one half (1 ½) must be core courses. A maximum of two (2) units [four (4) classes] may be made up in summer school to meet these requirements.

Lowndes Academy requires all participants in school sports to maintain an overall 70% average per semester. *In addition, no student who is currently on academic or conduct probation will be allowed to represent Lowndes Academy in any sporting event.*

In addition to general rules of conduct found later in this handbook, athletes (including cheerleaders) will be subject to the following:

- ◆ A three-game suspension for the first offense of alcohol usage.
- ◆ Suspension for one year from all sports for the second alcohol offense.
- ◆ A one-game suspension for the second offense of tobacco usage.
- ◆ A three-game suspension for the third offense of tobacco usage.
- ◆ A one-game suspension for the first offense of cheating.
- ◆ A three-game suspension for the second offense of cheating.
- ◆ Punishment deemed appropriate by the coach for use of profanity.

Coaches for each sport may impose more stringent requirements and will inform all students interested in that sport and their parents of the additional requirements during or prior to the first practice.

STUDENT BODY RULES AND RESPONSIBILITIES

The fostering of a safe, sociable atmosphere within our school where the individual student may creatively pursue his or her goals without harassment is what we strive to achieve. Students must realize that they will not be permitted to violate the rights of other students. The violation of others' rights is a direct result of a lack of self-discipline. The rules and procedures are established for the good of the group and for maintaining order in the school, showing respect for others, and protecting school property. If probable cause exists, the administration reserves the right to conduct a proper search of students' lockers or vehicles on school property.

Record: Every day that you live you are making a record. You should be conscious that this record becomes synonymous with your name. The working world has learned through experience that a complete school record of your scholarship, activities, and citizenship gives valuable information in evaluating your ability and fitness to do a certain job. Your school record is a link in your life that will be examined many times through the years by those concerned about you and your future. Remember that your record is what *you* make it. *Make yours one that you will be proud to claim.*

Responsibilities: It is the individual student's responsibility to read, understand, and comply with the rules of Lowndes Academy. Administrators and faculty personnel are to enforce the rules of the school during the school day and on school-sponsored events, on or off campus. Teachers will correct any student behavior that would reflect unfavorably upon the school. In the event a student continues to engage in detrimental conduct after a teacher has intervened, the name of the student will be given to the headmaster for further action.

Respect for Teachers and Staff: Students are expected to be courteous, to be obedient, and to show respect for each member of the faculty at all times. Any teacher or staff member has the authority to correct any student at any time anywhere on campus or at school-sponsored events, wherever they might be.

Assessment:

1. Many methods exist to assess misbehavior and to administer appropriate corrective action. Any time a student causes a disruption to a class, infringes upon the rights of others, does anything that the teacher believes needs correcting for the good of the group, shows disrespect, talks back, or publicly embarrasses a teacher, a conduct referral slip will be filled out by the teacher and a copy sent to the parent. ***On no later than the third conduct referral, a parent-headmaster conference is required before the student may return to school.***
2. It is impossible to list every type of misconduct and misbehavior that causes a disruption to school life. Any student who causes or continues to cause disruptions in the classroom or at school-sponsored events on or off campus will be assessed appropriate punishment. The headmaster is authorized to review and investigate ***any*** incident affecting the welfare of students, faculty, or staff at Lowndes Academy and ***any*** incident that adversely affects the reputation of the school and, if necessary, assess appropriate punishment. Parents will be given the opportunity to attend any formal questioning of students, but if such opportunity is waived, the waiver will not preclude the headmaster from completing the investigation. No student or parent may refuse to cooperate with the headmaster in an investigation without such refusal being considered by the Board of Trustees to be a potential reason for the termination of their Foundation membership. For serious offenses, the matter may be turned over to appropriate law enforcement agencies.

GENERAL RULES

Dress Code: Students will be expected to be in dress code, well-groomed, and neatly dressed at all times while on school grounds or at **any school function on or off campus.** (This includes, but is not limited to, volleyball, football, basketball, softball, and baseball games.) Competing athletes will be held to a higher standard; the coach for that team will dictate the dress code for athletes on game day.

Girls (past the third grade) are not permitted to wear clothing showing midriff including see-through garments or clothing showing backs and or shoulders. They may not wear strapless or thin-strap sundresses or tops. Girls are not allowed to wear off-the-shoulder garments of any type. Girls' tops are not to have plunging necklines or be revealing in any way.

Shirts and sweaters will be worn inside the trousers, slacks, or skirts unless the garment has obviously been designed to be worn on the outside. Trousers, slacks, and jeans may not have any holes or be frayed in any way. They may not be worn below the student's hip points and the crotch may not be exaggerated with excessive droop. Shorts or skirts must be tailored (no cut-offs) and be of no more than 3 inches above the knee.

(Students past the third grade) Gym clothes such as P.E. shorts, athletic leggings, yoga pants, or tank tops are not to be worn in any school building (excluding the gym). Undergarments should never be visible; this includes top and or bottom. Pajama pants (or any similar style) are not permitted. Any apparel that a staff or faculty member deems unacceptable for wear at school will be documented and reported to the headmaster. Repeated violations of the dress code will result in appropriate punishment, which may include suspension.

Clothing (including hats) with objectionable slogans (e.g., alcohol or tobacco products, profanity, or suggestive language of any sort) will not be worn on school grounds or at school-sponsored events.

Non-athletic leggings are permitted with a top that must be longer than 3 inches above the knee.

Hats, including berets, knit caps, etc., will not be worn inside school buildings.

Student Appearance: Students should avoid the latest fad of permanent body art (tattoos) and other permanent body decorations such as piercing. The AISA does not allow students to participate in any state-level events and/or activities with exposed permanent body art or with exposed pierced body decorations, except that females may wear no more than one earring per ear. Students at Lowndes Academy will apply that same rule for attendance at school and at school-sponsored events. Exposed temporary body art that is insensitive, derogatory, and/or deemed inappropriate by the school administration is not allowed. (Note: No jewelry or exposed body decorations of any type are allowed at any level of athletics.) There are to be no chains or chain-like or spiked jewelry or accessories on clothing or the body. Clothing and /or accessories that are considered “gothic” apparel will not be allowed.

Boys will be clean-shaven with neat haircuts that do not permit the hair to extend beyond the top of a dress shirt and with sideburns that do not extend more than midway of the ear lobe. The hair is not to cover more than ¼ an inch of the top of the ear and is to be kept thinned with short layers. Spiked and/or other non-traditional hairstyles as well as unnatural and/or non-traditional coloration of the hair are not allowed. The headmaster will have final determination.

Gang or Cult Activity: The Board of Trustees will not tolerate any type of gang, cult, or satanic activity whatsoever. Any individual positively identified to be a member of a gang or cult, or any individual whose adverse actions are done in the name of a gang or cult, will be expelled. Students shall not have in their possession or keep in their locker or vehicle at school any-gang or cult-related information, clothing, or jewelry. Students shall not use hand signals or symbols or in any other way indicate or insinuate that they are members of a gang or cult, as it will lead to strong disciplinary action. The headmaster has the final authority in determining what is considered cult- or gang-related.

Alcohol, Tobacco, Drugs: The possession or use of any alcohol, drugs (controlled substances), tobacco, vaping paraphernalia, nicotine gum, or drug paraphernalia on school grounds or at any school-sponsored event *will result in immediate suspension and possible expulsion* from Lowndes Academy. *It is imperative to understand that some offenses will result in immediate expulsion from Lowndes Academy as well as legal action under local, state, and /or federal law.*

All students are subject to search while on campus or at school-sponsored events if probable cause exists that they may have unauthorized items in their possession. Searches will be conducted by the headmaster or those specifically designated by the headmaster. In addition, any law enforcement official may be asked to conduct searches when deemed appropriate by the school administration. ***Students who do not submit to an ordered search will be dismissed from Lowndes Academy.***

Any student required to take prescription medication is required to bring that fact to the attention of the elementary teacher or the main office, as appropriate. All prescription medicines must be in labeled bottles and be kept and administered by a school official. A medical release form must be on file at the school for all medications.

Student at Lowndes Academy may be required to submit to testing for alcohol or drugs (controlled substances) in their system while at school. Testing will be accomplished with a breath tester for alcohol or the appropriate test available for other drugs. Results of all tests will be made known only to the headmaster, the Board of Trustees, and the parents or guardians of students involved. Testing procedures will be as follows:

1. Students will be asked to submit to a test based on probable cause or a reasonable suspicion that they may be under the influence of alcohol or drugs, or to submit during periodic random drug tests. In addition, all athletes may be drug tested throughout their season.
2. Individuals will be tested privately in the presence of at least one witness.
3. Results of an alcohol breath test will be made known immediately to the individual.
4. Any positive drug test will be confirmed by additional tests or procedures as specified in the complete Lowndes Academy Drug Policy. The costs of those procedures will be borne by the individuals concerned.
5. In case of a confirmed positive test result, the student's parents or guardians will be notified of the test results and asked to come in to escort the student off campus. The student will be placed on suspension, the length of which shall be determined by the headmaster based on an evaluation of each situation and in accordance with guidelines specified in the Lowndes Academy Drug Policy.
6. If an individual is allowed to return to Lowndes Academy after a positive drug or alcohol test, he/she must be enrolled in a rehabilitation or counseling program as defined and approved by the Board of Trustees prior to returning. In addition, parents or guardians must accompany the student to school to review with the headmaster any additional stipulations or restrictions that may apply.
7. Any student who tests positive for illegal drugs or alcohol for a second time shall be immediately dismissed from Lowndes Academy.
8. ***Failure to agree to submit to an alcohol breath test or drug test as specified above will result in the immediate and automatic assumption of positive test results for the purpose of this policy.***

For additional information on procedures, guidelines, and definitions used in this policy, see the complete Lowndes Academy Drug Policy on file in the office.

Possession of Weapons: Any student found on campus or at a school function with a knife, weapon, or similar object will be suspended for at least one (1) day and face possible expulsion. (Note: **Alabama Act 95-756, Gun Free Schools** "...requires the expulsion of students, ***for a period of one (1) year***, who are determined to have brought to school or have in their possession a firearm in a school building, on school grounds, on school buses, or at other school-sponsored functions.) A hunting rifle in a student's vehicle on campus falls under this provision.

Care of School Property: School property belongs to all Foundation members and is to be cared for by the members of the Foundation. Damage to property increases the cost of providing an education for all students. *It is a serious offense to damage any school property.* The local police authorities will be contacted and charges will be filed on any damage to school property. Any student causing any damage to school property will work on projects to improve or maintain the school as well as compensate the school for the damage(s). Damages are defined as, but are not limited to, any defacing of desks, building, equipment, lockers, and any special apparatus used in sports. Severe damage of school property may result in suspension of students. This also applies to students who represent Lowndes Academy at another school or event.

Stealing and Cheating: Neither action will be condoned or permitted at Lowndes Academy. Any student who is discovered stealing or having stolen personal or school property is subject to permanent expulsion. Any student who is discovered cheating or having cheated in schoolwork will be assessed a “0” in that assignment and a one (1) day in-house suspension. Parents will be notified of the incident. The assignment then must be completed satisfactorily and honestly; however, no credit will be given. A student involved in a second offense will receive a three (3) day suspension in addition to the “0” for that assignment. A third offense will result in expulsion from Lowndes Academy. Cheating is unacceptable, whether it is done during examinations or on any other form of assignment. *Cheating is defined as, but not limited to, the following:*

Copying homework.

Passing information during a test.

Copying from other students’ tests.

Using any other person’s work as one’s own.

Using cell phones, smart watches, or any other technology to obtain and or distribute information.

Eating: No food, drink, or candy will be allowed outside the lunchroom. Teachers may give permission for students to use cough drops as needed. Students are not to chew gum on campus during school hours.

Leaving School Campus and School Building: Once a student arrives on the school campus, he or she may not leave without permission from the office. Students are not allowed to return to the parking lot once they enter the buildings, unless they are leaving for the day with approval from the office.

Motor Vehicles: All vehicles will have assigned parking areas. Vehicles are to be operated in a safe and reasonable manner at all times. Any student who damages the grounds or causes undue noises will be disciplined accordingly. In addition, the student will be barred from driving or parking his/her vehicle on school property. During school hours parking on the side of the road near the school or in St. Paul’s Episcopal Church parking lot is prohibited by the Town of Lowndesboro and St. Paul’s respectively. Students using these areas to park when restricted from using school property may have their vehicles towed at their expense and face possible suspension. Each vehicle must be covered by a current insurance policy and must be operated by a *licensed driver* only. Students reported as driving recklessly to or from school or on campus, will be reported to their parents, and possibly, other authorities may be notified. In addition, students and parents are required to follow the prescribed loading and unloading procedures. Student vehicles must not be moved during school hours without permission from the school office.

Off Limits Area to Students: The area in front of, beside, and behind the gym and lunchroom

(the area inside the chain link fence) is off limits to student vehicles during school hours.

School Property: Students are not allowed to be on school properties after school hours and on weekends. This restriction includes parking lots, gym, and football field.

Familiarity Between Students: Familiarity between students such as holding hands, hugging, kissing, etc., will not be tolerated on campus or at school-sponsored events. Faculty and staff members will issue office referrals on any student exhibiting such behavior.

Home Volleyball/Basketball/Baseball/Softball Games: The boys' and girls' dressing-room facilities and weight room are off limits to all students, spectators, and non-participating cheerleaders during all home volleyball/basketball games. Only **players** are to use the dressing facilities. No one is allowed on the court without a coach's permission. No horseplay is allowed in the gym or lunchroom. No food or drink is allowed in the gym except for players, cheerleaders, coaches, and officials; these drinks must be in closed plastic containers. **Parents MUST monitor the activities of their children during home games and not allow them to play on the school grounds or use the school playground.**

Home football games: Students are not allowed to enter the field house or to loiter in the parking lot.

Lunchroom Manners: The lunchroom provides a place for students to eat, relax, and visit with classmates. All students are expected to help keep it neat and clean. Food or drinks are not to be taken outside the lunchroom. All classes will have assigned tables and will remain in the lunchroom until the bell rings.

Returning to Class: Students are to wait until the bell rings before returning to the main building after lunch, break, and P.E.

Early Dismissal: Juniors and seniors wishing to be dismissed for work prior to the end of a school day must have the approval of the headmaster. Only juniors and seniors will be considered for early dismissal. A written statement of the request and the approval must be on file in the office.

Profanity: The use of profanity will result in disciplinary action, which may include suspension. This rule applies during all school functions on or off school grounds.

Conduct Referrals: When a student receives a conduct referral, a copy will be sent home by mail for parents to sign. It must be returned to the headmaster within two business days. Failure to return referrals will result in punishment determined by the headmaster.

Corporal Punishment Guidelines: Parents must understand that enrollment of a student in Lowndes Academy implies consent for appropriate, reasonable corporal punishment which consists of paddling students on the buttock. Corporal punishment will be administered by the headmaster or his designee. Corporal punishment may be administered for disrespect, improper language, fighting, defiance, or any other behavior deemed inappropriate by the headmaster. The student will be given an opportunity to tell his/her side of the story. Parents will be notified. A faculty member will witness the punishment. Students unable to receive corporal punishment for medical reasons will be suspended instead.

Other Types of Punishment: Suspension, break and lunch detention, before/after-school detention, Saturday work day, and revoked privileges are other forms of punishment.

Threats of Harm and Physical Abuse: Students shall not commit an act of harassment with intent to harass, bully, annoy, intimidate, or alarm another person whether socially, physically, or emotionally, while on the school grounds of Lowndes Academy or at any school-sponsored event. Students will not extort anything of value (personal property, money, or information) from any other student or school employee through verbal, written, or physical threats, coercion, or intimidation. Examples of physical/verbal abuse may include strikes, shoves, kicks, or otherwise touching a person or subjecting him/her to physical contact, hazing, or directing abusive or obscene language or gestures toward another person including staff. Examples of written threats or intimidation included the use of "Death Lists," hate letters, or drawings, stories, or poems depicting killings, torture, dismemberment, or rape, or any other depraved activities when so determined by the Headmaster or the Board of Trustees. Students found in violation of the above policies will be suspended for at least one (1) day and, depending on the severity and/or frequency of such abuse, may be expelled.

CELL PHONE / COMMUNICATION DEVICE POLICY:

Students are not permitted to have their cell phones or any other form of technology in their possession in each classroom. Exceptions may be made by the headmaster. All students' cell phones will be turned in at the beginning of each class and returned at the end of class. Cell phone use by students in grades 7--12 is limited to inside the lunchroom. Unacceptable or inappropriate use will be determined by faculty and can result in suspension. NO SMART WATCHES ARE ALLOWED IN THE SCHOOL BUILDING.

First offense: Cell phones taken up must be picked up in the office during school hours by a parent/guardian.

Second offense: The student will pay \$20.00 to retrieve the phone. For thirty days, the phone will be turned into the office upon arrival at school.

Third offense: The student will pay \$50.00 to retrieve the phone and serve a one-day in-school suspension with Mrs. Williams. For the remainder of the year, the student will turn phone into the office upon arrival at school.

Internet Acceptable Use Policy: Lowndes Academy provides access to the Internet to students in the computer laboratory. Students are responsible for appropriate use of computer equipment and the Internet. Students should understand that the possibility exists of encountering offensive or inappropriate material on the Internet. Despite prudent, reasonable, and best efforts, Lowndes Academy is unable to absolutely preclude access to such material. Internet use is a privilege, not a right, and may be revoked if abused or misused. The Internet should be used for educational and research activities in support of and consistent with the educational objectives of Lowndes Academy. Unacceptable uses of the Internet include, but are not limited to, chat rooms, instant messaging, pornographic WEB Sites, twitter.com or Facebook.com profiles, or any other WEB site deemed inappropriate by school administration. Violations of the Internet Acceptable Use Policy will result in a one (1)-day suspension or expulsion. In addition, use of Lowndes Academy computers or electronic devices to violate Policy (R.) (threats of harm and physical abuse) will result in appropriate disciplinary action set forth in that policy.

Sexual Harassment Policy:

Any unwelcomed sexual advance, request for sexual favors, or verbal, written or physical conduct of a sexual nature by a supervisor, co-worker, student, or non-employee (third party) will not be tolerated.

A conclusion that sexual harassment has occurred shall subject the offender to appropriate disciplinary action and may result in suspension, discharge, expulsion, or dismissal. Imposed punishment will be determined on the basis of the facts of each case and on the extent of harm to the victim and the school.

GENERAL STUDENT INFORMATION

Graduation Requirements:

Graduating seniors must have all fees and tuition (including June payment for that student) paid by May 13th in order to receive a diploma.

Advanced Curriculum		General Curriculum	
Adv. English	4 units	English	4 units
Social Studies	4 units	Social Studies	4 units
Adv. Mathematics	4 units	Mathematics	4 units
Adv. Science	4 units	Science	4 units
Physical Education	1 unit	Physical Education	1 unit
Foreign Language	2 units	Foreign Language	1 unit
Health	½ unit	Computer Applications	½ unit
Fine Arts	½ unit	Fine Arts	½ unit
Computer Applications	½ unit	Health	½ unit
Electives	5½ units	Electives	6½ units
Total	26 units	Total	26 units

Seniors are required to earn 26 units to graduate. Only those students who have earned a minimum of 18 credits and are in line for graduation will have the privilege of sitting in the senior class homeroom. Only those seniors who have satisfactorily completed all required courses will be allowed to participate in graduation. **For seniors making up a credit elsewhere, the final grade must be reported to Lowndes Academy by May 1st of the 12th- grade year.**

Testing: All advanced curriculum 11th graders are *required* to take the ACT/SAT *during their 11th grade year*. Other tests include the following:

SAT	2 nd , 4 th , 6 th , and 8 th
ACT	10 th , 11 th , and 12 th

Activity Period: This period is used for assemblies and assigned club meetings. Students not involved in the assemblies or meetings will remain in their homeroom class.

Class Officers: Class officers are to be elected by majority vote in 7th through 12th grades at the beginning of the school year Eleventh grade officers will be used for the senior year as well. A reporter for each class and club will be appointed by the homeroom teacher or club sponsor. Teachers are to screen candidates and insure that students nominated for class office exhibit good conduct and are capable of maintaining their academic standing with the added responsibilities of the

office they are seeking. A student must have maintained at least a “B” average for the previous year to be eligible to serve as a class officer.

Emergency School Closing: Any announcements concerning emergency school closing for bad weather or other reasons will be made on local radio/TV stations early in the morning on the day involved. Listed below are the radio/TV stations to monitor, usually between 6:30 a.m. and 7:30 a.m. *Please do not call the school!*

Radio		Television	
WLWI FM	92.3	WSFA	Channel 12
WHBB AM	1490	WAKA	Channel 8

Fire Drills: Several short rings of the bell will signal a fire drill. When the fire signal is given, the teacher will direct the class as to the procedure for leaving the room and the correct exit. No pupil or teacher is to re-enter the building after the alarm signal is given until the headmaster signals the classes to reassemble.

Fund Raising Projects: Any school or class project intended to raise money for any purpose must be submitted in writing to and approved by the headmaster and the Board of Trustees.

Hall Passes: All students *must have a hall pass* if they are in the hall after a class period has begun.

Honor Roll: The Lowndes Academy Honor Roll is made up of students in grades 3-12 who have made all “A’s” and an “S” in conduct in every class (“A” Honor Roll) or all “A’s & B’s” and no conduct grade below an “N” (“A & B” Honor Roll) in a grading period, semester, or school year.

Library Regulations:

- ◆ The library is open during the school day and for a few minutes before and after school.
- ◆ The library must be kept quiet and orderly at all times.
- ◆ All books, except reference books, may be checked out for two (2) weeks. Special permission must be obtained from the librarian to recheck a book.
- ◆ Reference books, periodicals, and non-book material may be checked out overnight with the permission of the librarian.
- ◆ Encyclopedias must not be removed from the library without special permission from the librarian.
- ◆ The cost of lost or damaged books will be charged to the student’s account.
- ◆ All library materials must be returned to the proper place in the library.
- ◆ Books, magazines, and papers must not be clipped or marked.
- ◆ Before leaving, students should clear the table and straighten the chairs.
- ◆ All trash must be put in wastebaskets.
- ◆ The library is a place to read and study quietly. Eating, drinking, and loud talking are not allowed. It shall not be used as a student lounge.
- ◆ Computers will be used only when supervisory personnel are available, and all Internet access will be directly supervised by library staff or faculty.

Locker Use: Lockers will be assigned to all high school students for use during the school year. Securing of individual lockers is the student’s responsibility. Lockers will be subject to search by the headmaster or his assignee if the need arises. Students responsible for removing personal property that is not their own will be subject to disciplinary measures. Students will be responsible for any damage to their locker. Any repair or replacement cost will be assessed to the foundation member.

Lost and Found: All articles found in or about the school building should be turned in to the lost and found department in the school office. The owners may claim lost articles by properly identifying the items.

Lunchroom: All lunches are to be consumed in the lunchroom. Food and drinks are not permitted in the high school buildings or gym. All orders will be taken during homeroom. No orders will be taken after 10:00 a.m. All orders will be paid for at break time. NO CHARGES ARE ALLOWED BY STUDENTS OR FACULTY. The charges for lunch plates are as follows: K-3 through 2nd grade--\$4.00 and 3rd through 12th grades--\$5.00. If students order food and check out, they are responsible for the cost. NO REFUNDS.

Marriage of Students: The Lowndes Academy Board of Trustees has established the policy of permitting married students to attend school. These students must have Board and headmaster approval.

Medication: If medications are to be administered, this must be indicated on the back of the registration card or by letter, both of which must be signed by the parent. Over-the-counter medications such as aspirin, Tylenol, and sinus pills, can be given by school personnel with permission of a parent or guardian. When children REGULARLY receive medication, the following must occur:

Medicine must be brought to the office by a parent/guardian.

Medicine must be kept in the correct container with the corresponding dosage, times, and directions for administering.

Medicine for one month (not less) should be sent.

Money and valuables: If it is necessary to bring money or valuables to school, they are the responsibility of the student. Students are responsible for all personal belongings. Neither the school nor the teachers will be responsible for any student's personal belongings. All items should be clearly marked with the student's full name. We would like to think that no student would take another's money, but to help eliminate the temptation, students should have only small amounts of cash with them.

School Events: All school events **MUST be placed on the school calendar located in the office.** Events must be approved by the headmaster prior to scheduling. School events include dances, parties, cookouts (during school), sporting events, advertising, and/or selling any items on the Academy campus.

School-wide Lockdown: In the unlikely event of a school-wide emergency in which students would be endangered by leaving the classrooms and/or buildings, a general announcement will be made over the intercom instructing teachers to lock all doors from inside their classrooms. Lockdown will not be terminated except by competent authority either through an intercom announcement or room-by-room all-clear instructions.

School Insurance: The AISA-sponsored student accident insurance program covers students attending Lowndes Academy while they are at school, traveling to and from school, and in any school-sponsored activity such as sports, class trips, etc. This insurance is supplemental. If you have other valid insurance coverage providing benefits for the same areas, your insurance company must pay benefits first. A copy of coverage information can be obtained in the school office. It is the responsibility of the parents to obtain and complete claim forms and submit them to the insurance company (claims forms can be obtained in the school office). Claims *must* be filed within ninety (90) days of the accident.

School Store: The school store is located in the office. Items such as pencils, notebooks, pens, typing paper, and notebook paper are available for purchase. Purchases are to be made during break, lunch, activity period, or before school.

Senior Privileges: Seniors at Lowndes Academy have a special obligation and responsibility to provide the proper patterns of **Conduct, Character, Honesty, Academic Standing, and Leadership** that always reflect favorably upon themselves and the school. The following items constitute the Senior Privileges:

- ◆ A designated parking area.
- ◆ The honor of receiving a diploma and participating in graduation ceremonies from Lowndes Academy.
- ◆ “College Day” visits with advance approval by the headmaster.
- ◆ Reserved seating at all assemblies.
- ◆ Other privileges as determined by the Headmaster.

Student Counseling: Homeroom teachers will respond to the counseling needs of their assigned students. In the event specialized counseling is required for any situation, the teacher will refer the student to the school office for further assistance. Students who require assistance in the selection of preparatory courses and/or college attendance should seek assistance from the school office. Teachers will be assigned to assist in specific counseling situations.

Student Injuries and Illness: Minor injuries will be treated by the staff. For minor illnesses, the student will be comforted by the staff until a parent can arrive. In the case of more serious injuries or illness, the parent will be called immediately. If the parent or guardian (or parents' designee) cannot be reached, an ambulance will be called and the student will be transported to the nearest medical facility at the parents' expense. Students who have a communicable disease, such as pink eye, head lice, fever, etc., will be denied educational services until a competent medical authority declares the student free of the disease.

Summer School and Night School: A student planning to attend night school or summer school at a school other than Lowndes Academy must have written permission from the headmaster.

Textbooks: Textbooks are rented for grades K through 12; textbook fees are included in tuition. Books will be issued by the teacher on the first day of regular classes. Students are responsible for the care and maintenance of these books. They will be turned in to the subject teacher on the final day of class. A fee will be charged for damaged or lost books.

Tornado Drills: One long bell will signal a tornado drill. All students will take cover against corridor walls or under desks and tables as directed by the teachers and headmaster. There will be at least one (1) emergency drill each semester during a school year. The drills will be a combination of tornado and fire drills.

Visitors: All visitors to the school will report immediately to the Main Office for assistance and to obtain a pass. Friends of students or others who are not members of Lowndes Academy are not to visit students on campus or to attend class during school hours. Exceptions to this rule may be granted by the headmaster.

STUDENT HONOR PROGRAMS

To be considered for school honors such as valedictorian, salutatorian, and/or the Pat McPherson and Balfour awards, etc., a transfer student must have been in attendance at Lowndes Academy a minimum of three (3) consecutive full semesters prior to the determination of the award and must be transferring from a school that is accredited by the departed state's Department of Education or Independent/Christian/High School Association. (If the student was home schooled, the state's Department of Education must have approved the home schooling situation and curriculum, and it must favorably compare to that offered by Lowndes Academy in the college preparatory curriculum.)

Academic Awards: At the end of each grading period, Lowndes Academy will provide local newspapers with information about all students who have earned Honor Roll recognition, as well as post that information on the school bulletin board. Students must have an "S" (satisfactory) in conduct to be listed on the "A" Honor Roll and an "N" (needs improvement) or "S" in conduct to be listed on the "A & B" Honor Roll.

Balfour Award: The Balfour Award is given annually to a senior chosen by vote of the entire faculty. The recipient is the student who the faculty feels has made the greatest contribution to Lowndes Academy based on scholarship, loyalty, and achievement.

Boys' and Girls' State: Any junior boy or girl may complete an application indicating interest in attending this activity. Final selection will be made by a committee chosen by the headmaster. The decision will be based upon criteria supplied by the American Legion and have an interest in government and current events, high moral character, strong leadership ability and above average scholastic standing.

Citizenship Awards: Citizenship awards are presented at the end of the school year to students who have been outstanding in participating in school activities, have a passing grade in all subjects, and are considered by their teachers to be well-rounded students. In elementary school the students shall be chosen by their teachers. The middle school and senior high awards will be determined by vote of the high school faculty.

Honors Awards Programs: Elementary and high school honors awards programs are held to recognize those students in grades 4 through 12 who have maintained all "A's" and all "A's & B's" those who have received the Citizenship Award for the year; and others who have noteworthy academic achievements.

Hugh O'Bryan Youth Leadership Conference: This conference is open to qualified 10th graders. A selection committee chosen by the headmaster will determine who will represent our school based upon criteria supplied by the HOBY Foundation.

Mims Academic Achievement Award: The Mims Academic Achievement Award is presented each year in memory of Neal and Vickie Mims by the Senior Beta Club. The recipient shall be a 9th grade student who has maintained the highest academic average for 7th – 9th grades.

Pat McPherson Award: The award is given to two (2) senior students, a boy and a girl, selected by the Board of Trustees who are involved in two or more sports, have an overall "B" average, and show good leadership.

Valedictorian and Salutatorian: The Valedictorian Award is the highest honor a student at Lowndes Academy can achieve: this award goes to the member of the senior class who has earned the highest GPA in grades nine through twelve while enrolled predominantly in the college preparatory curriculum. The valedictorian is required to attend graduation and prepare and present a

valedictory speech. The Salutatorian Award goes to the senior who has earned the second highest GPA in grades nine through twelve in the same curriculum. The salutatorian is required to attend graduation and prepare and present a salutary speech. In the case of identical GPA's, the numeric averages will be the determining factors. To be eligible for the award, both students must have attended Lowndes Academy three of the four years involved (grades 9-12).

Mr. and Miss LA and Mr. and Miss Junior High: These students come from the senior class and ninth grade respectively. They must have attended Lowndes Academy for the previous two years.

Sixth Grade Valedictorian and Salutatorian: The sixth grade Valedictorian Award goes to the student who has earned the highest academic average in grades four through six. The Salutatorian Award goes to the student who has the second highest academic average in grades four through six. To be eligible for the award, both students must have attended Lowndes Academy at least two of the three years involved (grades 4-6).

Joyce Harrell Blake Award: This award is presented to the sixth grade student who has earned the highest average in math in grades four through six while attending Lowndes Academy.

LOWNDES ACADEMY ORGANIZATIONS AND CLUBS

Cheerleaders: Cheerleaders are selected in the spring for the next year. The varsity cheerleaders are selected from the 9th through 11th grades; junior varsity, from the 6th through 8th grades. Students selected are required to attend a summer clinic. Girls are judged by independent judges during closed tryouts. To be eligible to try out for cheerleader, girls must have maintained at least an overall "C" academic average and demonstrate acceptable conduct. She and her parents must read and sign the Cheerleader Rules. All tuition and fees must be current before a student may try out.

Fellowship of Christian Athletes: All students involved in organized sports at Lowndes Academy are invited to become members of the FCA, an organization dedicated to advancing Christian ethics and ideals in daily life and good sportsmanship in all sports competitions.

Junior Beta Club: The Junior Beta Club consists of students in the 6th through 8th grades who have maintained at least an 85 overall average, excluding non-academic subjects. This club follows the same standards set for the Senior Beta Club.

Mathematics Club: The Mathematics Club consists of students in the 7th through 12th grades that maintain excellent math grades. Students must be selected for membership in the Math Club. The club participates in math competition sponsored by the Alabama Independent School Association.

Rebelations: The annual staff is composed of students from the 10th through 12th grades that are chosen by the appropriate sponsor.

Senior Beta Club: To enter the club, a student must have established and maintained an 85 overall grade average, excluding non-academic subjects, for his/her course of study for the previous three (3) semesters in the 9th through 12th grades. All senior high students (9th through 12th) that are in the advanced classes are eligible. In order to remain in the club, students must maintain the 85 overall grade average. Any student who falls below this standard will be placed on probation for one semester. The purpose of the club is to promote scholarship, leadership, and high citizenship standards. A student who has an unfavorable disciplinary record in the headmaster's office cannot be a member of the club nor receive any of its awards.

Student Government Association (SGA): The SGA is composed of an executive council, consisting of seven (7) elected officers, and a student congress, consisting of two students with a “B” average or above elected from each homeroom. SGA representatives will be elected the first week of school. In April, students in grades 6th--11th will vote for SGA officers. The positions of student government are positions of honor. In order to be a representative of the student body, the student who seeks government office must be willing to spend the time and effort required of the office.

President:

1. Candidates for President must have at least a “B” average for that academic year.
2. Candidates for President must have one year’s experience as an SGA officer. (Exceptions may be made by the headmaster.)
3. The President must be in the 12th grade.

Vice-President:

1. Candidates for Vice-President must have at least a “B” average for that academic year.
2. The Vice-President must be in the 11th or 12th grade.

Secretary:

1. Candidates for Secretary must have at least a “B” average for that academic year.

Treasurer:

1. Candidates for Treasurer must have at least a “B” average for that academic year.

Chaplain:

1. Candidates for Chaplain must have at least a “B” average for that academic year.
2. The Chaplain must be willing to present devotions at various assemblies.

Parliamentarian:

1. Candidates for Parliamentarian must have at least a “B” average for that academic year.
2. The Parliamentarian must obtain and become familiar with *Robert’s Rules of Order*.

Reporter:

1. Candidates for Reporter must have at least a “B” average for that academic year.
2. The Reporter must be at all SGA activities, write up all events for the newspaper, and take pictures of all events for the scrapbook.

Candidate filing, campaigning and voting, as well as the selecting of Student Government Association representatives will be in accordance with the time schedule on the school calendar. The purpose of the organization is to promote student-faculty cooperation, scholarship, honor, and cooperation among the student body.

LOWNDES ACADEMY HOMECOMING

All Homecoming Court members, except crown bearers, must have attended Lowndes Academy for the entire second semester of the previous school year or for two (2) of the last three (3) school semesters. The Lowndes Academy Homecoming court shall be composed of the following members:

Homecoming Queen: She must be a member of the 12th grade and shall be elected by students from the 7th through 12th grades.

Senior Attendant: She must be a member of the 12th grade and shall be elected by students in the 12th grade.

Junior Attendant: She must be a member of the 11th grade and shall be elected by students in the 11th grade.

Sophomore Attendant: She must be a member of the 10th grade and shall be elected by students in the 10th grade.

Freshman Attendant: She must be a member of the 9th grade and shall be elected by students in the 9th grade.

8th Grade Attendant: She must be a member of the 8th grade and shall be elected by students in the 8th grade.

7th Grade Attendant: She must be a member of the 7th grade and shall be elected by students in the 7th grade.

Elementary Queen: She must be a member of the 6th grade and shall be elected by students in the 4th, 5th, and 6th grades.

Elementary King: He must be a member of the 6th grade and shall be elected by students in the 4th, 5th, and 6th grades.

Crown Bearers: The crown bearers will consist of one boy and one girl who must be members of the 1st grade. They shall be elected by members of kindergarten, 1st, 2nd, and 3rd grades.

Elections shall be held about two (2) weeks before the Homecoming Dance. The headmaster shall determine the exact date for the election of the Homecoming Court. This election shall not be pre-announced. Tabulation of the votes shall be made by faculty representatives appointed by the headmaster. Results of the election shall be announced in the pep rally following the election.

Dress Code: The suggested dress for homecoming is formal attire (i.e., tuxedo, suit, or sport coat and tie for boys). Changing of dress during the dance is discouraged. Blue jeans are not allowed.

2019 – 2020 LOWNDES ACADEMY FACULTY

Administration and Staff

Barry Mohun	Headmaster
Matt Marshall	Athletic Director
Bonnie Stinson	School Secretary
Zoe Wheeler	Foundation Bookkeeper
Lauren Hopkins	Lunchroom Administrator
Cora Moore	Lunchroom Assistant

Elementary Faculty

Summer Reynolds	Two-Year Old Kindergarten
Kaye Merrett	Three-Year-Old Kindergarten
Carmen Gray	Four-Year-Old Kindergarten
Wendy Morgan	Five-Year-Old Kindergarten
Michele Rogers	First Grade
Rachel McCurdy	Second Grade
Carol Woodall	Third Grade
Pam Kilpatrick	Fourth Grade
Rebecca Godwin	Fifth Grade
W.S. Godwin	Sixth Grade

Junior and Senior High School Faculty

Haiden Woodall	Computer
Cliff Cobb	Advanced Math /FCA Sponsor
Ann Louise Harrell	7th & 8th Math
Matt Marshall	History/Science/ Athletic Director
Shane Moye	Head Football Coach/ Boys P.E.
April Lane	Counselor/History/Girls P. E.
Lana Pouncey	Library/Art /Art Club Sponsor/AR
Art Sullivan	Science
Todd Burkett	History
Rhonda Touil	Math/English/Annual/Key Club Sponsor
Linda Williams	Adv. Eng./Lit., SGA Sponsor, Grammar & Writing
Jane Chandler	7 & 8 Lit./ Career Plan/ Fine Arts

Sports Faculty

Barry Mohun	Head Varsity Boys basketball
Matt Marshall	A. D. / Varsity Girls basketball & Softball
Colton Mathis	JV boys Head basketball
Shane Moye	Varsity & JV Baseball/ Head Football / P. E.
Cliff Cobb	Track / Football
Brandon Self	Head JV girls basketball and JV boys football
Kristen Harrell	JV/ Varsity Cheerleader Sponsor
Kyle Harrell	Pee Wee Football
Jon Kreder	Pee Wee Football
Ann Louise Harrell	JV/ Varsity Volleyball
Christi Self	Pee Wee Cheerleader Sponsor

BELL SCHEDULE

Elementary School

7:30	Enter Building
7:55	Tardy Bell
2:45	Prepare to Dismiss

Jr./High School 2019-2020

1st period- 7:55- 8:50

Break 8:50-9:15 (7th-12th)

2nd period- 9:17- 10:07

3rd period- 10:09-11:01

4th period- 11:03-11:54

Lunch 11:54-12:24 (7th-12th)

5th period- 12:26-1:16

6th period- 1:18-2:08

7th period- 2:10-3:00

Break Schedule

7-12 Grades- 8:50-9:15

K-2 Grades- 9:20-9:35

3-6 Grades- 9:40-9:55

Lunch Schedule

K-2 Grades- 11:10-11:40

7-12 Grades- 11:55-12:25

3-6 Grades- 12:25- 12:55

Lowndes Academy

2019-2020 Calendar

August 8 & 9, 2019- Teachers report to school (Aug. 8th back to school bash at 6:00)
August 12, 2019- First day of school for students

September 2, 2019- School Closed for *Labor Day*

October 7, 2019- School Closed for *Teacher Prof. Development Day*

October 11, 2019- End of 1st Grading Period

October 17, 2019- Report Cards

October 25, 2019- School Closed for *Fall Day*

November 25-29, 2019- School Closed for *Thanksgiving Holiday*

December 16-18, 2019- 1st Semester Exams

December 18, 2019- End of 2nd Grading Period

December 19, 2019- January 3, 2020- School Closed for *Christmas Holidays*

January 6, 2020- Return to school

January 9, 2020- Report Cards

January 17 2020- School Closed for *Deer Hunt annual fundraiser weekend*

January 20, 2020- School Closed for *MLK and Robert E. Lee Holiday*

February 17, 2020- School Closed for *President's Day*

March 6, 2020- End of 3rd Grading Period

March 10, 2020- Open House @6:00

March 12, 2020- Report Cards

March 16-20, 2020- School Closed for *Spring Break*

April 10, 2020- School Closed for *Good Friday*

May 10, 2020- Baccalaureate

May 11, 2020- Awards Day. Elem at 8:00 and Jr. and Sr. High at 9:00

May 12-14, 2020- Sr. 2nd Semester Exams

May 15, 2020- Sr. Graduation

May 18, 2020- K5 and 6th grade Graduation

May 18-20, 2020- 2nd Semester Exams for grades 7th-11th

May 21, 2020- End of 4th Grading Period

Total Days in School: 175

GRADING PERIODS

1st Aug. 12th - Oct. 11th

2nd Oct. 14th - Dec. 18th

3rd Jan. 6th - Mar.6th

4th Mar. 9th - May 21st

Report Cards will be mailed home at the end of school as soon as grades are posted.