



# LEGACY

THE SCHOOL *of* SPORT SCIENCES

***Academics. Athletics. Professions.***

**Student/Parent Handbook**

**2018-2019**

**Mission Statement**

The mission of Legacy the School of Sport Sciences is to provide a rigorous, well-balanced college preparatory program that focuses on educational experiences through the use of thematic, work-based curriculum for academics, athletics, and professions within athletics.

The Board of Directors and/or the Director reserve the right to amend this handbook. Parents will be given prompt notification If changes are made.

# TABLE OF CONTENTS

Legacy the School of Sport Sciences	
Board of Directors.....	page 4
Faculty, and Staff.....	page 4
Introduction.....	page 5
Section 1: Academic Program and Policies.....	page 6
A. Mission.....	page 6
B. Vision.....	page 6
C. Graduation Requirements.....	page 6
D. Counseling Services.....	page 7
E. Day Time Field Trips.....	page 7
F. Community Service.....	page 7
G. Electives.....	page 7
H. Academic Policies.....	page 8
1. Academic Rigor in Scheduling.....	page 8
2. Retention Policy.....	page 8
3. Making up Classes.....	page 8
4. Students off-track in Flow Classes.....	page 9
5. Grading Scale.....	page 9
6. Incomplete Study.....	page 9
7. Course Credit for Student Directed Studies.....	page 9
8. Transfer Grades.....	page 10
9. 12 <sup>th</sup> Grade Freedom Policy.....	page 10
I. Websmart.....	page 10
J. Contacting Parents by Telephone.....	page 11
K. Contacting Teachers by Email.....	page 11
L. Progress reports and Parent Conferences.....	page 11
M. Parent Participation.....	page 11
Section 2: Administrative Procedures.....	page 11
A. Emergency Drills.....	page 12
B. Messages and Deliveries to Students.....	page 12
C. Off-Campus Passes.....	page 12
D. Personal Electronic Equipment.....	page 12
E. Technology and Internet Usage.....	page 13
F. Acceptable Use & Email Policy.....	page 14
G. Microsoft for Education and Student Emails Policy.....	page 15
H. Instructional Materials.....	page 17
I. Visitors.....	page 17
J. Change of Contact Information.....	page 17
K. Complaint Procedures.....	page 18
L. Student Supervision.....	page 18
M. Lunch.....	page 18
N. Health Services.....	page 18
O. Tobacco Policy.....	page 18
Section 3: Attendance.....	page 20
A. Procedure for Clearing Absences.....	page 20
B. Making up Missed Assignments.....	page 20

C. Long-Term Absence.....	page 21
D. Excessive Absence and Truancies.....	page 21
E. Parent Notification.....	page 21
F. Tardiness.....	page 22
G. Detention.....	page 22
Section 4: Extra- Curricular Activities.....	page 22
A. Student Leadership.....	page 22
B. Dances and School Sponsored Events.....	page 22
C. Sports Programs.....	page 22
D. Clubs.....	page 22
E. Yearbook.....	page 22
F. After School Program.....	page 23
Section 5: Discipline Policy.....	page 23
A. Student Responsibility Center (SRC).....	page 23
B. Definitions (as used in these rules and procedures)	
a. “Day” means calendar day unless other wise specifically provided	
b. “Expulsion” means disenrollment from the charter school	
c. “School day” means a day upon which LEGACY is in session or weekdays during the summer recess.	
d. “Suspension” means removal of a pupil from ongoing instruction for adjustment purposes. However, “suspension” does not mean the following	
i. Reassignment to another education program or class at the charter school where the pupil will receive continuing instruction for the length of day prescribed by LEGACY Board for pupils of the same grade level.....	
ii. Referral to a certificated employee designated by the Director to advise pupils.....	
iii. Removal from the class but without reassignment to another class from the remainder of the class period without sending the pupil to the Director or designee.....	
e. “Pupil” includes a pupil’s parent or guardian or legal counsel or other representative	
f. “School” means LEGACY.....	
g. Grounds for suspension and expulsion.....	
h. Notice to parents/guardians.....	
i. Time limits for suspension and expulsion.....	
j. Expulsions.....	
Section 6: Transportation and Parking.....	page 28
A. Skateboards, Scooters and Bikes.....	page 28
B. Student Parking.....	page 28
C. Map of LEGACY Campus.....	page 29
Section 7: Calendar and Schedule.....	page 30
Parent/Guardian Acknowledgment and Agreement.....	page 31

**Legacy the School of Sport Sciences Charter Schools Board of Directors**

LaToya Pierce- President  
 Devora Cooper- Treasurer  
 Leticia Serna- Secretary  
 Jason Kohll- Member

Susan Sclafani- Member  
 Chris Ruhman- Member  
 Chris Campbell- Member

**Legacy the School of Sport Sciences Charter Schools Advisory Board**

David Walsh  
 Jayne Raquepaw  
 Krystal Cook  
 Andrew Green  
 Sergio Santamaria

**FACULTY, AND STAFF**

Legacy Staff		
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**TEACHING STAFF**

English	Math	Science	Social Sciences
6 <sup>th</sup> and 7 <sup>th</sup> Grade Tokia Moses	6 <sup>th</sup> and 7 <sup>th</sup> Grade Alfio Veasey	6 <sup>th</sup> and 7 <sup>th</sup> Grade Angelique Kyle	6 <sup>th</sup> and 7 <sup>th</sup> Grade Rene Rodriguez
7 <sup>th</sup> and 8 <sup>th</sup> Grade Ashley Jackson	7 <sup>th</sup> and 8 <sup>th</sup> Grade Derek Brown	7 <sup>th</sup> and 8 <sup>th</sup> Grade BreAnn Hooper	7 <sup>th</sup> and 8 <sup>th</sup> Grade Chaundra Frank
English I Whitney Johnson	Algebra I Roy Smallwood	Environmental Systems Rob Haber	World History Marcus Session
English II Donald Kegler	Geometry Dan Ritchie	Chemistry Dr. Chinwe Asomugha	US History Kenny Hines
English III Donald Kegler	Algebra 2 Dan Ritchie	Physics Dr. Chinwe Asomugha	

Languages	Coaches	Professions
American Sign Language Timitra Wiley	Baseball	Coaching Elizabeth McQuitter
Coding N/A	Basketball (G)	Athletic Administration Rena Iglehart
Spanish Jose Garcia	Basketball (B)	Sports Medicine Rayla Robinson
Graphic Arts Jose Garcia	Football	
Sociology of Sports Prince Cousinard	Soccer (G)	
	Soccer (B)	
	Softball (G)	
	Volleyball	

## INTRODUCTION

Welcome to Legacy the School of Sport Sciences (Legacy). You are part of an innovative and rigorous program designed to prepare you to meet your college and professional goals. Our goal is to inspire students to discover their own sense of purpose, to equip all students with the knowledge and skills to graduate from college, and to empower them to become quality stewards of their community and world.

Legacy is a college preparatory middle/high school and a serious place to learn. Students are both challenged and supported to achieve at a high level in all of their courses. If you have the desire and determination to attend college and are willing to work hard, the faculty and staff of Legacy will work hard with you to achieve that goal.

Legacy will be different than most of your previous educational experiences. First, Legacy is a small professional learning community designed to foster more productive relationships between you and your teachers and you and other students. Second, you will participate in a (Sports) STEM/ Sport Business project/ work-based linked learning environment, where you will make connections among various professionals. Third, Legacy extends learning beyond the classroom walls and into the local community. Throughout your high school career, you will visit and work with local organizations and businesses to expose you to the different professions within athletics. Participation in these experiences will deepen your classroom learning and provide you with first-hand knowledge of what adults do in the workplace. Finally, you will work with Legacy partners when you enter into a four-year program of study that integrates academic content with technical and 21<sup>st</sup> century skills within a career based-theme, such as the professions within athletics. Each of the things that make Legacy different will help you make connections between your life and the lives of people in your athletic community, nation, and world.

This handbook provides the basic guidelines that help the school operate smoothly, and will assist you in developing your own potential.

## Section 1: Academic Program and Policies

### A. Mission

The mission of Legacy the School of Sport Sciences is to provide a rigorous, well-balanced college preparatory program that focuses on educational experiences through the use of thematic, work-based curriculum for academics, athletics, and professions within athletics.

### B. Vision

The vision of Legacy the School of Sport Sciences is to educate and inspire gifted and talented students in specific disciplines while maintaining a focus on academic, social and personal growth

### C. Graduation Requirements

#### Foundation-Only

**22 CREDITS**

Students may opt to Foundation-only

**4 credits English** – ELA I, II, III , one credit in any authorized advanced English course\*\*

**3 credits Mathematics** – Algebra I, Geometry, one credit in any authorized advanced math course\*\*

**3 credits Science** – Biology, IPC or advanced science course\*\*

**3 credits Social Studies** – U.S. History, U.S. Government (.5 credit), Economics (.5 credit), World Geography or World History, or combined World Geography/ History

**2 credits World Language or Computer Programming**

**1 credit Physical Education**

**1 credit Fine Arts**

**.5 credit Communication Applications\***

**4.5 credits in electives** (may include CTE or certification courses)

#### Foundation+ Endorsements (Pathways)

**26 CREDITS**

**4 credits English** – ELA I, II, III , one credit in any authorized advanced English course\*\*

**4 credits Mathematics** – Algebra I, Geometry, Algebra II, one credit in any authorized advanced math course\*\*

**4 credits Science** – Biology, IPC or advanced science course\*\*

**3 credits Social Studies** – U.S. History, U.S. Government (.5 credit), Economics (.5 credit), World Geography or World History, or combined World Geography/ History

**2 credits World Language or Computer Programming**

**1 credit Physical Education**

**1 credit Fine Arts**

**.5 credit Communication Applications\***

**6.5 credits in electives** (may include CTE or certification courses)

**Credit requirements specific to a least one endorsement**

#### Distinguished Level of Achievement

**26 CREDITS**

**4 credits English** – ELA I, II, III , one credit in any authorized advanced English course\*\*

**4 credits Mathematics** – Algebra I, Geometry, two credits in any authorized advanced math course\*\*

**4 credits Science** – Biology, IPC or advanced science course\*\*

**3 credits Social Studies** – U.S. History, U.S. Government (.5 credit), Economics (.5 credit), World Geography or World History, or combined World Geography/ History

**2 credits World Language or Computer Programming**

**1 credit Physical Education**

**1 credit Fine Arts**

**.5 credit Communication Applications\***

**6.5 credits in electives** (may include CTE or certification courses)

**Credit requirements specific to at least one endorsement**

## D. GRADUATION POLICY

Legacy the School of Sport Sciences will allow currently enrolled students to participate in its Graduation ceremonies if they have completed all of Legacy’s course graduation requirements with the following exceptions:

*Students who have graduation requirements that have been modified and documented in an approved Individual Education Plan (IEP) will be allowed to graduate provided all modified requirements have been met. (Modifications shall not result in a set of requirements less rigorous than Texas minimum graduation requirements.)*

Students who have not met all of Legacy's graduation requirements will not be allowed to participate in Graduation ceremonies. Additionally, students who are likely to negatively disrupt the Graduation ceremony may be excluded from participation in the ceremony by the Principal. This decision may be appealed to the Executive Director. The student shall receive his or her diploma by mail.

#### E. COUNSELING SERVICES

Legacy employs one counselor with whom students may see on an individual or group basis for social and/or emotional needs. Students, teachers or parents may refer students to the counselors. The Director of Collegiate Athletic Services and/or the Director of Athletic Services will handle academic and college counseling.

#### F. DAY TIME FIELD TRIPS

Throughout the school year, the students will take trips. These trips are a part of the Legacy linked learning curriculum and may include walking trips, trips by private or school vehicles, buses or public transportation. Participation is required as these are important learning experiences and part of the curriculum. Only excused absences are permitted.

Field Trip Forms are completed at the beginning of each year as part of the enrollment packet. Teachers do not send home trip slips for each individual field trip. Signing the form indicates you have granted your student permission to participate in Legacy's ongoing field trip program throughout the school year.

#### G. FIELD TRIP DONATION

Legacy students take field trips each year. To help fund these field trips, Legacy requests that each family make a donation to the Legacy field trip fund. Each student is asked to donate \$100 to the fund. Donations may be made in different payments.

#### H. COMMUNITY SERVICE

We want each Legacy graduate to be quality stewards of their community. A steward is a person who contributes and gives back to his/her community. To help students practice these skills, Legacy requires students to complete two community service hours per month, 20 per year and 80 to graduate. Students may not graduate without these community service hours. Community services hours can be earned in many ways. A calendar of volunteer opportunities is published in the office, special events are announced in the bulletin, and students may find their own volunteer or service opportunities. Activities are available during breaks, lunch, after school and weekends. The following are the Community Service rules and requirements:

- Community service must positively impact the community, the school, the environment or a group of people.
- Community Service should take place outside of school organizations. In some cases, community service can be done to benefit the school. For example, tending the garden, recycling program, tutoring other students
- Community service must be done outside of the immediate family (no babysitting younger brother, etc.) and must be for organizations, not individual people. Seek Non-profit, governmental or religious organizations that positively impact the community, the school, the environment or a group of people.
- Any community service conducted outside of the opportunities listed on the Legacy website or in the Main Office must be approved by the student's Advisor teacher or an Administrator. Students may gain this approval by filling out a Community Service Approval Form.
- It is encouraged that students take part in long term (several months) and various short term community service opportunities.
- Community service may be done over the summer or other vacations.
- Students must fill out the Community Service Log Sheet.
- Community service hours are checked by the Advisory teacher of each student on a monthly basis.

- A reflection must be completed at the end of each semester.

## K. ELECTIVES

Legacy offers a variety of electives each year including academic, athletic, and enrichment classes. The electives serve to further Legacy's mission of creating life-long learners.

Note: Community colleges offer a large selection of transferable courses including art, athletics, and academic courses. To enroll in community college course students must meet the community college requirements for enrollment.

The community college will grant college credit for completed coursework. It is within Legacy's discretion to grant high school credit for completed community college coursework. See section on IX Transfer Grades.

## L. ACADEMIC POLICIES

### I. ACADEMIC RIGOR IN SCHEDULING

Students are automatically scheduled into the most rigorous course load offered at Legacy, even when the minimum graduation requirements have been met.

Allowable exceptions:

- 1) If a student's IEP has modified the student's graduation requirements or requires small group instruction;
- 2) If a student has met the minimum requirement with grades of C or better, he or she may petition the Principal to exchange a Legacy course exceeding the minimum requirements for a transferable course offered at a community college. This enables advanced students to pursue college-level courses in the disciplines not offered at Legacy.

### II. RETENTION POLICY

FULL RETENTION: In order to be promoted to the next grade level, students of the various grade levels must have at least the number of credits listed below at the end of each grade level:

- Freshman year: 6 credits
- Sophomore year: 12 credits
- Junior year: 18 credits
- Senior year: 26 credits

- Students who fail to achieve the necessary number of credits will be retained. However, they do not have to repeat classes in which they have received passing grades.
- NOT ON TRACK FOR GRADUATION: Students who have earned at least 1 F but do not meet the criteria for full retention will promote to the next grade, but will receive the status of "Not on Track for Graduation." These students must repeat classes in which they have a received a D or an F and should anticipate a "13<sup>th</sup> Year" of work. The 13<sup>th</sup> Year may occur after senior year, or could be potentially made up through a combination of night, summer and online courses in addition to their regular class load, subject to availability.
- Either of these determinations may be appealed and overridden by the permission of the teachers involved, parent and principal.

### III. MAKING UP CLASSES

If a student does not receive a D or better during any semester, he or she must repeat that class.

Legacy offers a limited number of summer school classes. If Legacy does not offer the classes a student needs to take, the student may need to enroll in summer school classes at his/her home school district prior to the home school district deadlines. Legacy summer school registration occurs in April. It is the family's responsibility to enroll their student in the needed classes.



Other options for making up classes include accredited online courses, community colleges, accredited community adult schools or independent study at Legacy. Please check with your counselor or administrator before enrolling to be sure that the student is enrolling in appropriate courses that are Legacy-approved.

#### IV. STUDENTS OFF-TRACK IN FLOW CLASSES

If a student is unable to take a required class at Legacy due to “falling off-track” in a flow sequence class, they must enroll in an equivalent course at an approved adult education school, community college, or an on-line program, during the school year. When they produce proof of registration in an equivalent course, they may qualify for a TA period (or a free period, with Principal approval), provided they are not deficient in other credits or courses. A student who does not complete the required class on the prescribed timeline may be retained and may jeopardize their enrollment status.

#### V. GRADING SCALE

The grade scale is composed of A, B, C, D, and F. Some elective courses use a Pass/Fail grade scale. Students will have the opportunities to demonstrate mastery through retest and alternative assignment in each of their classes if they receive a grade that does not reflect their expectations.

#### VI. INCOMPLETE GRADES

A teacher may determine that a student shall have more time to complete required coursework due to an extended illness, death or illness in the family, or other reason deemed to be of an extenuating nature. The teacher may assign the student an Incomplete (“I”), with a deadline to make up the assigned work. Upon completion of the assigned work or by the deadline, the teacher will submit a grade change form to officially change the “I” to a letter grade. If a student does not complete the work by the deadline, they risk failing the class.

#### VII. INDEPENDENT STUDY

A Legacy student may complete an Independent study course at Legacy if all of the following criteria are met:

- The Independent Study contract is reviewed and signed by the student, teacher, parent/guardian, and Principal or designee. The signed contract will be submitted to the Principal or designee to remain on file.
- The contract teacher must be a current Legacy faculty member credentialed in the subject area of the course in question.
- The student must complete work equivalent to the work that would normally be completed during the course of a term (semester = 6 weeks or approximately 75 hours).
- The contract must include a timeline for work to be completed, required assignments, and assessments. All work must be maintained in a folder and filed in the Main Office upon completion of the course work. The contract teacher will be responsible for submitting a grade change request along with the completed and graded coursework.
- The contract course must follow the course outline as submitted and approved by the Legacy Board of Directors and by the Lone Star Community College
- Mathematics and Spanish Language classes cannot be made-up by an Independent Study contract.

The grade earned in the Independent Study course will be noted on the student’s transcript and a passing grade will fulfill the graduation requirement of having passed the relevant coursework.

#### VIII. COURSE CREDIT FOR STUDENT DIRECTED STUDIES

Legacy will award course credit for students who successfully complete an un-paid/paid, supervised internship or field study if the following protocol is followed:

- Student completes a Legacy approved Internship or Field Study, or the student submits a written proposal to the Coordinator of Internships that outlines the educational objectives of the internship or study, examples of the activities to be performed, demonstration of how the project will lead to competency, the duration of the internship or study, the culminating

project, the name and contact information of supervisor, and the proposed number of units to be awarded.

- Note that Legacy works with a variety of partners to offer students a variety of internships. Internships could include opportunities with local business, non profits and government agencies.
- To determine the course credits of the directed studies, the following guidelines should be used: 15–29 total hours = 1 unit; 30–44 total hours = 2 units; 45-59 total hours = 3 units; 60-74 total hours = 4 units; 75-89 = 5 units; 90-104 total hours = 6 units; 105-119 total hours = 7 units; 120–134 total hours = 8 units; 135-149 = 9 units; 150 or more total hours = 10 units.
- The Internship Coordinator will provide a written approval of the proposal or provide feedback about the reasons for the proposal not being approved. The student may re-submit the proposal once after making any necessary revisions.
- Upon completion of the internship, the student will submit the culminating project to the Internship Coordinator, as outlined in the proposal and written verification of the total number of hours completed, signed by the approved supervisor. Examples of culminating projects include: an oral presentation to be delivered to students or staff, a reflective essay, service project to benefit the sponsoring organization, or a visual reflection of the experience (video, website, informational brochure, etc.).
- The Internship Coordinator will verify that all requirements have been met and will submit a grade request form to the Principal to be entered on the student services modular. The credit will count as elective credit, unless otherwise agreed to in the proposal.

#### IX. TRANSFER GRADES

Completed coursework from other schools will be accepted for credit at Legacy if the following criteria are met:

- The course meets equivalent standards of the Legacy course. (LSC-approved courses can only be made up by equivalent LSC-approved courses.)
- The student must provide Legacy with an official transcript before credit will be awarded.
- If the student intends to take Legacy required classes at a community college, the course must be approved by a Legacy administrator prior to enrollment to ensure the equivalency of the college class. See section J regarding electives.
- If a student transfers from another school mid-semester, his or her transfer grades for courses currently in progress will be factored in to the equivalent Legacy courses, as the Legacy instructor deems appropriate.
- Legacy may assign partial credit for courses in progress at the previous school that are not offered at Legacy. Similarly, Legacy may award partial credit for courses that a student enrolls in mid-semester in which the student was not previously enrolled at the previous school. This will be at the discretion of the Principal or designee. The Legacy board will hear all appeals.

Transfer grades will be added to the student’s transcript but will not replace the grades previously earned.

#### X. ELL REDESIGNATION POLICY

Seniors

An English Language Learner (ELL) is defined as a student whose first language was one other than English OR who uses a language other than English at home.

#### XI. 12th Grade Freedom Policy

As students demonstrate their ability to meet with academic success, they earn additional freedoms. Seniors with a 3.0 cumulative GPA at the beginning of their 12th grade year are eligible for free dress every day, an off campus pass provided the rules to secure the off campus pass.

To earn or maintain freedoms, student must have:

- Attended Legacy for one complete school year,

- Demonstrated GPA requirement and
- Administration has full discretion to disallow these freedoms after review of a student record.
- An SIS will result in the revocation of a student's freedoms.

#### M. WEBSMART \*

Parents/Guardians may follow their student's progress more closely by checking the student's attendance, homework, grades, test scores online 24 hours a day through WebSmart on the internet. WebSmart helps parents track their student's progress. If there is internet access at home or at work, parents/guardians can view their student's attendance, grades, assignments, progress towards graduation and behavior in all of his/her classes at any time. Parents/guardians also may email teachers directly from Websmart. They also may come into Legacy's computer lab or office to receive a print-out. Additionally, copies of WebSmart Progress Reports are sent home bi-weekly on Wednesday by Advisors for parents to view, sign and return to school on Thursdays.

- To access student's information on the internet, you will need the following information:
  1. The website location: <http://Websmart.Legacyonline.org>
  2. Parent/Guardian Username
  3. Parent/Guardian Password

This information is distributed to parents on the first day of school by Advisors. It is also available in person in the office.

#### N. CONTACTING PARENTS BY TELEPHONE

Staff members call home on a regular basis to inform parents of school events and to discuss specific issues regarding individual students. Parents/guardians should make sure to provide the office with the phone number that is best for receiving such calls. When possible, it is suggested that parents use their cell phones. Should a parent/guardian wish to change this contact number during the school year, please provide the office with the change in writing.

#### O. CONTACTING TEACHERS BY EMAIL

All teachers and staff members have email accounts where they can be easily contacted. Parents/guardians/students can refer to the staff roster on page 4, click on the teacher's name on the student's web page in WebSmart, or refer to the Faculty/Staff tab on the Legacy website. Parents/guardians can also contact teachers by leaving a message with the Main Office. Parents/guardians can request a conference with their student's teachers by contacting them directly or by requesting a meeting through the student's advisor.

#### P. PROGRESS REPORTS AND PARENT CONFERENCES

Teachers provide each student with a three-week progress reports. The progress report must be signed by a parent or guardian and returned to the teacher the next school day or following Monday. Official progress reports are distributed at parent/advisor conferences held at the mid-point in each semester.

#### Q. PARENT PARTICIPATION

Legacy encourages parent participation. Parents are encouraged to take part in meetings, fieldtrips or by volunteering their time for campus events.

There are several important meetings for parent participation:

- PIQE (Parent Institute for Quality Education): series of evening workshops offered each semester
- Board Meetings
- Parent Conferences: mid-way through each semester (mandatory)
- Back to School Night: one evening in the fall
- Teacher Appreciation Week: spring semester
- Health & Wellness Workshops: spring semester
- School Site Council: monthly meetings (optional)
- Parents are also encouraged to attend their student's classes or to volunteer at school or school events. See the office or your student's teachers for ideas.

## Section 2: ADMINISTRATIVE PROCEDURES

### A. EMERGENCY DRILLS

- Emergency drills, such as fire drills are conducted during the school year. Drills are serious practice so that everyone will be prepared should an emergency occur. Procedures are reviewed with staff members who in turn teach them to students.
- If an emergency occurs during regular school hours, students are to report to their regularly scheduled class. If at break, lunch-time, or at the end of the day, students are to report to their next regularly scheduled class or if after school to the safest location. If an emergency occurs when not on Legacy campus, students are to report to their supervising personnel. Supervising personnel will call the Legacy campus to report problems.
- If the emergency extends beyond the end of the school day, students will not be released until it has been determined that it is safe to do so. Before students are released, parents must sign them out in the front office.

### B. MESSAGES AND DELIVERIES TO STUDENTS

- Students may not use the office telephones except for school business or emergencies approved by the administration.
- In an effort to limit classroom disturbances, Legacy staff will only deliver urgent messages to students during class time.

### C. OFF-CAMPUS PASSES

- Students will only be permitted to leave campus if they have a valid pass.  
Passes to leave campus during the school day for appointments may be picked up by students in the office before school. Students need to bring a note signed by a parent or guardian regarding the appointment at which time a pass will be issued to leave campus, the note will then be verified by calling the parent. Students will not be released by a phone call (no exceptions). Parents or guardians should go to the front office if there is an emergency and they need to pick up their student from school. Students cannot be released from school without parental permission.

Juniors and Seniors may also earn the right to an Off Campus Lunch Pass if the following conditions are met:

- Students must have a 3.0 grade point average or better. Grade point averages from the last semester will determine which students are eligible for a pass.
- Students with grade point average below a 3.0 at the progress report period will have their pass revoked.
- Parents sign an off campus policy contract in the Legacy office in front of the school Principal or designee.
- Students and parents have signed a receipt stating they have read and will abide by the student handbook and Legacy contract
- Students do not have any referrals. The student's last semester's history of referrals will determine if the student will be eligible for a current semester pass. Further, any referrals received during a semester will result in the privilege being revoked.
- When lunch time activities are planned, off-campus lunch is prohibited.
- Students who are tardy to their class after lunch or ditch the remainder of the day will have their pass revoked immediately
- Legacy is not liable for students once they leave campus
- If Legacy receives a complaint from any of the school's community neighbors about Legacy students' behavior, the pass will be revoked
- To receive a pass, the student must check into the office to receive an off campus pass for the day he/she wants to go off campus, and show the off-campus pass and ID card to the safety officer when leaving campus.

## D. PERSONAL ELECTRONIC EQUIPMENT

- Due to the nature living in the 21<sup>st</sup> century, Legacy allows students to bring certain electronics to school, including cell phones. Students will be solely responsible for bringing these items to school and must watch their belongings carefully. In addition to electronics, students should not bring personal effects of value to campus including jewelry and cash. Legacy is not responsible for any loss of personal effects and will not investigate any such loss. See Discipline policy for inappropriate behavior as it applies to personal effects

## E. TECHNOLOGY AND INTERNET USAGE

- Legacy offers devices for student-use on school-related assignments. Students may not use the computers in the office or request to have documents printed from the computers in the office. All students are expected to adhere to guidelines. If a student breaks any of these rules, the student will not be allowed to continue to use the computer network.
- Legacy provides students with computer device to support instruction and research. Access to these computer devices is a privilege and Legacy may revoke this privilege and/or take other disciplinary action against any individual who fails to comply with the Legacy Computer Usage Policy below. This policy may be amended.
- Users must carefully read the Computer Usage Policy and be certain that they understand it before using a computer system provided by Legacy. Please contact the Executive Director or designee with any questions. Your use of resources (defined below) signifies that you have read the Computer Usage Policy and agree to follow it.

Violations of the Computer Usage Policy may result in:

- i. Suspension or revocation of your access privileges,
- ii. Disciplinary action as described in the Student Code of Conduct and Disciplinary Procedures,
- iii. Disciplinary procedures of Legacy under the relevant policies for students, and/or
- iv. Civil or criminal prosecution under federal and/or state law. Penalties under such laws include fines, orders of restitution, and imprisonment.

### **Legacy Computer Usage Policy**

1. Users may not tamper with Legacy computers, computer systems, networks, facilities, equipment, software, files, documentation, accounts, or information associated with any of them (collectively, "Resources"). This Computer Usage Policy regulates the direct and indirect use of resources both on-campus and off-campus.
2. All potential users may use resources so long as they qualify and comply with the Computer Usage Policy. Non- Users are not permitted access to resources.
3. Unauthorized attempts to gain access to resources or any account not belonging to you, as a User, on any Legacy system or any other system is not permitted. Assisting others in gaining unauthorized access to such Resources or accounts, including your own account, is not permitted.
4. Users may not access or copy directories, programs, files, data, or documents (including music and video) which do not belong to you unless you have permission from the account holder, copyright holder or owner to do so and permission is received in writing signed by the Executive Director or designee.
5. Except with prior explicit written permission from the Executive Director or designee, resources must not be used for commercial purposes or monetary gain.
6. Legacy, the damaged party or the appropriate legal authority reserves the right to hold you financially, civilly or criminally liable if, through negligence or deliberate action, resources are compromised in any way by you or someone using resources.
7. Downloading music, video, movie or other copyrighted material from public networks or peer computers is strictly forbidden unless it is specifically approved in writing and signed by the Executive Director or designee.
8. In the event you are assigned a password for access to resources, you are prohibited from disclosing your password to any individuals, except to the Executive Director or designee. Users must

- safeguard your account and its contents, and will be responsible for any misuse. Users may not search for, access, copy, or use passwords belonging to other people.
9. Use of software applications/programs or internet sites that penetrate firewalls or attempt to bypass secured files (such as those that are password protected) or crack or hack user accounts is strictly forbidden unless approved and/or overseen by Executive Director or designee. In such case, permission must be in writing and signed by Executive Director.
  10. An account owner (User/Person) may not lend or transfer his/her account(s) to another User/Person.
  11. Each account owner is responsible for all computing activities involving that account, and will be held liable for any misuse of that account.
  12. Users may not use resources to misrepresent himself/herself as another individual (“spoofing”). If you are a victim of such misrepresentation, you must immediately upon discovery of the incident report the incident to the Executive Director or designee.
  13. No user may use, or attempt to use, any computer accounts other than his/her own assigned account. The negligence or naiveté of another User/Person in revealing an account name and password does not confer authorization to use the account.
  14. Users must have written permission from the Executive Director or designee to remove or copy any Resource owned or licensed by Legacy. Users may not copy any software or document unless you are licensed by the software licensor to do so, or unless the software or document is from the Legacy public domain library. Users may not remove resources from their designated places without permission of the Executive Director or designee.
  15. Users may not use resources to send, forward, or otherwise disseminate nuisance messages. Nuisance messages include, without limitation, messages sent to a recipient who has previously notified you that messages of a particular type from you will constitute a nuisance.
  16. Users may not use resources to access obscene, graphic, pornographic or offensive material.
  17. Users may not use resources in such a way as to create or constitute, in the sole determination of the Executive Director or designee, an unacceptable burden on resources. Nonexclusive examples of such unacceptable burdens include mail bombing, creating an excessive number of sessions, registering custom (non-Legacy) domain names, and creating unnecessarily large files.
  18. Users must comply with all applicable Executive Director or designee technical policies. If you have questions regarding such policies, please contact the Executive Director or designee.
  19. Users may not use resources in connection with activities prohibited by any applicable Legacy policy or by any applicable laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction including, without limitation, those concerning: trademark, copyright, and other intellectual property, unauthorized use of a person’s image, civil rights, commerce, computer usage, conspiracy telecommunications, defamation, forgery, obscenity, and privacy (collectively, “Laws”).
  20. E-mail and other computer files (collectively, “Files”) can never be considered fully private, particularly in light of (i) the open nature of the Internet and related technology and (ii) the ease with which Files may be accessed, copied, and distributed. Users are advised to avoid sending messages by e-mail and storing information in computer files that are of a confidential or extremely personal nature (including, but not limited to credit card or social security numbers).
  21. Users must comply with the Legacy Software Policy and all other applicable policies related to Resources.
  22. Any exception to the access policies stated in this policy must be approved in writing and signed by the Executive Director or designee.
  23. As Legacy understands the sensitive nature of the information stored in its databases or on its network (“Information”), Legacy has a written confidentiality policy providing protection of such Information. Every effort is used to protect the information and Legacy does not allow access or use of the information except in cases where it is specifically required by law. Any attempt by a user to gain access to the information or to change, manipulate, or otherwise damage its integrity will be prosecuted to the full extent allowed by law. Additionally, each user by using resources explicitly understands that the information is confidential and as such disseminating it outside Legacy for any reason is expressly prohibited.

## F. Acceptable Use & Email Policy

Legacy the School of Sport Sciences believes in the strong educational values of providing electronic services to students to enhance learning and exchange information. Our goal in providing these services is to promote educational excellence in the school facilitating resource sharing, innovation, and communication. The purpose of this policy is to ensure that those using the technology provided by Legacy will do so in accordance with the mission and educational goals of Legacy.

All users, parents, and guardians are advised that communications on the Internet cannot be completely monitored by Legacy. By participating in the use of the Internet, students may gain access to information and communications, which they or their parents/guardians may find inappropriate, offensive, or controversial. While Legacy will do everything in its power to insure that this does not happen, parents/guardians need to be aware of this risk when they allow their students to participate in the use of the Internet. The user is responsible for his/her own actions while accessing material on the Internet, and may not access, download, or print from inappropriate sites. The following are our agreements about the use of technology at Legacy the School of Sport Sciences.

### Terms of Agreement

Prior to gaining internet access on Legacy computer networks, students and their parents/guardians must sign a copy of the Student Acceptable Use Agreement.

1. Vandalism/Hacking: Students will not use their Legacy access or other Internet access to interfere with or disrupt network users, services, Legacy data or data of another student, or equipment, either locally or off campus.
2. Unauthorized Entry: Students will not access or try to make unauthorized entry to any machine accessible via the network or on remote networks. If a student notices a security problem, the student must notify school personnel immediately.
3. Inappropriate Messages: Students will not use their Legacy access to transmit threatening, obscene or harassing materials, including chain-letters, solicitations, inappropriate photos, or broadcast messages via our network or email system.
4. Inappropriate Material: The Internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use their Legacy access to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers.
5. Private Use: Students will not provide their Legacy access or password or share another student's password with any other student or non-student. Students may not use another individual's account or log onto the Internet as anyone else.
6. Personal Privacy: Students will not communicate their address, phone number or other personal information to any person or company on the Internet or through email.
7. Unauthorized Programs or Computers: Students may not use, copy, delete, or install any program on a school computer or save any executable program without the permission of school personnel. Students may not use personal laptop computers without prior permission from the Director of Operations.
8. Copyright: Students are not to post to websites or blogs any photos or logos that are the property (intellectual property) of Legacy. Students must comply with all copyright laws.
9. Lost and Damage: Legacy will not be responsible for any damages (consequential, incidental or otherwise), which a student may suffer arising from access to or use of the Legacy's computers and computer network, including damages arising as a result of the actions of the Legacy. These damages include loss of data and delayed, lost or damaged electronic correspondence or files due to system or service provider interruptions and system shutdowns for emergency or routine maintenance of the system. Use or conveyance of information via Legacy computer technology is at the user's own risk.

Any unauthorized technology used for the purpose of bypassing security systems, including internet

filtering is not permitted. This included the use of bypass software, remote desktop sessions, anonymizing websites/software and other technologies.

Any costs, charges, liabilities or damage by misuse of the computers are the individual student's responsibility. Any consequences of service interruption or privacy violation, will lead to disciplinary action. Such action can include suspension and/or expulsion.

#### G. Microsoft for Education and Student Emails Policy

This year Legacy will provide students access to Microsoft for Education. Microsoft for Education includes web based programs providing email, word processing, spreadsheet, presentation, conferencing, calendaring and collaboration tools for Legacy students and teachers. This service is available through an agreement between Microsoft and Legacy.

Microsoft for Education runs on an Internet domain purchased and owned by Legacy and is intended for educational use only. This policy describes the responsibilities of the school, students and parents in using Microsoft for Education on the school domain.

- Child Internet Protection Act (CIPA)
- Legacy is required by CIPA to have technology measures and policies in place which protect students from harmful materials including obscene and pornographic materials. This means student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.
- --CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>
- Children's Online Privacy Protection Act (COPPA)
- COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Microsoft advertising is turned off for Microsoft for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.
- --COPPA - <http://www.ftc.gov/privacy/coppafaqs.shtm>
- Family Educational Rights and Privacy Act (FERPA)
- FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request the school not disclose this information. Use the check box at the end of this form if you prefer not to disclose your student's information.
- The School will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.
- Legacy may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.
- Parents may request photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their student's email account and Microsoft for Education files.
- FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>
- Legacy Microsoft for Education is available at school and at home via the web. Even though email from known inappropriate sites is blocked, there is always some chance students will be exposed to inappropriate content. School staff will monitor student use of Microsoft when students are at school. Parents are responsible for monitoring their child's use of Microsoft when accessing programs from home. Students are responsible for their own behavior at all times.
- Email is considered an official method of communication. Official email communications are intended to meet the academic and administrative needs of Legacy. All student Electronic Mail (email) accounts are property of Legacy.
- The student will be removed from the system after graduation, leaving LSC, or for infractions outlined below.
- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related school assignments, and fellow students to collaborate on school activities. Account user names and passwords will be provided to parents so those parents can



- monitor the account and communicate with teachers. Use of the LSC's email system is a privilege.
- Use of the email system will align with the school's code of conduct and the code will be used for discipline purposes. Students are responsible for messages sent from their accounts. Students should not share their passwords.
- The email system shall not be used to create any offensive or disruptive messages. Such messages include, but are not limited to, sexual innuendos, racial slurs, gender-specific comments, or comments that offensively address someone's age, sexual orientation, religious beliefs, political beliefs, national origin, disability or chain letters.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters, jokes, or graphics files.
- Students will not send personal information about themselves or others, including but not limited to, home or school address, phone or credit card numbers or other personally identifiable information.
- Electronic mail sent or received is not confidential. LSC reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.
- Students cannot deliberately alter or attempt to conceal their true return email address, or the origination location of the message.
- System administrators may create filters to scan for and eliminate viruses and large graphic files that are unrelated to the school district's operation.
- Students are prohibited from upload, download, transmit to another computer, print a hard copy or any way infringe upon the exclusive rights of reproduction, distribution, adaptation, public performance and public display of an on-line or off-line copyrighted work.
- Users are expected to delete all unwanted email from their trash and sent folders on a regular basis.
- The email system cannot be used to operate a personal business. The account may be revoked if used inappropriately.
- When issues arise, school administrators will deal directly with the student and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.

## I. INSTRUCTIONAL MATERIALS

- Legacy uses a variety of resources for research. Therefore, students may not necessarily be assigned a textbook for every class. Charges will be applied for books that are lost or damaged. The school is not responsible for stolen, lost, or damaged books. Report lost books immediately. If books cannot be replaced by students, a replacement fee will be charged and must be paid by the end of the year. Withdrawing or transferring students must have returned all school materials, books, and equipment before transferring out of school. Fines may be paid by cash or by money order. Personal checks will not be accepted.
- Where a teacher is choosing material that may be considered controversial, he or she will send a note home to parents prior to using the proposed material describing the controversial material, highlighting controversial topics, and, if applicable, referencing the Texas Education Agency's web page that identifies the literature as "State Approved". The note will include a tear off for parents to select from the following options: a) to have their student read/watch the material in class, b) to have the student watch/read the material at home with a parent or c) to elect alternative materials to support the same instructional objectives. Requests for alternatives will be considered on a case by case basis.

## I. VISITORS

- Parents/guardians of current students are welcome to visit Legacy. All visitors must sign in at the front office immediately upon arrival to campus and receive a badge. Students may not have friends, siblings, or other relatives visit them at school at any time.
- Prospective students who would like to visit Legacy, may only do so if accompanied by a parent or guardian on a scheduled tour accompanied by a school administrator.

## J. CHANGE OF CONTACT INFORMATION

- Parents will be asked at the beginning of each school year to provide Legacy with current contact and emergency information. If contact information changes during the school year (including all telephone numbers), it is the responsibility of the parent/guardian to provide the front office with this new information in writing. Legacy cannot assume responsibility for missed communications in the event that the contact information is mis-reported or not updated by the parent or guardian.

## K. COMPLAINT PROCEDURES

- Legacy attempts to establish an open and caring environment. In the event that a concern occurs, students and parents are welcome to contact a teacher, counselor, or administrator. Most concerns can be resolved by meeting with staff. However, in the event that the filing of a formal complaint is desired, please submit, in writing, your concerns to the Executive Director. The Director will bring the complaint to Legacy's Board of Directors at the next scheduled board meeting.

## L. STUDENT SUPERVISION

- Supervision is provided for Legacy sponsored programs, activities, and instruction only. Unless otherwise noted for a specific Legacy sponsored program or activity, hours of supervision at Legacy begins 30 minutes before school begins and ends 20 minutes after school ends. On a regular-schedule day, supervision will begin at 7:00 a.m. and conclude at 4:35 (after school training is from 4:00-6:00 PM) Legacy after School hours are from 4:05 to 6:00 daily.
- To insure the safety of each Legacy student, it is important that each student do not arrive before his/her appropriate start time and that he/she leaves promptly at the conclusion of his/her school day. Any who lingers on campus will be sent home. Finally, should any student create a disturbance by lingering before or after school, Legacy will take disciplinary action.
- Legacy has employed school safety officers to help insure that the Legacy campus remains safe and students are following traffic laws when crossing the street. Students are to obey all directions from School Safety Officers.

## M. LUNCH

- Lunch break is approximately 60 minutes long. Students may bring lunch or purchase lunch from the food service provider.

## N. HEALTH SERVICES

- Legacy's health services are offered in the nurse office. Although Legacy does not have a health specialist on staff, a trained staff member is available to provide basic assistance during school hours.
- Procedures: Any student in need of health services during class time must obtain a pass from their teacher to leave the classroom. A student must then report directly to the nurses office where a staff member will determine the student's needs and take appropriate action.
- Prescription Drug Policy: When a student must take medication at school, a parent or guardian must bring the medication to the office in a pharmaceutical container with the student's name, physician's name, and the name of the medication, dosage and time to be administered clearly labeled along with the proper medical forms filled out (please see the nurse office for these forms). Students must report to the nurse office when the medication is to be dispensed. Students may not carry prescription medication while at school.
- Non Prescription Drug Policy: Legacy employees may not distribute any non-prescription medication.

### Tobacco Use Prohibited

- No person is permitted to use tobacco in any way at any time, including non-school hours, on school property, grounds or at any school-sponsored event or activity off campus. LSC tobacco-free policy prohibits the use of tobacco products any time in LSC owned or leased buildings, on LSC property, and in LSC vehicles.

### Tobacco Education

- Instruction to discourage the use any type of document of tobacco shall be included in the health education provided for all school pupils taught by the classroom teacher or by teachers certified to teach health education.
- Instruction shall also be an integral part of a required health education at the junior and senior high levels and taught by teachers certified to teach health education. Related courses in secondary school curriculum shall be taught in a manner supportive of health education regarding tobacco. Staff responsible for teaching tobacco-use prevention shall have adequate training and participate in ongoing professional development activities to effectively deliver the education program as planned.

#### Tobacco Possession

- No student is permitted to possess tobacco of any kind on school property, grounds, or at school-sponsored event or activity off campus.

#### Tobacco Distribution

- Distribution or sale of tobacco, chewing tobacco, tobacco products, including any smoking device is prohibited on school property, grounds, and at any school-sponsored event or activity off campus.

#### Tobacco Promotion

- Tobacco advertising is prohibited on school property, grounds, at any school-sponsored event or activity off campus, and in all school-sponsored publications. The school will request tobacco-free editions of all publications in school libraries. Students are prohibited from wearing or having in their possession tobacco promotional items, including clothing, bags, lighters, and other personal articles on school property, grounds, or at any school-sponsored event or activity off campus. School acceptance of gifts, funding, or parent/classroom educational materials from the tobacco industry is prohibited.

#### Tobacco Cessation

- Referrals and access to community resources and programs to help students and staff overcome tobacco addiction shall be provided to staff and students. School counselors, health services, or community agencies are encouraged to establish voluntary tobacco-use cessation programs at school. Signs directed specifically for discouraging smoking among teens will be posted as well as age-appropriate materials distributed to students. Signs shall include, "Tobacco Use is Prohibited.

#### Notice

- Signs communicating this policy shall be prominently posted and properly maintained where tobacco use and smoking are regulated by this policy, including all building entrances, grounds, and vehicles. Signs shall include "No Smoking" or the international "No Smoking" symbol, which consists of a pictorial representation of a burning cigarette enclosed in a circle with a bar across it.
- In addition, Tobacco Use is Prohibited signs specifically prohibiting tobacco-use will be posted.
- The Legacy shall also notify students, parents/guardians, staff, contractors and other school visitors annually of the tobacco-free policy in written materials including, but not limited, to handbooks, manuals, contracts, newspapers, and newsletters.

#### Enforcement

- Enforcement of this policy shall be equitable and consistent, in accordance with the Tobacco-Free School Policy Enforcement Procedures, student behavior code, and employee personnel policies.
- Student violations of this policy will lead to disciplinary action up to and including suspension from school. Student participation in a tobacco cessation program and/or tobacco education class may be allowed as an alternative to discipline. Parents will be notified of violations involving their child and subsequent action taken by the school.
- Employee violations of this policy will lead to disciplinary action in accordance with personnel policies and may include verbal warning and/or written reprimand.
- Any visitor who violated the tobacco-use prohibited policy will be asked to refrain. If they fail to abide by this request, they will be asked to leave charter property. If they still fail to abide by this second enforcement, the local law enforcement agency will be contacted to remove the person from

- charter property.
- Violations by others will result in appropriate sanctions as determined and imposed by the Principal or Board.

#### Donation

- Donated items will be accepted by Legacy the School of Sport Sciences with the understanding that they may or may not be added to the collection. Donated books and equipment become Legacy property.

#### Section 3: ATTENDANCE

- A student's success at Legacy has a direct correlation with consistent and punctual attendance in class and school related events. A student with good attendance records achieves higher grades, enjoys school more, is more successful in their pursuit of higher education, and is more employable after leaving school.
- Texas law states that every student shall attend school punctually and regularly and conform to the regulations of the school. It is Legacy policy that students attend class regularly; that work missed because of school related activities or illness be promptly made up; that truancy is unacceptable; and that other absences approved by the parent be minimized or avoided whenever possible. Excessive absences and/or tardiness can be reason to dismiss a student from Legacy. Attendance also impacts Legacy's ability to provide its students with an outstanding educational program. When students are absent, Legacy's state funding is reduced.

#### A. PROCEDURE FOR CLEARING ABSENCES

- When a student returns to school after being absent, he or she must provide the front office with an excuse note and obtain an "Admit Pass" back to class. The student should show each teacher the pass. Students will not be admitted to class without an excuse note and will be sent to the office to call home for the note. Absences that are not cleared within 3 days of the student's return to school will be considered trancies. Absences longer than 3 days due to illness require a doctor's note to excuse the absence. A student may not participate in any after-school extracurricular activity if he/she is absent from school on the day of the activity.
- EXCUSED ABSENCES: Excused absences are those that are recognized by the state as legal excused absences:
- Student is personally ill, and his/her attendance in school would endanger his/her health or the health of others;
- Serious illness in the student's immediate family necessitates absence; Death of family member necessitates absence,
- Special/recognized religious holiday observed by student's faith.
- Appearance in court

#### SCHOOL EXCUSED ABSENCES:

- Field Trips
- Academic Events
- Athletic Events
- School Office Appointments
- Suspension

#### UNEXCUSED ABSENCES:

- Absences not defined above as excused are unexcused absences, also included are:
- Unverified absence
- Truancy
- Absence due to leaving campus without permission
- A Tardy of twenty minutes or more
- Absence due to taking an early vacation or extending a vacation.

## B. MAKING UP MISSED ASSIGNMENTS

- Students must make up their assignments, tests, and quizzes when absent within the time period set by the teacher. Students should always try to get his/her assignment(s) from their classmates while they are absent to prevent them from falling behind. Upon the first day of his/her return to school, it is the student's responsibility to check in with the teacher about missed work and due dates. Teachers will set their own class policies for returning work when absent, and may have a no late work policy. Additionally, missing due dates will result in zeros.
- A student who will be absent for three consecutive school days may get his/her assignments by calling the front office or emailing the teacher directly through WebSmart. When requesting assignments, please keep the following in mind:
  1. Upon a request for missed work, teachers will submit the assignment to the student office within 24 hours of the request.
  2. Please do not request assignments for students who have been or will be absent fewer than three consecutive school days.

## C. LONG-TERM ABSENCE

- The Legacy approach to learning works best when each student attends every day. Although occasional absences are unavoidable, long-term absences pose a special challenge to learning. Class participation and group projects are vital components of the Legacy program, and a student's long-term absence will seriously impact his/her mastery of important course concepts and skills. Parents/guardians of a student who is absent for an extended period due to illness, injury, or family emergency should contact the front office with an estimate of how long the student will be absent. Periodic updates would be appreciated. Legacy faculty and staff will work on a case-by-case basis with parents/guardians to help keep an extended-absent student from falling behind. A student must obtain a long-term absence study contract from their teachers if leaving Legacy for an extended period. A student returning from an extended absence may require supplemental tutoring and/or remediation beyond Legacy to attain proficiency.

## D. EXCESSIVE ABSENCES AND TRUANCIES

- Truancies and Legacy's program are not compatible. When a student chooses to attend Legacy, it is assumed that they will not miss classes or activities. Truancy is defined as an unexcused absence without a written excuse from parent/guardian or Legacy staff member. Even excused absences affect a student's learning and academic success. As a result, the following is Legacy's absence policy:
  1. Upon the 21<sup>st</sup> hour of class missed (excused) in a semester, a student will not receive credit for the class(es). This loss of credit may be appealed at the end of the semester.
  2. Upon the 11<sup>th</sup> hour of class missed (unexcused absences) in a semester, a student will not receive credit for the class(es). This loss of credit may be appealed at the end of the semester. If the grade in the class would otherwise be a passing grade and if the parents/guardians/student feel that there are extenuating circumstances that should result in an exception to this policy, please provide a written request for an appeals hearing by the last day of the semester. If an appeal is granted, the student and parent/guardian must both attend the hearing. The panel will consist of the Principal (or designee) and two Legacy teachers. Students should be prepared to demonstrate proof of the extenuating circumstances, good attendance outside of the extenuating circumstances and completion of work missed both while absent and in class.

**\*Please note:** If the final grade in the class is an F, a hearing will not be granted and the failing grade will stand. The appeals process is only for students whose grades would otherwise be passing.

- Students with excessive absences, tardies and truancies will be referred to the Student Attendance Review Board (SARB). Prior to referring to SARB, student and their parents/guardians will receive three written notices outlining Legacy attendance policy, the consequences that will result if excessive absences, tardies and truancies continue and the impending referral to SARB if attendance continues

to be an issue. After three notices, Legacy will hold a pre SARB meeting outlining the steps that will occur after referral to SARB.

#### E. PARENT NOTIFICATION

- Upon each hour of class missed, the parent will be notified by Legacy's automated telephone system. If at the mid- point of each semester a student has accumulated 10 excused absences or 5 unexcused absences in any class, the parents/guardians will be notified during the Parent Conferences that the student is in danger of receiving an automatic 'F' in the class(es) where the absences have occurred.

#### F. TARDINESS

- Students must arrive on time for all classes and activities. Unexcused tardies occur if the student is not in their seat when the class starts or arrives any time after a class/activity has begun without an excuse from a Legacy staff member. A tardy of greater than 20 minutes is considered a truancy. Three tardies = one absence. Unforeseen circumstances and family situations may cause occasional lateness. In those cases, a student should bring a written excuse note to the front office.

#### G. DETENTION

- Students who are truant and/or excessively tardy may be assigned detention. Detentions will take place before school, after school, or at lunch. Students may be required to contribute community service as a part of their detention assignment.

### 4: EXTRA-CURRICULAR ACTIVITIES

#### A. Student Leadership

- Student council is an important key to what happens at Legacy. Students, with the help of faculty, plan and carry out the many activities and events which make Legacy a great school. There are many opportunities for students to become involved. The purpose of Student Council is to promote positive student morale and to plan, fund and sponsor events throughout the year. A student can participate in a variety of roles on Student Council. He/she can run for positions such as Executive or other Class Officer positions. A student also may enroll in the Student Council elective.

#### B. Dances and School Sponsored Events

- Dress for most school-sponsored social events is regular social attire. Formal attire is required for specified dances. Any special attire will be announced prior to the dance. Any Student who is not dressed appropriately will not be allowed into the dance.
- Student must remain inside or within specified areas once they have arrived. Once a student leaves the event, the student cannot return. Parents are expected to pick up their student immediately following the end of the event. Parents are also invited to help chaperone school events such as dances and parties. Students are expected to follow school rules at all school-sponsored events.

#### C. Sports Teams

- Legacy is a member of the TCAL and competes officially against other schools in athletics. The sports in which Legacy will field a team will depend on student and staff interest. Each student who participates on an Legacy team must meet TCAL's rules for academic eligibility, which requires a minimum grade point average of 2.0. Additionally, each student must meet behavioral requirements and must be present at school on game days in order to compete.

#### D. Clubs

- Legacy has a variety of clubs or electives and adds new ones each year in response to students' interests. Examples of clubs that Legacy has offered include: Student Council, Girl Empowerment club, Magic, Band, Sports Media, SAAC (Student Athletic Advisory Committee), FCA (Fellowship of Christian Athletes)

#### E. Yearbook

- Each year, the Yearbook Staff is charged with the responsibility of documenting student life at Legacy. Through pictures and language, the Student Yearbook characterizes the year in review and is available for all Legacy students to purchase. Yearbook is a student activity run for and by Legacy students under the supervision of a faculty advisor. To become a member of the Yearbook staff, students should enroll in the Sports media club.

#### F. After School Program

- Legacy offers an after school program that is designed to enhance the rigor of the school, build community, and add to the activity offerings of the school. The program is made up of various opportunities that include remediation classes, advanced classes, clubs, and sports. Some of these courses are for-credit courses. All rules that apply to the regular school day also apply to students participating in the after school program.

### Section 5: DISCIPLINE POLICY

- Legacy is in the business of education. Accordingly, students are expected to:
  1. Attend school
  2. Be on time
  3. Be responsible
  4. Respect him/herself and others
- Examples of behaviors which are inappropriate include but are not limited to: tardiness, cursing, teasing, bickering, yelling, fighting, threatening others, bullying, skateboarding, scootering or riding bikes during school hours, jeopardizing the safety of others, apathy, insubordination, defiance, littering, ditching, uniform violation, or violation of other classroom or school rules. Any student who fails to follow school rules will be referred to the principal.
- Any student who fails to follow classroom rules will receive three interventions by his/her teacher. Upon the fourth incident, the Student will be referred to the principal.
- More serious school violations will be referred directly to the principal or other administrator. Such behaviors include but are not limited to physical violence, threatening others, vandalism, jeopardizing the safety of others, theft, and using/selling drugs, alcohol, or tobacco.

#### A. STUDENT RESPONSIBILITY CENTER (SRC)

- SRC is a place where the student goes when they exhibit inappropriate school behavior in or outside of the classroom.
- SRC #1: The first time a student is referred to SRC, he or she will work with SRC coordinator to create a plan that involves strategies to change the student's behavior before returning to the classroom. Other disciplinary action may be assigned as deemed appropriate by SRC coordinator or Principal. The parent will be notified and the SRC process will be explained. If the SRC is accompanied by a suspension, see the rules for suspension/expulsion.
- SRC #2 : The second time a student is referred to SRC, parent and student will communicate with the SRC Coordinator. Disciplinary action may be assigned as deemed appropriate by SRC coordinator or Principal. If the SRC is accompanied by a suspension, see the rules for suspension/expulsion.
- SRC #3: The third time a student is referred to SRC, parent and student will conference with the SRC Coordinator and parent must shadow student prior to his/her return to class. Disciplinary action may be assigned as deemed appropriate by SRC coordinator. If the SRC is accompanied by a suspension, see the rules for suspension/expulsion.
- SRC #4: The fourth time a student is referred to SRC, parent and student will conference with the Principal or Designee. At the meeting, an administrator will create a behavior contract with the student. The contract may include but is not limited to tutoring, counseling, and community service, parent attendance in class, probation, suspension, and expulsion. Should the student breach his or contract, the student will be recommended for expulsion. Additionally, the student will receive an at-home suspension, and parents must shadow the student for one day prior to student's returning to

- class.
- SRC #5: Expulsion hearing at the Board of Directors

B. DEFINITIONS (as used in these rules and procedures)

- “Day” means calendar day unless otherwise specifically provided.
- “Expulsion” means disenrollment from the charter school.
- “School day” means a day upon which Legacy is in session or weekdays during the summer recess.
- “Suspension” means removal of a pupil from ongoing instruction for adjustment purposes. However, “suspension” does not mean the following:
  - Reassignment to another education program or class at the charter school where the pupil will receive continuing instruction for the length of day prescribed by Legacy Board for pupils of the same grade level.
  - Referral to a certificated employee designated by the Director to advise pupils.
  - Removal from the class but without reassignment to another class from the remainder of the class period without sending the pupil to the Director or designee.
- “Pupil” includes a pupil’s parent or guardian or legal counsel or other representative.
- “School” means Legacy.

C. GROUNDS FOR SUSPENSION AND EXPULSION

1. A student may be suspended or expelled for any of the enumerated acts listed below if the act is related to school activity or school attendance occurring at Legacy or at any other school at any time including but not limited to: (a) while on school grounds; (b) while going to or coming from school; (c) during the lunch period, whether on or off the school campus; (d) during, going to, or coming from a school-sponsored activity.
2. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense.
3. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Legacy principal or designee’s concurrence.
4. Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of, any controlled substance as defined Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
5. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
6. Committed or attempted to commit robbery or extortion.
7. Caused or attempted to cause damage to school property or private property.
8. Stole or attempted to steal school property or private property.
9. Possessed or used tobacco or any products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco.
10. Committed an obscene act or engaged in habitual profanity or vulgarity.
11. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code



12. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. Examples of defying authority include but are not limited to not following school rules such as the dress code policy, detention policy for truancy, and classroom rules for behavior.

13. Knowingly received stolen school property or private property.

14. Possessed an imitation firearm, i.e., a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

15. Committed or attempted to commit a sexual assault or committed a sexual batter

- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- Made terrorist threats against school officials and/or school property
- Committed sexual harassment
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.
- Trespasses upon school property when school is not in session.
- Alternatives to suspension or expulsion may be used with students who are truant, tardy, or otherwise absent from assigned school activities.

#### D. NOTICE TO PARENTS/GUARDIANS

At the time of the suspension, a Legacy employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense.

The conference may be omitted if the Legacy principal or designee determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student’s right to return to school for the purpose of a conference.

No penalties may be imposed on a pupil for failure of the pupil’s parent or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil’s parent or guardian at the conference.

#### E. TIME LIMITS FOR SUSPENSION & EXPULSION

Suspensions, when not including a recommendation for expulsion shall not exceed five (5)

consecutive school days per suspension.

Upon a recommendation by the principal or designee for expulsion, the pupil and the pupil's guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Legacy principal or designee upon either of the following findings: 1) whether the pupil's presence is disruptive to the education process; or 2) whether the pupil poses a threat or danger to others. Upon this determination, the pupil's suspension will be extended pending the results of an expulsion hearing.

## F. EXPULSIONS

A student may be expelled only by Legacy's by the principal or executive director for violation of school policies, education code or law. The principal or designee may recommend expulsion of any student found to have committed an expellable offense(s) listed above in the "Grounds for Suspension and Expulsion."

Except for expulsions for offenses listed under Education Code a student can be expelled upon the findings and recommendations of the principal that the student committed the expellable offense and that at least one of the following findings may be substantiated:

- 1) That other means of correction is not feasible or have repeatedly failed to bring about proper conduct.
- 2) That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

Any student recommended for an expulsion hearing is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within thirty (30) school days after the Legacy principal or designee determines that one of the acts listed under "Grounds for Suspension and Expulsion" has occurred.

The hearing will be presided over by the Board of Directors. The hearing shall be held in closed session unless the pupil requests a public hearing in writing. Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. The notice shall include:

- 1) The date and place of the hearing;
- 2) A statement of the specific facts, charges and offense upon which the proposed expulsion is based;
- 3) A copy of Legacy disciplinary rules that relate to the alleged violation;
- 4) Notification of the student's or parent/guardian's obligation to provide information about the student's status in Legacy to any other district in which the student seeks enrollment;
- 5) The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel;
- 6) The right to inspect and obtain copies of all documents to be used at the hearing;
- 7) The opportunity to confront and question all witnesses who testify at the hearing;
- 8) The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

**Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

**Presentation of Evidence:** While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the principal or designee to expel must be supported by substantial evidence that the student committed any of the acts listed in "Grounds for Suspension and Expulsion" above.

Findings of fact shall be based solely on the evidence at the hearing. While no evidence shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses of whom the principal or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code, a complaining witness shall have the right to have his or her testimony heard in a closed session, as determined by the principal or designee would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm, including, but not limited to, video-taped deposition or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit televisions.

The executive director will make a final determination regarding the expulsion. The final decision by the executive director shall be made within ten (10) school days following the conclusion of the hearing. The executive director may make a decision to expel or to expel and suspend the expulsion if the student meets criteria for suspended expulsions. The criteria for suspended expulsions include:

- Second semester Senior
- On track to graduate (i.e. enough credits to date; passing grades in current classes; on track with portfolio, community service and senior thesis; has passed the CAHSEE)
- Accepted to a 4-year college

If a student receives a suspended expulsion they will be expelled, but the board will suspend the expulsion to allow the student to continue their courses from home through independent study at Legacy under predetermined conditions.

Written Notice to Expel: The principal or designee, following a decision of the executive director to expel shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

- 1) The specific offense committed by the student for any of the acts listed in “Grounds for Suspension and Expulsion”
  - 2) Notice of the right to appeal the expulsion. Expulsion Appeals shall be brought to the Texas Board of Education or if the County Board will not hear such appeals, Legacy will establish a panel of retired or current school administrators who are not related to Legacy to hear expulsion appeals but who will follow the expulsion appeal procedures outlined in Education Code.
  - 3) Notice of the student or parent/guardian’s obligation to inform any new district in which the student seeks to enroll of the student’s status with the Legacy
  - 4) Rehabilitation Plan
- The Legacy principal or designee shall send written notice of the decision to expel to the Student’s district. This notice shall include the following:
- a) The student’s name
  - b) The specific offense committed by the student for any of the acts listed in “Grounds for Suspension or Expulsion.”
  - c) Rehabilitation Plan

#### Disciplinary Records

Legacy shall maintain records of all suspensions and expulsions of Legacy pupils. Such records shall be made available for review upon request.

##### Expelled Pupils/Alternative Education

Expulsion, for purposes of this policy is defined as disenrollment from Legacy. Pupils who are expelled shall be responsible for seeking alternative education programs including but not limited to programs within their school district of residence. Placement at a District School may be required by the home school, and Legacy will assist with initiating this process.

## Reporting Student Offenses to Law Enforcement

Consistent with Education Code Section, excluding the penalty provisions of that statute, the Legacy principal or designee shall report to law enforcement authorities' pupil offenses as specified therein.

## Rehabilitation Plans/Readmission

Any Student who is expelled from Legacy shall be given a rehabilitation plan upon expulsion as recommended by the principal or designee and approved by the Legacy Board at the time of the expulsion order. This may include, but not be limited to, academic progress review, maintaining a clean disciplinary or attendance record, periodic review, and/or assessment at the time of review for readmission. The rehabilitation plan must include a date not later than one year from the date of expulsion when the pupil may reapply to Legacy for readmission.

The executive director shall readmit the pupil, unless the Board makes a finding following a meeting with the principal or designee, the pupil, and the guardian or representative, that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety or to other pupils or employees of Legacy. The Legacy Principal or designee shall make a recommendation to the executive director following the meeting regarding his or her determination. The pupil's readmission is also contingent upon Legacy capacity at the time the student seeks readmission.

## Section 6: TRANSPORTATION AND PARKING

### A. SKATEBOARDS, SCOOTERS AND BIKES

Students may ride a skateboard, scooter or bike to school. Upon arriving to campus, students must store their skateboard, scooter and/or bike in designated storage areas. Students may not ride their skateboard, scooter or bike during the school day. Skateboards, scooters and bikes rode during the school day will be confiscated. Only the parent/guardian may retrieve the confiscated item. Legacy is not responsible for any loss of equipment.

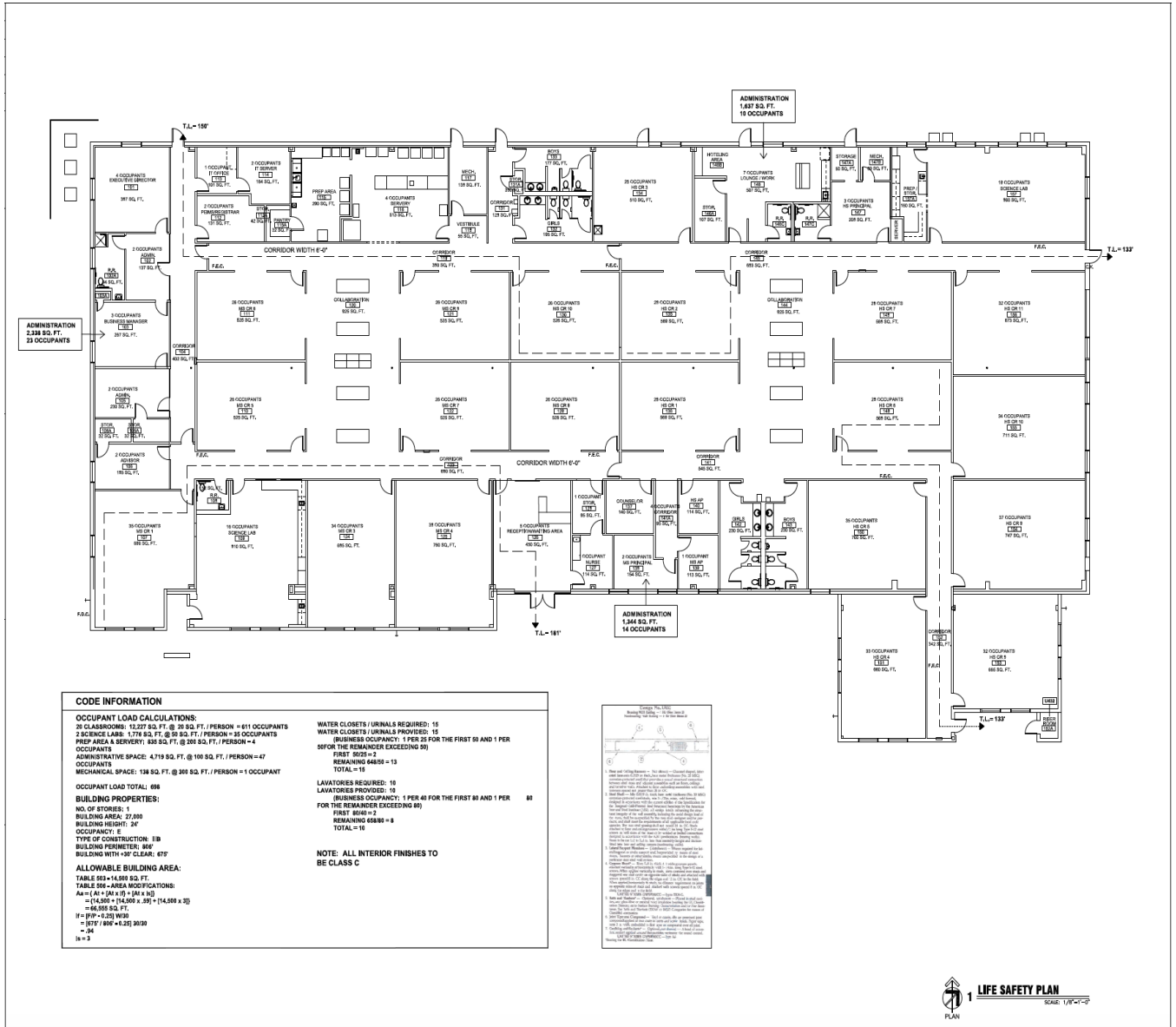
### B. STUDENT PARKING

Any student who wishes to park on campus must purchase a Legacy Parking Permit. Applications for a parking permit are available in the front office and require the following: a valid Texas Driver's License; current automobile insurance for the vehicle and driver, parent/guardian's signature, and a permit fee of \$10 per year.

No student may park on the school campus unless approved for a parking permit first. There will be a replacement fee of \$5 for lost or damaged permits.

# C. MAP OF LEGACY CAMPUS

LEGACY campus is located at 2727 Spring Creek Dr. Spring, Texas 77373



Section 7: Calendar and Schedule



Instructional Calendar | 2018-2019



July 2018

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

October 2018

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April

S	M	T	W	TH	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

<u>Holidays</u>		<u>Make-up Days</u>		<u>Report Card Dates</u>	
Labor Day	September 3, 2018			Oct 12, 2018	
Fall Holiday	October 8, 2018	October 8, 2018		Nov. 16, 2018	
Thanksgiving	November 19-23, 2018	January 7, 2019		January 11, 2019	
Winter Break	Dec. 19, 2018- Jan. 4, 2019	June 7, 2019		February 22, 2019	
MLK Day	January 21, 2019			April 13, 2019	
Spring Break	March 11-15, 2019			June 6, 2019	
Spring Holiday	April 19, 2019				
Memorial Day	May 27, 2019				
<u>Significant Dates</u>			<u>Staff Professional Development Days Embedded In School Year</u>		
Teachers 1 <sup>st</sup> Day	July 23, 2018			September 21, 2018	
First Day of School	August 20, 2018			November 9, 2018	
Last Day of First Semester	December 18, 2018			January 7, 2019	
First Day of Second Semester	January 8, 2019			February 15, 2019	
Last Day of School	June 5, 2019			April 5, 2019	
Last Day for Teachers	June 6, 2019				
<u>Six Weeks Grading Periods</u>					
Six Weeks I	Aug. 20-Sept. 28 (30 Days)	Six Weeks IV	Jan 7- Feb. 15	( 29 Days)	
Six Weeks II	Oct.1- Nov. 2 (24 Days)	Six Weeks V	Feb. 18- Apr. 5	(30 Days)	
Six Weeks III	Nov. 5- Dec. 18 (27 Days)	Six Weeks VI	Apr. 8- June 5	( 41 Days)	

## PARENT/GUARDIAN ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that my student and I have received a copy of the Legacy School of Sport Sciences Student/Parent Handbook and we understand that it sets forth the terms and conditions of student enrollment at Legacy School of Sport Sciences, as well as the duties, responsibilities, and obligations of Legacy students. We understand and agree that it is our responsibility to read the Student/Parent Handbook and to abide by the rules, policies, standards set forth within the handbook. We understand that this is our formal notification of school policies and procedures.

We further understand that the student/parent handbook may be changed during the school year as necessary and that when we are notified of any changes, it is our responsibility to follow the revised policies.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name Printed

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name Printed

\_\_\_\_\_  
Student Signature