

Book of Knowledge (B.O.K)

2019-2020

Legacy Collegiate Middle and High School for Careers in Health and Wellness

STUDENT/ PARENT VERSION



Legacy Grading Policy

“80 to Participate”

To participate in ANY extra-curricular activity students must fulfill all requirements of Legacy course work with a minimum grade of 80% in each class on their progress report and report card.

The purpose of this book is to set the expectations of Legacy. It defines our school cultural, boundaries, gives ground rules and explains what is and is not considered acceptable behavior. This book allows all student access to the same information and allows students to set forth their expectations in a comprehensible and consistent manner.

The **mission** of Legacy 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.

Vision- is to educate and inspire gifted and talented students through their interest of careers in athletics, while maintaining a focus on academic, social, and personal growth.

Short Version of School Purpose- Create and Develop leaders through the athletic industry. We emphasize building a strong foundation of fundamental knowledge by providing:

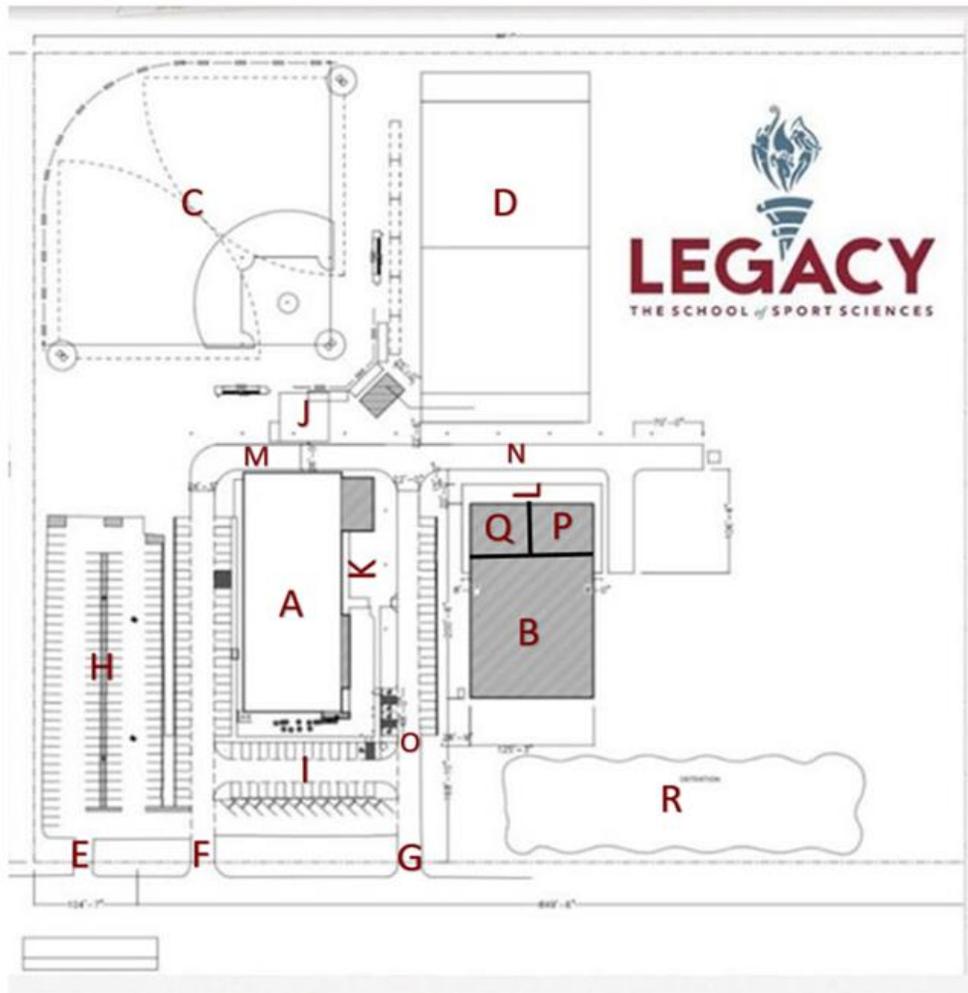
- A non-traditional academic curriculum
- Age appropriate challenges to develop mental and physical prowess
- Think critically

Legacy is built on the Five Legacy Values. The pillars provide the framework for making the school an ideal option for the families of Houston. Through the application of the Five Values, Legacy will provide an exceptional educational experience to the students it serves.

- **Leadership-** follow me.
- **Quality-** set the standard high.
- **Reliability-** rely on me and my word.
- **Allegiance-** a sense of belonging to something greater than yourself.
- **Reverence-** born of the value of friendliness, caring, confidence, support, and a can-do. It's my pleasure to be of service.

School Colors- Maroon and Ash Blue

Map of the Campus



Campus Map Legend	
A. Main Campus	B. Gym
C. Baseball Field	D. Football Field
E. Entrance 1	F. Entrance 2
G. Entrance 3	H. Main Parking
I. Additional Parking	J. Weight Room
K. Patio 1	L. Patio 2
M. Pavement 1	N. Pavement 2
O. Pavement 3	P. Concessions
Q. Gym Classrooms	R. Retention Pond

Mantra:

“Be where you are supposed to be; do what you are supposed to do in pursuit of academic and athletic excellence”

Hours of Operation

School Hours: 7:00 AM- 3:35 PM

Administrative Office Hours: 7:30 AM- 4:30 PM

Grading Scale

The grade scale is composed of A (90-100), B (89-90), C (79-75), D (74-70), and F (69-below). 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.

NOTE: To participate in ANY extra-curricular activity students must fulfill all requirements of Legacy course work with a minimum grade of 80% in each class on their progress report and report card.

Student Online Portal

www.legacymhs.owschools.com

Parent Portal

www.legacysss.websnartsolutions.org

Contacting Parents by Phone

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.

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 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 by email.

Progress Reports

Teachers provide each student with a three-week progress report. The progress report must be signed by a parent or guardian and returned to the teacher the next school day or following Monday.

Parent Conferences

Parent conferences are issued by appointment only. Parents may email teachers for available dates and times.

Personal Electronic Equipment

Due to the nature living in the 21st 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 effect.

Lunch

Students may bring lunch or purchase lunch from the school café. Students are not allowed to order from an external company (i.e. Door Dash, Uber Eats, Pizza Hut, etc.)

Dress Code

The dress and grooming of our students convey an image of our school campus. Students must wear business casual or khaki shorts, khaki pants, or pleated school approved skirt (skort) with a school issued shirt or polo.

Students' shorts, skirts, or dresses (business casual) must be mid-thigh or longer in length. Students are not permitted to wear very tight, very loose, oversized, revealing or very short clothing. Pants must be worn at the waist. Students cannot wear leggings.

No headgear including doo-rags, scarves, weave caps, bonnets, etc. is permitted in school. Blankets are prohibited on campus.

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. 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
- University visits

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.

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.

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 (2020 students- 20 hours, 2021 students- 40 hours). Students may not graduate without these community service hours. Community services hours can be earned in many ways.

A calendar of volunteer opportunities is housed in the reception office, special events are announced in the bulletin, and students may find their own volunteer or service opportunities. All hours must be signed off by an authorized Legacy representative. 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 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 an authorized Legacy representative. 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.

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.

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.