



Established in 1979

**Middle School and High School
Family Handbook**

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(See Index at back of book)

MISSION AND VISION

Mission Legacy Christian Academy provides a college preparatory culture of educational excellence wherein young men and women are trained spiritually, academically, physically, and artistically to reach their God-given destinies.

Vision Legacy Christian Academy is committed to being responsive to society's changing needs so that our students are prepared to make a difference in the world in which they live. We provide a Christ-centered, college preparatory education for a diverse population. Legacy will be habitual in improving the quality of education provided, not only with respect to what is taught, but also how it is taught. Our vision includes a passion to assist and partner with families in helping prepare children to impact their world for Christ.

The mission and vision of Legacy Christian Academy can be captured with three critical words:

Christ...Curriculum...Character

Parent Participation Partnership The primary responsibility and authority for the training of a child absolutely lies with parents. However, Legacy Christian Academy is willing to be a minority partner in that duty. Common goals in raising youth in ways that are Christ-like, in teaching academics to the highest learning level of a student, and in developing a character of integrity and noble deeds can best be done with a partnership of parents and school.

Parents' participation in every aspect of school is important to achieve the stated common goals. Please, become part of Friends of Legacy. Join the Booster Club. Participate in the extra curricular activities of each child. Give in cash or kind to the support of school fundraisers and resource development. Be part of special events and activities sponsored by Legacy. Stay informed by monitoring RenWeb for the academic progress, homework assignments, and teacher comments concerning your student. Show interest and encourage your student in doing their homework, studying for tests, and completing special assignments. Above all, pray for the blessing and favor of the Lord to surround Legacy as a school in partnership with parents teaching and training the leaders of our great country's next generation.

ACADEMIC POLICIES

Academic Probation If a student is failing one or more classes at the first six weeks grading period, the teacher(s) will be required to make a contact (with a parent's response) such as a phone call, meeting, etc. with his/her parents. A Parent Teacher Checklist should be completed as a tool for improving academic performance. If a student is failing at the 12 week mark of a semester, the family will meet with the class teacher and the Department Head for that course to discuss strategies for improving grades. Students failing more than one class at the 6, 12, or semester grading periods will be ineligible to participate in any extracurricular activity for at least three weeks.

Community Service All students are required to perform 20 hours of community service each school year for promotion to the next grade or to graduate. Prior approval should be obtained from the Registrar before performing community service. Forms can be found in the Office of the Registrar. School-organized "Ministry Days" are typically scheduled each semester to provide students some community service hours. Students will still need to

schedule their own community service activities as well. A student cannot receive any compensation for an acceptable community service project.

Course Load Students can register for eight courses a semester. Seniors must enroll in a minimum of four academic courses (not PE) per semester. Students enrolling in more than two AP courses in a semester must get prior approval from the Registrar.

Cumulative Grading All teachers are required to average grades in accordance with the cumulative grading system: that is to say, the grade recorded as the “Cumulative Average” at the end of the semester should be the weighted average of all individual grades earned from the beginning of the semester to the last day of classes.

Daily Schedule Classes begin promptly at 7:50 a.m. with daily prayer beginning at 7:40 a.m. each morning in the main hallway. On occasion, the daily schedule will be modified for special assemblies. Students and faculty will be notified in advance of such changes.

Dropping/Adding a Class In order to drop or add a class, a student must complete a Drop/Add form within the first two weeks of the start of the course. Dropping or adding classes is at the discretion of the Registrar. After the first two weeks, dropping a course can only take place under special circumstances, and may result in “ withdrawal failing” or “withdrawal passing” noted on the official transcript. Drop/Add forms are available in the registrar’s office.

Eligibility for Co-Curricular Activities Any student failing 2 or more classes at the six week, twelve week, or semester grading period will be ineligible for co-curricular participation (both practice and performance competition) for a period of three weeks. If after the three weeks the student is still failing 2 or more classes, he/she will remain ineligible and his/her status will be determined on a week by week basis. Those failing 2 or more classes at the end of the spring semester would serve their academic probation period in the following fall semester unless the grades were raised to passing in summer school.

Enrichment Program Enrichment, often referred to as tutorials, is a time for extra help, group meetings, clubs, and research in the library or computer lab. Enrichment is not mandatory unless a teacher or coach requires a student to attend. All students who remain on campus after the final period of the day need to be in a classroom during Enrichment.

Exams Exams for both Middle School and High School students will be given at the end of each semester. High school exams will be designed to last 2 hours and will count 20 percent of the semester grade in the course. Middle School exams will be designed to last 90 minutes and will count 10 percent of the semester grade in the course. Teachers may choose to substitute a comparable comprehensive project for an exam with the approval of their Department Head.

Exam Exemption Policy Only seniors and AP students may exempt final exams.

- Senior exemptions in yearlong courses occur only during second semester.
- Senior exemptions in one-semester courses are at the discretion of the teacher.
- Seniors may exempt ONLY with an average of 90 or above over the course of two semesters. The second semester average must be a minimum of 90 (or a 90 average for a one-semester course).
- Senior Advanced Placement (AP) students may be exempt from second semester final exams if they earn an 85 average or higher by the end of the week before senior exams and are scheduled to take the College Board AP exam.

- Non-senior Advanced Placement (AP) students may be exempt from second semester final exams if they earn an 85 average or above for the year at the end of the week before underclassmen exams and are scheduled to take the College Board AP exam.
- A different form of evaluation may be substituted for the final exam at the discretion of the teacher with the approval of their Department Head.

Exam Preparation Exams sometimes bring out emotions of fear, nervousness, and other unpleasant feelings. The key to reducing the anxiety of exams is to begin preparing well in advance. Keep all notes, handouts, assignments, papers, quizzes, and tests in a notebook throughout the semester. A couple of weeks before the exam period, revisit and organize the semester's material. If you are missing anything, ask your teacher for supplemental material. Also, begin asking your teachers specific questions about the extent to which the semester material will be covered on the exam. Look at the exam schedule to see when each subject is scheduled. Estimate the amount of time you will need to study for each exam, and develop a plan. Schedule appointments with teachers to get extra help on any material with which you have trouble.

Extra Help Students may obtain additional help from teachers on Monday, Tuesday, Wednesday, and Thursday during Enrichment. If a student requires more than one Enrichment session per week in a given subject, we encourage outside tutorial help. If a student is unable to schedule a meeting with a teacher during Enrichment, he or she should talk with the teacher to schedule appointments either before school, during Study Class, or during lunch. Any student with a grade below 75 is strongly encouraged to attend Enrichment.

Failure Policy

Middle School: To receive a passing grade and earn credit in a yearlong course, students in the Middle School must earn a two-semester average of 70 or above.

High School: Any grade below 70 is a failure. To receive a passing grade and earn credit in a yearlong course, students in the High School must earn a two-semester average of 70 or above. High school students who fail a course necessary for graduation will be required to retake the class. Courses retaken at Legacy will replace the original grade. Courses retaken at other schools must first be approved by the Registrar. Upon successful completion of the course, the student's original grade from Legacy will be averaged with the new grade from another school. In either case, the class failure will appear on the student's High School transcript. Students may not take courses outside of Legacy to fulfill future course requirements. High School students who fail a course will be required to retake the entire class in summer school or retake the course at Legacy. Any student failing two or more courses for the year is subject to dismissal or repetition of the grade.

Department Heads Department Heads facilitate communication between parents, students, and the school. Often they will organize meetings with a student and his or her parents and teachers when a student is struggling academically in order to facilitate the best learning environment possible.

Grading Periods Legacy is on a semester grade reporting system. Each semester is 18 weeks in duration. Parents will receive by e-mail/mail both a progress report and a report card. The progress report gives in detail a student's academic progress in each class. Legacy will issue 6 week and 12 week progress reports. RenWeb, the school's on-line computer information system, may be used by both parents and students to track grades, homework assignments, and special comments that may pertain to a student. At the end of the semester, students' final grades will be sent home. Only the two semester grades will be on a student's transcript. The final grade is the average of the two semester grades. The six week report will contain comments from teachers if a student's average is 75 or below for that class.

RenWebComputer Information System Legacy Christian Academy's management database (RenWeb.com) has the ability to send emailed progress reports from teachers to one or both parents. In addition, you can access your child's daily assignments on the internet with our Parents' Web Site.

Instructions for accessing the Parents' Web Site follow:

1. Go to Internet Explorer and type in the address www.renweb.com
2. Click on parents' Web at the top of the circle.
3. Log in as follows: District Code is LCA-TX, **then type in the email address that you provided to the school.**
4. Click "new parent login" if you have not logged in to RenWeb before.
5. You will be emailed a new password within 3 minutes to the email address you typed in, which must be the same email you provided the school.
6. Go back to the first screen and type in your password to log in.
7. Select "Continue."
8. To access grades, click "Classroom."
9. This will bring up all classes that each of your children are enrolled in at the school.
10. Click on "Homework Summary" or "Gradebook Summary" at the top of the column for each child.
11. You will be able to find other school information available about your child on this site as well as the ability to email the teachers directly.

RenWeb Symbols in Gradebook

E = Excused. The student does not have to do this assignment. Notation could indicate the reason it is excused; for example, for absence, extended illness, or the student enrolled after background material for a lesson was learned and is not expected to "catch up" on this material.

P = Pending. The assignment has been received from the student but not yet graded. It is "pending assessment" if you will. The student has done his work, and the teacher is now accountable to the student.

I = Incomplete. The assignment was not submitted or was done in part, and RenWeb will treat an "I" as a zero until and unless the student completes the work as proscribed by the teacher (the notation could indicate the final due date). The student has not done his work in full, so the teacher cannot judge the quality of the assignment.

A = Absent. An "A" is used when the student has an extended absence. Notation could indicate the final day for make-up once the student returns to class. If the assignment is a major grade, and an ample period of time was given to the entire class to get the work done, and the student was in class when the assignment and due date were given, the teacher has the option to count the assignment as "late" or even as a "zero" if the student is absent on the due date. This penalty is intended to keep students from devising ways to stay away from class on the day a major assignment is due and expect to turn it in late for full credit. This also encourages students to not procrastinate when given a larger project to do. It further discourages students from waiting until seeing other students' work, then accomplishing their own, and expecting to earn full credit. We encourage parents to communicate with teachers when a student has an extended illness.

Grading Scale Legacy uses a numerical grading system. The numerical grading system can be translated into letter grades as follows:

A 100-90	C 79-70
B 89-80	F 69 or lower (failing)

Graduation Requirements Curriculum requirements may be viewed under Academics at the school's website, www.legacychristianacademy.org. The Registrar may be contacted to clarify any graduation requirements.

Academic Champions and Academic Warriors Both academic achievement recognitions are recorded at the end of each semester based on a student's weighted semester GPA. Honors classes and AP classes are given an additional weight of 0.5 and 1.0 respectively when determining GPA recognition. Academic Champions include all students with an overall semester GPA of 4.0 or higher and with no average below an 85. The Academic Warriors recognition includes all students with an overall semester GPA of 3.5-4.0 and with no average below an 80.

Homework Policy Work done independently is a crucial part of the learning process. Review of class notes, reading, and written assignments are all important in the mastering of concepts. Homework is a graded part of the curriculum, and students should be prepared for a challenging amount of homework each night. Homework ultimately represents the students' efforts, and sharing homework, unless specifically permitted by teachers, violates the Honor Code. Assignments are not usually given over Thanksgiving, Christmas, Spring or Easter vacations, the night before AP Testing, or on other occasions specified by the Director of the School. Homework will be posted on RenWeb so that students and their parents can view both daily and long term homework assignments. Students may use Study Class as an opportunity to complete daily homework to reduce the amount of homework that needs to be taken home.

Honor Graduates For a student to graduate with an Honors Diploma, he/she must complete a minimum of ten honors level courses with a minimum of three of the ten honors courses consisting of AP level courses. For the award of Honor Graduate a student must earn a grade point average of 3.00-3.49. For the award of High Honor Graduate, a student will have to earn a GPA of 3.5 or higher. Students must have attended Legacy Christian Academy for a minimum of four semesters.

Valedictorian and Salutatorian Selection Policy:

- The student must have attended Legacy for a minimum of six semesters.
- Only grades earned at Legacy are considered.
- At the close of the second semester grading period, when all the senior grades are recorded, high school grades are averaged for all seniors eligible for the two honors.
- The GPA is used for selection.
- In the case of a tie, the numerical average is used to determine valedictorian and salutatorian only. Beyond this, the honor of valedictorian is shared, and no salutatorian is named.
- In the event a transfer student is in the running for the honors, that student's six or more semesters at Legacy will be compared with all seniors' GPAs for the same six or more semesters of their high school career.

National Junior Honor Society

To be eligible for membership consideration, Middle School students must have a cumulative numerical average of 90 or above. Candidates must have attended Legacy Christian Academy for at least one semester and be currently enrolled in the seventh grade. Potential members must also meet high standards of character, citizenship, and leadership in the areas of faith, virtue, and knowledge. Leadership and service are measured by the student's participation in community and/or school activities. All candidates must complete and turn in 10 documented service hours by the announced deadline. Citizenship and character are measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Faith, virtue, and knowledge are considered to be a vital part of leadership, character, and citizenship. Students who are eligible for membership based on their GPA are invited to complete a Student Information Survey that provides the Faculty Council with information regarding the candidate's leadership and service. In addition to this survey, the Faculty Council will review school disciplinary records and solicit comments from members of the faculty regarding their professional observations of each

candidate. The Faculty Council, consisting of five members, will carefully review all information to determine membership. Candidates will be notified regarding selection prior to the Induction Service held each spring.

National Honor Society The purpose of NHS is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Students who are inducted into Legacy Christian's local chapter of NHS are sophomores and juniors who have already demonstrated high academic achievement, strong leadership, admirable character, and service to others.

- **Membership** Membership in the local chapter is an honor bestowed upon a student. Selection for membership is determined by a Faculty Council that meets to review procedures of the chapter, select members, and consider the non-selection, dismissal, disciplinary actions, and warning cases.
- **Selection of Members** To be eligible for membership, students must be members of the sophomore or junior class. Candidates must have been in attendance at the school a minimum of one semester. Additionally, students need to have demonstrated outstanding achievement in the four key areas of scholarship, service, leadership, and character.
- **Scholarship** Candidates must have a cumulative, weighted, nonrounded average of at least a 3.0 GPA. Candidates who are eligible based on scholarship shall then be evaluated on the basis of service, leadership, and character.
- **Service** Legacy requires a student to perform 20 hours of community service before he or she can be eligible for NHS. Students being considered for induction into NHS must have documented community service which shows that they are keeping pace with our requirements.
- **Leadership** The Faculty Council recognizes students who have been elected to an officer's position in an organization or appointed to a leadership position in their school, team, community, or church. Verification must be provided.
- **Character** The Faculty Council considers the positive as well as the negative aspects of character when evaluating each candidate for membership. A person of character demonstrates respect, responsibility, trustworthiness, fairness, caring, and citizenship. Teachers in the school report to the Faculty Council on a candidate's character in and out of the classroom.
- **Dismissal** Members who fall below the standards which are the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except in the case of flagrant violation of school rules or the law.
- **Activities** NHS membership is not only an honor, but also a responsibility. Refusal to participate in the NHS projects also leads to a written warning and, if not corrected, dismissal from the organization.

Student Council and NHS Student Council and NHS offices require students to have passing grades and to maintain good standards of personal behavior. The decision regarding a student's eligibility to serve as a class officer, student council member, or other student leader ultimately rests with the administration.

Student Council Qualifications The goals of the Student Council at Legacy are to encourage academic and spiritual excellence; cooperation and understanding among students; leadership development; positive interaction between the students and faculty; service to our school and community; Christian leadership; the highest moral values; participation of all students in co-curricular activities; loyalty and patriotism to our country, state, and school.

Qualifications for Candidacy and Membership:

1. A candidate must be enrolled for next year and pre-registered before the election.
2. The candidate must not have a major disciplinary infraction during the year of election or the year of office.
3. Candidates and members may not fail any classes prior to the election or during the time of office. Failure to meet these

guidelines will result in the candidate not being eligible to run for office and a member being placed on six weeks probation.

If the member's grade has not changed for the next six weeks then the member is dismissed.

4. A candidate must have an overall 2.5 GPA, a good attendance record, and a good behavior report by teachers to run for office.

A member must maintain the 2.5 GPA throughout their time in office.

5. Candidates who are elected are required to attend all Student Council meetings and sponsored activities.

6. Candidates are required to make a campaign speech.

7. All candidates and members must pledge to maintain the highest standards of personal conduct at and away from school, to act

in the best interest of the school at all times, to reflect the opinions of the students they represent to the best of their ability, to

promote school spirit, to practice effective leadership and good citizenship, and most importantly to always demonstrate a

Christian attitude.

Summer School for High School Students A high school student wishing to take a summer course to make up for a failing grade in a course must have the course approved by the Registrar in advance. Summer courses taken off campus are not accepted for future (advanced) credit in order to fulfill Legacy high school graduation requirements.

Test Policy Legacy will make efforts to limit the number of final course examinations to two (2) given on the same day.

Transcripts Records Requests for records or transcripts must be made in writing directly to the Registrar with a minimum of three days' notice of a deadline.

HOME SCHOOL GUIDELINES

Legacy Christian Academy has been richly blessed by the home school community. It is the school's desire to partner with these families and to offer assistance. The following guidelines are intended to provide direction and to answer any questions that a home school family might have when thinking about attending Legacy. Home school students seeking to be admitted to Legacy must provide home school grades, adequate documentation of verifiable curriculum, professional diagnostician's reports where appropriate, and be tested and interviewed by the school. Acceptance of home school coursework and grades is left to the discretion of the school. Students enrolled at Legacy must attend the school a full year before their home school course work will be recognized and placed on an official school transcript.

A home school family can choose to take at least four (4) and up to eight (8) academic classes at a time. Texas Association of Private and Parochial Schools (TAPPS) requires students to be enrolled in at least four (4) subjects to participate in extra-curricular activities. Four (4) classes require payment of registration, activity fees and half tuition and five (5) or more classes require full tuition. A home school student entering their senior year wishing to receive a Legacy diploma must take and pass six (6) classes and earn six (6) credits for a full school year. Earning fewer than six (6) credits will allow the student to participate in Legacy's graduation ceremonies but he/she will not receive a diploma.

Home school students that take four (4) academic classes must remain on campus if their classes are not in consecutive order, e.g., the student has a 1st block and 3rd block class must remain on campus for the 2nd block and

lunch. However, if a study class is scheduled for either 1st or 4th block, then the same guidelines as that applied to seniors may be followed (see Study Class Guidelines, page 13). Home school students that desire to be valedictorian, salutatorian, or an honor graduate must attend Legacy as a full time student for at least six (6) semesters. Please see the requirements under the subheading “Honor Graduates” on page 6 for details.

ATTENDANCE POLICIES

A student is expected to attend school and meet all scheduled classes, chapels, and activities unless properly excused. Students must remain on campus until officially excused or officially dismissed.

Arrival and Departure The academic day normally begins at 7:50 a.m. preceded by morning prayer for all students in the main hallway at 7:40 a.m., and school ends at 2:50 p.m. followed by Enrichment and athletics. Students should not be on campus prior to 7:15 a.m. except when school programs are scheduled for this time. Students arriving for 1st block class more than 20 minutes late may be counted absent for that block.

Parents are to pick up their children by 3:00 p.m. unless they are participating in Enrichment or involved in a chaperoned activity that extends beyond this time. Legacy administration expects all children to be off campus by 3:45 p.m. on Monday through Thursday, and by 3:00 p.m. on Friday if not involved in a chaperoned event, to avoid any penalties that may be applied.

Class Trip Attendance Policy As part of the required curriculum, all grades may participate in a class trip. The purpose of class trips is to enhance student life, encourage the development of peer relationships, and to complement the curriculum by taking students to places that will enhance their appreciation of history, science, or other subject areas. If scheduled for a given class, attendance is required. However, if a student is unable to attend the class trip, he or she will be required to be at school for regular school hours.

Co-Curricular Eligibility A precondition for participating in the co-curricular life of the school (athletics, fine arts, clubs, etc.) is class attendance. A student must be present for the academic day no later than 12 noon in order to participate in the day’s co-curricular events. Students who attend school all morning and check out for a previously scheduled medical appointment after 12 p.m. may participate in the day’s co-curricular activities.

College Visits Seniors and juniors are encouraged to visit colleges for which they are interested in seeking admission. Students who need to miss a day of classes must make arrangements through the College Counselor and follow these steps:

1. Prior to the day missed, a note from one of the student’s parents must go to the College Counselor stating the reason for missing school.
2. The College Counselor will give the student a College Day Score Card form. The student must get this signed by the college visited and return to Legacy’s College Counselor when the student returns to school.

Seniors will be allowed to miss a total of three days for college visits, juniors will be allowed two days. Students who miss classes for college visits must make up their schoolwork according to the academic planned absence policy. These absences are considered as a school sponsored function and not counted in the allowable absences for a given semester.

Excessive Absences Irregular attendance is disruptive to a student’s academic progress. Parents are asked to see that absences are held to a minimum and that they are due to legitimate, unavoidable circumstances. Attendance is

essential for academic growth. Legacy reserves the right to refuse credit to students who miss more than five (5) classes in the same subject in a semester. If a student misses more than five (5) classes in the same subject in a semester for excused or unexcused reasons or a combination thereof—the school will take action. Such action might include, but is not limited to, assignment to a supervised Study Class before or after school, loss of privileges such as field trip participation, or even loss of academic credit. The administration reserves the right to address each case individually and act appropriately. In the case of a prolonged, recurring illness, the school may require a medical explanation from the physician. In cases where the school decides that excessive absences are detrimental, a conference between school administration and the parents will take place to determine if the student is to earn credit in the subjects missed. Excessive absences for unexcused reasons may be reported according to state truancy laws. Students will be allowed to make up work missed during an extended excused absence in a reasonable amount of time, but unexcused absences will result in a zero on assignments missed including tests and papers.

Excused Absences Absence from school will be excused for:

1. Illness
2. Emergency family matters
3. Death in the family
4. Dental or medical appointment
5. Court appearance
6. Religious observance
7. Funeral
8. Graduation or wedding of family member
9. Family Discretionary Day

If the student is ill, the parent must contact the main office at (409) 924-0500 by 8 a.m. The day the student returns to school, one of the parents must send a note with the student that will be turned in to the main office to confirm the period of absence.

Family Discretionary Days Students will be allowed a maximum of five days of excused absences per semester and are limited in their scope and purpose to such things as family and/or educational trips. Family Discretionary Days must be pre-approved by the Director for Student Affairs. These days may not be taken during exams, standardized testing, or school-wide class field trips. These days will count toward the maximum number of absences a student is allowed per semester. Any days taken beyond the five days will be considered unexcused which will result in a major detention per day missed and zeroes on all missed assignments. All missed assignments will be due the day the student returns to campus. When using a Family Discretionary Day, students must make arrangements with their teachers to make up any missed tests, quizzes, or other in class assignments. Students will receive a zero for any missed assignment not made up according to this procedure.

Late Arrivals, Early Dismissals, and Tardies

Make-up Work Policies All work missed because of an absence must be made up to the satisfaction of the teacher. Depending on the nature of the assignment and the nature of the absence, students may be granted an extension of time in order to make up work which they missed during their absence or tardy.

- ***Due to Absence*** If a student is absent for one day and has a scheduled test, project, or paper due on that day, he or she should be prepared to take the test, turn in the paper, or present the project on the day he or she returns to school. If a student returns from an unplanned, excused absence the day a major assignment is due, the student needs to discuss the nature of the absence with the teacher and an extension may be granted at the discretion of the teacher. If the student has an unexcused absence on the day of a scheduled project/paper deadline or test, he or she will receive a zero on the assignment. A student who is absent for an extended period of time will be required to develop a plan with his or her teacher(s) for making up work.

- *Due to Athletic or Other School Event* A student who is aware of an athletic competition or other school-sponsored event that will cause him or her to miss part of the school day is responsible for keeping up with his or her schoolwork. Any work that is due during a period that the student will miss should be turned in BEFORE the class period or the teacher may count it late. Any tests that the student will miss should be taken ahead of time if at all possible. Otherwise, the student must work out an arrangement with the teacher ahead of time for making up the test. It is imperative that each student-athlete communicate with each teacher whose class he or she will miss at least a day ahead of time.
- *Due to Tardiness or Leaving Early* If a student misses a test due to arriving late or leaving early, he or she must make up the test during a Study Class or free period later in the day or after school. If a student arrives late to school, he or she must turn in that day all assignments due in the missed classes.

Absence

- **Physical Education Absence** A student must have a note signed by a parent or a doctor stating the reason the student may not participate in a P.E. class. If the student cannot participate for more than one day, the note should indicate approximately when the student may return to full participation. The note should also list the possible moderate activities in which the student might be able to participate. Under some circumstances students will be required to complete written assignments to take the place of physical activities missed.
- **Planned Absence** If a student has a pre-planned engagement or is planning to miss a day of school, the following steps must occur no earlier than one week prior to the absence:
 1. Student must submit a letter written by one of their parents stating the reason/s behind the request and the exact days of the absence.
 2. The letter must be signed by the Director for Student Affairs indicating approval. The letter will be kept in the student's permanent files.
- **Seniors** See below for the “STUDY CLASS GUIDELINES FOR SENIORS”
- **Unexcused Absences** Absences for any reason other than those listed in the “Excused Absences” section of this handbook are considered unexcused.

Tardies Students must arrive on time for all classes. Arriving more than 20 minutes late for any class may be counted as an absence for that class. Students arriving late are to:

1. Sign in with the receptionist in the main office.
2. Bring a parental note stating the reason for the tardiness. Tardiness will be excused for vehicle breakdowns and other reasons mentioned under “excused absences.”

Students entering school late or leaving school early must have parental approval and notify the Director of Student Affairs via a phone call or written note prior to the student being allowed to leave early. Students leaving campus early for any reason must sign out at the main office and have permission from the Nurse in case of illness.

STUDY CLASS GUIDELINES FOR SENIORS

Seniors who have a Study Class at the beginning of the day (1st Block) or at the end of the day (4th Block) may choose whether to attend or be absent. If the Study Class meets during the first block, the senior can decide to be absent (must remain absent for the entire block) and then arrive for his/her second block class. It is possible in some cases for a senior to have consecutive Study Classes during first and second block. He/she can once again choose to miss/make both or miss first block and attend second block (but cannot make first block and then miss second block). Everyone is required to attend Chapel, so seniors who have both first and second block Study Class MUST

attend Chapel and will not be allowed to leave campus after Chapel to miss the second block Study Class on Chapel days.

Some seniors will have a fourth block Study Class and the same guidelines will be enforced. In this case they will either leave campus after the third block class is over or choose to stay. If a senior decides to be absent for his/her fourth block Study Class, he/she must leave immediately after third block is over and remain off campus until Enrichment or supervised extra-curricular activities begin.

In some cases a senior may have both a third and fourth block Study Class. Once again he/she can choose whether to attend/miss both or stay for third block and then leave when the fourth block Study Class begins. Seniors cannot miss third block and then arrive on campus for the fourth block Study Class. If a senior chooses to miss a fourth block Study Class, he/she can choose to attend after school Enrichment but must wait to arrive on campus after fourth block is completely over. Seniors with just a second or third block Study Class or both a second and third block Study Class must stay on campus.

Seniors must sign in when arriving on campus and sign out when leaving campus if a Study Class is skipped. The freedom of choice is forfeited for an entire six weeks grading period if a senior falls below a 70% at any six weeks or semester grading period in any class, which means that for a senior who is failing, attendance in Study Class becomes mandatory for the following six weeks grading period.

CODE OF CONDUCT

Disciplinary Infractions: Levels and Examples

Level-One Disciplinary Infractions: Legacy works with the idea that there are three levels of disciplinary infractions. A Level-One Disciplinary Infraction typically results in a Detention Hall (Silent Lunch for Middle School students) or Work Hall but could lead to more severe consequences depending on circumstances. Level-One Disciplinary Infractions include, but are not limited to, the following:

- Any violation of the school's uniform policy.
- Repeated lateness to school.
- Being late to a class or another school obligation.
- Chewing gum.
- Talking or being disruptive in class, Study Class, or Chapel.
- Inappropriate or foul language.
- Any violation of the school's parking rules and regulations.
- Any other violation of a school rule or procedure.

Level-Two Disciplinary Infractions: More egregious violations of school rules, or repeated violations of school rules, are viewed as Level-Two Disciplinary Infractions and typically result in one or more "Saturday School Work Days." Level-Two Disciplinary Infractions include, but are not limited to, the following:

- Leaving campus without permission.
- Skipping a class or other school obligation
- Disrespect to a member of the School community.
- Use or possession of tobacco on campus or at any school-sponsored activity.
- Failure to fulfill a Detention Hall in the time allowed.

Level-Three Disciplinary Infractions: The most egregious disciplinary infractions are considered Level-Three Disciplinary Infractions and typically lead to Out-of-School Suspension and Disciplinary Probation but could also

lead to Expulsion, depending on the circumstances. Level-Three Disciplinary Infractions include, but are not limited to, the following:

- Any violation of the Legacy Christian Academy Honor Code, including, but not limited to, cheating, lying, or stealing.
- Gross disrespect to a member of the School community.
- Fighting
- Use of tobacco and use of alcohol or illegal drugs on or off school property
- Hazing, bullying, harassment, intimidation, or any behavior that makes another member of the community feel threatened or unsafe- physically or emotionally.
- Vandalism or defacement of school property.
- Possession of weapons, matches, knives and lighters on campus.
- Sending or posting electronic messages, images, or photographs that are abusive, obscene, or sexually oriented on or off school property (sexting).
- Any disruption or obstruction of daily operation, teaching, administration, disciplinary proceedings, public functions or other school activities- e.g. bomb threats, false activation of fire alarms, false calls to dispatch emergency assistance or to 911.
- Repeated Level One and/or Level Two Disciplinary Infractions.

Disciplinary Infractions-Specific Consequences

Detention An instructor sending a student to detention will inform the student of the detention and ask the student to sign a slip that may be sent home to the parents with the reason for the assigned detention. Detention is held Tuesday, Thursday, and Friday mornings from 7-7:40 a.m. Students should report to the office where the supervising teacher will meet students and they will be led to that teacher's room. Students arriving late to Detention should check in with the teacher in charge of the detention to show a good-faith effort to be there and then plan to attend the following scheduled detention.

Students have five school days from the time they are issued a Detention to serve it. Students who fail to serve Detention within the allotted time limit will be assigned Saturday School Work Day and/or other duties. Students are allowed three Detentions per semester. After the third, they will receive automatic Saturday School Work Day for each subsequent Detention that semester. If a student receives a fifth Detention, a family meeting with the Director for Student Affairs is required. And disciplinary action consistent with Level Three of Disciplinary Infractions will be implemented.

Saturday School Work Day Saturday School Work Days are held as needed each month, and students must serve Saturday School within a month of the issuance date. Saturday School Work Day is four (4) hours in length and is held on Saturdays from 8:00 a.m. to 12:00 noon. Students and their parent or guardian will be involved in Campus clean-up work or other tasks as assigned by the Director for Student Affairs.

Silent Lunch Students receiving Silent Lunch will report to the supervising teacher's classroom immediately after the last bell prior to lunch. If ordered, the student's lunch will be delivered to the classroom.

Behavior Contract A behavior contract is a contract between a student and the school which spells out specific standards that must be upheld in order for a student to continue their education at Legacy.

Suspensions Students receiving a suspension will not be allowed to participate in any on campus co-curricular events or represent the school in any manner during the term of his/her suspension. Students who have been suspended may not reenroll in Legacy until the school year has been completed satisfactorily. If a senior is required to serve a suspension after application materials have been sent to colleges, the school may send a letter to the college(s) informing them of the change in the student's status. Additionally, the school may request that the student write a letter of explanation and/or apology to the college(s).

Expulsion/Withdrawal A student who commits a major disciplinary infraction or repeatedly refuses to live up to the standards of Legacy Christian Academy may be asked to withdraw. A student who is expelled will not be allowed to reapply for admission.

Immoral and Illegal Activities Legacy reserves the right to evaluate situations regarding student issues of morality and participation in illegal activities on a case-by-case basis. These situations include, but are not limited to, issues related to pregnancy; abuse; sexual activity; immoral use of electronic devices; sexting (words or images); pornography; inappropriate solicitation; abortion; harassment; and the use of alcohol, tobacco, illegal drugs, etc. A redemptive approach is considered if a student and his/her family exhibit repentant and humble hearts and if administratively determined that continued enrollment is in the best interest of the student and the Legacy student body.

Possible requirements for continued enrollment may include, but are not limited to the following. The student...

1. is willing to meet with pastoral counsel on a regularly scheduled basis.
2. has parents who are cooperative with LCA and supportive of its expectations.
3. is willing to meet with an LCA faculty member on a regular basis for a specified number of weeks or months in which the faculty member will require specific scripture reading, journaling, accountability, etc.
4. is willing to sign a contract with LCA requiring specific elements of cooperation of the student and parents. This agreement can be cancelled at any time by LCA if the elements of the agreement are not fulfilled. Failure to meet the conditions of this agreement can result in suspension or termination of enrollment.
5. is willing to undergo necessary testing or ongoing random testing with results sent to the school if requested by LCA administration.
6. is willing to provide legal disclosure as needed and requested by LCA administration.
7. is willing to be homeschooled for a specified period of time in which the student completes lessons assigned by LCA staff and lessons are returned to LCA for grading and academic credit if deemed necessary by school administration.
8. is willing to pay an additional fee assessed to the family to compensate the LCA staff for their time to assist the student in the items described in #3 and #7 above.
9. is willing to agree that LCA may set limitations regarding student requests.
10. is willing to agree that LCA may require a physician, counselor, attorney, or legal authority's opinion regarding continued attendance at LCA. If continued attendance is not advised, the LCA administration will provide guidance that will assist the student and parents with further education.

Reenrollment, probationary periods, graduation status, and participation in commencement exercises will also be considered on a case-by-case basis.

Campus Boundaries Other than leaving for approved reasons, all students must remain on campus during the school day. During the school day, students may not go into the parking lots or athletic fields. High School students may not go to their cars unless given permission by the Director for Student Affairs.

Classroom Expectations in Behavior Though each teacher may provide the students with additional classroom responsibilities, there are certain expectations in each classroom:

1. Students should be on time and fully prepared for class. This means that students should not need to go back to their lockers for a book, notebook, pen/pencil, homework assignment, etc.
2. Proper respect should be shown to other students and adults. Listen without speaking when another person is speaking. Never belittle another student for an opinion, question, or answer.
3. Refer to all adults with the proper title: Mr./Mrs./Ms./Miss/ Dr. Respond respectfully to questions from adults with “Yes, sir,” “Yes, ma’am,” “No, sir,” or “No, ma’am.”
4. Show proper respect for all property. Whether it is another student’s personal property or the school’s property, proper respect should be paid to everything that does not belong to you. Show proper respect for the facilities. Never write on desks, tables, walls, lockers, etc. Do not adjust thermostats, windows, blinds, etc., without being directed by a teacher. Pick up papers and trash both in the classroom and anywhere on the school grounds; take pride in your school and all of its facilities.
5. No food or drink except for water is allowed in the classroom. Chewing gum is not allowed on the campus.

Computer Use Policy The computer labs contain computers for student use. Before using any school computer, students must read, sign, and return the Acceptable Use Agreement. Violations of the Technology Acceptable Use Policy may include restriction of a personal account, loss of privileges to use the system at all, and/or disciplinary action. State and federal laws also apply to certain activities involving telecommunication technologies and would be reported to proper authorities when deemed necessary. The Acceptable Use Agreement is distributed to each student at the beginning of each school year and needs to be signed and returned to the school before students can have access to the school computers.

Under the Agreement, students are called to uphold all intellectual property and copyright laws and to recognize that:

1. Computer software is copyright protected. This means students cannot make or use illegal copies of software.
2. Tampering with another student’s work is prohibited.
3. Personal passwords must be kept completely private and secure.
4. Students will be expected to inform the Computer Teacher or an administrator of any privacy or security problems they see.
5. Students should know that all personal files stored on the school’s network are subject to inspection and/or deletion.

Technology Acceptable Use Policy

For Middle School and High School Students

The following Technology Acceptable Use Policy, which provides guidelines for students on the ethical use of telecommunications technologies at Legacy Christian Academy, must be read and signed by each student. These guidelines apply to the use of all telephones, video and audio equipment, computers, and the Internet. By signing the Technology Acceptable Use Policy, students agree to abide by the policy.

(1) Legacy Christian Academy students are personally responsible for anything posted on their accounts and must not allow anyone else to use their account. All users will have a user ID and password to access their account and should not reveal the ID or password to anyone else or allow anyone else to use their account after personally signing on. Students are not allowed to join in chats unless they have a teacher’s permission to do so as

part of legitimate class activities. Users should never reveal personal information over the Internet and are encouraged to bring any questions or concerns about Internet materials to a teacher or administrator.

(2) Accessing the accounts and files of others is prohibited. This rule applies to all Legacy data and networks. Users are expected to make no effort to bypass systems and procedures that protect individual user's material. Taking advantage of another user who inadvertently leaves a computer without logging out is no different from taking something from someone's locker or desk, reading a personal letter, or destroying someone's personal property.

(3) Attempting to subvert network security, impair network function, or bypass a restriction is prohibited. Users are to respect the need for security and confidentiality of electronic material. The school has information stored electronically that is not open to the public and is limited to certain users. Users are to make no efforts to bypass security systems or to gain access to information to which they have no rights.

(4) Improper use or distribution of information is prohibited. All intellectual property (books, software, music, etc.) obtained through research on the telecommunications networks and then used in academic work are to be properly documented. There shall be no copyright violations. If there are any questions about what constitutes a violation, consult with a teacher, a librarian, or a member of the technology support staff.

(5) Using the Legacy network and its content for personal, political, illegal, or commercial purposes is prohibited. All of Legacy's telecommunication facilities are for academic purposes and for school-related communication. Students may not offer, provide, or purchase products or services through Legacy's Internet access. If you are in doubt about whether a particular activity is acceptable, check with the technology support staff.

(6) School rules and disciplinary procedures regarding behavior such as harassment, obscene language, plagiarism, racism, etc., are applicable for all Legacy telecommunication use. Users are held accountable for material on their accounts.

(7) Use of the Legacy Christian Academy telecommunication technology systems is a privilege and not a right. Use of network resources may be tracked by the system administrator for activities that degrade system performance. In cases where use of the system appears to be excessive, individuals may be required to decrease usage or on-line time.

(8) Students using the LCA's telecommunication technologies are representatives of LCA and are expected to behave according to our Code of Conduct.

(9) All users of LCA's telecommunication technologies should be aware that some of the material on the Internet is objectionable. Accessing information of this sort is prohibited. This includes pornography, vulgarity, gambling, racist or militant extremist material, etc. Parents should also review their own personal expectations for Internet use with their children just as they do concerning printed material, television, or films.

(10) All of the school telecommunication technology, including voice, video, and data lines, is the property of Legacy Christian Academy. Legacy will respect the privacy of all users as much as possible. However, the school is responsible for investigating possible violations and for enforcing prescribed rules for technology use. All users should remember that Legacy reserves the right to monitor any information stored in or transmitted through school systems.

(11) Legacy makes no guarantee as to the security of data stored on its network. While reasonable attempts to maintain data backups will be made, students should keep separate copies of important files (USB memory keys are highly recommended).

(12) Student computer files will be erased at the end of every school year. Legacy also maintains the right to limit the storage space available to users.

Dress Code Appropriateness of overall appearance will be left to the discretion of the administration. The Administrators and Director for Student Affairs reserve the right to address inappropriate appearance that may not fall precisely within the dress code requirements. Students are expected to meet the dress code at all times. The

students' dress should reflect pride in their school and respect for themselves. Enforcement of the dress code, like all other disciplinary matters, is based on cooperation between students, parents, and the school. The school, however, is the final authority on dress code and other discipline issues. If, in the opinion of the school, a student's dress is inappropriate, a parent may be called and required to bring an acceptable outfit to the school.

All clothing should be clearly marked with the student's name. The school cannot be responsible for articles left at the school. Unclaimed clothes will be put in "Lost & Found" in the gym. Clothes not picked up by the end of each semester will be used for other purposes at the discretion of the school.

Chapel Dress Uniforms The following clothing is considered acceptable for Chapel Day or other important days when the school requires "standard dress uniform" or "chapel wear." Such days may include, but are not limited to funerals, days when school is receiving special visitors, or days when students are representing our school at community functions. Only a plain white t-shirt or white camisole is to be worn under uniform and/or dress shirts.

1. Required Girls Chapel Dress Uniform:
 - a. Plaid Pleated Skirt (minimum length is 2" above the top of the knee)
 - b. White monogrammed button-down blouse (short, long or $\frac{3}{4}$ sleeve)
(Note: only Parker $\frac{3}{4}$ sleeve blouse may be worn out-tucked under vest)
 - c. Navy 'spanky' or bike-style shorts are optional wear under skirt
 - d. Options to Chapel Dress for girls: Navy monogrammed sweater, Navy Monogrammed zip-up fleece.
 - e. Monogrammed sweater vest
2. Required Boys Chapel Dress Uniform:
 - a. Khaki pants (flat front or pleated)
 - b. White monogrammed button-down oxford shirt
 - c. Belt
 - d. Options to Chapel Dress for boys: Navy monogrammed vest, Navy monogrammed sweater, Navy monogrammed zip-up fleece.
 - e. Sweatshirts and hoodies are not allowed on Chapel Days.

Campus Wear All students shall be required to wear "Campus Wear" on all days except Chapel Days and Casual Days. Campus wear is optional on Casual day. Campus Wear may be purchased from the vendor of your choice, but must meet the design and color requirements and meet the guidelines as follows:

1. **Girls Campus Wear:**
 - a. Khaki Skirt (minimum length is 2" above the top of the knee)
 - b. Plaid Pleated Skort (Parker)
 - c. Plaid Straight/Flat Front Skort (Parker)
 - d. Khaki Pants
 - e. Monogrammed Polo shirts: white or navy
 - f. Navy monogrammed pullover sweater and/or vest
 - g. Navy monogrammed zip-up fleece
 - h. Navy monogrammed pullover sweatshirt, hoodie, or zip-up sweatshirt
 - i. Solid colored coordinating leggings
2. **Boys Campus Wear:**
 - a. Khaki Pants or Shorts (no cargo or painter's pants, no drawstrings knee or waist)
 - b. Monogrammed button-down oxford shirts: white, light blue, or white/blue stripe
 - c. Monogrammed polo shirts: white, navy
 - d. Navy monogrammed pullover sweater and/or sweater vest
 - e. Navy monogrammed pullover sweatshirt, hoodie, or zip-up sweatshirt

- f. Navy monogrammed zip-up fleece
 - g. Long sleeve monogrammed polo
3. **Senior Privilege:**
Seniors have the option of wearing a monogrammed red polo shirt. This option is reserved for seniors only.
4. **Miscellaneous Information for Everyone:**
- a. Button-down oxford shirts must be tucked in. Polo shirts may be worn untucked.
 - b. Belts must be worn with all clothing that has belt loops.
 - c. Traditional beige colored khaki is to be worn (no green khaki, brown khaki, or bleached khaki).

Casual Wear On Fridays and/or other days set by the Student Council; students are free to make independent clothing choices which conform to the following guidelines:

1. **Modesty:** All clothing must follow Biblical guidelines for modesty.
2. **Shirts:**
 - a. Polo shirts, T-shirts, button-down shirts and sweatshirts may be worn
 - b. No tank tops or halter tops may be worn.
 - c. Tops must be modest and show no cleavage, underwear, or midriff at any times.
 - d. Shirts cannot be sheer or see-through
 - e. No shirt can have logos or designs which violate Biblical morality standards (e.g. advertising sexual immorality, alcohol, tobacco, ungodly lifestyle-which includes people/groups/organizations, etc.)
 - f. All shirts must be buttoned to the point where no cleavage shows.
 - g. Sweatshirts: may have hoods, but hoods may be used only when outdoors.
 - h. Sweaters and sweatshirts: must extend below waistband of pants/skirt tops and not show midriff when arms are raised.
3. **Pants:**
 - a. Pant and jean styles can be any color, with or without pockets.
 - b. All pants must be appropriately sized for waist and length and worn at the waist.
 - c. No sagging or slabbing is permitted.
 - d. No pants with holes, slits, rips, tears, intentional cuts, or manufactured cuts/holes or excessive fraying or “distressing” can be worn to school.
4. **Shorts:**
 - a. Boys’ shorts can be any color, with or without pockets.
 - b. At no time can underwear or top of buttocks show out of top of shorts or bottom hem of shorts.
 - c. All shorts must be appropriately sized for waist, hips and length, and must be worn at the waist. Short length should not extend beyond the knee.
 - d. No sagging or slabbing is permitted.
 - e. No shorts with holes, rips, slits, tears, intentional cuts, or manufactured cuts/holes or excessive fraying or distressing can be worn to school.

Accessories and Optional Wear:

1. **Monograms:** If you purchase chapel or campus wear from stores other than Parker Uniform Company, you must have items monogrammed using the same font, color or thread, letter size and monogram design as used by Parker. All monograms will be placed on the left breast position. This information will be available in the office, as well as a list of local vendors offering monogramming.
2. **Outerwear:** While in the school building or gym, students must wear designated monogrammed outerwear previously mentioned. If inclement weather requires heavier coats or jackets, they may be only worn

outdoors and must conform to biblical principles of modesty and morality. Earned “Lettermen” jackets of Legacy or Cathedral are approved.

3. Team wear: All designs for team shirts, T-shirts, and sweatshirts must follow Legacy guidelines and be approved by administration before produced or worn. Designated approved “team wear” may be worn on Fridays and/or Team Spirit Days pre-approved by the school’s administrator.
4. Warm-ups and Windpants: These may be worn in the classroom only if they are part of a team uniform or expected team wear on a Friday. The entire team must be clothed in the same outfit on the specific day.
5. Shoes: No flip-flops or sandals are to be worn with uniforms. Students must wear closed-toe shoes on science lab day. Students are required to wear shoes at all times while on school property. On Casual Dress Friday, students may wear flip flops. At no time should a student wear any shoe indoors that is or could be damaging or destructive to the school flooring (e.g. cleats).
6. Hair: All hair should be well groomed, neat, and held back out of the eyes. Boys’ hair on the side of the head should not exceed the bottom of the ear. Hair on the back of the head should not grow past the collar. Hair on the front of the head should not extend below the eyebrows or hang in the eyes. No hairstyle involving shaving of the scalp will be allowed. Side burns are permissible for boys as long as they do not exceed the bottom of the ear. Any other type of facial hair is not permissible. Painted or excessively dyed hair is not acceptable.
7. Headwear: No headwear of any type (caps, hats, handkerchiefs, headbands, etc.) shall be worn during school hours by boys. Girls’ hair accessories must match the school uniform.
8. Skirt length: Minimum skirt length is two inches above the top of the knee.

Unacceptable Appearances and Clothing:

1. Gang, Cult, Witchcraft, Demonic or Gothic Wear: No clothing choices which may be construed as gang, culty, demonic, or gothic related can be worn at any time while on the school campus or while representing the school off-campus. This means no chalky white facial foundations or powders or black lipstick can be worn. No cult, gang, demonic related signs or symbols can be worn on any piece of clothing or any exposed part of the body at any time. This includes jewelry and other accessories. No caps, hoods, head wraps, handkerchiefs, shirts or T-shirts representing, depicting or advertising any group which participates in the aforementioned activities may be worn. All interpretations of this rule shall be determined by school administration.
2. Body Piercings, Earrings, and Tattoos: Girls are allowed to have pierced ears and wear earrings to school. Boys are not allowed to wear earrings on school property or while representing Legacy Christian Academy in any way as a participant in a co-curricular activity. No nose, tongue, lip, eyebrow, or other piercing or body rings can be worn on school property or while representing Legacy Christian Academy in any way as a fan or as a participant in any school activity. Tattoos must be covered at all times while on school property or while representing Legacy Christian Academy in any way as a spectator or as a participant in any activity. If tattoos are not covered by clothing, they must be covered with a bandage.

Where to Purchase Uniforms:

1. A complete list of required and optional uniform items is available in the main office. It is recommended that uniforms be purchased at Parker Uniform Company, located in Houston, Texas, or purchased on-line at www.parkersu.com. Clothing may also be purchased from other vendors so long as it meets the standards of design and color, and bears the appropriately placed and designed Legacy Christian Academy monogram. Legacy’s Web ID code for Parker Uniforms is: HO011403.
2. If you purchase Chapel or Campus wear from stores other than Parker, you should pay careful attention to the monogram. Monograms from other stores must use the same font, color of thread, letter size and monogram design as used by Parker. All monograms will be placed on the left breast position. This

information will be available in the main office, as well as a list of local vendors offering monogramming. Monogramming on Casual wear is not required to meet the same font, color of thread, letter size and monogram design as used by Parker.

Dance Dress for Middle School and High School:

Legacy students and their dates will be expected to dress modestly for dances. Students showing up at a dance with inappropriate clothing will be asked to leave. Extremely bare backs, low fronts, and bare midriffs are not acceptable. Thin straps and dresses with no straps are permissible if the overall outfit is modest. If there are any questions about the acceptability of an outfit, students should bring the outfit to school for consultation with administration.

P.E. Uniforms P.E. uniforms consist of a Vegas gold, Legacy t-shirt and hunter, dark green shorts. The uniform can be purchased at Mark's T-Shirts. Appropriate warm-up suits may be worn for P.E. during cool weather months. Appropriate athletic shoes and white athletic socks are also required.

Electronic Devices Students may bring academic electronic devices such as calculators, dictionaries, translators, lap top computers, etc. if they are necessary for their classes. Students may have cell phones, CD/MP3 players, pagers, iPods, PSP, etc. on campus, but they must be turned off and concealed/out of sight during the school day (7:50-2:50). These devices will be confiscated by faculty/staff if at any time they can be seen or heard during school hours. Confiscated material will be turned in to the Director for Student Affairs. The student will lose the possession of the device for the rest of the school day. On the first offense a fine of \$20.00 is to be paid before the device is returned to the student. On a second offense by the same student during the school year, a \$30.00 fine will be paid and the student will serve a detention at the discretion of the Director for Student Affairs. On a third offense and every successive offense a \$40.00 fine will be paid and a Saturday School Work Day must be served at the discretion of the Director for Student Affairs. This policy covers every electronic device that in the opinion of administration does not contribute to a positive educational experience at Legacy Christian Academy. The phone in the school office may be used if a student needs to either receive or make a call during school hours.

Harassment Policy Harassment of students by other students or by employees of Legacy Christian Academy is contrary to Biblical teaching and violates federal law. Harassment is defined as speech or conduct which is severe or pervasive enough to create a hostile or abusive environment and will not be tolerated. Harassment includes sexual harassment, verbal or nonverbal bullying, and cyber-bullying. Legacy will not tolerate harassment of students or employees based on race, color, sex, national origin, religion, age, or disability. Any student who feels he or she is a victim of harassment should immediately report the incident to an administrator and their parents or guardian. School authorities will investigate all such reports immediately. Civil authorities will handle criminal charges. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion for students or termination for employees. All such reports will be handled discretely to maintain confidentiality in order to protect the student making the report. However, it should be understood that the school is required by law to report any incidents of child abuse to the appropriate state agencies. If a student has concerns about the nature of any conduct or physical contact by an adult employee of LCA, by a fellow student, or by a member of the public, the student is encouraged to report this conduct to an administrator as well as to discuss the concern with his or her parents or guardian. Examples of harassment include: Obscene or suggestive remarks or jokes, verbal abuse, insults; display of explicit, offensive or demeaning materials; physical or verbal hazing; threats; comments which are demeaning with respect to race, religion, ethnic origin, gender, sexual orientation, class, age, or disability.

Sexual Harassment Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, or making improper sexual comments, thereby creating an intimidating, hostile, or offensive educational environment.

Cyber-Bullying Cyber-bullying, like sexual and other forms of verbal or nonverbal harassment will not be tolerated at Legacy Christian Academy and will result in disciplinary action. Cyber-bullying is the practice of using technology to humiliate, threaten, or intimidate another person. Using a computer or cell phone for the purpose of cyber-bullying is not acceptable.

Honor Code

Legacy Christian Academy pursues the training and development of its students in three fundamental areas: Christ likeness, academics, and in character. The Honor Code is especially designed to focus on character development. It is expected that each student will make a personal commitment through adopting the following pledge:

I do solemnly pledge my honor that as long as I am a member of Legacy Christian Academy, I will faithfully uphold the principles of the Honor Code, will cherish and guard its traditions, and will respect and observe its requirements. I make this pledge in view of God and the pledges of the students and faculty, which signifies our mutual Trust and Resolve to keep our honor secure.

By pledging this Honor Code, students promise not to lie, cheat, or steal.

Lying At Legacy we believe that a person's word is his or her bond. Lying is providing false information with the intent to deceive. Examples of lying: providing specific but incorrect information in order to avoid punishment, telling falsehoods to implicate or exonerate a fellow student, or embellishing the truth with the intent to deceive.

Cheating Cheating is giving or receiving unauthorized or improper assistance on any assignment. Any action that defeats the purpose of the assignment, whether there is intent to deceive or not, is considered cheating. Plagiarism is a form of cheating.

Stealing We expect everyone within the Legacy community to respect the school-owned equipment, materials, and supplies as well as each other's personal property. Stealing includes not only taking someone else's personal property, but also borrowing either school property or someone else's personal property without permission.

Expectations of the Honor Code

Recognizing that students often emulate behavior more than words, the Legacy Board, administration, faculty, and staff agree to model the principles of the Honor Code in their lives and to support the Honor Code. The administration, faculty, and staff are responsible for consulting with the Director for Student Affairs concerning any violation of the Honor Code.

The Honor Code will fail if only the administration, faculty, and staff seek its enforcement. The students must care enough about their peers and about their school to take responsibility for enforcing the Honor Code. Reporting an honor violation does not destroy a fellow student's life; rather, it presents the person with the opportunity to learn from his or her mistake and to build stronger moral character. If students choose to ignore Honor violations, the Honor Code will ultimately fail. If students support the Honor Code, they will be able to take tremendous pride in the high standards of Legacy Christian Academy.

Consequences for Honor Code Violations

The following will be used as a guideline by the Director for Student Affairs to determine the consequences of Honor violations. The Discipline Committee reserves the right to modify consequences if a majority feels that the circumstances of the case merit modification. All offenses committed while a student is enrolled in High School are cumulative and will be considered by the Committee and counted as a first, second, or third offense. Offenses committed as a Middle School student do not carry over to a student's High School record.

First Honor Offense

Cheating (including plagiarism)

1. Maximum 1 day suspension.
2. Additional detention and/or community service depending on the circumstances.
3. Either a 0 on the assignment or the opportunity to retake the assignment for 70 percent credit.

Lying

1. Maximum 1 day suspension.
2. Written apology.
3. Additional detention and/or community service depending on the circumstances.

Stealing

1. Maximum 1 day suspension.
2. Written apology.
3. Additional detention and/or community service depending on the circumstances.
4. Restitution for the stolen property.

Second Honor Offense

1. Maximum of 3 day suspension
2. Meeting with the parents and Director for Student Affairs to discuss conditions for the student's continued enrollment.

Third Honor Offense

Expulsion

Any Honor violation places a student on probation for the remainder of his or her Legacy High School career, meaning the consequences of any major disciplinary violation will carry expanded penalties.

Litter Litter, or lack thereof, directly reflects the pride students take in their school. Students should go beyond simply not littering and should take responsibility for picking up any trash they notice lying around campus, the hallways, bathrooms, and other areas of the school.

Lockers Lockers are the property of Legacy Christian Academy and are subject to search at any time. Students are responsible for keeping the inside and the outside of their lockers clean. Students are not allowed to write on their lockers, apply stickers to their lockers, or attach or post anything on the outside of their lockers unless special permission is given by the Director for Student Affairs. Due to limited space in lockers, paper lunch bags or flexible insulated bags are recommended. Students can eliminate storage problems in their lockers by carrying their books with them throughout the day in some type of book bag and by making their gym bag a plastic grocery bag or small clothing drawstring bag. No property is allowed above the lockers. Student property found on hallway floors may be confiscated. Student names should be written clearly on all items stored within lockers. Students should never enter the locker of a classmate in order to "borrow" another student's possession even with the intention of returning it later. This "borrowing" is considered a violation of the Honor Code. Any student who has something taken from his or her locker should notify the Director for Student Affairs or a teacher as soon as possible.

Lunch Policies Students are required to eat lunch on campus in designated, supervised areas. These areas include the gymnasium and, for high school students, outside on school picnic tables. Students have the option of bringing their own lunch from home or ordering from one of the approved, contracted restaurants. Students wanting to purchase catered lunches must place their orders between 7:15 am and 7:40 am each morning. Sodas and snacks can be purchased in the foyer of the gym. No glass containers should be brought to school. Students are responsible for

picking up and throwing away all trash on and around the area in which they are eating. A small group of students will be chosen each week on a rotating basis to clean the gym.

Skipping Class Skipping a class is strictly prohibited. A student skipping class will receive Saturday School(s). If the student skips a class in order to avoid a project deadline or test, he or she will receive a zero on the assignment. A student will be sent to the Director for Student Affairs in the event of a second class cut which may result in stronger disciplinary action, including expulsion.

EMERGENCY PROCEDURES

In the event of an emergency during the office hours of 8 a.m. to 4 p.m., contact the school office by calling (409) 924-0500. If your phone number has changed, or you believe your number is missing from our list, please notify the Registrar with your updated information.

Fire/Tornado Drills Fire and/or tornado drills will be conducted periodically throughout the year. Students should remain calm and orderly and follow directions from faculty members.

Severe Weather and School Closings In the event of inclement weather, parents and students should tune to the appropriate television and radio stations. School officials will make every effort to have an announcement on KFDM TV Channel 6, KBMT TV Channel 12 and KBTW Channel 4 by 6:30 a.m. Announcements may also be made on radio AM560 KLVI, Magic 102.5, and AM1340 KOLE. Please listen carefully for instructions about whether the school will open at the regular time, open late, or be closed. RenWeb notices may also be available depending on circumstances.

FACILITIES POLICIES

Circulation of Materials for Students Student check-out period for library books is four weeks. One renewal period is allowed. Reference material and current issues of magazines and newspapers may not be removed from the library, except by permission of the librarian. Should an item be lost or damaged, the replacement cost of that item will be charged to the person who checked out the item. Because we try to purchase library-bound books, and spend considerable time processing the books, we prefer to collect the replacement fee in lieu of a trade copy purchased locally. All student fines and charges must be paid prior to receipt of yearbooks, report cards, and/or request for permanent records.

Copyright Policy Legacy obeys federal copyright laws and respects the intellectual property of authors, composers and other copyright owners. This obligation applies equally to Legacy staff, faculty members and students.

Lost and Found The lost and found is located in the main office and in the gym. Students should check for missing items regularly. Legacy will gather up unclaimed items at the end of each semester and dispose of them as deemed appropriate.

Parking Students must register their cars with staff in the main office and park in their assigned space in the designated parking lot. A student who registers his/her vehicle will be given a parking sticker that will identify the car. Students driving on campus must be aware of their responsibility for the safety of the Legacy community. Students may forfeit their parking privileges by driving recklessly or dangerously. It is the responsibility of the student to inform the school if his or her driver's license has been revoked or suspended. The school reserves the right to limit the amount of student parking on campus in the event that parking needs exceed parking spaces.

HEALTH AND MEDICAL PROCEDURES

Blood Borne Pathogens Students should be aware of the danger of pathogens carried in blood and should make every effort to avoid contact with another person's blood. Students must immediately report any incident of blood or other potentially infectious materials to a faculty member.

Emergency Care There are three Automated External Defibrillators (AEDs) located on campus. Two will be permanently located in strategic spots on campus while the third AED will remain mobile for off campus activities.

First Aid and Student Medical Emergencies All injuries should immediately be reported to the nurse's office, a faculty member, or an administrator. Faculty/Staff must complete in a timely fashion all required forms and submit to the campus nurse. Students at Legacy should be aware of the blood-borne pathogens policy at all times in the administration of aid.

Infirmery Legacy employs a part-time Registered Nurse who is available in and around the lunch time during the middle of the school day. She provides hearing, vision and spinal screening according to guidelines provided by the State of Texas. She also seeks to educate our staff and student body on current health related issues, sometimes spending time in the classroom. The services available to your student in the infirmery include basic first aid for injuries sustained while attending school, assistance with medication administration as directed by parent/MD and physical assessment/comfort measures when a child feels ill while at school. You will be called to take your child home in the event that he/she has a fever of 100 degrees or higher, or in the case of vomiting or repeated diarrhea. Students must be fever free for 24 hours without the use of medication before being allowed to return to school.

Medication Policy Whenever possible, it is preferred that medications not be used during school hours. If a condition necessitates use of prescription medication during school hours or if non-prescription medication is to be kept in the nurse's office to be used by the student as needed, please observe the following policy:

1. Students are not allowed to have medication in their possession on school grounds.
2. Narcotic pain medication may not be used during school hours and is not permitted on school grounds.
3. Medication will only be administered with written permission from the parent and/or physician (per these policy requirements).
4. For school administration of prescription medication, the following will be required:
 - The Prescription Medication Permission Request form filled out and signed by parent, guardian, or physician
 - OR
 - Note from the physician indicating the name of medication, amount/time to be administered, and duration if known
5. For school administration of non-prescription medication, the following will be required:
 - Over-the-Counter Medication Permission Request form
 - OR
 - Note from the parent indicating the name of medication, amount/time to be administered and duration if known
6. Medications must be brought to the school in the container in which they were dispensed by the pharmacist or the physician. Over-the-counter medication must be in a brand new, unopened container.
7. Anytime there is a change in a prescription, (i.e. how it is to be taken or a change in dosage) a form stating the changes is required.
8. All medication is kept in a securely locked cabinet in the nurse's office.
9. Medications will only be given as instructed on the prescription label or on the non-prescription container.
10. At the end of the school year, parents must pick-up the unused portion of their student's medication. The medication must be picked up within five business days following the last school day. All medication not picked-up within five business days will be discarded.

Physical Examination Policy All new students must have a completed Physical Examination Form on record at the school by the first day of classes. The physical examination must have been made within 12 months prior to the beginning of the school year. Immunization records must be provided and complete according to Texas state requirements prior to the first day of school. In addition, all students in grades 6-12 who wish to try out and participate in sponsored interscholastic athletic programs must have a physical performed every 12 months. A physical examination form should be on file in the nurse's office prior to practice in any sport. Physical examinations for athletic activities will be good for one year from the date they are done. Physicals must be completed after April 1 if the student is to be eligible for all athletic activities throughout the year. Although Legacy does not require an annual medical examination by a physician for the remainder of the students, the school strongly recommends that such an examination be given every one to two years to every child to insure adequate medical

attention to the physical growth and development which changes rapidly among the age groups served by Legacy Christian Academy.

Should You Send Them To School? It is often difficult for parents to know whether their children are too sick to attend classes. Here are some general guidelines covering common complaints.

- Fever measured orally is above 100 degrees- Home and possibly to the doctor
- Vomits within last 24 hours - Home
- Infrequent diarrhea -School
- Ear infection, no pain - School
- Minor cold (runny nose, cough, sneezing, sore throat) - School
- Cold sores - School
- Strep Throat - School after 24 hrs medication
- Undiagnosed skin rash - To doctor
- Untreated eye infection - To doctor
- Flu (body aches, fever, headache) – Home and possibly to the doctor
- Vague “I don’t feel good” symptoms – School

MISCELLANEOUS

Conflict Resolution On occasion, questions or conflicts arise that need to be addressed. Knowing whom to go to with these questions and conflicts helps facilitate resolution. Note the proper order for resolution of questions and conflicts in the following areas:

Curriculum: Teacher, Department Chair

Student performance: Teacher, Department Chair

Discipline: Teacher or Coach, Director for Student Affairs

Sports: Coach, Athletic Director

Daily operations of the school: Assistant Director or Director (Head of School)

Counseling and Guidance

Personal Teachers along with the Director for Student Affairs are available to work with students who are facing challenges. These range from simple matters of decision making or adjusting to a new school to issues involving family relationships, stress, and grief. Students dealing with problems beyond the scope of Legacy’s counseling capabilities will be referred to private counselors.

College The College Counselor/Registrar assists Legacy students in selecting and gaining admission to the college best suited for him or her in terms of interests, ability, and ambition. Students should start meeting with the College Counselor on a regular basis by their junior year to formulate a selection of colleges that they are most interested in attending. In their senior year, students begin applying to colleges and will meet with the College Counselor on a more regular basis. Junior and senior students are also able to meet with college representatives as they visit the campus or the various college fairs held in the area during the year.

Non-Discrimination Policy Legacy Christian Academy does not discriminate on the basis of race, color, religion, sex, and national or ethnic origin in administration of its admission policies.

Fundraisers In order to focus our efforts as a community on several large fundraisers, including the school’s Annual Fund, Annual Banquet, and Annual Golf Tournament, other fundraisers by classes, clubs, and sports teams are not permitted without prior administrative approval.

Homecoming King & Queen Students eligible for these accolades must have attended Legacy for one year prior to their crowning.

Social Activities School sponsored parties and activities are typically planned by the Middle School and Senior High Student Councils. A calendar of social events for the school year will be made available at the beginning of the school

year. Middle School students are not allowed at Legacy sponsored High School designated functions and no High School students are allowed to attend Middle School designated functions.

Parent-Teacher Communication The teacher is the primary contact between parents and the school. Please contact your child's teachers for any concerns that you have about your child. Parents should feel free to solicit the teacher's perspective on how their child is doing and when necessary set up conferences for more detailed communication. Good communication will head off a host of problems and help ensure that the school best serves your child's needs. Legacy encourages parents to take a proactive approach and try to avoid problems rather than waiting until a problem has developed.

Friends of Legacy Christian Academy Friends of Legacy Christian Academy is an organization formed to bring about greater parent participation and a closer relationship between the home and the school. Throughout the year, Friends sponsors many enjoyable events that promote strong ties between school and family. All parents are considered members of Friends and are encouraged to participate in as many activities as possible. It is the Friends' hope and prayer that this network will provide an avenue in which each parent can share his or her gifts and serve where he or she is needed.

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