



Established 1979

High School / Middle School Family Handbook

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Christ...Curriculum...Character

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TABLE OF CONTENTS

MISSION AND VISION 4

ENROLLMENT AND FINANCIAL CONDITIONS 5

- Tuition 5
- Enrollment Contract 5
- Outstanding Balances 5
- Tuition Payment Methods 5
- Late Payments 5
- Proration for Early Withdrawal 6
- Behavioral Breach of Enrollment Contract 6
- Required Pre-Enrollment 6

ACADEMIC POLICIES 6

- Academic Requirements 6
- Community Service 7
- Academic Intervention 7
- Course Load 8
- Grading Periods 8
- Grading Scale 8
- Credit Recovery 8
- Cumulative Grading 8
- Daily Schedule 8
- Dropping/Adding a Class 8
- Eligibility for Co-Curricular Activities 9
- Enrichment Program 9
- Mandatory Graduation Requirements 9
- Semester Exams 10
- Exam Exemption Policy 10
- Exam Preparation 11
- Failure Policy 11
- Credit in Advance 11
- Department Heads 11
- Homework Policy 11
- Transcripts Records 11
- College Placement 12

ACADEMIC HONOR AND SERVICES POLICIES 12

- Academic Champions and Academic Warriors 12
- Honor Graduates 12
- Valedictorian and Salutatorian Selection Policy 12
- National Junior Honor Society 13
- National Honor Society 13
- Student Council Qualifications 14

TECHNOLOGY USE POLICIES 15

- All Electronic Devices Policy 15

School Provided Technology Use Policy 15
FACTS Computer Information System (parent company of RenWeb) 16
Symbols in Gradebook 17

ATTENDANCE POLICIES 17

Arrival and Departure 17
Class Trip Attendance Policy 18
Co-Curricular Eligibility 18
College Visits 18
Excessive Absences 18
Excused Absences 19
Family Discretionary Days 19
Late Arrivals, Early Dismissals, and Tardiness Makeup Work Policies 19
Absences 20
Tardiness 20
Skipping Class 21
Assembly and Chapel Attendance 21

CODE OF CONDUCT 21

Expectations in Behavior 21
Campus Boundaries 22
Honor Code 22
Honor Code Violations 23
Harassment Policy 24
Social Media Harassment and Disparagement 24
Disciplinary Infractions 25
Dress Code Violations 25
Student Behavior Referral 25
Level-One Disciplinary Infractions 25
Level-Two Disciplinary Infractions 25
Level-Three Disciplinary Infractions 26
Disciplinary Infractions-Specific Consequences 26
Dress Code Violation 26
Student Behavior Referral 26
Detention 27
After School Work Session 27
Disciplinary Probation Contract 27
Suspensions 27
Expulsion/Withdrawal 27
Removal from Leadership Position 27
Immoral and Illegal Activities 28

Parent-Teacher Communication 28

Conflict Resolution 29

DRESS CODE 29

Where to Purchase Uniforms 30
Chapel Dress Uniforms 30
Campus Wear 31
Casual Wear 32
Accessories and Optional Wear 33

Unacceptable Appearances and Clothing 34
Miscellaneous Dress Code Information 34
Senior Privilege 35
P.E. Uniforms 35
Homecoming and Spring Formal Dance Attire 35

HOMESCHOOL GUIDELINES 36

GENERAL & MISCELLANEOUS POLICIES 36

Parking 36
Campus Visitation 37
Copyright Policy 37
Lost and Found 37
Litter 37
Lockers 37
Lunch Policies 38
Homecoming and Prom King & Queen 38
Social Activities 38
Non-Discrimination Policy 38
Fundraisers 38
Booster Club 38

HEALTH AND MEDICAL PROCEDURES 39

Blood Borne Pathogens 39
Emergency Care 39
First Aid and Student Medical Emergencies 39
Infirmary 39
Medication Policy 39
Physical Examination Policy 40
Should You Send Them To School? 40

EMERGENCY PROCEDURES 41

Fire/Tornado Drills 41
Severe Weather and School Closings 41

MISSION AND VISION

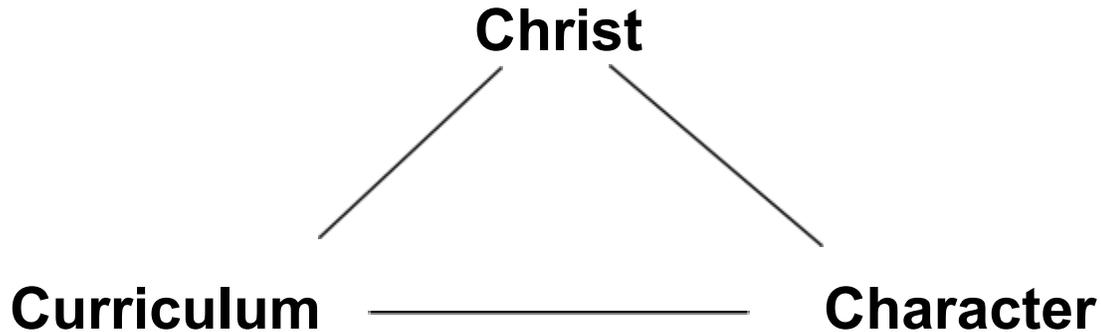
Mission

Legacy Christian Academy provides a Christ-centered, 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 equip servant leaders to impact their world and all eternity for Jesus Christ. 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:



Parent Participation Partnership The primary responsibility and authority for the training of a child absolutely lie 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 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 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.

Lack of knowledge of a particular policy provided will not excuse a parent or student from the responsibilities and accountability for failure to obey them.

ENROLLMENT AND FINANCIAL CONDITIONS

Legacy commends families on the investment they make by providing their child an education in a Christian environment. We recognize and appreciate the financial burden this places upon every family that supports Legacy. Without these tuition and fees, Legacy faces a significant hardship in adequately providing necessary programs and activities for the students. The financial integrity of the school is based upon the moral obligation of the parents to timely pay these funds according to the schedule under the enrollment contract.

Tuition:

Tuition includes costs for classes, selected social activities, and use of books/Chromebooks provided by Legacy Christian Academy.

Enrollment Contract:

Enrollment of the above student does not become official and is not binding on Legacy Christian Academy (the school) until parent/guardian completes the online enrollment and pays the Enrollment Fee in full. Parents/Guardians are required to maintain a current address and phone number. If your phone number has changed, or you believe your number is missing from our list, please notify the Registrar with your updated contact information.

Outstanding Balances:

Amounts paid as Enrollment Fees will not be accepted as such if a balance exists in the student's account. In such a case, the amount will be applied to the balance.

Tuition Payment Methods:

All families are expected to make tuition payments in one of three manners and the tuition amount varies with each method of payment:

- Full Payment of the entire tuition amount is paid on or before August 1 for the upcoming school year. Full payments should be made directly to the school; or
- Semester Payments are made with one-half (1/2) of the tuition balance by August 1 for the upcoming school year. The remaining one-half (1/2) of the tuition balance is due by December 1. Payments should be made directly to the school.
- Monthly payments are made in ten (10) monthly installments (August-April). This method requires the family to enroll with FACTS, the tuition collection service chosen by the school. The payments will be collected through automatic bank drafts. Parents are responsible for the \$41 Annual Fee for the service. For more information and enrollment, see <https://online.factsmgt.com/signin/4J2GV>.

Late payments:

- It is the family's responsibility to inform the school of situations which arise which may affect their ability to meet tuition payments or the payment schedule.
- If full tuition payment is not made by the first day of classes, the family will be required to enroll in the monthly payment plan as outlined above.
- Monthly payments which are missed will incur a missed payment fee collected by the tuition collection company and may also incur a fee from the family's banking institution. The student(s) from a family who misses two monthly payments, and has not made acceptable

arrangements with the business manager within fourteen (14) calendar days of the second missed payment, will be suspended from school attendance.

- A \$35 fee will be charged if a payment is returned as insufficient. Late charges may also be applied to past due accounts.
- If tuition is delinquent before the school year begins, the student will not be admitted to classes until amount due payment is made.
- If tuition is delinquent prior to semester exams, the student will not be allowed to take semester exams, will be given a grade of "Incomplete" on the report card, and will not be admitted the next semester.
- If semester payment due on December 1 is delinquent, the student will not be admitted beginning the first school day in January.
- If tuition is delinquent as spring break begins, the student will not be admitted beginning the first school day after spring break.
- All tuition from the previous school year must be paid in full by August 1 for the student to be readmitted for the next school year.
- If a student's account is delinquent, the student's records/transcripts will not be released to another school/college until such time that the delinquency is resolved.
- During the course of the school year, the Family Handbook may change or be amended, and this contract includes any such changes.

Proration for Early Withdrawal

When Legacy admits a student, it dedicates the personnel and resources for that student for the entire year. This requires that the enrollment and tuition contract that covers the entire school year be honored by the family of our students. It is the policy of Legacy Christian Academy that each child be enrolled for the entire year. It is understood that the obligation is for full tuition.

Behavioral Breach of Enrollment Contract

The School may, in its sole discretion and/or pursuant to its established procedures, dismiss, suspend, or refuse to re-enroll the student at any time because of the student's failure to conform to the various rules, regulations, policies and standards of academic and social behavior as established by the School. Since such behavior may be considered a breach of this enrollment contract, the student may be dismissed, suspended, or denied re-enrollment.

Required Pre-Enrollment

Because of the limited space for certain activities, the selection process for student participation in certain activities requires a commitment to attend school so as to not adversely impact other students. For this reason, all students must be enrolled for the next school year before they are permitted to try out and audition for extracurricular activities such as One Voice, cheerleading, Student Council, sports, etc.

ACADEMIC POLICIES

Academic Requirements

In order to be considered a full-time high school student while attending Legacy Christian, students must take core courses of English, Math, Science, and History from LCA. To obtain a

LCA diploma, students must earn a passing grade in twenty-seven (27) credit hours that must include:

English	4 credit hours*
Mathematics	4 credit hours*
Science	4 credit hours*
History	3 credit hours*
Foreign language.....	3 credit hours*
Economics.....	½ credit hour*
Government.....	½ credit hour*
Technology	1 credit hours
Fine Arts	1 credit hours
Physical Education.....	1 credit hours
Speech	½ credit hour
Health	½ credit hour

**** Only these courses will be used to determine academic rank. A student may take more than 4 credit hours in Mathematics and Science to calculate class rank, but only the top 4 credit hours will be counted toward class rankings and honors. Academic Honors are discussed in more detail on page 12 including information about transfer students.***

Algebra I and IPC (Integrated Physics and Chemistry), if successfully completed in the eighth grade, are counted toward high school credit hours.

Students are required to take Bible each year in attendance at LCA. Bible is counted as an elective.

Students must complete the entire course before the course can be used for calculation of credit hours or honors.

Community Service

All middle and high school students are required to perform 10 hours of community service per semester for a total of 20 hours each school year for promotion to the next grade or to graduate. Prior approval and Community Service Forms are required to be obtained from the student's bible teacher before performing any community service. A student must not receive financial compensation for community service projects.

Academic Intervention

If a student is failing one or more classes at the first nine week grading period, the teacher(s) will be required to contact by phone call, meeting, etc. his/her parents. The parent is required to respond. A Parent Teacher Checklist will be completed as a tool for improving academic performance. If a student is failing at the twelfth week of a semester, the family will meet with the class teacher and the Department Head for that course to discuss strategies for improving grades.

Course Load

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

Grading Periods

Legacy is on a semester grade reporting system. Each semester is eighteen weeks in duration. Parents will receive by e-mail/mail a progress report *and* a report card. The progress report details a student's academic progress in each class. Legacy will issue nine-week progress reports and semester report cards. RenWeb, the school's online 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 nine-week report will contain comments from teachers if a student's average is 75 or below for that class.

Grading Scale

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

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

Credit Recovery

Any student who failed a course may take an approved course for credit recovery. Pre-approval of the course material and/or institution shall be obtained from the Registrar. A senior choosing to recover a credit in order to receive a Legacy diploma must complete all work within the same calendar year of graduation.

Cumulative Grading

All teachers are required to average grades in accordance with the cumulative grading system. Meaning, 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

High School and Middle School classes begin promptly at 8:15 a.m. and end at 3:10 p.m.; Elementary classes begin promptly at 7:50 a.m. and end at 2:50 p.m. 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. Students and parents should understand that dropping a class required for graduation prior to officially failing the course will lead to the student receiving a homeschool diploma rather than a Legacy diploma.

Eligibility for Co-Curricular Activities

Students failing two or more classes at the nine week or semester grading period will be ineligible for co-curricular participation (both practice and performance competition) for a period of two weeks. If after the two weeks the student is still failing two or more classes, he/she will remain ineligible and his/her status will be determined on a week by week basis. A student who has received a Level 2 or 3 Disciplinary Infraction will be ineligible to participate in games or performances during a period as set out in the Code of Conduct. They may participate in practice with consent of the campus principal.

Enrichment Program

Enrichment, often referred to as tutorials, is scheduled from 7:40 a.m. to 8:05 a.m. Monday through Friday. This is for the benefit of students, especially those who are struggling with course work. It is time allotted for extra help, group meetings, club meetings and access to the computer labs. Enrichment is not mandatory unless a teacher or coach requires a student to attend. However, students with a grade at or below 75 are strongly encouraged to attend Enrichment. This is a prime method of teachers and parents partnering to improve the academic performance of the student. All middle and high school students who arrive on campus prior to 8:05 a.m. are expected to report to the Dabney Gym and if they choose sign out to a teacher's class for Enrichment. Proper dress code is required.

Mandatory Graduation Requirements

The graduating senior and parent are required to sign a Graduation Requirement Form. Forms will be available at Legacy Launch. Both parent and student must sign and return the Graduation Requirement Form before the first day of school or the student may not begin classes. This form is a proactive effort by Legacy Administration to inform parents about graduation. Specifically administration wants parents to know both the standards to graduate and the pitfalls to avoid that would prevent a student from participating in the graduation ceremonies and from receiving a Legacy Diploma. All of the following bullet points of information come from written policies created by the Legacy Board of Directors and then published in the Legacy Family Handbook.

To graduate from Legacy Christian Academy a student MUST:

- accumulate a minimum of 27 credit hours in approved/required courses
- have completed and passed all approved/required courses within the same calendar year of graduation
- have regularly attended all classes for the required number of days
- have their tuition account current and paid in full
- enroll for their senior year and pass a minimum of five academic courses at Legacy which does not include any physical education courses.

To participate in the graduation ceremony in May, a senior MUST:

- complete all of the above written requirements
- pass all the required semester and year long classes of their senior year. They may not complete an approved credit recovery class their senior year and participate in the graduation ceremonies.

A senior who fails to accumulate the necessary credits at Legacy (see page 8 under Academic Requirements) cannot participate in the graduation exercise but can complete credit recovery approved by the registrar and receive a Legacy diploma. A senior choosing to recover a credit in order to receive a Legacy diploma must complete all work within the calendar year after the date of the graduation. Account must be current and paid in full in order for student to participate in graduation ceremony.

Semester Exams

All students will be given semester exams at the end of each semester. Semester exam will be designed to last ninety minutes. High school semester exams will count twenty percent of the semester grade in the course. Middle school semester exams will count ten 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 as long as it is for the entire class and it is an elective class. In the event a student misses a semester exam, the student will have two weeks after school resumes at midterm and two weeks after the last day of school to take the exam or the grade will result with a zero.

Exam Exemption Policy

- Sixth through tenth grade students may exempt one final exam per semester if they have an average of 90 or above.
- Juniors may exempt two final exams per semester if they have an average of 90 or above.
- Seniors and AP students may exempt the semester exam for any non-AP class in which they have earned a 90 or above for the semester.
- The Senior Advanced Placement (AP) students may be exempt from second semester final exams if they earn an 85 average or higher for the year 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.
- Students taking CLEP (College Level Exam Program) tests to gain college credit 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 their respective final exams and have taken or are scheduled to take the CLEP test for that particular course. For instance, a student may exempt their College Algebra final exam if they have above an 85 average for the year and take the CLEP test for the corresponding College Algebra course.
- A different form of evaluation may be substituted for the final exam of an entire non-core class at the discretion of the teacher and Department Head approval.

- Any student who has incurred a Level 3 Disciplinary Infraction will not be eligible to exempt any finals in the semester the infraction occurs or the following semester if the infraction occurs between semesters.

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.

Failure Policy— To receive a passing grade and earn credit in a yearlong course, students in Middle and 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. The Registrar will provide information regarding approved credit recovery.

Credit in Advance— Students may not take courses outside of Legacy to fulfill future course requirements.

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

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 student’s efforts, and sharing homework, unless specifically permitted by teachers, violates the Honor Code. Major grade assignments will not be scheduled that will impact holidays, Spring or Easter vacations, or the night before AP, PSAT, or on other occasions specified by the Director of the School. Homework will be posted on FACTS (parent company of RenWeb) so that students and their parents can view both daily and long-term homework assignments. Students may use morning Enrichment as an opportunity to complete daily homework to reduce the amount of homework that needs to be taken home.

Transcripts Records

Requests for records or transcripts must be made in writing directly to the Registrar with a three-day minimum of a deadline.

College Placement

The Director of College Placement/Admissions assists Legacy students in selection and the admissions process to the college best suited for him/her in terms of interests, ability, and ambition. Students should start meeting with the Director of College Placement/Admissions 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 Director of College Placement/Admissions 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. Parents and students, please note that ultimately identifying admission, scholarship requirements, and deadlines of selected colleges and universities for which you want to enroll is your responsibility with Legacy's assistance.

ACADEMIC HONORS AND SERVICES POLICIES

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.

Honor Graduates

For a student to graduate with an Honors Diploma, he/she must complete a minimum of ten honors level courses. For the student to graduate with High Honors, 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. Please see the Course Expectations and Contract for Honors and AP Courses under Academics at the school's website.

For the award of Honor Graduate a student must earn a grade GPA of 3.00 or higher.

For the award of High Honor Graduate, a student must earn a GPA of 3.5 or higher.

Students must have attended Legacy Christian Academy full time for the last four semesters.

Valedictorian and Salutatorian Selection Policy

- The student must have attended Legacy as a full-time student for the last six semesters.
- Only grades earned at Legacy are considered. See Academic Requirements for courses used to determine academic rankings.
- 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 the selections. In the event of a tie, the unweighted grade averages for the classes used to determine class rankings will be used to determine valedictorian.
- 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' GPA 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 ten 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, non-rounded 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 the school's 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 notified 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.
- **Maintaining Membership.** 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 an officer or member 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:

- A candidate must be enrolled for next year and pre-registered before the election.
- The candidate must not have a major disciplinary infraction during the year of election or the year of office.
- 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.
- 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.
- Candidates who are elected are required to attend all Student Council meetings and sponsored activities.
- Candidates are required to make a campaign speech.
- 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.
- 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.

TECHNOLOGY USE POLICIES

All Electronic Devices Policy

Students may bring academic electronic devices such as calculators, dictionaries, translators, laptop computers, etc. if they are necessary for their classes. Legacy Christian Academy will not be responsible for any electronic device that is lost or stolen. Students may have cell phones, CD/MP3 players, pagers, iPods, iPads, PSP, smart watches, etc. on campus, but they must be turned off and concealed/out of sight during the school day from 8:15 a.m to 3:10 p.m. unless used as part of the class instruction directed by a teacher. These devices will be confiscated by faculty/staff if at any time they can be seen or heard during school hours if the student is not using it for the purpose specified by the teacher. If at any time during the designated school hours per school year a student has their electronic device on or in use without approval, the device will be confiscated immediately by school personnel for the rest of the school day. For the electronic device to be returned, a fine of \$75 must be paid. If a student chooses to disobey this policy a second time, the same fine will be charged but the electronic device will not be returned until a meeting takes place with a parent or legal guardian. If at any time a third violation occurs in the same school year the fine of \$75 must be paid and an After School Work Session served. In the event of a third or successive violation, the same fine will be charged along with an After School Work Session served. Consequences are at the discretion of the head of school since multiple issues may be in violation such as honor code violation, bullying, harassment, etc.

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 desk phone in the school office may be used if a student needs to either receive or make a call during school hours. Administration reserves the right to set additional guidelines when dealing with advances in any technology not included in this handbook.

When students arrive in class during school hours they will be required to place their cell phone(s) and any other “smart” devices that can be used for texting or making calls, in the designated technology caddy. All of these devices will remain in the technology caddy during the entire class period unless designated school officials choose to allow these devices to be used for classroom instruction. School officials will determine an appropriate time for students to retrieve their devices from the technology caddy as the end of class approaches.

School Provided Technology Use Policy

Multiple classrooms 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 the following principles. These guidelines also apply to the use of all telephones, video and audio equipment,

and tablets, as well as the internet.

- Computer software is copyright protected. This means students cannot make or use illegal copies of software. When quoting a source from the internet, proper credit must be given to avoid plagiarism.
- Tampering, accessing, or sharing another student's work is prohibited.
- Personal passwords must be kept completely private and secure, and not shared with other students.
- Students will be held accountable if school equipment is used regarding behavior such as harassment, bullying, obscene language, plagiarism, racism, or if used to access objectionable materials such as pornography, vulgarity, gambling, or militant extremist material.
- Students will be expected to inform the computer teacher or an administrator of any privacy or security problems they see.
- Students should know that all personal files stored on the school's network are subject to inspection and/or deletion. Legacy reserves the right to monitor any and all information stored in or transmitted through school systems. Further, the school is responsible for investigating possible violations of this policy and for enforcing prescribed rules for technology use.
- Legacy makes no guarantee as to the security of data stored on its network, and students should keep separate copies of important files (USB memory keys are highly recommended). Student computer files will be erased at the end of every school year.
- Repair or replacement costs due to student misuse of computer and electronic equipment will be charged to the student account.

FACTS Computer Information System (*parent company of RenWeb*)

Legacy Christian Academy's management database (FACTS) 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' Website. Instructions for accessing the Parents' Website follow:

1. Go to web browser and type in the address www.factsmgt.com
2. Click on Login at the top right, then ParentsWeb Login.
3. Click on FACTS Family Portal (Parents Web)
4. Click Create new Parentsweb Account if you have not logged into FACTS (RenWeb) before.
5. If you already have a username and password, sign in to your account.
6. Log in as follows: District Code is LCA-TX then, **type in the email address that you provided to the school.**
7. You will be emailed a new password to the email address you typed in, which must be the same email you provided to the school.
8. Go back to the first screen and type in your password to log in. (You may change your password afterward).
9. Select "Continue."
10. Under "School Information" you will be able to see your child's classes, and calendar, etc.

11. Under “Student Information” you will be able to check on grades, homework, etc.
12. 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.
13. Please understand that the mobile app for your cell phone may not show as much information as the website does. Also, accessing information on the mobile app requires different manipulation than on the website.

Symbols in Gradebook

E = Excused. The student may 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 considered a pending assessment. 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 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 learning.

A = Absent. An “A” is used when the student has an extended absence. Notation could indicate the final day for makeup 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 complete the work, 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.

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 for HS/MS begins at 8:15 a.m. and school ends at 3:10 p.m. Students should not be on campus prior to 8:00 a.m. except when attending Enrichment which begins at 7:40. Proper dress code is required for Enrichment. Students arriving for any class more than 20 minutes late will be counted absent for that block. If a student misses more than 20 minutes of a class (beginning, middle, or end), they will be marked absent for that class.

Parents are to pick up their students by 3:30 p.m. unless involved in a chaperoned activity that

extends beyond this time. Legacy administration expects all students to be off campus by 3:30 p.m. to avoid any penalties that may be applied. (Note: Arrival, Departure as well as After School supervision for Elementary students vary and the Elementary School Family Handbook should be consulted.)

Class Trip Attendance Policy

As part of the required curriculum, all grades may participate in class trips. 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, and may have to complete an assignment to replace the intended learning.

Co-Curricular Eligibility

A precondition for participating in the co-curricular life of the school (athletics, fine arts, clubs, etc.) is class attendance. In order to participate in any extracurricular practice or event, students must be in attendance at school for the entire day of the practice or event. Exceptions include a doctor's appointment, college visit, driver's license or funeral. Students who have no morning classes are required to be in attendance at the beginning of their first scheduled class of the day. Students should clear those absences with the Registrar prior to participation in the event.

College Visits

Seniors and juniors are encouraged to visit colleges for which they are interested in seeking admission. 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. 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 obtain signatures at the college visited and return the form to Legacy's College Counselor when the student returns to school.

Excessive Absences

Attendance is essential for academic growth. Irregular attendance is disruptive to a student's academic success. Parents are asked to see that absences are held to a minimum and that they are due to legitimate, unavoidable circumstances. Legacy reserves the right to refuse credit to students who miss more than five classes in the same subject in a semester. If a student misses more than five 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. Pre-approved college visit (see College Visits)
10. Family Discretionary Day
11. School sponsored or sanctioned events.

If the student is absent, the parent must contact the main office at (409) 924-0500 by 8:30 a.m. On the day the student returns to school, one of the parents, physician, or appropriate authority must send a signed note with the student that will be turned in to the main office to confirm the period of absence. ***Written excuses will no longer be accepted after the two week period.***

Family Discretionary Days

Students will be allowed a maximum of five days per class of excused or unexcused absences per semester. Family Discretionary Days are limited in their scope and purpose to such things as family and/or educational trips. These days may not be taken during exams or standardized testing. 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 Tardiness Makeup 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 the 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 one 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 enrichment or after school. If a student arrives late to school, he or she must turn in all assignments due in the missed classes that day.

Absences

- ***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 three days, 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 later than one week prior to the absence:
 - 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.
 - The letter must be signed by the Principal or Registrar indicating approval. The letter will be kept in the student's permanent files.
- ***Unexcused Absences:*** Absences for any reason other than those listed in the "Excused Absences" section of this handbook are considered unexcused.

Tardiness

This policy builds a consistent accountability to assist students in developing positive habits for time management. Arriving more than twenty minutes late for any class may be counted as an absence for that class. Tardies are also given when a student is not prepared for class; item at home, item in locker, etc. When a student accumulates a fifth tardy in a semester (total for all classes) a meeting with the Registrar will be scheduled and parents notified. For the sixth-eighth tardy in a semester, students will be given a detention and parents will be notified. Beginning with a ninth tardy in a semester and any thereafter a student will be assigned an After School

Work Session(s). The student and one of their parents/guardian will be involved in a work project created by the Principal. Tardy counts will start over at the beginning of each semester.

Students entering school late or leaving school early must have parental approval and notify the Principal via 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.

Skipping Class

Skipping a class, including Chapel, is strictly prohibited. A student skipping class/Chapel will receive Saturday School(s), or After 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 Principal in the event of a second class cut which may result in stronger disciplinary action, including expulsion.

Assembly and Chapel Attendance

Faculty-student committees arrange assemblies and chapels, and attendance is mandatory. Failure to attend will be considered an absence resulting in a Level-One Disciplinary consequence. Personal communication devices must be turned off and out of sight. Caps, hats, sweatshirts, and hoodies are not to be worn.

CODE OF CONDUCT

EXPECTATIONS IN BEHAVIOR

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

- 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, Chromebook, etc.
- 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.
- 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.”
- 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.
- No food or drink (except water) is allowed in the classroom unless planned and supervised by a teacher for special events in the classroom. Any beverage container brought into the classroom must be transparent. Chewing gum is not allowed on the campus.

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 it is an emergency and permission is given by the teacher. If then, the teacher will notify the administration office and campus security will escort the student to and from their vehicle. If campus security is unavailable, the student will not be allowed to go to their vehicle.

Honor Code

Legacy Christian Academy pursues the training and development of its students in three fundamental areas: Christ-likeness, Curriculum/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 Principal 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.

Honor Code Violations

The following will be used as a guideline by Principal to determine the consequences of Honor violations. Administration 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 Administration 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 one-day suspension.
2. Additional detention and/or community service depending on the circumstances.
3. A zero on the assignment at the High School level, with the opportunity to retake the assignment in enrichment for 70 percent credit at the Middle School level.

Lying

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

Stealing

1. Maximum one-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 three-day suspension
2. Meeting with the parents and Administration to discuss conditions for the student's continued enrollment.

Third Honor Offense

Expulsion may result

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.

Harassment Policy

Legacy Christian Academy (LCA) is committed to providing a positive learning environment for all students that enhances personal safety and promotes respect, dignity, and equality among students. High standards are expected for both academic achievement and for behavior.

LCA strives to ensure that all students and employees are free from bullying, sexual harassment, dating violence, and sexual violence. All charges of bullying, sexual harassment, and dating or sexual violence are to be taken very seriously by students, faculty, staff, administration, and parents/guardians. LCA will make every effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every effort will be made to protect the due process rights of all targets and all alleged offending students.

A student or employee, who believes they have been harassed, bullied, or otherwise targeted by fellow students or Legacy employees are encouraged to promptly report such incidents to the director—or other campus professional. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A student or parent/guardian who has a complaint alleging bullying, harassment, dating violence, or sexual violence may request a conference with the director or the director's designee.

Complaints will be documented and investigated in accordance with LCA policy and guidelines. Any staff member who observes an incident that involves physical or sexual assault or threats will report the incident immediately to the director or director's designee. Any staff member who learns of an incident or threat may submit an Incident Report Form on behalf of the target.

Forms to report harassment/bullying may be obtained from administration in the main school offices.

Social Media Harassment and Disparagement

Sending or posting electronic messages, videos, images, photographs, etc. that are determined as abusive, humiliating, obscene, threatening, or sexually oriented on campus will result in a Level-Three Disciplinary Infraction and a report may be submitted to the necessary authorities. If a student chooses to violate the social media policy off campus, directing the violation toward a member of the Legacy School Community, evidence of the violation will be submitted to the appropriate local, state or federal authorities as determined by school officials.

Complaints regarding school activities, classes, or policies should be discussed directly with Legacy faculty and staff to improve communication and resolve disputes pursuant to Matthew 18; therefore, parents, students, and employees are prohibited from posting anything on social media that may damage the reputation of the school.

Legacy Christian Academy and its administrative team have sole discretion on what is deemed as appropriate and inappropriate. This may include comments, images, names, use of school logo or anything directly or indirectly connected to Legacy Christian Academy. Disciplinary actions will be enforced at the discretion of school authorities.

Disciplinary Infractions

Dress Code Violation

- Any violation of the school's uniform policy.
- Failure to keep clean shaven or other hair grooming issues inconsistent with school policies.

Student Behavior Referral

Legacy uses three levels of disciplinary infractions progressing from less to more serious levels. Before a Student Behavior Referral (SBR) is issued for a given infraction, a student will receive a verbal warning followed by an attempt to contact a parent. When a student receives their 3rd SBR at any time during the school year, school administration will meet with their parents. On the 4th SBR and every successive time, the student will receive a detention.

Level-One Disciplinary Infractions:

Level-One Disciplinary Infractions are for less serious violations and include, but are not limited to, the following:

- Repeated tardiness to class or school.
- Talking or being disruptive in class, Study Class, or Chapel.
- Unbecoming public display of affection (PDA)
- Inappropriate or foul language.
- Any violation of the school's parking rules and regulations.
- Any other violation of a school rule or procedure.
- Disrespect to a member of the School community.

Level-Two Disciplinary Infractions:

More serious 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" and possibly a disciplinary probation contract. School Administration will meet with parent to establish an understanding of the student's conduct and discipline. Level-Two Disciplinary infractions include, but are not limited to, the following:

- Leaving campus without permission.
- Skipping a class or other school obligation
- Use or possession of tobacco on campus or at any school-sponsored activity.
- Failure to fulfill a detention in the time allowed.
- Any violation of the Legacy Christian Academy Honor Code, including, but not limited to, cheating, lying, or stealing.

- Flagrant disrespect or insubordination to a member of the Legacy community.
- Receiving a 4th SBR for the same offense at any time during the school year.
- A student who has received a Level 2 Disciplinary Infraction will be ineligible to participate in games or performances during the one week period immediately following the infraction. They may participate in practice with consent of the School Director.

Level-Three Disciplinary Infractions:

The most flagrant disciplinary infractions are considered Level-Three Disciplinary Infractions and typically lead to: Out-of-School Suspension (1-3 days without the ability to make up any missed work) and a Disciplinary Probation Contract, or Expulsion. The suspension and probation could also lead to expulsion, depending on the circumstances. School Administration will meet with parent to establish an understanding of the student’s conduct and discipline.

Level-Three Disciplinary Infraction examples include, but are not limited to, the following:

- Repeated flagrant disrespect or insubordination to a member of the Legacy community.
- Fighting
- Use of tobacco, alcohol or illegal drugs on or off school property.
- Hazing, bullying, harassment, intimidation, or any behavior that makes another member of the community, whether a student or an employee feels threatened or unsafe—physically or emotionally.
- Vandalism or defacement of school property or the property of other schools.
- Possession of weapons, matches, knives and lighters on campus.
- Sending or posting electronic messages, videos, images, or photographs that are abusive, humiliating, obscene, or sexually oriented on or off school property.
- 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.
- A student who has received a Level 3 Disciplinary Infraction will be ineligible to participate in games or performances during the two week period immediately following the infraction. They may participate in practice with consent of the School Director.

Disciplinary Infractions—Specific Consequences

Dress Code Violations

A dress code violation is completed for students who violate Legacy dress code. A student will receive a verbal warning for first offense before being issued a Dress Code Violation. The 4th and every subsequent Dress Code Violation issued during a semester will result with a SBR.

Student Behavior Referral

This form is completed for students who violate a Level One disciplinary infraction or other similar type of behavior. However, prior to issuing an initial SBR, the student receives a verbal warning for a first offense and an effort to contact the parent is made and documented

in FACTS (parent company of RenWeb). A completed SBR is given to the Principal who reviews it for appropriate action. A copy of the SBR is mailed to the parent's home address as well as entered in RenWeb for parents review. Three SBR's are permitted in a school year. Beginning with the 4th SBR, and every subsequent one, school administration will meet with the student and their parents and detention will be received and served by the student. School administration has discretion of implementing consequences depending on the severity and the frequency of the behavior.

Detention

The Principal will determine if a student deserves a detention and ultimately serves time in detention. The detention notice will be sent by mail and electronically through RenWeb. The Principal will determine the time, day, and location of the detention. Students will report to the main school office at the predetermined date/time. Students who arrive late or choose to miss a detention may be given a second detention at the discretion of the Principal. Students are allowed three (3) detentions per school year. After the third, they will receive an After School Work Session for each subsequent Detention. Students may not engage in recreational activity while serving detention and must turn in all electronic devices at the beginning of detention. Students may perform home-work while serving detention.

After School Work Session

After School Work Sessions are held as needed each month, and must be served within a month of the issuance date. The length of the work day and the time is based on the discretion of administration. Students and their parent or guardian will be involved in Campus clean-up work or other tasks as assigned by the Principal. When a student receives a 3rd After School Work Session, a Level 3 disciplinary action will occur.

Disciplinary Probation 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

All suspensions will be Out-of-School and for a period of time ranging from 1-3 days. Students receiving a suspension will not be allowed to participate in any on or off campus co-curricular events or represent the school in any manner during the term of his/her suspension. Ultimately the student is completely isolated from school activities of any kind for the term of the suspension. A suspended student will not be allowed to make up any work that was missed during the time of the suspension.

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.

Removal from Positions of Leadership

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.

Immoral and Illegal Activities

Legacy reserves the right to evaluate situations regarding student issues of morality and participation in illegal activities whether occurring on or off campus 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; bullying; 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:

- is willing to meet with pastoral counsel on a regularly scheduled basis.
- has parents who are cooperative with LCA and supportive of its expectations.
- 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.
- is willing to sign a Disciplinary Probation 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.
- is willing to undergo necessary testing or ongoing random testing with results sent to the school if requested by LCA administration.
- is willing to provide legal disclosure as needed and requested by LCA administration.
- is willing to be homeschooled, i.e., Homebound Education 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.
- 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.
- is willing to agree that LCA may set limitations regarding student requests.
- 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.

Re-enrollment, eligibility to participate in sports and extracurricular activities, probationary periods, graduation status, and participation in commencement exercises will also be considered on a case-by-case basis.

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.

Conflict Resolution

Legacy follows the precepts of Matthew 18:15 when conflict occurs between parents, faculty, and administration. We recognize that, as with all things of this world, questions or conflicts arise that need to be addressed. Knowing whom to go to with these questions and conflicts helps facilitate resolution. These steps are required whenever issues arise:

1. The parents and students MUST first physically meet with the teacher to facilitate a resolution.
2. If a satisfactory solution is not found, then the parents can request a second meeting with the department head. The department head will not meet or discuss the issue with the parents without the first meeting having occurred and only with the teacher present.
3. If no satisfactory solution is found, then the parents can request a meeting with the administration. The Administrator will not meet or discuss the issue with the parents without the first two meetings occurring, and will meet only with the teacher and department head present.
4. Decisions made at the Administrator level are final.
5. The School Board does not hear individual appeals and will only consider extraordinary issues of broad policy impact upon Legacy.

Note the proper order for resolution of questions and conflicts in the following areas:

Curriculum: Teacher, Department Head, Principal

Student performance: Teacher, Department Head, Principal

Discipline: Teacher/Coach, Principal

Sports: Coach, Athletic Director, Principal

Daily operations of the school: Principal, Director (Head of School)

Advice and Guidance: Advisor, Director (Head of School)

Dress Code

Modesty of dress and appropriateness of overall appearance will be left to the discretion of the administration. The Administrators and Principal reserve the right to address inappropriate appearance that may not fall precisely within the dress code requirements. For example, bright pink, purple, blue streaking of the hair is not appropriate. All students must button shirts appropriately to meet modesty standards. 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.

Campus Wear may be purchased from the vendor of your choice, but must meet the design and color requirements and meet guidelines that follow:

Where to Purchase Uniforms

A complete list of required and optional uniform items will be available in the main office. Uniforms can be purchased from Lands End at landsend.com with school code 900189218. 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.

Chapel Dress Uniforms

Chapels are scheduled on Wednesday of each week. The following clothing is considered acceptable for Chapel Day or other important days when the school requires “standard dress uniform” or “chapel wear.” and must be worn the entire school day. 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.

1. Required Girls Chapel Dress Uniform

- a. Plaid Pleated Skirt (minimum length is no more than 2 inches off the floor when kneeling)
- b. Khaki pants - flat front or pleated; examples of the approved school uniform pant style is Dockers, Dickey’s, etc. (no elastic waistband, no drawstring waistband, no elastic cuffs, no jeggings, no cargo or painter’s pants, and no form fitting pants, i.e. “skinny pants”).
- c. White monogrammed button-down blouse (short, long or $\frac{3}{4}$ sleeve).
- d. Note: only $\frac{3}{4}$ sleeve blouse may be worn untucked under vest.
- e. Only an optional plain white or beige t-shirt or camisole is to be worn under uniform and/or dress shirts.
- f. Dark shorts are required wear under skirt at all times.
- g. Monogrammed sweatshirts or hoodies are not allowed on Chapel Days.
- h. Options to Chapel Dress for girls: Monogrammed sweater vest or sweater. Navy Monogrammed zip-up fleece over sweater or sweater vest. White button down blouse must be worn under sweater vest. Optional under long sleeve sweater.

2. Required Boys Chapel Dress Uniform

- a. Khaki pants - flat front or pleated; examples of the approved school uniform pant style is Dockers, Dickey’s, etc. (no elastic waistband, no drawstring waistband, no elastic cuffs, no jeggings, no cargo or painter’s pants, and no form fitting pants, i.e. “skinny pants” and no pants with a waist large enough to allow for

"slabbing").

- b. White monogrammed button-down oxford shirt (Only an optional white t-shirt may be worn under the uniform shirt)
- c. Belt
- d. Monogrammed button-down oxford shirt must be tucked in.
- e. Monogrammed sweatshirts or hoodies are not allowed on Chapel Days.
- a. Options to Chapel Dress for boys: Navy monogrammed sweater vest, Navy monogrammed sweater, Navy monogrammed zip-up fleece without hoods. The required white dress shirt must be worn under sweaters or fleece.

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.

1. Girls Campus Wear:

- a. Khaki or plaid skirt (minimum length is 2 inches off the floor when kneeling)
- b. Dark shorts are required wear under skirts at all times.
- c. Khaki pants—flat front or pleated; examples of the approved school uniform pant style is Dockers, Dickey’s, etc. (no elastic waistband, no drawstring waistband, no elastic cuffs, no frays, no cargo or painter’s pants, no frayed hem and no form fitting pants, i.e. “jeggings”).
- d. Monogrammed button down oxford shirts in blue, white or white/blue stripes.
- e. Monogrammed Polo shirts short or long sleeve: white or navy
- f. Navy monogrammed pullover sweater vest, requires a uniform shirt underneath. Optional under navy monogrammed long sleeve sweater.
- g. Navy monogrammed zip-up fleece (without hood) or zip-up sweatshirt, requires a uniform shirt underneath
- h. Navy monogrammed pullover sweatshirt does not require a uniform shirt underneath
- i. Solid colored coordinated leggings (blue, black, gray, or white).

2. Boys Campus Wear:

- a. Khaki pants flat front or pleated; examples of the approved school uniform pant style is Dockers, Dickey’s, etc. (no elastic waistband, no drawstring waistband, no elastic cuffs, no jeggings, no cargo or painter’s pants, no form fitting pants, i.e. “skinny pants” and no pants with a waist large enough to allow for "slabbing").
- b. Khaki Shorts (minimum length while standing is at the top of the top of the knee cap; no cargo or painter’s pants, no drawstrings knee or waist)
- c. Monogrammed button-down oxford shirts in blue, white, or white/blue stripes
- d. Monogrammed polo shirts, short or long sleeve: white, navy
- e. Navy monogrammed zip-up fleece or zip-up sweatshirt, requires a uniform shirt underneath
- f. Navy monogrammed pullover sweatshirt, requires a uniform shirt underneath.

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, sleeveless shirts, or halter tops may be worn.
 - c. Tops must be modest and show no cleavage, underwear, or midriff at any time.
 - d. Girls' sheer or see-through must have a camisole/tank underneath
 - e. No shirt can have logos or designs which violate Biblical morality standards (e.g. advertising sexual immorality, alcohol, tobacco, skulls, wizards, ungodly lifestyle-which includes people/groups/organizations, etc.) nor may they have other secondary school names or logos.
 - 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. All shirts must not show midriff when arms are raised.
 - i. No shirts with rips, slits, tears, intentional cuts or manufactured cuts/holes or distressing may be worn.
 - j. Cold shoulder blouses allowed as long as they comply with dress code.
 - k. Hems of the pants may be rolled modestly.

3. **Pants:**
 - a. Pant and jean styles can be any color with or without pockets. No cargo or painter style pants are permitted.
 - 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 drawstrings, elastic waistbands, holes, cuffs, slits, rips, tears, intentional cuts, or manufactured cuts/holes or excessive fraying or "distressing" can be worn to school. This includes pajama pants.
 - e. Warm-up, wind, or any type of athletic pant will not be allowed in the classroom during school hours unless it is part of a team uniform and everyone on the team is wearing the pant on Friday only.
 - f. Sweatpants are not permitted to be worn.
 - g. Capri pants are permitted for girls. (Length must come below the knee).
 - h. Yoga pants, leggings, or jeggings are permitted for girls if the blouse or skirt is no shorter than 2 inches off the floor when kneeling.

4. **Shorts:**
 - a. Boys' shorts can be any color, with or without pockets, but no cargo or painter style shorts
 - 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. They must be worn at the waist. (minimum length while standing is at the top of the top of the knee cap)
- d. No sagging or slabbing is permitted.
- e. No shorts with drawstrings or elastic bands, holes, rips, slits, tears, intentional cuts, or manufactured cuts/holes or excessive fraying or distressing can be worn to school.
- f. Sweat shorts are not permitted to be worn.
- g. Girls are not permitted to wear shorts of any type as outerwear.

Accessories and Optional Wear:

1. **Skirt length:** Minimum skirt length must be no more than two inches off the floor when kneeling.
2. **Monograms:** If you purchase chapel or campus wear from stores other than Lands End, you must have items monogrammed using the same font, color or thread, letter size and monogram design. 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.
3. **Outerwear:** While in the school building or gym, students must wear designated monogrammed outerwear, see item two above, “Monograms.” 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 “Letterman” jackets of Legacy are approved.
4. **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.
5. **Warm-ups and Wind pants:** 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.
6. **Shoes:** No flip-flops or sandals are to be worn with uniforms. Students must wear shoes that are closed at both toe and heel. 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).
7. **Hair:** All hair should be well groomed, neat, and held back out of the eyes. Painted or excessively dyed hair is not acceptable. Hair with bright colored streaks like pink, purple, or blue are not permitted with boys or girls.
 - a. Boys’ hair:
 - i. On the side of the head should not exceed the bottom of the ear;
 - ii. Hair on the back of the head should not touch the top of the collar;
 - iii. No pony-tails or man-buns
 - iv. Hair on the front of the head should not extend below the eyebrows or

- hang in the eyes.
 - v. No hairstyle involving shaving of the scalp will be allowed.
 - vi. Sideburns are permissible for boys as long as they do not exceed the bottom of the ear.
 - vii. Any other type of facial hair is not permissible.
 - viii. Neatly groomed moustache
8. **Headwear:** Young men may not wear headwear or hair accessories of any type (caps, hats, headbands, handkerchiefs, head wraps, etc.) shall be worn indoors during school hours. Young ladies may not wear any type of cap, hat, handkerchief, bandana headbands, etc. indoors during school hour, but girls may wear hair accessories as long as they match the school uniform.

Unacceptable Appearances and Clothing

1. Gang, Cult, Witchcraft, Demonic or Gothic Wear: No clothing choices which may be construed as gang, cult, 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 (including clear spacers), 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.
3. No blankets or throws allowed during school hours.

Miscellaneous Dress Code Information:

These general rules must be followed by ALL students:

- a. Button-down oxford shirts must be tucked in all day. Polo shirts may be worn untucked.
- b. Belts must be worn with any clothing that has belt loop
- c. Traditional beige colored khaki is to be worn (no green khaki, brown khaki, or bleached khaki).
- d. Only a plain (no print) white t-shirt or white/beige camisole may be worn under any uniform shirt.
- e. A uniform shirt must be worn under all zip-up sweatshirts, hoodies and jackets.

- f. All students must button shirts appropriately to meet modesty standards. No undergarments should be showing.

Senior Privilege

Seniors have the option of wearing a monogrammed red polo shirt. This option is reserved for seniors only.

PE Uniforms

PE uniforms consist of a gray Legacy t-shirt, and hunter, dark green shorts. The uniform can be purchased through the Athletic Office. Appropriate warm-up suits may be worn for PE during cool weather months. Appropriate athletic shoes and white athletic socks are also required.

Homecoming Dance, Court, and Prom Attire

These rules are designed to promote respect in our students as to appropriate and suitable clothing at a Christian school. Please review these carefully to ensure that unnecessary time, unnecessary expense, and inappropriate attire can be avoided. Most importantly, we wish to avoid placing the student and their family in an embarrassing situation.

Boys: Proper dress includes a suit, dress shirt, tie, and dress shoes; a sport coat, dress shirt, tie, slacks, dress shoes; or a tuxedo with dress shoes. This is a dressy, formal occasion. Do not wear jeans, tennis shoes, or flip flops.

Girls: There are a variety of styles to choose from for dress length: floor length, calf length, bottom of the knee cap, or additionally for Homecoming Dance only, up to two inches above the floor when kneeling as per Legacy dress code policy. Do not wear any dress that does not follow these guidelines.

Strapless and spaghetti strap dress is allowed if:

- Fits tightly across the chest
- Comes just under the armpits
- Back of dress must not go below mid-back (the bra line)
- No cleavage of any kind shows

Other dress styles are permitted so long as they do not show any cleavage, are not cut low in the front, low cut under the arms, or low cut on the back (no lower than the bra line). Other dress styles are allowed but may not include:

- See through dresses or sheer skirts unless the under skirt is below the knee
- High dress slits (no more than two inches above the knee).
- Open backs, crisscross or lace up that shows the back below mid-back
- Flip-flops may not be worn

These dress rules apply to your date as well, even if they are not from Legacy!

The Dress Code will be enforced!

If there are any questions about the acceptability of an outfit, students should bring the outfit to school for consultation with administration.

Homeschool Guidelines

Legacy Christian Academy has been richly blessed by the homeschool 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 questions that a homeschool family might have when thinking about attending Legacy.

- Homeschool students seeking to be admitted to Legacy must provide home school grades, adequate documentation of verifiable curriculum, professional diagnostician reports where appropriate, and be tested and interviewed by the school. Acceptance of homeschool 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 homeschool family can choose to take at least four and up to eight academic classes at a time.
- Texas Association of Private and Parochial Schools (TAPPS) requires all students to be enrolled in at least four subjects to participate in extracurricular activities.
- Four classes require payment of registration, activity fees and half tuition and five or more classes require full tuition.
- A homeschool student wishing to receive a Legacy diploma must attend the last two years of high school and take and pass six classes each year, including the core courses of English, Math, Science, and History. All classes must be approved by the Legacy registrar. Earning fewer than six credits per year will allow the student to participate in Legacy's graduation ceremonies but he/she will not receive a diploma. If a homeschool student is failing a class from Legacy their senior year, they will not be allowed to participate in Legacy's graduation ceremonies.
- Homeschool students who take four academic classes must leave campus if their classes are not in consecutive order, e.g., the student who has a 1st block and 3rd block class must leave campus for second block but can return for lunch. However, if a study class is scheduled for either first or fourth block, then the same guidelines as that applied to seniors may be followed.
- Homeschool students who desire to be valedictorian, salutatorian, or an honor graduate must attend Legacy as a full-time student for the last six semesters.

General & Miscellaneous Policies

Parking

Students must register their cars and maintain copies of current driver's license and proof of insurance 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.

Campus Visitation

Office hours are from 7:30 a.m. until 4:00 p.m. All visitors to the campus should sign in at the school office. We expect all visitors to campus to be modestly attired.

We encourage parents to visit our school and classrooms; however, to minimize confusion, we ask that the following be observed:

1. All visitors to the school should report to the school office to obtain a visitor's name tag. This will help identify our school visitors for the safety of our students. Visitors need to adhere to school policies.
2. Parent observation in the classroom should be arranged beforehand with the principal and teacher.
3. If a parent or guardian is bringing a forgotten item (lunch, money, books, homework, etc.), it should be taken to the office and not the classroom.
4. We have a "closed" campus, which means only students enrolled at Legacy Christian Academy are to be on campus during school hours. Exceptions may be made at the principal's discretion.

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 Dabney Center 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.

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 Principal. 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 Principal or a teacher as soon as possible.

Lunch Policies

Students are required to eat lunch on campus in designated, supervised areas. Students have the option of bringing their own lunch from home or receiving food deliveries from family or friends only. Students wanting to purchase catered lunches offered by Legacy must place their orders between 7:45 and 8:15 a.m. each morning in the Dabney Gym. Lunch orders will no longer be taken in the office. Sodas and snacks can be purchased in the foyer of the gym during the lunch hour. 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. Any food brought to a student by family or friend while on campus must be dropped off at the Dabney Gym 30 minutes prior to the beginning of lunch. Lunches delivered to the school before this time will go to the main office. Students are NOT allowed to approach vehicles in parking lot or drive. Food and drinks are not allowed in the classroom which means lunch orders must be received during the lunch hour. Students will not be given their lunches late unless extreme emergency. If a student receives their lunch late, they must sit in the office to eat and will receive an unexcused tardy if they are late to class.

Homecoming and Prom 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.

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, and Annual Spring Event, other fundraisers by classes, clubs, and sports teams are not permitted without prior approval of the Fundraising Committee.

Booster Club

The mission of the Booster Club is to create opportunities for supporters to participate in activities and fellowship events with the intent of taking an active role in the Legacy Christian Academy community through volunteerism, in an effort to assist the promotion of

all athletic teams, programs, and facilities.

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 Nurse. 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 99.5 degrees or higher, or in the case of vomiting or repeated diarrhea. Students must be fever free for twenty-four 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:

- Students are not allowed to have medication in their possession on school grounds except for inhalers or “Epi-pens” if required by a physician and signed for by a parent.
- Narcotic pain medication may not be used during school hours and is not permitted on school grounds.
- Medication will only be administered with written permission from the parent and/or physician (per these policy requirements).

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,

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,
- 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.
- 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.
- All medication is kept in a securely locked cabinet in the nurse's office.
- Medications will only be given as instructed on the prescription label or on the non-prescription container.
- At the end of the school year, parents must pick-up the unused portion of their student's medication 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 twelve 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 six to twelve who wish to try out and participate in sponsored interscholastic athletic programs must have a physical performed every twelve 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 ensure 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 99.5 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 on 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 |

EMERGENCY PROCEDURES

In the event of a school related emergency during the office hours (8 a.m. to 4 p.m.), contact the school office by calling (409) 924-0500.

Fire/Tornado/Lockdown Drills

Fire and/or tornado and/or lockdown 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 KBTB Channel 4 by 6:30 a.m. Announcements may also be made on radio KLVI 560 AM, Magic 102.5 FM, KOLE 1340 AM. Please listen carefully for instructions about whether the school will open at the regular time, open late, or be closed. FACTS (parent company of RenWeb) notices or text messages may also be available depending on circumstances.

COMMITTED TO SUCCESS

Legacy has a strong commitment to partner with parents and students to prepare every child to further their education after graduating from LCA; to impact this world; and to leave a trail of good deeds that gives evidence that each student made a difference in life. We do this, in part, by keeping focused on three (3) critical words: **Christ...Curriculum...Character** so that your children can and will reach their full God-given potential.