



Established 1979

## **Family Handbook**

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**Christ...Curriculum...Character**

**June 2021**

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## MISSION AND VISION

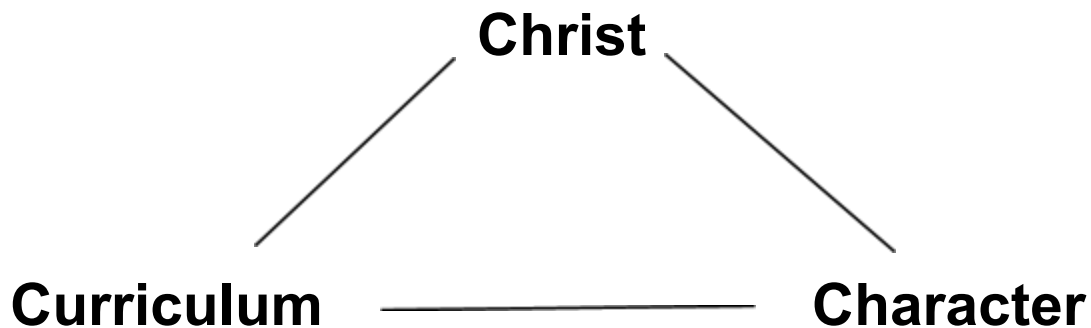
### ***Mission***

*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.**

**During the course of the school year, the Family Handbook may change or be amended.**

## **EDUCATIONAL PHILOSOPHY**

Legacy Christian Academy adopts the historic Christian view of life as presented in the Bible. Since God created and sustains everything through His Son, Jesus Christ, the world and life are God-centered and cannot in this condition glorify or know God. He can do this only by being recreated in God's image through committing his life to Jesus Christ as Lord and Savior. The total process of education, therefore, must seek this restoration of the student to the position of true knowledge, righteousness, and holiness in Christ by developing and relating the whole person to God spiritually, academically, socially, and physically. It must present all truth as God's truth and must be interpreted and integrated with God's Word. Such education is primarily the parent's responsibility and the school's function is an extension of the home to aid the parents in giving this education.

### **Educational Objectives**

Legacy Christian Academy intends to implement its stated Vision, Mission and Philosophy by working with the home and church to achieve the following objectives that will provide an atmosphere in which the whole child may grow to realize his God-given destiny.

#### ***A. Spiritual Growth***

1. The student will understand that the Bible is the inerrant Word of God, the source of doctrine, and the guide for daily living. *2 Timothy 3:16,17; John 1:1,2*
2. The student will know the basic tenets of the Christian Faith. *2 Peter 3:2*
3. The student will be encouraged to make a personal commitment to Jesus Christ, honor Him as Lord and Savior, and seek to know and do the will of God. *Romans 10:9,10*
4. The student will formulate a personal Christian world/life view which will be integrated in every area of life. *John 14:6,7*

#### ***B. Intellectual Growth***

1. The student will learn the skills for effective, critical thinking; comprehension; communication; and computation. *Proverbs 27:23-27, 2 Corinthians 9:6-11, Psalm 33:9, Deuteronomy 32:3-4*
2. The student will develop creative thinking and abilities toward an aesthetic appreciation of the arts and sciences. *Philippians 4:8*
3. The student will understand the integration of Biblical principles as seen in all areas of study in the development of a Christian world/life view. *Psalm 31:5, Hebrews 13:8*
4. The student will appreciate and understand the principles and values upon which our country was founded and the importance of preserving those values. *Matthew 26:27-29, Job 12:23, Deuteronomy 5:15*

#### ***C. Physical Development***

1. The student will understand that the body is the temple of God; therefore, it is necessary to eat proper food, exercise, rest, and abstain from harmful substances. *1 Corinthians 6:19*



2. The student will learn to apply Biblical principles in sportsmanship and in all athletic endeavors. *Proverbs 1:3*
3. The student will understand the qualities of loyalty, enthusiasm, and discipline in building an effective team/group endeavor. *Ephesians 4:25*
4. The student will develop physical coordination and skillful use of the body.  
*1 Corinthians 6:20*

**D. Emotional Growth**

1. The student will learn to apply Biblical principles in handling failure, success, stress, and strong emotions. *James 5:16*
2. The student will know that each individual is a unique person of worth because each is a special creation of God and recipient of His love. *Genesis 1:26*
3. The student will learn to apply Biblical principles in developing and accepting a realistic, wholesome self-image (soul). *Psalms 119:73*

**E. Social Growth**

1. The student will exhibit proper attitudes, and show respect for authority and for other people's rights and feelings. *James 1:27*
2. The student will develop self-discipline and responsibility based on submission to God and those in authority over him. *Romans 13:1-3*
3. The student will develop a love of family, good citizenship, and patriotism, assuming responsibility for home, church, community, and country.  
*Romans 12:10-13*

## ACADEMIC POLICIES

### *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](http://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.

## ELEMENTARY ACADEMIC POLICIES

### Kindergarten

Bible  
Language Arts  
Phonics & Reading  
Manuscript Writing  
Language Development  
Arithmetic  
Music/Art/PE  
Science/Social Studies  
Character Development  
Health/Safety/Manners  
Computer

### First & Second Grade

Bible  
Language Arts  
Phonics & Reading  
Manuscript/Cursive Writing  
Language  
Science  
Arithmetic  
History/Geography  
Health/Safety/Manners  
Music/Art/PE  
Computer

### **Third Grade**

Bible  
Language Arts  
Phonics & Reading  
Cursive Writing  
Spelling  
Arithmetic  
History/Geography  
Health/Safety/Manners  
Music/Art/PE  
Science  
Computer

### **Fourth & Fifth Grade**

Bible  
Language Arts  
Phonics & Reading  
Penmanship & Writing  
Spelling  
Arithmetic  
Science  
History/Geography  
Health  
Music/Art/PE  
Computer

### **Grading Periods**

Progress reports will be sent to all parents of students at the four and one half interval of each nine-week period. Conferences needed to address concerns should be arranged with teachers to set up appointments.

If a student receives an “F” in a grading period, he/she will automatically be placed on “academic probation” until the next progress reporting period (four and a half weeks). Continuing failure will result in loss of credit for the course and recommendation in a parent-teacher conference that the student be placed in another school that would better suit the student’s needs.

See the school calendar for grading periods and dates when progress reports and report cards will be e-mailed to parents.

### **Grading Scale**

Grade Weight 1-5 grades

Daily 50%

Test 50%

#### **Kindergarten**

E+, E, E- = Excellent  
G+, G, G- = Good  
F = Fair  
N = Needs Improvement

#### **Grades 1-5**

A = 90-100  
B = 80-89  
C = 70-79  
F = 69 – Below

Conduct grades will be shown by:

E – Excellent  
G - Good  
S – Satisfactory  
N – Needs Improvement  
U – Unsatisfactory

A “U” conduct grade appearing on the report card will result in a parent conference. To receive credit for a course, a student must maintain an average of 70 or above.

## **Homework Guidelines**

Homework generally has different purposes at different grade levels. For younger students, it should foster positive attitudes, habits, and character traits. For older students, it facilitates knowledge acquisition in specific topics. Homework provides an additional opportunity for parents and their child to bond. Some homework will be necessary for classroom participation.

All assignments must be complete, on time, and written properly. It is left to the discretion of the teacher as to how to make up any unfinished homework. Homework should not be assigned unless it is to be inspected. Teachers may count homework as a daily grade. Homework is important and parents are encouraged to provide the necessary home supervision for students to complete this part of their academic education.

Assignments are made on a daily, weekly, and a longer period of time. Fourth and fifth grade students write assignments in a school provided agenda. Parents should review these with their students on a regular basis to determine homework requirements. Assignments are also available for parents to see on FACTS.

As a guide, the average student can be expected to spend the following amounts of time on their homework:

- 1<sup>st</sup> grade – 120 minutes per week
- 2<sup>nd</sup> grade – 140 minutes per week
- 3<sup>rd</sup> grade – 160 minutes per week
- 4<sup>th</sup> grade – 180 minutes per week
- 5<sup>th</sup> grade – 200 minutes per week

This does NOT include unfinished classwork.

It is the school board policy to make every effort to leave Wednesday evenings free for church activities.

## **Late Assignments**

### ***Kindergarten***

Kindergarten does not have a “points deducted” policy. Homework is mainly oral reading to parents. This oral reading assignment must be signed and returned the following day. Homework is given on Tuesday and Thursday nights, and failure to do the reading will result in either time out at recess or not being allowed to participate in Show and Tell on Friday. Failure to do the assigned work will also result in a lower grade in “responsibility” on the report card. Continuous failure in this area could result in a conference with the parent.

### ***First Grade***

Incomplete daily homework assignments are to be completed in class after classroom assignments are completed and before the student can participate in extra activities. If incomplete homework assignments continue to be a problem, a conference with the parent is scheduled.

### ***Second / Third***

The student has three chances to turn in his/her completed assignment. Five points are deducted for each day that the assignment is late (five points for the first day, ten points for the second day, and fifteen points for the third day). After the third day, late assignments are not accepted unless a valid note from a parent stating the reason for not completing the assignment on time has been received. Continuous failure in this area could result in a conference with the parent.

### ***Fourth / Fifth***

A student's work is accepted one day late. Ten points are typically deducted for late work. The deduction is posted in FACTS so parents can see that it has not been turned in. The only exception is parent communication with the teacher as to the reason why the child's work was not finished; the teacher has the authority to approve late work. If it is not turned in after that, it remains a zero. Some work is accepted late for special circumstances. Continuous failure in this area will result in a conference with the parent.

### ***Make-Up Work***

When a student has been absent, it is the responsibility of the student and parent to secure books and assignments to be ready to participate on the day he/she returns to school. Students will be given one day for every excused day absent to make up their work. The assignments for makeup will be made available for pick up after 3:30 p.m. the same day of the absence. It is the responsibility of the parent/student to request makeup work for an absence.

In the event a student misses work due to suspension, makeup work will not be allowed.

### **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 PE class. If the student cannot participate for more than one day, the note should indicate approximately when the student may return to full participation. The note should also list the possible moderate activities in which the student might be able to participate. Under some circumstances, students will be required to complete written assignments to take the place of physical activities missed.

### **Promotion**

Promotion in Kindergarten and First grade is based upon satisfactory completion of courses of study and teacher recommendation. In grades 2-5 a student that fails two or more core subjects (language arts, mathematics, social studies, and science) with a 69 or less overall grade average will be a candidate for retention

## **SECONDARY ACADEMIC POLICIES**

### **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, Dual Credit, and AP classes are given an additional weight of 0.5, 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.

#### ***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.

#### ***High School Student Council Qualifications and Membership***

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 Student Council member, Officer or other student leader ultimately rests with the Advisor and the Administration of Legacy Christian Academy.

- A candidate must be enrolled for next year and pre-registered before the election. The candidate must not have a major disciplinary disciplinary infraction during the year of election or the year of office.
- A candidate must have at least one year's experience in High School Student Council prior to running for a position in Executive Council. The candidate must be currently serving on Student Council in order to run for Executive Council for the following year.
- Candidates and members may not fail any class 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. A member must maintain a 2.5 GPA throughout their time in office. Failure to maintain academic eligibility will result in dismissal from the council.
- Candidates are required to make a campaign speech. The speech must be 2-5 minutes in length and be pre-approved by the Advisor. Posters and other campaign items will be allowed under the direction of the Advisor.

### ***Honor Graduates***

#### **Graduating Classes after 2023**

For the award of Honor Graduate a student must earn a GPA of 4.00 - 4.19 or higher.

For the award of High Honor Graduate, a student must earn a GPA of 4.2 or higher.

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

#### **Grandfathered for 2022-2023 Graduating Classes (May choose)**

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 requires the student to be involved in at least one cocurricular activity such as clubs, teams, musical groups, etc. 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 are also recognized. 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.



### **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. Dual Credit students will be required to report grades to the registrar every three weeks or when requested.

### **Academic Requirements**

In order to be considered a full-time high school student while attending Legacy Christian Academy, students must take core courses of English, Math, Science, and History from LCA. To obtain an 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 11 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.

### **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/parents should start meeting with the Director of College Placement/Admissions on a regular basis their freshman 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.

### **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.

### **Credit in Advance**

Students may not take courses outside of Legacy to fulfill future course requirements.

### **Credit Recovery**

Any student who fails 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 8:10 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.

### **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 can sign out to a teacher's class for Enrichment. Proper dress code is required.

### **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.

### **Dual Credit**

Legacy Christian Academy is partnering with LIT in the Dual Credit program for Juniors and Seniors. Each class will count as a high school credit and college credit. Students will need to take the TSI, a qualifying test, before August in order to enroll for Dual Credit. Qualifying students may take one or two courses each semester; classes are 100% online.

Students enrolled in Dual Credit courses will have at least one dedicated block scheduled for working on their Dual Credit coursework while being monitored by a faculty member.

### **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.

### **Exams - Semester and Final Exams**

All students will be given semester exams at the end of each semester. Semester exams 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 and Principal as long as it is for the entire 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 in that class.
- Juniors may exempt two final exams per semester if they have an average of 90 or above in those classes.
- Seniors may exempt any class per semester in which they have earned an average of 90 or above in the class.
- Non-senior Advanced Placement (AP) students may exempt any non-AP class they have an average of 90 or above for the semester if they have an 85 average or higher in an AP class.

- Non-senior and senior Advanced Placement (AP) students may exempt the second semester AP final exam in that class if they earn an 85 average or higher in that class for the year by the end of the week before their respective underclassman and senior 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.
- 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

### **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.

### **Grading Periods**

Legacy is on a semester grade reporting system. Each semester is eighteen weeks in duration. Parents will receive by e-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. FACTS, 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. 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)

### **Graduation Requirements - Mandatory**

The graduating senior and parent are required to sign a Graduation Requirement Form. Forms will be available at Legacy Launch and/or the main office. 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, the 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. He/she 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 13 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 the student to participate in the graduation ceremony.

### **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 Head of 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.

### **Transcript Requests**

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

## **ATTENDANCE POLICIES**

Attendance is essential for academic growth. Legacy is accredited by Cognia and must be in compliance with the Texas Education Agency State Laws. If a student misses more than five days in a semester for excused, discretionary days, unexcused reasons, or a combination thereof, the school will take action. Such action might include, but is not limited to, loss of privileges, such as field trip participation or possible loss of academic credit. The administration reserves the right to address each case individually and act appropriately.

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.

### **ELEMENTARY**

	<i>Arrival</i>	<i>Departure</i>
K4 – 5 <sup>th</sup> grade	7:50 a.m.	2:50 p.m.
Tardy for School	7:55 a.m.	
Before School Drop Off	7:30 a.m.	
After School Pick Up	2:50 p.m.	3:10 p.m.
After School Program	3:20 p.m.	6:00 p.m.

All students K4-5 arriving between 7:30 and 7:50 a.m. should report to the Elementary Recreational Building. **NO ONE IS ALLOWED IN OTHER LOCATIONS BEFORE 7:30 AM.** Students must be off campus by 3:10 p.m. unless accompanied by a teacher, parent, or staff member, or unless participating in school sponsored activities. Students will not have access to buildings after office hours. Students not leaving campus by 3:10 p.m. will be placed in the After School Program at the parent's expense. Fees will be assessed for late pickup as follows:

#### After school hold-over fees:

3:20 – 4:00	\$10.00
4:00 – 4:30	\$15.00
4:30 – 5:00	\$20.00
5:00 – 5:30	\$25.00
5:30 – 6:00	\$30.00

#### **Elementary Pick-Up and Drop-Off of Students**

Delivery and pick-up of elementary students will be in front of the Elementary Recreational Building for grades K4-Fifth.

A NOTE, EMAIL OR PHONE CALL TO THE SCHOOL OFFICE IS REQUIRED FOR ANY CHANGE IN PICKING UP YOUR CHILD WHETHER THEY ARE IN THE AFTER SCHOOL PROGRAM OR NOT. STUDENTS WILL NOT BE RELEASED UNLESS THE OFFICE IS NOTIFIED BY THE PARENT OR GUARDIAN OF ANY CHANGE IN THE STUDENT(S) ROUTINE PICK UP.

### **Excessive Absences**

In the case of prolonged, recurring illness, of more than five (5) days, the school will require a medical explanation from the physician. In cases where the school decides that excessive absences are detrimental, because the student has missed excessive days of teacher instruction, a conference between school administration, teachers, and parents will take place to determine whether the student has mastered the objectives needed for earning credit for that grade/course. Students will be allowed to make up work missed during an extended absence in a reasonable amount of time, but unexcused absences will result in a zero on assignments missed including tests, papers, and projects.

### **Make-Up Work Due to Absence**

Work authorized to be made-up shall be completed and designated as “MAKE-UP WORK”. A student will have one day for an excused absence in which to make-up the work missed. The student will be responsible for any test or project previously announced.

### **Tardiness**

Preparing students for success in the competitive world of work and college goes beyond academics. Teaching personal responsibility, self-discipline, and respect for other people's time are equally important. So, this tardy rule is designed to both provide some flexibility but to establish firm guidelines for students to follow. Students are considered tardy to the first class if reporting to class at 7:55 a.m. or later.

On the *sixth* tardy per semester, will be contacted by the principal and lunch detention may be served.

## **SECONDARY**

### **Arrival and Departure**

The academic day begins at 8:10 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 a.m. 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, and After School supervision for Elementary students vary.)

### **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.

### **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**

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.. 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 only be accepted for two weeks from date of absence.*

### **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. Consideration may be given under extenuating circumstances, but only if approved prior to the absence by administration. All missed assignments will be due the day the student returns to campus. When using a Family Discretionary Day, students must make prior 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 Make-Up Work Policies**

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

- *Due to Absence:* If a student is absent for one day and has a scheduled test, project, or paper due on that day, he or she should be prepared to take the test, turn in the paper, or present the project on the day he or she returns to school. If a student returns from an unplanned, excused absence the day 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.
  - Assignments are to be completed and turned in the day the student returns to school.
- ***Unexcused Absences:*** Absences for any reason other than those listed in the "Excused Absences" section of this handbook are considered unexcused.

### **Tardiness**

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 Principal 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/guardians 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 Work Session(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.

## **CODE OF CONDUCT**

### **Expectations in Behavior**

Parents should read and discuss the following discipline code with their children and be certain that the discipline requirements are known, understood, and accepted. This discipline code also applies to all field trips or activities off campus when students are representing our school. Legacy Elementary believes that its' discipline policies are firm but fair. The school seeks to cooperate with the parents to develop the following characteristics in the students: (Galatians 5:22-23).

1. Cheerful obedience to all in authority; *Romans 13:1-4; I Peter 2:13-17; Hebrews 13:17.*
2. Responsibility in doing assigned or expected tasks, *Matthew 25:14-30; I Corinthians 3:8-15; II Timothy 2:15.*
3. Cooperation with others in and outside the classroom, *Romans 15:1-3; I Thessalonians 5:12,13; Matthew 7:12.*
4. Courtesy and respect for others; such as, being quiet in class, raising hands to speak, not interrupting others, walking to the right quietly in line and not running in the buildings, and eating with proper manners, *Leviticus 19:18,34; Romans 12:10; I Corinthians 14:40.*
5. Cleanliness in person and property such as: putting trash in trash cans, picking up paper on the floor, in desks, on the grounds, and keeping personally clean and neatly dressed, *Psalms 119:9; Ezekiel 36:25.*
6. Internal as well as external cleanliness, *Numbers 8:6-7; Matthew 23:26.*
7. Truthfulness and honesty in work and life, *Proverbs 12:22; Ephesians 4:25.*
8. Respect for the property of Legacy Christian Academy and other people, *Ephesians 4:28; Deuteronomy 22:1-3; Matthew 7:12.*
9. Promptness in attendance and completing assignments, *Proverbs 6:6-11; Matthew 25:1-13.*
10. Morally good conduct in respect to recreation, social relationships, and language, *Philippians 4:8; I Corinthians 10:31-33; II Timothy 2:16.*

## 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.

## **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.

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.

## **Sexual 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 he or she has 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 Head of School or the Head of School'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 Head of School. 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 the school logo or anything directly or indirectly connected to Legacy Christian Academy. Disciplinary actions will be enforced at the discretion of school authorities.

## **ELEMENTARY DISCIPLINE POLICY**

### **Disciplinary Infractions**

#### **Level-1 Disciplinary Infractions**

The following acts of misconduct include those student behaviors which interfere with the orderly educational process in the classroom and at school. These include, but are not limited to such behavior as:

- Running and/or making excessive noise in halls or buildings
- Refusal to participate in class activities
- Failure to bring required classroom materials and assigned work to class
- Failure to cooperate with teachers and school officials
- Not following teacher/classroom/school rules
- Violation of uniform/dress code
- Use or possession of audio visual/electronic equipment—radios, iPods, iPads, CD players, video games, iPhones, iWatches —not authorized by administration

#### **Level-1 Disciplinary Actions**

Disciplinary actions consistent with Level 1 include, but are not limited to:

- Teacher/student conference
- In-class disciplinary action
- Parent/teacher conference
- Administrator/student conference
- Parent/administrator conference

#### **Level-2 Disciplinary Infractions**

Level 2 acts of misconduct include, but are not limited to:

- Any repeated or chronic misbehavior as defined in Level 1

- Being in restricted areas before or after school
- Failure to abide by rules regarding field trips
- Fighting or any other action that might cause injury
- Obscene, profane, or vulgar language that is written, spoken, or expressed by symbols or gestures
- Intentional misuse and/or damage of school or other property
- Cutting class/truancy
- Display of disrespect toward school personnel
- Public display of affection
- Leaving the classroom or school grounds without permission
- Altering school documents, or signing parent's name on school documents
- Lying, cheating, or stealing

### **Level-2 Disciplinary Actions**

Disciplinary actions consistent with level 2 include, but are not limited to:

- Teacher/student conference
- Administrator/teacher/student conference
- Parent/administrator conference
- Detention
- Suspension
- Corporal Punishment (parent)

### **Level-3 Disciplinary Infractions**

Level 3 acts of misconduct include, but are not limited to such behavior as:

- Any chronic misbehavior—three or more referrals—as defined in level 2
- Possession of fireworks, firearms, and/or other lethal weapon, or conspiring to conceal such weapon or aid anyone in doing so
- Possession, use, or being under the influence of drugs or alcohol or tobacco products
- Any type of solicitation to purchase or use drugs or alcohol or tobacco products
- Defiance of the authority of school personnel
- Theft of major items
- Gambling, which is defined as participating in games of chance for money and/or other things of value
- Any behavior or display of attitude in opposition to the basic principles and purposes of Legacy Christian Academy, or which restrict the spiritual or academic atmosphere of the school as determined by the administration
- Terroristic threats of weapons, bodily harm to others or self

### **Level-3 Disciplinary Actions**

Disciplinary actions consistent with level 3 include, but are not limited to:

- Teacher/student conference
- Administrator/teacher/parent conference
- Parent/administrator conference
- Detention
- Suspension

- Expulsion
- Notification of law enforcement agencies (when applicable)
- Corporal Punishment (parent)

### **Parent-Teacher Conference**

Parents may request a conference with the teacher and/or administrator at any time they feel it necessary. Teachers will also request a parent/teacher conference when they deem it necessary for a parent to consult with the school concerning their child.

Appointments may be scheduled by contacting the school office at 924-0500. Teachers will confirm or return the call for a conference during their preparation period. **Please utilize FACTS to correspond or obtain updates on your student's academic progress.**

### **Detention**

All detention will be implemented at school during regular school hours. Detention may include no recess or free time. Detention periods of thirty minutes to one hour or more will be determined by the administration. Parents of students will be notified at least one day before the assigned detention is scheduled. Students must report to detention promptly and have the necessary materials to begin required assignments (written assignments). Students must follow the rules of detention. Detention is mandatory and not negotiable. Failure to comply with detention regulations or failure to complete detention can result in further disciplinary action by the principal.

### **Suspension**

Suspension may be internal (an in-school suspension where the student is removed from class but stays on the Legacy Christian Academy campus and under the supervision of school personnel) or external suspension (an out-of-school suspension where the student is the parents' total responsibility). A policy of one to three days suspension will be followed. Excessive suspensions may result in a recommendation for dismissal from the school.

### **Expulsion**

A student that is expelled from Legacy Christian Academy is subject to possible denial of readmission as determined by the school board and/or Head of School.

## **SECONDARY DISCIPLINE POLICY**

**Dress Code Violation:** Any violation of the school's uniform or grooming policies. A dress code violation is completed for students who violate Legacy dress code. When a student receives his/her 4th Dress Code Violation at any time during the school year, school administration will meet with his/her parents. On the 5th dress code violation and every successive time, the student will receive a detention.

Students refusing to comply with the dress code will receive a Level-1 disciplinary consequence and will receive a Student Behavior Referral (SBR).



## **Disciplinary Infractions**

Legacy uses three levels of disciplinary infractions progressing from less to more serious levels.

### **Level-1 Disciplinary Infractions:**

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

- Talking or being disruptive in class, Study Class, or Chapel
- No 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-1 Disciplinary Consequences -- Student Behavior Referral (SBR):**

The student will be issued an SBR. When a student receives his/her 3<sup>rd</sup> SBR at any time during the school year, school administration will meet with his/her parents. On the 4<sup>th</sup> SBR and every successive time, the student will receive a detention or other appropriate consequence.

### **Level-2 Disciplinary Infractions:**

More serious violations of school rules, or repeated violations of school rules, are viewed as Level-Two Disciplinary Infractions.

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 4<sup>th</sup> 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, but may participate in practice with consent of the Head of School

### **Level-2 Disciplinary Consequences -- Student Behavior Referral and the following:**

Work sessions and possibly a disciplinary probation contract.

School Administration will meet with parent to establish an understanding of the student's conduct and discipline.

Possible removal from student leadership positions.

### **Level-3 Disciplinary Infractions:**

The most flagrant disciplinary infractions are considered Level-Three Disciplinary Infractions.

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 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, but may participate in practice with consent of the Head of School

**Level-3 Disciplinary Consequences -- Student Behavior Referral and the following:**

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 parents to establish an understanding of the Student's conduct and discipline.

Possible removal from student leadership positions.

**Disciplinary Actions—Specific Consequences**

***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.

***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 homework while serving detention.

### ***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.

### ***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.

### ***Student Behavior Referral***

This form is completed for students who violate a Level One disciplinary infraction or other similar type of behavior. A completed SBR is given to the Principal who reviews it for appropriate action. A copy of the SBR is emailed to the parents as well as entered in FACTS 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.

### ***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.

## **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.

### ***Resolution of Conflict***

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, Head of School  
*Advice and Guidance:* Advisor, Head of School

***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.

## **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. Students are expected to meet the dress code at all times. 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.

We kindly ask that our parents also follow the policy of modesty when visiting our campus or participating in Legacy sponsored activities.

## **WHERE TO PURCHASE UNIFORMS**

A complete list of required and optional uniform items will be available in both the elementary and main office. Uniforms must be purchased from Mills Uniform at [millsweat.com](http://millsweat.com) with school code 8711.

A uniform dress code was selected for PK4 through twelfth grade for the following reasons:

1. More convenient and economical
2. Eliminates extremes in dress and competition among students
3. Encourages positive behavior
4. Creates a distinctive school identity and promotes school spirit

**UNIFORM DRESS CODE** - These general rules must be followed by ALL students:

***School-wide General Uniform Dress Code***

***Uniforms***

- Button-down oxford shirts must be tucked in all day
- Polo/Performance shirts may be worn untucked
- Belts must be worn with any clothing that has a visible belt loop
- Only a plain (no print) white t-shirt/sports bra or white/beige camisole may be worn under any uniform shirt
- A uniform shirt must be worn under jackets
- All students must button shirts appropriately to meet modesty standards
- Navy shorts must be worn under skirts/jumpers
- Skirts may not be higher than approximately 2 inches above the knee
- Shoes must be closed-toed and have a back
- Students must wear designated monogrammed/approved Legacy Club outerwear during school hours
- Uniforms must be appropriately sized for waist, hips and length, and must be worn at the waist

***Hair/ Hair Accessories***

- Acceptable
  - All hair should be well groomed, neat, and held back out of the eye
  - Girls may wear hair accessories such as bows, barrets, and headbands as long as they match uniform
  - Boys may wear neatly groomed facial hair
  - Boys may wear hair that is no longer than the top of the collar as long as it is kept out of the face and eyes.
- Unacceptable
  - Headwear of any type other than acceptable accessories listed above for girls(caps, hats, handkerchiefs, head wraps, etc.)
  - Painted or excessively dyed hair
  - Bright colored streaks like pink, purple, or blue are not permitted for boys or girls
  - Boys may not wear pony-tails or man-buns
  - Boys may not shave the scalp
  - Boys may not wear hair accessories except on special dress up days

**CHAPEL DRESS CODE** (*must be worn all day*) - STUDENTS NOT IN CHAPEL DRESS ON CHAPEL DAYS WILL BE SENT TO THE OFFICE TO CALL THEIR PARENT TO BRING REQUIRED ATTIRE.

**Elementary Chapel Uniform PK4 – Fifth Grade**

**Girls (required):** Legacy plaid jumper  
White Peter Pan collared blouse  
Navy shorts  
Closed toe and heel shoes/tennis shoes  
Socks (white or navy)  
Rubber soled shoes on playground  
**(optional):** Leggings (navy, black)  
Navy monogrammed sweater  
Navy monogrammed fleece jacket

**Boys (required):** Khaki pants  
White monogrammed oxford shirt  
Coordinated belt  
Closed toe and heel shoes/tennis shoes  
Socks (white, navy, black)  
Rubber soled shoes on playground  
**(optional):** Navy monogrammed sweater  
Navy monogrammed fleece jacket

**Secondary Chapel Uniform**

**Girls (required):** Khaki pants or Legacy plaid skirt  
Navy shorts (must be worn under skirt)  
White monogrammed oxford shirt AND/OR  
Navy monogrammed sweater  
Closed toe and heel shoes/tennis shoes  
**(optional):** Leggings (white, navy, black)  
Navy monogrammed fleece jacket

**Boys (required):** Khaki pants  
White monogrammed oxford shirt  
Coordinated belt  
Closed toe and heel shoes/tennis shoes  
**(optional):** White t-shirt may be worn under the uniform shirt  
Navy monogrammed sweater or fleece jacket (required white dress shirt underneath)

**CAMPUS DRESS CODE** 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.

**Elementary Campus Uniform**

**Girls:** Plaid skort or jumper  
Navy shorts under skirt  
Khaki pants or shorts  
Green or yellow monogrammed polo shirt  
Green performance shirt  
Socks (white or navy)  
Closed toe and heel shoes/tennis shoes  
Rubber soled shoes on playground  
Leggings (navy, black)  
Navy monogrammed sweater  
Navy monogrammed fleece jacket  
Navy monogrammed sweatshirt (must have uniform shirt underneath)  
Navy monogrammed packable puffer jacket  
Required field trip shirt

**Boys:** Khaki pants or shorts  
Green or yellow monogrammed polo shirt  
Green performance shirt  
Coordinated belt  
Closed toe and heel shoes/tennis shoes  
Socks (white, navy, black)  
Rubber soled shoes on playground  
Navy monogrammed sweater  
Navy monogrammed fleece jacket  
Navy monogrammed sweatshirt (must have uniform shirt underneath)  
Navy monogrammed packable puffer jacket  
Required field trip shirt

**Secondary Campus Wear**

**Girls:** Khaki pants or skirt  
Legacy plaid skirt  
Navy shorts under skirt  
Monogrammed white oxford blouse  
Green or white monogrammed polo shirt  
Green performance shirt  
Navy monogrammed sweater (shirt underneath optional)  
Navy monogrammed fleece jacket  
Navy monogrammed sweatshirt  
Navy monogrammed packable puffer jacket  
Solid colored coordinated leggings (white, navy, black)  
Closed toe and heel shoes/tennis shoes  
Navy Senior privilege shirt (seniors only)

- Boys:** Khaki pants or shorts  
 Monogrammed white oxford shirt  
 Green or white monogrammed polo shirts  
 Green performance shirt  
 Coordinated belt  
 Navy monogrammed fleece jacket  
 Navy monogrammed sweatshirt  
 Navy monogrammed packable puffer jacket  
 Closed toe and heel shoes/tennis shoes  
 Navy Senior privilege shirt (seniors only)

**CASUAL WEAR** Any outfit chosen for wear on these days must conform to the same high standards as the daily uniforms. This applies also to any specially required evening or off-campus functions at which parents/students are representing Legacy Christian Academy. Parents/students are free to make independent clothing choices which conform to the following guidelines.

***School-wide General Casual Wear Dress***

- Acceptable
  - Adhere to General Dress code
  - Legacy Spirit shirts
  - Closed toe and heel shoes/tennis shoes
  - Shirts with sleeves covering the back, underwear, and midriff
  - Pants/Shorts/Skirts/Skorts be any color, with or without pockets
- Unacceptable
  - No logos or designs which violate Biblical morality standards
  - No undergarments should be showing
  - No clothing with holes, slits, rips, tears, intentional cuts, or manufactured cuts/holes or excessive fraying or “distressing” can be worn to school
  - No cleats, shoes with wheels, or shoes with soles which will mark floors permitted
  - No Crocs or slides are allowed for safety reasons
  - No cargo/painter pants
  - No sweat/athletic pants or sweat/athletic shorts
  - No blankets or throws allowed during school hours

**Elementary Friday Dress**

***Includes School-wide General Casual Wear listed above***

- Acceptable
  - Legacy Spirit Shirt
  - Field trip shirt
  - Christian, church/church camp shirts
  - Only rubber soled shoes are allowed on the playground
  - Girls may wear only stud earrings



- Unacceptable (Everyday)
  - No Sheer or see-through tops
  - No leggings or jeggings
  - Boys may not wear earrings
  - No facial piercings
  - No athletic wear is allowed
  - No cosmetics/makeup
  - No fake nails

### **Secondary Casual Wear**

*Includes School-wide General Casual Wear listed above*

#### ***Shirts***

- Acceptable
  - Girls sheer or see-through must have a camisole/tank underneath
  - Cold shoulder blouses
- Unacceptable
  - No halter tops
  - No tanks tops worn alone
  - No logos of other secondary school names

#### ***Pants/shorts***

- Acceptable
  - Capri pants are permitted for girls (Length must come below the knee)
  - Yoga pants, leggings, or jeggings are permitted for girls if the blouse is loose or skirt covers the rear
  - Hems of the pants may be rolled modestly
- Unacceptable
  - Girls are not permitted to wear shorts of any type as outerwear
  - No sagging or slabbing

#### ***Shoes***

- Acceptable
  - Flip Flops
  - Sandals

#### ***Hair***

- Acceptable
  - Sideburns are permissible for boys as long as they do not exceed the bottom of the ear
  - Neatly groomed moustache
  - Add board approved hair to handbook

#### ***Piercings and Tattoos***

- Acceptable

- Only girls are allowed to have ears pierced
- Unacceptable
  - No other piercings or spacers allowed
  - 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

### **Dress-up Day**

On these days, it is important to remember the spirit of the uniform code at Legacy.

### **Legacy Organizational Jackets**

High school students may wear approved Legacy organizational jackets (cheer, student organizations, sports teams) on Campus Wear days.

### **School Dances and Social Events**

*Dress Code Forms for these events will be required to be signed and turned in by a certain date in order to attend.*

### **School Team and Club Wear**

All designs for team shirts, T-shirts, and sweatshirts must follow Legacy guidelines and be approved by administration before produced or worn. Team warm-ups or wind pants may be worn in the classroom only if they are part of a team uniform, and the entire team is clothed in the same outfit on the specific day.

### **Senior Privilege**

Seniors have the option of wearing a shirt chosen by the senior class. 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 Mills Uniform. Appropriate warm-up suits may be worn for PE during cool weather months. Appropriate athletic shoes and white athletic socks are also required.

## **ENROLLMENT AND FINANCIAL POLICIES**

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 the 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.

### **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 not to 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, Advanced Theatre, sports, etc.

### **K4-K5 Enrollment**

Students enrolling in K4 and K5 must be 4 or 5 respectively by September 1.

K4—must be 4 by September 1

K5—must be 5 by September 1

### **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 one up to eight academic classes at a time.
- Texas Association of Private and Parochial Schools (TAPPS) requires all students to be enrolled in eight 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 his/her senior year, he/she 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.

### **Withdrawals**

A two week notice of withdrawal should be sent to the school office in advance of the PLANNED withdrawal date. Parents should allow seventy-two hours from the actual withdrawal date and time for the teachers to calculate and post the student's grades to the withdrawal forms.

## **EMERGENCY PROCEDURES**

In the event of a school related emergency during the office hours (7:30 a.m. to 4 p.m.), contact the school office by calling (409) 924-0500. If your phone number has changed, or you believe your number is missing from our list, please notify the School Office with your updated information.

### ***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.

## **EXTRAORDINARY CIRCUMSTANCES**

LCA will follow all mandates and review recommendations of state and local officials, local health officials, and Legacy administration, as the mandates and recommendations are released.

## **GENERAL & MISCELLANEOUS POLICIES**

### **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.

### **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 his/her vehicle. If campus security is unavailable, the student will not be allowed to go to his/her vehicle.

### **Campus Visitation**

Office hours are from 7:30 a.m. until 4:00 p.m. for both Elementary and Secondary offices. All visitors to the campus should sign in at the respective school office. We expect all visitors on 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, including those for chapel, must sign in with the appropriate office receptionist or designated staff member located in the gym 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.

### **Conflict Resolution**

"The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the

Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by Biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of the Rules is available at from the school offices or downloadable at [www.Peacemaker.net](http://www.Peacemaker.net)). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses. Each party also agrees to waive any right of recovery of attorney fees and litigation expenses regardless of outcome.”

### **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.

### **Field Trips**

Field trips may be taken as an extension of the curriculum. These trips will be approved by the administration for educational soundness. Parents will be notified beforehand as to details concerning the trip. Fees may be charged to cover expenses. Students will be asked to adhere to a certain dress code on field trips. Parents should read and discuss the discipline code with their children and be certain that the discipline requirements are known, understood, and accepted prior to all field trips. Permission slips will be issued for each field trip.

#### *Elementary*

Students who have a “U” in conduct MAY NOT be allowed to go on field trips unless accompanied by a parent.

### **Fundraisers**

In order to focus our efforts as a community on several large fundraisers, other fundraisers by classes, clubs, and sports teams are not permitted without prior approval of the Fundraising Committee.

### **Homecoming and Prom King & Queen**

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

### **Library**

The school library is a tremendous resource center for all Legacy students. K-first grade students may check out one library book at a time and keep it for a period of one week. Second through fifth grade students may check out two library books at a time and keep them for a

period of two weeks. Students may return books early and check out new books. Students may also renew their books one time if they would like to keep them longer. Students are responsible for all library materials borrowed. When a book is lost or damaged, students/parents will be responsible for the cost of the book plus a \$5.00 processing fee. Late books will be assessed fines. If a lost book is found within 30 days and it is in good condition, the price paid for the book will be returned minus the late fee. A student who has library obligations (late books or fines) may not be issued their report card until the book or fine is cleared. Upon clearing library obligations, the student will receive a library clearance from the librarian which must be presented to the office for report card issuance.

### **Disclaimer**

***Legacy Christian Academy does not necessarily endorse all the contents of this, or any book, in the library. It is understood, that to meet certain academic standards and to provide books of various fields of research and contents, Legacy Christian Academy must, of necessity, have many books of different types. Our position is well understood to be in strict adherence to the doctrine and principles taught in the Holy Scriptures.***

### **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.

### **Lost and Found**

The school does not assume responsibility for articles which a student may lose. However, any material—books, shoes, purses, clothing, etc.—left overnight will be turned in to the “Lost and Found.” Clothing and articles left in “Lost and Found” may be given to a charitable organization at the end of each nine-week period. Parents may check “Lost and Found” in search of their child's belongings. Lost and Found is located in the Dabney Center Gym.

If money or valuables are lost, the loss should be reported to the school office immediately. Students who find lost articles are to take them to the office.



All clothing and articles should be clearly marked in permanent ink to insure student's identification.

Students are responsible for their team uniforms and all other issued equipment. Students will be required to replace lost school-issued items.

### **Lunch Policies**

Lunch orders and purchasing are to be completed online at <https://www.ezschoollapps.com/>. Lunch can be purchased by the day, week, or month but must be processed by 8:30am. It is the responsibility of the parent or student to purchase and cancel any orders online. No refunds will be issued by Legacy. No lunch charging will be allowed since all orders must be purchased online. Please feel free to "brown bag it" on any or all days.

### ***Elementary***

#### **Lunchtime Rules and Ordering Information**

Rules governing lunchtime conduct will be enforced from the time the students go to lunch until regular classroom activities begin after lunch.

1. All students will eat their lunches in the Elementary Recreational Building unless alternate plans are approved by the principal.
2. Student conduct in the Recreational Building shall be in accordance with standards of good eating, table manners, and self-discipline.
3. All students are responsible for placing all refuse in the receptacles provided and leaving their tables clean.
4. Students must finish eating before they leave the table.
5. Students must remain in the cafeteria until dismissed by their teacher.
6. Failure to adhere to simple rules of courtesy and cleanliness may result in disciplinary measures.

### ***Secondary***

Students are required to eat lunch on campus in designated, supervised areas. There may be days that students will eat lunch in the classroom with teacher supervision. Students have the option of bringing their own lunch from home or receiving food deliveries from family or friends only. Delivery lunch orders from any other source are not allowed. 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 his/her lunch late, he/she must sit in the office to eat and will receive an unexcused tardy if they are late to class.

### **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.

### **Parking**

A student must register his/her vehicle by filling out a Motor Vehicle Registration Form located in the main office in order to be given a parking sticker and allowed to drive on campus.

### **Special Needs Programs and Activities**

Section 504 of the Rehabilitation Act of 1973 protects the rights of persons with handicaps in programs and activities that receive Federal financial assistance. Legacy Christian Academy does not receive Federal financial assistance and cannot provide specific programs to service students with 504 accommodations or curriculum modifications.

### **Social Activities**

School sponsored parties and activities are typically planned by the Middle School and High School Student Councils. 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.

### **Telephone**

Students are asked not to use the school office telephone during school hours unless it is for an urgent matter. A student must obtain permission from the office before placing a call. Parents should not ask for telephone messages to be delivered unless it is an emergency.

### **Textbooks**

Most textbooks will be furnished by Legacy Christian Academy. Students are required to protect and cover their textbooks. Books must be covered at all times. Parents will provide the book covers for textbooks.

Students will be charged full replacement price (including shipping/ mailing expense) for textbooks that are lost or damaged beyond practical use. Parents may be required to purchase textbooks for some elective courses or novels for literature classes.

The student will be expected to have proper books to participate in all classes and will need to report to class with correct supplies and books daily in order to be admitted to class.

At the end of the year, report cards will be withheld until textbooks are returned, replaced and/or replacement costs have been paid.

## **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.

**Infirmary** – 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 infirmary 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:

***Chicken Pox*** – Students may return after six (6) days with a signed physician release or ten (10) days without a release. Exclude until the lesions become dry or if lesions are not vesicular, until twenty-four hours passed with no lesions occurring.

***Concussion or Head Injury*** – Requires signed physician release which includes any limitations placed on student's participation in PE class, athletic team sports or recess activities.

***Conjunctivitis (Pink Eye)*** – Following medical treatment for twenty-four hours, students may not return to school until permission and/or permit is issued by a physician or local authority or until symptom free.

***Fever*** – Students with a temperature of 99.5° F should remain home. Following illness, students may return IF there is NO FEVER FOR TWENTY-FOUR HOURS DURING WHICH NO FEVER REDUCING MEDICATION IS GIVEN.

***Vomiting*** – Students must be fever free and have not vomited for twenty-four hours without the use of medication before being allowed to return to school.

***Fifth Disease*** – Once the rash appears, children are no longer contagious. Students with fever must remain home until FEVER FREE FOR TWENTY-FOUR HOURS DURING WHICH NO FEVER REDUCING MEDICATION IS GIVEN.

***Viral Gastroenteritis*** – Student may not return to school until diarrhea free for twenty four hours without the use of diarrhea suppressing medications.

***Head Lice*** – Readmission after one medicated shampoo has been given. Second treatment has to be given in seven days. The student must be completely free of all nits and evaluated by the nurse before readmission.

***Hepatitis, Viral, Type A*** – Readmission with signed physician release.

***Impetigo*** – Readmission after treatment has been given for twenty-four hours and upon providing a signed physician release that student is no longer contagious. Remaining lesions must be covered while in school.

***Infectious Mononucleosis*** – Fever free for twenty-four hours during which no fever reducing medication is given and have physician clearance.

***Influenza*** – Exclude until fever free for twenty-four hours without the use of fever suppressing medications and a signed physician release.

***Meningitis, Bacterial*** – Physician signed release plus FEVER FREE FOR TWENTY-FOUR HOURS DURING WHICH NO FEVER REDUCING MEDICATION IS GIVEN.

***Meningitis, Viral*** – FEVER FREE FOR TWENTY-FOUR HOURS DURING WHICH NO FEVER REDUCING MEDICATION IS GIVEN and have physician clearance.

***Pinworms*** – Following medical treatment for twenty-four hours plus signed physician release.

***Ringworm of Body or Scalp*** – Student may attend school if infected area can be completely covered by clothing or a bandage, otherwise exclude until treatment has begun.

***Scabies*** – Following medical treatment for twenty-four hours and have physician release.

***Sinus Infection*** – Students with significant, persistent nasal drainage which is green or yellow in color will not be allowed to remain in school. Such conditions indicate possible infection and need evaluation by a physician. There may be infection present even without fever. Students may return to school after medical treatment has been given for twenty-four hours or student has been FEVER FREE FOR TWENTY-FOUR HOURS DURING WHICH NO FEVER REDUCING MEDICATION IS GIVEN.

***Sprain/Fracture*** – Requires signed physician release stating the student may attend school and includes any limitations placed on student participation in PE class, athletic team sports, or recess activities.

***Streptococcal Sore Throat*** (Without Scarlet Fever Rash) – readmission after twenty-four hours from time antibiotic therapy is started and student is FEVER FREE FOR TWENTY-FOUR HOURS DURING WHICH NO FEVER REDUCING MEDICATION IS GIVEN. NOTE: If you take your child to the physician and a throat culture is done for which results will be available the next day – keep your student home until you get results from physician’s office. If the culture is negative, students may return to school that day, if fever free. If the culture is positive, student may return after antibiotics have been given for twenty-four hours, if FEVER FREE.

## **TECHNOLOGY USE POLICIES**

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, iPods, iPads, PSP, smart watches, headphones, airpods, wireless, earbuds, 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 his/her 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 for urgent matters 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.
- Students are not allowed to stay in a virtual video classroom meeting (Zoom, Google Meet, etc.) if a teacher is not present. Additionally, students must not share meeting codes or times of such meetings with anyone.

## **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.