

Student and Family Middle School Handbook

2021 – 2022

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Message to Our Families

Welcome to Legacy College Preparatory Charter School. As part of our team and family, you have joined a community of people who have dedicated their professional lives to helping all children reach their full potential.

As is the case with any family, Legacy College Preparatory Charter School needs a set of rules and guidelines to help us understand and get along with each other. The purpose of this Student and Family Handbook (the “Handbook”) is to ensure that we have consistent expectations across our school. This Handbook may not answer all of your questions, but it should provide examples of Legacy College Preparatory Charter School’s mission, procedures, expectations, and guiding principles.

As Legacy College Preparatory Charter School always seeks to improve, we reserve the right to amend, modify or change the provisions of this Handbook. We will of course provide all students and families notice of any significant changes in the policies reflected in the following pages.

Please note that where we refer to “parents” in this Handbook, that term is meant to include both parents and legal guardians even where we do not specifically refer to guardians.

Mission, Beliefs, and Values

I. Mission and Vision

Through rigorous academic instruction, values-based character development, and the pursuit of ambitious goals, **Legacy College Preparatory Charter School** ensures all students in grades six through twelve are prepared to graduate from college, access professional opportunities, and build a positive legacy for future generations.

Our school vision is driven by three core beliefs:

1. Rigorous instruction educates students to attend and graduate from college;
2. Values-based character development prepares students for school and life success;
3. Ambitious goals drive college readiness and the pursuit of professional aspirations.

II. Key Design Elements

Driven by our mission, and informed by our core beliefs of our vision, Legacy College Preparatory Charter School will be built on seven core design elements:

1. Culture of PRIDE – Professionalism, Respect, Integrity, Determination, Engagement;
2. Highly Effective, Mission-driven Teachers;
3. Frequent, Purposeful Data Analysis;
4. Pro-active Partnership with Parents;
5. Enrichment through Mission-aligned Activities, Trips, and Clubs;
6. Advisory Structure;
7. Community Service;

III. Our Core Values: PRIDE

Legacy College Preparatory Charter School is driven by five core values that help us ensure all students are prepared for success in college and beyond. PRIDE outlines these values, but the acronym itself also represents the pride our school community will have in Legacy College Preparatory Charter School and the way we will all show that pride. PRIDE, by definition, is a feeling of satisfaction derived from one's own achievements and the achievements of those with whom one is closely associated. We want our students to be ready to face any challenge that comes their way. We know by working hard, and taking PRIDE in their work they will be prepared for any challenge that might cross their path. Our students will be particularly proud of

their achievements, their qualities, their skills, and the achievements of their peers. These values are integrated into all aspects of school design and ensure a share culture of success:

P – Professionalism

- Show good judgment and make good choices.
- Show up on time every day, in uniform, prepared with homework complete, and with an attitude focused on maximizing learning opportunities
- Sit up and keep your heads up, even when you are not feeling 100%.
- Utilize all resources to overcome personal and academic obstacles.
- Raise your hands to speak to preserve our learning community
- Take enormous pride in our classrooms by keeping them clean and organized.
- Communicate with students and staff members in professional ways. Address concerns and frustrations with teachers after class, in private, and in a calm and professional tone.

R – Respect

- Treat others as you want to be treated
- Respect staff members and community members
- Show social-awareness. Recognize when another scholar is upset and adjust our behavior accordingly
- Support others when they struggle. Be patient when other scholars have questions, make mistakes, or need to think about an answer when they are called upon. Our best learning comes from making mistakes.
- Value your team – your choices impact them too
- Listen and accept feedback and/or consequences gracefully.

I – Integrity

- Be honest: with yourself, with others, and especially when no one is looking
- Show self-discipline and self-control using positive and respectful language inside and outside of the classroom.
- Accept peoples' differences by valuing all members of our community.

D – Determination

- Work hard and put forth 100% effort.
- Show zest and enthusiasm
- Always be engaged in learning
- Never give up even when situations are difficult
- Be prepared for every class each and every day

E – Engagement

- Be engaged in learning
- Be present, physically and emotionally
- Show excitement about the work you are doing and the people around you.
- Bring all materials, homework, and clear your heads of outside distractions.
- Complete all classwork and participate in class discussions.
- Take risks in class by actively engaging, asking questions, adding to what has already been said, and pushing the conversation to a higher level.

IV. Responsibility and Accountability

Legacy College Preparatory Charter School holds members of the school community—students, families, and staff—to the highest standards. To provide the very best education for Legacy students, all of us must work together to create an atmosphere conducive to academic excellence. To create this environment, we must collectively and consistently ensure that all Legacy College Preparatory Charter School constituents meet the expectations outlined in PRIDE.

Team and Family Responsibility Code

Teachers: We fully commit to Legacy College Preparatory Charter School in the following ways:

- We will arrive at Legacy College Preparatory Charter School each day on time
- We will work harder and longer than other teachers because we will do whatever it takes for our students to learn
- We will make ourselves available to students and parents by phone, email, and in person, and we will respond respectfully to any concerns they have
- We will always protect the safety, interests, and rights of all individuals in the classroom
- We will prepare engaging and rigorous lessons with meaningful homework assignments and frequent assessments
- We will use data from tests and assignments to make sure every student succeeds
- We will provide individual and small group tutoring to ensure our students succeed
- We will create a safe and respectful classroom environment.

Students: I fully commit to Legacy College Preparatory Charter School in the following ways:

- I will arrive to school each day on time at 7:45am, in perfect uniform. and ready to learn
- I will remain at school until dismissal
- I will attend required tutoring sessions, detentions, and Homework Club after school as assigned and on Saturdays when necessary
- I will attend Summer School if it is necessary for promotion or success
- I will share reports of my academic and behavioral progress with my family whenever I am asked
- I will study the Legacy College Preparatory Charter School Handbook and abide by the rules contained within
- I will ask appropriately for clarification if I am confused about why something is important.
- I will remember that my teachers and my school want what is best for me

- I will use PROFESSIONALISM by being prompt and prepared for all school related activities.
- I will use RESPECT towards my peers, my teachers, all adults in the community, and all school property
- I will use INTEGRITY in my actions and thoughts, which means figuring out the right thing to do and doing it even when no one is watching
- I will use DETERMINATION in every class, every day. Even when I am struggling I will believe that I can do anything, and that anything is possible.
- I will use ENGAGEMENT in all that I do—learning in class, participating in after-school activities, showing genuine interest and investing in my future.

I am responsible for my own behavior and I will follow my teachers' directions. I understand that upholding these responsibilities will allow me to maximize my learning and help me have a successful future. I understand that failure to adhere to these commitments can lead to the imposition of appropriate consequences, including detention the loss of privileges. Legacy College Preparatory Charter School is a school of choice. I understand that my parents are free to remove me at any time.

Families: We fully commit to Legacy College Preparatory Charter School in the following ways:

- Our family will ensure our child arrives at school on time at 7:45am, in perfect uniform or before the start of the scheduled school day Monday through Friday
- We will make arrangements so that our child can remain at Legacy College Preparatory Charter School until he or she is dismissed
- We will make arrangements so that our child can attend all required after school activities and provide documentation when necessary family affairs conflict with detention or school events
- We will ensure our child attends Summer School if it is deemed necessary by the school
- We will review all communication from the school and the teachers, as well as check and assist with homework
- We will always help our child to learn in the best way we know how we can
- We will call our child's teachers when we have a concern about our child's academic or behavioral performance or progress
- We will support the school's community service initiatives by attending events and assisting our child in making arrangements for them to attend events

- We will make ourselves available to the school, attend as many school events as we are able, and be in close contact with our child’s teachers
- We will volunteer, contribute to, and support the school in every way possible
- We will provide the school with our most up-to-date contact information
- We will allow our child to participate in field trips if he or she has earned them
- We will ensure our child understands and follows the school’s attendance, tardiness, and uniform policies
- We will support Legacy College Preparatory Charter School in enforcing school rules to protect the safety, interest, and rights of all individuals in the classroom

By working with Legacy College Preparatory Charter School, I am building a partnership that prepares my child for success in college and in their future career endeavors. Failure to adhere to these commitments can cause my child to lose various privileges at Legacy College Preparatory Charter School.

I. Student Life

- Advisory: Each student at Legacy College Preparatory Charter School has an advisor or homeroom teacher. This teacher will serve as the primary contact person for families with academic or behavioral concerns.
- Town Halls: Once a month, students will participate in Town Halls. These are opportunities for the school to celebrate larger achievements students have made related to success in academics and exhibiting our core values.
- After-School Activities: Legacy College Preparatory Charter School is committed to providing a college-prep education to its students. To this end, the school may offer activities that foster team building, leadership, athletics, fine and performing arts, and computer science.

Specific activities may include: African Dance, Art, Basketball, Book Club, Cheerleading, Dissection, Drum Corps, Flag Football, Fashion Show Club, Knitting, Math Tutoring, Music Composition, Spanish Club, Photography, Robotics, Soccer, Softball, Step Team, Student Council, Theater, Track, Typing, Volleyball, and Yoga.

Homework Club and Detention will always take precedence over after-school activities. A student may never skip or reschedule a consequence to attend an after-school event. ***Students must remain in good academic and behavioral standing to participate in after-school activities.*** Students who wish to remain after school to participate in an approved extracurricular activity may only do so when the faculty member responsible for the activity is present. Students who remain after school in this way, must remain in the specific areas of the building where the activity is held. Students must follow the Code of Conduct during after-

school activities and may be removed and/or issued consequences for failure to do so.

II. Sample Schedule

A. Below is a sample schedule for Monday through Friday.

6th Grade Schedule

Monday - Thursday		
7:15am	7:45am	School Opens to Students (Breakfast)
7:45am	8:20am	Morning Advisory; Literacy Block
8:20am	9:10am	1 st Period
9:10am	10:00am	2 nd Period
10:00am	10:10am	BREAK
10:10am	10:55am	3 rd Period
10:55am	11:40am	4 th Period
11:40am	12:10am	Lunch
12:10am	1:00pm	Intervention
1:00pm	1:45pm	5 th Period
1:45pm	1:55pm	BREAK
1:55pm	2:50pm	6 th Period
2:50pm	3:35pm	7 th Period
3:35pm	3:55pm	Recess
3:55pm	4:05pm	Afternoon Advisory
4:05pm		Dismissal
4:05pm	5:00pm	Homework Club/Enrichments/Academic Support

Friday		
7:15am	7:45am	School Opens to Students (Breakfast)
7:45am	8:00am	Morning Advisory
8:00am	8:45am	1 st Period
8:45am	9:30am	2 nd Period
9:30am	9:40am	AM Break
9:40am	10:25am	3 rd Period
10:25am	11:10am	4 th Period
11:10am	11:40am	Literacy Block
11:40am	12:40pm	Character Education
12:40pm	1:00pm	Afternoon Advisory
1:05pm		Dismissal
1:05pm	2:15pm	Homework Club/Detention/Enrichment
2:15pm	4:15pm	Staff Professional Development

7th Grade Schedule

Monday - Thursday		
7:15am	7:45am	School Opens to Students (Breakfast)
7:45am	8:20am	Morning Advisory; Literacy Block
8:20am	9:05am	1 st Period
9:05am	9:50am	2 nd Period
9:50am	10:00am	BREAK
10:00am	10:55am	3 rd Period
10:55am	11:25am	Lunch
11:25am	12:15pm	Intervention
12:15pm	1:00pm	4 th Period
1:00pm	1:45pm	5 th Period
1:45pm	1:55pm	BREAK
1:55pm	2:45pm	6 th Period
2:45pm	3:35pm	7 th Period
3:35pm	3:55pm	Recess
3:55pm	4:05pm	Afternoon Advisory
4:05pm		Dismissal
4:15pm	5:00pm	Homework Club/Enrichments/Academic Support

Friday		
7:15am	7:45am	School Opens to Students (Breakfast)
7:45am	8:00am	Morning Advisory
8:00am	8:45am	1 st Period
8:45am	9:30am	2 nd Period
9:30am	9:40am	AM Break
9:40am	10:25am	3 rd Period
10:25am	11:10am	4 th Period
11:10am	11:40am	Literacy Block
11:40am	12:40pm	Character Education
12:40pm	1:00pm	Afternoon Advisory
1:00pm		Dismissal
1:00pm	2:00pm	Homework Club/Detention/Enrichment
1:45pm	4:15pm	Staff Professional Development

8th Grade

Monday - Thursday		
7:15am	7:45am	School Opens to Students (Breakfast)
7:45am	8:20am	Morning Advisory; Literacy Block
8:20am	9:10am	Intervention
9:10am	9:55am	1 st Period
9:55am	10:45am	2 nd Period
10:45am	10:55am	BREAK
10:55am	11:45am	3 rd Period
11:45am	12:30pm	4 th Period
12:30pm	1:00pm	Lunch
1:00pm	1:45pm	5 th Period
1:45pm	2:30pm	6 th Period
2:30pm	2:40pm	BREAK
2:40pm	3:35pm	7 th Period
3:35pm	3:55pm	Recess
3:55pm	4:05pm	Afternoon Advisory
4:05pm		Dismissal
4:05pm - 4:15pm		Homework Club/Enrichments/Academic Support

Friday		
7:15am	7:45am	School Opens to Students (Breakfast)
7:45am	8:00am	Morning Advisory
8:00am	8:45am	1 st Period
8:45am	9:30am	2 nd Period
9:30am	9:40am	AM Break
9:40am	10:25am	3 rd Period
10:25am	11:10am	4 th Period
11:10am	11:40am	Literacy Block
11:40am	12:40pm	Character Education
12:40pm	1:00pm	Afternoon Advisory
1:00pm		Dismissal
1:00pm	2:00pm	Homework Club/Detention/Enrichment
1:45pm	4:15pm	Staff Professional Development

II. Academic Program:

- A. The Legacy College Preparatory Charter School Core Curriculum includes:
1. English/Language Arts: A combination of a robust reading program and writing curriculum. The reading program consists of both close reading of a diverse set of non-fiction texts and whole-class instruction using an on-grade level text. The writing course combines grammar, structural writing and creative writing to ensure students fully develop as writers
 2. Math: Over an hour of math each day focused on fluency and automaticity with math facts, problem solving, and critical thinking.
 3. Science: Students engage in a variety of hands-on, inquiry-based lessons that explore topics such as Earth Sciences, Life Sciences, Physical Sciences, and Technology
 4. History: Every student will study Geography, World Civilizations, Government, and U.S. History
 5. Electives: Students will participate in co-curricular activities such as Computer Science, Reading Intervention, and Physical Education on a regular basis

- B. External Assessments and Standardized Tests: Legacy College Preparatory Charter School prepares students to succeed on standardized tests required for promotion, high school graduation (State Tests, Regents), and college (SAT). As other measures of student progress, Legacy College Preparatory Charter School also administers the NWEA MAP examination to measure student growth at the regular intervals. Standardized test scores are used to help Legacy College Preparatory Charter School teachers develop strategies to improve the academic achievement of each student.
- C. Internal Assessments: Legacy College Preparatory Charter School administers the following internal assessments to assess the mastery and growth of subject-specific skills and content as aligned with state and national standards for that subject.
1. Regular quizzes and/or exit tickets;
 2. Unit Tests;
 3. Trimester Exams in each subject;
 4. End of Year Exam in each subject.
- D. Academic Support and Enrichment: Legacy College Preparatory Charter School is committed to seeing substantial growth and achievement in every student. Therefore, Legacy College Preparatory Charter School schools provide many opportunities for academic support and enrichment. These opportunities may include:
1. Saturday Academy: To improve his or her academic performance, students may be required to attend tutoring study sessions on Saturday's at the discretion of the school leader and the classroom teachers. Saturday Academy sessions are mandatory and allow for individualized, targeted instruction. All absences require prior notification and documentation. Failure to provide documentation will result in an appropriate consequence. Scholars are not required to wear the school uniform to Saturday Academy. Scholars should still dress appropriately when attending.
 2. After-School Tutoring: We offer both mandatory and optional tutoring after school from 4pm to 5pm. This consists of targeted instruction for individual students who need extra support in any of their academic areas, or homework work help in specific subjects. Teachers may select students based on various criteria: classwork, homework, quizzes, or exit tickets.
 3. Reading Intervention: Students may be selected to participate in a phonics reading program based on their needs.
 4. Field Trips: At certain times throughout the year we may take scholars on field trips. We expect all students to participate in field trips. Field trips improve

academic performance and prepare students for college schedules. The purpose of these trips is academic enrichment, celebration of achievement, and/or exposure to colleges and universities that the students may attend in the future. All field trips will require permission slips. Scholars who do not turn in permission slips in on time will not be permitted to attend the trip. We will not accept verbal permission slips.

5. Special Needs & English Language Learners: Legacy College Preparatory Charter School provides special education services and English Language Learner (“ELL”) services for students in accordance with state and federal special education laws, the Individuals with Disabilities Education Act (“IDEA”), and the regulations involved in implementing those laws. The Learning Specialists and other instructional staff:
 - (a) Maintain all special education records in accordance with state and federal laws;
 - (b) Schedule all annual IEP reviews;
 - (c) Organize professional development for teaching staff; and
 - (d) Support teachers in making appropriate curriculum and instruction modifications.

Although Legacy College Preparatory Charter School offers Special Education and ELL students accommodations befitting their needs, we modify promotional criteria based on a student’s classification only in isolated circumstances.

School Policies and Procedures

I. Hours of Operation

In the pursuit of excellence, Legacy College Preparatory Charter School has an extended school day. This gives students more time for academic growth and non-academic enrichment. Students who are not seated in advisory with materials out by 7:45am are considered tardy.

Weekday	Arrival	Dismissal
Monday – Thursday	Seated at 7:45am	4:10pm
Friday	Seated at 7:45am	1:10pm

Please note that students arriving late will not have time to eat a full breakfast and may not be provided with a breakfast by the school.

II. Transportation

Legacy College Preparatory Charter School students are expected to live the PRIDE values all the time, including on their way to and from school while on the train, on the bus, or within the local community. Legacy College Preparatory Charter School will help to ensure safe transportation as per state or city regulations. All requests or concerns regarding transportation must be submitted in writing.

MetroCards will be provided by the State of New York for students who qualify. As MetroCards are distributed by the State, Legacy College Preparatory Charter School does not have the ability to replace lost or stolen cards.

After school dismissal from Legacy College Preparatory Charter School, students are required to go directly home. They may not remain outside on the blocks or playgrounds surrounding Legacy College Preparatory Charter School. Students who do not follow staff directions to go home, or who violate our Code of Conduct while in this area either before arrival or after school dismissal, will receive four (4) demerits. Within 15 minutes following dismissal, no Legacy College Preparatory Charter School students may be outside of the school building. Students must travel on pre-approved “safe routes” after school to arrive at their destination.

Please note that Legacy College Preparatory Charter School teachers are not available after school dismissal hours to supervise students. Legacy College Preparatory Charter School reserves the right to notify ACS about parents who exhibit a pattern of leaving their student at school after dismissal.

III. Family Engagement

Legacy College Preparatory Charter School is committed to having families contribute to the academic success of their students. As such, we use a variety of methods of communication. Communication may include:

- A. Standing Communication Tools
1. Weekly Newsletters and Progress Reports:
 - (a) Every **Wednesday** families will receive a newsletter and student progress report. The newsletter will include timely announcements and updates. The progress report will include current merit/demerit counts, attendance record, and current grades;
 - (b) **To hold students accountable for returning this information to their families, the newsletters/progress reports must be signed and returned to the school every Monday.**
 - (c) The aim of sending these documents home with regularity is to ensure that families have frequent and constant access to important information, and students' behavior and grades. Specifically, our goal is that families should never be surprised by current events or by students' current performance. Families who receive these reports and have questions or concerns should contact the students' advisor immediately.
 2. Access to Student Grades:
 - (a) At the beginning of the year, parents will receive login information to SchoolRunner—Legacy College Preparatory Charter School's grading platform. Once parents gain access, they can use their login information to track student grades throughout the school year;
 - (b) If you lose, forget, or misplace your login information, please contact the main office to request a copy.
 - (c) At the end of each Trimester we will reset login information and send home new logins after Report Card Pick Up.
 3. Parent Square: Parents may receive a pre-recorded messages through Parent Square for the following reasons:
 - (a) To issue a school-wide reminder or update;
 - (b) To alert families to weather-related school closings;
 - (c) To notify families that their students have been assigned after-school Homework Club or Friday detention;
 - (d) To remind families of important documents requiring signatures, or;

- (e) To inform families of meetings for parents or students.
4. Advisory Phone Calls:
- (a) Each week, advisors will review student data and identify positive and negative trends. Advisors will make phone calls to families based on this data to consistently keep families informed. Families should expect to receive personal contact at least once a month.
5. Trimester Report Card Pick Up (“RCPU”):
- (a) While progress reports go home every week, Legacy College Preparatory Charter School never sends report cards home to families. A family member, over the age of 21, must come to the school to collect report cards each trimester. We want to ensure that families have access to all their student’s teachers therefore we plan a Report Card Pick Up day at the end of each trimester;
 - (b) Dates for RCPUs can be found in the School Calendar;
 - (c) In the week before and the week after RCPU, parent access to SchoolRunner will be temporarily closed. This allows teachers to finalize grades for the previous trimester and set up grades for the new trimester.
6. Opportunities for Family Involvement: Legacy College Preparatory Charter School is a community made up of the school leaders, teachers, students, and families. Although the job of making decisions about school policy belongs to the school leaders, family involvement is not only welcome but also necessary for the success of the school. Families will be invited to attend school events, field trips, and to volunteer at the school. We will also hold monthly parent seminars on various topics selected based on parent feedback. The Principal will be available at each seminar to hear questions and concerns.

IV. Field Trips/End-of-Year Events

The School’s curriculum may sometimes require outside learning experiences or special school events. During these activities – which are a privilege and not a right – it is important for all students to be responsible for their behavior since the site of the activity or event is a temporary extension of the school grounds. A permission slip that allows students to attend each school field trip or event will be sent home prior to the trip/event, and should be signed by a parent or guardian. Students who fail to return the signed slip by the set deadline – or who are not permitted to attend as a result of an earlier incident – will not be eligible to participate, and will be required to attend school that day.

If parents or other volunteers assist with such trips or events, students must afford these chaperones the same respect they would provide to teachers. Appropriate behavior must be maintained when attending school-sponsored events, and riding on school-provided

transportation. The use of portable electronic devices is prohibited on field trips unless the staff chaperones indicate otherwise.

The overnight End-of-Year School trips have the following requirements to attend:

1. Received 450 merits between March 1st and June 1st.
2. Received no more than 8 unexcused absences between March 1st and June 1st.
3. Received no suspensions between January 1st and June 1st for the following behaviors:
 - (a) Fighting or play fighting
 - (b) Threatening or instigating a fight
 - (c) Not following directions, to the point where there is a safety risk to a child or the school
4. May not be failing 2 or more classes.
5. Paid the trip fee

*The school reserves the right to make decisions about restricting scholars from attending the end-of-year trip based on safety concerns up until the day of the trip.

**If a student is unable to attend the end-of-year trip due to a suspension that was not in violation of any safety infractions such as bullying, harm to self, harm to others, etc., they may appeal the decision by setting up a meeting with the Principal, Dean of Culture, and their respective parent/guardian.

V. Inclement Weather Closings

Legacy College Preparatory Charter School follows the same calendar/schedule for weather-related emergencies as the New York City Department of Education (NYCDOE). Families will receive an automated call from the school notifying them of any weather-related closings.

You can also find out about NYCDOE weather-related closings by:

- Calling 311
- Visiting the schools.nyc.gov
- Visiting nyc.gov/311

VI. Enrollment Policy

- A. Students may enroll at Legacy College Preparatory Charter School only during the first five weeks of the first or second trimester;
- B. Students who desire to enroll after that time must wait until the following trimester to enroll;
- C. Students who leave the school and wish to reenroll may do so at the next trimester pending seat availability.

VII. Attendance Policy

Attendance is vital for the educational well-being of individual students and the school community. Parents and guardians are expected to ensure that their child attends school every day and are strongly discouraged from scheduling appointments and/or vacations for their children during school days. Families should take advantage of the early dismissal on Friday, as well as holidays and school vacations, to schedule appointments and travel.

Absences: All absences, excused or unexcused, count toward a students' total absent count.

Absences are only "excused" for illness, suspension, observance of a religious holiday, death in the immediate family. These absences can be excused only if a written note from the legal guardian is received in the main office within 48 hours of the student's return to school. A doctor's note on official letterhead or other official documentation is required for an absence period of more than two consecutive days and for a doctor's appointment. All other absences, including those related to trips or vacations taken outside of school-wide breaks, are considered "unexcused."

Legacy College Preparatory Charter School only distinguishes between excused and unexcused absences as they relate to a student's ability to make up homework and assessments and turn in work missed on the day(s) of absence. For excused absences, makeup work must be made available, students are given as many days to turn in work as they were absent. For example, if a student is absent for two days, he or she would have to turn in make-up work by the second day he or she returns. For unexcused absences, make-up work will not be given/will receive no credit.

If a student is going to be absent, the parent/guardian should inform the main office before classes begin, or by 8:00am. Students who are absent for all or part of any day may not participate in any extra-curricular or sporting event on that day or night.

To receive a full day of credit for attendance, students must be in attendance for at least 80% of the school day, or 6.5 hours, and to receive a half day of credit for

attendance, students must be in attendance for at least 40%, or 3.5 hours, of the school day.

A. Consequences for Absences

1. No Absences in a Trimester: The student and family are congratulated and recognized for exceptional attendance and commitment to their education.
2. Five Absences in a Year (Excused or Unexcused): Legacy College Preparatory Charter School considers five absences over the course of a school year to be damaging to a student's academic success. When this occurs, the school reserves the right to call the student's parent/guardian to the school to meet with the social worker and the student's advisor. At such meeting, the problem will be discussed and an attendance plan will be implemented.
3. 10 Absences in a Year (Excused or Unexcused): Legacy College Preparatory Charter School considers 10 absences over the course of a school year a serious issue. When this occurs, the school will request the student's parent/guardian meet with the social worker and/or the Principal. At such meeting, the problem will be discussed and additional attendance supports will be implemented.
4. 15 or More Absences in a Year (Excused or Unexcused): If a student is absent fifteen or more times in a year, the student may be considered truant. When this occurs, the student is at risk of not being promoted to the next grade. Students missing 15 or more days in a year will be required to attend Summer School to recover any lost instructional time. The school leader reserves the right to retain any student who misses 15 or more days of school. In addition, a report may be filed with the New York City Administration for Children's Services or the New York State Office of Children and Family Services.

B. Tardies: Students are expected to be in the building, in full uniform at or before 7:45am. Students arriving after 7:45am are marked tardy. Four tardies are counted on the student's record as one absence. Tardies due to traffic, medical appointments, family emergencies, etc. are not excused. Students will receive a consequence for being tardy to school based on how late they arrive.

- Less than 15 minutes late to school = 1 demerit
- More than 15 minutes late to school = **Stay after school for Homework Club.**

C. Early Dismissal/Late Arrivals: Students who arrive to school missing up to two full class periods are considered as having an incomplete day. This policy applies to both late arrivals and early dismissals. Two (2) incomplete days are counted on a student's record as one (1) absence.

Unless a parent or guardian has contacted the school in advance and provided a signed note to the school explaining the situation, and the school has granted permission, no student will be dismissed early from school. In addition, the parent or guardian must sign the student out with the main office before removing the student from school grounds. Students will not be dismissed unless the parent or guardian has physically come to the main office. Notification regarding early dismissals should be made as far in advance as possible, but no later than 8:00am on the day of the early dismissal.

In the rare event that a student needs an early dismissal or late arrival, the following procedure must be followed:

1. The legal guardian or a designated emergency contact with guardian approval must come and sign the student in or out of school in the main office;
2. The student must make up all missed work; and
3. Only early dismissals or late arrivals for verified doctor's appointments, observance of a religious holiday, death in the immediate family, or verifiable family emergency will count as excused absences. All others are considered unexcused. Doctor's notes should be brought to school upon arrival to school;
4. For their own safety, students must be picked up by a parent, guardian, or designated emergency contact person to be dismissed prior to 4:15pm. A note or phone call requesting that a student be dismissed on his/her own is insufficient and will not be honored. This policy is applied to all early dismissals, including those for appointments and illness.

If a student needs to be sent home due to a behavioral infraction or illness, a parent/guardian must physically come to the school, meet with the Principal and/or Dean of Culture if necessary, and remove the student from school grounds.

- D. Leaving School: Students are not permitted to leave school once they are inside the building. Leaving the school without authorization will result in a suspension and/or a detention.

VIII. Grading Policy

- A. Grading Periods: Legacy College Preparatory Charter School operates on a 180-day school year. There are three trimesters per year, each trimester is approximately 60 days long. Students will receive progress reports every week and parents must attend report card pickup at the end of every trimester.
- B. Grading Scale: Grades that fall at or above 65% are considered passing. Grades that are at or below 65% are considered failing.

The grading scale is as follows:

A+	= 97 – 100	4.3
A	= 93 – 96	4.0
A-	= 90 – 92	3.7
B+	= 87 – 89	3.3
B	= 83 – 86	3.0
B-	= 80 – 82	2.7
C+	= 77 – 79	2.3
C	= 73 – 76	2.0
C-	= 70 – 72	1.7
D+	= 67 – 69	1.3
D	= 65 – 66	1.0
F	= Below 65	Below 1.0

- C. Grading: All core classes at Legacy College Prep have the same grading methodologies across content teams. These grading methodologies will be determined by the Principal, Dean of Instruction, and content teachers at the beginning of each academic school year, and included in the class syllabus.
- D. Honor Roll: Scholars can be eligible for Honor Roll at the end of each marking period of the regular school year. School staff base Honor Roll eligibility decisions on scholar achievement in courses taken during each report period. Please note that scholars cannot be eligible for Honor Roll based on summer school achievement.

To be eligible for Honor Roll, a student must pass all of their classes. Mastery recognizes students who excel academically with the following designations.

Honor Roll Chart	
Achievement	GPA Range
Principal's Honor Roll	4.00 or higher
High Honor Roll	3.99-3.50
Honor Roll	3.49-3.00

- E. Extra Credit: Extra credit can only be made available to the whole class and not to individuals. No extra credit assignments can be given or accepted during the last two weeks of any trimester. However, there can be extra credit points available on assignments or assessments at any time.

IX. Homework Policy

Homework is an important element of our model and is essential for academic success. While teachers and students work hard during school hours, it is critical that students practice independently so that they continue to build stamina and mastery. Homework is one way we ensure that happens.

Legacy College Preparatory Charter School staff hold students to high levels of accountability regarding homework, evaluate homework based on neatness and accuracy, and check homework completion each day. Homework contributes to a student's final grade.

At home, students should find a quiet place to complete homework and review class work. Legacy College Preparatory Charter School staff members are available in person during regular school hours and via email until 9pm each weekday evening to answer homework questions.

Students are accountable for completing all assigned work. A student's ability to make up work and receive credit may depend on the documentation surrounding an absence. Students who do not turn in homework or turn in incomplete or unacceptable homework will be required to attend Homework Club after school.

If a student is absent, he or she should turn in their homework the next day they are in attendance. Students who are absent will receive their work on the day that they return. Students are given the amount of days that they were absent to complete the missing work.

- A. Student Homework Responsibilities: Students have three daily responsibilities related to homework:
1. Write down all homework assignments in their student planners;
 2. Complete all homework assignments to the high standards set forth by the school;

3. Read independently for 30 minutes.

All homework assignments are collected each morning at the beginning of the school day. If a student has not satisfactorily completed his or her homework that is due on a given school day, even if absent, late, dismissed early the prior day, or tardy that day, he or she will be required to go to Homework Club after school.

- B. Family Homework Responsibilities: Families also have important responsibilities when it comes to student homework. Homework is one critical way that the school communicates with families and engages their support in holding students accountable to meet their academic responsibilities.

Each night, we ask that a parent or guardian reviews their student's homework. By reviewing the work, families are able to reinforce critical habits like following directions, asking for help, and neatness.

- C. Makeup Work - Homework: Students who are not in school miss critical academic assignments and assessments. Our school make-up policy is designed to hold students accountable for all missed assignments and assessments, as well as to ensure timely make-up work so that students do not fall behind academically.

If a student misses a class for any reason (absences, or early dismissal), the scholar or family can pick up work in the Main Office after 4:00pm that day. If the work is completed within the guidelines listed below, they will still be eligible for 100% credit.

Students who earn unexcused absences are ineligible for makeup work and will receive a 0 for participation and any in-class assignments. Students who have excused absences from class are eligible to receive makeup homework and assessments for credit, but they do receive an Excused, or no points, for participation and any in-class assignments.

- D. Makeup Work – Assessments: If a student is absent for any reason, or if a student is late and/or dismissed early, all missed assessments (e.g., tests, quizzes) must be made up within the number of consecutive school days that the student had been absent. For example, if a student had been absent for three consecutive days, he/she would have three school days to take the missed assessment. Makeup assessments can be taken before school, at lunch, or after school.

If a student is absent for five or more consecutive school days, he/she must meet with their Advisor, the Dean of Culture, or the Principal to determine a reasonable timeline for making up missed assessments. These plans will be communicated to parents.

- E. Late/Missing: All homework is classified as complete, late, incomplete, or unprofessional.

When an assignment is not turned in by 8:00am on the day it is due, it is considered missing. Students with missing work are assigned to Homework Club. Missing work is assigned a grade of 0.

Late work is work that is turned in 100% complete and professional, but is turned in after 8:00am on the day it is due. Work that is turned in within 24 hours of the original due date is eligible for 50% credit.

Work that is turned in on time, but is unfinished is considered incomplete. For the purposes of this policy, it is important to understand the strict definition of completeness. Examples of incomplete work include but are not limited to; failure to follow directions (such as writing in incomplete sentences, or failure to annotate passages) and failure to complete 100% of the problems/questions. Each assignment's directions should indicate clear criteria for completion. If any individual component is incomplete, the assignment is incomplete. Students with incomplete work are assigned to Homework Club. Incomplete work is eligible for 50% credit.

Any work that is turned in on time and complete, but shows a lack of professionalism is considered unprofessional. Examples of unprofessional work include, but are not limited to, assignments that are dirty or damaged (i.e., torn, have spots/stains, contain doodles or other unprofessional scribbling). Students with unprofessional work are assigned to Homework Club. Unprofessional work is eligible for 50% credit.

If a scholar, who has Homework Club, is late to Homework Club or is refusing to do their homework then they will receive 4 demerits, i.e. a detention.

X. Promotion Policy

Legacy College Preparatory Charter School has rigorous promotional standards. It is not automatically assumed that a student will pass from one grade to the next: each student must earn promotion by demonstrating mastery of the essential knowledge and skills in his or her current grade level. Students must take and pass all classes and meet attendance requirements to be considered for promotion to the next grade level.

- A. Academic Promotion: Students must pass all classes to be considered for promotion. For the purposes of this policy, it is important to understand that attendance is considered a class. If students accrue 15 or more absences in a single school year, students have failed attendance. In all academic classes, any grade lower than a 65% is considered a failing grade.
- B. Summer School: Students earning a failing grade in one or two classes are required to attend and pass Summer School. Summer School takes place over 10 school days during July. During this time, students review the subject area(s) in which they struggled and receive targeted interventions.

Summer School is one final opportunity for students to indicate readiness for the next grade level. Expectations for passing Summer School are rigorous. To pass Summer School, students must:

1. Enroll on time and attend each day. Students who miss more than one (1) day of Summer School have failed Summer School. Tardy and incomplete day rules apply.
2. Pass all Summer School classes.
3. Earn no more than 8 demerits. All school rules apply during Summer School.

If a student required to attend Summer School fails to enroll in Summer School or to meet any one of the expectations above, that student will be automatically retained.

- C. Automatic Retention: Students who earn a failing final grade in more than two classes will be automatically retained. Specific provisions of an Individual Education Plan (“IEP”) may amend promotion or retention criteria, on a case-by-case basis. **Students who qualify for Automatic Retention are not required to attend Summer School.**

XI. Athletic Eligibility

Legacy College Prep students who participate in athletic sports should be held to a high standard in order to be able to participate in these activities.

Athletic eligibility at Legacy College Prep is determined by a student’s ability to meet the expectations set forth in the following categories. An overview of each is provided below, and full details will be provided to participating students by the schools’ Athletic Director.

a) Attendance: Any student who is late or absent on the day of a competition or practice will not be allowed to travel/participate in that day’s competition or practice unless the lateness/absence has been excused and approved by the Athletic Director.

b) Documentation: Prior to participating in any practice or competition, students must submit the following forms:

- Physical Form,
- Afterschool Participation Waiver,
- Extracurricular Travel Permission Form

c) Academic Standing: Students who are failing two or more classes will be subject to participation restrictions.

d) Behavioral Standing: Students who receive suspensions from school will be subject to participation restrictions.

**If a student is deemed as unable to participate in athletic activities for one or more of the above mentioned requirements they may appeal the decision by setting up a meeting with the Principal, Dean of Culture, and their respective parent/guardian.

XII. School Breakfast, Lunch, and Snack

Legacy College Preparatory Charter School participates in the National School Lunch Program, which provides free or reduced price lunches to eligible students. Applications and eligibility criteria are provided to all parents, and applications are required to be completed by all families every year.

A healthy breakfast and snack is available each day for Legacy College Preparatory Charter School students. Students must adhere to the school rules regarding appropriate time and place to eat any food items not provided by the school. All breakfast items must meet guidelines for a healthy breakfast. We reserve the right to confiscate any items not meeting these guidelines (e.g. fast food) and to replace them with Legacy College Preparatory Charter School approved items.

Lunch is available for students on all full-length school days. Lunch choices and cost may vary by school. Students whose families meet the eligibility requirements and complete the requisite paperwork will receive free or reduced price lunch.

Lunches brought from home must be healthy. Fast food, soda, and candy are never acceptable items for lunch. Pastries, sugary snacks, and other calorie-rich items should not be sent. Families who send students to school with questionable lunches may be asked to meet with the Social Worker. Students may bring their lunch from home. Each student may bring an unfrozen transparent water bottle with him or her each day. If a student brings a lunch from home, the lunch must meet the following requirements:

- A. A beverage that is milk, water, or at least 15% juice;
- B. A main item (sandwich, yogurt, or leftovers);
- C. ONE snack item;
- D. ONE dessert item;
- E. Unlimited fresh fruits and vegetables.

The school reserves the right to confiscate any items not conforming to these guidelines and, if it so chooses, to replace them with Legacy College Preparatory Charter School approved items.

The following items will be immediately confiscated and not replaced if brought onto school grounds:

- A. Gum
- B. Candy;
- C. Soda and other high-fructose corn syrup products;
- D. Chips (except those sold or provided at school). This includes “Hot-Cheetos” and other hot chips.

The following items will be allowed in the school:

- A. Mints
- B. Cough drops;
- C. Throat lozenges;

*A nutritious afternoon snack will be provided to students during afternoon break and/or PM Advisory. This snack is free of charge. Students should not bring snacks from home to eat during this time. ***Parents and guardians are responsible for informing the school of any allergies may have prior to the school year.****

XIII. Cafeteria Guidelines

- A. Breakfast and lunch are served only at designated times in the cafeteria. Students who use the cafeteria must abide by the guidelines listed below:
 - Students must treat all food service staff, cafeteria supervisors, and fellow students with courtesy and respect.
 - Students are to walk and never run to the cafeteria.
 - The line in the cafeteria should be orderly at all times.
 - Students are not permitted to order food from outside of the school.
 - Dining spaces must be clean and neat upon student exit.
 - Students will be allowed to use the bathroom when given permission by the Dean on duty at the door.
 - If teachers would like to tutor during lunch, they should provide a pass to students or come down to the cafeteria to pick up their students and bring them to their classroom in a quiet and organized way.
 - Students should exit the cafeteria in a quiet and orderly manner.

XIV. Dress Code

A. Shirts and Outerwear:

- (a) Students must wear an unaltered school polo shirt each day;
- (b) Students may not wear anything underneath their school shirts except one white short-sleeve t-shirt and nothing over them except school approved sweater. Under-shirt sleeves may not be visible at any time. Approved school sweaters may only be worn over the top of the school shirt and the collar of the school shirt must be completely visible. Sweaters may not be worn tied around the waist or draped over their shoulders;
- (c) Coats, non-school sweatshirts, or any other outerwear are not permitted to be worn in school and must be left in lockers or school cubby at all times;
- (d) Shirts must always be tucked in; and
- (e) At least one button on every Legacy College Prep polo must be buttoned at all times.

B. Pants and Skirts:

- (a) Students must wear light-khaki pants or skirts. Capri pants, denim material, spandex material, and corduroys are not permitted;
- (b) All pants must be light-khaki in color;
- (c) Other than belt loops, no loops or straps may exist on light-khaki pants. Rubber bands are not permitted around pants;
- (d) Pants must not be too baggy or too tight nor torn or frayed. Pants must be worn at waist level. Other clothing must not be visible under pants; and
- (e) Skirts must be knee length or longer. Skorts are not allowed.

C. Shoes:

- (a) Solid black sneakers are required. Solid black boots and booties may be worn when weather is appropriate.
- (b) Flip-flops, stilettos, stacks, platform shoes, and thin sandals are not permitted;
- (c) Sneakers must be laced up, with tongue inside, and tied securely. Pant legs must be worn over the sneaker; and

- (d) Moccasins/slippers are not permitted.

D. Socks:

- (a) Students must wear socks with their dress shoes. Students can wear non-distracting stockings/socks.

E. Physical Education (“PE”) Uniforms:

- (a) Students must wear school issued PE shirts. Students may not cut off or alter the PE shirts in any way;
- (b) Students must wear school issued PE shorts or sweatpants. Students may not cut off or alter the PE shorts or sweatpants in any way
- (c) Students must wear gym shoes or sneakers; and
- (d) Students will be required to bring PE clothes and gym shoes to school on days they have PE.

F. Belts:

- (a) Solid black dress belts must be worn at all times. No designs are permitted on the belt and belt must not be made of cloth. **Belt buckles should be non-distracting.**
- (b) No suspenders.

G. Accessories:

- (a) Visible ear, body, and tongue piercings are permitted;
- (b) School appropriate necklaces and bracelets are permitted.
- (c) Students are only permitted to wear one non-distracting watch on their wrists.
- (d) Unless married, students may not wear rings;
- (e) All eyeglasses must be functional and not distracting; and
- (f) Students may wear lanyards.

H. Head Coverings:

- (a) No hats or other head coverings are permitted except where mandated by legitimate religious requirements or with a medical note; and
- (b) No inappropriate headbands, bandanas, sweatbands, etc. Head coverings with gang affiliation will result in severe consequences.

I. Hair:

- (a) Hair can be colored or highlighted.
- (b) Inappropriate designs of any kind are not permitted to be in the hair or on the face.
- (c) Slashes on the eyebrows or anywhere on face or head are not allowed.

J. Tattoos:

- (a) No visible (permanent or non-permanent) tattoos or body markings of any kind are permitted. If a student has a tattoo, it must be properly covered by clothing or a bandage at all times. Only a school-approved sweater can be worn to cover tattoos on the arms. Tattoos on hands, face, or any other part of the body that cannot be covered by the school uniform should be completely covered by a band aid.

Legacy College Prep will adhere to the below **jean day** dress code:

A. Shirts and Outerwear:

- (a) Legacy College Prep t-shirts, sweatshirts, cardigans OR College t-shirts/sweatshirts

B. Pants and Skirts:

- (a) Jeans in any color-no rips or holes
- (b) Skirts at knee-length

C. Shoes:

- (a) Sneakers or causal shoes (no open toe shoes)

D. Belts:

- (a) Solid black dress belts must be worn at all times. No designs are permitted on the belt and belt must not be made of cloth. **Belt buckles should be non-distracting.**
- (b) No suspenders.

E. Accessories:

- (a) All accessories expectations still apply.

XV. Legacy College Prep Middle School Expectations

Every Legacy College Prep student is expected to conduct themselves in a manner that is appropriate for college and the professional world. In order to maintain an orderly learning environment, students will be held to the following expectations every day at Legacy College Prep.

A. Classroom Norms:

- Students should arrive on time, prepared to begin before the bell rings.
- Students should enter the room quietly, be seated, and begin the assigned task.
- Students should be respectful of themselves, their classmates, and their teacher.
- Students should be engaged and on-task throughout the class period.
- All assignments should be completed neatly, on time, and to the student's best ability.
- Students should exit the classroom quietly and calmly after being dismissed by the teacher.
- If students fail to abide by these norms, teachers may take action to correct the issue as necessary.

B. Norms for Hallways and Stairwells:

- Students should move calmly to and from each of their classes. Loitering in the halls may earn a student detention.
- Quiet conversation is acceptable; loud, raucous conversation is not.
- Students should discard trash in appropriate receptacles provided.
- Students should be aware of traffic flow and not congregate in groups.
- Students should follow the directions of **all** school staff members. Every adult should be respected and listened to just as they will listen to and respect our students.
- Engaging in inappropriate physical contact of any type in the halls, including both altercations and inappropriate public displays of affection (PDA) will not be tolerated. Physical altercations will result in immediate consequences. (See *Legacy College Prep Student Code of Conduct- Severe Infractions*)
- Engaging in horseplay or using obscene or vulgar language may result in detention.

C. Lockers/Personal Belongings:

- Every student is issued a locker in the beginning of the school year with a lock. The locker is to help students secure their personal belongings and valuables.
- If a locker issued to a student is malfunctioning in any way, it is the responsibility of the student to inform the Deans at Legacy College Prep that it needs to be replaced or repaired.
- Locks assigned to lockers should not be replaced. If a student is found to be using their locker inappropriately, not maintaining their locker cleanliness and/or abusing any of the expectations he/she will lose access to a personal locker.

- **Please be advised that Legacy College Prep reserves the right to search any locker at any time.**

Personal belongings and valuables are the responsibility of the student. They must monitor and care for their own belongings. **Legacy College Prep is not responsible for lost belongings and valuables.** We ask students to come to school with only what they need each day and to keep any items that they do not need at school at home.

Student Code of Conduct

I. Purpose

Legacy College Preparatory Charter School is committed to providing a safe and orderly school culture in which students can improve their academic achievement. Students whose conduct does not meet the school community's clearly defined standards for reasonable and acceptable behavior will not be permitted to disrupt the education of others. Every instance of misbehavior will result in an appropriate consequence. This is the basis of our Student Code of Conduct ("SCC").

This SCC has been designed to provide a positive and safe learning environment. The goal of this policy is to provide students with the necessary tools to develop a sense of self-discipline, self-understanding, self-direction, successful interpersonal skills as well as a sense of self-worth. The academic as well as the discipline expectations at Legacy College Preparatory Charter School are high and the SCC is designed to give students the best chance to be prepared for college and a career and to feel safe and happy at school.

The SCC is not intended to address the entire spectrum of student misbehavior, instead it outlines a range of appropriate responses for certain inappropriate behaviors. This code applies to actions of students during school hours, before and after school, while on school property, while traveling on school vehicles funded by the school, while participating on any team or group representing the school or attending such an activity, at all school-sponsored events, and while using the school network or any electronic devices. This code also applies to actions of students before or after school and off school property if those actions pose a substantial likelihood or disruption to the learning environment in the school.

Staff members shall ensure due process for each student, while consistently following the policies outlined below.

II. Our Philosophy

At Legacy College Preparatory Charter School, we believe that students are able to make positive choices. A student can make the choice to follow the rules and meet behavioral expectations and a student can also make the choice not to follow the rules and not to meet behavioral expectations. We will use positive incentives to motivate students to follow the rules and a consequence system to reinforce following the rules. It is our philosophy that when students have a consistent code of conduct to follow they will learn to meet the expectations and maximize their time spent acquiring knowledge and skills in their classes and develop the values-based character needed for a life of true success. We believe that we must create an environment where students feel safe and valued - a place where students can focus on learning without worry of being bullied. Our culture will foster the creation of a Legacy College Preparatory Charter School family where we are confident and proud of who we are.

III. Individual Incentive and Accountability Systems

Legacy College Preparatory Charter School has developed a student behavior system to provide students, families, and teachers with a frequent, comprehensive report of student performance.

Students can earn merits for positive behavior and demerits for negative behavior.

- A. Merits: Merits will be given when students perform above and beyond in the areas of professionalism, respect, integrity, determination, and engagement. Some examples include:

Behavioral Description	Value	Number of Merits
Beautifying the school	Respect	1
Showing kindness	Respect	1
Assisting staff	Respect	1
Doing the right thing when no one else is looking	Integrity	1
Displaying exemplary organization	Professionalism	1
Improvement due to extra effort	Determination	1
Doing extra homework	Determination	1
Displaying great academic posture	Professionalism	1
Academic grit	Determination	1
Finishing a book	Determination	5
Perfect homework for 1 week	Professionalism	10
Displaying leadership	Engagement	1
Showing contagious enthusiasm	Engagement	1
Displaying urgency	Engagement	1
Voracious reader	Determination	1
Making an insightful comment or question	Engagement	1
Volunteering to help	Respect	1
Taking academic risks	Determination	1
Passing an iReady Test	Determination	5

Merits are never given when a student asks for one for him/herself. Merits may result in a student being entered in a raffle for prizes or tickets to various events or special recognition.

- B. Demerits: A student can be assigned from one to four demerits for a rule infraction. More serious infractions may earn more severe consequences as outlined in the SCC. Staff members determine the number of demerits based on the infraction, except as prescribed by the list below:

Common Infraction Demerit Counts

Infraction	Number of Demerits	Rationale for Infraction
Chewing Gum or Plastic	4	Students often do not dispose of gum appropriately and it can be a distraction in class if students are chewing gum and not focused on learning.
Unprepared	1	Missing materials needed for class. (example: pencils, novels, binders and etc)
Food or drink visible outside of lunch or breaks. Water is permissible in clear bottles.	2	Students should not be distracted by eating in classes. Water is permissible but to ensure safety we must be able to see what is inside the water bottle.
Yelling in the lunchroom or during lunch	Minimum 1	Students only have a short amount of time during lunch and should be professional about using their time to eat and leave the space nicer than when they found it.
Throwing food or any objects in the lunchroom.	4	Students only have a short amount of time during lunch and should be professional about using their time to eat and leave the space nicer than when they found it.
Not cleaning up space in lunchroom or during lunch	1	Students should show concern for others and respect by making sure the area is cleaner than when they found it.
Loss of ID Card or MTA Card.	1	Students should be responsible for their belongings.
Talking during an emergency drill	2	Practicing emergency drills is vital to ensuring that students and staff members know what to do should any emergencies occur. For that reason, students are professional and silent during all drills to make sure that the environment is safe and orderly.

Tardy to school	Less than 15 minutes: 1 demerit More than 15 minutes: Homework Club	Students should be professional and on time for school each day.
Unexcused absence school-mandated function such as mandatory homework detention or a community service event	4 demerits	Students need to be professional and attend the events for which they have signed up to attend and serve the detentions that they have earned.
In the hallways at any time without a pass (except during passing periods)	4 demerits	Students should be in class at all times and show integrity by not being in areas that they should not be in throughout the day.
Foul language including curse words or other slurs directed to someone	4 demerits	Students should be respectful of others and not use foul language such as cursing or racial slurs. Students should also represent themselves in a professional manner that does not include the use of curse words.
Foul language including curse words or other slurs not directed to someone	1 demerit	Students should be respectful not use foul language. Students should also represent themselves in a professional manner that does not include the use of curse words.
Verbal harassment, in person or electronically	Minimum 4 demerits	Students should always show respect for others. Depending upon the severity of action, this may require a suspension.
Possession of a permanent marker or sharpie	4 demerits and confiscation	Permanent markers lead to vandalism and the use of a sharpie will never be necessary in a class setting.
Academic dishonesty, cheating, or plagiarism	Minimum 4 demerits	Students should show integrity in their classes as this is a skill that will be necessary in college especially related to academic cheating.
Rowdy or loud behavior anywhere in school that can have a negative impact of the learning environment	Minimum 2 demerits	Students should be professional in school and operate with the purpose of learning.
Inappropriate displays of affection	Minimum 1 demerit	Students should be professional in school and operate with the purpose of learning and not showing inappropriate affection in hallways or at lunch.
Loitering on school grounds	First time 4 demerits	Students should be professional and operate with a purpose which includes

	Second time 8 demerits Third time 8 demerits and parent meeting	time spent exiting the building after school.
Disrespect to staff member	Minimum 1 demerit Maximum 4 demerits	A school cannot function properly if students are permitted to be disrespectful towards adults. For that reason, students may not disrespect any adult associated with the school, nor purposely ignore a staff member's directions.
Disrespect to student	Minimum warning Maximum 4 demerits	Students should feel physically and emotionally safe in school. Students should be respectful to one another to preserve that environment. This includes saying things like "Shut up" to another scholar.
Disciplinary removal of a student from class	Minimum warning Maximum 4 demerits	Students should be able to maintain their behavior so as not to earn four consequences in a single class period. Students should show determination by filling out a reflection and adjusting so that they can return to class.
Disciplinary reset during class.	2 demerits	Students should be able to maintain their behavior in class and not earn two consequences for the same behavior.
Cell phone or audible electronic device (including headphones) visible, audible, or used during school hours without staff permission	2 demerits and confiscation of the device until parent retrieves the item from school.	Students should be professional in school and focused on learning. Cell phones and other electronic devices cause a distraction from that learning.
Dress code violations that cannot be corrected immediately (such as no belt)	2 demerits	Students should be professionally dressed and pay attention to the details especially with their uniforms each day.
Dress code violations that can be corrected immediately (such as untucked shirt)	1 demerit	Students should be professionally dressed and pay attention to the details especially with their uniforms each day.

IV. Whole Class Incentive and Accountability

The PRIDE Point Challenge program is a class-wide, positive-incentive system. The system uses peer-motivation and inter-class competition to encourage students to work together to meet high expectations for professionalism, respect, integrity, determination, and engagement. During every period of the school day, classes are assessed on their performance as a group, earning between zero and five points. The number of points earned is based on the following observable criteria:

- A. Professionalism: All students are organized, demonstrate good posture and follow directions and procedures throughout class. They have all necessary materials for class and begin work immediately.
- B. Respect: All students are respectful with body language and attitude. They work hard to **Make Others Better**. They are verbally polite even when they disagree with something.
- C. Integrity: All students are honest and responsible leaders in the class. They do the right thing even when no one else is looking. They apologize and take responsibility for mistakes they make.
- D. Determination: All students remain focused during instructional and independent work time. They move quickly from place to place and from task to task. They work hard each and every day.
- E. Engagement: All students show excitement about the work they are doing and the people around them.

Teachers record PRIDE point scores at the end of every class and advisors tally scores at the end of every day. A block is earned only if 100% of students are meeting the expectation. Classes receive rewards for consistently high scores. Conversely, classes lose privileges for receiving low scores (e.g., not being able to attend schoolwide townhalls, not being able to attend school trips). When giving the score to the class, teachers use this opportunity to give concrete suggestions for improvement.

V. Corrective Discipline

- A. Detentions/Demerit Cycles: A student is issued a 60-minute detention in sixth grade and seventh grade and a two-hour detention in eighth grade for each multiple of four demerits he/she earns within a one-week cycle. For example, four demerits within a one-week cycle equals one detention and eight demerits within a one-week cycle equals two detentions. Demerit cycles coincide with the progress report cycles and are reset after the one-week period ends. **Demerits will be tracked each week from Wednesday at 7:00am through the following Tuesday evening**. Thus, if a student receives only one, two, or three demerits within a one-week period (or have one, two, or three remaining demerits after detention(s) have been issues), these demerits reset to zero. Detention may take the form of a silent study/reflection period, behavior improvement work, or a combination of these.

B. Consequences for Detentions

1. **No Detentions in a Trimester:** The student and family are congratulated and recognized for exceptional discipline and commitment to their education.
2. **Five Detentions in a Year:** Legacy College Preparatory Charter School considers five detentions over the course of a school year to be damaging to a student's academic success. When this occurs, the school reserves the right to call the student's parent/guardian to the school to meet with the Dean of Culture and the student's advisor. At such meeting, the problem will be discussed and a discipline plan will be implemented.
3. **10 Detentions in a Year:** Legacy College Preparatory Charter School considers 10 detentions over the course of a school year a serious issue. Students who earn 10 or more detentions or have a violation of the SCC related to fighting, bullying, harassment, gang activity, drug use or distribution will be required to take a behavior improvement class that teaches proper behavior in order to be promoted.

The time in the course will allow students to learn new habits and receive additional support and counseling from the Deans of Culture, Dean of Student Supports, and Principal.

4. **20 or More Detentions in a Year:** Legacy College Preparatory Charter School considers 20 detentions over the course of a school year to be detrimental to the student's future success at the school. If a student earns twenty or more detentions in a year, the student will be required to take a discipline course in Summer School. The course will be designed to support the individual needs to the students enrolled to ensure they start the following school year off on a positive behavioral note.
5. **Scholars will be required to serve an hour for every detention that they earn, even if that number surpasses 20 detentions.** Scholars will be asked to serve some detentions over the summer, during summer school, if there are not enough Friday's in the year to serve the detentions.
6. **Detention Free Weeks:** After a scholar reaches 5 detentions, they are eligible to being earning Detention Free Weeks. If a scholar goes a week without earning four demerits, then they will earn a Detention Free Week. This means they will have one detention deleted from their total amount of detentions. If a scholars goes a week without earning a single demerit, then they will earn two Detention Free Weeks, meaning they will have two detentions deleted from their total amount of detentions. This policy is in place to help scholars earn their way out of summer school by forming positive habits over time.

- C. **Behavior Removals and Reflections:** We believe that students should maximize their time spent learning and that discipline issues should not merit large amounts of time spent outside of the classroom. To preserve a respectful and positive school culture and best ensure consistency, we will issue consequences in class in

the form of demerits for any infractions that distract from student learning. Once a student has received four demerits in a single class, or if a student is disrespectful in a manner necessitating an automatic four demerits, then the student will be asked to leave the classroom to reflect on their behavior. The student will go to the Dean of Culture's office to fill out a written reflection before returning to class. The reflection will ask a student to reflect on their behavior and write a plan outlining how they will adjust their behavior to be more productive in class. Once a student has finished the reflection and had a discussion with a Dean of Culture or an Assistant Dean of Culture, then the student may rejoin the class. If a student is unable to complete the reflection or is disrespectful while in the Dean's office, then the student will remain in the Dean's office until the next class period. All teachers will follow up with students within 24 hours of a class removal to restore the relationship so that the students can be successful in their class moving forward.

- D. Suspensions: A suspension is when a student is removed from school due to the serious nature of the inappropriate behavior for up to 10 consecutive school days for any one offense. Students who have been suspended may not attend any school functions (before school, after school, or evening) while suspended. Students are only permitted to enter the school to attend mandatory alternate instruction. Scholars will also be allowed to enter the school to take or prepare for state assessments. Suspended students must be assigned homework and given the opportunity to make-up missing assignments, quizzes, or tests for full credit. Scholars should make up the work during alternate instruction. If alternate instruction is not attended, scholars may not be able to make up the work.

For the purposes of this Code:

- A short-term suspension refers to the removal of a student from school for disciplinary reasons for a period of ten or fewer days.
- A long-term suspension refers to the removal of a student from school for disciplinary reasons for a period of more than ten days.

The following is a list of consequences that may merit a suspension.

Severe Infractions and Consequences

Unacceptable Behavior	Minimum Consequence	Maximum Consequence	Restorative Approach
Cutting classes (reporting to school and failing to attend one or more programmed classes)	Double detention, mandatory parent conference	3-day suspension	Referral to school social worker for counseling
Engaging in verbally rude or disrespectful behavior	Detention	3-day suspension	Restorative conversation between student and other parties involved
Behaving in a manner which disrupts the educational process (e.g., making excessive noise in a classroom, library, or hallway)	Detention	3-day suspension	Restorative conversation between student and other parties involved
Posting or distributing material on school premises in violation of written Department of Education policy and/or school rules	Detention	3-day suspension	Referral to school social worker for counseling
Smoking and/or use of electronic cigarettes and/or possession of matches or lighters	Confiscation of item, Double detention	5-day suspension, confiscation of item	Referral to school social worker for counseling and/or community-based organization
Gambling	Detention, item/money confiscated	3-day suspension	Referral to school social worker for counseling and/or community-based organization
Using profane, obscene, vulgar, or lewd language, gestures, or behavior	Detention	1-day suspension	Restorative conversation between student and other parties involved

Unacceptable Behavior	Minimum Consequence	Maximum Consequence	Restorative Approach
Lying to, giving false information to, and/or misleading school personnel	Detention	3-day suspension	Restorative conversation between student and other parties involved/Referral to school social worker for counseling
Inappropriate use of electronic technology (e.g., unauthorized audio/video recording)	Suspend network use privilege, conference with parent	3-day suspension	Restorative conversation between student and Dean of School Culture
Leaving class or school premises without permission of supervising school personnel	Detention	3-day suspension	Restorative conversation between student and other parties involved/Referral to school social worker for counseling
Unauthorized use of a teacher's computer or a teacher's login to school wide systems, including but not limited to SchoolRunner, iReady, IXL, etc.	Double Detention and Behavior Reflection Project	3-day suspension	Restorative conversation between student and other parties involved
Shoving, pushing, or engaging in a minor altercation or similar physical confrontational behavior towards students or school personnel (e.g., pushing past another person), throwing an object or spitting at another person	Detention	Referral for expulsion hearing	Mediation between students and other parties involved
Engaging in gang-related behavior (e.g., wearing or displaying gang apparel and/or accessories, writing graffiti, making gestures, or signs), or group organized disruptive activity	5-day suspension and/or behavior improvement course	Referral for expulsion hearing and/or referral to counseling or community-based organization	Referral to school social worker for counseling and/or community-based organization

Unacceptable Behavior	Minimum Consequence	Maximum Consequence	Restorative Approach
Engaging in vandalism, graffiti, or other intentional damage to school property belonging to staff, students, or others. Including hacking into or disrupting network technology systems	1-day suspension, restitution of property and cost	Referral for expulsion hearing	Referral to school social worker for counseling and/or community-based organization and mediation between student and other parties involved
Recording and/or instigating a fight.	1-day suspension	3-day suspension	Restorative conversation between student and other parties involved
Threatening to fight verbal	Double detention, mandatory parent conference	3-day suspension	Restorative conversation and mediation between student and other parties involved
Engaging in a form of physical aggression that could be considered “play fighting”	1-day suspension	5-day suspension	Restorative conversation and mediation between student and other parties involved
Engaging in any form of physical aggression or fighting	5-day suspension and/or behavioral improvement course	Referral for expulsion hearing	Restorative conversation and mediation between student and other parties involved
Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying); such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that	Double detention, mandatory parent conference, written assignment, mediation and	Referral for expulsion hearing	Restorative conversation and mediation between student and other parties involved and referral to school social worker for counseling

Unacceptable Behavior	Minimum Consequence	Maximum Consequence	Restorative Approach
threatens another with harm; seeking to coerce or compel a student or staff member to do something; hazing; taunting; exclusion from peers groups designed to humiliate to isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass	recommended counseling		
Possessing and/or using controlled substances or prescription medications without appropriate authorization, illegal drugs, synthetic hallucinogens, and/or drug paraphernalia.	5-day suspension and/or out-patient counseling or behavior improvement course	Referral for expulsion hearing	Referral to school social worker for counseling and/or community-based organization and mediation between student and other parties involved
Possessing marijuana and/or alcohol.	1-day suspension and/or counseling/behavior improvement course	Referral for expulsion hearing	Referral to school social worker for counseling and/or community-based organization and mediation between student and other parties involved
Using or under the influence of marijuana or alcohol.	3-5-day suspension and/or out-patient counseling or behavior improvement course	Referral for expulsion hearing	Referral to school social worker for counseling and/or community-based organization and mediation between student

Unacceptable Behavior	Minimum Consequence	Maximum Consequence	Restorative Approach
			and other parties involved
Possessing anything that resembles or could be assumed to be drug paraphernalia and/or alcohol paraphernalia.	1-day suspension	3-day suspension	Referral to school social worker for counseling and/or community-based organization and mediation between student and other parties involved
Taking or attempting to take property belonging to another or belonging to the school without authorization, without using force or intimidating behavior	1-day suspension and/or behavior improvement course	Referral for expulsion hearing	Restorative conversation and mediation between student and other parties involved
Possession, sale, and/or use of weapons, d/dangerous, illegal objects	Item confiscated, 5-day suspension and/or behavior improvement course	Referral for expulsion hearing	Referral to school social worker for counseling and/or community-based organization
Arson; starting a fire	10-day suspension and behavior improvement course	Referral for expulsion hearing	Referral to school social worker for counseling and/or community-based organization

E. Expulsions: Expulsion is defined as the permanent removal of a student from Legacy College Preparatory Charter School for disciplinary reasons.

VI. Procedure for Disciplinary Violations

At Legacy College Preparatory Charter School, we are committed to serving all students, especially those who need us the most, while simultaneously protecting the strong culture that

makes our academic gains possible. All students are taught the PRIDE values and are held accountable to them throughout the year. As stated in the general Student Code of Conduct, misbehaviors at Legacy College Preparatory Charter School result in consequences. If negative behaviors persist, or if students have not adequately fulfilled the given consequence, more serious consequences may be put in place. Consequences vary based on the severity of the action, and the frequency of the incident. Such consequences may include, but are not limited to:

- Student reflection on community violation (may be written, private, or public);
- Removal of school privileges (including school trips, in-school privileges, etc.);
- Friday detention;
- Individualized silent lunch;
- Behavior reflection projects
- In-school suspension;
- Short-term out-of-school suspension;
- Long-term out-of-school suspension;
- Removal from the school community.

To avoid the loss of valuable instructional time, Legacy College Preparatory Charter School strives to keep its students in school and in classrooms. However, allowing the same students to commit the same infractions in the same situations can have a damaging effect on the future of the school and the students. Therefore, when a student's actions are detracting from the ability of other students to learn in a safe, value-added environment, it may be necessary to remove the offending student from the classroom and eventually from the school. If a student's consequence involves being sent home or suspended for any period of time, a parent or guardian may be asked to meet with an administrator regarding the student's behavior prior to his or her return to school. A student can be removed from the school immediately if a danger to others and the school environment. In appropriate circumstances the student may also be referred to law enforcement authorities.

- A. Tiered Behavior Responses: While Legacy College Preparatory Charter School aims to remain consistent in the way we execute our behavior system, we do customize behavior plans in an attempt to help students succeed should they need that flexibility. We also seek to tailor consequences to the severity and frequency of the unacceptable behavior and the student's individual circumstances. Both the severity of consequences and the scope and depth of structured, proactive support provided by the Legacy staff to troubled students will increase based on the severity and frequency of the violations. As the consequences become more severe, we will notify and seek the involvement of families to help design and implement response plans. Legacy College Preparatory Charter School's response

to behaviors will escalate as negative behaviors escalate, with the most serious infractions of the SCC receiving the most serious consequences. Violence directed to other students or staff will lead to the most serious consequences.

- B. Being Proactive: It is the school's job to connect the dots for students and families on exactly why we work so hard and why we are so strict. This messaging must come through
1. New student enrollment;
 2. Family Orientation;
 3. Student Orientation;
 4. Monthly Parent Workshops;
 5. Official school notifications;
 6. Ongoing informal communication and meetings with staff, students, and families.
- C. Due Process Protection: Legacy College Prep shall follow due process procedures consistent with laws and regulations.
- D. Short-Term Suspension: A short-term suspension may be imposed by the Principal for specific disciplinary infractions outlined in the SCC. If a student commits an offense that calls for short-term suspension (10 days or less), the following steps are taken:
1. If necessary, the student is immediately removed from class and/or school.
 2. The student is informed of the charges against him or her.
 3. The student is entitled to respond to the charges against him or her.
 4. The parent/guardian is notified of the imposition of short-term suspension by Legacy College Prep via telephone. Written notice shall also be provided by e-mail, personal delivery, or express mail delivery to the last known address(es) of the parents or guardians. Such notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the parents or guardians of their right to request an immediate informal conference with the Principal. Such notice and informal conference shall be in the dominant language of the mode of communication used by the parents or guardians if known by Legacy College Prep to be other than English.
 5. The school will schedule a meeting with a parent or guardian in order to discuss the infractions and may reduce the penalty based upon mutual understanding resulting from the meeting.

A parent or student may appeal in writing a suspension within two days of the notice of the suspension. Reasons for the appeal of the suspension must be put in writing to the Legacy College Prep Board Chair either by email or by mail postmarked within the two days. The Board Chair will make the final determination of any suspension appeal. An appeal does not halt a student's suspension. If the suspension is overturned, the suspension will be removed from the student's record and any remaining days will not have to be served.

- E. Long-Term Suspension: A long-term suspension may be imposed for specific disciplinary infractions outlined in the SCC. If a student commits an offense that calls for long-term suspension (more than 10 days), the following steps are taken:
1. If necessary, the student is immediately removed from class and/or school.
 2. The student is informed of the charges against him or her.
 3. Upon determining that a student's action warrants a possible long-term suspension, the Principal shall verbally inform the student that he or she is being suspended and is being considered for a long-term suspension and state the reasons for such actions.
 4. The parent/guardian is notified via telephone by Legacy College Prep. Written notice shall also be provided by personal delivery or express mail delivery to the student's last known address. Such notice shall provide a description of the incident or incidents which resulted in the suspension and shall indicate whether or not a formal hearing will be held on that matter which may result in a long-term suspension. The notification provided shall be in the dominant language used by the parent(s) or guardian(s) if it is known to be other than English. The notice will state that at the formal hearing, the student shall have the right to be represented by counsel, present and question witnesses, and present evidence.
 5. The school will set a hearing date. A Legacy College Prep Trustee will be designated as the Hearing Officer. The student and/or his or her parent or guardian will be notified in writing of the:
 - (a) Charges and a statement of the evidence
 - (b) Date, time and place of a hearing
 - (c) Notice of the right at the hearing to:
 - (i) Be represented by legal counsel (at the student's/parent's own expense)
 - (ii) Present evidence and question witnesses

6. After the Hearing Officer hears the case, the Hearing Officer will issue a written decision to be sent to the student, the parent/guardian, the school's Board of Trustees, and the student's permanent record.
 7. If a parent or student wishes to appeal a decision, they may do so by notifying the Board Chair in writing within five school days of the issuance of the written decision.
- F. Expulsion: Expulsion is an appropriate consequence when a student engages in an alarming disregard to the safety of others, and/or where it is necessary to safeguard the well-being of other students.

When an egregious event occurs or a sustained pattern of serious, major, and/or egregious events occurs, expulsion is an appropriate consequence when the safety of the school community is significantly compromised.

Legacy College Prep's first responsibility is to ensure the safety of our students, therefore if a student poses an immediate danger to others and the school environment, they may be removed from the school.

If a student commits an offense that calls for an expulsion, the following steps are taken:

1. If necessary the student is immediately removed from class and/or school.
2. The student is informed of the charges against him or her.
3. Upon determining that a student's action warrants a possible expulsion, the Principal shall verbally inform the student that he or she is being considered for an expulsion and state the reasons for such actions.
4. The parent/guardian is notified via telephone by Legacy College Prep. Written notice is also provided by personal delivery or express mail delivery to the student's last known address. Such notice shall provide a description of the incident or incidents and shall indicate that a formal hearing will be held on the matter which may result in an expulsion.
5. The school will set a hearing date. A Legacy College Prep Trustee will be designated as the Hearing Officer. The student and/or his or her parent or guardian will be notified in writing of the:
 - (a) Charges and a statement of the evidence
 - (b) Date, time and place of a hearing
 - (c) Notice of the right at the hearing to:

- (i) Be represented by legal counsel (at the student's/parent's own expense)
 - (ii) Present evidence and question witnesses
- 6. The formal hearing shall occur no less than three days after the incident in question, but within 10 days of the incident. A parent may request to postpone the hearing beyond 10 days for a reasonable period time (no more than 10 additional days) to allow the parent and scholar to prepare their case. In such cases, the scholar must remain out of school while awaiting the hearing; alternative instruction will be provided by the school.
- 7. A student is entitled to the services of a translator or interpreter, to be provided by the school or the Board, whenever the student or his/her parent/guardian do not speak the English language or is handicapped.
- 8. A verbatim record of the hearing will be made either by a recording or by a stenographer. The charges will be introduced into the record by the Principal. The parties may submit written position statements within 48 hours of the close of the hearing.
- 9. After the Hearing Officer hears the case, the Hearing Officer will issue a written decision to be sent to the student, the parent/guardian, the school's Board of Trustees, and the student's permanent record within 10 days of the hearing. Said decision shall be based solely on the evidence presented at the hearing.
- 10. Notice of expulsion and the conduct for which the student was expelled, shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based upon the possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record if the student graduates from high school.
- 11. If a parent or student wishes to appeal a decision, they may do so by notifying the Board Chair in writing within 10 school days of the issuance of the written decision. The Board of Trustees shall review the record, including all documents and recordings related to the hearing, and convene a meeting to vote to affirm or reverse the decision of the Hearing Officer. The Board's Role is not to re-hear the evidence, but to determine based on the record whether there a) is sufficient evidence to indicate that a scholar has committed an offense or a pattern of behavior that meet this policy's definition of an expellable offense and b) the school has followed the policies outlined in the handbook adequately. If the answers to a) and b) are yes, then the board will validate the recommendation to expel.

The Board may order that the student return to the school, or may remand the case for further consideration by the Hearing Officer. The Board may also, at its discretion, request that the student and/or parent/guardian attend the meeting to

discuss the substance of the appeal and/or answer any questions that are unresolved in the record.

It is important that the student and/or parent/guardian present all evidence at the hearing before the Hearing Officer, as new evidence and arguments generally may not be presented on appeal. Where additional information is discovered **after** the hearing, the student and/or parent/guardian may request permission to present said evidence to the Hearing Officer. The Hearing Officer shall have discretion to grant or deny such requests for consideration of newly discovered evidence or for a hearing to consider such evidence.

When a student withdraws from school after having been notified that a Long-Term Suspension or Expulsion Hearing is pending, the hearing will be canceled.

Legacy College Prep will maintain written records of all suspensions and expulsions, including the name of the student, a description of the offending behavior, the disciplinary action taken, and a record of the number of days a student has been suspended or removed for disciplinary reasons.

The student and/or parent/guardian may submit any complaint regarding this process to the SUNY Board of Trustees.

- G. Alternative Instruction: Legacy College Preparatory Charter School provides students with alternative instruction if they are suspended or expelled (until enrolled in another school, or until the end of the school year, whichever comes first). During the period of their removal or suspension, students must be provided with alternative instruction, which includes, but is not limited to, classwork and homework assignments. Additionally, students will be permitted to take any citywide or state examinations that are administered during the suspension period for which no make-up examination is permitted by the testing authority, as well as to make up school examinations that may affect their academic records.

Alternative instruction will provide the student with an opportunity to continue to earn academic credit and must be appropriate to the individual needs of the student. All IDEA mandates must be followed for students with disabilities. In determining the alternative instruction for a student with a disability and for a student who has a 504 Accommodation Plan, consideration will be given to the student's IEP and behavioral intervention plan, or 504 Accommodation Plan. In addition, if a student with an IEP has already been suspended for more than an aggregate of ten school days during the school year due to disciplinary actions that create a pattern of removals as determined by Legacy College Preparatory Charter School, the student must either be reinstated or assigned to an appropriate setting until a Manifestation Determination Review (MDR) takes place.

Arrangements will be made between the school and each individual family for the delivery of services, pick up/delivery of work, and the making-up of any missed assignments and classroom instructional support. All alternative instructional

materials will permit the student to make adequate academic progress and must be completed satisfactorily for the student to return to school. Nonetheless, alternative instruction cannot replicate all the benefits of full classroom instruction and participation by the student.

The alternative instruction will begin immediately. The alternative instruction will occur during or after the school day at the school, the student's home, or the nearest public library, at the discretion of the school. This alternative instruction will continue for the duration of the time the student is out of school. The school will provide alternative instruction to students on short and long-term suspension to the extent required by law.

- H. Due Process Protection for Students with a Disability: At no point will Legacy College Preparatory Charter School's expectations be lowered. Students on behavioral IEPs will need accommodations, especially if the student's behavior is a manifestation of his/her disability. These accommodations must directly address the specific challenge area of the student while also balancing the school's need for a fair and effective learning environment.

Students with disabilities have the same rights and responsibilities as other students, and they may be disciplined for committing any of the behavioral offenses listed in the SCC. If a student with disabilities has an IEP that includes disciplinary guidelines, then, as required by the Individuals with Disabilities Education Act, that student must be disciplined according to those guidelines.

In determining the alternate instruction for a student with a disability and for a student who has a 504 Accommodation Plan, consideration will be given to the student's IEP and behavioral intervention plan, or 504 Accommodation Plan.

When a student with an IEP has been removed from school for either 10 consecutive days or for more than 10 cumulative school days in a school year based on conduct that forms a pattern of removal and results in a change in placement as determined by the school, he or she is entitled to a prompt review of the causal relationship between his or her disability and the behavior that precipitated the school's disciplinary action. The MDR is designed to determine whether (A) the conduct in question was caused by or had a direct and substantial relationship to the student's disability; or (B) the conduct in question was the direct result of the school's failure to implement the IEP. The manifestation team will consist of school officials, the student's parent or guardian, and relevant members of the Committee on Special Education ("CSE"). Parents or guardians will receive written notification prior to any manifestation team meeting. This notification will inform the parent or guardian of (A) the purpose of the meeting, (B) the names of the individuals expected to attend, and (C) his or her right to have relevant members of the CSE participate at the parent or guardian's request.

The MDR will include a review of all relevant information in the student's file including his or her IEP, any teacher observations, and any relevant information

provided by the parent or guardian. If the manifestation team determines that the student's conduct was a manifestation of his or her disability, the CSE will (A) conduct a functional behavioral assessment and implement a behavioral intervention plan; and (B) return the student to the placement from which the student was removed, unless the parent or guardian and the school agree to a change of placement as part of the modification of the behavioral intervention plan. If the manifestation team determines the conduct in question was the direct result of the school's failure to implement the IEP, the school will take immediate steps to remedy those deficiencies. Lastly, if the student's conduct is ruled not to have been a manifestation of his or her disability, school personnel may apply the relevant disciplinary procedures to students with disabilities in the same manner and for the same duration as the procedures would be applied to students without disabilities.

VII. Anti-Bullying Policy

Bullying is contrary to New York State law and Legacy College Preparatory Charter School policy, and is a serious and punishable offense.

Bullying is prohibited on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, sexual orientation, gender-related identify or express, military status, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

Bullying is prohibited in each of the following situations:

- A. During any school-sponsored education program or activity.
- B. While in school, or on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities. This includes public transportation taken to or from school.
- C. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- D. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred. It does not require school to staff or monitor any non-school-related activity, function, or program.

Definitions

For the purpose of this policy the terms used mean the following:

“Bullying” includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, that has or can be reasonably predicted to have one or more of the following effects:

- A. Placing the student in reasonable fear of harm to the student’s person or property;
- B. Causing a detrimental effect on the student’s physical or mental health;
- C. Substantially interfering with the student’s academic performance; or
- D. Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Aggressive conduct toward other students that is not severe or pervasive shall not be deemed as bullying, but may constitute other inappropriate behaviors listed in the SCC. Students who engage in bullying conduct also shall be disciplined under the SCC.

“Cyber-bullying” means bullying through the use of technology or any electronic communications, including without limitation, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic systems, or photo-optical system, including within limitation, electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effected enumerated in the definition of bullying.

“Restorative Measures” means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (1) are adapted to the particular needs of the school and community, (2) contribute to maintaining school safety, (3) protect the integrity of a positive and productive learning climate, (4) teach students the personal and interpersonal skills they will need to be successful in school and society, (5) serve to build and restore relationships among students, families, schools, and communities and (6) reduce the likelihood of future disruption by balancing accountability with an understanding of students’ behavioral health needs in order to keep students in school.

“School Personnel” means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, school resource officers, and security guards.

Reporting

Students, school staff, and parents or guardians who witness bullying or who possess information about actual or threatened bullying shall immediately report it to the Principal or any Legacy College Preparatory Charter School employee. A report may be made orally or in writing by completing the “Bullying Report” form located on the campus website (under the “Students” section). Anonymous reports also are accepted. No disciplinary action will be taken solely on the basis of an anonymous report.

Investigating

The Principal or Designee shall promptly investigate and address reports of bullying. All reasonable efforts will be made to complete the investigation within 10 school days after the date the report of bullying was received.

As part of the investigation, the Principal or Designee shall:

1. Take into consideration additional relevant information received during the course of the investigation about the reported incident of bullying;
2. Involve appropriate school support personnel and other school staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process;
3. Notify the Principal or Designee of the reported incident of bullying as soon as possible after the report is received; and
4. Investigate whether a reported incident of bullying is within the scope of the school’s jurisdiction.

Notification

Consistent with federal and state laws and rules governing student privacy rights, the Principal or Designee shall promptly inform parents or guardians of all students involved in the alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. In addition, the Principal or Designee shall, consistent with federal and state laws and rules governing student privacy rights, provide parents or guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Principal or Designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Principal or Designee shall document each of these notifications to parents or guardians.

Interventions and/or Consequences

When an investigation determines that bullying occurred, the Principal or Designee immediately will impose the appropriate SCC consequence. The Principal or Designee shall use interventions to address bullying which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. Additionally, the Principal or Designee shall provide the victim with information regarding services that are available within the school and community, such as counseling, support services, and other programs.

A student will not be punished for reporting bullying or supplying information about actual or threatened bullying, even if the school's investigation concludes that bullying did not occur. However, knowingly making a false accusation or providing false information will be met with disciplinary consequences and appropriate remedial actions consistent with this policy and under the SCC.

Distribution and Review

This policy shall be posted on the school's website and included in the student handbook, and, where applicable, posted where other policies, rules, and standards of conduct are currently posted. The policy also must be distributed annually to parents or guardians, students, and school personnel, including new employees when hired.

The school shall review and re-evaluate this policy and make necessary and appropriate revisions every two years, and file the updated policy with the New York State Board of Education. The policy must be based on the engagement of a range of school stakeholders, including students and parents or guardians.

The Principal or Designee shall assist with the evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

- A. The frequency of victimization;
- B. Student, staff, and family observations of safety at a school;
- C. Identification of areas of the school where bullying occurs;
- D. The types of bullying utilized; and
- E. Bystander intervention or participation.

The evaluation process may include the use of relevant data and information that the school already collects for other purposes. The school must post the information developed as a result of the policy evaluation on the school's website, or if a website is not available the information must be provided to school administrators, Board members, school personnel, parents or guardians, and students.

This policy must be consistent with all policies of the school.

General School Information

I. Visitors

Legacy College Preparatory Charter School always welcomes and encourages visitors, both from within and outside of our school community, to observe our students and Legacy team members in action. However, in order to assure the safety and well-being of all students and staff, all visitors—including parents and guardians—are required to report to the office at the main entrance of the school. Visitors may be required to have a visitor's pass once they have checked in with the receptionist. Any visitor who does not report to the office, or is found in the building without authorization and a visitor's pass, will be asked to leave immediately, and the authorities will be called if the request is not heeded.

Legacy College Preparatory Charter School maintains an open-door policy with our parents and guardians, provided they are not a distraction to the learning environment. Parents/guardians are welcome to come and observe classes and school operation on non-testing days. Parents and guardians are also welcome to request meetings with any member of the Legacy College Preparatory Charter School staff. Meetings will be scheduled at the staff member's earliest possible convenience. If requests for a meeting are not met family members should report the concern to the school leader.

In case of an emergency, parents or guardians should contact the receptionist either by phone or in person. Under no circumstances should parents or guardians contact students in their classrooms, or attempt to withdraw students from the building without notifying and receiving permission from the school.

Disruptive Visitors and Restricted Access

Legacy College Preparatory Charter School works hard to maintain a safe and orderly environment for teachers and students. To that end, the school reserves the right to restrict visitors (including family members of students and staff) who do not display the PRIDE values of the larger community while on school grounds, including during arrival and dismissal. Examples of disruptive visitors include those who raise their voice, use profanity, threaten students or staff, or are physically or verbally aggressive in any way.

If a visitor's access must be restricted due to inappropriate behavior of any kind, they will receive a letter outlining the offenses that led to the restricted access and will be notified as to proper procedures for contact and communication with both staff and his/her student while on Legacy College Preparatory Charter School property. If after a visitor has received a restricted access letter, they continue to disrupt the Legacy College Preparatory Charter School learning environment, greater steps may be taken including notification of the proper authorities.

II. Grievance Procedure

Any student or parent/guardian who believes that Legacy College Preparatory Charter School has acted in violation of the law or its charter may file a complaint with the Principal.

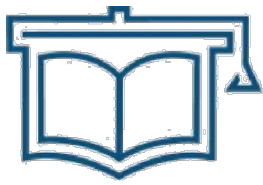
- A. Procedures for Resolution of Parent/Guardian Concerns: Legacy College Preparatory Charter School is committed to maintaining a strong partnership and ongoing dialogue between its teachers, staff, students, and families. If you have a concern about a school policy, academic grade, discipline decision, or anything else, we welcome your input and encourage you to contact the appropriate staff member at the school. A parent or guardian may address the Board at any meeting without going through the informal or formal complaint processes outlined below, but the Board encourages these constructive conversations with the relevant parties prior to direct outreach to the Board. We are committed to addressing the concerns of our families and seeking a resolution that first and foremost benefits the academic development of your child toward success in the college of his or her choice.

Informal Complaint Process: If a parent or guardian has a concern or disagreement about a classroom event, curricular or disciplinary decision, or other academic issue, he or she should first contact the teacher to attempt to resolve the disagreement through informal discussion. If the concern is not adequately resolved, the parent or guardian should request a further meeting. The teacher will contact the school leader and schedule the follow-up conversation. Every effort will be made to respond to a parent/guardian complaint as quickly as possible, and within two business days.

Formal Complaint Process: A parent or guardian may initiate a formal complaint by submitting a letter in writing to the Board of Trustees outlining, in detail, the events, policies, or decisions at issue. A designated Board committee will schedule a meeting, at which time the parent will have an opportunity to address his or her concerns. The committee will investigate the situation and issue a written report on its findings to the Board within thirty (30) days or prior to the next regular meeting, and the Board may act as appropriate based on the committee's recommendations. A parent wishing to attend a Board meeting will be permitted to speak but will be asked to limit his or her comments to three minutes. If additional time is necessary for public participation and comments, an extra 30 minutes will be allotted at the end of the Board meeting. The Board has the power and duty to take action as appropriate.

Upon resolution of the formal complaint, the Board will provide to the complainant:

1. its written determination including any remedial actions to be taken;



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2. a written notice to the complainant that he or she may file an appeal with the charter Authorizer (the SUNY Board of Trustees) if the complaint involves a violation of law or charter; and,
3. a copy of the Authorizer's Grievance Guidelines (available at <http://www.newyorkcharters.org/contact/>).

Appeal to Authorizer: If, after presentation of the complaint to the Board of Trustees, the parent or guardian believes that the Board has not adequately addressed the complaint, the parent or guardian may present the complaint to the school's authorizer, which may investigate and respond. The authorizer has the power and duty to take remedial action as appropriate.

Authorizer Contact Information:

SUNY CSI
Grievance Desk
Charter Schools Institute
41 State St., Suite 700
Albany, NY 12207
charters@suny.edu
518.433.8277 (ext. 2045)

III. Student Expectations and Rights

- A. Student Rights: The right of students to freedom of expression shall not be abridged, provided that such right shall not cause substantial likelihood of disruption within the school. Freedom of expression shall include without limitation, the rights and responsibilities of students, collectively and individually, to express their views through speech and symbols, to write, publish, and to disseminate their views, and to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the Principal.

No expression made by students in the exercise of such rights shall be deemed an expression of school policy, and no school officials shall be held responsible in any civil or criminal action for an expression made or published by students.

Freedom of Speech: Student's right to free speech comes with the following restrictions:

- (a) What a student says may not disrupt the work and discipline of the school in a material or substantial way;
- (b) A student's words may not incite others to disrupt the work or discipline of the school or disobey laws;
- (c) No students may be obscene;
- (d) Students may not say (slander) or write things about (libel) another person that damage that person's reputation and are not true, if they know the statement to be false or don't care whether it is true or false; and
- (e) Student may not use fighting words or aggressive language, that is, words which when spoken are likely to produce a violent action. Included in this category would be racial, sexual, ethnic, or religious slurs.

Freedom of Press: Students may express their opinions in publication and other written material as long as it follows standards of good taste. Unofficial or underground publications distributed at school will not be censored so long as they are signed by the author(s), and are not disruptive, defamatory, obscene, or containing aggressive language. Legacy College Preparatory Charter School reserves the right to regulate the content of "school sponsored expressed activities." A sign posted must be signed by the person who puts it up and must be posted in the designated area in the school.

Freedom of Religion: Students have the right to be absent from school for observance of the holy days of their religion. Parents/guardians must notify

advisor and school office in writing prior to absence. An absence for religious reasons will be an excused absence from school. Students will be allowed to make up any work from an absence due to religious observance.

Right to equal education: Legacy College Preparatory Charter School students cannot be prevented or discouraged from participating in any school activity because of race, gender, sexual preference, religion, national origin, ethnicity, gender-related identity or expression, citizenship status, age, religion, physical or mental disability, order of protection, status of being homeless, or actual or potential marital or parental status, including pregnancy.

Right to access: All public events for parents, students, and community members for whom an announced site for a school program or event is not usable may request 10 days in advance that the program be relocated into a site which would meet their needs to the extent it is possible. Requests should be made to the Principal.

What to do if rights are violated: Students are encouraged to speak with a staff member. Any member of the school community who believes he/she has been subject to or bears witness to discrimination on the basis of race, gender, age, sexual orientation, religion, physical or mental disability, order of protection, status of being homeless, or actual or potential marital or parent status, including pregnancy, may file a complaint with the Principal. The Principal will make a determination in the matter. If that determination is unsatisfactory, the member of the school community can submit a complaint to the Board of Trustees, following the complaint policy featured in this handbook.

- B. Personal Belongings: Legacy College Preparatory Charter School is a rigorous instructional setting. Therefore, personal belongings that distract from the safe, respectful, and fast-paced instructional environment are not permitted.

Examples of items not allowed in Legacy College Preparatory Charter School schools include:

- (a) Gum and candy of any kind;
- (b) Permanent markers of any kind;
- (c) Real, toy, or model weapons including pocket knives, box cutters, exacto knives, water guns;
- (d) Excessive amount of cash;
- (e) Any illegal substance;
- (f) Stuffed animals or dolls;

- (g) Drug paraphernalia, or anything that resembles drug paraphernalia;
- (h) Materials (e.g., songs, papers, lyrics, art, or notes) that contain inappropriate or offensive language, images, or suggestions;
- (i) Fireworks, sparklers, poppers, snappers, fountains, bottle rockets, and any other explosive devices; and
- (j) Cell phones, radios, iPods, or portable gaming systems

If a student is seen with any of the items listed above, the item may be confiscated and not returned until a parent or guardian meets with the school leadership.

Note: Cell phones, radios, iPods, portable gaming systems, and other non-instructional electronic devices must be turned off and put away before entering the school property, unless explicit permission has been given by the school leader. Any electronic equipment used without permission may be confiscated.

Students may bring cell phones to school for safety reasons, but phones may never be turned on or used in the school building without explicit permission and supervision from a Legacy staff member. Failure to comply with this expectation may result in confiscation or another consequence. If a cell phone is confiscated, a parent or guardian must come to the main office in order to sign the phone out at the end of the school day.

Students may bring wireless headphones (Air Pods) into the building to use during chromebook use time, however, the school is not responsible for any lost headphones. We discourage scholars from bringing valuable items into the school building.

Student backpacks must always be left in lockers and should be closed with no items protruding out.

- C. Student-Family Contact During the Day: Students will be able neither to receive messages from parents nor to transmit messages to parents during the school day except in the case of emergency. Students will only be given permission to use the school phone in cases of emergency or at the school's discretion.
- D. Public Transportation Behavior: All behavioral expectations outlined in the Legacy College Preparatory Charter School SCC apply on public transportation to and from school. Students who take public transit are expected to act responsibly and respectfully at all times.

All school rules apply on public transportation. Infractions, if serious enough can warrant a student's immediate loss of leaving the school on their own. Other consequences (e.g., demerits, detentions, suspensions) apply as well.

- E. Academic Dishonesty: Students must understand that copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered plagiarism. Whether deliberate or accidental, plagiarism is a serious and punishable offense. Students must always be responsible for their own work and not engage in any manner of cheating.

These types of academic dishonesty will result in loss of credit and/or failure according to the discretion of the teacher. Students will also receive an automatic detention (first offense), or more severe penalty if their cheating continues.

1. Deliberate plagiarism:

- (a) Copying of a phrase, sentence or a longer passage from a source and passing it off as one's own;
- (b) Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own; and/or
- (c) Obtaining a term paper and handing it in as one's own.

2. Accidental plagiarism:

- (a) Forgetting to place quotation marks around another writer's words; and/or
- (b) Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea.

3. Cheating:

- (a) Obtaining a copy of tests or scoring devices;
- (b) Copying another student's answers during a test;
- (c) Providing another student questions or answers to, or copies of, actual test questions;
- (d) Having or using non-permitted materials during tests;
- (e) Duplicating another student's project or work for submission as one's own work;
- (f) Sharing the answers to an assignment with other scholars;
- (g) Having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home test; and/or

- (h) Permitting another student to copy one's own homework, paper, project, laboratory report, or take-home test.
- 4. The following consequences will occur for students who engage in acts of academic dishonesty:
 - (a) Automatic zero on the assignment; and/or
 - (b) Detention or four demerits.
- 5. The following consequences may occur for more severe or repeat violations of academic dishonesty:
 - (a) Teacher/student/Dean of Culture/parent conference;
 - (b) Removal or disqualification from enrichment programs;
 - (c) Suspension; and/or
 - (d) Homework must be handed in to the office.
- F. Student Searches: Legacy College Preparatory Charter School must maintain a safe and orderly environment for all our students and staff. In order to do so, the school reserves the right to search any and all persons or belongings on school property for illicit material. Such searches can be either random or with reasonable suspicion and may include a student's person, backpack, pockets, cell phones, other belongings, etc.
- G. Social Media/Networking Passwords: The Principal may require a student to provide his or her social networking log-in, including password, if there is reasonable cause to believe the student's social networking account contains evidence that the student has violated the SCC.

IV. Medical Policies

- A. Medication While at School: If a child requires medication of any kind (including Tylenol, aspirin, and asthma inhalers):
 - 1. An Authorization to Dispense Medication form must be submitted; and
 - 2. The medication must be given to the nurse or to the receptionist by a parent/guardian in the original container.
- B. Any student who carries an asthma inhaler with him/her must provide:
 - 1. An Authorization to Dispense Medication form stating that the student needs to carry the inhaler with him or her; and

2. A second inhaler that is to be kept in the main office.
- C. Immunization: State law where applicable requires that all children entering school must provide proof of immunization against DTaP (diphtheria, tetanus, pertussis), IPV/OPV, MMR (measles, mumps, rubella), Hepatitis A, Hepatitis B, Meningococcal Disease, Varicella (chicken pox), and the annual Influenza vaccine. These requirements can be waived only if a properly signed health or religious exemption is filed with the school. All students must have on file proof of the required immunizations before they can be enrolled at Legacy College Preparatory Charter School. Failure to comply with immunization requirements may result in exclusion from school and missed school days.

V. School Records

- A. Education Records: Federal and state laws provide parents or guardians and eligible students (those who are age 18 or older) with rights of confidentiality, access, and amendment relating to their educational records. Copies of the regulations detailing these rights are available from the main office. The following is a general overview:
 1. Review and Amendment: A parent or eligible student has the right to inspect and review his or her child's or the eligible student's own educational records and to seek amendment if the parent or eligible student believes them to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
 2. Confidentiality: Confidential Records include grades, evaluations, disciplinary actions, and health records. Release of student records generally requires written consent of the parent or eligible student. However, the regulations provide certain exceptions. For example, staff members and employees of the district have access to records as needed to perform their duties. Student records will also be sent to schools as required by New York law and regulation. *Please note that at Legacy College Preparatory Charter School student work and results are prominently displayed in classrooms and in the community as part of our educational program.*
- B. Family Education Rights and Privacy Act: The Family Education Rights and Privacy Act ("FERPA") is a federal law that protects the privacy of student education records. The law applies to all schools that receive funding under an applicable program of the U.S. Department of Education. FERPA gives parents and guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

In accordance with FERPA law, parents, guardians, or students over 18 years of age have the right to inspect and review the student's education records maintained by the school. Parents, guardians, or students over 18 years of age

have the right to request that the school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent, guardian, or eligible student then has the right to a formal hearing. The issue will first be heard by the Principal of Legacy College Prep. If the parent, guardian, or eligible student is still not satisfied with the decision of the Principal, a hearing with the Board of Trustees may be requested. The decision of the Board of Trustees is final.

The school may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Any parent or guardian who does not want such directory information included should contact the school’s Director of Operations.

This listing serves as the school’s annual notification of parents and eligible students of their rights under FERPA. Generally, the school must have written permission from the parent, guardian, or eligible student in order to release any information from a student's education record. However, the school may disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- a) School officials with legitimate educational interest;
- b) Other schools to which a student is transferring;
- c) Specified officials for audit or evaluation purposes;
- d) Appropriate parties in connection with financial aid to a student;
- e) Organizations conducting certain studies for or on behalf of the school;
- f) Accrediting organizations;
- g) To comply with a judicial order or lawfully issued subpoena;
- h) Appropriate officials in cases of health and safety emergencies; and
- i) State and local authorities, within a juvenile justice system, pursuant to specific State law.

- C. Public Documents/Freedom of Information Law: Legacy College Preparatory Charter School fully complies with all the Freedom of Information Law (“FOIL”). Any requests for school records or information from the school must be in writing and submitted to the Principal. Within five business days of receipt of a written request, the school, depending on the requested information, will respond by:

1. Making the information available at the school itself during normal business hours to the person requesting it;
2. Denying the request in writing; or
3. Providing a written acknowledgment of receipt of the request that supplies an approximate date for when the request will be granted or denied.

If the person requesting information is denied access to a record, she or he may, within 30 days, appeal such denial to the school leader. Upon timely receipt of such an appeal, the school, within 10 business days of the receipt of the appeal, will fully explain the reasons for further denial or provide access to the record(s) sought. The school will also forward a copy of the appeal, as well as its ultimate determination, to the Committee on Open Government. If further denied, the person requesting information may further appeal through an Article 78 proceeding.

The school may deny access to requested records if:

- (a) Such records are specifically exempted from disclosure by state or federal statute;
- (b) Such access would constitute an unwarranted invasion of personal privacy;
- (c) Such records, if disclosed, would impair present or imminent contract awards or collective bargaining negotiations;
- (d) Such records are trade secrets and which, if disclosed, would cause substantial injury to the competitive position of a commercial enterprise;
- (e) Such records are compiled for law enforcement purposes and which, if disclosed, would meet the conditions set forth in Public Officers Law 87(2)(e);
- (f) Such records are computer access codes; and/or
- (g) Such records are internal materials which are not statistical or factual tabulation of data, instructions to staff that affect the public, a final policy, not external audits.

The school may charge a copying fee for each page requested to be copied. The fee can be no more than the fee allowed by state law. Types of records held by the school may include:

- (a) Student Health Records;

- (b) Student Immunization Records;
- (c) Student Medical Records;
- (d) Safety Records;
- (e) School SAVE Plan;
- (f) Reports of Fire Department Inspections;
- (g) School Contracts;
- (h) Management Contact Records;
- (i) Outside Contract Records;
- (j) Personnel Files;
- (k) Fingerprint Clearance Records;
- (l) Certification Records.

VI. Mandated Reporter Policy

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment immediately when they have reasonable cause to believe that a child who is under 18 years old known to them in a professional or official capacity has been named or is in danger of being, harmed-physically, sexually, or through neglect and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.

- A. Once any staff member becomes aware that a student may be the victim of abuse or neglect, they must:
 - 1. Call the ACS hotline;
 - 2. Notify the Principal and/or Social Worker;
 - 3. Complete an incident report.
- B. No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully files to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

- C. Dignity for All Students Act (DASA): Legacy College Prep is committed to maintaining a school environment free of harassment, bullying, taunting, intimidation, and discrimination. Accordingly, Legacy College Prep provides education to scholars, training to employees, and reporting to the New York State Education Department in accordance with the requirements set forth in New York State's Dignity for All Students Act (DASA). Legacy College Prep prohibits retaliation against any individual who, in good faith, reports or assists in the investigation of harassment, bullying, and/or discrimination. The school social worker serves as the school's mandated DASA Coordinator. Contact information is available at www.legacycollegeprep.org.

VII. Campus Safety

Students are not to be in the building or on the school grounds after the regular school day unless under direct supervision of a Legacy College Preparatory Charter School staff member.

- A. Personal Safety Outside of the Building: To maximize personal safety outside the building, it is recommended that students stay in groups if possible and do not wear headphones/talk on cell phones/or count money while walking down the street. Also, do not engage in conversation, tough talk, or taunting with individuals. If you are threatened, go to a business or a public area as quickly as possible. Ask to call the police.
- B. Emergency Drills and Protocol: Posted in every room is a map detailing the relevant evacuation and emergency protocol. Students are to follow their teacher according to that map and to stay with their class. In the event of a fire drill or fire, students must not stop at bathrooms. They must go directly to their designated outside location until given further instruction. Any student violating this procedure is jeopardizing the safety of the school and will face consequences including possible suspension. There is to be no talking during a drill or emergency procedure. Students who are talking or making noises during a drill or emergency procedure will be given two demerits.

VIII. Technology Acceptable Use Policy

The goal of computer access at school is to build technology skills, information gathering skills, and communication skills. Students have the privilege to use computers, the school network, email, and the internet for school assignments only.

Responsible students use technology carefully: Students will return technology in the same manner in which it was received. Students who deliberately damage school technology will be responsible for paying to repair the technology. The family of the student will receive a bill for the damaged technology.

Responsible students use the internet appropriately: Students are responsible for all web pages accessed. Students must earn internet authorization by studying the Technology Acceptable Use Policy.

Students are not allowed to access, use or possess pornographic, gang-related, violent, illegal, or inappropriate material. Students may not access any social media, email, chats, blogs without the consent of a staff member. Students are not allowed to access, use, or possess unauthorized or illegally obtained hardware, software data, or files deemed dangerous to the integrity of the Legacy College Preparatory Charter School system (e.g., viruses, worms, or other harmful programs designed to disrupt or alter a computer's functions). Students may not alter any network address or identifiers. Students must not attempt unauthorized entry to any area of the network or interfere with or disrupt any computer, network, source or equipment, regardless of who may own, operate or supervise it.

Students must comply with the following safety rules for internet use. Students should not give out any personal information such as address, telephone number, parent's work address or telephone number, or any other person's address or telephone number without parental permission. Students should tell their teacher, principal, or parent/guardian immediately if they experience an uncomfortable situation. Students should never agree to meet or to send any picture to someone they have communicated with online.

Responsible students respect the privacy and rights of others: Students must keep their computer account and password private. Students may not access the records of other students. Students may not destroy or damage another person's files or messages. Students may not use school computers, the school network, or the internet to make inappropriate or negative comments about other students, teachers, administrators, or the school.

Responsible students maintain the integrity of the school network: Students are accountable for all email sent or received under their user accounts. Students may not use the network or computers for wasteful or frivolous purposes including, but not limited to: playing games, social media, listening to music, watching videos unrelated to a school assignment, participating in "chain letters," writing blogs, participating in online chats, or engaging in any for-profit commercial activities including advertising or sales. It is the student's responsibility to follow all computer lab rules and obey supervisors of the labs.

Students should not expect that files stored on school-based computers or servers will be private. Electronic messages and files stored on school-based computers or stored outside the school using the school's internet account may be treated like school lockers. The school reserves the right to monitor any and all emails/messages sent on or within school property. All administrators and teachers have access to stored files and email. Administrators and teachers may review files and messages at any time to maintain the integrity of the system, to ensure that students are acting responsibly, to conduct the business of the school, and to comply with legal requirements. Student's school email is school owned and as such students have no reasonable expectation of privacy to student email. Accordingly, student email accounts can be searched without notice, consent or reasonable suspicion.

Failure to comply with the Technology Acceptable Use Policy may result in loss of computer privileges as well as other penalties. Students observing or knowing of any violation of these guidelines or of a security problem on the network/internet must notify a teacher or the Principal.

IX. Social Media Policy

When used inappropriately, social media can transform from a powerful educational tool that allows students to connect, communicate, and access a wealth of informational resources into the source of serious long-term consequence. College admissions officers and prospective employers will not hesitate to use any social media missteps – even those made when a student is quite young – when considering an individual’s candidacy for admission or employment. For Legacy College Preparatory Charter School students to succeed in the college of their choice and a life full of expanded opportunities, it is imperative that they maintain digital footprints as impressive as their academic records of achievement.

In recognition of both the educational purpose that social media can serve and the necessity of certain restrictions, this policy is designed to foster the responsible and appropriate use of social media at Legacy College Preparatory Charter School. LCP defines “social media” as “any method of communication in cyberspace.” For the purposes of this policy, this includes, but is not limited to, any website, program or application that involves Internet forums, weblogs, social blogs, microblogging, wikis, podcasts, and the sharing or posting of pictures or videos and the rating or tagging of the same. This includes, but is not limited to, the following examples: Facebook, Twitter, Instagram, Wikipedia, Skype, MySpace, LinkedIn, Flickr, YouTube, Vimeo, Google-Plus, Snapchat, Bebo, Friendster, Musically, and other platforms not explicitly listed or yet to be invented.

This social media policy applies any time students are on school grounds, using school property, under the supervision of school authority, or using social media in a manner that endangers a student’s or staff member’s physical or emotional safety, security, or well-being and materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. This policy does not apply to a student’s private use of social media that in no way involves or impacts upon Legacy College Preparatory Charter School, staff, or other students, though Legacy College Preparatory Charter School strongly encourages all students to make intelligent and safe choices when using social media.

Legacy College Preparatory Charter School expressly reserves the right both to monitor student use of social media while present on Legacy College Preparatory Charter School grounds, regardless of whether such use is done using Legacy College Preparatory Charter School resources or the student’s own personal resources, and to monitor and inspect any device brought onto school grounds for compliance with this policy.

Students are responsible for their own behavior when communicating with social media and will be held accountable for the content of the communications that they transmit, like, or post. Students are responsible for complying with Legacy College Preparatory Charter School’s conduct requirements. Students may not disrupt the school’s learning atmosphere, educational

programs, or activities, and may not violate the rights of others. What would be considered inappropriate in the school or classroom is inappropriate online.

Social media may only be used with the explicit permission of a Legacy College Preparatory Charter School staff member and for educationally related purposes while on Legacy College Preparatory Charter School grounds. Social media is not to be used, at any time, to fraternize with any other individual or to communicate non-educational messages or information. Students are prohibited from posting or publishing any insensitive or inappropriate information or content on any social media and from viewing any insensitive or inappropriate social media content. Such insensitive drug or alcohol related content, content of a sexual nature, and content involving violence. Should a student at any time post, publish, or view such social media content, he or she must notify a teacher or administrator immediately. Immediately reporting the posting, publishing, or viewing of such inappropriate content will be given significant weight in considering the level of discipline issued.

Students are prohibited from communicating with teachers or administrators via social media. The only permissible electronic method of email communication with a teacher is through emailing the teacher or leadership member at his or her Legacy College Preparatory Charter School email account.

Students are prohibited from impersonating or assuming the identity of any other individual while using social media. Students are prohibited from posting or publishing any information about themselves or another individual that is confidential or of a private nature. This includes posting information such as last names, school names, addresses, email addresses, phone numbers, other contact information, or any other information a student might reasonably expect another individual to want to keep private.

Students are prohibited from using any device capable of capturing video, pictures, or audio to record or take pictures of any other individual without their express consent and permission. In addition, use of such recording devices on Legacy College Preparatory Charter School grounds is strictly prohibited. Moreover, no such recordings or pictures shall be posted on social media unless they are educationally related. Also, students are not allowed to “tag” an individual in a picture or recording without their express consent and permission. Students must immediately comply with any request that infringing materials be removed from any social media platform.

Students should always be mindful of the fact that material posted or published online will be public for a very long time and may perhaps become a permanent part of their record. Students should be sensitive of others, should avoid posting or publishing anything distasteful, and should not post or publish anything they would not be willing to say to an individual in person.

Commitment to Excellence

I fully understand the expectations, standards, and policies set forth in this Handbook and agree to demonstrate my commitment to my education by adhering to the PRIDE values in the manner outlined above. I recognize that failure to abide by these standards and policies will result in the imposition of appropriate consequences as described throughout this Handbook. I acknowledge that I am responsible for my own behavior, and I pledge to follow directions issued by my teachers and school leaders. Legacy College Preparatory Charter School is a school of choice. I understand that my parents or guardians are free to remove me at any time.

Student:	_____	Date:	_____
Parent/Guardian:	_____	Date:	_____
School Leader:	_____	Date:	_____