



Student and Family High School Handbook 2025-2026

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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 Scholar 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 scholars 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 scholars 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 scholars to attend and graduate from college;
2. Values-based character development prepares scholars 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 scholars 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 scholars 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 scholars 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 scholars 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.



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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—scholars, families, and staff—to the highest standards. To provide the very best education for Legacy scholars, 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.

Scholar and Family Responsibility Code

Attendance

Scholars

- I will come to school every day on time to begin school promptly at starting time.
- If I am absent more than 12 days of the school year, I may have to repeat my current grade.
- I understand if I am absent 20 or more days of the school year, the School may call the New York City Administration for Children's Services.
- I will make up missed work following absences.
- I understand that an absence is excused if I have contacted the school and written a detailed note regarding my illness, family emergency, or religious observance, and that it will not count towards the 12-day absence limit.
- I understand that I will not earn credit for work missed after unexcused absences, including but not limited to: family vacations, participation at sports tournaments, and attendance at entertainment events.
- I understand if I leave school early, I have to contact all my teachers and have 48 hours to make up my missing classwork and/or homework.



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- I understand that I will not be permitted to enter the building before the designated breakfast time.
- I understand that I will not be permitted to enter the building after 1st period without a doctor's note or similar excuse for the lateness.

Families

- I will ensure that my scholar comes to school every day on time to begin school promptly at starting time.
- I understand that if my scholar is absent more than 12 days of the school year, they may have to repeat their current grade.
- I understand that if my scholar is absent 20 or more days of the school year, the School may call the New York City Administration for Children's Services.
- I will make sure that my scholar promptly makes up missed work following absences.
- I understand that an absence is excused if I have contacted the school and written a detailed note regarding scholar illness, family emergency, or religious observance, but that it will count towards the 10-day absence limit.
- I understand that my scholar will not earn credit for work missed after unexcused absences, including but not limited to: family vacations, participation at sports tournaments, and attendance at entertainment events.
- I understand if my scholar leaves school early, I will ensure that my child contacts all their teachers and have 48 hours to make up the missing classwork and/or homework.
- I understand that my scholar will not be permitted to enter the building before the designated breakfast time.

Academics

Scholars

- I agree to complete my homework when assigned by my teachers.
- I agree to check my grades frequently on PowerSchool to ensure I am passing my classes.
- I understand if I am failing a core class, I will have mandatory office hours during school that I need to attend.
- I understand that if I skip Mandatory Office Hours that I will receive a consequence for cutting.

Families

- I agree to check my scholar's grades weekly on PowerSchool to ensure that my child is passing their classes.
- I understand it is not the school's responsibility to provide my scholars grades daily due to having access to PowerSchool.



Code of Conduct

Scholars

- I agree to promote and support the rules as outlined in the Scholar and Family Handbook, and accept responsibility as a partner in my learning.
- I will ask appropriately for clarification if I am confused about why something is important.
- I understand that I will be required to stay for at least one hour in Detention afterschool if I commit a detention-level infraction.
- I understand that it is my responsibility to notify my parent or guardian if I earned a Detention.

I understand that while in school, I am not permitted to use, or have out in plain sight, cell phones, iPads, music players, video game players, or other electronic devices. I will have the opportunity to drop off electronic devices in the morning before school starts and pick them up again at the end of the day.

Families

- I agree to promote and support the rules as outlined in the Scholar and Family Handbook, and accept responsibility as a partner in my child's learning.
- I understand that my scholar can appropriately ask for clarification if they are confused about why something is important.
- I understand that my scholar will be required to stay for at least one hour in Detention afterschool if they commit a detention-level infraction.
- I understand that it is my scholar's responsibility to notify me if they earn a Detention, and that I can check ParentSquare daily to see if they earned detention.
- I understand that while my scholar is in school, they are not permitted to use, or have out in plain sight, cell phones, iPads, music players, video game players, or other electronic devices.
- I understand that I will be held to the same standards of conduct as all members of the School community while on School property or at a School-sponsored event, whether such event takes place on or off the School's property.

Scholar Dress Code Policy

Scholars

- I will ensure that I come to school in the school uniform purchased through the school uniform vendor, according to the guidelines listed in the Scholar and Family Handbook.
- I understand that if I come to school out of uniform, I may not be permitted to attend class, may need to wait for the appropriate item to be brought in from home, purchase the item from the school, or potentially wear an "out of uniform" tag all-day in school.



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Families

- I will ensure that my scholar comes to school in the school uniform purchased through the school uniform vendor, according to the guidelines listed in the Scholar and Family Handbook.
- I understand that if my scholar comes to school out of uniform, they may need to wait for the appropriate dress to be brought in from home, purchase the item from the school, wear an “out of uniform” tag all-day in school and/or may receive demerits.

Core Values

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

- 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: I understand that my child will fully commit to Legacy College Preparatory Charter School in the following ways:

- I understand that my scholar will remember that my teachers and my school want what is best for me
- I understand that my scholar will use PROFESSIONALISM by being prompt and prepared for all school related activities.
- I understand that my scholar will use RESPECT towards my peers, my teachers, all adults in the community, and all school property
- I understand that my scholar 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



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- I understand that my scholar 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 understand that my scholar 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 understand that my scholar is responsible for their own behavior and will follow their teachers' directions. I understand that upholding these responsibilities will allow my child to maximize their learning and help my child 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 I am free to remove my scholar at any time.

Family Support

Families

- I agree to support my scholar's academic work by communicating regularly with my scholar's teachers and advisor, by scheduling appointments to talk with them as needed, and by attending all Family Teacher Conferences.
- I agree to pick up my scholar's report card at Family Teacher Conferences.
- I agree to attend family meetings and other school-sponsored events on a regular basis.
- I agree not to send soda to school with my scholar, since scholars are not allowed to drink soda at school.
- I agree to respond to phone calls from any school staff member promptly.
- By working with Legacy College Preparatory Charter School, I am building a partnership that prepares my scholar for success in college and in their future career endeavors. Failure to adhere to these commitments can cause my scholar to lose various privileges at Legacy College Preparatory Charter School.

Teacher 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 scholars to learn and will not partake in a culture of blaming scholars for their deficits.
- We have a growth mindset toward feedback.
- We will make ourselves available to scholars 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.



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- 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 scholar succeeds.
- We will provide individual and small group tutoring to ensure our scholars succeed
- We will create a safe and respectful classroom environment.

School Structures

I. Scholar Life

- A. Advisory: Each scholar at Legacy College Preparatory Charter School has an advisor or homeroom teacher. This teacher will serve as the primary contact person for families.
- B. Mandatory office hours are an intervention designed to help prevent scholars from falling behind their peers and potentially extending their time in high school. A scholar may never skip or reschedule a consequence to attend an after-school event or sporting event/ practice. Mandatory Office Hours will take place during the school day and scholars must attend to receive the extra help needed.
- C. Town Halls: Once a month, scholars will participate in Town Halls. These are opportunities for the school to celebrate larger achievements scholars have made related to success in academics and exhibiting our core values.
- D. Extracurricular Activities/Clubs: Legacy College Preparatory Charter School is committed to providing a college-prep education to its scholars. To this end, the school may offer activities that foster team building, leadership, athletics, fine and performing arts, and computer science.

Specific scholar suggested activities may include: African Dance and Hip Hop, Art, Basketball, Book Club, Cheerleading, Debate, Dissection, Drum Corps, Flag Football, Gardening Club, Knitting, Math Tutoring, Music Composition, Photography, Robotics, Science Club, Soccer, Softball, Step Team, Scholar Government, Tennis, Theater, Track, Typing, Volleyball, and Zumba. These activities will change per quarter based on both scholar and staff interests and availability.

Detention will always take precedence over after-school activities including sporting events and practices. Scholars must remain in good academic and behavioral standing to participate in after-school activities. Scholars 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. Scholars who remain after school in this way, must remain in the specific areas of the building where the activity is held. Scholars must follow the Code of Conduct during after-



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

E. Sample Schedule: Below is a sample daily schedule based on grade level.

MONDAY-THURSDAY				FRIDAY			
9th/10th		11th/12th		9th/10th		11th/12th	
Breakfast: 7:30am-8:00am		Breakfast: 7:30am-8:00am		Breakfast: 7:30am-8:00am		Breakfast: 7:30am-8:00am	
Homeroom/CCR/Character Ed 8:00 - 8:15am		Homeroom/CCR/Character Ed 8:00 - 8:15am		Homeroom/CCR/Character Ed 8:00 - 8:15am		Homeroom/CCR/Character Ed 8:00 - 8:15am	
8:15am-8:19am		8:15am-8:19am		8:15am-8:19am		8:15am-8:20am	
1 8:19am-9:34am		1 8:19am-9:34am		1 8:19am-9:34am		1 8:20am-9:35am	
9:34am-9:38am		9:34am-9:38am		9:34am-9:38am		9:35am-9:40am	
2 9:38am-10:53am		2 9:38am-10:53am		2 9:38am-10:53am		2 9:40am-10:55am	
10:53am-10:57am		10:53am-10:57am		10:53am-10:57am		10:55am-11:00am	
9th Lunch	10th Advisory	11th Advisory	12th Advisory	9th/12th Lunch		Club Fridays	
11:27am-11:31am		11:27am-11:31am					
9th Advisory	10th Lunch	11th Book Club	12th Book Club	11:42am-11:46am		11:45am-11:50am	
12:01pm-12:05pm		12:01pm-12:05pm		Club Fridays		10th/11th Lunch	
9th Book Club	10th Book Club	11th/12th Lunch					
12:35pm-12:39pm		12:35pm-12:39pm		12:36pm-12:40pm		12:36pm-12:40pm	
3 12:39pm-1:54pm		3 12:39pm-1:54pm		3 12:45pm-2:00pm		3 12:45pm-2:00pm	
1:54pm-1:58pm		1:54pm-1:58pm		2:00pm-2:05pm		2:00pm-2:05pm	
4 1:58pm-3:13pm		4 1:58pm-3:13pm		4 2:05pm-3:20pm		4 2:05pm-3:20pm	
Lockers: 3:13pm-3:30pm		Lockers: 3:13pm-3:30pm		Lockers: 3:13pm-3:30pm		Lockers: 3:13pm-3:30pm	
Detention 3:20-4:20pm		Detention 3:20-4:20pm					

II. Academic Program

A. Core Curriculum:

1. English Language Arts: The English Department at Legacy College Prep High School offers a rigorous four-year course of study that fosters critical thinking, reading, and analytical skills, technological proficiency, creativity, and sophistication in writing. This also includes 2 composition classes



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(Composition I (freshmen), and Composition II (sophomores) towards the 6 required ELA credits for graduation with the Legacy College Prep Diploma. With the skills gained through this course of study, scholars graduating from Legacy College Prep High School will be prepared for success in the academic and professional areas of their choice.

2. Math: The Math Department at Legacy College Prep High School provides all scholars with a solid basis of understanding and appreciation for mathematical reasoning in theoretical and real-life circumstances, problem solving and analytical skills. Courses are offered at varied levels to challenge all scholars no matter their mathematical abilities. All courses provide scholars with an environment in which to develop as mathematical thinkers, comfortable with the fact-paced and ever-changing technological world.
3. Science: The Science Department at Legacy College Prep High School provides a challenging and supportive environment in which scholars develop the skills and knowledge pertaining to the scientific method, the fundamental principles of life and physical science and scientific communication.
4. History: The History Department at Legacy College Prep High school is committed to developing thoughtful, analytical learners of history and social sciences. The department strives to help scholars become independent thinkers who examine history from multiple perspectives in order to appreciate the geographical, historical, social and economic factors that have shaped our world. Through our teaching, we hope that our scholars learn to look beyond themselves and engage more thoughtfully and emphatically with their world.
5. Spanish: The Spanish Department at Legacy College Prep High School will open doors and new opportunities to scholars through engaging and challenging coursework and cultural experiences. The vision of this department is that scholars will develop and improve their communication skills in world languages through the four modalities (listening, writing, speaking, and reading) in order to better understand the diverse communities and cultures throughout the world, as well as their own communities and cultures.
6. College and Career Readiness: Junior and Senior scholars will participate in classes focusing on college awareness, identity development/values exploration college exploration, college application process, and the development of other items related to college application process including in-person SAT prep. Scholars will also have the opportunity to participate in college visits.
7. Physical Education/Health: The Physical Education Program at Legacy College Prep aims to improve the individual fitness level of each of our scholars. The



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program offers a variety of participation-based classes in which all scholars have the opportunity to excel. We believe that the mind and body are interdependent; the body must be fit if the mind is going to function at its maximum potential.

The Health Program at Legacy College Prep seeks to empower scholars to make informed decisions regarding their own personal health. The Health Program will promote social, emotional, physical, and mental wellness, health literacy, and positive health behaviors in our young adults.

8. Electives: Scholars will have the opportunity to enroll in a variety of elective courses, such as, business entrepreneurship, personal finance, computer applications, cybersecurity, music, yearbook, student news, anatomy, engineering, literary magazine, creative writing, public speaking, and many others.
- B. External Assessments and Standardized Tests: Legacy College Preparatory Charter School prepares scholars to succeed on standardized tests required for promotion, high school graduation (Regents Exams), and college (AP, SAT, CLEP). Standardized test scores are used to help Legacy College Preparatory Charter School teachers develop strategies to improve the academic achievement of each scholar.
- 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. Interim Exams in each subject;
- D. Academic Support and Clubs: Legacy College Preparatory Charter School is committed to seeing substantial growth and achievement in every scholar. Therefore, Legacy College Preparatory Charter School provides many opportunities for academic support and enrichment. These opportunities may include:
 1. Office Hours (Optional): Targeted instruction for individual scholars who need extra support in any of their academic areas. Scholars may come to office hours afterschool to receive additional help on classwork, homework, exit tickets, at teacher discretion.
 2. Mandatory Office Hours: Designed for scholars who are failing a core class. Mandatory office hours occur during the school day and are designed as an intervention to provide additional academic support to scholars. A scholar must attend mandatory office hours to improve their grade. Mandatory office



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hours are designed to help minimize learning gaps and provide scholars with an opportunity to graduate on time when attended on a regular basis.

3. Clubs: Clubs occur on Fridays during the school day. They are sponsored by scholars and/or staff and may include project-based art, theater, and physical education classes in addition to Accelerated Math, Khan Academy, and language and culture clubs.
4. Field Trips: We welcome all scholars to participate in field trips throughout the school year. Field trips improve academic performance and prepare scholars for college schedules. The purpose of these trips is academic enrichment and/or exposure to colleges and universities that the scholars may attend in the future. Staff members sponsor trips throughout the school year.
5. Special Needs & Multilingual Learners: Legacy College Preparatory Charter School provides special education services and Multilingual Learner (“MLL”) services for scholars 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 MLL scholars accommodations befitting their needs, we modify promotional criteria based on a scholar’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 scholars more time for academic growth and non-academic enrichment. Scholars who are not seated by the start of classes are considered tardy.



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Weekday	Arrival	Dismissal
Monday- Friday	Seated at 8:00am	3:15 pm

Please note that scholars 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 Prep scholars are expected to display 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.

Metro cards will be provided by the State of New York for scholars who qualify. As Metro cards 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, scholars are required to go directly home. They may not remain outside on the blocks or playgrounds surrounding Legacy College Preparatory Charter School. Scholars 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 scholars may be outside of the school building. Scholars 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 scholars. Legacy College Preparatory Charter School reserves the right to notify ACS about parents who exhibit a pattern of leaving their scholar at school after dismissal.

III. Family Engagement

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

A. Communication Tools:

1. Weekly Newsletters and Progress Reports:
 - (a) Every **Wednesday** families will receive a newsletter and scholar progress report. The newsletter will include timely announcements and updates. The progress report will include current merit/demerit counts, attendance record, and current grades;



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- (b) The aim of sending these documents home with regularity is to ensure that families have frequent and constant access to important information, and scholars' behavior and grades. Specifically, our goal is that families should never be surprised by current events or by scholars' current performance. Families who receive these reports and have questions or concerns should contact the scholars' advisor immediately.
- 2. Access to Scholar Grades:
 - (a) At the beginning of the year, families will receive login information to PowerSchool—Legacy College Preparatory Charter School's grading platform. Once parents gain access, they can use their login information to track scholar grades throughout the school year;
 - (b) If you lose, forget, or misplace your login information, please contact the main office to request a copy.
- 3. Automated Phone System/ParentSquare Notification: Parents may receive a pre-recorded message/text from Legacy College Preparatory Charter School 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 scholars have been assigned after-school Mandatory Office Hours or Friday detention;
 - (d) To remind families of important documents requiring signatures, or;
 - (e) To inform families of meetings for parents or scholars.
 - (f) Call Main Office with questions
- 4. Advisory Phone Calls:
 - (a) Each week, advisors will review scholar 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 from the scholar's advisor.
- 5. Report Card Pick Up ("RCPU"):
 - (a) While progress reports go home every week, Legacy College Preparatory Charter School will only mail home report cards to families who have successfully completed their report card conference with the scholar's advisor. Any families who fail to attend will not receive their scholar's report card in the mail. A family member, over the age of 21, is allowed to collect the



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report card each quarter. We want to ensure that families have access to all their scholar's teachers therefore we plan a Report Card Pick Up day at the end of each quarter for conferences.

- (b) Dates for RCPUs can be found in the School Calendar;
 - (c) In the week before and the week after RCPU, parent access to PowerSchool will be temporarily closed. This allows teachers to finalize grades for the previous quarter 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, scholars, 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 it is important for all scholars 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 scholars 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. Scholars who fail to return the signed slip – 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. Lastly, any scholar who has an unpaid balance with the school will not be able to attend any schoolwide off campus events and field trips until the balance have been paid off.

If parents or other volunteers assist with such trips or events, scholars 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.

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:



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

VI. Enrollment Policy

- A. Scholars may enroll at Legacy College Preparatory Charter School at any point during the year as long as there is a seat available. Scholars can only enroll in grades 9th and 10th.
- B. Scholars who leave the school and wish to re-enroll may do so pending seat availability.

VII. Attendance Policy

Attendance is vital for the educational well-being of individual scholars 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.

- A. Absences: All absences, excused or unexcused, count toward a scholars' 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 scholar'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 for non-emergencies taken outside of school-wide breaks, are considered "unexcused."

If a scholar is going to be absent, the parent/guardian should inform the main office by 8:00am. Scholars 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, scholars 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, scholars must be in attendance for at least 40%, or 3.5 hours, of the school day.

- B. Attendance Supports:

1. No Absences in a Quarter: The scholar and family are congratulated and recognized for exceptional attendance and commitment to their education.
2. 4 Absences in a Year (Excused or Unexcused): Legacy College Preparatory Charter School considers four absences over the course of a school year to be



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damaging to a scholar's academic success. When this occurs, the school reserves the right to call the scholar's parent/guardian to the school to meet with the social worker and the scholar's advisor. At such meeting, the problem will be discussed and an attendance plan will be implemented.

3. **7 Absences in a Year (Excused or Unexcused):** Legacy College Preparatory Charter School considers 7 absences over the course of a school year a serious issue. When this occurs, the school will request the scholar'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. **12 or More Absences in a Year (Excused or Unexcused):** If a scholar is absent ten or more times in a year, the scholar may be considered truant. When this occurs, the scholar is at risk of not being promoted to the next grade. Scholars missing 12 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 scholar who misses **12** 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.
- C. **Tardies:** Scholars are expected to be seated in advisory, in full uniform at or before 8:00am. Scholars arriving after that time are marked tardy. **Six tardies are counted on the scholar's record as one absence.** Tardies due to traffic, bus and/or train delays, medical appointments, family emergencies, etc. are not excused. Scholars will receive a consequence for being tardy to school based on how late they arrive.
1. **Tardy Notification:** LCPHS will send out a mass message to families when scholars are late. If any scholar arrives into the building after first period, the family will receive a phone call from our Operations Team letting families know the time and date that scholars arrived at school. Scholars are not admitted to school after first period without a valid doctor's note or similar excuse. Scholars who arrive during first period or AM Advisory/Homeroom, receive the following consequences:
 - Less than 15 minutes late to school = 1 demerit
 - More than 15 minutes late to school = Late Day Detention
 2. **Please see below for our late policy for first period Monday - Friday:**
 - All scholars are expected to be seated and in class by 8:00 am in advisory.
 - **Scholars are late without a pass: (Within 5 Minutes)**
 - Scholar enters class between 8:00-8:05am, without a pass, Teachers will issue one demerit.



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- If a scholar enters class without a pass between 8:05-8:15am Teachers will issue 4 demerits.
- Scholars late with a pass: (Beyond 5 Minutes)
 - Scholar enters class after 8:00am with a pass, and it is within 5 mins of when the pass was first issued, then the teacher does not need to issue demerits. For example: If the late pass reads 8:03am and the scholar enters at 8:07am, no demerits will be issued.
 - If a scholar enters class after 8:00am with a pass and the timestamp is beyond 5 mins, then they receive 1 demerit. For example: if a late pass reads 8:03am, but the scholar arrived to class at 8:09am, beyond the 5 minutes, the scholar would receive 1 demerit.

- D. Early Dismissal/Late Arrivals: Scholars 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 scholar's record as one (1) absence.

Unless a parent or guardian has contacted the school in advance and provided a signed note and/or email to the school explaining the situation, and the school has granted permission, no scholar will be dismissed early from school. Scholars will not be dismissed unless the parent or guardian has physically come to the main office or sent an email giving the school permission to dismiss their child from school on their own. 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. The school is not held responsible for their child's safety if they leave school grounds without permission.

In the rare event that a scholar 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 scholar in or out of school in the main office or send an email to Operations, hsoperations@legacycollegeprep.org;
2. The scholar must make up all missed work that they did not complete due to the early dismissal or late arrival in class. Scholars will be held accountable by their teachers; 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;



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4. For their own safety, scholars must be picked up by a parent, guardian, or designated emergency contact person to be dismissed prior to 3:15pm. If the scholar is unable to be picked up by a parent/guardian, or designated contact, then the school must receive written consent from the parent/guardian, or designated contact, from hsoperations@legacycollegeprep.org. A note, phone call, or text message requesting that a scholar 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.
 5. If a scholar 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 scholar from school grounds. If the scholar is unable to be picked up by a parent/guardian then the parent/guardian must arrange for the scholar to be picked up via taxi or private vehicle such as a Lyft or Uber and provide written consent to the school via email to hsoperations@legacycollegeprep.org.
- E. Leaving School: Scholars are not permitted to leave school once they are inside the building. Leaving the school without authorization may result in a suspension and/or a detention, and the local authorities will be called.

VIII. Academic Policies

- A. Academic Expectations: The Legacy College Prep Diploma graduation requirements exceed the New York State requirements (22 credits and a 65 passing for both courses and Regents Exams) based on the belief that scholars meeting our higher standards will be prepared to successfully enroll and pass entry-level college courses by graduation, without remediation.

To receive the Legacy College Prep diploma, scholars must successfully complete a minimum of 29 credits (1 credit = 1 year) consisting of the courses below, as well as pass five New York State regents Exams (Science, Math, English, Global History and 1 additional Regents Exam, usually US History) with a 65 or above. Lastly, they must fulfill 45 hours of community service.

Some scholars may receive a New York State Diploma, which is 22 credits and based on NYS requirements to earn 22 credits instead of 29 credits. Scholars still need to pass five New York State Regents exams and earn 45 hours of community service.



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Courses	College Prep Diploma	NYS Diploma
English & Language Arts	6	4
Mathematics	4	3
Science	4	3
Social Studies	4	4
Language other than English (LOTE)	2	1
Visual & Performing Arts	1	1
Physical Education	2	2
Health	0.5	.5
College Prep Electives	2.5	0
Elective of Choice	3	3.5
Total Credits	29	22

- B. Report Cards: Legacy College Prep issues report cards on a quarterly basis. Report Card Pick Up will be held for each quarter. Additional progress reports will be provided to parents weekly to update them on their child's academic progress.

Quarter	Timing	Progress Reports	Report Card Pick Up
Quarter 1	Sept-Nov	Weekly	November 14, 2025
Semester 1	Nov-Jan	Weekly	February 6, 2026
Quarter 3	Feb-Apr	Weekly	April 17, 2026
Semester 2	Apr-Jun	Weekly	June 26, 2026

- C. Weekly Progress Reports: Every week scholars will receive weekly progress reports during advisory. Progress reports provide a detailed picture of a scholar's academic performance based on assignments and assessments administered in a given period. Grades can also be viewed at any time in PowerSchool via the app.
- D. Grading Scale: A grade point average (GPA) is a calculated average of the letter grades a scholar earns in school following a 0 to 4.0 scale. Every semester, scholars receive a GPA based on the grades they earned in all of their classes during that semester. Throughout high school, scholars also maintain a cumulative GPA, which is an ongoing average of all their grades beginning with freshman year. Colleges use this number to measure their overall performance in school and compare them to other prospective scholars.

We know that in order to be competitive candidates for colleges, scholars must maintain the highest GPA possible.

At Legacy College Prep, scholars must receive a grade of C- (70) or higher in order to receive credit for a class. Any grade of 69 or below is considered a failing grade and receives an F on the transcript and will not receive credit towards



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graduation. However, grades of 65-69 do receive grade point average credit, as indicated below.

Letter Grade	GPA	Description
A (93-100)	4.00	Scholars receiving an A show deep mastery of the knowledge and skills that have been taught; they demonstrate an ability to go beyond the basic requirements of assignments to produce creative, thorough work.
A- (90-92)	3.67	
B+ (87-89)	3.33	Although scholars receiving a B may still have some areas to work on, they demonstrate a solid mastery of the knowledge and skills that have been taught.
B (83-86)	3.00	
B- (80-82)	2.67	
C+ (77-79)	2.33	Scholars receiving a C are meeting minimum requirements, and may need to develop significant skills.
C (73-76)	2.00	
C- (70-72)	1.67	
F* (68-69)	1.33	Scholars receiving an F produced work of unacceptable quality. They have major skill deficits that require additional instructional resources and scholar effort.
F** (65-67)	1.00	
F (0-64)	0.00	

Legacy College Prep uses a cumulative weighted and unweighted GPA system. The unweighted GPA is based on a 4-point scale, while the highest achievable weighted GPA is 4.66. In calculating the weighted GPA, we award 1 additional point for Advanced Placement and SUPA (Syracuse University Project Advance) classes. The weighted GPA determines the class rank reported on transcripts.

Course credit value is calculated into the grade point average as well; classes that earn a 0.5 credit receive half the weight of our typical 1 credit course, and classes that earn 2 credits receive twice the weight of our typical 1 credit course. Pass/ Fail grades are not factored into the grade point averages.

- E. Honor Roll: High school scholars can be eligible for Honor Roll at the end of each marking period of the regular school year.

To be eligible for Honor Roll, a scholar must 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



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- F. Grading Categories & Weights: All grading categories and weights will be determined by the Department and/or teacher. Grading Criteria for courses will be presented to scholars in their syllabus at the start of the year. If a teacher makes adjustments to the grading categories and weights, this will be presented prior to the start of the next quarter. **No changes will be made during the middle of a grading period/quarter.**
- G. Assessments and Exams: Legacy College Prep scholars will be assessed in their classes in various ways. Classroom teachers will use class work, homework, participation, essays, projects, presentations, tests/quizzes, and major exams at the end of each quarter to determine each scholar's grade. As the vast majority of colleges use final exams, at the end of each quarter Legacy College Prep scholars will have an exam. If a course includes a NYS Regents or Advanced Placement Exam, these tests may replace a final exam.
- H. Academic Dishonesty – Cheating and Plagiarism: To be prepared academically for college one must be able to perform without cheating, plagiarizing, or copying another person's work. When using sources for papers and projects, scholars should properly use citations giving credit to the appropriate origin of information. Also, a scholar may not improperly assist another scholar on an assignment/test or allow another scholar to copy your work. The consequences for academic dishonesty may include the following:

1st Offense

- No credit or a zero will be given on the test, paper, or project.
- The scholar will be required to complete the assignment or re-take the test.
- Additional work may be assigned by the teacher.
- Detention will be assigned after school.
- Parent/Guardian notified about academic dishonesty.

2nd Offense

- No credit or a zero will be given on the test, paper, or project.
- The scholar will be required to complete the assignment or re-take the test.
- Additional work may be assigned by the teacher.
- Detention will be assigned after school.
- A Parent/Guardian meeting will be scheduled with the Dean of Culture.
- Possible removal from extracurricular activity or sports team for a period of time.

3rd Offense

- No credit or a zero will be given on the test, paper, or project.
- Out of school suspension will be assigned.



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- Possible removal from extracurricular activity or sports team for the remainder of the season.
- A Parent/Guardian meeting will be scheduled with the Principal.

4th Offense

- Disciplinary hearing regarding possible long-term suspension or expulsion from Legacy College Prep.

Please Note: If a scholar violates the honor code on a major assignment or assessment such as a unit test or Regents exam, there will be more severe consequences than those listed which will be determined by members of the school leadership team.

- I. 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 quarter. However, there can be extra credit points available on assignments or assessments at any time.
- J. Makeup Work: If a scholar is absent for any reason, or if a scholar is late and/or dismissed early, all missed assignments must be made up. It is to the teacher's discretion how long scholars are given to make up the work, however, scholars must be given at least the number of days they are out. For example, if a scholar had been absent for three consecutive days, they would have three school days to take the missed assessment.
- (a) Unexcused Absence - Scholar will receive a 55% for the assignment. It is to the teacher's discretion if they are able to make up the assignment. Scholars may be given a 0% if they are able to make up the assignment. Scholars will be given the entire quarter to make up the assignments if a 0% is assigned. Scholars cannot make up assignment
- (b) Excused Absence - Scholar will receive an excused on the assignment in PowerSchool. Scholar will have at least one week to make up the assignment for full credit (100%)
- (c) Failed Assignment (69% or less) Scholar will have one week of office hours cycle to make up assignment for up to 80% credit

If a scholar is absent for five or more consecutive school days, they 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 families.

- K. Academic Support Program: Legacy College Prep is committed to providing every opportunity for scholars to succeed academically and to develop the skills necessary for higher education. Scholars may receive 1:1 teacher tutoring by appointment.



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Access to chromebooks, printers, and the internet for academic research and writing purposes will be available during advisory and after school. Please contact Operations for computer resources.

- L. **Advisory Program:** All Legacy College Prep Scholars are part of an advisory cohort each year of their high school experience. These groups meet daily over the course of the academic school year to discuss issues relevant to our scholars and support scholars on the path to successful graduation. Discussion points include habits for academic success, social justice, equity and diversity, school spirit, community issues, college and career exploration, and personal goal setting and growth. Advisory groups also participate in school activities together, such as Town Halls, field day, and field trips. Advisors are an excellent contact person for families who may have questions or concerns about their child or about upcoming school events. Families will receive their child's advisor's contact information during orientation.

IX. Homework Policy

Homework is an important element of our model and is essential for academic success. While teachers and scholars work hard during school hours, it is critical that scholars 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 scholars to high levels of accountability regarding homework, evaluate homework based on neatness and accuracy, and check homework completion each day. Homework contributes to a scholar's final grade.

Scholars are accountable for completing all assigned work. A scholar's ability to make up work and receive credit may depend on the documentation surrounding an absence.

If a scholar is absent, they should turn in their homework the next day they are in attendance. If the scholar fails to turn in their homework assignment, they could receive a 0%. Scholars who are absent will receive their work on the day that they return. Scholars are given at least the number of days that they were absent to complete the missing work.

- A. **Scholar Homework Responsibilities:** Scholars have two daily responsibilities related to homework:
1. Write down all homework assignments in their scholar planners;
 2. Complete all homework assignments to the high standards set forth by the school;
- B. **Family Homework Responsibilities:** Families also have important responsibilities when it comes to scholar homework. Homework is one critical way that the school communicates with families and engages their support in holding scholars accountable to meet their academic responsibilities.



Each night, we ask that a parent or guardian reviews their scholar'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: Scholars who are not in school miss critical academic assignments and assessments. Our school make-up policy is designed to hold scholars accountable for all missed assignments and assessments, as well as to ensure timely make-up work so that scholars do not fall behind academically.

If a scholar misses a class for any reason (absences, or early dismissal), the scholar should pick up their missing homework the next day from their teacher. If the work is completed they will still be eligible for 100% credit.

X. Progress Towards Graduation

In high school, scholars progress towards graduation by earning credits that meet state and school graduation requirements and passing specific Regents examinations.

- A. Credit Accumulation: Scholars must earn a 70% or above in a course in order to earn credit towards graduation. Scholars who fail a class will not earn credit for that course.
- B. Summer School: Scholars earning a failing grade of less than 70% in classes required for graduation may be required to attend Academic Summer School. Summer School takes place over 15 school days during July. Summer School is one final opportunity for scholars to earn credits needed to graduate on time. Expectations for passing Summer School are rigorous. To pass Summer School, scholars must:
1. Enroll on time and attend each day. Scholars who miss more than two (2) days of Summer School have failed Summer School. Tardy and incomplete day rules apply.
 2. Earn a 70% or above to receive credit for the class enrolled in.
 3. Earn no more than 8 demerits.

If a scholar fails to enroll in Summer School or to meet any one of the expectations above, that scholar may not have enough credits to be in the next grade level.

- C. Credit Requirements for Grade Level Assignment: Scholars earn 1.0 credit for passing a year-long class, and half a credit (.5) for passing a semester-long class. In order to progress from one grade level to the next, students must meet the following requirements by the end of summer school:

To be considered in the 10th grade:

- Scholars must have earned at least 5.0 credits.



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- Scholars must have been in high school for at least one year

To be considered in the 11th grade:

- Scholars must have earned a minimum of 10.0 credits.
- Scholars must have at least 2.0 credits in Social Studies
- Scholars must have at least 2.0 credits in English.
- Scholars must have at least 1.0 credit in Mathematics.
- Scholars must have at least 1.0 credit in Science.
- Scholars must have been in high school for at least two years.

To be considered in the 12th grade:

- Scholars must have earned a minimum of 14.0 credits.
- Scholars must have at least 3.0 credits in English.
- Scholars must have at least 3.0 credits in Social Studies
- Scholars must have at least 2.0 credits in Math.
- Scholars must have at least 2.0 credits in Science.
- Scholars must have been in high school for at least three years.

The Registrar, in consultation with the Principal, may choose to make an exception to grade-level assignments if the scholar can be programmed such that they meet the requirements for the next grade level by the end of the school year.

- D. Graduation Requirements: Legacy College Prep offers six different diplomas. Categories for credits needed are laid out in VIII.A- Academic Policies of this handbook. Regents appeals may be given following NYS regulations. Only students with IEPs and 504s qualify for Local Diplomas.

Diploma Type	Credits Earned	Foreign Language	Regents	Community Service
<u>Advanced Regents</u>	29 credits	3 years	9 exams with 65 or higher	45 hours
<u>Honors Regents</u>	29 credits	2 years	9 exams with 65 or higher	45 hours
<u>College Prep Regents Diploma</u>	29 credits	2 years	5 exams with 65 or higher	45 hours
<u>College Prep Local Diploma</u>	29 credits	2 years	5 exams with 55 or higher	45 hours
<u>NYS Regents Diploma</u>	22 credits	1 year	5 exams with 65 or higher	45 hours
<u>NYS Local Diploma</u>	22 credits	1 year	5 exams with 55 or higher	45 hours



XI. Athletic Eligibility

Legacy College Prep scholars who participate in Interscholastic Athletic Competitions, and the schools that sponsor them, must comply with the policies and bylaws set forth by the governing athletic league.

Legacy College Prep provides additional guidelines that are aligned with school-wide values and expectations. Athletic eligibility at Legacy College Prep is determined by a scholar'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 scholars by the schools' Athletic Director.

- A. Attendance: Any scholar 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 School Principal.
- B. Documentation: Prior to participating in any practice or competition, scholars must submit the following forms:
 - Physical Form,
 - Scholar Athlete Contract
 - Extracurricular Travel Permission Form
- C. Academic Standing: Scholars who are failing two or more classes will be subject to participation restrictions in games. Coaches will be responsible for monitoring, encouraging and enforcing academic standings.
- D. Behavioral Standing: Scholars who are suspended will be subject to participation restrictions, as outlined by the Legacy College Prep Athletic Eligibility Policy. Scholars who reach 20 or more detentions in a quarter will not be eligible to participate in afterschool sports.

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 scholars. Applications and eligibility criteria are provided to all parents, and applications are required to be completed by all families every year.

A healthy breakfast, lunch, and snack are available and free each day for Legacy College Preparatory Charter School scholars. Scholars 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.



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Scholars may bring their lunch from home. Each scholar may bring an unfrozen transparent water bottle with them each day. If a scholar 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.

******Parents and guardians are responsible for informing the school of any allergies that their scholars may have prior to the school year.******

Cafeteria Guidelines:

Breakfast and lunch are served only at designated times in the cafeteria. Scholars who use the cafeteria must abide by the guidelines listed below:

- Scholars must treat all food service staff, cafeteria supervisors, and fellow scholars with courtesy and respect.
- Scholars are to walk and never run to the cafeteria.
- The line in the cafeteria should be orderly at all times.
- Scholars are not permitted to order food from outside of the school.
- Dining spaces must be clean and neat upon scholar exit.
- Scholars will be allowed to use the bathroom when given permission by the Dean on duty at the door.



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- If teachers would like to tutor during lunch, they should provide a pass to scholars or come down to the cafeteria to pick up their scholars and bring them to their classroom in a quiet and organized way.
- Scholars should exit the cafeteria in a quiet and orderly manner.

XIII. Dress Code

At Legacy College Prep, we aim to promote a safe and academically focused environment for our scholars. Our dress code is designed to build a sense of pride within our school community and will ensure that our scholars look professional, yet remain comfortable as they learn.

Scholars are responsible for attending school in accordance to Legacy College Prep dress code. Scholars that do not adhere to the dress code may be subject to disciplinary action and may not be permitted to enter the school without proper attire. They may be required to purchase the appropriate uniform or a family member may be asked to come to the school with proper dress code attire for the scholar.

Legacy College Prep High school will adhere to the below daily dress code:

A. Shirts and Outerwear:

- (a) Scholars must wear an unaltered school polo (long or short-sleeved) shirt or long sleeve oxfords each day. Scholars may wear Legacy College Prep crewnecks, pullover or cardigans. If scholars remove their crewneck, pullover or cardigan they should be wearing a school polo or long sleeve oxfords.
- (b) Scholars may not wear anything over their school shirt except school approved sweaters. Approved school sweaters may only be worn over the top of the school shirt. 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 at all times. Any items seen being worn or carried around the school will be confiscated.
- (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) Scholar must wear gray pants or skirts. Capri pants, skirts, denim material, spandex material, and corduroys are not permitted;



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- (b) All pants must be gray in color;
- (c) 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
- (d) Skirts and skorts are not allowed.

C. Shoes:

- (a) Sneakers, crocs, or causal shoes
- (b) Flip-flops, stilettos, stacks, platform shoes, and thin sandals are not permitted
- (c) Shoes or sneakers must be laced up, with tongue inside, and tied securely.

D. Socks:

- (a) Scholars must wear socks with their shoes.

E. Physical Education ("PE") Uniforms:

- (a) Scholars must wear school issued PE shirts. Scholars may not cut off or alter the PE shirts in any way;
- (b) Scholars must wear school issued PE shorts or sweatpants. Scholars may not cut off or alter the PE shorts or sweatpants in any way.
- (c) Scholars must wear gym shoes or sneakers; and
- (d) Scholars 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) Scholars are only permitted to wear one non-distracting watch on their wrists. Smartwatches should be turned off.
- (c) Unless married, scholars may not wear rings;



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- (d) All eyeglasses must be functional and not distracting; and

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) Inappropriate designs of any kind are not permitted to be in the hair or on the face.
- (b) 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 scholar 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.

XIV. **Uniform Policy**

All scholars should adhere to our dress code policies at all times. If a scholar comes to school not following the dress code guidelines above, then they will receive a consequence:

- Dress code violations that cannot be corrected immediately (such as no belt, no gray pants, no crewneck and etc.) = 2 demerits.
- Dress code violations that can be corrected immediately (such as untucked shirt, remove sweatshirt from body, sagging pants and etc.) = 1 demerit

If your scholar comes to school without the correct uniform such as not wearing a LCPHS top or gray pants. LCPHS will be issuing these uniform items to your child and charging families for the uniform. Families will be contacted and receive a bill via ParentSqaure if your child was given a piece of uniform from the school. Families are unable to return the uniform to school.

If any child or family fails to pay their bill then your child:

- Will not be able to attend any end of the year trips such as Six Flags, Field Day, BBQ and etc. or Merit Challenge trips.
- Will not be able to receive any sports uniform for sporting games and competitions.
- Will not be able to receive their High School transcript.



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- Will not be able to receive their High School diploma.

XV. General Expectations

Every Legacy College Prep scholar 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, scholars will be held to the following expectations every day at Legacy College Prep. Violation of Legacy College Prep Behavioral Norms can vary from a detention at the end of a day to an out of school suspension depending on the kinds of inappropriate behaviors exhibited by the scholar.

A. Classroom Norms:

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

B. Norms for Hallways and Stairwells:

- Scholars should move calmly to and from each of their classes. Loitering in the halls may earn a scholar detention.
- Quiet conversation is acceptable; loud, raucous conversation is not.
- Scholars should discard trash in appropriate receptacles provided.
- Scholars should be aware of traffic flow and not congregate in groups.
- Scholars 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 scholars.
- Engaging in inappropriate physical contact of any type in the halls, including both altercations and public displays of affection (PDA) will not be tolerated. Physical altercations will result in immediate consequences. (See *Legacy College Prep Code of Conduct-Severe Infractions*)
- Engaging in horseplay or using obscene or vulgar language may result in detention.

C. Hallway Passes:

Two types of passes are used at Legacy College Prep. Scholars traveling between classrooms and other spaces at any time other than transition must carry a pass at all times. The passes are:



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- Late pass: Any scholar arriving late to school will receive a late pass to enter their class.
- Nurse pass: If scholars have medical needs that require them to go to the nurse the teacher writes a nurse pass.
- Bathroom pass: Scholars receive weekly bathroom passes to use during class. Scholars who lose their passes can get another one from the Main Office.
- Lunch pass: Scholars who receive a dated and signed pass from teachers and counselors can use this pass to see a teacher during lunch.

D. Identification Cards:

Every scholar is issued an identification card. This card is used to scan into the building every day. It is mandatory that scholars have their ID card every day during arrival. If a scholar loses their ID card they are required to pay \$5 to replace the card.

E. Lockers/Personal Belongings:

Every scholar is issued a locker in the beginning of the school year with a lock. If a scholar loses the lock issued by the school, they will be responsible for paying to replace the lock. The locker is to help scholars secure their personal belongings and valuables. If a locker issued to a scholar is malfunctioning in any way, it is the responsibility of the scholar to inform the staff at Legacy College Prep that it needs to be replaced or repaired. Locks assigned to lockers should not be replaced. If a scholar is found to be using their locker inappropriately, not maintaining their locker clean and/or abusing any of the expectations they 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 scholar. They must monitor and care for their own belongings. **Legacy College Prep is not responsible for lost belongings and valuables.** We ask scholars to come to school with only what they need each day and to keep at home any items that they do not need at school.

F. Unpaid Balance:

If any child or family fails to pay their bill given by LCPHS due to damages, uniform, sports uniform and/or equipment, lost Chromebook or Chromebook damages and etc. then your child:

- Will not be able to attend any end of the year trips such as Six Flags, Field Day, BBQ and etc. or Merit Challenge trips.
- Will not be able to receive any sports uniform for sporting games and competitions.
- Will not be able to receive their High School transcript.
- Will not be able to receive their High School diploma.



Scholar Code of Conduct

I. Purpose

Legacy College Preparatory Charter School is committed to providing a safe and orderly school culture in which scholars can improve their academic achievement. Scholars 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 Scholar 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 scholars 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 scholars 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 scholar misbehavior, instead it outlines a range of appropriate responses for certain inappropriate behaviors. This code applies to actions of scholars 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 scholars 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 scholar, while consistently following the policies outlined below.

II. Our Philosophy

At Legacy College Preparatory Charter School, we believe that scholars are able to make positive choices. A scholar can make the choice to follow the rules and meet behavioral expectations and a scholar can also make the choice not to follow the rules and not to meet behavioral expectations. We will use positive incentives to motivate scholars to follow the rules and a consequence system to reinforce following the rules. It is our philosophy that when scholars 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 scholars feel safe and valued - a place where scholars 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 scholar behavior system to provide scholars, families, and teachers with a frequent, comprehensive report of scholar performance.

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

- A. Merits: Merits will be given when scholars 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



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Making an insightful comment or question	Engagement	1
Volunteering to help	Respect	1
Taking academic risks	Determination	1
Working hard	Determination	1
Getting a 100% on a test or quiz	Determination	10
Sportsmanship	Respect	1

Merits are never given when a scholar asks for one. Merits may result in a scholar being entered in a raffle for prizes or tickets to various events or special recognition. Merits can also be used to purchase items at the school Merit Store.

- B. Demerits: A scholar 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	2	Scholars often do not dispose of gum appropriately and it can be a distraction in class if scholars 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	Scholars 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	1	Scholars only have a short amount of time during lunch. They should use their time wisely to eat and leave the space nicer than how they found it.



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Throwing food or any objects in the lunchroom or in other spaces.	4	Scholars only have a short amount of time during lunch and should use their time wisely to eat and leave the space nicer than when they found it.
Not cleaning up space in lunchroom or during lunch	1	Scholars 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	Scholars should be responsible for their belongings.
Forgets ID Card to swipe in the morning.	1	Scholars should be responsible for their belongings.
Talking during an emergency drill	2	Practicing emergency drills is vital to ensuring that scholars and staff members know what to do should any emergencies occur. For that reason, scholars 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: 2 demerits	Scholars should be professional and on time for school each day.
Unexcused absence school-mandated function such as mandatory detention or a community service event	4 demerits	Scholars 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	Scholars should be in class at all times and should not be in areas that they should not be in throughout the day.
Foul language including curse words or other slurs not directed to someone	1-4 demerit(s)	Scholars should be respectful and not use foul language including curse words.
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	Scholars should show integrity in their classes as this is a skill that will be necessary in college especially related to academic cheating.



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Rowdy or loud behavior anywhere in school that can have a negative impact of the learning environment	1-4 demerit(s)	Scholars should be professional in school and operate with the purpose of learning.
Loitering on school grounds	First time 2 demerits Any time after 4 demerits	Scholars should be professional and not spend excessive time exiting the building after school.
Occupying an unsupervised space	Minimum 4 demerits	Scholars should never be in an unsupervised space. If there is no adult present in a classroom, they must alert another adult. If there are no adults present, they cannot enter the space.
Disrespect to staff member	Minimum warning Maximum 4 demerits	A school cannot function properly if scholars are permitted to be disrespectful towards adults. For that reason, scholars should not disrespect any adult associated with the school, nor purposely ignore a staff member's directions.
Disrespect to scholar	Minimum warning Maximum 4 demerits	Scholars should feel physically and emotionally safe in school. Scholars should be respectful to one another to preserve that environment.
Disciplinary removal of a scholar from class	4 demerits	Scholars should be able to maintain their behavior so as not to earn four consequences in a single class period. Scholars should show determination by filling out a reflection and adjusting so that they can return to class.
Disciplinary reset during class	2 demerits	Scholars 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	4 demerits and confiscation of the device until parent retrieves the item from school.	Scholars should be professional in school and focused on learning. Cell phones and other electronic devices cause a distraction from that learning.
Headphones or airpods on/in	2 demerits	Scholars should be professional in school and focused on learning.
Refusal to hand over electronics that have	4 demerits	Scholars should be professional in school and focused on learning. Cell



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been visible to school staff during school hours		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	Scholars should be dressed professionally 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	Scholars should be dressed professionally and pay attention to the details especially with their uniforms each day.
Using elevator without permission	4 demerits	Elevator use is for scholars who are unable to use the stairs. Scholars should follow directions according to school rules.
Loses Yondr Pouch	1 demerit	Scholars should be responsible and not lose their Yondr pouches.
Backpack on and not in locker	1 demerit	Scholars should not have backpacks with them in the hallways or classrooms.

IV. Corrective Discipline

- A. Detentions/Demerit Cycles: A scholar is issued a 60-minute detention For example, four demerits within a one-week cycle equals one detention and eight demerits within a one-week cycle equals two detentions. Detentions are offered daily, Monday to Thursday. 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 through and including the following Tuesday.** Thus, if a scholar 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. If a scholar does not reach 20 detentions in one quarter, then their detention will be reset to 0 at the beginning of a new quarter. Once a scholar reaches 20 detentions, then those detentions will carry over to the new quarter.
- B. Consequences for Detentions:
1. **No Detentions in a Quarter**: The scholar and family are congratulated and recognized for exceptional discipline and commitment to their education. Trips are sometimes offered to scholars who earn 0 detentions.
 2. **Five Detentions in a Quarter**: Legacy College Preparatory Charter School considers five detentions over the course of a quarter to be damaging to a



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scholar's academic success. When this occurs, the school reserves the right to call the scholar's parent/guardian to the school to meet with the Dean of Culture and the scholar's advisor. At such meeting, the problem will be discussed and a discipline plan will be implemented.

3. **10 Detentions in a Quarter:** Legacy College Preparatory Charter School considers 10 detentions over the course of a quarter a serious issue. Scholars who earn 10 or more detentions or have a violation of the SCC related to fighting, bullying, harassment, gang activity, drug use or distribution, and weapon possession 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 scholars to learn new habits and receive additional support and counseling from the Culture Team and Principal.

4. **20 or More Detentions in a Quarter:** Legacy College Preparatory Charter School considers 20 detentions over the course of a quarter to be detrimental to the scholar's future success at the school. If a scholar earns twenty or more detentions in a quarter, the scholar will be required to take a discipline course in Summer School. The course will be designed to support the individual needs to the scholars enrolled to ensure they start the following school year off on a positive behavioral note. *If a scholar does not reach 20 detentions in one quarter, then their detention count will be reset to 0 at the beginning of the new quarter. Once a scholar reaches 20 detentions in any given quarter, those detentions will carry over to the new quarter.*

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 days in the year to serve the detentions.

- C. **Cutting Detention Consequences:** It is important for every scholar who earns a detention to serve their detention. Any scholar who skips detention will receive the following consequences below:

- 1st Offense: Parent phone call and complete a reflection
- 2nd Offense: Complete a reflection, mandatory parent meeting with Dean of Culture
- 3rd Offense: 1-Day suspension
- 4th Offense: 3-Day suspension
- 5th Offense: 5-Day suspension
- 6th Offense: Disciplinary Hearing



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- D. Behavior Resets and Removals: We believe that scholars 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 scholar learning. If a scholar receives two demerits in class for the same behavior, the teacher can call a member of the Culture Team to the class to have a quick conversation with the scholar, called a Culture Reset. Once a scholar has received four demerits in a single class, or if a scholar is disrespectful in a manner necessitating an automatic four demerits, then the scholar will be asked to leave the classroom to reflect on their behavior. The scholar will go to the Dean of Culture's office to fill out a reflection before returning to class the next day. The reflection will ask a scholar to reflect on their behavior and write a plan outlining how they will adjust their behavior to be more productive in class. Once a scholar has finished the reflection and had a discussion with a Dean of Culture or an Assistant Dean of Culture, then the scholar will restore the relationship with the teacher before returning to the next class. All teachers will follow up with scholars within 24 hours of a reset to restore the relationship so that the scholars can be successful in their class moving forward.
- E. Suspensions: A suspension is when a scholar is removed from school due to the serious nature of the inappropriate behavior for up to 10 consecutive school days for any one offense. Scholars who have been suspended may not appear on campus nor attend any school functions (before school, after school, or evening) while suspended. Violators of this policy will be considered trespassing. They may, however, enter the school to take or prepare for state assessments. Suspended scholars must be assigned homework and given the opportunity to make-up missing assignments, quizzes, or tests for full credit. They must complete a reflective assignment that pertains to their behavior and a plan for how they can make better choices in the future.

For the purposes of this Code:

- A short-term suspension refers to the removal of a scholar from school for disciplinary reasons for a period of ten or fewer days.
- A long-term suspension refers to the removal of a scholar from school for disciplinary reasons for a period of more than ten days.
- If a scholar is suspended from school, a mandatory parent and/or guardian meeting is required with the Dean of Culture and/or Principal when the scholar is permitted to re-enter the school.

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



Severe Infractions and Consequences

Unacceptable Behavior	Minimum Consequence	Maximum Consequence
Cutting classes (reporting to school and failing to attend one or more programmed classes)	Double detention, mandatory parent conference	3-day suspension
Cutting detention on at least three occasions	1-day suspension	Referral for disciplinary hearing
Engaging in verbally rude or disrespectful behavior	Detention	Referral for expulsion hearing
Failing to comply with the reasonable directions of teachers, school administrators, or other school employees in charge of scholars or otherwise demonstrating belligerence or disrespect.	Detention	3-day suspension
Behaving in a manner which disrupts the educational process (e.g., making excessive noise in a classroom, library, or hallway)	Detention	3-day suspension
Posting or distributing material on school premises in violation of written school policy and/or school rules	Detention	3-day suspension
Smoking a cigarette, cigar, pipe, electronic cigarette (i.e., vape), or using chewing or smokeless tobacco, or smoking/vaping/ingesting cannabis or concentrated cannabis (includes cannabis products) or smoking cannabinoid hemp (except for lawful medical cannabis use in compliance with state law and regulation).	Confiscation of item, 5-day suspension	Referral for expulsion hearing
Possession of matches or lighters	Confiscation of item, Detention	Confiscation of item, Double Detention
Using matches or a lighter on school grounds	Confiscation of item, 1-day suspension	Confiscation of item, Referral for expulsion
Using matches or a lighter to harm another person	Confiscation of item, 2-day suspension	Confiscation of item, Referral for expulsion
Possessing an electronic cigarette (i.e., vape)	Double detention, mandatory parent conference; confiscation of the item	3-day suspension; confiscation of the item
Gambling	Detention, item/money confiscated	3-day suspension



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Unacceptable Behavior	Minimum Consequence	Maximum Consequence
Using language or gestures that are profane, obscene, vulgar, lewd, or abusive	Detention	3-day suspension
Lying to, giving false information to, and/or misleading school personnel	Detention	3-day suspension
Inappropriate use of electronic technology (e.g., unauthorized audio/video recording or accessing inappropriate software or websites)	Suspend network use privilege, conference with parent	3-day suspension
Leaving class or school premises without permission of supervising school personnel	Detention	3-day suspension
Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.	Detention	5-day suspension
Unauthorized use of a teacher's computer or a teacher's login to school wide systems, including but not limited to PowerSchool, IXL, etc.	Double Detention and Behavior Reflection Project	3-day suspension
Shoving, pushing, hitting, kicking, punching, scratching or engaging in a physical altercation with scholars or school personnel, or throwing an object, or spitting at another person	1-day(s) suspension	Referral for expulsion hearing
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
Engaging in vandalism, graffiti, or other intentional damage to school property belonging to staff, scholars, or others. Including hacking into or disrupting network technology systems	1-day suspension, restitution of property and cost	Referral for expulsion hearing
Recording and/or instigating a fight.	1-day suspension	3-day suspension
Recording a fight and posting the recording on social media.	2-day suspension	5-day suspension
Making verbal threats to engage in a physical altercation	Double detention, mandatory parent conference	3-day suspension
Engaging in any form of physical aggression or fighting, including but not limited to play fighting	1-5 day suspension(s) and/or behavioral improvement course	Referral for expulsion hearing
Engaging in harassing, intimidating and/or bullying behavior, including using electronic	Double detention, mandatory parent	Referral for expulsion hearing



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Unacceptable Behavior	Minimum Consequence	Maximum Consequence
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 threatens another with harm; seeking to coerce or compel a scholar 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	conference, written assignment, mediation and recommended counseling	
Discrimination, which includes using race (including traits historically associated with race, such as hair texture and protective hairstyles like braids, locks, and twists), color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight, or disability to deny rights, equitable treatment, or access to facilities available to others.	Double Detention	Referral for expulsion hearing
Selling, offering, manufacturing, exchanging, or distributing personal merchandise, business, food or drinks on school grounds.	Double Detention	Referral for expulsion hearing
Possessing and/or using controlled substances or prescription medications without appropriate authorization, illegal drugs or substances, synthetic hallucinogens, illegal drug paraphernalia.	5-day suspension and/or out-patient counseling or behavior improvement course; confiscation of the item	Referral for expulsion hearing; confiscation of the item
Possessing, consuming, selling, offering, manufacturing, exchanging, or distributing marijuana and/or alcoholic beverages.	1-day suspension and/or counseling/behavior improvement course; confiscation of the item	Referral for expulsion hearing; confiscation of the item
Possessing anything that resembles or could be assumed to be drug paraphernalia and/or alcohol paraphernalia.	1-day suspension; confiscation of the item	3-day suspension; confiscation of the item
Consuming or under the influence of marijuana or alcohol.	3-5-day suspension and/or out-patient counseling or	Referral for expulsion hearing; confiscation of the item



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Unacceptable Behavior	Minimum Consequence	Maximum Consequence
	behavior improvement course; confiscation of the item	
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
Possession, sale, and/or use of weapons or, /dangerous, illegal objects	Item confiscated, 5-day suspension and/or behavior improvement course	Referral for expulsion hearing
Displaying what appears to be a weapon	5-day suspension, confiscation of item	Referral for expulsion hearing, confiscation of item
Arson; starting a fire	10-day suspension and behavior improvement course	Referral for expulsion hearing

- F. **Re-entry Meeting:** A re-entry meeting is required after a suspension in order to return to school. An administrator, advisor and the scholar meet to discuss the scholar's readiness to return to school. Scholars may only return to school after the administrator has determined the scholar is ready to return; if the administrator determines that the scholar is not ready to return, the suspension will be extended. The presence of parents/guardians of scholars is required to participate in the re-entry meeting. Should a scholar return to school without a parent or guardian, the Dean of Culture will make a decision whether the scholar must return home, return to class, or stay in the Dean of Culture's office.
- G. **Behavior Contract:** A contract signed by the scholar, an administrator, and parent/guardian describing specific behavior from a scholar's previous offense and future consequences if that behavior is repeated. Violation of a behavior contract can result in a disciplinary hearing.
- H. **Expulsions:** Expulsion is defined as the permanent removal of a scholar from Legacy College Preparatory Charter School for disciplinary reasons.



V. Procedure for Disciplinary Violations

Scholars who are found to have violated the School's Code of Conduct may be subject to various methods of discipline (which may be combined) in the School's administrative and educational discretion. The type and severity of discipline will be contingent upon many factors, including, without limitation (and in no particular order): (i) the type and severity of the conduct; (ii) the harm or potential harm of the conduct (including the disruption of educational processes, physical harm or Emotional Harm to others, damage to property, *etc.*); (iii) the scholar's prior disciplinary and academic record; (iv) the scholar's age; (v) deterrence; (vi) the scholar's honesty and cooperation when confronted with the violation; and (vii) the future protection of persons and property. The following is a non-exhaustive list of possible penalties that may be issued to a scholar who is determined to have violated the School's Code of Conduct:

1. Oral warning
2. Written warning
3. Loss of school privileges
4. Written notification to parent/guardian
5. Conference with parent(s)/guardian(s)
6. Confiscation of property
7. After-school detention
8. Suspension, exclusion and/or removal from a particular class or School Function
9. Suspension or revocation of School privileges related to the violation (e.g., revocation of computer use privileges);
10. Suspension from cafeteria, commons, library, social, athletic, after-school, field trip, extracurricular, or other School Functions
11. In-school suspension
12. Short-term suspension (ten days or less) from school
13. Long-term suspension (more than ten days) from school
14. Expulsion from school

To avoid squandering valuable instructional time, Legacy College Preparatory Charter School strives to keep its scholars in school and in classrooms. However, allowing the same scholars to commit the same infractions in the same situations can have a damaging effect on the future of the school and the scholars. Therefore, when a scholar's actions are detracting from the ability of other scholars to learn in a safe, value-added environment, it may be necessary to remove the offending scholar from the classroom and eventually from the school. If a scholar'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 scholar's behavior prior to their return to school. A scholar can be removed from the school immediately if a danger to others and the school environment. In appropriate circumstances the scholar 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



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behavior plans in an attempt to help scholars succeed should they need that flexibility. We also seek to tailor consequences to the severity and frequency of the unacceptable behavior and the scholar's individual circumstances. Both the severity of consequences and the scope and depth of structured, proactive support provided by the Legacy staff to troubled scholars 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 scholars or staff will lead to the most serious consequences.

- B. Being Proactive: It is the school's job to connect the dots for scholars and families on exactly why we work so hard and why we are so strict. This messaging must come through
1. New scholar enrollment;
 2. Family Orientation;
 3. Scholar Orientation;
 4. Monthly Family Workshops;
 5. Official school notifications;
 6. Ongoing informal communication and meetings with staff, scholars, 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 scholar commits an offense that calls for short-term suspension (10 days or less), the following steps are taken:
1. If necessary, the scholar is immediately removed from class and/or school.
 2. The scholar is informed of the charges against them.
 3. The scholar is entitled to respond to the charges against them.
 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, ParentSquare, or mail delivery to the last known address(es) of the parents or guardians. Such notice shall provide a



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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 spoken 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 scholar 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 scholar's suspension. If the suspension is overturned, the suspension will be removed from the scholar'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 scholar commits an offense that calls for long-term suspension (more than 10 days), the following steps are taken:

1. If necessary, the scholar is immediately removed from class and/or school.
2. The scholar is informed of the charges against them.
3. Upon determining that a scholar's action warrants a possible long-term suspension, the Principal shall verbally inform the scholar that they are 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, ParentSquare, or mail delivery to the scholar'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 spoken by the parent(s)/guardian(s) if it is known to be other than English. The notice will state that at the formal hearing, the scholar shall have the right to be represented by counsel, present and question witnesses, present evidence, and to review the Scholar's anecdotal record.
5. The school will set a hearing date. A Legacy College Prep Trustee or his/her designee will be designated as the Hearing Officer. The scholar and/or their parent or guardian will be notified in writing of the:



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- (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 scholar's/parent's own expense)
 - (ii) Present evidence and question witnesses
 - (iii) Review the scholar's anecdotal record
6. After the Hearing Officer hears the case, the Hearing Officer will issue a written decision to be sent to the school's Governance Committee. The School's Governance Committee will either confirm or reject the recommendation.
 7. If the recommendation is confirmed, the Principal will send the written decision to the scholar and the parent/guardian.
 8. If a parent or scholar 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 scholar engages in an alarming disregard to the safety of others, and/or where it is necessary to safeguard the well-being of other scholars.

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 scholars, therefore if a scholar poses an immediate danger to others and the school environment, they may be removed from the school.

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

1. If necessary, the scholar is immediately removed from class and/or school.
2. The scholar is informed of the charges against them.
3. Upon determining that a scholar's action warrants a possible expulsion, the Principal shall verbally inform the scholar that they are being considered for an expulsion and state the reasons for such actions.



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4. The parent/guardian is notified via telephone by Legacy College Prep. Written notice is also provided by personal delivery, ParentSquare or mail delivery to the scholar'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 scholar and/or their 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 scholar's/parent's own expense)
 - (ii) Present evidence and question witnesses
 - (iii) Review the scholar's anecdotal records
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 scholar is entitled to the services of a translator or interpreter, to be provided by the school or the Board, whenever the scholar or his/her parent/guardian do not speak the English language or is handicapped.
8. A 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 school's Governance Committee. The School's Governance Committee will either confirm or reject the recommendation.
10. If the recommendation is confirmed, the Principal will send the written decision to the scholar and the parent/guardian.



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11. Notice of expulsion and the conduct for which the scholar was expelled, shall be included on the scholar'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 scholar graduates from high school.
12. If a parent or scholar 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 their a) is sufficient evidence to indicate that a scholar has committed 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 scholar 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 scholar 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 scholar 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 scholar 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 scholar 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 scholar, a description of the offending behavior, the disciplinary action taken, and a record of the number of days a scholar has been suspended or removed for disciplinary reasons.

The scholar 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 scholars 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, scholars must be provided



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with alternative instruction, which includes, but is not limited to, classwork and homework assignments. Additionally, scholars 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 scholar with an opportunity to continue to earn academic credit and must be appropriate to the individual needs of the scholar. All IDEA mandates must be followed for scholars with disabilities. In determining the alternative instruction for a scholar with a disability and for a scholar who has a 504 Accommodation Plan, consideration will be given to the scholar's IEP and behavioral intervention plan, or 504 Accommodation Plan. In addition, if a scholar 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 scholar 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 scholar to make adequate academic progress and must be completed satisfactorily for the scholar to return to school. Nonetheless, alternative instruction cannot replicate all the benefits of full classroom instruction and participation by the scholar.

The alternative instruction will begin immediately. The alternative instruction will occur during or after the school day at the school, the scholar'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 scholar is out of school. The school will provide alternative instruction to scholars on short and long-term suspension to the extent required by law.

- H. Due Process Protection for Scholars with a Disability: If a scholar with disabilities has an IEP that includes disciplinary guidelines, then, as required by the Individuals with Disabilities Education Act, that scholar must be disciplined according to those guidelines.

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

When a scholar 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, they are entitled to a prompt review of the causal relationship



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between their 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 scholar'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 scholar'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) their 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 scholar's file including their IEP, any teacher observations, and any relevant information provided by the parent or guardian.

If the manifestation team determines that the scholar's conduct was a manifestation of their disability, the CSE will (A) conduct a functional behavioral assessment and implement a behavioral intervention plan; and (B) return the scholar to the placement from which the scholar 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 or the behavior involved concerned weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury, in which case the scholar may still be placed in an IAES to be determined by the committee on special education for a period of up to 45 school days.

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.

If the scholar's conduct is ruled not to have been a manifestation of their disability, school personnel may apply the relevant disciplinary procedures to scholars with disabilities in the same manner and for the same duration as the procedures would be applied to scholars without disabilities.

A Hearing Officer may order the placement of a scholar with a disability to an IAES for up to 45 school days at a time if they determine that maintaining the current placement of the scholar is substantially likely to result in injury to the scholar or to others. This authority applies whether or not the scholar's behavior is a manifestation of the scholar's disability.

VI. 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.



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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 scholar or scholars, that has or can be reasonably predicted to have one or more of the following effects:

- A. Placing the scholar in reasonable fear of harm to the scholar’s person or property;
- B. Causing a detrimental effect on the scholar’s physical or mental health;
- C. Substantially interfering with the scholar’s academic performance; or
- D. Substantially interfering with the scholar’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



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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 scholars that is not severe or pervasive shall not be deemed as bullying, but may constitute other inappropriate behaviors listed in the SCC. Scholars 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 scholars the personal and interpersonal skills they will need to be successful in school and society, (5) serve to build and restore relationships among scholars, families, schools, and communities and (6) reduce the likelihood of future disruption by balancing accountability with an understanding of scholars’ behavioral health needs in order to keep scholars 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, and security guards.

Reporting

Scholars, 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 “Scholars” 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 scholar privacy rights, the Principal or Designee shall promptly inform parents or guardians of all scholars 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 scholar privacy rights, provide parents or guardians of the scholars 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.



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A scholar 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 scholar 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, scholars, 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 scholars 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. Scholar, 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 scholars.

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 scholars and Legacy team



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members in action. However, in order to assure the safety and well-being of all scholars 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 scholars in their classrooms, or attempt to withdraw scholars 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 scholars. To that end, the school reserves the right to restrict visitors (including family members of scholars 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 scholars 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 scholar 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 scholar 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.

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, scholars, and families. If you have a concern about a school policy, academic grade, discipline decision, or anything else, we welcome your input and



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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 their choice.

- A. 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, they 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.
- B. 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 their 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 their 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 the taken;
2. a written notice to the complainant that they 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/>).



- C. 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

518.433.8277t. 2045)

III. Scholar Expectations and Rights

Scholar Rights: The right of scholars 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 scholars, 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 scholars during regularly scheduled school hours shall be held only at a time and place approved in advance by the Principal.

No expression made by scholars 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 scholars.

- A. Freedom of Speech: Scholar's right to free speech comes with the following restrictions:
1. What a scholar says may not disrupt the work and discipline of the school in a material or substantial way;
 2. A scholar's words may not incite others to disrupt the work or discipline of the school or disobey laws;
 3. No scholars may be obscene;
 4. Scholars 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



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5. Scholar 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.
- B. Freedom of Press: Scholars may express their opinions in publication and other written material as long as it follows school wide rules. 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.
- C. Freedom of Religion: Scholars 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. Scholars will be allowed to make up any work form an absence due to religious observance.
- D. Right to equal education: Legacy College Preparatory Charter School scholars 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.
- E. Right to access: All public events for parents, scholars, 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.
- F. What to do if rights are violated: Scholars are encouraged to speak with a staff member. Any member of the school community who believes they have 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 decide 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.
- G. 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:



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1. Gum and candy of any kind;
2. Permanent markers of any kind;
3. Real, toy, or model weapons including pocketknives, box cutters, exacta knives, water guns;
4. Excessive amount of cash;
5. Any illegal substance;
6. Stuffed animals or dolls;
7. Materials (e.g., songs, papers, lyrics, art, or notes) that contain inappropriate or offensive language, images, or suggestions;
8. Fireworks, sparklers, poppers, snappers, fountains, bottle rockets, and any other explosive devices; and
9. Cell phones, radios, iPods, or portable gaming systems. During morning arrival cell phones should be placed in the Yondr pouch provided by the school.

If a scholar 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.

Scholars 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. Failures 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. If a phone cannot be picked up, the school reserves the right to hold it for 24 hours after the first offense, 48 hours after the second offense, and 36 hours after the third offense.

- H. Scholar-Family Contact During the Day: Scholars will be able neither to receive messages from families nor to transmit messages to families during the school day except in the case of emergency. Scholars will only be given permission to use the school phone in cases of emergency or at the school's discretion.



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- I. Public Transportation Behavior: All behavioral expectations outlined in the Legacy College Preparatory Charter School SCC apply on public transportation to and from school. Scholars 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 scholar's immediate loss of leaving the school on their own. Other consequences (e.g., demerits, detentions, suspensions) apply as well.

- J. Scholar Searches: Legacy College Preparatory Charter School must maintain a safe and orderly environment for all our scholars 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 scholar's person, backpack, pockets, cell phones, other belongings, etc. The school holds the right to search the belongings upon entry to the school building daily for any scholar who has a prior suspension for having a weapon or was in possession of tobacco, marijuana, alcohol, or any illegal substance.
- K. Social Media/Networking Passwords: The Principal may require a scholar to provide their social networking log-in, including password, if there is reasonable cause to believe the scholar's social networking account contains evidence that the scholar 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. Any scholar who carries an asthma inhaler with them must provide:
 3. An Authorization to Dispense Medication form stating that the scholar needs to carry the inhaler with them; and
 4. A second inhaler that is to be kept in the main office.
- B. 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 scholars must have on file proof of the required immunizations before they can be enrolled at Legacy College Preparatory Charter



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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 scholars (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 scholar has the right to inspect and review their child's or the eligible scholar's own educational records and to seek amendment if the parent or eligible scholar believes them to be inaccurate, misleading, or otherwise in violation of the scholar's privacy rights.
2. **Confidentiality:** Confidential Records include grades, evaluations, disciplinary actions, and health records. Release of scholar records generally require written consent of the parent or eligible scholar. 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. Scholar records will also be sent to schools as required by New York law and regulation. *Please note that at Legacy College Preparatory Charter School scholar 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 scholar 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 scholar when they reach the age of 18 or attends a school beyond the high school level. Scholars to whom the rights have transferred are "eligible scholars."

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



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This listing serves as the school's annual notification of parents and eligible scholars of their rights under FERPA. Generally, the school must have written permission from the parent, guardian, or eligible scholar in order to release any information from a scholar'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):

- School officials with legitimate educational interest;
- Other schools to which a scholar is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a scholar;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- 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, they 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.



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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) Scholar Health Records;
- (b) Scholar Immunization Records;
- (c) Scholar 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;



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- (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.

Once any staff member becomes aware that a scholar 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.

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails 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.

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.

VII. Campus Safety

Scholars 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 scholars stay in groups if possible and do not wear



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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. Scholars are to follow their teacher according to that map and to stay with their class. In the event of a fire drill or fire, scholars must not stop at bathrooms. They must go directly to their designated outside location until given further instruction. Any scholar 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. Scholars 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. Scholars have the privilege to use computers, the school network, email, and the internet for school assignments only.

Responsible scholars use technology carefully: Scholars will return technology in the same manner in which it was received.

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

Scholars are not allowed to access, use or possess pornographic, gang-related, violent, illegal, or inappropriate material. Scholars may not access any social media, email, chats, blogs without the consent of a staff member. Scholars 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). Scholars may not alter any network address or identifiers. Scholars 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.

Scholars must comply with the following safety rules for internet use. Scholars 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. Scholars should tell their teacher, principal, or parent/guardian immediately if they experience an uncomfortable situation. Scholars should never agree to meet or to send any picture to someone they have communicated with online.



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

Responsible scholars maintain the integrity of the school network: Scholars are accountable for all email sent or received under their user accounts. Scholars 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 scholar's responsibility to follow all computer lab rules and obey supervisors of the labs.

Scholars 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 scholars are acting responsibly, to conduct the business of the school, and to comply with legal requirements. Scholar's school email is school owned and as such scholars have no reasonable expectation of privacy to scholar email. Accordingly, scholar 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. Scholars 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 scholars 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 scholar is quite young – when considering an individual's candidacy for admission or employment. For Legacy College Preparatory Charter School scholars 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



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“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, TikTok, LinkedIn, YouTube, Vimeo, Google-Plus, Snapchat, Musically, and other platforms not explicitly listed or yet to be invented.

This social media policy applies any time scholars are on school grounds, using school property, under the supervision of school authority, or using social media in a manner that endangers a scholar’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 scholar’s private use of social media that in no way involves or impacts upon Legacy College Preparatory Charter School, staff, or other scholars, though Legacy College Preparatory Charter School strongly encourages all scholars to make intelligent and safe choices when using social media.

Legacy College Preparatory Charter School expressly reserves the right both to monitor scholar 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 scholar’s own personal resources, and to monitor and inspect any device brought onto school grounds for compliance with this policy.

Scholars 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. Scholars are responsible for complying with Legacy College Preparatory Charter School’s conduct requirements. Scholars 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. Scholars 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 scholar at any time post, publish, or view such social media content, they 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.

Scholars are prohibited from communicating with teachers or administrators via social media. The only permissible electronic method of email communication with a teacher is



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through emailing the teacher or leadership member at their Legacy College Preparatory Charter School email account.

Scholars are prohibited from impersonating or assuming the identity of any other individual while using social media. Scholars 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 scholar might reasonably expect another individual to want to keep private.

Scholars 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, scholars are not allowed to “tag” an individual in a picture or recording without their express consent and permission. Scholars must immediately comply with any request that infringing materials be removed from any social media platform.

Scholars 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. Scholars 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.

Scholar: (Print Name)	Signature:	Date:
Parent/Guardian: (Print Name)	Signature:	Date:
School Leader: (Print Name)	Signature:	Date: