

Student and Family Middle School Handbook

2026 – 2027

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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 your best.
- 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.
- Respect peoples' differences by valuing all members of our community.

D – Determination

- Work hard and put forth 100% effort.
- Show zest and enthusiasm

- Always be engaged in learning
- Never give up even when situations are difficult
- Be prepared for every class each and every day

E – Engagement

- Be engaged in learning
- Be present, physically and emotionally
- Show excitement about the work you are doing and the people around you.
- Bring all materials you need in order to be successful for the day.
- 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.

Team and Family Responsibility Code

Teachers: We fully commit to Legacy College Preparatory Charter School in the following ways: • We will arrive at Legacy College Preparatory Charter School each day on time

- We will work harder and longer than other teachers because we will do whatever it takes for our scholars to learn
- 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
- 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.
- We will make ourselves available to scholars and parents by phone, text, email, and in person, and we will respond within 48 business hours respectfully to any concerns they have

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

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

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

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

- We will provide the school with our most up-to-date contact information
- We will allow our child to participate in field trips if they have earned them
- We will ensure our child understands and follows the school's attendance, tardiness, and uniform policies
- We will support Legacy College Preparatory Charter School in enforcing school rules to protect the safety, interest, and rights of all individuals in the classroom

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

I. 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 with academic or behavioral concerns.

B. 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.

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

Mandatory after school tutoring and Detention will always take precedence over after-school activities. A scholar may never skip or reschedule a consequence to

attend an after-school event. ***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-school activities and may be removed and/or issued consequences for failure to do so.

II. Sample Schedule

Below is a sample schedule for Monday through Friday.

6th Grade Schedule

Monday - Thursday				
6th Grade				
Start Time	End Time	Columbia	SUNY B	Howard
7:25 AM	7:30 AM	Staff Huddle / Doors Open		
7:25 AM	7:50 AM	Breakfast		
7:50 AM	8:10 AM	AM Advisory / Lit block		
8:10 AM	8:20 AM	Class Block 1		
8:20 AM	8:30 AM			
8:30 AM	8:40 AM			
8:40 AM	8:50 AM			
8:50 AM	9:00 AM			
9:00 AM	9:10 AM	Class Block 2		
9:10 AM	9:20 AM			
9:20 AM	9:30 AM			
9:30 AM	9:40 AM			
9:40 AM	9:50 AM			
9:50 AM	10:00 AM	Break		
10:00	10:10 AM	Class Block 3		
10:10 AM	10:20 AM			
10:20 AM	10:30 AM			
10:30 AM	10:40 AM			
10:40 AM	10:50 AM			
10:50 AM	11:00 AM	Recess (10:50-11:10) Lunch (11:10 -11:30)		
11:00 AM	11:10 AM			
11:10 AM	11:20 AM			
11:20 AM	11:30 AM			
11:30 AM	11:40 AM	Intervention		
11:40 AM	11:50 AM			
11:50 AM	12:00 PM			
12:00 PM	12:10 PM	Class Block 4		
12:10 PM	12:20 PM			
12:20 PM	12:30 PM			
12:30 PM	12:40 PM			
12:40 PM	12:50 PM			
12:50 PM	1:00 PM	Class Block 5		
1:00 PM	1:10 PM			
1:10 PM	1:20 PM			
1:20 PM	1:30 PM			
1:30 PM	1:40 PM			
1:40 PM	1:50 PM	Class Block 6		
1:50 PM	2:00 PM			
2:00 PM	2:10 PM			
2:10 PM	2:20 PM			
2:20 PM	2:30 PM			
2:30 PM	2:40 PM	Break		
2:40 PM	2:50 PM	Class Block 7		
2:50 PM	3:00 PM			
3:00 PM	3:10 PM			
3:10 PM	3:20 PM			
3:20 PM	3:30 PM			
3:30 PM	3:40 PM	PM Advisory and Dismissal		

Friday				
6th Grade				
Start Time	End Time	Columbia	SUNY B	Howard
7:25 AM	7:30 AM	Staff Huddle / Doors Open		
7:25 AM	7:50 AM	Breakfast		
7:50 AM	8:00 AM	AM Advisory / Lit block		
8:00 AM	8:10 AM	Class Block 1	Class Block 1	Class Block 1
8:10 AM	8:20 AM			
8:20 AM	8:30 AM			
8:30 AM	8:40 AM			
8:40 AM	8:50 AM			
8:50 AM	9:00 AM	Break		Class Block 2
9:00 AM	9:10 AM	Class Block 2		
9:10 AM	9:20 AM			
9:20 AM	9:30 AM			
9:30 AM	9:40 AM		Break	
9:40 AM	9:50 AM		Class Block 2	
9:50 AM	10:00 AM	Class Block 3		
10:00 AM	10:10 AM			
10:10 AM	10:20 AM			
10:20 AM	10:30 AM			Break
10:30 AM	10:40 AM		Class Block 3	Class Block 3
10:40 AM	10:50 AM			
10:50 AM	11:00 AM			
11:00 AM	11:10 AM			
11:10 AM	11:20 AM			
11:20 AM	11:30 AM	Lit Block / SETSS		
11:30 AM	11:40 AM			
11:40 AM	11:50 AM			
11:50 AM	12:00 PM			
12:00 PM	12:10 PM	Advisory		
12:10 PM	12:20 PM			
12:20 PM	12:30 PM			
12:30 PM	12:40 PM			
12:40 PM	12:50 PM			
12:50 PM	1:00 PM	PMA		

7th Grade Schedule

Monday - Thursday				
7th Grade				
Start Time	End Time	Spelman	Buffalo	Williams
7:25 AM	7:30 AM	Staff Huddle / Doors Open		
7:25 AM	7:50 AM	Breakfast		
7:50 AM	8:10 AM	AM Advisory / Lit block		
8:10 AM	8:20 AM	Class Block 1		
8:20 AM	8:30 AM			
8:30 AM	8:40 AM			
8:40 AM	8:50 AM			
8:50 AM	9:00 AM			
9:00 AM	9:10 AM	Class Block 2		
9:10 AM	9:20 AM			
9:20 AM	9:30 AM			
9:30 AM	9:40 AM			
9:40 AM	9:50 AM			
9:50 AM	10:00 AM	Break		
10:00	10:10 AM	Class Block 3		
10:10 AM	10:20 AM			
10:20 AM	10:30 AM			
10:30 AM	10:40 AM			
10:40 AM	10:50 AM			
10:50 AM	11:00 AM	Intervention		
11:00 AM	11:10 AM			
11:10 AM	11:20 AM			
11:20 AM	11:30 AM	Recess (11:20-11:40) & Lunch (11:40-12:00)		
11:30 AM	11:40 AM			
11:40 AM	11:50 AM			
11:50 AM	12:00 PM			
12:00 PM	12:10 PM	Class Block 4		
12:10 PM	12:20 PM			
12:20 PM	12:30 PM			
12:30 PM	12:40 PM			
12:40 PM	12:50 PM			
12:50 PM	1:00 PM	Class Block 5		
1:00 PM	1:10 PM			
1:10 PM	1:20 PM			
1:20 PM	1:30 PM			
1:30 PM	1:40 PM			
1:40 PM	1:50 PM	Class Block 6		
1:50 PM	2:00 PM			
2:00 PM	2:10 PM			
2:10 PM	2:20 PM			
2:20 PM	2:30 PM			
2:30 PM	2:40 PM	Break		
2:40 PM	2:50 PM	Class Block 7		
2:50 PM	3:00 PM			
3:00 PM	3:10 PM			
3:10 PM	3:20 PM			
3:20 PM	3:30 PM			
3:30 PM	3:40 PM	PM Advisory and Dismissal (3:30-3:40)		

Friday				
7th Grade				
Start Time	End Time	Spelman	Buffalo	Williams
7:25 AM	7:30 AM	Staff Huddle / Doors Open		
7:25 AM	7:50 AM	Breakfast		
7:50 AM	8:00 AM	AM Advisory / Lit block		
8:00 AM	8:10 AM	Class Block 1	Class Block 1	Class Block 1
8:10 AM	8:20 AM			
8:20 AM	8:30 AM			
8:30 AM	8:40 AM			
8:40 AM	8:50 AM			
8:50 AM	9:00 AM		Break	Class Block 2
9:00 AM	9:10 AM		Class Block 2	
9:10 AM	9:20 AM			
9:20 AM	9:30 AM			
9:30 AM	9:40 AM	Break		
9:40 AM	9:50 AM	Class Block 2	Class Block 3	
9:50 AM	10:00 AM			
10:00 AM	10:10 AM			
10:10 AM	10:20 AM			
10:20 AM	10:30 AM			Break
10:30 AM	10:40 AM	Class Block 3		Class Block 3
10:40 AM	10:50 AM			
10:50 AM	11:00 AM			
11:00 AM	11:10 AM			
11:10 AM	11:20 AM			
11:20 AM	11:30 AM	Lit Block / SETSS		
11:30 AM	11:40 AM			
11:40 AM	11:50 AM			
11:50 AM	12:00 PM			
12:00 PM	12:10 PM	Advisory		
12:10 PM	12:20 PM			
12:20 PM	12:30 PM			
12:30 PM	12:40 PM			
12:40 PM	12:50 PM			
12:50 PM	1:00 PM	PMA		

8th Grade Schedule

Monday - Thursday					
8th Grade					
Start Time	End Time	Princeton	MIT	Rutgers	Morehouse
7:25 AM	7:50 AM	Staff Huddle / Doors Open			
7:25 AM	7:50 AM	Breakfast			
7:50 AM	8:10 AM	AM Advisory / Lit block			
8:10 AM	8:20 AM	Intervention			
8:20 AM	8:30 AM				
8:30 AM	8:40 AM				
8:40 AM	8:50 AM	Class Block 1			
8:50 AM	9:00 AM				
9:00 AM	9:10 AM				
9:10 AM	9:20 AM				
9:20 AM	9:30 AM				
9:30 AM	9:40 AM	Break			
9:40 AM	9:50 AM	Class Block 2			
9:50 AM	10:00 AM				
10:00	10:10 AM				
10:10 AM	10:20 AM				
10:20 AM	10:30 AM				
10:30 AM	10:40 AM	Class Block 3			
10:40 AM	10:50 AM				
10:50 AM	11:00 AM				
11:00 AM	11:10 AM				
11:10 AM	11:20 AM				
11:20 AM	11:30 AM	Class Block 4			
11:30 AM	11:40 AM				
11:40 AM	11:50 AM				
11:50 AM	12:00 PM				
12:00 PM	12:10 PM				
12:10 PM	12:20 PM	Recess (12:10 -12:30) & Lunch (12:30-12:50)			
12:20 PM	12:30 PM				
12:30 PM	12:40 PM				
12:40 PM	12:50 PM				
12:50 PM	1:00 PM	Class Block 5			
1:00 PM	1:10 PM				
1:10 PM	1:20 PM				
1:20 PM	1:30 PM				
1:30 PM	1:40 PM				
1:40 PM	1:50 PM	Class Block 6			
1:50 PM	2:00 PM				
2:00 PM	2:10 PM				
2:10 PM	2:20 PM				
2:20 PM	2:30 PM				
2:30 PM	2:40 PM	Break			
2:40 PM	2:50 PM	Class Block 7			
2:50 PM	3:00 PM				
3:00 PM	3:10 PM				
3:10 PM	3:20 PM				
3:20 PM	3:30 PM				
3:30 PM	3:40 PM	PM Advisory and Dismissal			

Friday A					
8th Grade					
Start Time	End Time	Princeton (ICT) Patterson & Davila	MIT (ICT/MLL) Reyman & Cannon	Rutgers Collier & Worrell	Morehouse Puello & Rutner
7:25 AM	7:30 AM	Staff Huddle / Doors Open			
7:25 AM	7:50 AM	Breakfast			
7:50 AM	8:00 AM	AM Advisory / Lit block			
8:00 AM	8:10 AM	Block 1	Block 1	Block 1	Block 1
8:10 AM	8:20 AM				
8:20 AM	8:30 AM				
8:30 AM	8:40 AM				
8:40 AM	8:50 AM		Block 2	Block 2	
8:50 AM	9:00 AM				
9:00 AM	9:10 AM				
9:10 AM	9:20 AM				
9:20 AM	9:30 AM				
9:30 AM	9:40 AM	Break			Break
9:40 AM	9:50 AM	Block 2	Break	Break	Block 2
9:50 AM	10:00 AM		Block 3	Block 3	
10:00 AM	10:10 AM				
10:10 AM	10:20 AM				
10:20 AM	10:30 AM				
10:30 AM	10:40 AM	Block 3			Block 3
10:40 AM	10:50 AM				
10:50 AM	11:00 AM				
11:00 AM	11:10 AM				
11:10 AM	11:20 AM				
11:20 AM	11:30 AM	Lit Block / SETTS			
11:30 AM	11:40 AM				
11:40 AM	11:50 AM				
11:50 AM	12:00 PM				
12:00 PM	12:10 PM	Advisory			
12:10 PM	12:20 PM				
12:20 PM	12:30 PM				
12:30 PM	12:40 PM				
12:40 PM	12:50 PM				
12:50 PM	1:00 PM	PMA			

II. Academic Program:

A. The Legacy College Preparatory Charter School Core Curriculum includes:

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

B. External Assessments and Standardized Tests: Legacy College Preparatory Charter School prepares scholars to succeed on standardized tests required for promotion, high school graduation (State Tests, Regents), and college (SAT). As other measures of scholar progress, Legacy College Preparatory Charter School also administers the NWEA MAP examination to measure scholar growth at the regular intervals. Standardized test scores are used to help Legacy College Preparatory Charter School teachers develop strategies to improve the academic achievement of each 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. Trimester Exams in each subject;
4. End of Year Exam or Projects in each subject.

D. Academic Support and Enrichment: Legacy College Preparatory Charter School is committed to seeing substantial growth and achievement in every scholar. Therefore, Legacy College Preparatory Charter School schools provide many opportunities for academic support and enrichment. These opportunities may include:

1. Saturday Academy: To improve their academic performance, scholars may be required to attend tutoring study sessions on Saturdays at the discretion of the school leader and the classroom teachers. Saturday Academy sessions are mandatory and allow for individualized, targeted instruction. All absences require prior notification and documentation. Failure to provide documentation will result in an appropriate consequence. Scholars are not required to wear the school uniform to Saturday Academy. Scholars should still dress appropriately when attending.
2. After-School Tutoring: We offer both mandatory and optional tutoring after school from 3:40 pm to 4:40pm. This consists of targeted instruction for individual scholars who need extra support in any of their academic areas, or homework work help in specific subjects. Teachers may select scholars based on various criteria:

classwork, homework, quizzes, MAP results, Trimester Exam results or exit tickets.

3. Reading Intervention: Scholars may be selected to participate in a phonics reading program based on their needs.
4. Field Trips: At certain times throughout the year, we may take scholars on field trips. We expect all scholars to participate in field trips. Field trips improve academic performance and prepare scholars for college schedules. The purpose of these trips is academic enrichment, celebration of achievement, and/or exposure to colleges and universities that the scholars may attend in the future. All field trips will require permission slips. Scholars who do not turn in permission slips in on time will not be permitted to attend the trip. We will not accept verbal permission slips.
5. Special Needs & Multi Language 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 in advisory with materials out by 7:45am are considered tardy.

Weekday	Arrival	Dismissal
Monday – Thursday	In the building by 7:45am	3:10pm
Friday	In the building by 7:45am	1:00pm

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

OMNY card will be provided by the State of New York for scholars who qualify. As OMNY 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. Standing 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;

(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, parents 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.

(c) At the end of each Trimester, we will reset login information and send home new logins after Report Card Pick Up.

3. Parent Square: Parents may receive a pre-recorded messages through Parent Square for the following reasons:

(a) To issue a school-wide reminder or update;

(b) To alert families to weather-related school closings;

(c) To notify families that their scholars have been assigned after school Mandatory WIN block or Friday detention;

(d) To remind families of important documents requiring signatures, or;

(e) To inform families of meetings for parents or scholars.

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.

5. Trimester Report Card Pick Up ("RCPU"):

(a) While progress reports go home every week, Legacy College

Preparatory Charter School never sends report cards home to

families. A family member, at least 18 years of age, must come to

the school to collect report cards each trimester. 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 trimester;

(b) Dates for RCPUs can be found in the School Calendar;

(c) In the week before and the week after RCPU, parent access to

PowerSchool will be temporarily closed. This allows teachers to

finalize grades for the previous trimester and set up grades for the

new trimester.

6. Opportunities for Family Involvement: Legacy College Preparatory Charter School is a community made up of the school leaders, teachers, 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.

Parent and Family Engagement Policy (PFEP)

School Year: 2026–2027

Purpose

Legacy College Prep believes that parents and families are essential partners in supporting student success. In accordance with Title I, Part A of the Every Student Succeeds Act (ESSA), Legacy is committed to building strong partnerships with families by providing meaningful opportunities for involvement in the education of their children.

Family Engagement Goals

We will:

- Promote meaningful collaboration between families, educators, and school leaders. • Provide families with timely information about academic programs and student progress. • Encourage family participation in school planning and decision-making.
- Build the capacity of families to support learning at home.

Annual Meeting

We will hold an annual Title I meeting to:

- Explain the Title I program and parents' rights.
- Review the Parent and Family Engagement Policy and School-Parent Compact. • Discuss how Title I funds support student achievement.
- Provide opportunities for questions and feedback.

Parent Involvement

Parents and families will be invited to participate in:

- Title I annual meetings
- Parent-teacher conferences
- Curriculum and academic workshops
- School improvement planning
- Family engagement events
- Surveys and stakeholder feedback opportunities
- School committees and advisory groups, when applicable

Communication

We will communicate with families through multiple methods, including:

- Email, phone calls, text messages, and newsletters
- School website and social media
- Parent meetings and family events
- Translation and interpretation services, as needed, to ensure meaningful access for all families

Building Capacity

We will:

- Provide workshops to help families understand academic standards, assessments, and ways to support learning at home.
- Offer professional development for staff on effective family engagement practices.
- Share educational resources and strategies families can use outside of school.

Accessibility

Information will be provided, to the extent practicable, in languages and formats that families can understand. Legacy will make reasonable accommodations to ensure all families have equitable access to meetings and information.

Evaluation

Legacy will annually evaluate the effectiveness of its Parent and Family Engagement Program through surveys, participation data, and stakeholder feedback. Results will be used to improve future family engagement activities and update this policy as needed.

Adoption

This Parent and Family Engagement Policy was developed in consultation with parents and other stakeholders and will be reviewed annually.

School Representative:

Board Chair Approval: _____

Board Approval Date:

IV. Field Trips/End-of-Year Events

The School's curriculum may sometimes require outside learning experiences or special school events. During these activities – which are a privilege and not a right – it is important for all 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 by the set deadline – or who are not permitted to attend as a result of an earlier incident – will not be eligible to participate, and will be required to attend school that day.

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

The overnight End-of-Year School trips will have requirements to attend and will be shared by the leadership team of the school at the beginning of the school year.(*Subject to change*):

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

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

V. Inclement Weather Closings

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

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

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

VI. Enrollment Policy

A. Scholars may enroll at Legacy College Preparatory Charter School at any point during the school year;

B. Scholars who desire to enroll after that time must wait until the following trimester to enroll;

C. Scholars who leave the school and wish to reenroll may do so at the next trimester pending seat availability.

VII. Attendance Policy

Attendance is vital for the educational well-being of individual 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. Families should take advantage of the early dismissal on Friday, as well as holidays and school vacations, to schedule appointments and travel.

Absences: All absences, excused or unexcused, count toward a 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 taken outside of school-wide breaks, are considered "unexcused."

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

If a scholar is going to be absent, the parent/guardian should inform the main office before classes begin, or 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.

A. Consequences for Absences

1. No Absences in a Trimester: The scholar and family are congratulated and recognized for exceptional attendance and commitment to their education.
2. **Five** Absences in a Year (Excused or Unexcused): Legacy College Preparatory Charter School considers five absences over the course of a school year to be damaging to a 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 said meeting, the problem will be discussed and an attendance plan will be implemented.
3. **10** Absences in a Year (Excused or Unexcused): Legacy College Preparatory Charter School considers 10 absences over the course of a school year a serious issue. When this occurs, the school will request the scholar's parent/guardian meet with the social worker and/or the Principal. At said meeting, the problem will be discussed and additional attendance supports will be implemented.

4. **15** or More Absences in a Year (Excused or Unexcused): If a scholar is absent fifteen 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 15 or more days in a year will be required to attend Summer School to recover any lost instructional time. The school leader reserves the right to retain any scholar who misses **15** or more days of school. In addition, a report may be filed with the New York City Administration for Children's Services or the New York State Office of Children and Family Services.

B. Tardies: Scholars are expected to be in the building, in full uniform at or before 7:45am. Scholars arriving after 7:45am are marked tardy.

C. 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/or provided a signed note to the school explaining the situation, and the school has granted permission, no scholar will be dismissed early from school. In addition, the parent or guardian must sign the scholar out with the main office before removing the scholar from school grounds. Scholars will not be dismissed unless the parent or guardian has physically come to the main office.

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. Scholars must be picked up by an individual who is at least
2. The scholar must make up all missed work; and
3. Only early dismissals or late arrivals for verified doctor's appointments, observance of a religious holiday, death in the immediate family, or verifiable family emergency will count as excused absences. All others are considered unexcused. Doctor's notes should be brought to school upon arrival to school;
4. For their own safety, scholars must be picked up by a parent, guardian, or designated emergency contact person to be dismissed prior to 4:15pm. A note or phone call requesting that a 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.

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.

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

VIII. Grading Policy

A. Grading Periods: Legacy College Preparatory Charter School operates on a 180- day school year. There are three trimesters per year, each trimester is

approximately 60 days long. Scholars will receive progress reports every week and parents must attend report card pickup at the end of every trimester.

B. Grading Scale: Grades that fall at or above 65% are considered passing. Grades that are at or below 65% are considered failing.

The grading scale is as follows:

A+ = 97 – 100 4.3

A = 93 – 96 4.0

A- = 90 – 92 3.7

B+ = 87 – 89 3.3

B = 83 – 86 3.0

B- = 80 – 82 2.7

C+ = 77 – 79 2.3

C = 73 – 76 2.0

C- = 70 – 72 1.7

D+ = 67 – 69 1.3

D = 65 – 66 1.0

F = Below 65 Below 1.0

C. Grading: All core classes at Legacy College Prep have the same grading methodologies across content teams. These grading methodologies will be determined by the Principal, Dean of Instruction, and content teachers at the beginning of each academic school year, and included in the class syllabus.

D. Honor Roll: Scholars can be eligible for Honor Roll at the end of each marking period of the regular school year. School staff base Honor Roll eligibility decisions on scholar achievement in courses taken during each report period. Please note that scholars cannot be eligible for Honor Roll based on summer school achievement.

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

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

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

IX. Homework Policy

Homework is an important element of our model and is essential for academic success. While teachers and 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.

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

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. Scholars who do not turn in homework or turn in incomplete or unacceptable homework will receive a zero for the assignment.

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

A. Scholar Homework Responsibilities: Scholars have three 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;

3. Read independently for 30 minutes.

All homework assignments are collected each morning at the beginning of the school day.

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 or family can pick up work in the Main Office after 4:00pm that day. If the work is completed within the guidelines listed below, they will still be eligible for 100% credit.

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

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

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

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

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

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

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

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

If a scholar, who has Mandatory WIN Block, is late to WIN Block or is refusing to participate in WIN block will receive 4 demerits, i.e., a detention.

X. Promotion Policy

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

A. Academic Promotion: Scholars must pass all classes to be considered for promotion. For the purposes of this policy, it is important to understand that attendance is considered a class. If scholars accrue 15 or more absences in a single school year, scholars have failed attendance. In all academic classes, any grade lower than a 65% is considered a failing grade.

B. Summer School: Scholars earning a failing grade in one or two classes are required to attend and pass Summer School. Summer School takes place over 10 school days during July. During this time, scholars review the subject area(s) in which they struggled and receive targeted interventions.

Summer School is one final opportunity for scholars to indicate readiness for the next grade level. 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 one (1) day of Summer School have failed Summer School. Tardy and incomplete day rules apply.
2. Pass all Summer School classes.
3. Earn no more than 8 demerits. All school rules apply during Summer School.

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

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

XI. Athletic Eligibility

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

Athletic eligibility at Legacy College Prep is determined by a 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 Athletic Director.

B. Documentation**:** Prior to participating in any practice or competition, scholars must submit the following forms:

o Physical Form,

o Afterschool Participation Waiver,

o Extracurricular Travel Permission Form

C. Academic Standing: Scholars who are failing two or more classes will be subject to participation restrictions.

D. Behavioral Standing: Scholars who receive suspensions from school or more than 10 detentions within a trimester will be subject to participation restrictions.

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

XII. School Breakfast, Lunch, and Snack

Legacy College Preparatory Charter School participates in the National School Lunch Program, which provides free or reduced price lunches to eligible 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 and snack are available 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.

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

Lunches brought from home must be healthy. Fast food, soda, and candy are never acceptable items for lunch. Pastries, sugary snacks, and other calorie-rich items should not be sent. Families who send scholars to school with questionable lunches may be asked to meet with the Social Worker. Scholars may bring their lunch from home. Each scholar may bring an unfrozen

transparent water bottle with him or her 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.

We are a 100% nut and pork/pork by-product free school

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

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

A. Gum

B. Candy;

C. Soda and other high-fructose corn syrup products;

D. Chips (except those sold or provided at school). This includes “Hot-Cheetos” and other hot chips.

The following items will be allowed in the school:

A. Mints

B. Cough drops;

C. Throat lozenges;

A nutritious afternoon snack will be provided to scholars during afternoon break and/or PM Advisory. This snack is free of charge. Scholars should not bring snacks from home to eat during this time.

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

XIII. Cafeteria Guidelines

A. Breakfast and lunch are served only at designated times in the cafeteria. 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.
- 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.

XIV. Dress Code

A. Shirts and Outerwear:

(a) Scholars must wear an unaltered school polo shirt Monday – Thursday; On Friday's scholars can wear legacy t-shirts they have earned with merits/during state tests/or their PE uniform shirt.

(b) Scholars may not wear anything underneath their school shirts except one white short-sleeve t-shirt and nothing over them except school approved sweater. Under-shirt sleeves may not be visible at any time. Approved school sweaters may only be worn over the top of the school

shirt and the collar of the school shirt must be completely visible. Sweaters may not be worn tied around the waist or draped over their shoulders;

(c) Coats, non-school sweatshirts, or any other outerwear are not permitted to be worn in school and must be left in lockers or school cubby at all times;

(d) Shirts must always be tucked in; and

(e) At least one button on every Legacy College Prep polo must be buttoned at all times.

B. Pants and Skirts:

(a) Scholars must wear light-khaki pants or skirts (with belt loops that are knee length). Capri pants, denim material, spandex material, and corduroys are not permitted;

(b) Other than belt loops, no loops or straps may exist on light-khaki pants. Rubber bands are not permitted around pants;

(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 must be knee length or longer. Skorts are not allowed.

C. Shoes:

(a) Scholars are required to wear sneakers/shoes/boots with laces without heels during colder months. If a scholar does arrive to school with sneakers/shoes/boots without laces they will not be allowed in their classroom until a parent brings in a pair with laces in.

(b) Flip-flops, stilettos, stacks, platform shoes, and thin sandals are not permitted;

(c) Sneakers must be laced up, with tongue inside, and tied securely. Pant legs must be worn over the sneaker; and

(d) Moccasins/slippers are not permitted.

D. Socks:

(a) Scholars must wear socks with their sneakers. Scholars can wear non-distracting stockings/socks.

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) School appropriate necklaces and bracelets are permitted and do not have to be tucked in.

(c) Scholars are only permitted to wear one non-distracting watch on their wrists. (d) Unless married, scholars may not wear rings;

(e) All eyeglasses are permitted; scholars should not wear sunglasses. (f) Scholars may wear lanyards.

H. Head Coverings:

(a) No hats or other head coverings are permitted except where mandated by legitimate religious requirements or with a medical note; and

(b) No inappropriate headbands, bandanas, sweatbands, etc. Head coverings with gang affiliation will result in severe consequences.

I. Hair:

(a) Hair can be colored or highlighted.

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

(c) Slashes on the eyebrows or anywhere on face or head are not allowed. **J. Tattoos:**

(a) No visible (permanent or non-permanent) tattoos or body markings of any kind are permitted. If a 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.

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

A. Shirts and Outerwear:

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

B. Pants and Skirts:

(a) Jeans in any color-no rips or holes

(b) Skirts at knee-length

C. Shoes:

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

D. Belts:

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

(b) No suspenders.

E. Accessories:

(a) All accessory expectations still apply.

XV. Legacy College Prep Middle School 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.

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 inappropriate public displays of affection (PDA) will not be tolerated. Physical altercations will result in immediate consequences. (See Legacy College Prep Scholar Code of Conduct- Severe Infractions)
- Engaging in horseplay or using obscene or vulgar language may result in detention.

C. Lockers/Personal Belongings:

- Every scholar is issued a locker at the beginning of the school year with a 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 Deans 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 cleanliness and/or abusing any of the expectations he/she will lose access to a personal locker.
- **Please be advised that Legacy College Prep reserves the right to search any locker at any time.**

Personal belongings and valuables are the responsibility of the 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 any items that they do not need at school at home.

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
Making an insightful comment or question	Engagement	1
Volunteering to help	Respect	1

Behavioral Description	Value	Number of Merits
Taking academic risks	Determination	1
Passing an IXL Test	Determination	5

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

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 or Plastic	2 demerits	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	2 demerits	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 demerits	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	Minimum 2 demerits	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.
Throwing food or any objects in the lunchroom and/or the classrooms and hallways.	4 demerits	Scholars only have a short amount of time during lunch and use their time wisely to eat and leave the space nicer than how they found it.
Not cleaning up space in lunchroom or during lunch	2 demerits	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 demerit	Scholars should be responsible for their belongings.

Infraction	Number of Demerits	Rationale for Infraction
Talking during an emergency drill	2 demerits	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	**Scholars who are tardy after 8:00 am will need to serve 1 hour of WIN Block after school**	**Scholars should be professional and on time for school each day.**
Unexcused absence school mandated function such as mandatory homework detention or a community service event	4 demerits	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 demerit	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.
Rowdy or loud behavior anywhere in school that can have a negative impact of the learning environment	Minimum 2 demerits	Scholars should be professional in school and operate with the purpose of learning.

Tardy to school	**Scholars who are tardy after 8:00 am will need to serve 1 hour of WIN Block after school**	**Scholars should be professional and on time for school each day.**
Inappropriate displays of affection	Minimum 1 demerit	Scholars should be professional in school and operate with the purpose of learning and not showing inappropriate affection in hallways or at lunch.
Loitering on school grounds	First time 4 demerits Second time 8 demerits Third time 8 demerits and parent meeting	Scholars should be professional and not spend excessive time exiting the building after school.
Disrespect to staff member	Minimum 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 4 demerits**	**Scholars should feel physically and emotionally safe in school. Scholars should be respectful to one another to preserve that environment. This includes saying things like "Shut up" to another scholar.**
Disciplinary removal of a scholar from class	Minimum 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.

Disrespect to scholar	Minimum 4 demerits	Scholars should feel physically and emotionally safe in school. Scholars should be respectful to one another to preserve that environment. This includes saying things like "Shut up" to another scholar.
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.

IV. Whole Class Incentive and Accountability

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

A. Professionalism: All scholars are organized, demonstrate good posture and follow directions and procedures throughout class. They have all necessary materials for class and begin work immediately.

B. Respect: All scholars are respectful with body language and attitude. They work hard to **Make Others Better**. They are verbally polite even when they disagree with something.

C. Integrity: All scholars are honest and responsible leaders in the class. They do the right thing even when no one else is looking. They apologize and take

responsibility for mistakes they make.

D. Determination: All scholars remain focused during instructional and independent work time. They move quickly from place to place and from task to task. They work hard each and every day.

E. Engagement: All scholars show excitement about the work they are doing and the people around them.

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

V. Corrective Discipline

A. Detentions/Demerit Cycles: A scholar is issued a 60-minute detention in sixth grade and seventh grade and a two-hour detention in eighth grade for each multiple of four demerits he/she earns within a one-week cycle. For example, four demerits within a one-week cycle equals one detention and eight demerits within a one-week cycle equals two detentions. Demerit cycles coincide with the progress report cycles and are reset after the one-week period ends. **Demerits will be tracked each week from Wednesday at 7:00am through the following Tuesday evening**. Thus, if a 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.

B. Consequences for Detentions

1. **No** Detentions in a Trimester: The scholar and family are congratulated and recognized for exceptional discipline and commitment to their education.
2. **Five** Detentions in a Year: Legacy College Preparatory Charter School considers five detentions over the course of a school year to be damaging to a 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 Year: Legacy College Preparatory Charter School considers 10 detentions over the course of a school year a serious issue. Students who earn 10 or more detentions or have a violation of the SCC related to fighting, bullying, harassment, gang activity, drug use, or distribution may be required to participate in a behavior improvement course designed to provide additional behavioral support and reinforce school expectations.

4. **20** or More Detentions in a Year: Legacy College Preparatory Charter School considers 20 detentions over the course of a school year a serious behavioral concern. Students who reach this threshold will receive additional behavioral support and intervention based on their individual needs. If a scholar does not reach 20 detentions in one trimester, then their detention count will be reset to 0 at the beginning of the new trimester. Once a scholar reaches 20 detentions in any given trimester, those detentions will carry over to the new trimester.

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 Fridays in the year to serve the detentions.

6. **Detention Free Weeks:** After a scholar reaches 5 detentions, they are eligible to being earn Detention Free Weeks. If a scholar goes a week without earning four demerits, then they will earn a Detention Free Week. This means they will have one detention deleted from their total amount of detentions. If a scholar goes a week without earning a single demerit, then they will earn two Detention Free Weeks, meaning they will have two detentions deleted from their total amount of detentions. This policy is designed to recognize improved behavior and reinforce the development of positive habits over time.

C. Behavior Removals and Reflections: 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. 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 written reflection before returning to class. 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 may rejoin the class. If a scholar is unable to complete the reflection or is disrespectful while in the Dean's office,

then the scholar will remain in the Dean's office until the next class period. All teachers will follow up with scholars within 24 hours of a class removal to restore the relationship so that the scholars can be successful in their class moving forward.

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

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	Restorative Approach
Cutting classes (reporting to school and failing to attend one or more programmed classes)	Double detention, mandatory parent conference	3-day suspension	Referral to school social worker for counseling

Unacceptable Behavior	Minimum Consequence	Maximum Consequence	Restorative Approach
Cutting detention on at least five occasions	1-day suspension	Referral for expulsion hearing	Referral to school social worker for counseling
Engaging in verbally rude or disrespectful behavior	Detention	3-day suspension	Restorative conversation between scholar and other parties involved

Unacceptable Behavior	Minimum Consequence	Maximum Consequence	Restorative Approach
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	Restorative conversation between scholar and other parties involved
Behaving in a manner which disrupts the educational process (e.g., making excessive noise in a classroom, library, or hallway)	Detention	3-day suspension	Restorative conversation between scholar and other parties involved
Posting or distributing material on school premises in violation of written school policy and/or school rules	Detention	3-day suspension	Referral to school social worker for counseling
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).Smoking and/or use of electronic cigarettes and/or possession of matches or lighters on school grounds or during school events.	Confiscation of item, 1 day suspension	Referral for expulsion hearing, Confiscation of item	Referral to school social worker for counseling and/or community based organization

Unacceptable Behavior	Minimum Consequence	Maximum Consequence	Restorative Approach
Possession of matches or lighters	Confiscation of item, Detention	Confiscation of item, 1 Day OSS	Referral to school social worker for counseling

Unacceptable Behavior	Minimum Consequence	Maximum Consequence	Restorative Approach
Using matches or a lighter on school grounds	Confiscation of item, 1-day Suspension; If intended to harm another person 3-day suspension	Confiscation of item, Referral for expulsion	Referral to school social worker for counseling
Possessing an electronic cigarette (i.e., vape)	1 day suspension; parent conference	3-day suspension	Referral to school social worker for counseling and/or community based organization
Gambling	Detention, item/money confiscated	3-day suspension	Referral to school social worker for counseling and/or community based organization
Using language or gestures that are profane, obscene, vulgar, lewd, or abusive.	Detention	1-day suspension	Restorative conversation between scholar and other parties involved

Unacceptable Behavior	Minimum Consequence	Maximum Consequence	Restorative Approach
Lying to, giving false information to, and/or misleading school personnel	1 day suspension	3-day suspension	Restorative conversation between scholar and other parties involved/Referral to school social worker for counseling

Unacceptable Behavior	Minimum Consequence	Maximum Consequence	Restorative Approach
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	Restorative conversation between scholar and Dean of School Culture
Leaving class or school premises without permission of supervising school personnel	Detention	3-day suspension	Restorative conversation between scholar and other parties involved/Referral to school social worker for counseling

Unacceptable Behavior	Minimum Consequence	Maximum Consequence	Restorative Approach
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	Restorative conversation between scholar and other parties involved/Referral to school social worker for counseling
Unauthorized use of a teacher's computer or a teacher's login to school wide systems, including but not limited to PowerSchool, i Ready, IXL, etc.	1 day suspension and Behavior Reflection Project	3-day suspension	Restorative conversation between scholar and other parties involved
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	1-2 day suspension	Referral for expulsion hearing	Mediation between scholars and other parties involved
Engaging in gang-related behavior (e.g., wearing or displaying gang apparel and/or accessories, writing graffiti, making gestures, or signs), or group organized disruptive activity	5-day suspension and/or behavior improvement course	Referral for expulsion hearing and/or referral to counseling or community-based organization	Referral to school social worker for counseling and/or community- based organization

Unacceptable Behavior	Minimum Consequence	Maximum Consequence	Restorative Approach

Unacceptable Behavior	Minimum Consequence	Maximum Consequence	Restorative Approach
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	Referral to school social worker for counseling and/or community based organization and mediation between scholar and other parties involved
Recording and/or instigating a fight.	Detention	3-day suspension	Restorative conversation between scholar and other parties involved
Recording a fight and posting the recording on social media.	Double Detention, mandatory parent meeting	5-day suspension	Restorative conversation between scholar and other parties involved
Making verbal threats to engage in a physical altercation	Double detention, mandatory parent conference	3-day suspension	Restorative conversation and mediation between scholar and other parties involved
Engaging in harassing, intimidating and/or bullying behavior, including using electronic communication to engage in such behavior (cyber-bullying); such behavior includes, but is not limited to: physical violence; stalking; verbal, written, or physical conduct that threatens another with harm; seeking to coerce or compel a scholar or staff member to do something; hazing; taunting; exclusion	Double detention, mandatory parent conference, written assignment, mediation and recommended counseling	Referral for expulsion hearing	Restorative conversation and mediation between scholar and other parties involved and referral to school social worker for counseling

Unacceptable Behavior	Minimum Consequence	Maximum Consequence	Restorative Approach
from peers groups designed to humiliate to isolate; using derogatory language or making derogatory jokes or name calling to humiliate or harass			
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	Restorative conversation and mediation between scholar and other parties involved and referral to school social worker for counseling
Possessing and/or using controlled substances or prescription medications without appropriate authorization, illegal drugs or substances, synthetic hallucinogens, and/or drug paraphernalia.	3-day suspension and/or out-patient counseling or behavior improvement course	Referral for expulsion hearing	Referral to school social worker for counseling and/or community based organization and mediation between scholar and other parties involved
Possessing, selling, offering, manufacturing, exchanging, or distributing marijuana and/or alcoholic beverages.	1-day suspension and/or counseling/ behavior improvement course	Referral for expulsion hearing	Referral to school social worker for counseling and/or community based organization and mediation between scholar and other parties involved

Unacceptable Behavior	Minimum Consequence	Maximum Consequence	Restorative Approach
Consuming or under the influence of marijuana or alcohol.	3-day suspension and/or out-patient counseling or behavior improvement course	Referral for expulsion hearing and/or out-patient counseling or behavior improvement course	Referral to school social worker for counseling and/or community based organization and mediation between scholar and other parties involved
Possessing anything that resembles or could be assumed to be drug paraphernalia and/or alcohol paraphernalia.	1-day suspension	3-day suspension	Referral to school social worker for counseling and/or community based organization and mediation between scholar and other parties involved
Taking or attempting to take property belonging to another or belonging to the school without authorization, without using force or intimidating behavior	1-day suspension and/or behavior improvement course	Referral for expulsion hearing	Restorative conversation and mediation between scholar and other parties involved
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	Referral to school social worker for counseling and/or community based organization
Displaying what appears to be a weapon	5-day suspension, confiscation of the item	Referral for expulsion hearing, confiscation of the item	Referral to school social worker for counseling and/or community-

Unacceptable Behavior	Minimum Consequence	Maximum Consequence	Restorative Approach
			based organization
Arson; starting a fire	10-day suspension and behavior improvement course	Referral for expulsion hearing	Referral to school social worker for counseling and/or community based organization

Re-entry Meeting: A re-entry meeting is held following a suspension to support the student's successful return to school. An administrator, advisor, and student meet to discuss the student's transition back to school, expectations moving forward, and any additional supports that may be needed. Parents/guardians are encouraged to participate in the re-entry meeting.

Behavior Contract: A contract signed by the student, an administrator, and parent/guardian describing specific behavior from a student's previous offense and future consequences if that behavior is repeated. Violation of a behavior contract results in a disciplinary hearing.

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

VI. Procedure for Disciplinary Violations

At Legacy College Preparatory Charter School, we are committed to serving all students, especially those who need us the most, while simultaneously protecting the strong culture that makes our academic gains possible. All students are taught the PRIDE values and are held accountable to them throughout the year. As stated in the general Student Code of Conduct, misbehaviors at Legacy College Preparatory Charter School result in consequences. If behavioral concerns persist or additional incidents occur, more serious consequences may be considered based on the severity, frequency, and circumstances of the behavior. Consequences vary based on the severity of the action, and the frequency of the incident. Such consequences may include, but are not limited to:

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

- Short-term out-of-school suspension;
- Long-term out-of-school suspension;
- Removal from the school community.

To avoid the loss of valuable instructional time, Legacy College Preparatory Charter School strives to keep its 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 his or her 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 behavior plans in an attempt to help students succeed should they need that flexibility. We also seek to tailor consequences to the severity and frequency of the unacceptable behavior and the student's individual circumstances. Both the severity of consequences and the scope and depth of structured, proactive support provided by Legacy staff to students requiring additional behavioral support will increase based on the severity and frequency of the violations. As the consequences become more severe, we will notify and seek the involvement of families to help design and implement response plans. Legacy College Preparatory Charter School's response to behaviors will escalate as negative behaviors escalate, with the most serious infractions of the SCC receiving the most serious consequences. Violence directed to other students or staff will lead to the most serious consequences.

B. Being Proactive: It is the school's job to connect the dots for students and families to understand the purpose of the school's behavioral expectations and systems. This messaging must come through at:

1. New scholar enrollment;
2. Family Orientation;
3. Scholar Orientation;
4. Monthly Parent 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 him or her.

3. The student is entitled to respond to the charges against him or her

4. The parent/guardian is notified of the imposition of short-term suspension by Legacy College Prep via telephone. Written notice shall also be provided by e mail, personal delivery, ParentSquare, or mail delivery to the last known address(es) of the parents or guardians. Such notice shall provide a description of the incident(s) for which suspension is proposed and shall inform the parents or guardians of their right to request an immediate informal conference with the Principal. Such notice and informal conference shall be in the dominant language 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 him or her.

3. Upon determining that a scholar's action warrants a possible long-term suspension, the Principal shall verbally inform the scholar that he or she is being suspended and is being considered for a long-term suspension and state the reasons for such actions.

4. The parent/guardian is notified via telephone by Legacy College Prep. Written notice shall also be provided by personal delivery, 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 his or her parent or guardian will be notified in writing of the:

   (a) Charges and a statement of the evidence

   (b) Date, time and place of a hearing

   (c) Notice of the right at the hearing to:

   (i) Be represented by legal counsel (at the 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 him or her.
3. Upon determining that a scholar's action warrants a possible expulsion, the Principal shall verbally inform the scholar that he or she is being considered for an expulsion and state the reasons for such actions.
4. The parent/guardian is notified via telephone by Legacy College Prep. Written notice is also provided by personal delivery, 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 his or her parent or guardian will be notified in writing of the:

   (a) Charges and a statement of the evidence

   (b) Date, time and place of a hearing

   (c) Notice of the right at the hearing to:

   (i) Be represented by legal counsel (at the 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 student is entitled to the services of a translator or interpreter, to be provided by the school or the Board, whenever the student or the student's parent or guardian requires language or communication assistance to meaningfully participate in the hearing.

8. 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.

9. A verbatim record of the hearing will be made either by a recording or by a stenographer. The charges will be introduced into the record by the Principal. The

parties may submit written position statements within 48 hours of the close of the hearing.

10. 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.

11. If the recommendation is confirmed, the Principal will send the written decision to the scholar and the parent/guardian.

12. 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.

13. 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 offense or a pattern of behavior that meet this policy's definition of an expellable offense and b) the school has followed the policies outlined in the handbook adequately. If the answers to a) and b) are yes, then the board will validate the recommendation to expel.

The Board may order that the 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 student and/or parent/guardian may request permission to present said evidence to the Hearing Officer. The Hearing Officer shall have

discretion to grant or deny such requests for consideration of newly discovered evidence or for a hearing to consider such evidence.

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

Arrangements will be made between the school and each individual family for the delivery of services, pick up/delivery of work, and the making-up of any missed assignments and classroom instructional support. Alternative instruction will provide students with opportunities to continue making academic progress during the period of suspension. Students will be supported in completing assigned work and transitioning back to their regular instructional program upon return to school.

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: Legacy College Preparatory Charter School applies its behavioral expectations to all students while providing students with disabilities the accommodations, supports, and procedural protections required by their IEPs, Section 504 Plans, and applicable law. Behavioral supports and accommodations are implemented based on each student's individual needs and applicable plan.

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

In determining 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, he or she is entitled to a prompt review of the causal relationship between his or her disability and the behavior that precipitated the school's disciplinary action. The MDR is designed to determine whether (A) the conduct in question was caused by or had a direct and substantial relationship to the 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) his or her right to have relevant members of the CSE participate at the parent or guardian's request.

The MDR will include a review of all relevant information in the scholar's file including his or her IEP, any teacher observations, and any relevant information provided by the parent or guardian.

If the manifestation team determines that the scholar's conduct was a manifestation of his or her disability, the CSE will (A) conduct a functional behavioral assessment and implement a behavioral intervention plan; and (B) return the 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 his or her 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.

VII. Anti-Bullying Policy

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

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

Bullying is prohibited in each of the following situations:

A. During any school-sponsored education program or activity.

B. While in school, or on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities. This includes public transportation taken to or from school.

C. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

D. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item applies only in cases in which a school

administrator or teacher receives a report that bullying through this means has occurred. It does not require school to staff or monitor any non-school-related activity, function, or program.

Definitions

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

"Bullying" includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a 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 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 without 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 effects 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, school resource officers, 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 guardian s 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.

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 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 and have checked in with a valid identification. 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 or threat to the learning environment. Parents/guardians are welcome to come and observe classes and school operations 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.

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

Informal Complaint Process: If a parent or guardian has a concern or

disagreement about a classroom event, curricular or disciplinary decision, or other academic issue, 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.

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/).

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

Authorizer Contact Information:

SUNY CSI

Grievance Desk

Charter Schools Institute

41 State St., Suite 700

Albany, NY 12207

charters@suny.edu

518.433.8277 (ext. 2045)

III. Scholar Expectations and Rights

A. 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.

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

(a) What a scholar says may not disrupt the work and discipline of the school in a material or substantial way;

(b) A scholar's words may not incite others to disrupt the work or

discipline of the school or disobey laws;

(c) No scholars may be obscene;

(d) 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

(e) 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.

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

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

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.

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.

What to do if rights are violated: Scholars are encouraged to speak with a staff member. Any member of the school community who believes he/she has been subject to or bears witness to discrimination on the basis of race, gender, age,

sexual orientation, religion, physical or mental disability, order of protection, status of being homeless, or actual or potential marital or parent status, including pregnancy, may file a complaint with the Principal. The Principal will make a determination in the matter. If that determination is unsatisfactory, the member of

the school community can submit a complaint to the Board of Trustees, following the complaint policy featured in this handbook.

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

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

(a) Gum and candy of any kind;

(b) Permanent markers of any kind;

(c) Real, toy, or model weapons including pocket knives, box cutters, exacta knives, water guns;

(d) Excessive amount of cash;

(e) Any illegal substance;

(f) Stuffed animals or dolls;

(g) Drug paraphernalia, or anything that resembles drug paraphernalia;

(h) Materials (e.g., songs, papers, lyrics, art, or notes) that contain inappropriate or offensive language, images, or suggestions;

(i) Fireworks, sparklers, poppers, snappers, fountains, bottle rockets, and any other explosive devices; and

(j) Cell phones, radios, iPods, or portable gaming systems

If a 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, iPads, smart tablets, apple watches, meta glasses, 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. Failure to comply with this expectation may result in confiscation or another consequence. If a cell phone is confiscated, a parent or guardian must come to the main office in order to sign the phone out at the end of the school day.

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

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

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

D. Public Transportation Behavior: All behavioral expectations outlined in the Legacy College Preparatory Charter School SCC apply on public transportation to and from school. Scholars who take public transit are expected to act responsibly and respectfully at all times.

All school rules apply to 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.

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

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

1. Deliberate plagiarism:

   (a) Copying of a phrase, sentence or a longer passage from a source and passing it off as one's own;

   (b) Summarizing or paraphrasing someone else's ideas without

acknowledging that the work is not one's own; and/or

(c) Obtaining a term paper and handing it in as one's own.

2. Accidental plagiarism:

(a) Forgetting to place quotation marks around another writer's words; and/or

(b) Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea.

3. Cheating:

(a) Obtaining a copy of tests or scoring devices;

(b) Copying another scholar's answers during a test;

(c) Providing another scholar questions or answers to, or copies of, actual test questions;

(d) Having or using non-permitted materials during tests;

(e) Duplicating another scholar's project or work for submission as one's own work;

(f) Sharing the answers to an assignment with other scholars;

(g) Having someone other than the scholar prepare the scholar's homework, paper, project, laboratory report, or take-home test;

and/or

(h) Permitting another scholar to copy one's own homework, paper, project, laboratory report, or take-home test.

4. The following consequences will occur for scholars who engage in acts of academic dishonesty:

(a) Automatic zero on the assignment; and/or

(b) Detention or four demerits.

5. The following consequences may occur for more severe or repeat violations of academic dishonesty:

(a) Teacher/scholar/Dean of Culture/parent conference;

(b) Removal or disqualification from enrichment programs;

(c) Suspension; and/or

(d) Homework must be handed in to the office.

F. 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.

G. Social Media/Networking Passwords: The Principal may require a scholar to provide his or her 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

Legacy College Preparatory Charter School is committed to providing a safe and healthy learning environment for all scholars while ensuring compliance with applicable federal, New York State, and New York City laws governing student health services. This policy establishes procedures for nursing services, medical space and equipment, medication administration, student health and immunization records, emergency medications, and the responsibilities of school personnel. This document serves as the organization's official Health Services Policy.

Student Health Services

Students who become ill or injured during the school day shall be directed or escorted, as appropriate, to the Health Office or Main Office. All illnesses, accidents, injuries, and health-related incidents shall be documented in accordance with school procedures.

Medical Space and Equipment

Legacy provides designated space for student health services with appropriate supplies and equipment to support routine student health needs, medication storage, first aid, and emergency response. Health-related supplies and equipment are maintained in accordance with applicable requirements and the needs of the school community.

Medication Authorization and Requirements

Medication shall be administered in accordance with New York State law. Before medication may be administered, the school must have the required Medication Administration Form (or equivalent authorization), appropriate parent/guardian consent where required, and medication in its original labeled container. Medication must be provided to the school in accordance with applicable health requirements and school procedures.

Administration of Medication

Whenever possible, medication shall be administered by the assigned school nurse. If the nurse is unavailable, medication may only be administered by an individual who is legally authorized and properly trained. Staff who are not authorized shall not administer medication. The Director of

Operations coordinates receipt, storage, inventory, and documentation of medications but shall not administer medication unless otherwise authorized by law.

Storage of Medication

All medications, except authorized student-carried medications, shall be secured in a locked storage area. A medication administration log shall document the student, medication, dosage, date, time, administrator, and observations.

Student-Carried Emergency Medication

Students may carry and self-administer asthma inhalers, epinephrine auto-injectors (EpiPens), and other medications as permitted by law when required authorization and documentation are on file.

Immunization Requirements and Records

Students must comply with current New York State immunization requirements unless they have a valid medical exemption. Religious and other non-medical exemptions are not permitted. Immunization records are collected and reviewed in accordance with applicable requirements, and student compliance is monitored as required. Students who do not meet immunization requirements may be excluded from attendance as required by law.

Health Records

Student health and immunization records shall be collected, maintained, and stored confidentially in accordance with FERPA, New York State Education Law, Public Health Law, and other applicable laws. Access to health records shall be limited to authorized personnel as appropriate.

Roles and Responsibilities

Executive Director: Ensures compliance with applicable laws and school policy.

Chief Operating Officer: Supports compliance with applicable health laws and school policy and coordinates health-related operational procedures, medication storage, documentation, and communication with families; does not administer medication unless authorized by law.

Director of Operations: Coordinates health-related operational procedures, medication storage, documentation, and communication with families; does not administer medication unless authorized by law.

School Nurse: Assesses student health needs, administers medication, maintains health and immunization records, develops health care plans, responds to emergencies, and coordinates with families and staff.

School Staff: Report illnesses, injuries, or medical concerns immediately and do not administer medication unless legally authorized.

Emergency Medical Care

School personnel shall contact emergency medical services (911) when appropriate and notify the student's parent or guardian as soon as practicable. Staff may provide emergency first aid within the scope of their training.

Policy Review

This policy shall be reviewed annually by the Executive Director or designee and revised as necessary to maintain compliance with applicable federal, New York State, and local laws and regulations.

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 his or her 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 requires 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. The Family Educational Rights and Privacy Act ("FERPA") is a federal law that protects the privacy of student education records. The law applies to all schools that receive funding under an applicable program of the U.S. Department of Education. FERPA gives parents and guardians certain rights with respect to their children's education records. These rights transfer to the student when the student reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are referred to as "eligible students."

In accordance with FERPA, parents, guardians, and eligible students have the right to inspect and review the student's education records maintained by the school. They also have the right to request that the school correct records they believe to be inaccurate or misleading.

If the school decides not to amend the record as requested, the parent, guardian, or eligible student has the right to a formal hearing. A request for a hearing must be submitted in writing via email to the Principal or Executive Director and should include the specific record being challenged and the reason for the requested amendment.The issue will first be heard by the Principal of Legacy College Prep. If the parent, guardian, or eligible student is 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. If, after the hearing, the school continues to decline to amend the record, the parent, guardian, or eligible student has the right to place a statement in the student's education record setting forth their views regarding the contested information.

This notice serves as Legacy College Prep Charter School's annual notification to parents, guardians, and eligible students of their rights under FERPA.

Generally, the school must have written permission from the parent, guardian, or eligible student in order to release personally identifiable information from a student's education record. However, the school may disclose education records without consent to certain parties or under certain conditions permitted by FERPA, including:

- School officials with legitimate educational interests;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- 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.

For purposes of FERPA, a school official may include a teacher, administrator, Board member, counselor, support staff member, attorney, accountant, consultant, contractor, volunteer, or other individual or organization performing an institutional service or function for the school. A school official has a legitimate educational interest when access to a student's education record is necessary to fulfill the individual's professional responsibilities on behalf of the school.

Directory Information

Legacy College Prep Charter School may disclose appropriately designated "directory information" without prior written consent unless a parent, guardian, or eligible student notifies the school in writing that they do not wish such information to be disclosed.

Directory information may include:

1- Student name;
2- Participation in officially recognized activities and athletics;
3- Honors and awards; and
4- Dates of attendance.

Parents, guardians, or eligible students who do not wish directory information to be disclosed must notify the school in writing by October 1 of each school year, or within 30 calendar days of enrollment if the student enrolls after October 1. Written notice should be submitted to the school's Director of Operations.

Military Recruiters

For students in secondary school, federal law requires schools to provide military recruiters and institutions of higher education, upon request, with certain student information, including names, addresses, and telephone numbers, unless the parent, guardian, or eligible student has opted out of such disclosure.

Parents, guardians, or eligible students who do not want this information released to military recruiters or institutions of higher education must notify the school in writing by the same deadline identified above.

FERPA Complaints

Parents, guardians, and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Legacy College Prep Charter School to comply with FERPA.

Complaints may be submitted to:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

New York State Student Data Privacy

Legacy College Prep Charter School also complies with applicable New York State student data privacy requirements, including Education Law § 2-d. The school maintains policies

and practices designed to protect personally identifiable student information and provides families with information regarding their rights related to student data privacy and security.

Legacy College Prep - Know Your Rights: Students Experiencing Homelessness

If your family is experiencing housing instability, your child has rights under the McKinney-Vento Homeless Assistance Act, a federal law that protects students experiencing homelessness. Legacy College Prep is committed to ensuring that all students have access to a stable, supportive educational environment.

Your Child May Qualify if They Are Living:

- In a shelter
- In a motel or hotel
- In a car, park, campground, or public space
- Temporarily with another family due to loss of housing or financial hardship
- In transitional or temporary housing

If any of these situations apply to your family, your child may be eligible for additional educational supports.

Your Child Has the Right to:

Stay in their current school (School of Origin)

Your child may continue attending their current school even if your housing situation changes, if it is in their best interest.

Receive Transportation

If your child remains in their school of origin, transportation may be provided to help them get to and from school.

Immediate Enrollment

Your child can enroll in school immediately even if you do not have the usual documents, such as:

- Proof of address
- School records
- Immunization records
- Birth certificate

Access School Programs and Services

Your child can participate in all school programs, including:

- Academic support and tutoring
- Special education services
- Extracurricular activities
- School meals and health services

Receive Support from the School

Legacy College Prep can help connect families with resources such as:

- School supplies and uniforms
- Counseling and social-emotional support
- Community services and referrals

If You Disagree with a School Decision

If you disagree with a decision about school enrollment, school selection, or transportation, you have the right to request a review and receive assistance through the school's McKinney-Vento liaison.

McKinney-Vento Liaison

Legacy College Prep has a designated staff member to support families experiencing homelessness.

The liaison can help with:

- Enrollment and transportation
- Accessing school services
- Connecting families with community resources
- Understanding your rights

For assistance, please contact the McKinney-Vento Liaison at Legacy College Prep.

C. Public Documents/Freedom of Information Law: Legacy College Preparatory Charter School complies with the New York Freedom of Information Law (FOIL). Requests for records shall be submitted in writing by mail, email, or other written electronic means to the school's Director of Operations. Requests should reasonably describe the records sought.

Within five (5) business days of receiving a written request, the school shall:

1. Make the requested records available;
2. Deny the request in writing; or
3. Acknowledge receipt of the request and provide an approximate date by which the request will be granted or denied.

If access is denied, the requester may submit a written appeal within thirty (30) days to the Executive Director or the Board Chair. Within ten (10) business days of receiving the appeal, the school shall either provide access to the records or explain in writing the reason for the denial. A copy of the appeal and the school's determination will be forwarded to the New York State Committee on Open Government as required by law. If the appeal is denied, the requester may seek judicial review through an Article 78 proceeding.

The school may deny access to records only as permitted by applicable federal and New York State law.

The school may charge fees authorized under FOIL, including up to $0.25 per page for standard photocopies or the actual cost of reproducing records in other formats when permitted by law. Electronic copies will be provided when available and practicable.

Examples of records maintained by the school include, but are not limited to: board policies and minutes, budgets, audits, contracts, procurement records, charter documents, building inspection reports, personnel records (subject to applicable exemptions), and student education records (subject to FERPA and other applicable laws).

This policy shall be reviewed annually by the Executive Director or designee and revised as necessary to ensure compliance with applicable federal and New York State laws and regulations.

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 or educational neglect of a scholar immediately when they have reasonable cause to believe that a child who is under 18 years old known to them in a professional or official capacity has been named or is in danger of being, harmed-physically, sexually, or through neglect and that a caregiver either committed the harm or should have taken steps to prevent the child from harm.

A. Once any staff member becomes aware that a 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.

B. No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully files to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting information to the hotline is also a misdemeanor.

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

VII. Campus Safety

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 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. Scholars who deliberately damage school technology will be responsible for paying to repair the technology. The family of the scholar will receive a bill for the damaged technology.

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.

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 “social media” as “any method of communication in cyberspace.” For the purposes of this policy, this includes, but is not limited to, any website, program or application that involves Internet forums, weblogs, social blogs, microblogging, wikis, podcasts, and the sharing or posting of pictures or videos and the rating or tagging of the same. This includes, but is not limited to, the following examples: Facebook, Twitter, Instagram, Wikipedia, Skype, MySpace, LinkedIn, Flickr, YouTube, Vimeo, Google-Plus, Snapchat, Bebo, Friendster, Musically, and other platforms not explicitly listed or yet to be invented.

This social media policy applies any time 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, he or she must notify a teacher or administrator immediately. Immediately reporting the posting, publishing, or viewing of such inappropriate content will be given significant weight in considering the level of discipline issued.

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

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 reasonable 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: Date:

Parent/Guardian: Date:

School Leader: Date: