

Fall

20



# LEGACY

THE SCHOOL *of* SPORT SCIENCES

***Academics. Athletics. Professions.***

**Student/Parent Handbook**

**2020-2021**

**Mission Statement**

The mission of Legacy the School of Sport Sciences is to provide a rigorous, well-balanced college preparatory program that focuses on educational experiences through the use of thematic, work-based curriculum for academics, athletics, and professions within athletics.

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Parents will be given prompt notification if changes are made.

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# 1 LEGACY THE SCHOOL OF SPORT SCIENCES CHARTER SCHOOLS BOARD OF DIRECTORS

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LaToyia Pierce- President

Devora Cooper- Treasurer

Leticia Serna- Secretary

Christopher Campbell- Member

David Feldman- Member

## 2 INTRODUCTION

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Welcome to Legacy the School of Sport Sciences (Legacy). You are part of an innovative and rigorous program designed to prepare you to meet your college and professional goals. Our goal is to inspire students to discover their own sense of purpose, to equip all students with the knowledge and skills to graduate from college, and to empower them to become quality stewards of their community and world.

Legacy is a college preparatory middle/high school and a serious place to learn. Students are both challenged and supported to achieve at a high level in all their courses. If you have the desire and determination to attend college and are willing to work hard, the faculty and staff of Legacy will work hard with you to achieve that goal.

Legacy will be different than most of your previous educational experiences. First, Legacy is a small professional learning community designed to foster more productive relationships between you and your teachers and you and other students. Second, you will participate in a (Sports) STEM/Sport Business project/work-based linked learning environment, where you will make connections among various professionals. Third, Legacy extends learning beyond the classroom walls and into the local community. Throughout your high school career, you will visit and work with local organizations and businesses to expose you to the different professions within athletics. Participation in these experiences will deepen your classroom learning and provide you with first-hand knowledge of what adults do in the workplace. Finally, you will work with Legacy partners when you enter into a four-year program of study that integrates academic content with technical and 21<sup>st</sup> Century skills within a career-based theme, such as the professions within athletics. Each of the things that make Legacy different will help you make connections between your life and the lives of people in your athletic community, nation, and world.

This handbook provides the basic guidelines that help the school operate smoothly and will assist you in developing your own potential.

## 3 SECTION 1: ACADEMIC PROGRAM AND POLICIES

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### 3.1 MISSION

The mission of Legacy the School of Sport Sciences is to provide a rigorous, well-balanced college preparatory program that focuses on educational experiences through the use of thematic, work-based curriculum for academics, athletics, and professions within athletics.

### 3.2 VISION

The vision of Legacy the School of Sport Sciences is to educate and inspire gifted and talented students in specific disciplines while maintaining a focus on academic, social, and personal growth

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### 3.3 GRADUATION REQUIREMENTS

#### Foundation-Only

##### 22 CREDITS

Students may opt to Foundation-only

**4 credits English** – ELA I, II, III , one credit in any authorized advanced English course\*\*

**3 credits Mathematics** – Algebra I, Geometry, one credit in any authorized advanced math course

**3 credits Science** – Biology, IPC or advanced science course

**3 credits Social Studies** – U.S. History, U.S. Government (.5 credit), Economics (.5 credit), World Geography or World History, or combined World Geography/ History

**2 credits World Language or Computer Programming**

**1 credit Physical Education**

**1 credit Fine Arts**

**.5 credit Communication Applications**

**4.5 credits in electives** (may include CTE or certification courses)

#### Foundation+ Endorsements (Pathways)

##### 26 CREDITS

**4 credits English** – ELA I, II, III , one credit in any authorized advanced English course

**4 credits Mathematics** – Algebra I, Geometry, Algebra II, one credit in any authorized advanced math course

**4 credits Science** – Biology, IPC or advanced science course

**3 credits Social Studies** – U.S. History, U.S. Government (.5 credit), Economics (.5 credit), World Geography or World History, or combined World Geography/ History

**2 credits World Language or Computer Programming**

**1 credit Physical Education**

**1 credit Fine Arts**

**.5 credit Communication Applications**

**6.5 credits in electives** (may include CTE or certification courses)

**Credit requirements specific to a least one endorsement**

#### Distinguished Level of Achievement

##### 26 CREDITS

**4 credits English** – ELA I, II, III , one credit in any authorized advanced English course

**4 credits Mathematics** – Algebra I, Geometry, two credits in any authorized advanced math course

**4 credits Science** – Biology, IPC or advanced science course

**3 credits Social Studies** – U.S. History, U.S. Government (.5 credit), Economics (.5 credit), World Geography or World History, or combined World Geography/ History

**2 credits World Language or Computer Programming**

**1 credit Physical Education**

**1 credit Fine Arts**

**.5 credit Communication Applications**

**6.5 credits in electives** (may include CTE or certification courses)

**Credit requirements specific to at least one endorsement**

### 3.4 GRADUATION POLICY

Legacy the School of Sport Sciences will allow currently enrolled students to participate in its Graduation ceremonies if they have completed all of Legacy’s course graduation requirements with the following exceptions:

*Students who have graduation requirements that have been modified and documented in an approved Individual Education Plan (IEP) will be allowed to graduate provided all modified requirements have been met. (Modifications shall not result in a set of requirements less rigorous than Texas minimum graduation requirements.*

Students who have not met all of Legacy’s graduation requirements will not be allowed to participate in Graduation ceremonies. Additionally, students who are likely to negatively disrupt the Graduation ceremony may be excluded from participation in the ceremony by the Principal/Chief Academic Officer. This decision may be appealed to the Chief Executive Officer. The student shall receive his or her diploma by mail.

### 3.5 COUNSELING SERVICES

Legacy employs one counselor with whom students may see on an individual or group basis for social and/or emotional needs. Students, teachers, or parents may refer students to the counselor. The Chief Operating Office and Academic Deans will handle academic and college counseling.

### 3.6 DAY TIME FIELD TRIPS

Throughout the school year, the students will take trips. These trips are a part of the Legacy linked learning curriculum and may include walking trips, trips by private or school vehicles, buses, or public transportation. Participation is required as these are important learning experiences and part of the curriculum. Only excused absences are permitted.

Field Trip Forms are completed for each individual field trip. Signing the form indicates you have granted your student permission to participate in Legacy's ongoing field trip program throughout the school year.

### 3.7 COMMUNITY SERVICE

We want each Legacy graduate to be quality stewards of their community. A steward is a person who contributes and gives back to his/her community. To help students practice these skills, Legacy requires students to complete 20 hours of community service per year and 80 hours to graduate. Students that complete 150 or more community service hours will receive a cord for graduation. Students may not graduate without these community service hours. Community services hours can be earned in many ways. A calendar of volunteer opportunities is published in the office, special events are announced in the bulletin, and students may find their own volunteer or service opportunities. Activities are available during breaks, lunch, after school, and weekends. Following are the Community Service rules and requirements.

- Community service must positively impact the community, the school, the environment, or a group of people.
- Community Service should take place outside of school organizations. In some cases, community service can be done to benefit the school. For example, tending the garden, recycling program, and tutoring other students.
- Community service must be done outside the immediate family (no babysitting younger brother, etc.) and must be for organizations, not individual people. Seek non-profit, governmental, or religious organizations that positively impact the community, the school, the environment, or a group of people.
- Any community service conducted outside the opportunities listed on the Legacy website or in the Main Office must be approved by the student's Advisor teacher or an Administrator. Students may gain this approval by filling out a Community Service Approval Form.

- It is encouraged that students take part in long-term (several months) and various short-term community service opportunities.
- Community service may be done over the summer or other school vacations.
- Students must fill out the Community Service Log Sheet.
- Community service hours are checked by the Advisory teacher of each student monthly.
- A reflection must be completed at the end of each semester.

### 3.8 ELECTIVES

Legacy offers a variety of electives each year, including academic, athletic, and enrichment classes. The electives serve to further Legacy's mission of creating life-long learners.

Note: Community colleges offer a large selection of transferable courses including art, athletics, and academic courses. To enroll in community college courses, students must meet the community college requirements for enrollment.

The community college will grant college credit for completed coursework. It is within Legacy's discretion to grant high school credit for completed community college coursework. See Section 3.9.7 Transfer Grades.

### 3.9 ACADEMIC POLICIES

#### 3.9.1 Academic Rigor in Scheduling

Students are automatically scheduled into the most rigorous course load offered at Legacy, even when the minimum graduation requirements have been met.

Allowable exceptions:

- If a student's IEP has modified the student's graduation requirements or requires small group instruction,
- If a student has met the minimum requirement with grades of C or better, he or she may petition the Principal/Chief Academic Officer to exchange a Legacy course exceeding the minimum requirements for a transferable course offered at a community college. This enables advanced students to pursue college-level courses in the disciplines not offered at Legacy.

#### 3.9.2 Retention Policy

##### 3.9.2.1 Full Retention

To be promoted to the next grade level, students of the various grade levels must have at least the number of credits listed below at the end of each grade level:

- Freshman year: 6 credits
- Sophomore year: 12 credits

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- Junior year: 18 credits
- Senior year: 26 credits

Students who fail to achieve the necessary number of credits will be retained. However, they do not have to repeat classes in which they have received passing grades.

### 3.9.2.2 *Not on Track for Graduation:*

Students who have earned at least 1 F but do not meet the criteria for full retention will promote to the next grade but will receive the status of “Not on Track for Graduation.”

### 3.9.3 Making Up Classes

If a student does not receive a D or better during any semester, he or she must repeat that class.

Legacy offers a limited number of summer school classes. If Legacy does not offer the classes a student needs to take, the student may need to enroll in summer school classes at his/her home school district prior to the home school district deadlines. Legacy summer school registration occurs in April. It is the family’s responsibility to enroll their student in the needed classes.

Other options for making up classes include accredited online courses, community colleges, accredited community adult schools or independent study at Legacy. Please check with your counselor or administrator before enrolling to be sure that the student is enrolling in appropriate courses that are Legacy-approved.

### 3.9.4 Grading Scale

The grade scale is composed of A, B, C, D, and F. Some elective courses use a Pass/Fail grade scale. Students will have the opportunities to demonstrate mastery through retest and alternative assignment in each of their classes if they receive a grade that does not reflect their expectations.

100 – 90	A
89 – 80	B
79 – 75	C
74 – 70	D
69 – 50	F

### 3.9.5 Incomplete Grades

A teacher may determine that a student shall have more time to complete required coursework due to an extended illness, death, or illness in the family, or other reason deemed to be of an extenuating nature. The teacher may assign the student an Incomplete (“I”), with a deadline to make up the assigned work. Upon completion of the assigned work or by the deadline, the teacher will submit a grade change form to officially

change the “I” to a letter grade. If a student does not complete the work by the deadline, they risk failing the class.

### 3.9.6 Independent Study

A Legacy student may complete an Independent study course at Legacy if all the following criteria are met.

- The Independent Study contract is reviewed and signed by the student, teacher, parent/guardian, and Principal/Chief Academic Officer or designee. The signed contract will be submitted to the Principal/Chief Academic Officer or designee to remain on file.
- The contract teacher must be a current Legacy faculty member credentialed in the subject area of the course in question.
- The student must complete work equivalent to the work that would normally be completed during a term (semester = 6 weeks or approximately 75 hours).
- The contract must include a timeline for work to be completed, required assignments, and assessments. All work must be maintained in a folder and filed in the Main Office upon completion of the course work. The contract teacher will be responsible for submitting a grade change request along with the completed and graded coursework.
- The contract course must follow the course outline as submitted and approved by the Legacy Board of Directors and by the Lone Star Community College.
- Mathematics and Spanish Language classes cannot be made-up by an Independent Study contract.

The grade earned in the Independent Study course will be noted on the student’s transcript, and a passing grade will fulfill the graduation requirement of having passed the relevant coursework.

### 3.9.7 Transfer Grades

Completed coursework from other schools will be accepted for credit at Legacy if the following criteria are met.

- The course meets equivalent standards of the Legacy course. (LSC-approved courses can only be made up by equivalent LSC-approved courses.)
- The student must provide Legacy with an official transcript before credit will be awarded.
- If the student intends to take Legacy-required classes at a community college, the course must be approved by a Legacy administrator prior to enrollment to ensure the equivalency of the college class. See Section 3.8 Electives.

- If a student transfers from another school mid-semester, his or her transfer grades for courses currently in progress will be factored into the equivalent Legacy courses, as the Legacy instructor deems appropriate.
- Legacy may assign partial credit for courses in progress at the previous school that are not offered at Legacy. Similarly, Legacy may award partial credit for courses that a student enrolls in mid-semester in which the student was not previously enrolled at the previous school. This will be at the discretion of the Principal/Chief Academic Officer or designee. The Legacy board will hear all appeals.

Transfer grades will be added to the student's transcript but will not replace the grades previously earned.

### 3.9.8 ELL Redesignation Policy

An English Language Learner (ELL) is defined as a student whose first language was one other than English OR who uses a language other than English at home.

### 3.10 WEBSMART

Parents/Guardians may follow their student's progress more closely by checking the student's attendance, grades, and test scores online 24 hours a day through WebSmart on the Internet. WebSmart helps parents track their student's progress. If there is Internet access at home or at work, parents/guardians can view their student's attendance, grades, and progress towards graduation in all his/her classes at any time. They also may come to Legacy's front office to receive a print-out. Additionally, copies of WebSmart Progress Reports are sent home mid-grading cycle.

To access student's information on the Internet, you will need the following information:

- Website location: <https://legacysss.websmartsolutions.org/>
- Parent/Guardian Username
- Parent/Guardian Password

Parents/Guardians may fill out a Parent Portal Application found on the Legacy website at [www.legacycmhs.org](http://www.legacycmhs.org) to gain access to the Portal. Students are automatically granted access when enrolled in the school.

### 3.11 CONTACTING PARENTS BY TELEPHONE

Staff members call home on a regular basis to inform parents of school events and to discuss specific issues regarding individual students. Parents/guardians should make sure to provide the office with the phone number that is best for receiving such calls. When possible, it is suggested that parents use their cell phones. Should a parent/guardian wish

to change this contact number during the school year, please provide the office with the change in writing.

### 3.12 CONTACTING TEACHERS BY EMAIL

All teachers and staff members have email accounts where they can be easily contacted. Parents/guardians/students can refer to the staff roster under Impact Players Faculty & Staff on the website at [www.legacycmhs.org](http://www.legacycmhs.org). Parents/guardians can also contact teachers by leaving a message with the main office. Parents/guardians can request a conference with their student's teachers by contacting them directly.

### 3.13 PROGRESS REPORTS AND PARENT CONFERENCES

Teachers provide each student with a three-week progress report. The progress report is distributed by email to the parents/guardians.

### 3.14 PARENT PARTICIPATION

Legacy encourages parent participation. Parents are encouraged to take part in meetings, fieldtrips, or by volunteering their time for campus events.

There are several important meetings for parent participation.

- Board Meetings
- Parent Conferences
- School Events
- Sports Activities
- Teacher Appreciation Week
- Parents are also encouraged to attend their student's classes or to volunteer at school or school events.

Notice of parent engagement opportunities will be posted on the school's website and emailed to parents/guardians.

## 4 SECTION 2: ADMINISTRATIVE PROCEDURES

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### 4.1 EMERGENCY DRILLS

Emergency drills, such as fire drills are conducted during the school year. Drills are serious practice so that everyone will be prepared should an emergency occur. Procedures are reviewed with staff members who in turn teach them to students.

If an emergency occurs during regular school hours, students are to report to their regularly scheduled class. If at break, lunchtime, or at the end of the day, students are to report to their next regularly scheduled class, or, if after school, to the safest location. If an emergency occurs when not on Legacy campus, students are to report to their supervising personnel. Supervising personnel will call the Legacy campus to report problems.

If the emergency extends beyond the end of the school day, students will not be released until it has been determined that it is safe to do so. Before students are released, parents must sign them out in the front office.

#### 4.2 MESSAGES AND DELIVERIES TO STUDENTS

Students may not use the office telephones except for school business or emergencies approved by the Administration.

To limit classroom disturbances, Legacy staff will only deliver urgent messages to students during class time.

#### 4.3 LEAVING CAMPUS DURING SCHOOL HOURS

Students will be permitted to leave campus only if they have permission from a parent/guardian.

A parent/guardian must sign a student out in the front office in order for that student to leave campus during school hours. Upon return to campus, students need to bring a note signed by a parent/guardian or a doctor verifying the absence.

Students will not be released by a phone call (no exceptions). Parents or guardians should go to the front office if there is an emergency, and they need to pick up their student from school. Students cannot be released from school without parental permission.

**Juniors and Seniors** may earn the right to an Off-Campus Lunch Pass if the following conditions are met.

- The student must have a 2.75 grade point average or better. Grade point averages from the last semester will determine which student is eligible for a pass.
- The student has met compulsory attendance requirements of fewer than 8 unexcused absences and 11 total absences.
- Students and parents have signed a receipt stating they have read and will abide by the Student Handbook and Legacy Contract
- Students do not have referrals. The student's last semester's history of referrals will determine if the student will be eligible for a current semester pass. Further, referrals received during a semester will result in the privilege being revoked.
- When lunchtime school activities are planned, off-campus lunch is prohibited.

- Students who are tardy to their classes after lunch or do not return for the remainder of the day will have their passes revoked immediately.
- Legacy is not liable for students once they leave campus.
- If Legacy receives a complaint from any of the school’s community neighbors about Legacy students’ behavior, the pass will be revoked.

#### 4.4 PERSONAL ELECTRONIC EQUIPMENT

Due to the nature living in the 21<sup>st</sup> Century, Legacy allows students to bring certain electronics to school, including cell phones. Students will be solely responsible for bringing these items to school and must watch their belongings carefully.

Except for electronics to be used for schoolwork, students should not bring personal effects of value to campus, including jewelry and cash. Legacy is not responsible for any loss of personal effects and will not investigate any such loss.

See Section 5: Discipline Policy for inappropriate behavior as it applies to personal effects.

#### 4.5 TECHNOLOGY AND INTERNET USAGE

Legacy offers devices for student use on school-related assignments. Students may not use school personnel devices. Students may purchase a Printer Pass Ticket to have documents printed from school printers. All students are expected to adhere to guidelines. If a student breaks any of these rules, the student will not be allowed to continue to use the computer network.

Legacy provides students with computer devices to support instruction and research. Access to these computer devices is a privilege, and Legacy may revoke this privilege and/or take other disciplinary action against any individual who fails to comply with the Legacy Computer Usage Policy in Section 4.5.1.

This policy may be amended.

Users must carefully read the Computer Usage Policy and be certain that they understand it before using a computer system provided by Legacy. Please contact the Chief Executive Officer or designee with questions. Your use of resources (defined below) signifies that you have read the Computer Usage Policy and agree to follow it.

Violations of the Computer Usage Policy may result in

- suspension or revocation of your access privileges.
- disciplinary action as described in the Student Code of Conduct and Disciplinary Procedures.
- disciplinary procedures of Legacy under the relevant policies for students, and/or
- civil or criminal prosecution under federal and/or state law. Penalties under such laws include fines, orders of restitution, and imprisonment.

#### 4.5.1 Legacy Computer Usage Policy

Users may not tamper with Legacy computers, computer systems, networks, facilities, equipment, software, files, documentation, accounts, or information associated with any of them (collectively, "Resources"). This Computer Usage Policy regulates the direct and indirect use of Resources both on-campus and off-campus.

All potential users may use Resources so long as they qualify and comply with the Computer Usage Policy. Non-users are not permitted access to Resources.

Unauthorized attempts to gain access to Resources, or any account not belonging to you as a User, on any Legacy system, or any other system, is not permitted. Assisting others in gaining unauthorized access to such Resources or accounts, including your own account, is not permitted.

Users may not access or copy directories, programs, files, data, or documents (including music and video) which do not belong to you unless you have permission from the account holder, copyright holder, or owner to do so, and permission is received in writing signed by the Chief Executive Officer or designee.

Except with prior explicit written permission from the Chief Executive Officer or designee, Resources must not be used for commercial purposes or monetary gain.

Legacy, the damaged party, or the appropriate legal authority, reserves the right to hold you financially, civilly or criminally liable if, through negligence or deliberate action, Resources are compromised in any way by you or someone using Legacy Resources.

Downloading music, video, movie, or other copyrighted material from public networks or peer computers is strictly forbidden, unless it is specifically approved in writing and signed by the Chief Executive Officer or designee.

In the event you are assigned a password for access to Resources, you are prohibited from disclosing your password to any individuals, except to the Chief Executive Officer or designee. Users must safeguard their accounts and their contents and will be responsible for any misuse. Users may not search for, access, copy, or use passwords belonging to other people.

Use of software applications/programs or Internet sites that penetrate firewalls or attempt to bypass secured files (such as those that are password protected) or crack or hack user accounts is strictly forbidden unless approved and/or overseen by Chief Executive Officer or designee. In such case, permission must be in writing and signed by Chief Executive Officer.

An account owner (User/Person) may not lend or transfer his/her account(s) to another User/Person.

Each account owner is responsible for all computing activities involving that account and will be held liable for any misuse of that account.

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Users may not use Resources to misrepresent himself/herself as another individual (“spoofing”). If you are a victim of such misrepresentation, you must immediately upon discovery of the incident, report the incident to the Chief Executive Officer or designee.

No user may use, or attempt to use, any computer accounts other than his/her own assigned account. The negligence or naiveté of another User/Person in revealing an account name and password does not confer authorization to use the account.

Users must have written permission from the Chief Executive Officer or designee to remove or copy any Resource owned or licensed by Legacy. Users may not copy any software or document, unless you are licensed by the software licensor to do so, or unless the software or document is from the Legacy public domain library. Users may not remove Resources from their designated places without permission of the Chief Executive Officer or designee.

Users may not use Resources to send, forward, or otherwise disseminate nuisance messages. Nuisance messages include, without limitation, messages sent to a recipient who has previously notified you that messages of a particular type from you will constitute a nuisance.

Users may not use Resources to access obscene, graphic, pornographic, or offensive material.

Users may not use Resources in such a way as to create or constitute, in the sole determination of the Chief Executive Officer or designee, an unacceptable burden on Resources. Nonexclusive examples of such unacceptable burdens include mail bombing, creating an excessive number of sessions, registering custom (non-Legacy) domain names, and creating unnecessarily large files.

Users must comply with all applicable Chief Executive Officer or designee technical policies. If you have questions regarding such policies, please contact the Chief Executive Officer or designee.

Users may not use Resources in connection with activities prohibited by any applicable Legacy policy or by any applicable laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction including, without limitation, those concerning: trademark, copyright, and other intellectual property, unauthorized use of a person’s image, civil rights, commerce, computer usage, conspiracy telecommunications, defamation, forgery, obscenity, and privacy (collectively, “Laws”).

E-mail and other computer files (collectively, “Files”) can never be considered fully private, particularly in light of (i) the open nature of the Internet and related technology and (ii) the ease with which Files may be accessed, copied, and distributed. Users are advised to avoid sending messages by e-mail and storing information in computer files that are of a confidential or extremely personal nature (including, but not limited to credit card or social security numbers).

Users must comply with the Legacy Software Policy and all other applicable policies related to Resources.

Any exception to the Access Policies stated in this Policy must be approved in writing and signed by the Chief Executive Officer or designee.

As Legacy understands the sensitive nature of the information stored in its databases or on its network (“Information”), Legacy has a written confidentiality policy providing protection of such Information. Every effort is used to protect the Information, and Legacy does not allow access or use of the Information, except in cases where it is specifically required by law. Any attempt by a user to gain access to the Information or to change, manipulate, or otherwise damage its integrity will be prosecuted to the full extent allowed by law. Additionally, each user by using Resources explicitly understands that the Information is confidential and as such disseminating it outside Legacy for any reason is expressly prohibited.

## 4.6 ACCEPTABLE USE & EMAIL POLICY

Legacy the School of Sport Sciences believes in the strong educational values of providing electronic services to students to enhance learning and exchange information. Our goal in providing these services is to promote educational excellence in the school facilitating resource sharing, innovation, and communication. The purpose of this policy is to ensure that those using the technology provided by Legacy will do so in accordance with the mission and educational goals of Legacy.

All users, parents, and guardians are advised that communications on the Internet cannot be completely monitored by Legacy. By participating in the use of the Internet, students may gain access to information and communications, which they or their parents/guardians may find inappropriate, offensive, or controversial. While Legacy will do everything in its power to ensure that this does not happen, parents/guardians need to be aware of this risk when they allow their students to participate in the use of the Internet. The user is responsible for his/her own actions while accessing material on the Internet, and may not access, download, or print from inappropriate sites. The following are our agreements about the use of technology at Legacy the School of Sport Sciences.

### 4.6.1 Terms of Agreement

Prior to gaining Internet access on Legacy computer networks, students and their parents/guardians must sign a copy of the Student Acceptable Use Agreement.

**Vandalism/Hacking:** Students will not use their Legacy access or other Internet access to interfere with or disrupt network users, services, Legacy data or data of another student, or equipment, either locally or off campus.

**Unauthorized Entry:** Students will not access or try to make unauthorized entry to any machine accessible via the network or on remote networks. If a student notices a security problem, the student must notify school personnel immediately.

**Inappropriate Messages:** Students will not use their Legacy access to transmit threatening, obscene, or harassing materials, including chain-letters, solicitations, inappropriate photos, or broadcast messages via our network or email system.

**Inappropriate Material:** The Internet contains certain material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Students will not use their Legacy access to knowingly visit sites that contain this material, nor import, transmit, and/or transfer any of this material to other computers.

**Private Use:** Students will not provide their Legacy access or password or share another student's password with any other student or non-student. Students may not use another individual's account or log onto the Internet as anyone else.

**Personal Privacy:** Students will not communicate their address, phone number, or other personal information to any person or company on the Internet or through email.

**Unauthorized Programs or Computers:** Students may not use, copy, delete, or install any program on a school computer or save any executable program without the permission of school personnel.

**Copyright:** Students are not to post to websites or blogs any photos or logos that are the property (intellectual property) of Legacy. Students must comply with all copyright laws.

**Loss and Damage:** Legacy will not be responsible for damages (consequential, incidental, or otherwise), which a student may suffer arising from access to, or use of, Legacy's computers and computer network, including damages arising as a result of the actions of Legacy. These damages include loss of data and delayed, lost, or damaged electronic correspondence or files due to system or service provider interruptions and system shutdowns for emergency or routine maintenance of the system. Use or conveyance of information via Legacy computer technology is at the user's own risk.

Any unauthorized technology used for the purpose of bypassing security systems, including Internet filtering, is not permitted. This includes the use of bypass software, remote desktop sessions, anonymizing websites/software, and other technologies.

All costs, charges, liabilities, or damages by misuse of the computers are the individual student's responsibility. Consequences of service interruption or privacy violation will lead to disciplinary action. Such action can include suspension and/or expulsion.

#### **4.7 EDGENUITY, GOOGLE CLASSROOM AND ZOOM POLICY**

Legacy will provide students access to web-based programs Edgenuity, Google Classroom, and Zoom, providing course content, email, word processing, spreadsheet, presentation, conferencing, calendaring, and collaboration tools for Legacy students and teachers.

Edgenuity, Google Classroom, and Zoom run on Internet domains and are intended for educational use only. This policy describes the responsibilities of the school, students, and parents in using Edgenuity, Google Classroom, and Zoom for Legacy the School of Sport Sciences instructional purposes.

#### 4.7.1 Child Internet Protection Act (CIPA)

Legacy is required by CIPA to have technology measures and policies in place which protect students from harmful materials including obscene and pornographic materials. This means student email is filtered. Mail containing harmful content from inappropriate sites will be blocked.

CIPA - <http://fcc.gov/cgb/consumerfacts/cipa.html>

#### 4.7.2 Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. No personal student information is collected for commercial purposes. The school's use of student information is solely for education purposes.

COPPA - <https://www.ftc.gov/enforcement/rules/rulemaking-regulatory-reform-proceedings/childrens-online-privacy-protection-rule>

#### 4.7.3 Family Educational Rights and Privacy Act (FERPA)

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc.), but parents may request the school not disclose this information.

The School will not publish confidential education records (grades, student ID #, etc.) for public viewing on the Internet.

Legacy may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.

Parents may request photos, names and general directory information about their children not be published.

Parents have the right at any time to investigate the contents of their student's email, Edgenuity, and Google Classroom accounts.

FERPA - <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

Edgenuity, Google Classroom, and Zoom are available at school and at home via the web. Even though email from known inappropriate sites is blocked, there is always some chance students will be exposed to inappropriate content. School staff will monitor student use of these platforms when students are at school. Parents are responsible for

monitoring their child's use of these platforms when accessing programs from home. Students are responsible for their own behavior at all times.

Email is considered an official method of communication. Official email communications are intended to meet the academic and administrative needs of Legacy. All student Electronic Mail (email) accounts are the property of Legacy.

The student will be removed from the system after graduation, leaving Legacy, or for infractions outlined below.

The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related school assignments, and fellow students to collaborate on school activities. Account usernames and passwords will be provided to parents so those parents can monitor the account and communicate with teachers. Use of Legacy's email system is a privilege.

Use of the email system will align with the school's code of conduct, and the code will be used for discipline purposes. Students are responsible for messages sent from their accounts. Students should not share their passwords.

The email system shall not be used to create offensive or disruptive messages. Such messages include, but are not limited to, sexual innuendos, racial slurs, gender-specific comments, or comments that offensively address someone's age, sexual orientation, religious beliefs, political beliefs, national origin, disability, or chain letters.

Students will report unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like, to the school's technology contact for action. Students should not forward chain letters, jokes, or graphics files.

Students will not send personal information about themselves or others, including, but not limited to, home or school address, phone or credit card numbers, or other personally identifiable information.

Electronic mail sent or received is not confidential. Legacy reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts, or to recover from system failure.

Students cannot deliberately alter or attempt to conceal their true return email address or the origination location of the message.

System administrators may create filters to scan for, and eliminate, viruses and large graphic files that are unrelated to the school district's operation.

Students are prohibited from upload, download, transmit to another computer, print a hard copy, or any way infringe upon the exclusive rights of reproduction, distribution,

adaptation, public performance, and public display of an on-line or off-line copyrighted work.

Users are expected to delete all unwanted email from their trash and sent folders on a regular basis.

The email system cannot be used to operate a personal business. The account may be revoked if used inappropriately.

When issues arise, school administrators will deal directly with the student and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.

#### 4.8 INSTRUCTIONAL MATERIALS

Legacy uses a variety of resources for research. Therefore, students may not necessarily be assigned a textbook for every class. Charges will be applied for resources that are lost or damaged. The school is not responsible for stolen, lost, or damaged resources. Report loss or damage immediately. If resources cannot be replaced by students, a replacement fee will be charged and must be paid by the end of the year. Withdrawing or transferring students must have returned all school materials, books, and equipment before transferring out of school. Fines may be paid in cash or credit/debit card. Personal checks will not be accepted.

#### 4.9 VISITORS

Parents/guardians of current students are welcome to visit Legacy. All visitors must sign in at the front office immediately upon arrival to campus and receive a Visitor Pass. Students may not have friends, siblings, or other relatives visit them at school at any time.

Prospective students who would like to visit Legacy may do so only if accompanied by a parent or guardian on a scheduled tour accompanied by a school administrator.

#### 4.10 CHANGE OF CONTACT INFORMATION

Parents will be asked at the beginning of each school year to provide Legacy with current contact and emergency information. If contact information changes during the school year (including all telephone numbers, email addresses, and physical addresses), it is the responsibility of the parent/guardian to provide the PEIMS Coordinator with this new information using the Family Change of Address Form or filling out the form on the Legacy website at [www.legacymhs.org](http://www.legacymhs.org). A current utility bill or lease/rental agreement showing the parent/guardian name and address must accompany the form. Legacy cannot assume responsibility for missed communications if the contact information is misreported or not updated by the parent or guardian.

#### 4.11 COMPLAINT PROCEDURES

Legacy attempts to establish an open and caring environment. If a concern occurs, students and parents are welcome to contact a teacher, counselor, or administrator. Most concerns can be resolved by meeting with staff. However, if the filing of a formal complaint is desired, please submit, in writing, your concerns to the Chief Executive Officer. The CEO will bring the complaint to Legacy's Board of Directors at the next scheduled board meeting.

#### 4.12 STUDENT SUPERVISION

Supervision is provided for Legacy-sponsored programs, activities, and instruction only. Unless otherwise noted for a specific Legacy-sponsored program or activity, hours of supervision at Legacy begins 30 minutes before school begins and ends 25 minutes after school ends. On a regular-schedule day, supervision will begin at 7:30 a.m. and conclude at 4:00.

To ensure the safety of each Legacy student, it is important that each student does not arrive before his/her appropriate start time and that he/she leaves promptly at the conclusion of his/her school day. Students who linger on campus will be sent home. Finally, should any student create a disturbance by lingering before or after school, Legacy will take disciplinary action.

#### 4.13 LUNCH

Students may bring lunch or purchase lunch from the school's food service provider. NO OUTSIDE FOOD should be delivered by any delivery service to students.

#### 4.14 HEALTH SERVICES

Legacy's health services are offered in the nurse's office. Although Legacy does not have a health specialist on staff, a trained staff member is available to provide basic assistance during school hours.

Procedures: Any student in need of health services during class time must obtain a pass from the teacher to leave the classroom. A student must then report directly to the nurse's office where a staff member will determine the student's needs and take appropriate action.

##### 4.14.1 Prescription Drug Policy

When a student must take medication at school, a parent or guardian must bring the medication to the office in a pharmaceutical container with the student's name, physician's name, and the name of the medication, dosage, and time to be administered clearly labeled along with the proper medical forms filled out (please see the nurse's office for these forms). Students must report to the nurse's office when the medication is to be dispensed. Students may not carry prescription medication while at school.

#### 4.14.2 Non-Prescription Drug Policy

Legacy employees may not distribute any non-prescription medication.

### 4.15 TOBACCO POLICY

No person is permitted to use tobacco in any way at any time, including non-school hours, on school property, grounds, or at any school-sponsored event or activity off campus. Legacy's tobacco-free policy prohibits the use of tobacco products any time in Legacy-owned or leased buildings, on Legacy property, and in Legacy vehicles.

#### 4.15.1 Tobacco Possession

No student is permitted to possess tobacco of any kind on school property, grounds, or at school-sponsored event or activity off campus.

#### 4.15.2 Tobacco Distribution

Distribution or sale of tobacco, chewing tobacco, tobacco products, including any smoking device, is prohibited on school property, grounds, and at any school-sponsored event or activity.

#### 4.15.3 Tobacco Promotion

Tobacco advertising is prohibited on school property, grounds, at any school-sponsored event or activity off campus, and in all school-sponsored publications. The school will request tobacco-free editions of all publications in school libraries. Students are prohibited from wearing or having in their possession tobacco promotional items, including clothing, bags, lighters, and other personal articles on school property, grounds, or at any school-sponsored event or activity off campus. School acceptance of gifts, funding, or parent/classroom educational materials from the tobacco industry is prohibited.

#### 4.15.4 Enforcement

Enforcement of this policy shall be equitable and consistent, in accordance with the Tobacco-Free School Policy Enforcement Procedures, student behavior code, and employee personnel policies.

Student violations of this policy will lead to disciplinary action up to and including suspension from school. Student participation in a tobacco cessation program and/or tobacco education class may be allowed as an alternative to discipline. Parents will be notified of violations involving their child, and subsequent action taken by the school.

Employee violations of this policy will lead to disciplinary action in accordance with personnel policies and may include verbal warning and/or written reprimand.

Any visitor who violates the Tobacco Policy will be asked to refrain. If they fail to abide by this request, they will be asked to leave school property. If they still fail to abide by this

second enforcement, the local law enforcement agency will be contacted to remove the person from school property.

Violations by others will result in appropriate sanctions as determined and imposed by the Principal/Chief Academic Officer or Board.

## 5 SECTION 3: ATTENDANCE

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A student's success at Legacy has a direct correlation with consistent and punctual attendance in class and school-related events. A student with good attendance records achieves higher grades, enjoys school more, is more successful in his/her pursuit of higher education, and is more employable after leaving school.

Texas law states that every student shall attend school punctually and regularly and conform to the regulations of the school. It is Legacy policy that students attend class regularly, that work missed because of school-related activities or illness be promptly made up, that truancy is unacceptable, and that other absences approved by the parent be minimized or avoided whenever possible. Excessive absences and/or tardiness can be reason to dismiss a student from Legacy. Attendance also impacts Legacy's ability to provide its students with an outstanding educational program. When students are absent, Legacy's state funding is reduced.

### 5.1 PROCEDURE FOR CLEARING ABSENCES

When a student returns to school after being absent, he or she must provide the front office with an excuse note and obtain an "Admit Pass" back to class. The student should show each teacher the pass. Absences that are not cleared within three (3) days of the student's return to school will be considered trancies. Absences longer than three (3) days due to illness require a doctor's note to excuse the absence. A student may not participate in any after-school extracurricular activity if he/she is absent from school on the day of the activity.

#### 5.1.1 Excused Absences

Excused absences are those that are recognized by the state as legal excused absences and include the following.

- Student is personally ill, and his/her attendance in school would endanger his/her health or the health of others
- Serious illness in the student's immediate family necessitates absence
- Death of family member necessitates absence
- Special/recognized religious holiday observed by student's faith
- Appearance in court

### 5.1.2 School Excused Absences:

- Field Trips
- Academic Events
- Athletic Events
- School Office Appointments
- Suspension

### 5.1.3 UNEXCUSED ABSENCES

Absences not defined above as excused are unexcused absences.

- Unverified absence
- Truancy
- Absence due to leaving campus without permission
- A Tardy of 20 minutes or more
- Absence due to taking an early vacation or extending a vacation

## 5.2 MAKING UP MISSED ASSIGNMENTS

Students must make up their assignments, tests, and quizzes when absent within five (5) days, the time period may be extended by the teacher. Assignments are posted on Edgenuity and Google Classroom, or students may contact their teachers while they are absent to prevent them from falling behind. Upon the first day of his/her return to school, it is the student's responsibility to check in with the teacher about missed work and due dates.

## 5.3 LONG-TERM ABSENCE

The Legacy approach to learning works best when each student attends every day. Although occasional absences are unavoidable, long-term absences pose a special challenge to learning. Class participation and group projects are vital components of the Legacy program, and a student's long-term absence will seriously impact his/her mastery of important course concepts and skills. Parents/guardians of a student who is absent for an extended period due to illness, injury, or family emergency should contact the front office with an estimate of how long the student will be absent. Periodic updates would be appreciated. Legacy faculty and staff will work on a case-by-case basis with parents/guardians to help keep an extended-absent student from falling behind. A student returning from an extended absence may require supplemental tutoring and/or remediation beyond Legacy to attain proficiency.

## 5.4 EXCESSIVE ABSENCES AND TRUANCIES

Truancies and Legacy's program are not compatible. When a student chooses to attend Legacy, it is assumed that they will not miss classes or activities. Truancy is defined as an unexcused absence without a written excuse from parent/guardian or Legacy staff member. Even excused absences affect a student's learning and academic success. As a result, the following is Legacy's absence policy.

- Upon the 15th hour of class missed (excused) in a semester, a student will not receive credit for the class(es). This loss of credit may be appealed at the end of the semester.
- Upon the 11th hour of class missed (unexcused absences) in a semester, a student will not receive credit for the class(es). This loss of credit may be appealed at the end of the semester. If the grade in the class would otherwise be a passing grade and if the parents/guardians/student feel that there are extenuating circumstances that should result in an exception to this policy, please provide a written request for an appeal hearing by the last day of the semester.\* If an appeal is granted, the student and parent/guardian must both attend the hearing. The panel will consist of the Principal/Chief Academic Officer (or designee) and two Legacy teachers. Students should be prepared to demonstrate proof of the extenuating circumstances, good attendance outside of the extenuating circumstances, and completion of work missed both while absent and in class.

**\*Please note:** If the final grade in the class is an F, a hearing will not be granted, and the failing grade will stand. The appeals process is only for students whose grades would otherwise be passing.

Students with excessive absences, tardies, and truancies will be referred to the Attendance Committee. Prior to referring to the Attendance Committee, students and their parents/guardians will receive three (3) written notices outlining Legacy attendance policy, the consequences that will result if excessive absences, tardies and truancies continue, and the impending referral to the Attendance Committee if attendance continues to be an issue. After three (3) notices, Legacy will hold a meeting outlining the steps that will occur after referral to the Attendance Committee.

## 5.5 PARENT NOTIFICATION

If at the mid-point of each semester, a student has accumulated ten (10) excused absences or five (5) unexcused absences in any class, the parents/guardians will be notified during the Parent Conferences that the student is in danger of receiving an automatic 'F' in the class(es) where the absences have occurred.

## 5.6 TARDINESS

Students must arrive on time for all classes and activities. Unexcused tardies occur if the student is not in his/her seat when the class starts or arrives any time after a class/activity has begun without an excuse from a Legacy staff member. A tardy of greater than 15 minutes is considered absent. Unforeseen circumstances and family situations may cause occasional lateness. In those cases, a student should bring a written excuse note to the front office.

# 6 SECTION 4: EXTRACURRICULAR ACTIVITIES

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## 6.1 STUDENT LEADERSHIP

“Traditions Committee” is an important key to what happens at Legacy. Students, with the help of faculty, plan and carry out the many activities and events which make Legacy a great school. There are many opportunities for students to become involved. The purpose of the Traditions Committee is to promote positive student morale and to plan, fund, and sponsor events throughout the year. A student can participate in a variety of roles on the Traditions Committee. S/he can run for positions, such as Executive or other Class Officer positions. A student also may enroll in the Student Council elective.

## 6.2 DANCES AND SCHOOL-SPONSORED EVENTS

Dress for most school-sponsored social events is regular social attire. Formal attire is required for specified dances. Any special attire will be announced prior to the dance. Any student who is not dressed appropriately will not be allowed into the dance.

Student must remain inside or within specified areas once they have arrived. Once a student leaves the event, the student cannot return. Parents are expected to pick up their students immediately following the end of the event. Parents are also invited to help chaperone school events, such as dances and parties. Students are expected to follow school rules at all school-sponsored events.

## 6.3 SPORTS TEAMS

Legacy is a member of the Texas Christian Athletic Fellowship (TCAF), Texas Christian Athletic League (TCAL), and Texas Charter School Academic and Athletic League (TCSAAL), and competes officially against other schools in athletics. The sports in which Legacy will field a team will depend on student and staff interest. Each student who participates on a Legacy team must maintain an 80 average at progress report and report card dates. Additionally, each student must meet behavioral requirements and must be present at school on game days to compete.

## 6.4 CLUBS AND SOCIETIES

Legacy clubs include: Traditions Committee, Sports Media, SAAC (Student Athletic Advisory Committee), FCA (Fellowship of Christian Athletes). Clubs will be added in response to students' interests.

The Sport Management Society (SMS) is a student-driven organization, whose purpose is to provide opportunities to gain working knowledge and experience in all aspects/areas of the Sport Management field, through internships, volunteer, and networking opportunities for members in the areas of (but not limited to): Team Operations, Event Management, Game Operations, Facility Management, Concessions, Media/Marketing, and Sports Medicine.

## 6.5 YEARBOOK

Each year, the Yearbook Staff is charged with the responsibility of documenting student life at Legacy. Through pictures and language, the Student Yearbook characterizes the year in review and is available for all Legacy students to purchase. Yearbook is a student activity run for and by Legacy students under the supervision of a faculty advisor. To become a member of the Yearbook staff, students should enroll in the Sports Media Club.

## 6.6 AFTER-SCHOOL PROGRAM

Legacy offers an after-school program that is designed to enhance the rigor of the school, build community, and add to the activity offerings of the school. The program is made up of various opportunities that include remediation classes, advanced classes, clubs, and sports. Some of these courses are for-credit courses. All rules that apply to the regular school day also apply to students participating in the after-school program.

# 7 SECTION 5: DISCIPLINE POLICY

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Legacy is in the business of education. Accordingly, students are expected to

- attend school,
- be on time,
- be responsible,
- respect him/herself and others.

Examples of behaviors which are inappropriate include, but are not limited to, tardiness, cursing, teasing, bickering, yelling, fighting, threatening others, bullying, skateboarding, scootering or riding bikes during school hours, jeopardizing the safety of others, apathy, insubordination, defiance, littering, ditching, uniform violation, or violation of other

classroom or school rules. Any student who fails to follow school rules will be referred to the Principal/Chief Academic Officer.

Any student who fails to follow classroom rules will receive three (3) interventions by his/her teacher. Upon the fourth (4<sup>th</sup>) incident, the Student will be referred to the Principal/Chief Academic Officer.

More serious school violations will be referred directly to the Principal/Chief Academic Officer or other administrator. Such behaviors include, but are not limited to, physical violence, threatening others, vandalism, jeopardizing the safety of others, theft, and using/selling drugs, alcohol, or tobacco.

## 7.1 DEFINITIONS (AS USED IN THESE RULES AND PROCEDURES)

- “Day” means calendar day unless otherwise specifically provided.
- “Expulsion” means disenrollment from the charter school.
- “School day” means a day upon which Legacy is in session or weekdays during the summer recess.
- “Suspension” means removal of a pupil from ongoing instruction for adjustment purposes. However, “suspension” does not mean the following
  - a. reassignment to another education program or class at the charter school where the pupil will receive continuing instruction for the length of day prescribed by Legacy Board for pupils of the same grade level,
  - b. referral to a certificated employee designated by the CEO to advise pupils,
  - c. removal from the class but without reassignment to another class for the remainder of the class period without sending the pupil to the CEO or designee.
- “Pupil” includes a pupil’s parent or guardian or legal counsel or another representative.
- “School” means Legacy.

## 7.2 GROUNDS FOR SUSPENSION AND EXPULSION

A student may be suspended or expelled for any of the acts listed below if the act is related to school activity or school attendance occurring at Legacy or at any other school at any time including, but not limited to, (a) while on school grounds, (b) while going to or coming from school, (c) during the lunch period, whether on or off the school campus, (d) during, going to, or coming from a school-sponsored activity. Following are examples of grounds for suspension and expulsion.

- Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon the person of another, except in self-defense.
- Unlawfully possessed, used, sold, or otherwise furnished, or was under the influence of, any controlled substance as defined Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.

- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code, alcoholic beverage, or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage, or intoxicant.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school property or private property.
- Stole or attempted to steal school property or private property.
- Possessed or used tobacco or any products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, vapes, e-cigarettes.
- Committed an obscene act or engaged in habitual profanity or vulgarity.
- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. Examples of defying authority include, but are not limited to, not following school rules, such as the dress code policy, detention policy for truancy, and classroom rules for behavior.
- Knowingly received stolen school property or private property.
- Possessed an imitation firearm, i.e., a replica of a firearm that is as substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- Committed or attempted to commit a sexual assault or committed a sexual battery.
- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.
- Made terrorist threats against school officials and/or school property.
- Committed sexual harassment.
- Caused, attempted to cause, threatened to cause, or participated in an act of hate violence.
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment.
- Trespasses upon school property when school is not in session.
- Alternatives to suspension or expulsion may be used with students who are truant, tardy, or otherwise absent from assigned school activities.

### 7.3 NOTICE TO PARENTS/GUARDIANS

At the time of the suspension, a Legacy employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

At the conference, the pupil shall be informed of the reason for the disciplinary action and the evidence against him or her and shall be given the opportunity to present his or her version and evidence in his or her defense.

The conference may be omitted if the Legacy Principal/Chief Academic Officer or designee determines that an emergency situation exists. An “emergency situation” involves a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student’s right to return to school for the purpose of a conference.

No penalties may be imposed on a pupil for failure of the pupil’s parent or guardian to attend a conference with school officials. Reinstatement of the suspended pupil shall not be contingent upon attendance by the pupil’s parent or guardian at the conference.

### 7.4 TIME LIMITS FOR SUSPENSION & EXPULSION

Suspensions, when not including a recommendation for expulsion shall not exceed five (5) consecutive school days per suspension.

Upon a recommendation by the Principal/Chief Academic Officer or designee for expulsion, the pupil and the pupil’s guardian or representative will be invited to a conference to determine if the suspension for the pupil should be extended pending an expulsion hearing. This determination will be made by the Principal/Chief Academic Officer or designee upon either of the following findings: 1) whether the pupil’s presence is disruptive to the education process; or 2) whether the pupil poses a threat or danger to others. Upon this determination, the pupil’s suspension will be extended pending the results of an expulsion hearing.

### 7.5 EXPULSIONS

A student may be expelled only by the Principal/Chief Academic Officer or Chief Executive Officer for violation of school policies, education code, or law. The Principal/Chief Academic Officer or designee may recommend expulsion of any student found to have committed an expellable offense listed above in “Grounds for Suspension and Expulsion.”

Except for expulsions for offenses listed under “Grounds for Suspension and Expulsion,” a student can be expelled upon the findings and recommendations of the Principal/Chief Academic Officer that the student committed the expellable offense and that at least one of the following findings may be substantiated.

- Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
- Due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others.

Any student recommended for an expulsion is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within thirty (30) school days after the Principal/Chief Academic Officer or designee determines that one of the acts listed under “Grounds for Suspension and Expulsion” has occurred.

The hearing will be presided over by the Board of Directors. The hearing shall be held in closed session, unless the pupil requests a public hearing in writing.

Written notice of the hearing shall be forwarded to the student and the student’s parent/guardian at least ten (10) calendar days before the date of the hearing. The notice shall include

- the date and place of the hearing,
- a statement of the specific facts, charges, and offense upon which the proposed expulsion is based,
- a copy of Legacy disciplinary rules that relate to the alleged violation,
- notification of the student’s or parent/guardian’s obligation to provide information about the student’s status in Legacy to any other district in which the student seeks enrollment,
- the opportunity for the student or the student’s parent/guardian to appear in person or to employ and be represented by counsel,
- the right to inspect and obtain copies of all documents to be used at the hearing,
- the opportunity to confront and question all witnesses who testify at the hearing,
- the opportunity to question all evidence presented and to present oral and documentary evidence on the student’s behalf, including witnesses.

#### 7.5.1 Record of Hearing

A record of the hearing shall be made, and may be maintained, by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

#### 7.5.2 Presentation of Evidence

While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons

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can rely in the conduct of serious affairs. A recommendation by the Principal/Chief Academic Officer or designee to expel must be supported by substantial evidence that the student committed any of the acts listed in “Grounds for Suspension and Expulsion” above.

Findings of fact shall be based solely on the evidence at the hearing. While no evidence shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses of whom the Principal/Chief Academic Officer or designee determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled pupil, the hearing is held at a public meeting and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in the Texas Education Code, a complaining witness shall have the right to have his or her testimony heard in a closed session as determined by the Principal/Chief Academic Officer or designee if a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm, including, but not limited to, video-taped deposition or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit televisions.

The Chief Executive Officer will make a final determination regarding the expulsion. The final decision by the Chief Executive Officer shall be made within ten (10) school days following the conclusion of the hearing. The Chief Executive Officer may decide to expel or to expel and suspend the expulsion if the student meets criteria for suspended expulsions. The criteria for suspended expulsions include

- Second semester Senior,
- On track to graduate (i.e. enough credits to date; passing grades in current classes; on track with portfolio, community service and senior thesis),
- Accepted to a 4-year college.

If a student receives a suspended expulsion, they will be expelled, but the board will suspend the expulsion to allow the student to continue their courses from home through independent study at Legacy under predetermined conditions.

### 7.5.3 Written Notice to Expel

The Principal/Chief Academic Officer or designee, following a decision of the Chief Executive Officer to expel, shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following.

- The specific offense committed by the student for any of the acts listed in “Grounds for Suspension and Expulsion”
- Notice of the right to appeal the expulsion. Expulsion Appeals shall be brought to the Texas Board of Education, or, if the County Board will not hear such appeals, Legacy will establish a panel of retired or current school administrators who are not related

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to Legacy to hear expulsion appeals but who will follow the expulsion appeal procedures outlined in the Texas Education Code.

- Notice of the student or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Legacy
- Rehabilitation Plan

The Principal/Chief Academic Officer or designee shall send written notice of the decision to expel to the Student's district. This notice shall include the following.

- The student's name
- The specific offense committed by the student for any of the acts listed in "Grounds for Suspension or Expulsion"
- Rehabilitation Plan

#### 7.5.4 Disciplinary Records

Legacy shall maintain records of all suspensions and expulsions of Legacy pupils. Such records shall be made available for review upon request.

#### 7.5.5 Expelled Pupils/Alternative Education

Expulsion, for purposes of this policy, is defined as disenrollment from Legacy.

Pupils who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within their school district of residence. Placement at a District School may be required by the home school, and Legacy will assist with initiating this process.

#### 7.5.6 Reporting Student Offenses to Law Enforcement

Consistent with the Texas Education Code, the Principal/Chief Academic Officer or designee shall report to law enforcement authorities pupil offenses as specified therein.

#### 7.5.7 Rehabilitation Plans/Readmission

Any Student who is expelled from Legacy shall be given a rehabilitation plan upon expulsion as recommended by the Principal/Chief Academic Officer or designee and approved by the Legacy Board at the time of the expulsion order. This may include, but not be limited to, academic progress review, maintaining a clean disciplinary or attendance record, periodic review, and/or assessment at the time of review for readmission. The rehabilitation plan must include a date not later than one year from the date of expulsion when the pupil may reapply to Legacy for readmission.

The Chief Executive Officer shall readmit the pupil, unless the Board makes a finding following a meeting with the Principal/Chief Academic Officer or designee, the pupil, and the guardian or representative, that the pupil has not met the conditions of the rehabilitation plan or continues to pose a danger to campus safety or to other pupils or employees of Legacy. The Principal/Chief Academic Officer or designee shall make a recommendation to the Chief Executive Officer following the meeting regarding his or her

determination. The pupil's readmission is also contingent upon Legacy capacity at the time the student seeks readmission.

## **8 SECTION 6: TRANSPORTATION AND PARKING**

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### **8.1 SKATEBOARDS, SCOOTERS AND BIKES**

Students may ride a skateboard, scooter, or bike to school. Upon arriving to campus, students must store their skateboard, scooter and/or bike in designated storage areas. Students may not ride their skateboard, scooter, or bike during the school day. Skateboards, scooters, and bikes rode during the school day will be confiscated. Only the parent/guardian may retrieve the confiscated item. Legacy is not responsible for any loss of equipment.

### **8.2 STUDENT PARKING**

Any student who wishes to park on campus must purchase a Legacy Parking Permit. Applications for a parking permit are available in the Business Office and require the following: a valid Texas Driver's License; current automobile insurance for the vehicle and driver, parent/guardian's signature, and a permit fee of \$25 per year. The permit fee will be used to support senior activities.

No student may park on the school campus unless approved for a parking permit first. There will be a replacement fee of \$5 for lost or damaged permits. The permit must always be visible on the car.

### **8.3 MAP OF LEGACY CAMPUS**

LEGACY campus is located at 2727 Spring Creek Dr. Spring, Texas 77373



# 9 SECTION 7: ACADEMIC CALENDAR

## Legacy the School of Sport Sciences academic calendar | 2020 to 2021

Aug 2020						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sep 2020						
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27	28	29	30			

Oct 2020						
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25	26	27	28	29	30	31

Nov 2020						
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22	23	24	25	26	27	28
29	30					

Dec 2020						
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27	28	29	30	31		

Jan 2021						
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24	25	26	27	28	29	30
31						

Feb 2021						
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28						

Mar 2021						
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28	29	30	31			

Apr 2021						
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May 2021						
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16	17	18	19	20	21	22
23	24	25	26	★	28	29
30	31					

Jun 2021						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
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20	21	22	23	24	25	26
27	28	29	30			

**KEY**

- Holiday
- Professional Development
- Teacher Preparation
- Early Dismissal
- ★ First/Last Day of School
- End of Cycle
- Intersession

**Report Card Dates**

9/18; 11/6; 1/8; 2/26; 4/23; 6/4 (mailed)

**Holidays**

9/7 Labor Day; 11/23-27 Thanksgiving Break; 12/18-1/5 Winter Break; 1/18 Martin Luther King Day; 4/2 Spring Holiday

**Intersession Dates**

10/5-9; 1/4-8; 3/8-12

**Grading Cycles**

Cycle 1 8/5-9/11; Cycle 2 9/21-10/29; Cycle 3 11/2-12/17; Cycle 4 1/11-2/19; Cycle 5 2/22-4/16; Cycle 6 4/19-5/27

**Significant Dates**

7/27 Teachers report to work; 8/5 First day of school; 12/17 Last day of Fall Semester; 1/11 First day of Spring Semester; 5/27 Last day of school; 5/28 Make-up day (if needed) or Last day of school for teachers

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## 10 SECTION 8: ACKNOWLEDGEMENT AND AGREEMENT

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### PARENT/GUARDIAN ACKNOWLEDGMENT AND AGREEMENT

This is to acknowledge that my student and I have received a copy of the Legacy School of Sport Sciences Student/Parent Handbook and we understand that it sets forth the terms and conditions of student enrollment at Legacy School of Sport Sciences, as well as the duties, responsibilities, and obligations of Legacy students. We understand and agree that it is our responsibility to read the Student/Parent Handbook and to abide by the rules, policies, and standards set forth within the handbook. We understand that this is our formal notification of school policies and procedures.

We further understand that the Student Handbook may be changed during the school year as necessary and that when we are notified of any changes, it is our responsibility to follow the revised policies.

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Parent/Guardian Printed Name

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Student Printed Name

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Parent/Guardian Signature

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Student Signature

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Date

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Date