



Established 1979

Family Handbook

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Christ...Curriculum...Character

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MISSION AND VISION

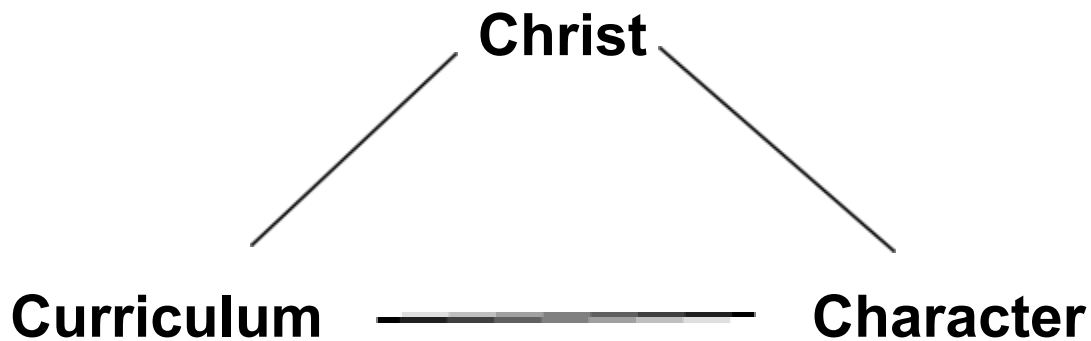
Mission

Legacy Christian Academy provides a Christ-centered, college preparatory culture of educational excellence wherein young men and women are trained spiritually, academically, physically, and artistically to reach their God-given destinies.

Vision

Legacy Christian Academy is committed to equip servant leaders to impact their world and all eternity for Jesus Christ. Our vision includes a passion to assist and partner with families in helping prepare children to impact their world for Christ.

The mission and vision of Legacy Christian Academy can be captured with three critical words:



Parent Participation Partnership The primary responsibility and authority for the training of a child absolutely lie with parents. However, Legacy Christian Academy is willing to be a minority partner in that duty. Common goals in raising youth in ways that are Christ-like, in teaching academics to the highest learning level of a student, and in developing a character of integrity and noble deeds can best be done with a partnership of parents and school.

Parents' participation in every aspect of school is important to achieve the stated common goals. Please, become part of the Booster Club. Participate in the extra-curricular activities of each child. Give in cash or kind to the support of school fundraisers and resource development. Be part of special events and activities sponsored by Legacy. Stay informed by monitoring the academic progress, homework assignments, and teacher comments concerning your student. Show interest and encourage your students in doing their homework, studying for tests, and completing special assignments. Above all, pray for the blessing and favor of the Lord to surround Legacy as a school in partnership with parents teaching and training the leaders of our great country's next generation.

Articles of Faith

Legacy is, first and foremost, a Christian educational institution and expects all employees to follow certain precepts of the Christian faith:

We believe the Bible to be the inspired, the only, infallible, authoritative Word of God.

We believe that there is one God, eternally existent in the persons of the Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential.

We believe in the resurrection of both the saved and lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

We believe in the spiritual unity of the believers in our Lord Jesus Christ.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.

Lifestyle Stance

We believe that God wonderfully and immutably creates each person as male or female.

We believe God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18, 7:2-5; Hebrews 13:4)

We believe that acting on any form of sexual immorality (including adultery, fornication, homosexuality, bi-sexuality, pornography, or changing one's biological sex) is prohibited by God in Scripture.

We do believe that every person should be afforded compassion, love, kindness, respect and dignity, and we oppose discrimination based on race, age, gender and nationality.

We support the sanctity of all human life from the moment of conception to natural death.

Lack of knowledge of a particular policy provided will not excuse a parent or student from the responsibilities and accountability for failure to obey them.

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

EDUCATIONAL PHILOSOPHY

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

Educational Objectives

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

A. Spiritual Growth

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

B. Intellectual Growth

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

C. Physical Development

1. The student will understand that the body is the temple of God; therefore, it is necessary to eat proper food, exercise, rest, and abstain from harmful substances. *1 Corinthians 6:19*
2. The student will learn to apply Biblical principles in sportsmanship and in all athletic endeavors. *Proverbs 1:3*
3. The student will understand the qualities of loyalty, enthusiasm, and discipline in building an effective team/group endeavor. *Ephesians 4:25*
4. The student will develop physical coordination and skillful use of the body. *1 Corinthians 6:20*

D. Emotional Growth

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

E. Social Growth

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

ACADEMIC POLICIES

FACTS Computer Information System (parent company of RenWeb)

Legacy Christian Academy's management database (FACTS) has the ability to send emailed progress reports from teachers to one or both parents. In addition, you can access your child's daily assignments on the internet with our Parents' Website. Instructions for accessing the Parents' Website follow:

1. Go to web browser and type in the address www.factsmgt.com
2. Click on Family Login at the top right
3. Click on FACTS Family Portal (Parents Web)
4. Click Create new Parentsweb Account if you have not logged into FACTS (RenWeb) before.
5. If you already have a username and password, sign in to your account.
6. Log in as follows: District Code is LCA-TX then, **type in the email address that you provided to the school.**
7. You will be emailed a new password to the email address you typed in, which must be the same email you provided to the school.
8. Go back to the first screen and type in your password to log in. (You may change your password afterward).
9. Select "Continue."
10. Under "School Information" you will be able to see your child's classes, and calendar, etc.
11. Under "Student Information" you will be able to check on grades, homework, etc.
12. You will be able to find other school information available about your child on this site as well as the ability to email the teachers directly.
13. Please understand that the mobile app for your cell phone may not show as much information as the website does. Also, accessing information on the mobile app requires different manipulation than on the website.

ELEMENTARY ACADEMIC POLICIES

Kindergarten

Bible
Phonics
Precursive Handwriting
Math
Music/Art/PE/Computer
Science/Social Studies
Character/Development

First Grade

Bible
Phonics/English
Reading
Spelling
Precursive Handwriting
Science/Heritage Studies
Math
Music/Art/PE/Computer

Second Grade

Bible
 English
 Reading
 Cursive Handwriting
 Spelling
 Math
 Science/Heritage Studies
 Music/Art/PE/Computer

Third, Fourth, & Fifth Grade

Bible
 English
 Reading
 Spelling
 Math
 Science/Heritage Studies
 Music/Art/PE/Computer
 Composition

*STEM and Legacy Greens are elementary programs to enrich our students with hands-on learning each month. Through engaging projects in science, technology, engineering, and mathematics, students develop critical thinking and creativity. They also explore the world of plants, learning about their growth and harvesting.

Grading Periods

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

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

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

Grading Scale

Grade Weight 1-5 grades

Daily 40%

Test 60%

Kindergarten

1 = Excellent

2 = Good

3 = Fair

4 = Needs Improvement

Grades 1-5

A = 90-100

B = 80-89

C = 70-79

F = 69 – Below

Conduct grades will be shown by:

E – Excellent

G - Good

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

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

Homework Guidelines

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

****HOMEWORK IS DUE UPON ARRIVAL TO CLASS****

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

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

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

1st grade – 120 minutes per week

2nd grade – 140 minutes per week

3rd grade – 160 minutes per week

4th grade – 180 minutes per week

5th grade – 200 minutes per week

This does NOT include unfinished classwork.

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

Late Assignments

Kindergarten

Kindergarten does not have a “points deducted” policy. Homework is mainly oral reading to parents. This oral reading assignment must be signed and returned the following day. Homework is given on Tuesday and Thursday nights, and failure to do the reading will result in either time out at recess or not being allowed to participate in Show and Tell on Friday. Failure

to do the assigned work will also result in a lower grade in “responsibility” on the report card. Continuous failure in this area could result in a conference with the parent.

First Grade

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

Second / Third

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

Fourth / Fifth

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

*Homework is due upon arrival to class.

*Special projects are not accepted late.

Make-Up Work

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

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

Physical Education Absence

A student must have a note signed by a parent or a doctor stating the reason the student may not participate in a PE class. If the student cannot participate for more than one day, the note should indicate approximately when the student may return to full participation. The note should also list the possible moderate activities in which the student might be able to participate. Under some circumstances, students will be required to complete written assignments to take the place of physical activities missed.

Promotion

Promotion in Kindergarten and First grade is based upon satisfactory completion of courses of study and teacher recommendation. In grades 2-5 a student that fails two or more core subjects

(language arts, mathematics, social studies, and science) with a 69 or less overall grade average will be a candidate for retention.

SECONDARY ACADEMIC POLICIES

ACADEMIC HONORS AND SERVICES POLICIES

Honor Roll (Academic Champs and Academic Warriors)

Academic achievement recognitions are recorded at the end of each semester based on a student's grades from all subjects.

*All A Honor Roll (Academic Champs) is awarded to students earning an A (90–100%) in every class.

*A/B Honor Roll (Academic Warriors) is awarded to students earning only A's and B's (80–100%) across all classes.

Community Service

All middle and high school students are required to perform 10 hours of community service per semester for a total of 20 hours each school year for promotion to the next grade or to graduate. Prior approval and Community Service Forms are required to be obtained from the student's Bible teacher before performing any community service. A student must not receive financial compensation for community service projects. Hours accumulated during the summer for the following year will start June 1st. Any excess of hours do not roll into the next school year.

High School Student Council Qualifications and Membership

All candidates and members must pledge to maintain the highest standards of personal conduct at and away from school, to act in the best interest of the school at all times, to reflect the opinions of the students they represent to the best of their ability, to promote school spirit, to practice effective leadership and good citizenship, and most importantly to always demonstrate a Christian attitude. The decision regarding a student's eligibility to serve as a Student Council member, Officer or other student leader ultimately rests with the Advisor and the Administration of Legacy Christian Academy.

- A candidate must be enrolled as a Legacy diploma-seeking full-time student for next year and pre-registered before the election. The candidate must not have a major disciplinary infraction during the year of election or the year of office.
- A candidate must have at least one year's experience in High School Student Council prior to running for a position in the Executive Council. The candidate must be currently serving on Student Council in order to run for Executive Council for the following year.
- Candidates and members may not fail any class prior to the election or during the time of office. Failure to meet these guidelines will result in the candidate not being

eligible to run for office. A member must maintain a 2.5 GPA throughout their time in office. Failure to maintain academic eligibility will result in dismissal from the council.

- Candidates are required to make a campaign speech. The speech must be 2-5 minutes in length and be pre-approved by the Advisor. Posters and other campaign items will be allowed under the direction of the Advisor.

Honor Graduates

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

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

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

Only the Legacy GPA scale will be used to calculate students for Honors and High Honors.

Grade Point Average

The GPA at Legacy Christian Academy is weighted on a 4.0 scale.

Honors classes, Dual Credit, and AP classes are given an additional weight of 0.5, 0.5, and 1.0

Transfer students with high school credits transferring in will have their previous school GPA recalculated to fit Legacy's GPA grading scale.

Valedictorian and Salutatorian Selection Policy

- The student must have attended Legacy as a full-time student for the last eight full semesters.
- Only grades earned at Legacy are considered. See Academic Requirements for courses used to determine academic rankings.
- At the close of the second semester grading period, when all the senior grades are recorded, high school grades are averaged for all seniors eligible for the two honors. The GPA is used for the selections. In the event of a tie, the unweighted grade averages for the classes used to determine class rankings will be used to determine valedictorian.
- In the event a transfer student is in the running for the honors, that student's eight or more semesters at Legacy will be compared with all seniors' GPA for the same eight or more semesters of their high school career.
- *See academic requirements for information on which courses count toward this honor.*

National Junior Honor Society

To be eligible for membership consideration, Middle School students must have a cumulative numerical average of 90 or above. Candidates must be full-time students who have attended Legacy Christian Academy for at least one semester, and be currently enrolled in the seventh grade. Potential members must also meet high standards of character, citizenship, and leadership in the areas of faith, virtue, and knowledge. Leadership and service are measured by the student's participation in community and/or school activities. All candidates must complete and turn in ten documented service hours by the announced deadline. Citizenship and character are measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Faith, virtue, and knowledge are considered to be a vital part of leadership, character, and citizenship. Students who are eligible for membership based on their GPA are invited to complete a Student Information Survey that provides the Faculty Council with information regarding the candidate's leadership and service. In addition to this survey, the Faculty Council will review school

disciplinary records and solicit comments from members of the faculty regarding their professional observations of each candidate. The Faculty Council, consisting of five members, will carefully review all information to determine membership. Candidates will be notified regarding selection prior to the Induction Service held each spring.

National Honor Society

The purpose of NHS is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Students who are inducted into Legacy Christian's local chapter of NHS are Legacy diploma seeking full-time sophomores and juniors who have already demonstrated high academic achievement, strong leadership, admirable character, and service to others.

- ***Membership.*** Membership in the local chapter is an honor bestowed upon a student. Selection for membership is determined by a Faculty Council that meets to review procedures of the chapter, select members, and consider the non-selection, dismissal, disciplinary actions, and warning cases.
- ***Selection of Members.*** To be eligible for membership, students must be members of the sophomore or junior class. Candidates must have been in attendance at the school a minimum of one semester. Additionally, students need to have demonstrated outstanding achievement in the four key areas of scholarship, service, leadership, and character.
- ***Scholarship.*** Candidates must have a cumulative, weighted, non-rounded average of at least a 3.0 GPA. Candidates who are eligible based on scholarship shall then be evaluated on the basis of service, leadership, and character.
- ***Service.*** Legacy requires a student to perform 20 hours of community service before he or she can be eligible for NHS. Students being considered for induction into NHS must have documented community service which shows that they are keeping pace with the school's requirements.
- ***Leadership.*** The Faculty Council requires the student to be involved in at least one co-curricular activity such as clubs, teams, musical groups, etc. Students who have been elected to an officer's position in an organization or appointed to a leadership position in their school, team, community, or church are also recognized. Verification must be provided.
- ***Character.*** The Faculty Council considers the positive as well as the negative aspects of character when evaluating each candidate for membership. A person of character demonstrates respect, responsibility, trustworthiness, fairness, caring, and citizenship. Teachers in the school report to the Faculty Council on a candidate's character in and out of the classroom.
- ***Dismissal.*** Members who fall below the standards which are the basis for their selection shall be notified in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except in the case of flagrant violation of school rules or the law.
- ***Activities.*** NHS membership is not only an honor, but also a responsibility. Refusal to participate in the NHS projects also leads to a written warning and, if not corrected, dismissal from the organization.

- **Maintaining Membership.** NHS offices require students to have passing grades and to maintain good standards of personal behavior. The decision regarding a student's eligibility to serve as an officer or member ultimately rests with the Administration.

Academic Intervention

If a student is failing one or more classes at the first nine week grading period, the teacher(s) will be required to contact by phone call, meeting, etc. his/her parents. The parent is required to respond. A Parent-Teacher Checklist will be completed as a tool for improving academic performance. If a student is failing at the twelfth week of a semester, the family will meet with the class teacher and the Department Head for that course to discuss strategies for improving grades. Dual Credit students will be required to report grades to the registrar every three weeks or when requested.

Academic Requirements:

English	4 credit hours*
Mathematics	4 credit hours*
Science	4 credit hours*
History	3 credit hours*
Foreign language.....	3 credit hours*
Economics.....	½ credit hour*
Government.....	½ credit hour*
Technology	1 credit hours
Fine Arts	1 credit hours
Physical Education.....	1 credit hours
Speech	½ credit hour
Health	½ credit hour

**** Only these courses will be used to determine academic rank. A student may take more than 4 credit hours in Mathematics and Science to calculate class rank, but only the top 4 credit hours will be counted toward class rankings and honors.***

Algebra I and IPC (Integrated Physics and Chemistry), if successfully completed in the eighth grade, are counted toward high school credit hours.

Students are required to take Bible each year in attendance at LCA. Bible is counted as an elective.

Students must complete the entire course before the course can be used for calculation of credit hours or honors.

College Placement

The Director of College Placement/Admissions assists Legacy students in selection and the admissions process to the college best suited for him/her in terms of interests, ability, and ambition. Students/parents should start meeting with the Director of College Placement/Admissions on a regular basis their freshman year to formulate a selection of colleges that they are most interested in attending. In their senior year, students begin applying to colleges and will meet with the Director of College Placement/Admissions on a more regular basis. Junior

and senior students are also able to meet with college representatives as they visit the campus or the various college fairs held in the area during the year. Parents and students, please note that ultimately identifying admission, scholarship requirements, and deadlines of selected colleges and universities for which you want to enroll is your responsibility with Legacy's assistance.

Course Load

Students can register for eight courses a semester. Seniors must enroll in a minimum of five academic courses per semester. Students enrolling in more than two AP courses in a semester must get prior approval from the Registrar. Students may not be enrolled in more than four AP classes.

Credit in Advance

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

Credit Recovery

Any student who fails a course will be required to take an approved course for credit recovery. Pre-approval of the course material and/or institution will be issued to students from the Registrar. A senior choosing to recover a credit in order to receive a Legacy diploma must complete all work within the same calendar year of graduation. Credit recovery courses for underclassmen must be completed by August 1 or they will not be placed in the next consecutive course.

Cumulative Grading

All teachers are required to average grades in accordance with the cumulative grading system. Meaning, the grade recorded as the Cumulative Average at the end of the semester should be the weighted average of all individual grades earned from the beginning of the semester to the last day of classes.

Daily Schedule

High School and Middle School classes begin promptly at 8:00 am. and end at 3:30 pm. Elementary classes begin promptly at 7:50 am. and end at 3:20 pm. On occasion, the daily schedule will be modified for special assemblies. Students and faculty will be notified in advance of such changes.

Interim Term

Interim Term is a one-week special term that allows our students to explore personal interests while integrating disciplines and expanding their minds in ways that are unavailable in the regular classroom. The creativity and variety of the courses offered on and off campus are designed to complement our strong, regular academic schedule.

To encourage attendance, Family Discretionary Days are not allowed during the week of Interim Term. If students do incur absences during the Interim Term, they will need to be made up to receive credit for the course which constitutes 5% of their semester grade. If Interim Term absences are not made up, final exam exemptions will not be allowed, no matter the grade in the class.

Full-Time students must attend a full day or 2 session classes.

Part-Time students must attend a half day or 1 session class.

Tutorials Program

Tutorials are for the benefit of students, especially those struggling with coursework. It is time allotted for extra help, group meetings, and club meetings.

Students are assigned to a Tutorial class scheduled from 2:45 pm - 3:30 pm every day. Students with all A's, including students participating in TAPPS, will be exempted from Tutorials. After attendance is taken, students with all A's may check out and go home once they have shown proof of this to their teacher and have completed their homework.

Students are expected to be engaged in working on homework, studying, or reading. If a student claims they have completed or have no homework, they will be asked to review materials, check long-term goals, or work on upcoming projects.

Students should not be on their phones, listening to music, chatting with other students (unless in a tutoring capacity), or playing around on their computers/Chromebooks. Chromebook violations still apply. Off-task students may be issued an SBR.

Seniors returning to school may wear their approved school practice attire in Tutorials.

Dropping/Adding a Class

In order to drop or add a class, a student must complete a Drop/Add form within the first two weeks of the start of the course. Dropping or adding classes is at the discretion of the Registrar. After the first two weeks, dropping a course can only take place under special circumstances, and may result in Withdrawal Failing or Withdrawal Passing noted on the official transcript. Drop/Add forms are available in the registrar's office. Students and parents should understand that dropping a class required for graduation prior to officially failing the course will lead to the student receiving a homeschool diploma rather than a Legacy diploma.

Dual Credit

Legacy Christian Academy partners with LIT in the Dual Credit program for Juniors and Seniors. Each class will count as a high school credit and college credit. Students will need to take the TSI, a qualifying test, before August in order to enroll for Dual Credit. Qualifying students may take one or two courses each semester; classes are 100% online. Students taking the TSI will be allowed to miss two days for testing. Anything in excess will affect their attendance. Students are encouraged to schedule the TSI during their electives or off blocks.

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

Eligibility for Co-Curricular Activities

A student failing more than one (1) class at the nine (9) week or semester grading period will be ineligible for co-curricular participation for a period of two (2) calendar weeks and shall continue for fourteen (14) days. The period of ineligibility shall begin no later than 12:00 pm the day grades are announced unless the school is on break. Then the date of ineligibility will begin upon the return to school. *NOTE: TAPPS rules apply in addition to these date.* At this point, the

student will be required to attend mandatory Tutorials four (4) days a week for the rest of the current season. Athletically, the student cannot practice or play in games. The student is required to view practices and sit on the bench during home games but will not be allowed to dress out in athletic uniform. The student will not be allowed to travel with the team to away games. A student who continues to fail more than one class (not limited to the initial class) after two weeks shall be ineligible on a week-to-week basis until the student is failing no more than one course.

A student who has received a Level 2 or 3 Disciplinary Infraction will be ineligible to participate in games or performances during a period as set out in the Code of Conduct. They may participate in practice with consent of the campus principal.

Exams - Semester and Final Exams

All students will be given semester exams at the end of each semester. Semester exams will be designed to last sixty minutes in middle school and ninety minutes in high school. High school semester exams will count twenty percent of the semester grade in the course. Middle school semester exams will count ten percent of the semester grade in the course. Teachers may choose to substitute a comparable comprehensive project for an exam with the approval of their Department Head and Principal as long as it is for the entire class. Elective classes will use a portfolio style exam assessment. In the event a student misses a semester exam, the student will have two weeks after school resumes at midterm and two weeks after the last day of school to take the exam, or the grade will result with a zero. Family Discretionary days may NOT be used during exams, except with prior approval by administration.

Exam Exemption Policy

- Sixth through tenth grade students may exempt one final exam per semester if they have an average of 90 or above in that class.
- Juniors may exempt two final exams per semester if they have an average of 90 or above in those classes.
- Seniors may exempt any class per semester in which they have earned an average of 90 or above in the class.
- All Advanced Placement (AP) students may exempt any non-AP class they have an average of 90 or above for the semester if they have an 85 average or higher in an AP class.
- All Advanced Placement (AP) students may exempt the second semester AP final exam in that AP class if they earn an 85 average or higher in that class for the year by the end of the week before their respective underclassman and senior exams and are scheduled to take the College Board AP exam.
- Students taking CLEP (College Level Exam Program) tests to gain college credit may be exempt from second semester final exams if they earn an 85 average or above for the year at the end of the week before their respective final exams and have taken or are scheduled to take the CLEP test for that particular course. English students may be exempt from first and second-semester midterms/final exams. For instance, a student may exempt their College Algebra final exam if they have above an 85 average for the year and take the CLEP test for the corresponding College Algebra course.
- Any student who has incurred a Level 3 Disciplinary Infraction will not be eligible to exempt any finals in the semester the infraction occurs or the following semester if the

infraction occurs between semesters.

- Dual Credit classes do not qualify for exam exemptions regardless of grade.
- **Ministry, Phalanx, and Interim Term** - Our school promotes service, community, and innovative learning through two half-day Ministry Days, dedicated to serving the local community, two half-day Phalanx Days, focused on building school spirit through house/team competitions, and a week-long Interim Term, offering learning experiences beyond traditional classroom instruction. These events are mandatory, contributing to our required instructional minutes as mandated by our accrediting organization, Cognia. Students absent or missing more than 20 minutes of any event without a doctor's note will be considered unexcused and ineligible to exempt any final exams, including AP classes. Parent discretionary days are not permitted.

Failure Policy

To receive a passing grade and earn credit in a yearlong course, students in Middle and High School must earn a two-semester average of 70 or above (includes midterm and final grades). High school students who fail a course necessary for graduation will be required to retake the class. Courses retaken at Legacy will replace the original grade. The Registrar will provide information regarding approved credit recovery. Middle School students failing 2 or more classes will not be promoted to the next grade, unless they complete the equivalent credit recovery course.

Grading Periods

Legacy is on a semester grade reporting system. Each semester is eighteen weeks in duration. Parents will receive by e-mail a progress report *and* a report card. The progress report details a student's academic progress in each class. Legacy will issue nine-week progress reports and semester report cards. FACTS, the school's online computer information system, may be used by both parents and students to track grades, homework assignments, and special comments that may pertain to a student. Only the two semester grades will be on a student's transcript. The final grade is the average of the two semester grades. The nine-week report will contain comments from teachers if a student's average is 75 or below for that class.

Gradebook Notification

Once a week an automated gradebook notification will be emailed to secondary parents based on a variety of grade parameters. We feel this notification is extremely beneficial in assisting parents with staying aware of their student's academics and holding the student accountable. This automated email shows any grades less than 70 (daily and tests) plus any missing or incomplete assignments the student received that week. This provides parents with a link to a "snapshot" of any grades/assignments that a student received that fall into the above categories. The parent is then encouraged to log in to their [FACTS Family Portal](#) for a full breakdown of the grade/assignment. If after discussing with the student, feel free to reach out to the teacher for further clarification.

Please note - FACTS will only allow notifications based on a 100-point system instead of percentages. Please be aware that several teachers do not make every assignment worth 100 points. For example, if an assignment is only worth 50 points, and the student earns 50 points,

FACTS interprets that as failing and will send a notification. It is important to check the actual percentage on your student's grade report in the FACTS Family Portal. If you have questions about a grade, please reach out to the teacher.

Grading Scale

Legacy uses a numerical grading system. The numerical grading system can be translated into letter grades as follows:

- A 100-90
- B 89-80
- C 79-70
- F 69 or lower (failing)

Graduation Requirements - Mandatory

The graduating senior and parent are required to sign a Graduation Requirement Form. Forms will be available at Legacy Launch and/or the main office. Both parent and student must sign and return the Graduation Requirement Form before the first day of school or the student may not begin classes. This form is a proactive effort by Legacy Administration to inform parents about graduation. Specifically, the administration wants parents to know both the standards to graduate and the pitfalls to avoid that would prevent a student from participating in the graduation ceremonies and from receiving a Legacy Diploma.

To graduate from Legacy Christian Academy a student **MUST**:

- accumulate a minimum of 27 credit hours in approved/required courses
- have completed and passed all approved/required courses within the same calendar year of graduation
- have regularly attended all classes for the required number of days.
- have their tuition account current and paid in full
- enroll for their senior year and pass a minimum of five academic courses at Legacy which do not include a teacher aids block

To participate in the graduation ceremony in May, a senior **MUST**:

- complete all of the above written requirements
- pass all the required semester and year long classes of their senior year. He/she may not complete an approved credit recovery class their senior year and participate in the graduation ceremonies.
- 20 community service hours

A senior who fails to accumulate the necessary credits at Legacy (see Academic Requirements) cannot participate in the graduation exercise but can complete credit recovery approved by the registrar and receive a Legacy diploma. A senior choosing to recover a credit in order to receive a Legacy diploma must complete all work within the calendar year after the date of the graduation. Account must be current and paid in full in order for the student to participate in the graduation ceremony.

Homework Policy

Work done independently is a crucial part of the learning process. Review of class notes, reading,

and written assignments are all important in the mastering of concepts. Homework is a graded part of the curriculum, and students should be prepared for a challenging amount of homework each night. Homework ultimately represents the student's efforts, and sharing homework, unless specifically permitted by teachers, violates the Honor Code. Major grade assignments will not be scheduled that will impact holidays, Spring or Easter vacations, or the night before AP, PSAT, or on other occasions specified by the Headmaster. Homework will be posted on FACTS so that students and their parents can view both daily and long-term homework assignments. Students may use Tutorials as an opportunity to complete daily homework to reduce the amount of homework that needs to be taken home.

Late Work Policy

All students must turn in late work within one class day (48 hours) with a deduction of 30 points or 30% off. After this time has passed a zero is assigned for the assignment.

Transcript Requests

Requests for records or transcripts must be made in writing directly to the Registrar with a three-day minimum of a deadline. If a transcript is requested, the Registrar will provide the student with a transcript and instructions for mailing. The school will mail the final transcript after graduation.

ATTENDANCE POLICIES

Attendance is essential for academic growth. Legacy is accredited by Cognia and must be in compliance with the Texas Education Agency State Laws.

A student is expected to attend school and meet all scheduled classes, chapels, and activities unless properly excused. Students must remain on campus until officially excused or officially dismissed.

If a student is absent, the parent must contact the respective elementary or main office for the student at (409) 924-0500 by 8:30 a.m. On the day the student returns to school, one of the parents, physician, or appropriate authority must send a signed note with the student that will be turned into the respective elementary or main office to confirm the period of absence. ***Written excuses will only be accepted for two weeks from date of absence.***

Excessive Absences

Legacy reserves the right to refuse credit to students who miss more than five classes in the same subject in a semester. If a student misses more than five classes in the same subject in a semester for excused or unexcused reasons or a combination thereof—the school will take action. Such action might include, but is not limited to, assignment to a supervised Study Class before or after school, loss of privileges such as field trip participation, or even loss of academic credit. The administration reserves the right to address each case individually and act appropriately.

In cases where the school decides that excessive absences are detrimental, because the student has missed excessive days of teacher instruction, a conference between school administration, teachers, and parents will take place to determine whether the student has mastered the objectives needed for earning credit for that grade/course.

Excused Absences

Absence from school will be excused for:

1. Illness
2. Emergency family matters
3. Death in the family
4. Dental or medical appointment
5. Court appearance
6. Religious observance
7. Funeral
8. Graduation or wedding of family member
9. Pre-approved college visit (see College Visits)
10. Family Discretionary Day
11. School sponsored or sanctioned events
12. Drivers License or Driving Test Appointment

Prolonged/Recurring Illness

In the case of prolonged, recurring illness, of more than five (5) days, the school will require a medical explanation from the physician. Students will be allowed to make up work missed during an extended absence in a reasonable amount of time, but unexcused absences will result in a zero on assignments missed including tests, papers, and projects.

ELEMENTARY ATTENDANCE POLICY

All students PK3-5 arriving between 7:30 and 7:50 a.m. should report to the Elementary Recreational Building. NO ONE IS ALLOWED IN OTHER LOCATIONS BEFORE 7:30 AM. Students must be off campus by 3:40 p.m. unless accompanied by a teacher, parent, or staff member, or unless participating in school sponsored activities. Students will not have access to buildings after office hours. Students not leaving campus by 3:40 p.m. will be placed in the After School Program at the parent's expense. Fees will be assessed for late pickup as follows:

	<i>Arrival</i>	<i>Departure</i>	<u>After school hold-over fees:</u>	
PK3 – 5 th grade	7:50 a.m.	3:20 p.m.	3:40 - 4:00	\$10.00
Tardy for School	7:55 a.m.		4:00 - 4:30	\$15.00
Before School Drop Off	7:30 a.m.		4:30 - 5:00	\$20.00
After School Pick Up	3:20 p.m.	3:40 p.m.	5:00 - 6:00	\$25.00
After School Program	3:40 p.m.	6:00 p.m.		

Co-Curricular Eligibility

A precondition for participating in the co-curricular life of the school is class attendance. In order to participate in any extracurricular practice or event, students must be in attendance at school for the entire day of the practice or event. Exceptions include a doctor's appointment, pre-approved Family Discretionary Day (two week prior approval), or funeral.

Elementary Pick-Up and Drop-Off of Students

Delivery and pick-up of elementary students will be in front of the Elementary Recreational Building for grades PK3-Fifth.

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

Make-Up Work Due to Absence

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

Tardiness

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

Five tardies are allowed per semester. On the fifth tardy, the parent will conference with the principal. On the *sixth* tardy per semester, the parent will be contacted by the principal and further consequences may be necessary.

SECONDARY**Arrival and Departure**

The academic day begins at 8:00 a.m. and school ends at 3:30 p.m. Students should not be on campus prior to 7:40 a.m.

Students arriving for any class more than 20 minutes late will be counted absent for that block. If a student misses more than 20 minutes of a class (beginning, middle, or end), they will be marked absent for that class.

Parents are to pick up their students by 4:00 p.m. unless involved in a chaperoned activity that extends beyond this time. Legacy administration expects all students to be off campus by 4:00 p.m. to avoid any penalties that may be applied. (Note: Arrival, Departure, and After School supervision for Elementary students vary.)

Students must leave campus if they are not registered for a class during that block.

Assembly, Chapel Attendance, and Pep Rally

Faculty-student committees arrange assemblies, chapels and pep rallies, and attendance is mandatory. Attendance is taken before Chapel begins. If a student does not check in with their teacher, they will be marked Absent Unexcused. If a student does not attend Chapel, they will be considered absent for that entire block. Caps, hats, are not to be worn.

Class Trip Attendance Policy

As part of the required curriculum, all grades may participate in class trips. The purpose of class trips is to enhance student life, encourage the development of peer relationships, and to complement the curriculum by taking students to places that will enhance their appreciation of history, science, or other subject areas. If scheduled for a given class, attendance is required. However, if a student is unable to attend the class trip, he or she will be required to be at school for regular school hours, and may have to complete an assignment to replace the intended learning.

Co-Curricular Eligibility

A precondition for participating in the co-curricular life of the school (athletics, fine arts, clubs, etc.) is class attendance. In order to participate in any extracurricular practice or event, students must be in attendance at school for the entire day of the practice or event, unless they are excused from tutorials. Exceptions include a doctor's appointment (for the time of the appointment plus travel time), college visit, pre-approved Family Discretionary Day (two week prior approval), driver's license, court appointment, or funeral. In case of other emergency, the principal should be notified immediately. Students who have no morning classes are required to be in attendance at the beginning of their first scheduled class of the day. Students should clear those absences with the Registrar prior to participation in the event.

College Visits

Seniors and juniors are encouraged to visit colleges for which they are interested in seeking admission. Seniors will be allowed to miss a total of three days for college visits, juniors will be allowed two days. Students who miss classes for college visits must make up their schoolwork according to the academic planned absence policy. These absences are considered as a school sponsored function and not counted in the allowable absences for a given semester. Students who need to miss a day of classes must make arrangements through the College Counselor and follow these steps:

1. Prior to the day missed, a note from one of the student's parents must go to the College Counselor stating the reason for missing school.
2. The College Counselor will give the student a College Day Score Card form. The student must obtain signatures at the college visited and return the form to Legacy's College Counselor when the student returns to school.

Family Discretionary Days

Students will be allowed a maximum of five days per class of excused or unexcused absences per semester. Family Discretionary Days are limited in their scope and purpose to such things as family and/or educational trips. Two week prior approval is required for ALL Family Discretionary Day approval. Consideration may be given under extenuating circumstances, but only if approved prior to the absence by administration. When using a Family Discretionary Day, students must make prior arrangements with their teachers to make up any missed tests, quizzes, or class assignments. Students will receive a zero for any missed assignment not made up according to this procedure. If a student does not make prior arrangements, all assignments will be due the day the student returns to campus. These days may not be taken during exams, the week prior to exams, or during standardized testing.

Late Arrivals, Early Dismissals, and Tardiness Make-Up Work Policies

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

No credit will be given for work missed as a result of an unexcused absence.

- *Due to Absence:* If a student is absent for one day and has a scheduled test, project, or paper due on that day, he or she should be prepared to take the test, turn in the paper, or present the project on the day he or she returns to school. If a student returns from an unplanned, excused absence the day the major assignment is due, the student needs to discuss the nature of the absence with the teacher and an extension may be granted at the discretion of the teacher. If the student has an unexcused absence on the day of a scheduled project/paper deadline or test, he or she will receive a zero on the assignment. A student who is absent for an extended period of time will be required to develop a plan with his or her teacher(s) for making up work.
- *Due to Athletic or Other School Event:* A student who is aware of an athletic competition or other school-sponsored event that will cause him or her to miss part of the school day is responsible for keeping up with his or her schoolwork. Any work that is due during a period that the student will miss should be turned in BEFORE the class period or the teacher may count it late. Any tests that the student will miss should be taken ahead of time if at all possible. Otherwise, the student must work out an arrangement with the teacher ahead of time for making up the test. It is imperative that each student-athlete communicate with each teacher whose class he or she will miss at least one day ahead of time.
- *Due to Tardiness or Leaving Early:* If a student misses a test due to arriving late or leaving early, he or she must make up the test during Tutorials or after school. If a student arrives late to school, he or she must turn in all assignments due in the missed classes that day.

Absences

- ***Physical Education Absence:*** A student must have a note signed by a parent or a doctor stating the reason the student may not participate in a P.E. class. If the student cannot participate for more than three days, the note should indicate approximately when the student may return to full participation. The note should also list the possible moderate activities in which the student might be able to participate. Under some circumstances, students will be required to complete written assignments to take the place of physical activities missed.
- ***Planned Absence:*** If a student has a pre-planned engagement or is planning to miss a day of school, the following steps must occur no later than one week prior to the absence:
 - Student may submit a letter written by one of the parents, or a parent may email the office or principal stating the reason/s behind the request and the exact days of the absence.
 - The letter must be signed by the Secondary admin indicating approval. The letter will be kept in the student's permanent files.
 - Assignments are to be completed and turned in the day the student returns to school.
- ***Unexcused Absences:*** Absences for any reason other than those listed in the "Excused Absences" section of this handbook are considered unexcused.

Tardiness

Arriving more than twenty minutes late for any class may be counted as an absence for that class. When a student accumulates a fifth tardy in a semester (total for all classes) a meeting with the Principal will be scheduled and parents notified. For the sixth-eighth tardy in a semester, students will be given a detention and parents will be notified. Beginning with a ninth tardy in a semester and any thereafter a student will be assigned an After School Work Session(s). The student and one of their parents/guardians will be involved in a work project created by the Principal. Tardy counts will start over at the beginning of each semester.

Students entering school late or leaving school early must have parental approval and notify the office via written note prior to the student being allowed to leave early. Students leaving campus early for any reason must sign out at the main office and have permission from the Nurse in case of illness.

Skipping Class

Skipping a class, including Chapel, is strictly prohibited. A student skipping class/Chapel will receive a Level-2 Disciplinary infraction. If the student skips a class in order to avoid a project deadline or test, he or she will receive a zero on the assignment. A student will be sent to the Principal in the event of a second class cut which may result in stronger disciplinary action, including expulsion.

CODE OF CONDUCT (ELEMENTARY AND SECONDARY)

Expectations in Behavior

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

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

Honor Code

Legacy Christian Academy pursues the training and development of its students in three fundamental areas: Christ-likeness, Curriculum/academics, and in Character. The Honor Code is especially designed to focus on character development. It is expected that each student will make a personal commitment through adopting the following pledge:

I do solemnly pledge my honor that as long as I am a member of Legacy Christian Academy, I will faithfully uphold the principles of the Honor Code, will cherish and guard its traditions, and will respect and observe its requirements. I make this pledge in view of God and the pledges of the students and faculty, which signifies our mutual Trust and Resolve to keep our honor secure.

By pledging this Honor Code, students promise not to lie, cheat, or steal.

Lying – At Legacy we believe that a person's word is his or her bond. Lying is providing false information with the intent to deceive. Examples of lying: providing specific but incorrect information in order to avoid punishment, telling falsehoods to implicate or exonerate a fellow student, or embellishing the truth with the intent to deceive.

Cheating – Cheating is giving or receiving unauthorized or improper assistance on any assignment. Any action that defeats the purpose of the assignment, whether there is intent to deceive or not, is considered cheating. Plagiarism is a form of cheating.

Stealing – We expect everyone within the Legacy community to respect the school-owned equipment, materials, and supplies as well as each other's personal property. Stealing includes not only taking someone else's personal property, but also borrowing either school property or someone else's personal property without permission.

Expectations of the Honor Code – Recognizing that students often emulate behavior more than words, the Legacy Board, administration, faculty, and staff agree to model the principles of the Honor Code in their lives and to support the Honor Code. The administration, faculty, and staff are responsible for consulting with the Principal concerning any violation of the Honor Code.

The Honor Code will fail if only the administration, faculty, and staff seek its enforcement. The students must care enough about their peers and about their school to take responsibility for enforcing the Honor Code. Reporting an honor violation does not destroy a fellow student's life; rather, it presents the person with the opportunity to learn from his or her mistake and to build stronger moral character. If students choose to ignore Honor violations, the Honor Code will ultimately fail. If students support the Honor Code, they will be able to take tremendous pride in the high standards of Legacy Christian Academy.

Immoral and Illegal Activities

Legacy reserves the right to evaluate situations regarding student issues of morality and participation in illegal activities whether occurring on or off campus on a case-by-case basis. These situations include, but are not limited to, issues related to pregnancy; abuse; sexual activity; immoral use of electronic devices; sexting (words or images); pornography; inappropriate solicitation; abortion; harassment; bullying; and the use of alcohol, tobacco, illegal drugs, etc. Students are not permitted to sell goods and services to other students. A redemptive approach is considered if a student and his/her family exhibit repentant and humble hearts and if administratively determined that continued enrollment is in the best interest of the student and the Legacy student body.

Re-enrollment, eligibility to participate in sports and extracurricular activities, probationary periods, graduation status, and participation in commencement exercises will also be considered on a case-by-case basis.

Bullying, Harassment, and Violence Policy

Legacy Christian Academy (LCA) is committed to providing a positive learning environment for all students that enhances personal safety and promotes respect, dignity, and equality among students. High standards are expected for both academic achievement and for behavior.

LCA strives to ensure that all students and employees are free from bullying, sexual harassment, dating violence, and sexual violence. All charges of bullying, sexual harassment, and dating or sexual violence are to be taken very seriously by students, faculty, staff, administration, and parents/guardians. LCA will make every effort to handle and respond to every charge and complaint filed by students and employees in a fair, thorough, and just manner. Every effort will be made to protect the due process rights of all targets and all alleged offending students.

A student or employee who believes he or she has been harassed, bullied, or otherwise targeted by fellow students or Legacy employees are encouraged to promptly report such incidents to the Headmaster or designee. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A student or parent/guardian who has a complaint alleging bullying, harassment, dating violence, or sexual violence may request a conference with the Headmaster.

Complaints will be documented and investigated in accordance with LCA policy and guidelines. Any staff member who observes an incident that involves physical or sexual assault or threats will report the incident immediately to the Headmaster. Any staff member who learns of an incident or threat may submit an Incident Report Form on behalf of the target.

Forms to report harassment/bullying may be obtained from administration in the main school offices.

Social Media and Group Messaging Harassment and Disparagement

Sending or posting electronic messages, videos, images, photographs, etc. that are determined as abusive, humiliating, obscene, threatening, or sexually oriented on campus will result in a Level-Three Disciplinary Infraction and a report may be submitted to the necessary authorities. If a student chooses to violate the social media policy off campus, directing the violation toward a member of the Legacy School Community, evidence of the violation will be submitted to the appropriate local, state or federal authorities as determined by school officials.

Complaints regarding school activities, classes, or policies should be discussed directly with Legacy faculty and staff to improve communication and resolve disputes pursuant to Matthew 18; therefore, parents, students, and employees are prohibited from posting anything on social media that may damage the reputation of the school.

Legacy Christian Academy and its administrative team have sole discretion on what is deemed as appropriate and inappropriate. This may include comments, images, names, use of the school logo or anything directly or indirectly connected to Legacy Christian Academy. Disciplinary actions will be enforced at the discretion of school authorities.

ELEMENTARY DISCIPLINE POLICY

Dress Code Violations

Any violation of the school's uniform or grooming policies. If a student is not in proper dress code, parents will be notified to bring a change of clothes.

Disciplinary Infractions -

Level-1 Disciplinary Infractions

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

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

Level-1 Disciplinary Actions

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

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

Level-2 Disciplinary Infractions

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

- Any repeated or chronic misbehavior as defined in Level 1
- Being in restricted areas before or after school
- Horseplay or man-handling of other students
- Obscene, profane, or vulgar language that is written, spoken, or expressed by symbols or gestures
- Intentional misuse and/or damage of school or other property
- Skipping class/truancy
- Display of disrespect toward school personnel
- Public display of affection -any act of intimacy between two student's that is in view of others. Hugging, kissing, cuddling, or holding another student's hand in public are other forms of PDA.
- Leaving the classroom or school grounds without permission

- Altering school documents, or signing parent's name on school documents
- Lying, cheating, or stealing

Level-2 Disciplinary Actions

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

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

Level-3 Disciplinary Infractions

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

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

Level-3 Disciplinary Actions

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

- Teacher/student conference
- Administrator/teacher/parent conference
- Parent/administrator conference
- Detention
- Suspension
- Expulsion
- Notification of law enforcement agencies (when applicable)
- Corporal Punishment (parent)

Parent-Teacher Conference

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

Appointments may be scheduled by contacting the school office at 924-0500. Teachers will confirm or return the call for a conference during their preparation period.

Please utilize FACTS to correspond or obtain updates on your student's academic progress.

Detention

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

Suspension

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

Expulsion

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

SECONDARY DISCIPLINE POLICY

Dress Code Violation

Any violation of the school's uniform or grooming policies. A dress code violation is completed for students who violate the Legacy dress code. At the time of the occurrence, the student will sign the DCV, and subsequently both student and parent will be notified by email. When a student receives his/her 5th Dress Code Violation at any time during the school year, school administration will conference with his/her parents.

On the 6th - 8th dress code violation, the student will receive a Level-1 disciplinary consequence and a Student Behavior Referral (SBR). On the 9th - 12th dress code violation, the student will receive a Level-2 disciplinary consequence and an SBR. On the 13th and each successive dress code violation, the student will receive a Level-3 disciplinary consequence and an SBR.

Disciplinary Infractions

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

Demerits

Faculty and administration will enter demerits into FACTS for classroom, lunchtime, before

school and after school misconduct.

A demerit report will be run weekly and emailed to parents.

Each 5th Demerit will be equal to a Level 1 Infraction.

Demerit counts will start over each quarter but are not removed from the students online behavior database.

Level-1 Disciplinary Infractions:

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

- Talking or being disruptive in class, Study Class, or Chapel
- Sleeping in class
- No public display of affection (PDA) - any act of intimacy between two students that is in view of others. Hugging, kissing, cuddling, or holding another student's hand in public are other forms of PDA
- Inappropriate or foul language
- Any violation of the school's parking rules and regulations
- Any other violation of a school rule or procedure
- Disrespect to a member of the School community
- Chromebook Policy violations
- 6-8 Tardies
- 6-8 Dress Code Violations
- 5 Demerits

Level-1 Disciplinary Consequences -- Student Behavior Referral (SBR):

The student will be issued an SBR and parents will be notified.

When a student receives his/her 3rd SBR at any time during the school year, school administration will conference with his/her parents.

On the 4th SBR and every successive time, the student will receive a detention or other appropriate consequence.

Level-2 Disciplinary Infractions:

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

Level-Two disciplinary infractions include, but are not limited to, the following:

- Leaving campus without permission.
- Skipping a class or other school obligation.
- Horseplay or man-handling of other students.
- Use or possession of tobacco or vaping devices on campus or at any school-sponsored activity.
- Failure to fulfill a detention in the time allowed.
- Any violation of the Legacy Christian Academy Honor Code, including, but not limited to, cheating, lying, or stealing.
- Flagrant disrespect or insubordination to a member of the Legacy community.
- Use of a racial slur or unjustly accusing a community member of racism.
- Use of derogatory remarks regarding race, color, gender, creed, sex, age, national origin,

or disability.

- Vandalism or defacement of school property or the property of other schools (may be considered a level-3 violation based on the severity of the defacement).
- Receiving a 4th SBR for the same offense at any time during the school year.
- A student who has received a Level 2 Disciplinary Infraction will be ineligible to participate in games or performances during the one week period immediately following the infraction, but may participate in practice with consent of the Headmaster.
- 9-12 Tardies.
- 9-12 Dress Code Violations.

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

Work sessions and possibly a disciplinary probation contract.

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

Possible removal from student leadership positions.

Level-3 Disciplinary Infractions:

The most flagrant disciplinary infractions are considered Level-Three Disciplinary Infractions. Level-Three Disciplinary Infraction examples include, but are not limited to, the following:

- Repeated flagrant disrespect or insubordination to a member of the Legacy community
- Fighting or any other action that might cause injury
- Use or possession of alcohol or illegal drugs on school property
- Hazing, bullying, harassment, intimidation, or any offensive behavior that makes another member of the community, whether a student or an employee feels threatened or unsafe—physically or emotionally
- Vandalism or defacement of school property or the property of other schools
- Possession of weapons, matches, knives and lighters on campus
- Sending or posting electronic messages, videos, images, or photographs that are abusive, humiliating, obscene, or sexually oriented on or off school property
- Any disruption or obstruction of daily operation, teaching, administration, disciplinary proceedings, public functions or other school activities—e.g. bomb threats, false activation of fire alarms, false calls to dispatch emergency assistance or to 911
- Repeated Level One and/or Level Two Disciplinary Infractions.
- A student who has received a Level 3 Disciplinary Infraction will be ineligible to participate in games or performances during the two week period immediately following the infraction, but may participate in practice with consent of the Headmaster
- Any student who has incurred a Level-3 Disciplinary Infraction will not be eligible to exempt any finals in the semester the infraction occurs or the following semester if the infraction occurs between semesters
- 13 + Tardies
- 13 + Dress Code Violations

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

Out-of-School Suspension (1-3 days without the ability to make up any missed work) and a Disciplinary Probation Contract, or Expulsion.

The suspension and probation could also lead to expulsion, depending on the circumstances.

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

Possible removal from student leadership positions.

Disciplinary Actions—Specific Consequences

After School Work Session

After School Work Sessions are held as needed each month, and must be served within a month of the issuance date. The length of the work day and the time is based on the discretion of administration. Students and their parents or guardian will be involved in Campus clean-up work or other tasks as assigned by the Principal.

Detention

The Principal will determine if a student deserves a detention and ultimately serves time in detention. The detention notice will be sent by mail and electronically through FACTS. The Principal will determine the time, day, and location of the detention. Students will report to the main school office at the predetermined date/time. Students who arrive late or choose to miss a detention may be given a second detention at the discretion of the Principal. Students may not engage in recreational activity while serving detention and must turn in all electronic devices at the beginning of detention. Students may perform homework while serving detention.

Disciplinary Probation Contract

A behavior contract is a contract between a student and the school which spells out specific standards that must be upheld in order for a student to continue their education at Legacy.

Expulsion/Withdrawal

A student who commits a major disciplinary infraction or repeatedly refuses to live up to the standards of Legacy Christian Academy may be asked to withdraw. A student who is expelled will not be allowed to reapply for admission.

Removal from Positions of Leadership

The decision regarding a student's eligibility to serve as a class officer, Student Council member, or other student leader ultimately rests with the administration. Students in positions of leadership or wanting to run for leadership positions must participate in events set out by the principal and class sponsor.

Student Behavior Referral

This form is completed for students who violate a Level One disciplinary infraction or other similar type of behavior. A completed SBR is given to the Principal who reviews it for appropriate action. A copy of the SBR is emailed to the parents as well as entered in FACTS for parents review. Three SBR's are permitted in a school year. Beginning with the 4th SBR, and every subsequent one, school administration will conference with the student and their parents and detention will be received and served by the student. School administration has discretion of implementing consequences depending on the severity and the frequency of the

behavior.

Suspensions

All suspensions will be Out-of-School and for a period of time ranging from 1-3 days. Students receiving a suspension will not be allowed to participate in any on or off campus co-curricular events or represent the school in any manner during the term of his/her suspension. Ultimately the student is completely isolated from school activities of any kind for the term of the suspension. A suspended student will not be allowed to make up any work that was missed during the time of the suspension.

Parent-Teacher Communication

The teacher is the primary contact between parents and the school. Please contact your child's teachers for any concerns that you have about your child.

Resolution of Conflict

Legacy follows the precepts of Matthew 18:15 when conflict occurs between parents, faculty, and administration. We recognize that, as with all things of this world, questions or conflicts arise that need to be addressed. Knowing whom to go to with these questions and conflicts helps facilitate resolution.

These steps are required whenever issues arise:

1. The parents and students MUST first physically meet with the teacher to facilitate a resolution.
2. If a satisfactory solution is not found, then the parents can request a second meeting with the Department Head. The Department Head will not meet or discuss the issue with the parents without the first meeting having occurred and only with the teacher present.
3. If no satisfactory solution is found, then the parents can request a meeting with the administration. The Administrator will not meet or discuss the issue with the parents without the first two meetings occurring, and will meet only with the teacher and department head present.
4. Decisions made at the Administrator level are final.
5. The School Board does not hear individual appeals and will only consider extraordinary issues of broad policy impact upon Legacy.

Note the proper order for resolution of questions and conflicts in the following areas:

Curriculum: Teacher, Department Head, Principal

Student performance: Teacher, Department Head, Principal

Discipline: Teacher/Coach, Principal

Sports: Coach, Athletic Director, Principal

Daily operations of the school: Principal, Headmaster

Advice and Guidance: Advisor, Headmaster

Department Heads— Department Heads facilitate communication between parents, students, and the school. Often, they will attend meetings with a student and his/her parents and

teachers when a student is struggling academically to facilitate the best learning environment possible.

2026-2027 School Year
Directly from Family Handbook

DRESS CODE

Modesty of dress and appropriateness of overall appearance will be left to the discretion of the administration. The Administrators and Principal reserve the right to address inappropriate appearances that may not fall precisely within the dress code requirements. Clothing should be neat, modest, and appropriate. Clothing should not have any logos or designs that violate Biblical morality standards or designs with controversial/political topics, weapons, or alcohol. Students are expected to meet the dress code at all times including school-sponsored events and transportation to school events. Enforcement of the dress code, like all other disciplinary matters, is based on cooperation between students, parents, and the school. The school, however, is the final authority on dress code and other discipline issues.

A uniform dress code was selected for PK3 through twelfth grade for the following reasons:

1. More convenient and economical
2. Eliminates extremes in dress and competition among students
3. Encourages positive behavior
4. Creates a distinctive school identity and promotes school spirit
5. Improves student safety by helping the security team to more easily recognize weapons threats.

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

WHERE TO PURCHASE UNIFORMS

A complete list of required and optional uniform items will be available in both the elementary and main office. Uniforms may be purchased from The Monogram Shop, 745 Lindbergh Dr., Beaumont, TX 77707, (409) 840-9454. *The Monogram Shop will give 3% of all purchases back to Legacy!*

Khaki pants or shorts may be purchased at other locations in the “khaki” color.

Spirit and Sportswear can be purchased through the BSN Sideline Store at <https://sideline.bsnsports.com/schools/texas/beaumont/legacy-christian-academy>.

When purchasing from BSN, you are also giving back to Legacy since we receive 10% back on purchases.

Elementary General Dress Code—These general rules must be followed by **ALL** students during school hours and all Legacy-sponsored events.

Daily Uniforms:

Tops

- Polo-style in Green, White, or Yellow with logo (does not have to be worn tucked in)
- Plaid Jumper with Peter Pan-style blouse no shorter than fingertip length
- Green Polo dress (short sleeve or long sleeve) no shorter than fingertip length
- Navy sweatshirt (with LCA monogram)

Bottoms

- Khaki shorts (males only), khaki pants, khaki skort, plaid skort/skirt/jumper (females only)
- Navy shorts or leggings must be worn under the jumper/skirt/dress
- All bottoms must be no shorter than fingertip length and not rolled at the waist
- Uniforms must be appropriately sized for the waist, hips, and length, and must be worn at the waist
- No athletic shorts or pants except for special activity days

Outerwear/Jackets

- LCA monogrammed fleece jacket
- Solid-colored puffer jacket or rain jacket that is appropriate and reflects the values of LCA
- Any Legacy BSN outerwear
- Legacy shirts must be worn under outerwear and jackets
- Hoodies may not be worn on the head after entering the building

Chapel

Chapel wear is the same as daily uniform wear.

- Shorts and hoodies are not permitted on chapel dress days for elementary students

Shoes/Socks

- Students are to wear tennis/athletic shoes except for special occasions.
- Shoes must not have holes in the design, such as Yeezy's or Crocs
- Socks (any style or color)

Secondary General Dress Code —These general rules must be followed by **ALL** students during school hours and all Legacy-sponsored events

Daily Uniforms:

Tops

- Polo-style in Green, White, and Yellow with logo (does not have to be worn tucked in)
- Navy sweater/sweatshirt (with LCA monogram)

- Any Legacy BSN sweatshirt with no hood
- *Seniors only*-Tops that align with Friday/Free dress policy

Bottoms

- Khaki shorts (males only), khaki pants, khaki/plaid skirt (females only)
- Navy/black shorts or leggings must be worn under the skirt
- All bottoms must be no shorter than fingertip length and not rolled at the waist
- Uniforms must be appropriately sized for the waist, hips, and length, and must be worn at the waist
- No athletic shorts or pants except for special activity days
- *Seniors only*-Bottoms that align with Friday/Free dress policy

Outerwear/Jackets

- LCA monogrammed fleece jacket
- Solid-colored puffer jacket or rain jacket that is appropriate and reflects the values of LCA
- Any Legacy BSN outerwear (hoodies or jackets)
- Legacy shirts must be worn under hoodies, outerwear, and jackets
- Hoodies may not be worn on the head after entering the building
- Secondary-Legacy team wear is also permitted for students who are part of that team with prior approval from the principal

Shoes/Socks

- Students may wear any closed-toe shoes that will not scuff the floor
- Shoes must not have holes in the design such as Yeezy's or Crocs
- Students must wear athletic shoes for PE/Athletics but may not wear cleats inside the building
- Socks (any style or color)

Friday/Free Dress for Elementary and Secondary

Students may always opt to wear their school uniform. On free dress days, students may follow the **daily school uniform** guidelines listed above with the following options:

Elementary:

Tops

- Christian or Legacy t-shirt
- Field trip shirt

Bottoms

- Jean pants, or shorts (male and female) of any color (not overly distressed, no jeggings or cargo/outside pockets)
- Spiritwear dresses, skirts, skorts, and shorts are allowed but must be fingertip

- length and not rolled at the waist. Dresses/skirts must have shorts underneath.
- For special events as designated by the administration, students may wear appropriate athletic shorts. Students will be notified when an activity is considered a special event. The student's top must never be longer than their shorts.

Secondary:

Tops

Any top that fits the following guidelines:

- Tops with sleeves
- Neckline must be modest with no cleavage visible
- Not permitted - cold-shoulder tops, halter-tops, spaghetti straps, cropped shirts that are too short (bare midriffs), low-cut blouses, sheer or see-through tops, clothing that is extremely tight
- No shirts with logos of other school district school names or mascots

Bottoms

Bottoms must fit the following guidelines:

- All bottoms for males and females must be fingertip length and not rolled at the waist.
- Skirts/dresses (females only) of any color fingertip length and not rolled at the waist.
- All bottoms may not have outside pockets i.e. cargo pants
- Secondary females are not permitted to wear shorts of any type unless on designated days
- Jeans/Pants with no visible skin showing through any worn areas, no jeggings or leggings
- Joggers are allowed to be worn
- All pants must fit properly; not too tight, no sagging or slabbing
- For special events as designated by the administration, students may wear appropriate athletic shorts. Students will be notified when an activity is considered a special event. The student's top must never be longer than their shorts.

Shoes

- *Secondary only*-Crocs and Slides permitted

Cosmetics and Hair:

Makeup/Nails

- Moderate makeup may be worn by female secondary school students only
- Elementary students are not allowed to wear makeup
- Female students only may have painted nails
- Female secondary students may have fake nails in tasteful styles

Hair/Hair Accessories

- All hair should be well groomed, neat, and out of the eyes
- Male students' hair may extend to the shoulder, no longer
- Excessive shave lines/designs are not permitted
- Moderate hair dye is permitted in natural colors
- Male students may wear neatly groomed facial hair
- Male students may not wear hair accessories except on special dress-up days
- Female students may wear headwear, but hats/caps are not permitted

Piercings/Tattoos/Body Art

- Piercings are allowed in ears only for female students. Elementary students may only wear studs due to safety concerns.
- Tattoos must be covered at all times while on school property or while representing Legacy Christian Academy in any way as a spectator or as a participant in any activity

Dress-up Days:

On these days, it is important to remember the spirit of the uniform code and the Christian values of Legacy. Students may dress up within the theme of that day. Uniforms may also be worn on these days.

Secondary Phalanx Wear on Tuesdays and Phalanx Days:

The winner of the Phalanx Cup may wear Phalanx t-shirts with uniform or Friday dress bottoms from the beginning of the year each Tuesday, and the remaining Phalanxes will be added by successive quarters according to the place in which they finished the year in point totals. Friday dress bottoms and shoes may be worn with the shirt. Phalanx shirts are the required attire for Phalanx activities and days. Girls should bring/wear modest one-piece swimsuits. Boys may wear swim trunks. The administration reserves final discernment regarding swimsuit appropriateness.

Evening or Off-Campus Events:

If a uniform is not required, students may wear clothes that fall within the guidelines of the school for length and modesty. Ministry Days require a Legacy shirt.

School Dances, Social Events, and Graduation:

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

Athletics/PE Uniforms:

Secondary students enrolled in PE must purchase and wear the PE uniform, which consists of a gray t-shirt and dark green athletic shorts. These items are able to be purchased at any store of choice. The length of the shorts should be at least finger-tip length. Appropriate warm-up suits may be worn during cooler months. Additionally, athletic shoes and socks are required.

Horticulture Class:

Students may wear Friday/Free Dress bottoms or PE Uniform during class only.

School Team and Club Wear:

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

Legacy Organizational Jackets:

Secondary students may wear approved Legacy organizational jackets (cheer, student organizations, sports teams). Legacy shirts must be worn under these organizational jackets.

Consequences for Improper Dress:

If, in the opinion of the school, a student's dress violates the policy, a parent may be called and required to bring an acceptable outfit to the school.

Administration retains the right to discipline a student as the school deems appropriate, and on a case-by-case basis, for Dress Code violations. In doing so, the administration will consider, among other factors, the nature and extent of the violation, any prior warnings given to the student for the violation and the student's response thereto, the student's violation history, and the student's overall attitude toward compliance.

ENROLLMENT AND FINANCIAL POLICIES

Legacy commends families on the investment they make by providing their child an education in a Christian environment. We recognize and appreciate the financial burden this places upon every family that supports Legacy. Without these tuition and fees, Legacy faces a significant hardship in adequately providing necessary programs and activities for the students. The financial integrity of the school is based upon the moral obligation of the parents to timely pay these funds according to the schedule under the enrollment contract.

Tuition

Tuition includes costs for classes, selected social activities, and use of school books and technology provided by Legacy Christian Academy.

Enrollment Contract

Enrollment of the above student does not become official and is not binding on Legacy Christian Academy (the school) until parent/guardian completes the online enrollment and pays the Enrollment Fee in full. Parents/Guardians are required to maintain a current address and phone number. If your phone number has changed, or you believe your number is missing from our list, please notify the Registrar with your updated contact information.

Outstanding Balances

Amounts paid as Enrollment Fees will not be accepted as such if a balance exists in the student's account. In such a case, the amount will be applied to the balance.

Tuition Payment Methods

Each family is required to fulfill their tuition obligations using one of three available payment

methods, with the total tuition amount varying based on the selected option. To ensure a seamless and efficient payment process, all families must register with Blackbaud, the school's designated tuition management service. Tuition payments will be processed automatically through bank drafts, providing convenience and reliability. Additionally, families are responsible for covering the Blackbaud Annual Fee, which grants them access to the Blackbaud online payment platform. This platform offers added flexibility, allowing parents to conveniently manage and pay for other school-related expenses, such as athletic fees, field trip costs, and more. All payment plans will allow for ACH payment, the platform fee is 1% of the payment amount, plus \$0.30, but not to exceed \$2.50. This \$2.50 cap is on any transaction of \$220 or more. All payment plans will also allow for credit card payments with the 3.12% service fee being the responsibility of the payee. The following payment plans will be available:

- Payment in Full – the entire tuition balance is paid on or before August 1st for the upcoming school year
- Semester Payments – The first half of the tuition balance is due by August 1st and the second half of the tuition balance is due by December 1st.
- Monthly Payments – The entire tuition balance is split into 10 equal monthly installments (August – May)

Late Payments

- It is the family's responsibility to inform the school of situations which arise which may affect their ability to meet tuition payments or the payment schedule.
- If full tuition payment is not made by the first day of classes, the family will be required to enroll in the monthly payment plan as outlined above.
- Payments which are missed will incur a missed payment fee collected by the tuition collection company and may also incur a fee from the family's banking institution. The student(s) from a family who misses two monthly payments, and has not made acceptable arrangements with the business manager within fourteen (14) calendar days of the second missed payment, will be suspended from school attendance.
- A \$30 fee will be charged if a payment is returned as insufficient. Late charges may also be applied to past due accounts.
- If tuition is delinquent before the school year begins, the student will not be admitted to classes until the amount due payment is made.
- If tuition is delinquent prior to semester exams, the student will not be allowed to take semester exams, will be given a grade of "Incomplete" on the report card, and will not be admitted the next semester.
- If semester payment due on December 1 is delinquent, the student will not be admitted beginning the first school day in January.
- If tuition is delinquent as spring break begins, the student will not be admitted beginning the first school day after spring break.
- All tuition from the previous school year must be paid in full by August 1 for the student to be readmitted for the next school year.
- If a student's account is delinquent, the student's records/transcripts will not be released to another school/college until such time that the delinquency is resolved.

Athletic Participation Fees

To participate in Legacy Athletics there is an initial first sport fee of \$300, and \$100 for each additional sport to be automatically drafted from Blackbaud account. Payment must be made by the end of the second week of official practice for the sport. If not paid by the end of each semester, report cards and transcripts will be held.

Proration for Early Withdrawal

When Legacy admits a student, it dedicates the personnel and resources for that student for the entire year. Legacy now requires that the enrollment and tuition contract be honored by the family of our students on a quarterly basis. The “quarters” will be broken down by the 9-week grading periods:

August – mid October (Progress Reports)
mid October – December (Midterm)
January – mid March (Progress Reports)
mid March – May (Finals)

It is the policy of Legacy Christian Academy that each child be enrolled for the entire quarter. It is understood that the obligation is for full quarterly tuition regardless of date of withdrawal and Legacy reserves the right, in its sole discretion, to provide prorated refunds only in extraordinary circumstances. Upon enrollment, the family is committed to the first quarter and is liable for the entire first quarter payment even if the student is withdrawn prior to the first day of school. Disciplinary problems that result in expulsion are never considered extraordinary circumstances and, in such events, refunds will not be issued for such expulsion or withdrawal of the student. If a family refuses to pay and is not released from their debt, they will be issued a 1099 at the end of the tax year.

Behavioral Breach of Enrollment Contract

The School may, in its sole discretion and/or pursuant to its established procedures, dismiss, suspend, or refuse to enroll or re-enroll the student at any time because of the student’s failure to conform to the various rules, regulations, policies and standards of academic and social behavior as established by the School. Since such behavior may be considered a breach of this enrollment contract, the student may be dismissed, suspended, or denied enrollment or re-enrollment. If the student is expelled or withdraws due to behavior issues, tuition and fees are not refundable.

Required Pre-Enrollment

Because of the limited space for certain activities, the selection process for student participation in certain activities requires a commitment to attend school so as not to adversely impact other students. For this reason, all students must be enrolled for the next school year before they are permitted to try out, audition or participate in extracurricular activities such as Warrior Worship, Cheerleading, Student Council, Advanced Theater, Athletics, etc. *This does not apply to Athletic Voluntary Spring Workouts of the current school year.*

K3, K4, and K5 Enrollment

Students enrolling in K3, K4 and K5 must be 3, 4, or 5 respectively by September 1.
K3—must be 3 by September 1

K4—must be 4 by September 1

K5—must be 5 by September 1

Homeschool Guidelines

Legacy Christian Academy has been richly blessed by the homeschool community. It is the school's desire to partner with these families and to offer assistance. The following guidelines are intended to provide direction and to answer questions that a homeschool family might have when thinking about attending Legacy.

- Homeschool/Part-time school options are available only for middle school and high school students. Part-time options are not suitable for elementary school students due to conflicts with our elementary academic schedule.
- Homeschool students seeking to be admitted to Legacy must provide home school grades, adequate documentation of verifiable curriculum, professional diagnostician reports where appropriate, and be tested and interviewed by the school. Acceptance of homeschool coursework and grades is left to the discretion of the school. Once accepted documentation and grades from homeschool classes will be required at the beginning and end of each year.
- Students enrolled at Legacy must attend the school a full year before their home school course work will be recognized and placed on an official school transcript.
- Homeschool students seeking to receive Legacy credits must abide by all policies including attendance.
- A homeschool family can choose to take up to eight academic classes at a time.
- Texas Association of Private and Parochial Schools (TAPPS) requires that all High School students wishing to participate in TAPPS sanctioned activities, must be Legacy full-time day (5 or more classes) students seeking an LCA diploma.
- Middle School students must be enrolled in at least one class to participate in our sports program.
- A homeschool student wishing to receive a Legacy diploma must attend the last two years at a high school and take and pass six classes each year, including the core courses of English, Math, Science, History at Legacy. All classes must be approved by the Legacy registrar. Earning fewer than six credits per year will allow the student to participate in Legacy's graduation ceremonies but he/she will not receive a diploma. If participating in Legacy's graduation ceremonies homeschool students must provide proof of transcript with homeschool credits showing all credits required for a Texas diploma have been received. If a homeschool student is failing a class from Legacy his/her senior year, he/she will not be allowed to participate in Legacy's graduation ceremonies.
- Homeschool students must leave campus if their classes are not in consecutive order, e.g., the student who has a 1st block and 3rd block class must leave campus for second block, but can return for lunch. *Students are not allowed on campus if they are not enrolled in a class.*

Withdrawals

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

EMERGENCY PROCEDURES

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

Fire/Tornado/Lockdown Drills

Fire and/or tornado and/or lockdown drills will be conducted periodically throughout the year. Students should remain calm and orderly and follow directions from faculty members.

Severe Weather and School Closings

In the event of inclement weather, parents and students should tune to the appropriate television and radio stations. School officials will make every effort to have an announcement on KFDM TV Channel 6, KBMT TV Channel 12 and KBTB Channel 4 by 6:30 a.m. Announcements may also be made on radio KLVI 560 AM, Magic 102.5 FM, KOLE 1340 AM. Please listen carefully for instructions about whether the school will open at the regular time, open late, or be closed. FACTS (parent company of RenWeb) notices, text messages, email, or Facebook may also be available depending on circumstances.

EXTRAORDINARY CIRCUMSTANCES

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

ATHLETICS

Glorifying God Through Sports

As mentors/coaches, the Legacy Athletic Department will strive to implement God into each and every sports program, giving our student-athletes the opportunity to open up about their faith and hear testimonies from our Legacy coaches.

Academic Success Program

It is mandated that each sports program design a program within their season to focus on our student-athletes academics. Examples of this could include scheduled Tutorials, supervised study hall, or anything that focuses on academics through athletics.

Academic Probation and Remediation

A student failing more than one (1) class at the nine (9) week or semester grading period will be ineligible for co-curricular participation for a period of two (2) calendar weeks at 12:00 pm the day of the nine week or semester report distribution unless the school is on break. Then the date of ineligibility will begin upon the return to school, and shall continue for fourteen (14) days.

NOTE: TAPPS rules apply in addition to these date.

- At this point, the student will be required to attend mandatory Tutorials for the rest of the current season.

- Athletically, the student cannot practice or play in games. The student is required to view practices and sit on the bench during home games but will not be allowed to dress out in athletic uniform. The student will not be allowed to travel with the team to away games.

NOTE: A student who continues to fail more than one class (not limited to the initial class) after two weeks shall be ineligible on a week-to-week basis until the student is failing no more than one course.

Resolution Protocol

Legacy follows the precepts of Matthew 18:15 when conflict occurs between parents, students, and coaches. We recognize that, as with all things of this world, questions or conflicts arise that need to be addressed. Knowing whom to go to with these questions and conflicts helps facilitate resolution.

When requesting a conflict resolution meeting with a coach please send them an email to schedule an appointment rather than approaching them before, during, or after an event.

24 Hour Rule

Coaches will NOT discuss any try-out related situations, game, a game incident, or a situation that occurred during the game that has provoked an adverse emotional response or created a hostile situation until at least 24 hours after the fact.

Player Conflict with Coach

To facilitate a quick and amicable resolution to any conflict between a student-athlete and their coach, the following is the ascending order of levels at which resolutions can be reached:

- Meeting between coach and student-athlete
- Meeting between coach, student-athlete, and parents of student-athlete
- Meeting between coach, student-athlete, parents of student-athlete, and Athletic Director
- Meeting between coach, student-athlete, parents of student-athlete, Athletic Director and Principal

Parent Conflict with Coach

To facilitate a quick and amicable resolution to any conflict between a student-athlete's parent(s) and the coach, the following is the ascending order of levels at which resolutions can be reached:

- Meeting between coach and parent(s)
- Meeting between coach, student-athlete, and parents of student-athlete
- Meeting between coach, student-athlete, parents of student-athlete, and Athletic Director
- Meeting between coach, student-athlete, parents of student-athlete, Athletic Director and Principal

Legacy Athletic Code of Conduct

Legacy Christian Academy is a member of the Texas Association of Private & Parochial Schools (TAPPS) and is classified as a 2A school for athletic competition. Legacy Athletic programs adhere to all rules & guidelines according to TAPPS, which can be found on the www.tapps.biz website. Each Coach, Student, and Parent will abide by rules set by the NCAA & NAIA colleges pertaining to all recruitment. Even when officiating, coaching, participation, and scheduling may not appear to conform to an individual student, teacher, or parent's preferences, Legacy fans, and students are urged to demonstrate Christian sportsmanship, patience, and fair play.

- Any infraction of team or school rules may result in the following actions as deemed appropriate by the Coach, Athletic Director, and/or Administrators at Legacy Christian Academy:
- Suspension from competitions and events.
- Dismissal from the team.
- Calisthenics or other physical activity.
- Community service hours and/or activities.

****Any other appropriate actions can be chosen by the coaching/administrative staff.**

Removal From Contest or Ejections

- If a student-athlete is ejected from a game, that athlete/family is responsible for paying the TAPPS fees associated with the ejection. Additionally, the ejected athlete will be ineligible for the next scheduled game.
- Ejections from any activity may result in further sanctioning by the school, Athletic Department, and/or TAPPS, depending on the nature of the offense.
- If a coach is ejected from a game, he/she will automatically receive a written letter of reprimand by the school regardless of the nature of the ejection. This reprimand will be filed by the Athletic Department.
- Remember athletics is a privilege and students will be held to a higher standard.

Transportation Guidelines

During travel to an away event, the Head Coach is responsible for organizing, communicating with parents, and ensuring safe travel for all students. If school bus transportation is needed, the Head Coach should work with the Transportation Department to request transportation needs well in advance of the contest.

All students are to ride the school transportation assigned to them to and from the games to promote team spirit. There may be circumstances for a student to ride with their respective guardians. If this instance occurs, it must be approved by the team's Head Coach.

For a student to ride home separate from the team transportation with their parent or guardian after a competition, the parents must email the Head Coach and Athletic Office granting written permission before the player leaves, and the player must check out in person with the Head Coach prior to leaving.

For a student to ride home with another parent that is not their own after a competition, the parent of the player riding must email the Head Coach and Athletic Office granting written permission before the player leaves, and the player must check out in person with the Head Coach prior to leaving.

Tryouts & Cutting

We approach all our programs at Legacy from the perspective of wanting to provide the best quality of instruction. A prime example of this is found in the classrooms where we are selective in which students we accept and intentionally limit the class size. In this way we are able to give more time and attention to every student. We want every student that participates in the Legacy athletic-program to be given every opportunity to fully develop their God-given abilities and play as much as possible.

In certain circumstances and sports, there is a ceiling on the number of athletes that can effectively train, compete, and move up to the next level. When the number of athletes wanting to play reaches this ceiling, a tryout process will be employed. Tryouts will be designed by the coaches to measure the experience, ability, and potential of athletes participating. A final determination about participation will be made by the coaching staff at the beginning of the practice season. Those students who earn spots on the team will be required to fulfill their obligation toward completing the season. Any student who does not earn a spot will be offered the opportunity to try out again the next school year.

21% Rule for Cutting Athletes

When a tryout process is implemented for a team, the maximum number of roster spots available (determined by the coach) will be multiplied by 0.21. Any whole number output above 2.0 is the minimum amount of players that can be cut from the team. This prevents cutting only 1 or 2 players from a team.

Legacy No-Quit Policy

Legacy will follow a no-quit policy. Quitting a sport may adversely affect the team and school in the future. Schedules, equipment, uniforms, and team personnel choices are made before the season based on participation levels.

- Quitting dramatically hurts the ability of the program to plan for the future.
- NO-QUIT POLICY FOR TRYOUT SPORTS – Once an athlete tries out for a sport and makes the team, he/she must commit to finish the season with the program. Penalty for not completing a season may be suspension from all sports for up to one calendar year from the start of the season.
- NO-QUIT POLICY FOR SPORTS WITHOUT TRYOUTS AND CUTS– An athlete participating in a sport that does not use cuts will have one week (7 days) from the beginning of practice to decide to stay in the sport or leave. After one week, he/she must commit to finish the season with the program. The penalty for

not completing a season may be suspension from all sports for up to one calendar year from the start of the season.

- Quitting is defined as the student or family's decision to stop participating in practice, games, or team functions.
- The only exception to this rule is when the Coach, Athletic Director, and parent all agree that the student's participation would not be beneficial to the player and team.

Team Managers

Team managers are a valuable part of each team and should treat this role with respect and work to the best of their abilities.

- Managers will be chosen by the coaches.
- Managers will be with their specific gender; girls will not be a manager for a boys' team, nor will a boy be a manager for a girls' team.
- Managers can be expected to film the games for coaches.
- Managers will help coaches clean up and tear down after games.
- Managers must be able to travel with the team.
- Managers must maintain their grades as any other athlete.
- Managers are expected to participate in assisting the coaches and team with practice and not use that time being on their phones.
- Managers are responsible for filling water bottles and coolers with water and for helping prepare and clean uniforms.
- Managers are responsible for taking team equipment to and from practice/games.

Social Media

LCA athletes and coaches must adhere to Legacy's Technology Acceptable Use Policy. LCA athletes and coaches are responsible for the content they publish online. Be mindful that what you publish will be public for a long time, and you must remember to protect your privacy. As with all online interaction, as an LCA athlete or coach, your online behavior should reflect the same standards of honesty, respect, and consideration that you use face-to-face. Consider your social media presence to be an extension of your classroom or office that thoughtfully and appropriately represents LCA's mission and core values.

5th Grade Participation in MS Sports

Legacy is proud to offer the opportunity for 5th grade students to participate in (non-cheer) team and individual sports under the following circumstances:

- If there is a tryout process for the team, they must follow it
- An up-to-date physical must be on file before participation
- LCA Athletic fee must be paid to the Business Office within two weeks of the season starting for that sport
- Must adhere to the LCA Athletic policies outlined in this Handbook

GENERAL & MISCELLANEOUS POLICIES

Athletic Uniforms

Athletic school issued uniforms must be returned clean and without damage within two weeks of the end of the season of that sport. Failure to do so will result in a uniform replacement fee being assessed not to exceed \$150. Uniforms are custom designed and made. The Business Office will be notified if the uniform has not been turned in on time, and the Business Office will send an invoice to parents for replacement cost. Report cards and transcripts will be withheld until the uniform is returned or replacement cost has been paid.

Bags and Backpacks

Regular athletic bags are permitted but are not allowed to be carried around campus or accessible during the school day.

At the beginning of the school day -

- High school students are encouraged to leave their athletic bags in their vehicles or to secure them in the locker rooms.
- Middle school students will place their bags at the far end of the hallway in the middle school building at the start of the school day.

Booster Club

The mission of the Booster Club is to create opportunities for supporters to participate in activities and fellowship events with the intent of taking an active role in the Legacy Christian Academy community through volunteerism, in an effort to assist the promotion of all athletic teams, programs, and facilities.

Campus Boundaries

Other than leaving for approved reasons, all students must remain on campus during the school day. During the school day, students may not go into the parking lots or athletic fields. High School students may not go to their cars unless it is an emergency and permission is given by the teacher. If then, the teacher and office will notify the administration office.

Campus Visitation

Office hours are from 7:30 a.m. until 4:00 p.m. for both Elementary and Secondary offices. All visitors to the campus should sign in at the respective school office. We expect all visitors on campus to be modestly attired.

We encourage parents to visit our school and classrooms; however, to minimize confusion, we ask that the following be observed:

1. All visitors, including those for chapel, must sign in with the appropriate office receptionist or designated staff member located in the gym to obtain a visitor's name tag. This will help identify our school visitors for the safety of our students. Visitors need to adhere to school policies.
2. Parent observation in the classroom should be arranged beforehand with the principal and teacher.

3. If a parent or guardian is bringing a forgotten item (lunch, money, books, homework, etc.), it should be taken to the office and not the classroom.
4. We have a “closed” campus, which means only students enrolled at Legacy Christian Academy are to be on campus during school hours. Exceptions may be made at the Principal’s discretion.

Conflict Resolution

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

Copyright Policy

Legacy obeys federal copyright laws and respects the intellectual property of authors, composers and other copyright owners. This obligation applies equally to Legacy staff, faculty members and students.

Extras

Blankets and throws are not allowed on campus during school hours.
Toys are not to be brought to school.

Field Trips

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

Elementary

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

Fundraisers

In order to focus our efforts as a community on several large fundraisers, other fundraisers by

classes, clubs, and sports teams are not permitted without prior approval from the Headmasterl.

Homecoming and Prom King & Queen

Students eligible for these accolades must have attended Legacy for one year prior to their crowning. Homeschool students are not eligible.

Letterman Jackets

Athletic Lettering Policy

The Legacy Athletic Booster Club awards Letterman Jackets to high school students who have completed two years of participation in the same sport during their high school career.

Athletes are sized for jackets at the beginning of the second semester, and jackets are presented to eligible athletes prior to the end of the school year.

The Booster Club covers the cost of the jacket. Parents are responsible for the cost of additional items, including patches and embroidery. Payment for all additional items is due at the time the jacket is ordered.

Athletes who participate only in spring sports may order their athletic letterman jacket before completing two years of participation in that sport if they intend to return and participate in the same spring sport for a second year and thereby fulfill the two-year participation requirement.

Fine Arts Lettering Policy

In order to earn a letter jacket for Legacy Fine Arts: Theatre, Music, or Art you must complete the following while a high school student:

Be in good standing with the Fine Arts Department

Be an active member of the Fine Arts Department

Be in good financial standing with the business office

And **complete at least 2 of the following**:

Theatre:

- Participation on stage as an actor in the Spring Musical for a minimum of 2 years.
- Participation backstage as a technician in the Spring Musical for a minimum of 3 years.

- Participation in the Advanced Theatre class for a minimum of 2 years
- Participation in TAPPS One act play competition for a minimum of 3 years.
- Participation and awards in Educational Drama Association or TAPPS Prose and Poetry competition for a minimum of 3 years
- Have a minimum of 60 points in the International Thespian Society

Music/Worship Team/All Region Choir/Drumline:

- Active Participation for a minimum of 2 years on the Warrior Worship Team
- Qualifying as a member, attend rehearsals, and perform at the concert of the All Region Choir for a minimum of 2 years
- State Qualifier or participant for the All State Choir for 1 year in high school
- Active Participation in Drumline for 4 years

Art/Photography/Graphic Design:

- Participation in at least three art contests for a minimum of 2 years - contest must be approved and specified by the Art teacher
- Enrollment in Advanced Art for a minimum of 2 years - must have an A in the class
- Individual award from two of the outside campus contests entered in

Anyone interested in earning a letter jacket for Fine Arts will complete a form with the Fine Arts Director listing their accomplishments and activities prior to May 1 of the calendar year they are wishing to earn a letter jacket. The Fine Arts Director, Music Director, Theatre Director and Art Teacher will collectively evaluate applications and notify students prior to the fitting date. Fitting date will coordinate with the Athletic Department the second week of January.

The Fine Arts Department will pay for the Jacket and the “letter” that goes on the front. Students will be responsible for paying for any patches or additional information they want to put on their jacket.

If a student qualifies in both Athletics and Fine Arts in the same year, the two groups will split the cost of the jacket.

Library

The school library is a tremendous resource center for all Legacy students. K-first grade students may check out one library book at a time and keep it for a period of one week. Second through ninth grade students may check out library books and keep them for a period of two weeks. Students may return books early and check out new books. Students may also renew their books one time if they would like to keep them longer. Students are responsible for all library materials borrowed. When a book is lost or damaged, students/parents will be responsible for the cost of the book plus a \$5.00 processing fee. Late books will be assessed fines. If a lost book is found within 30 days and it is in good condition, the price paid for the book will be returned minus the late fee. A student who has library obligations (late books or fines) will not be allowed to check out other books and will not be issued their report card or transcript until the book or fine is

cleared. Upon clearing library obligations, the student will receive a library clearance from the librarian which must be presented to the office for report card issuance.

Disclaimer

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

Litter

Litter, or lack thereof, directly reflects the pride students take in their school. Students should go beyond simply not littering and should take responsibility for picking up any trash they notice lying around campus, the hallways, bathrooms, and other areas of the school.

Lockers

Lockers are the property of Legacy Christian Academy and are subject to search at any time. Students are responsible for keeping the inside and the outside of their lockers clean. Students are not allowed to write on their lockers, apply stickers to their lockers, or attach or post anything on the outside of their lockers unless special permission is given by the Principal. Due to limited space in lockers, paper lunch bags or flexible insulated bags are recommended. Students can eliminate storage problems in their lockers by carrying their books with them throughout the day in some type of book bag and by making their gym bag a plastic grocery bag or small clothing drawstring bag. No property is allowed above the lockers. Student property found on hallway floors may be confiscated. Student names should be written clearly on all items stored within lockers. Students should never enter the locker of a classmate in order to borrow another student's possession even with the intention of returning it later. This borrowing is considered a violation of the Honor Code. Any student who has something taken from his or her locker should notify the Principal or a teacher as soon as possible.

Lost and Found

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

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

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

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

Lunch Policies

Students have the option of bringing their own lunch from home, ordering from our provided vendor, or receiving food deliveries from family or friends only.

Delivery lunch orders from any other source such as Uber, GrubHub, Waiter, or individual restaurants that deliver ARE NOT ALLOWED.

Elementary

Lunchtime Rules and Ordering Information

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

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

Secondary

Students are required to eat lunch on campus in designated, supervised areas. There may be days that students will eat lunch in the classroom with teacher supervision. Sodas and snacks can be purchased in the foyer of the gym during the lunch hour. No glass containers should be brought to school. Students are responsible for picking up and throwing away all trash on and around the area in which they are eating. Any food brought to a student by family or friend while on campus must be dropped off at the main office prior to the beginning of lunch. Students are NOT allowed to approach vehicles in parking lot or drive. Food and drinks are not allowed in the classroom which means lunch orders must be received during the lunch hour. Students will not be given their lunches late unless there is an extreme emergency. If a student receives his/her lunch late, he/she must sit in the office to eat and will receive an unexcused tardy if they are late to class.

Non-Discrimination Policy

Legacy Christian Academy does not discriminate on the basis of race, color, religion, sex, and national or ethnic origin in administration of its admission policies.

Outside Drinks

Students are not allowed to have energy drinks or coffee on campus at any time.

Parking

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

Special Needs Programs and Activities

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

Social Activities

School sponsored parties and activities are typically planned by the Middle School and High School Student Councils. Middle School students are not allowed at Legacy sponsored High School designated functions and no High School students are allowed to attend Middle School designated functions.

Telephone

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

Textbooks

Most textbooks will be furnished by Legacy Christian Academy. Students are required to protect and cover their textbooks. Books must be covered at all times. Parents will provide the book covers for textbooks. Students will be charged full replacement price (including shipping/mailling expense) for textbooks that are lost or damaged beyond practical use. Parents may be required to purchase textbooks for some elective courses or novels for literature classes. The student will be expected to have proper books to participate in all classes and will need to report to class with correct supplies and books daily in order to be admitted to class.

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

Travel Policy and Code of Conduct

Participation in any Legacy Christian Academy–sponsored trip, whether local, domestic, or international, is a privilege. All school-sponsored travel is considered an extension of the Legacy Christian Academy campus and classroom. Students are expected to uphold the school’s values, behavioral standards, and Christian witness at all times. Failure to comply with this policy may result in disciplinary action, including restriction of activities, loss of privileges, parent notification, or early dismissal from the trip at the family’s expense.

Student Conduct and Behavioral Expectations

Students participating in school-sponsored travel are expected to demonstrate maturity, responsibility, respect, and self-control at all times.

Students are required to:

- Follow all instructions given by trip leaders, chaperones, coaches, faculty sponsors, tour directors, guides, and drivers.
- Remain with the group at all scheduled times unless explicitly granted permission by a trip leader.
- Treat peers, adults, hotel staff, transportation personnel, tour guides, and members of the public with courtesy and respect.

- Comply with all local, state, national, and international laws, as well as school policies.
- Recognize that individual behavior impacts the safety, reputation, and experience of the entire group.

Curfew, Supervision, and Room Protocols (Overnight Trips)

For overnight trips, strict supervision procedures will be enforced to ensure student safety and accountability.

- Students must be in their assigned rooms by the designated curfew time each evening.
- Once curfew is enforced, students may not leave their rooms except in the case of an emergency and with chaperone permission.
- Chaperones will conduct room checks and may implement additional accountability measures as needed.
- Tampering with doors, locks, alarms, or safety measures is considered a serious violation.
- Students may not enter rooms of the opposite sex at any time.
- Sneaking out, violating curfew, or evading supervision may result in immediate disciplinary action, including early dismissal from the trip at the family's expense.

Physical Readiness and Travel Expectations

School-sponsored trips may involve physical demands that require stamina and flexibility.

Students and families should understand that trips may include:

- Extended walking or standing
 - Uneven terrain, stairs, or outdoor conditions
 - Limited downtime and long days
 - Schedule changes due to weather, transportation, or other circumstances
- Students must be physically capable of participating fully in the planned activities. Reasonable accommodations may be limited depending on the nature of the trip.

Dress Code and Modest Appearance

Students are expected to dress in a manner that reflects Christian values, school standards, safety considerations, and respect for cultural or community settings.

- Clothing must be modest, appropriate, and suitable for the activities and locations involved.
 - Attire must not be revealing, offensive, disruptive, or political. Girls may not wear spaghetti straps or crop tops.
 - Shoes and clothing must be appropriate for the physical demands of the trip.
 - When visiting churches, religious sites, or formal settings, students must adhere to modest dress expectations, including covered shoulders and appropriate length shorts or skirts when required.
- Students who are not appropriately dressed may be denied participation in certain activities and will remain under chaperone supervision.

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Prohibited Items and Behaviors

The following items and behaviors are strictly prohibited on all school-sponsored trips:

- Alcohol, illegal drugs, tobacco products, vaping devices, or any controlled or illegal substances
- Possession of any and all knives or potential weapons
- Possession or use of unauthorized medications
- Romantic, sexual, or otherwise inappropriate physical behavior
- Reckless or unsafe actions that endanger oneself or others
- Disrespectful behavior toward sacred spaces, landmarks, facilities, or local customs

Violations may result in immediate disciplinary action, including removal from the trip at the family's expense.

Medication and Health Policy

For student safety and compliance with school health protocols, all medications must be managed according to Legacy Christian Academy guidelines.

- All prescription and over-the-counter medications must be disclosed prior to travel and submitted according to school policy. A prescription medication form must be completed and signed by a doctor.
- Medications will be stored and administered by designated school personnel unless otherwise approved by the school nurse.
- Students may not self-administer medication unless written authorization is provided and approved in advance.
- OTC medication forms must be completed prior to the trip.
- All medication must be in the original container with the student's name and birthday.

Acknowledgment of Responsibility

By participating in any Legacy Christian Academy-sponsored trip, students and parents acknowledge that they have read, understood, and agree to comply with all travel policies and behavioral expectations. Continued participation in travel opportunities is contingent upon adherence to these standards.

HEALTH AND MEDICAL PROCEDURES

Blood Borne Pathogens – Students should be aware of the danger of pathogens carried in blood and should make every effort to avoid contact with another person's blood. Students must immediately report any incident of blood or other potentially infectious materials to a faculty member.

Emergency Care – There are five Automatic External Defibrillators (AEDs) located on campus. Four will be permanently located in strategic spots on campus while the fifth AED will remain mobile for off campus activities.

First Aid and Student Medical Emergencies – All injuries should immediately be reported to

the nurse's office, a faculty member, or an administrator. Faculty/Staff must complete in a timely fashion all required forms and submit to the campus nurse. Students at Legacy should be aware of the blood-borne pathogens policy at all times in the administration of aid.

Infirmery – Legacy employs a Nurse. She provides hearing, vision and spinal screening according to guidelines provided by the State of Texas. She also seeks to educate our staff and student body on current health related issues, sometimes spending time in the classroom. The services available to your student in the infirmery include basic first aid for injuries sustained while attending school, assistance with medication administration as directed by parent/MD and physical assessment/comfort measures when a child feels ill while at school. You will be called to take your child home in the event that he/she has a fever of 99.5 degrees or higher, or in the case of vomiting or repeated diarrhea. Students must be fever free for twenty-four hours without the use of medication before being allowed to return to school.

Medication Policy – Whenever possible, it is preferred that medications not be used during school hours. If a condition necessitates use of prescription medication during school hours or if non-prescription medication is to be kept in the nurse's office to be used by the student as needed, please observe the following policy:

- Students are not allowed to have medication in their possession on school grounds except for inhalers or "Epi-pens" if required by a physician and signed for by a parent.
- Narcotic pain medication may not be used during school hours and is not permitted on school grounds.
- Medication will only be administered with written permission from the parent and/or physician (per these policy requirements).

For school administration of prescription medication, the following will be required:

- The Prescription Medication Permission Request form filled out and signed by parent, guardian, and physician.
- OR
- Note from the physician indicating the name of medication, amount/time to be administered, and duration if known.
Anytime there is a change in a prescription, (i.e. how it is to be taken or a change in dosage) a form stating the changes is required from the healthcare provider .
 - No more than a 30 day supply of prescription medicine will be kept in the nurse's office at a time. The parent/guardian will be notified within 7 days of the student needing more medication at school. The parent/guardian must drop the medicine off to the nurses office each month.
 - If a medication is discontinued, the parent/guardian will be notified to pick up the unused portion of medicine within five business days of being notified. At the end of the school year, the parent/guardian must pick up the unused portion of their student's medication within five business days following the last day. All medication not picked up within five business days of the medication being discontinued or following the last day of school will be discarded.

For school administration of non-prescription medication, the following will be required:

- Over-the-Counter Medication Permission Request form that is signed by the parent/guardian.
OR
- Medications must be brought to the school in the container in which they were dispensed by the pharmacist or the physician. Over-the-counter medication must be in a brand new, unopened container.
- All medication is kept in a securely locked cabinet in the nurse's office.
- Medications will only be given as instructed on the non-prescription container.
- At the end of the school year, parents must pick-up the unused portion of their student's medication within five business days following the last school day. All medication not picked-up within five business days will be discarded.

For vitamins/supplements, the following will be required:

- Vitamin/Supplement request should be notated on the Over-the-Counter Medication Permission Request form and signed by the parent/guardian.
- **Vitamins/supplements are considered complementary and alternative medication and will only be given on a case by case basis with the Head of School approval.**

Physical Examination Policy - all students in grades fifth to twelfth who wish to try out and participate in sponsored interscholastic athletic programs must have a physical performed every twelve months. A physical examination form should be on file in the athletic office prior to practice in any sport. Physical examinations for athletic activities will be good for one year from the date they are done. Although Legacy does not require an annual medical examination by a physician for the remainder of the students, the school strongly recommends that such an examination be given every one to two years to every child to ensure adequate medical attention to the physical growth and development which changes rapidly among the age groups served by Legacy Christian Academy.

Immunization Policy: Immunization records must be provided and completed according to Texas state requirements. If a student is not up to date on their immunizations, an exemption will be required. Affidavit exemptions must be signed by the parent and notarized by an official notary.

Should You Send Them To School? It is often difficult for parents to know whether their children are too sick to attend classes. Here are some general guidelines covering common complaints:

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

Concussion or Head Injury – Requires signed physician release stating that the student may attend school and also includes any limitations placed on student's participation in PE class, athletic team sports or recess activities.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Mental Wellness-Social and Emotional Well-being-

Optional community resources: Praise Professional Counseling

Praise Church
8150 N. Major Dr. Beaumont, TX 77713
409-898-0020

*****Disclaimer: Legacy Christian Academy does not endorse any specific counseling services. Legacy Christian Academy does not receive any compensation for counseling services. *****

TECHNOLOGY USE POLICIES

Students may bring academic electronic devices such as calculators, dictionaries, translators, etc. if they are necessary for their classes. Legacy Christian Academy will not be responsible for any electronic device that is lost or stolen. Students may not have cell phones, smart watches, headphones, airpods, earbuds, etc. on campus, during the school day from 8:00 a.m to 3:30 p.m. unless used as part of the class instruction directed by a teacher. Electronic devices may not be used in hallways, on boardwalks, or restrooms. These devices will be confiscated by faculty/staff if at any time they can be seen or heard during school hours if the student is not using it for the purpose specified by the teacher. If at any time during the designated school hours per school year a student has his/her electronic device on or in use without approval, the device will be confiscated immediately by school personnel for the rest of the school day. For the electronic device to be returned, a fine of \$75 must be paid. If a student chooses to disobey this policy a second time, the same fine will be charged, but the electronic device will not be returned until a meeting takes place with a parent or legal guardian. If at any time a third violation occurs in the

same school year the fine of \$75 must be paid and an After School Work Session served. In the event of a third or successive violation, the same fine will be charged along with an After School Work Session served. Consequences are at the discretion of the Headmaster since multiple issues may be in violation such as honor code violation, bullying, harassment, etc.

This policy covers every electronic device that in the opinion of administration does not contribute to a positive educational experience at Legacy Christian Academy. The desk phone in the school office may be used for urgent matters if a student needs to either receive or make a call during school hours. Administration reserves the right to set additional guidelines when dealing with advances in any technology not included in this handbook.

Cell Phone Policy

Students will not be allowed to have their cell phones, smart watches/other smart devices on their person during the school day, from the time they arrive until 3:30 pm or the end of their school day. Students are encouraged to keep their cell phones and smart devices in their cars. Otherwise, they will surrender these devices upon entering school. Legacy will provide a secure location for the phone/device storage. There will be exceptions for students with documented medical needs, disabilities requiring accommodations, or for situations involving legal or safety protocols.

If students are found to have a cell phone or a smart device at school during these hours, it will be taken and turned over to the office. A fine of \$75 will be assessed in order to recover their device. If a student refuses to surrender these devices, a Level 2 SBR will be issued for insubordination.

Parents can still communicate with their students via email on their chromebooks.

School Provided Technology Use Policy

Multiple classrooms contain computers for student use. Before using any school computer, students must read, sign, and return the Technology Acceptable Use Agreement. Violations of the Technology Acceptable Use Policy may include restriction of a personal account, loss of privileges to use the system at all, and/or disciplinary action. State and federal laws also apply to certain activities involving telecommunication technologies and would be reported to proper authorities when deemed necessary. The Technology Acceptable Use Agreement is distributed to each student at the beginning of each school year and needs to be signed and returned to the school before students can have access to the school computers. Under the Agreement, students are called to uphold all intellectual property and copyright laws and to recognize the following principles. These guidelines also apply to the use of all telephones, video and audio equipment, and tablets, as well as the internet.

- Computer software is copyright protected. This means students cannot make or use illegal copies of software. When quoting a source from the internet, proper credit must be given to avoid plagiarism.
- Tampering, accessing, or sharing another student's work is prohibited. In addition, having someone else, including artificial intelligence, create work is considered cheating.
- Personal passwords must be kept completely private and secure, and not shared with other students.

- Students will be held accountable if school equipment or school network is used regarding behavior such as harassment, bullying, obscene language, plagiarism, racism, or if used to access objectionable materials such as pornography, vulgarity, gambling, or militant extremist material.
- Students will be expected to inform the computer teacher or an administrator of any privacy or security problems they see.
- Students should know that all personal files stored on the school's network are subject to inspection and/or deletion. Legacy reserves the right to monitor any and all information stored in or transmitted through school systems. Further, the school is responsible for investigating possible violations of this policy and for enforcing prescribed rules for technology use.
- Legacy makes no guarantee as to the security of data stored on its network, and students should keep separate copies of important files (USB memory keys are highly recommended).
- Repair or replacement costs due to student misuse of computer and electronic equipment will be assessed.
- Students are not allowed to stay in a virtual video classroom meeting (Zoom, Google Meet, etc.) if a teacher is not present. Additionally, students must not share meeting codes or times of such meetings with anyone.

Circumventing School Internet Filters and Device Security

Students are prohibited from attempting to bypass, disable, or work around school internet filters, monitoring software, or Chromebook security settings. This includes, but is not limited to:

- Accessing or attempting to access proxy or VPN websites
- Searching for or attempting to install alternate operating systems
- Attempting to wipe, reset, reimage, or otherwise alter the Chromebook
- Repeated searches for gaming sites or using methods intended to evade GoGuardian or other monitoring systems.

Any attempt to circumvent school filtering or device security will be treated as a serious technology violation, even if the attempt is unsuccessful.

School Provided Elementary and Secondary Chromebook Policy

- Chromebooks will be available for use each fall. Parents and students must complete and sign the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child. This document will need to be submitted to the teacher issuing the Chromebook.

COMMITTED TO SUCCESS

Legacy has a strong commitment to partner with parents and students to prepare every child to further their education after graduating from LCA; to impact this world; and to leave a trail of good deeds that gives evidence that each student made a difference in life. We do this, in part, by keeping focused on three (3) critical words: **Christ...Curriculum...Character** so that your children can and will reach their full God-given potential.