

**LEGACY**  
**EARLY COLLEGE**  
Elementary through College



*"to and through college  
graduation."*

**Legacy Early College**

***Scholar/Family Handbook  
4k-12th Grades***

***2021-2022***

<http://www.legacyearlycollege.org>

<http://www.facebook.com/LegacyEarlyCollege>

# LEGACY EARLY COLLEGE

Elementary through College



## Key

<span style="background-color: yellow; border: 1px solid black; padding: 2px;"> </span>	School Closed	<span style="background-color: white; border: 1px solid black; padding: 2px;"> </span>	Interim
<span style="background-color: orange; border: 1px solid black; padding: 2px;"> </span>	Half Day	<span style="background-color: purple; border: 1px solid black; padding: 2px;"> </span>	End of Quarter
<span style="background-color: blue; border: 1px solid black; padding: 2px;"> </span>	Teacher Planning Day	<span style="background-color: green; border: 1px solid black; padding: 2px;"> </span>	New Staff Planning Day
<span style="background-color: red; border: 1px solid black; padding: 2px;"> </span>	Scholars' First/Last Day		

July 21						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 21						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 21						
Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 21						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 22						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 22						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 22						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 22						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 22						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 22						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 22						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

4k through 12th Grades

## 2021 - 2022

### Date Reminders

July 12th-30th -4k Staff Planning Days
July 26th-30th -New Staff Orientation Week
August 2nd-10th -Staff Planning Days
August 11th -First Day for Scholars
September 6th -Schools Closed -Labor Day
September 10th -Interims Go Home
September 24th -Staff Planning Day -No School for Scholars
October 14th -End of 1st 9 Weeks
October 18th-19th -Schools Closed -Fall Break
November 1st -Staff Data Day -No School for Scholars
November 19th -Interims Go Home
November 22nd-26th -Schools Closed -Thanksgiving
December 20th-December 31st -Schools Closed -Winter Break
January 3rd -Staff Planning Day -No School for Scholars
January 12th -End of 2nd 9 Weeks
January 17th -Schools Closed -Martin Luther King Jr. Day
February 11th -Interims Go Home
February 21st -Schools Closed -Presidents Day (Possible Snow Day #1)
March 4th -Staff Data Day -No School for Scholars
March 21st-25th -Schools Closed -Spring Break
March 28th -End of 3rd 9 Weeks
April 15th -Staff Data Day -No School for Scholars (Possible Snow Day #3)
April 18th -Schools Closed -Easter (Possible Snow Day #2)
April 29th -Interims Go Home
May 30th -Schools Closed -Memorial Day
May 31st-June 2nd -5k-12th Half Days/4k Regular Days
June 2nd -Last Day for 8k-12 Scholars -Half Day/4k Regular Day
June 3rd -Staff Planning Day
June 3rd-July 29th -4k Regular School Days
4th of July Week 2022 -July 5th-8th -Schools Closed
Revised 7/7/2021 -Calendar Subject to Change

### Interim Assessment Windows:

IA #1 -October 4th-15th

IA #2 -January 24th-February 4th

IA #3 -March 28th-April 8th



Dear Scholars and Parents,

Welcome to the Legacy Early College 2021-2022 school year! We are so excited that you have chosen to be a part of our family.

Much has changed over the past year. 2020 was full of struggles, loss, and constant change. The Coronavirus shifted all of our lives in ways we couldn't have predicted. But one thing has remained constant: our faith in the vision that every scholar will get to and through college. Our belief in that is unwavering.

Our teachers and administration are here to support you through all the ups and downs of life. Let us know what we can do to help. With teachers, parents, and scholars working together, we can make sure this school year is our best ever.

The teachers and administration here at Legacy Early College want to see our scholars and their families succeed. It is always okay to ask for help. We are willing to assist you in every way possible. We're here for you. If you ever need anything, please ask.

We're family.

Sincerely,

A handwritten signature in black ink, appearing to read "W. Brown".

William W. Brown  
Founder and Board Chair

## Table of Contents

<b>LEGACY EXPECTATIONS:</b>	<b>PAGE NUMBERS:</b>
School Mission, Vision, and Values, Board Of Directors	4
Family/Scholar Expectations Commitment Agreement	5
Academic Programs	6-11
Family Involvement, Title I	11-20
School and Scholar Safety, Policies and Procedures	20-22
Attendance, Tardy and Early Dismissal Policy and Process	22-26
Bus/Transportation Policy	27
Wellness Policy	28-29
Scholar Health Policy	29-31
Technology, Internet and Social Media Policy	31-33
Parker Media Center/Library Policy	33-35
Discipline Policy	35-37
Sexual Harassment and Bullying Policy	37
Uniform Dress Code Policy	37-38
4k Center Expectations	39-45
Elementary School Expectations	46-49
Middle School Expectations	50-55
High School Expectations	56-64

# School Vision, Mission, and Values

The mission of Legacy Early College is to offer a quality, rigorous, and relevant educational program leading to college graduation and empowering underserved urban scholars to become productive, fit, principled citizens in a changing society.

Our vision is to see every child to and through college graduation.

## Core Values

Legacy Early College believes in the power of a group of individuals united by the same core values. These core values guide what we do each and every day. At LEC, we believe that we are a family, a Lion PRIDE, and that all members of our family must adhere to these values so that we can all succeed.

- P Perseverance**
- R Respect**
- I Integrity**
- D Discipline**
- E Excellence**

## Our History

Legacy Early College was founded in 2010 through the vision of businessman William Brown, a lifelong advocate of education. Today our school occupies the site of the historic Parker High School and the former Greenville County Fine Arts Center.

Legacy's education model combines academic excellence, nutrition, and fitness. Legacy is a school of 80 percent mastery, serves only nutritious meals, and is the only public school in South Carolina that provides daily Physical Education for every scholar. Scholars are also taught core social, relationship, and emotional skills.

## Board of Directors

William Brown, Board Chair	Joseph Sullivan
Cary Hall	Helen Irby
Steve Lanzl	Adela Mendoza
Mark Crocker	David Mitchell
Charles Brewer	Llyn Strong
Glenn Head	Charles Claxton, Jr.
Carl Stecker	

**\*\*\* Board Meetings are held each month on the Parker Campus. Agenda is posted on doors as a reminder each month. All Legacy Family Members are invited.**



## Legacy Early College Family/Scholar Expectations Commitment Agreement

**Legacy Vision:** To see every child to and through college.

**Legacy Mission:** To offer a quality, rigorous, and relevant educational program leading to college graduation and empowering underserved urban students to become productive, healthy, principled citizens in a changing society.

**Legacy Core Values:** Perseverance, Respect, Integrity, Discipline, Excellence (PRIDE)

**To be successful, Legacy Early College Scholars must commit to LEC expectations with:**

- **Exemplary Citizenship**
  - to show mutual respect for other scholars and teachers through my words and actions.
  - to accept responsibility for my words and actions, including accepting the consequences of my poor choices.
  - to expect cooperation and self-discipline from myself and others.
  - to be introspective of my actions in order to grow as a trusting peer and honorable scholar.
- **Academic Excellence**
  - to maintain 80% mastery in all classes that will prepare me to go to and through college graduation.
  - to be engaged and actively participate in all learning experiences.
  - to come to school every day with all materials, preparation and attitude that are examples of habits of college-bound scholars.
  - to arrive at school dressed appropriately according to the dress code, and adhere to the dress code during school hours and specified school events.
  - to believe that uniforms serve the purpose of producing respectable citizens striving for future college and career success.
  - to understand that uniforms show school pride and create an environment that focuses on academics.
- **Health and Wellness**
  - to recognize the importance of excellent attendance and its impact on academic success.
  - to accept the responsibility to be present in class every day.
  - to accept responsibility to be on time for school and classes every day.
  - to make up missed time and classwork in order to grow as a learner.
  - to accept responsibility for my body through daily exercise and healthy eating.
  - to be engaged in physical activity every day through PE classes, recess, sports, clubs, etc.
  - to only choose healthy food items for meals and snacks.
  - to only bring healthy items to campus.

I am the parent/guardian of \_\_\_\_\_ and commit to supporting my scholar with the above expectations in preparation towards college graduation.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

I, \_\_\_\_\_ commit to the above expectations in my preparation towards college graduation.

Scholar Signature \_\_\_\_\_ Date \_\_\_\_\_

# Academic Programs

Legacy Early College is committed to offering a rigorous and relevant academic program designed to prepare our scholars to participate in college courses as part of our Early College High School. We are unapologetic in our level of rigor or our high expectations for scholar performance. We believe that all of our scholars can rise to this high bar given the correct support, with a mission to provide each scholar the quality education they deserve.

## Curriculum and Instruction

The 4k-12th grades curriculum at LEC is considered to be all the experiences that a scholar has while at school. Subject areas taught include: English Language Arts (English, reading, spelling, writing, and speaking), mathematics, science, social studies, health, art, music, and physical education. Special efforts are made to meet the individual needs of our scholars through individualized instruction, small group instruction, and the use of technological devices. Our school has clearly defined learning objectives following the South Carolina State Standards for College and Career Readiness. We strive to create a school atmosphere in which every scholar can find success through hard work.

Our core curriculum includes:

- ELA- Expeditionary Learning -Elementary
- ELA- 2.0 Guidebooks -Middle and High
- Math- Eureka and Zearn -4k through High
- Math -Springboard -High School Freshmen
- Content- Science and Social Studies
- Electives -Journalism, Financial Literacy, African American Studies, Spanish, Chorus, Strings, Keyboarding, Web Design, Percussion, Dance, etc.
- Physical Education -Every Day
- STEAM Lab- Provides hands on learning to connect classroom instruction to application
- Library- Provides expansion of topics/additional research blocks for more in depth exploration of content topics

## Assessments

Legacy Early College believes in the power of assessments to inform instruction and gauge **scholar expectations for at least 80% mastery of grade level standards**. The following assessments will be used throughout the year and scholar performance will be communicated to families through graded work, Powerschool gradebook, and parent conferences. Scholar performance on these assessments is one of the major determining factors in promotion to the next grade level as these data points show whether critical skills and grade level foundations have been mastered.

- NWEA Measures of Academic Progress (MAP): Provides normative data on scholars' current skill levels in ELA and Math as compared to grade level peers
- Amplify Reading 3D and DIBELS/Running Records (Grades 5k-4): Determines scholars' reading level based on Fountas and Pinnell reading continuum
- Expeditionary Learning, 2.0 Guidebooks and Eureka Assessments: Provide authentic assessments on grade level standards based on the lessons taught in class
- Standards Benchmark Assessments through TE21 Mastery Connect: Assesses scholar mastery of standards taught throughout the school year and used to predict mastery level on end of year state assessments
- SCReady and SCPass state assessments (Elementary and Middle)
- ACT, WIN, EOC state assessments (Middle and High)
- ACCESS -state assessment for our multilingual scholars

## Scholar Support

Accommodations and support are made available to meet the needs of our scholars who qualify under the Individuals with Disabilities Education Act (IDEA) and Section 504. Scholars with identified disabilities who are eligible for and require an Individualized Education Plan (IEP) are served in settings appropriate for their disabilities, and every effort is made to include scholars with their typical peers as much as possible. All information pertaining to services and/or accommodations supplied through Special Education and Section 504 will only be released to individuals who have direct

contact with the scholar and parent/guardian. Please inform the school of any documented special services and/or eligibility that your child has received prior to coming to Legacy by providing a current IEP or 504. The guidelines followed by Legacy Early College are those established by local and federal mandates. Specific and additional information may be obtained by contacting the school's Special Education Department.

## Scholar Services Team

The School Scholar Services Teams (SST) at Legacy Early College consists of the Dean of Scholars, Dean of Culture, Behavior Interventionist, School Social Worker, School Psychologist, Guidance Counselor, Parent Coordinator, Mental Health Counselor, Powerschool Manager, Enrollment Team, School Nurse, and other designated team members. The goal of this team is to provide scholars with knowledge and support in the areas of academic deficiencies, personal, social, and emotional development, to promote positive mental health, and to assist scholars in acquiring and using life skills. This is accomplished through a comprehensive support program including individual counseling, small group counseling, and classroom lessons. Additionally, our team provides teacher and parent consulting on an as-needed basis. Our SSTs may be contacted through our school offices at 864-214-1600 (Elementary), 864-248-0646 (Middle), and 864-214-1630 (High).

## Scholar Progress

Legacy Early College uses a number of methods throughout the school year to inform the progress of **scholar expectations for at least 80% mastery of grade level standards**. In order to achieve mastery and course credit in high school courses a scholar must earn 80% or higher in each course. Progress towards this goal is recorded on report cards which are issued every nine weeks. Report cards must be signed by a parent or guardian and returned to school. Other reports concerning individual progress may also be issued including graded papers, notes on the daily report, and parent phone calls. These unscheduled reports will be made as necessary to notify parents of excellent progress as well as unsatisfactory progress. Parents are urged to initiate conferences at any time by writing a note (with a contact number), calling the front office to schedule an appointment with the teacher, or emailing the teacher directly. Teachers may call home, make home visits, and/or request that parents attend special conferences. Parents in grades 2-12 may also check their child's grades weekly on PowerSchool.

The numerical grade scale is outlined below. Please reference the High School Course Catalog for additional information regarding the 10-point Grading Scale.

Numerical Grade Scale	
90-100	A
80-89	B
70-79	C
60-69	D
59 or less	F

## Honor Roll

- Criteria for the Principal's Honor Roll: All A's.
- Criteria for the Honor Roll: A's or B's
- In an effort to recognize the excellent academic achievements of all scholars, the High School Guidance Department will list the names of scholars qualifying for either the Principal's Honor Roll or the Honor Roll at the end of each semester.

## Academic Dishonesty

Any scholar found guilty of academic dishonesty will be reviewed to determine appropriate disciplinary actions.



## Promotion-Retention

Legacy Early College maintains high expectations for our scholars to be college-bound. Academics always come first and **it is an expectation for ALL scholars to maintain a grade average of 80% or higher.** Scholars who are not performing on grade level as indicated by the assessments documented above will be considered for retention. The decision to retain comes as a result of a team discussion including the parents, teacher, instructional specialists, and administration. For Elementary and middle school, multiple data points are evaluated including the scholar's reading level, grades, test scores, attendance, and the Light's Retention Scale. See High School policy in the High School Expectations section towards the end of this handbook. **The final decision regarding retention will be made by the school leaders prior to the end of the school year.** The following is the timeline and process by which retention considerations will be communicated to families:

- First Nine Weeks:
  - Parent Conference
    - Review beginning of year testing data
    - Notification of below grade-level performance
    - Team discussion of supports being put in place at school and home
- Second Nine Weeks:
  - On-going communication and follow-up on academic progress
  - Mid-Year Parent Conference
    - Review of mid-year data
    - Notice of possible retention signed and administration notified
- Third Nine Weeks:
  - On-going communication and follow-up on academic progress
  - Parent Conference:
    - Review of academic progress since mid-year data points
- Fourth Nine Weeks:
  - On-going communication and follow-up on academic progress
  - Final Determination Meeting:
    - Held after End-of-Year assessment data is compiled
    - End-of-Year data and Light's Retention Scale is reviewed
    - Scholars who are **performing below 80% mastery** and/or have shown to be more than 1 academic year behind on multiple data points will be automatically recommended for retention
    - All other decisions will be made on a case-by-case basis with the input of the teacher, instructional leaders, administration, and parents
    - Final recommendation for retention document signed

## Homework Policy

Homework serves many important purposes at LEC: it provides additional practice on skills learned that day, instills the college-bound habits of scholarship, and provides a foundation on which the next day's learning can be built. Not completing homework is considered a violation of our core value of Excellence and parents will be notified. If incomplete or missing homework becomes a pattern, parents will be invited in for a parent conference during which the Family/Scholar Expectations Commitment Agreement will be reviewed and a formal plan put in place to ensure that homework is completed daily.

### Homework Policy and Procedures

- **Frequency and Amount of Homework**
  - Homework will be issued Mondays-Thursdays based on grade-level expectations
  - Weekends and holiday breaks may be used to complete make-up work and long-term assignments, projects, or extra practice.
- **Evaluation and Grading of Homework**
  - All assignments will be used as a part of the scholar's overall assessment.
  - Extensions may be requested and may be granted at the teacher's discretion.
- **Homework Requests Due to Absences**
  - Scholars are responsible for identifying missed assignments and make up assignments upon their return.
  - For absences of two days or longer, parents should contact the school to request their child's missing

assignments.

- For extended absences, teachers will work with parents to determine a reasonable due date.
- **Consequences for Not Completing Homework**
  - Scholars will complete homework during music, lunch, recess, and any other breaks in core instruction.
  - Parents will be notified.
  - On-going issues will result in a Family/Scholar Expectations Commitment Agreement meeting
- **Scholar Responsibilities**
  - Ask for clarification on any assignments not understood
  - Take home all necessary materials to complete your assignments
  - Complete all parts of homework to the best of your ability
  - Place homework in purple folder at the end of the day and after completion at home (elementary)
  - Bring homework to school and turn in according to the classroom procedures
- **Parent Responsibilities**
  - Ensure that your scholar has a set routine for when, where, and how they will complete homework each night
  - Check the purple folder for homework for the day and sign off upon completion (elementary)
  - Prompt scholar's thinking but DO NOT do the work for them
  - Request homework for unplanned absences or in advance for known absences
  - Email or message the teacher with questions

## Gifted and Talented Experiences

LEC strives to offer scholars performing above grade level the push that they need to continue to grow on their own academic journey. Below is the basic foundation that we provide for such scholars:

- Identification:
  - Scholars are identified formally for the Gifted and Talented Program in the Fall of 2nd Grade through the South Carolina CogAT/ITBS Assessments.
  - Scholars in 5k-12th are also identified as accelerated through yearly formative assessments as well as teacher recommendations.
  - We look at a scholar's academic/intellectual ability as well as artistic potential in functioning at a high performance level.
- Programs that May Be Offered:
  - Dual Enrollment with local colleges -Middle and High
  - The Problem Solvers Program -Elementary and Middle
  - Enrichment opportunities for GT identified children and other scholars excelling in certain subjects/areas in all grades.
  - Pull-out lessons with Instructional Leaders
  - In class personalized learning opportunities
  - Strings and Percussion Ensembles
  - Extended Day Clubs

## Physical Education

A Scholars are expected to follow our Legacy Early College core values while participating in Physical Education Class: Perseverance, Respect, Discipline, Excellence and Integrity

### Elementary PE:

- ☐ All scholars have PE everyday!
- ☐ All PE classes are 45 min in length.
- ☐ All classes are held in the PE gym or on the field.
- ☐ All scholars should be in uniform -Legacy shirt, khakis, and tennis shoes -for PE class.
- ☐ 100% participation is required!
- ☐ Grades: Scholars will be graded on participation (80%) and assessments (20%)
- ☐ Grading scale is as follows: Q - Quality, M - Meets Standards, P - Progressing Towards Standards and L - Lacking
- ☐ A current written doctor's excuse is required to opt out of PE class.

### Middle School PE:

- ☐ All scholars have PE everyday!

- ❑ All scholars should be in uniform -Legacy shirt, khakis, and tennis shoes -for PE class.
- ❑ Scholars will not bring sweatshirts, cell phones, pencils, earpods etc... to PE class.
- ❑ No gum, food or drink is allowed in the gym.
- ❑ Water bottles are allowed -as long as they are labeled with a scholar's name.
- ❑ PE classes will be held in the Parker gym or the soccer field.
- ❑ PE classes are 45 min in length.
- ❑ 100% participation is required!
- ❑ A current written doctor's excuse is required to opt out of PE class.
- ❑ Grades: Scholars will be graded on participation (80%) and assessments (20%)

### **High School PE:**

- ❑ Scholars are required to have one semester of PE.
- ❑ HS PE classes are on a 90 minutes block schedule.
- ❑ PE classes will be held in the new gym across from the field. Scholars will be required to walk the new gym weather permitting.

### **Dress Out Policy for High School:**

- Scholars MUST Dress Out for every PE day.
- The Dress Out uniform is a set of school approved clothing that scholars change into at arrival time for class.
- The Dress Out uniform -T-shirt, gym shorts and/ or jogging pants. These are the only accepted clothes for dressing out.
- Scholars MUST wear tennis shoes at ALL times while in PE -Even if scholars do not Dress Out for class -must wear tennis shoes to participate in the activities of the day.
- If a scholar forgets clothing to change into, scholars are still expected to participate in the day's activities -Points will be deducted from the Dress Out grade.
- Scholars receive a 100 at the beginning of each week.
  - Scholars lose 25 points per day of that 100 for every day they don't Dress Out.
  - Scholars can partially Dress Out (ex. change shirt and shoes, but not pants) and receive partial credit for the day.
- Scholars must change two of the three graded articles of clothing in order to get any credit for the day. The point values are as follows:
  - 10 pts- shirt
  - 10pts- shorts
  - 5pts- shoes
- Scholars have 10 minutes to Dress Out at arrival time into the gym. That includes getting dressed and being seated to wait for further instructions.
- Class ends 15 minutes before the bell. This allows scholars 10 minutes to get dressed and a 5-minute walk back time allowance.

### **High School PE Grading:**

- ❑ 100% participation is required in PE Class.
- ❑ A Doctor's current written recommendation/excuse is required to opt out of PE.
- ❑ Grades will be given based on a point system.
- ❑ Scholars will receive points in the following areas:
  - ❑ Tests
  - ❑ Projects
  - ❑ Skills Tests
  - ❑ Dressing Out
  - ❑ Class Participation
  - ❑ Comprehensive Health Days -These will include some projects. A 10-point grading scale is used to grade these assignments.

## **STEAM Lab Experiences**

Legacy Early College scholars will receive hands-on STEAM experiences throughout the year in our indoor/outdoor labs on both campuses. These activities will be designed to coordinate with grade level standards and allow for kinesthetic learning in the areas of Science, Technology, Engineering, Arts, and Math. A STEAM Lab Manager (if available) coordinates with classroom teachers to plan units in accordance with what the scholars are learning within the classroom each week. In addition to the STEAM labs, experiences will occur within the LECES garden and off-campus venues.

## Field Experiences Policy

Legacy Early College coordinates field experiences for scholars in all grades to build on the learning that happens in the classroom. **All field experiences are earned privileges.** Any scholar wishing to participate in a field trip or similar activity must comply with the dress code, behavioral standards, and parent/guardian permission requirements as outlined by the supervising faculty member. If a scholar has not earned the field experience, the scholar will remain at the school while the rest of their group is away. He/she will be given necessary schoolwork to complete.

### **Scholars may be denied participation in experiential learning trips for any of the following reasons:**

- Academics: If a scholar is falling below 80% mastery in a class.
- Behavior: (a) If assigned OSS on the date of the trip, (b) if the person leading the trip, with approval of the administration, determines eligibility should be denied based on a pattern of misconduct.
- Attendance: If a scholar has more than five (5) unverified absences in a semester class or more than ten (10) unverified absences in a yearlong class.

Scholars unable to attend a field experience will be given an alternative assignment to replace the field trip grade.

If a scholar is driving to an off-campus, school sponsored event, he/she must have written parent permission prior to the event.

**Parent chaperone needs will be determined by the supervising faculty.** Parents wishing to chaperone a field experience must see the Parent Coordinators to complete a background check and sign a chaperone agreement form prior to the week of the field experience. Teachers will then notify the parents prior to the week of the field experience if they have been selected as chaperone. **For safety reasons - Families will not be permitted to meet their scholars at the field experience location. Any family member that shows up at a field experience location as an unapproved chaperone will not be allowed to participate in the field experience. The family member will need to sign out their scholar with appropriate ID and the scholar will no longer be allowed to participate in the field experience with the rest of the school group.**

## Family Involvement

At Legacy Early College we believe that the more our scholars see their family members involved at school, the more school becomes important to them. Thus it is our mission to have our school serve our families, not just our scholars. Please look for further information sent home throughout the year, found in your child's folder or communicated by telephone, Legacy's Facebook page, and email/text about how you can be more involved with our school.

### **School Office Hours**

Office staff will be available to assist parents and/or scholars **Monday-Friday, 7:30 AM – 4:30 PM**. If you have questions or concerns please call 864-214-1600 (Elementary), 864-248-0646 (Middle), and 864-214-1630 (High) during these hours.

### **Contacting Your Scholar at School**

Except in an emergency, all messages will be taken at the front office for children so that classroom instruction is not interrupted.

### **Protected Health Information Notice**

*The Health Insurance Portability and Accountability Act requires certain offices/ persons within the school to maintain the privacy of protected health information and to provide individuals with notice of the school's legal duties and privacy practices with respect to such information. The school will not use or disclose protected health information except under circumstances either required/permitted by law, or pursuant to authorization from the individual or his/her personal representative.*

## Annual Notification of Rights Under The Family Educational Rights and Privacy Act (FERPA)

From... <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

From... <https://www2.ed.gov/policy/gen/guid/fpco/ppra/modelnotification.html>

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent; or
  8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of –
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
- Inspect, upon request and before administration or use –
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Legacy Early College will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Legacy will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Legacy will also directly notify, such as through the U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Legacy will make this notification to parents at the beginning of the school year if the school has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

## Student Directory Information

### Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

From... <https://www2.ed.gov/policy/gen/quid/fpcp/ferpa/mndirectoryinfo.html>

[Note: Per 34 C.F.R. § 99.37(d), a school or school district may adopt a limited directory information policy. If a school or school district does so, the directory information notice to parents and eligible students must specify the parties who may receive directory information and/or the purposes for which directory information may be disclosed.]

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Legacy Early College, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Legacy may disclose appropriately designated "directory information" without written consent, unless you have advised Legacy to the contrary in accordance with Legacy procedures. The primary purpose of directory information is to allow Legacy Early College to include information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; and Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want Legacy Early College to disclose any or all of the types of information designated below as directory information from your

child's education records without your prior written consent, you must notify Legacy. Legacy has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

**At the beginning of each year, parents must complete an Opt-Out Release Form, available in front offices, if parents do not approve of Legacy Early College disclosing any directory information from your child's educational records named above.**

## Lost and Found

Lost & Found bins are located at the campus front offices. Lost items can be placed in the bins. Once an item is placed in the bin, a notification will go out to staff describing the lost item. When scholars find something that belongs to someone else, they can take it to the Lost & Found bins. To help us return items to your child, we recommend putting your child's name on items of clothing, coats, sweaters, lunch boxes, etc. **Every few months, we donate unclaimed articles to charitable organizations.**

## Lunch and Breakfast Programs

### Public Media Release Community Eligibility Provision (CEP) Effective July 1, 2020 through June 30, 2021

Legacy Early College School is participating in the Community Eligibility Provision CEP for the 2020-2021 school year. Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 amended section 11(a)(1) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1759a(a)(1)) (the law) to provide an alternative to household applications for free and reduced-price meals in local educational agencies (LEAs) and schools with increased levels of low-income students. This alternative is referred to as the Community Eligibility Provision. **All students enrolled in the school/district may participate in the breakfast and lunch program at no charge to them.** Families will not have to fill out meal applications.

Breakfast and lunch meals follow the United States Department of Agriculture (USDA) guidelines for healthy school meals. Please encourage students to participate in the school meal programs. You may contact your **School Food Service Director, Vanessa Floyd @ (864) 214-1613** for additional information.

Parents or guardians that do not want their child/children to participate in CEP may wish to discuss this matter with **Kristen Duffin, Scholar Data Manager** on an informal basis.

Parents wishing to make a formal appeal may make a request either orally or in writing to **Kristen Duffin whose address is: 900 Woodside Ave, Greenville, S.C. 29611** for a hearing to appeal the decision.



*This release was sent to the following newspapers. Greenville News*

*The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.*

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

*mail: U.S. Department of Agriculture*

*Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410*

*fax: (202) 690-7442; or*

*email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*This institution is an equal opportunity provider.*

## **Communication from our Parents or Guardians**

Legacy Early College believes that all adults are role models for our scholars as productive citizens in our community. Just as our teachers and staff are expected to communicate in a respectful and positive manner with all family members, Legacy family members are expected to communicate with our teachers and staff in the same respectful and positive manner. We remind our families to refrain from using an unkind tone, using inappropriate language with a staff member or acting disrespectful to teachers in any fashion. We will not tolerate this behavior in our communication and will address participants quickly and appropriately.

The school requires a note/form from parents or guardians under the following circumstances:

- To explain an absence
- To explain a tardy
- To request early dismissal
- To excuse the child from recess or physical education
- To change daily transportation procedures
- Permission for child to go home with another child
- To request a change in bus transportation
- For scholars to attend a field trip
- Authorization for medication
- Emergency treatment form
- Any other special issue needing to be addressed



## Parent-Teacher Conferences

A minimum of two conferences between the child's teacher, child, and parent/guardian will be scheduled during the school year. These are typically scheduled at the end of the nine-week reporting periods. As part of our Family/Scholar Expectations Commitment Agreement, all parents/guardians **MUST** attend these scheduled conferences. Your child's teacher will arrange an appointment for these conferences. Some conferences will be Scholar-Led Conferences which provide an opportunity for the scholar to share his/her Individual Learning Plan and overall progress in school. Scholars are expected to attend the conference in dress code, conduct the conference seriously and share important information from their Individual Learning Plans and progress in school.

## School Newsletter and Other Communication

We take great pride in communicating news of interest and upcoming events and programs to our parents and community through a variety of venues. If you have another way that we can communicate with you, please let us know!

### Some examples of our communication home:

- ☐ Marquee and Dry erase board out front
- ☐ Personal phone calls home and All-Call phone system
- ☐ Texts and/or Emails
- ☐ Social Media Platforms
  - Facebook... [www.facebook.com/LegacyEarlyCollege](http://www.facebook.com/LegacyEarlyCollege)
  - Website... [www.legacyearlycollege.org](http://www.legacyearlycollege.org)
- ☐ School and Class newsletters
- ☐ Personal written notes
- ☐ Flyers and handouts
- ☐ Report Cards and Progress Reports
- ☐ Daily progress charts
- ☐ Home visits and Parent Conferences
- ☐ Parent Meetings and Catch parents in the car rider line
- ☐ Parent Portal

## Title I and Other Federal Programs

*Legacy Early College is a Title I School. We receive extra support funding for academic initiatives/needs, as well as for technology, teacher professional development, and parenting programs. The current Title I Plan is always available in our offices and on our website for review. At least once a month throughout the year, parents can become involved with Title I Meetings, various programs, and other special activities that are guided with Title I initiatives and funding. All parents are welcome to all meetings and we encourage our families to be involved in planning every chance you have!*

*All parents, scholars, teachers, and administrators sign a Family/Scholar Expectations Commitment Agreement at the beginning of each school year. This agreement spells out the responsibilities for all to commit to in order to support our scholars in finding academic success.*

### **Parent's Right to Know**

*In compliance with the requirements of the Every Student Succeeds Act, Legacy Early College would like to inform you that you may request information about the professional qualifications of your scholar's teacher(s) and/or paraprofessional(s). The following information may be requested:*

- *Whether the scholar's teacher:*
  - *has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;*
  - *is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived; and*
  - *is teaching in the field of discipline of the certification of the teacher.*
- *Whether the child is provided services by paraprofessionals and, if so, their qualifications.*

*If you wish to request information concerning your child's teacher and/or paraprofessional's qualifications, please contact the principal at your child's school.*

# Scholar/Family Engagement Policy (updated May 2021)

## Legacy Early College (LEC) recognizes that:

- a child's education is a responsibility shared by the school, family, and community during the entire time the child spends in school.
- in order to support the goal of the school to educate all scholars effectively, the school and parents must work as knowledgeable partners. Parents are an important component of a school's ability to provide for the educational success of their children.
- there is a need to meet the diverse cultural and language needs of our parents and children.
- engaging parents and families is essential to improve scholar achievement and that the school should foster and support active parental involvement.

## **Goal #1: Improve Parent and Family Engagement**

- Implement shared expectations with the **LEC Scholar/Family Compact** –parents commit to supporting scholars with all expectations in preparation towards college graduation
- Maintain a **Parent Center** at the elementary school for all 3 levels to encourage participation between our families and school/local community resources
- Continue expectations of our **Volunteer Policy**...
  - Introduction... LEC believes that volunteer workers can make a significant contribution to the school and community by giving their time and sharing their skills and expertise with others. Volunteers have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for scholars.
  - Definition of "Volunteer"... A "volunteer" is any person who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the school. A volunteer must be officially accepted and registered by the school prior to performance of the task. Volunteers shall not be considered as employees of the school.
  - The School's Responsibilities... LEC is committed to the Work, Safety, and Wellness Policies that have been put into place to protect the safety and welfare of all scholars and staff. The school accepts and affirms that this covers the practice of using volunteer workers within the school environment. Volunteers will only serve in the school after completing the volunteer approval process, participating in the Volunteer Workshop, and only in approved areas.

## **Goal #2: Increase Communication between School and Families**

- Legacy Early College is a Title I School. We receive extra support funding for academic initiatives/needs, as well as for technology, teacher professional development, and parenting programs. The current Title I Plan is always available in our offices and on our website for review. At least once a month throughout the year, parents can become involved with Title I Meetings, various programs, and other special activities that are guided with Title I initiatives and funding. All parents are welcome to all meetings and we encourage you to come be involved in planning every chance you have!
- LEC takes great pride in communicating news of interest and upcoming events and programs to our parents and community through a variety of venues. Some examples of our communication home:

Marquee	Texts/REMIND/Class Dojo	Facebook... <a href="http://www.facebook.com/LegacyEarlyCollege">www.facebook.com/LegacyEarlyCollege</a>
Dry erase board out front	Emails	Website... <a href="http://www.legacyearlycollege.org">www.legacyearlycollege.org</a>
Personal phone calls home	School newsletters	Report Cards and Interims
All-Call phone system	Class newsletters	Daily progress charts
Personal written notes	Fliers and handouts	Home visits
Parent Conferences/Parent Meetings	Catch parents in the car rider line	Parent Portal

- A minimum of **two conferences** between the child's teacher, child, and parent/guardian are scheduled during the school year. These are typically scheduled at the end of the nine-week reporting periods. As part of our Family/Scholar Expectations Commitment Agreement, all parents/guardians **MUST** attend these scheduled conferences. Some conferences will be Scholar-Led Conferences which provide an opportunity for the scholar to share his/her Individual Learning Plan and overall progress in school. Scholars are expected to attend the conference in dress code, conduct the conference seriously and share important information from their Individual Learning Plans and progress in school.
- **LEC 24 hour rule** -Our scholars are college bound and our scholars need the support from all of our stakeholders. No one group can do it alone, so we need to rely on scholars, teachers, support staff, administration, board members, parents, and other community members to help us achieve success. We are constantly asking our families how we can make Legacy a stronger school. Whether it be through parent meetings, suggestion boxes in the office, surveys, letters, phone calls/texts, or just allowing parents a minute to pull us aside to have a quick

word. We strive to do whatever it takes. Below is an example of how parent complaints are handled, though each case may dictate a different process:

1. Receive the suggestion/concern from parents (through email, phone call, suggestion box, survey, etc.)
  2. The teacher takes steps needed to address suggestions/concerns within 24 hours.
  3. If the teacher is not the one who can address the suggestion/concern, he or she will make a member of the Scholar Services Team aware.
  4. A member of the Scholar Services Team takes steps needed to address suggestions/concerns within 24 hours.
  5. If the Scholar Services Team is not the one who can address the suggestion/concern, he or she will make the Administration and/or Executive Director aware.
  6. The Administration and/or Executive Director, with support from the board, will move forward with final decisions and changes as needed.
- LEC will share with our families every year their **Right to Know** –parents may request information about the professional qualifications of scholar's teacher(s) and/ or paraprofessional(s).

### **Goal #3: Provide Programs to Support our Families**

- LEC plans a variety of **Events and Trainings** on each campus tailored to the needs of our families and scholars. Some offered include/but not limited to:
  - English Classes for our parents
  - Family Curriculum Nights
  - Parent Breakfasts/Dinners
  - Refresh,Renew (Laundry Program)
  - Trainings hosted by Bon Secour via partnership
  - Food Bag Programs
- **Curriculum and Instruction:** LEC is committed to offering a rigorous and relevant academic program designed to prepare our scholars to participate in college courses as part of our Early College High School. We are unapologetic in our level of rigor or our high expectations for scholar performance. We believe that all of our scholars can rise to this high bar given the correct support and our mission is to provide each scholar the quality education they deserve.
  - The 5k-12th grades curriculum at LEC is considered to be all the experiences that a scholar has while at school. Subject areas taught include: English Language Arts (English, reading, spelling, writing, and speaking), mathematics, science, social studies, health, art, music, and physical education. Special efforts are made to meet the individual needs of our scholars through individualized instruction, small group instruction, and the use of technological devices. Our school has clearly defined learning objectives following the South Carolina State Standards for College and Career Readiness. We strive to create a school atmosphere in which every scholar can find success through hard work.
  - Our core curriculum includes:
    - - ELA- Expeditionary Learning -Elementary
    - - ELA- 2.0 Guidebooks -Middle and High
    - - Math- Eureka -Elementary through High
    - - Content- Science and Social Studies
    - - STEAM Lab- Provides hands on learning to connect classroom instruction to application
    - - Library- Provides expansion of topics and additional research blocks for more in depth exploration of content topics
- **Assessment:** LEC believes in the power of assessments to inform instruction and gauge scholar expectations for at least 80% mastery of grade level standards. The following assessments will be used throughout the year and scholar performance will be communicated to families through graded work, Powerschool gradebook, and parent conferences. Scholar performance on these assessments is one of the major determining factors in promotion to the next grade level as these data points show whether critical skills and grade level foundations have been mastered.
  - NWEA Measures of Academic Progress (MAP): Provides normative data on scholars' current skill levels in ELA and Math as compared to grade level peers
  - Amplify Reading 3D and DIBELS/Running Records (Grades 5k-4): Determines scholars' reading level based on Fountas and Pinnell reading continuum
  - Expeditionary Learning, 2.0 Guidebooks and Eureka Assessments: Provide authentic assessments on grade level standards based on the lessons taught in class
  - Standards Benchmark Assessments through TE21 Mastery Connect: Assesses scholar mastery of standards taught throughout the school year and used to predict mastery level on end of year state assessments
  - SCReady and SCPass state assessments (Elementary and Middle)
  - ACT, WIN, EOC state assessments (Middle and High)
  - ACCESS -state assessment for our multilingual scholars

# Volunteer Policy

## Introduction

Legacy Early College believes that volunteer workers can make a significant contribution to the school and community by giving their time and sharing their skills and expertise with others. Volunteers have a wide range of interests and abilities that complement school programs, thus providing a wider range of interactions and experiences for scholars.

## Definition of “Volunteer”

A “volunteer” is any person who, without compensation or expectation of compensation, performs a task at the direction of and on behalf of the School. A volunteer must be officially accepted and registered by the School prior to performance of the task. Volunteers shall not be considered as employees of the School.

## The School’s Responsibilities

Legacy Early College is committed to the Work, Safety, and Wellness Policies that have been put into place to protect the safety and welfare of all scholars and staff. The School accepts and affirms that this covers the practice of using volunteer workers within the school environment.

Volunteers will only serve in the School after completing the volunteer approval process, participating in the Volunteer Workshop, and only in approved areas.

Schools must ensure that:

- A. Staff members manage volunteer processing and maintain a current roster of volunteers:
  - a. Initial forms will be available from the front office and parent coordinators;
  - b. Completed forms will be processed by the Human Resources Department;
  - c. Shared roster of volunteer applicant status will be updated regularly;
- B. Staff wishing to use the services of a volunteer shall check the volunteer roster prior to their commencement to ensure process is complete;
- C. Accurate records will be kept of a volunteer’s approval status and training;
- D. Volunteers will be provided with required training that will include:
  - a. LEC Nut Free Policy;
  - b. Work, Health & Safety Procedures;
  - c. Duty of Care responsibilities to students;
  - d. Confidentiality requirements; and
  - e. Any training needed specific to the area of volunteer work.
- E. Volunteers will be matched with work that is suitable to their skills, interests, and time commitments;
- F. Changes to a volunteer’s area of work or time commitment will be made with full consultation;
- G. A member of the leadership team will be available to discuss volunteers’ concerns as they arise;
- H. Supervising teachers will meet their duty of care to students by not leaving a volunteer to work unsupervised with students;
- I. Volunteers are not to represent the School (e.g. answer questions of visitors, media, and officials) or otherwise behave in a way that would imply the volunteer is a representative of the School, without permission from the Principal.
- J. Volunteers must be appropriately dressed for their role and must at all times while performing their tasks wear a name badge.
- K. Volunteers are responsible for maintaining the confidentiality of all information to which they are exposed while serving as a volunteer, whether this information involves a single staff, volunteer, student, parent/caregiver, or other person or involves overall School business.
- L. Volunteers are asked to be reliable to the best of their ability and time commitments, and to give as much notice as possible whenever they cannot attend when expected.

Staff will report any suspected misconduct and/or issue with a volunteer to administration immediately.

## Visitation in School

Legacy Early College encourages parents to visit the school and help out when available. Any visitations must be communicated with the classroom teacher and the front office. For security purposes and to maintain the educational environment of the classrooms, no visitors will be permitted past the front office without an appointment or prior communication to the teacher. All visitors to the school must sign in with a valid photo ID at the front office and wear a visitor’s badge at all times while in the building and/or on the school campus. Visitors must have an escort to enter the academic and/or athletic wings. Scholars are not to invite friends and visiting relatives to visit them during the school day or during lunch unless approved by administration.

## What Families Can Do To Help Your Scholar Learn

- ☐ Start each day right; a calm beginning at home makes the school day much better.
- ☐ Encourage your scholar to have a good breakfast and lunch. Make sure that your scholar sleeps at least eight hours each night.
- ☐ Praise your scholar each day for something he/she has done. Have a special place to put schoolwork and other items brought home.
- ☐ Stress attendance. If your child is ill, home is the best place; otherwise, your scholar needs to take advantage of every school day.
- ☐ Be punctual. "The early bird gets the worm."
- ☐ Keep the lines of communication open between yourself and your scholar's teacher. Inform the teacher of any family situation that could influence your scholar's behavior. Also, if he/she is reluctant to come to school, let the teacher know so that together you can find the reason.
- ☐ Communicate with your scholar's teacher at least once a week through a note, phone call, visit, email, etc.
- ☐ Take your scholar to the library to get a library card and encourage reading for pleasure.
- ☐ Read to your scholar and with your scholar at a designated family reading time.
- ☐ Encourage your scholar to use dictionaries and thesauruses.
- ☐ Provide pencils, paper, etc. for your scholar to use.
- ☐ Work at home with skills taught at school. Please check homework every night.
- ☐ Encourage your scholar to use the internet to do research.
- ☐ Encourage your scholar to participate in at least one club or school activity.

## School and Scholar Safety

### Accidents and Emergencies

We make every effort to prevent accidents. Should an accident or emergency occur, authorized school personnel will administer first aid to the injured scholar(s). In cases of serious accident or illness, we will make every effort to contact the parent/guardian. If we are unsuccessful in reaching parents, the school will follow parents' directions on the enrollment and consent forms to secure an individual to pick up the scholar, or secure emergency medical treatment if needed. School personnel will exercise extreme caution in making a decision that involves the health and safety of scholars following an accident or other emergency. **It is essential that the school has all updated numbers as soon as they are changed. Please provide the main office with any change of phone numbers by calling 864-214-1600 (Elementary), 864-248-0646 (Middle), or 864-214-1630 (High).**

### Emergency Contact Numbers

**THE EMERGENCY INFORMATION YOU PROVIDE AT THE BEGINNING OF THE SCHOOL YEAR IS IMPORTANT!** Please keep us informed of any changes in your address or contact names and numbers on your child's sign out sheet, with teachers, and the school nurse. We must have your current contact information at all times, even if your phone number is unlisted. We use a phone system to call home throughout the year about upcoming events and other important information. To update or make changes to your information, please either request a new form or come by the office to make changes.

### Emergency Drills

Fire, tornado, earthquake and intruder drills help children react quickly and responsibly in emergency situations. In accordance with state laws, Legacy has at least one emergency drill each month. Drills are held without notice. During a drill, teachers instruct their scholars on the fastest and safest exit route. Evacuation routes are posted in each room. In accordance with the Safe Schools Act of 1990, we will be conducting safety drills such as bomb threats, mock evacuations of the buildings and lockdown drills during the school year. These drills are necessary for the safety of the scholars.

# Emergency School Closings

The safety of our scholars and school staff is our primary concern when making a decision to delay, close or dismiss school. School officials utilize a decision-making process which incorporates the recommendations of other area schools like Greenville County School District. If an emergency occurs during the school day while scholars are at school, our phone system will call home and provide parents with necessary details.

**Legacy will still follow Greenville County School District closings for inclement weather.** In many circumstances, Legacy may be able to utilize e-learning to continue instruction during a weather event. If our scholars experience an extended interruption in on-site instruction, our school leaders will be in touch with them. Please tune to local radio and television stations for announcements about school closings, as well as our school website and facebook page for updates.



## School Closing/Delay/Early Dismissal Announcements:

Legacy Early College and its offices will operate on our regular schedule unless otherwise announced. With regard to weather delays, LEC will make these decisions as soon as possible, for on site staff attendance. These decisions will be communicated through LEC's social media platforms as well as the local TV channels. For early dismissals, due to weather related or "Acts of God," LEC will notify parents via our All-Call system. All staff are required to stay until they have met the required expectations.

What You Will See on TV/Internet	How Legacy Will Operate	How You Will Be Impacted
<i>Legacy Early College Schools - Closed</i>	LEC schools and offices will be closed: <ul style="list-style-type: none"> <li>There will be no day or on campus activities; Additional instructional day may be added to the calendar year.</li> </ul>	All - do not report to work. <ul style="list-style-type: none"> <li>Teachers- Work on scheduled make-up days</li> <li>All other full-time staff- Work on scheduled make-up day</li> <li>Hourly employees - Missed hours may be made up - with prior supervisor approval.</li> </ul>
<i>Legacy Early College # Hour Delay:</i> <ul style="list-style-type: none"> <li>LEC K4 program may run on a different schedule and will be announced separately.</li> </ul>	LEC's schools and offices will open per the designed delay. A light breakfast will be offered to scholars. Field trips will be cancelled. All after-school activities will continue unless otherwise notified.	All - Arrive at # hour delay from regular time. All deviations must be approved prior by their supervisor. <ul style="list-style-type: none"> <li>Hourly employees - Missed hours may be made up - with prior supervisor approval</li> </ul>
<i>Legacy Early College #Hour Delay for Buses; School Will Open at Regular Time:</i> <ul style="list-style-type: none"> <li>LEC K4 program may run on a different schedule and will be announced separately.</li> </ul> (When extremely low temperatures/ wind chill or high winds)	All bus routes will be delayed by # hours. School will open at <u>regular time</u> . Breakfast will be served, field trips will be cancelled or postponed. All after-school activities will continue unless otherwise notified.	All employees report at regular time.
<i>Legacy Early College - Dismissing at (time)</i>	Schools will be dismissed at designated time. No after-school activities.	School Employees- Scholars must be supervised until pick up. Staff is <u>required</u> to stay with their scholars until all scholars have left campus safely.  Office Employees - Work until communicated by supervisor.



## Field and Playground Safety

Although we make every effort to prevent injuries at school, unexpected accidents unfortunately can occur. Even with close supervision, injuries may occur on school fields or on playground equipment. For this reason, we ask that you stress the importance of safe play with your child. There should be no wrestling or rough play, even for fun. There should be no tackle-type football. There should be no rough basketball playing. Children may not throw rocks or any other objects which might injure other scholars. Scholars may not pick up items they may find on the school property. If something is found, they should notify an adult immediately.

# Policies and Procedures

## Enrollment

Legacy Early College is a school of choice. Families may choose to bring their scholars to Legacy, and in doing so, they commit to adhering to Legacy's high academic expectations and policies & procedures. Scholars who attend Legacy complete an initial application and go through the enrollment process to secure a seat. Various documents will be needed for a scholar's file, such as: a registered birth certificate, a SC certificate of immunization, a social security card (if available), a Medicaid card (if parents have one), proof of residence, a recent report card, a recent attendance and discipline record, and any other necessary forms as requested by the office. Legacy Early College may give all incoming scholars a placement test based on grade level educational competencies to assess the appropriate grade placement for scholars to be successful. [Please call the Enrollment office for any enrollment questions at 864-214-1620 for grades 4K-12.](#)

## Withdrawals/Transfers

Any scholar who decides to withdraw or transfer from Legacy Early College must notify the front office. Forms must be completed before a scholar can be properly released. All debts must be paid, and all books returned. The scholar must be cleared by the cafeteria, textbook administrator, and health room prior to permanent record information being sent to any school or agency. A parent must contact the school to verify their scholar's withdrawal. For high school scholars -if a scholar withdraws from a class and/or is expelled, they will receive a W/F. Scholars applying to post-high school educational institutions should see their guidance counselor for transcripts.

## Attendance Policy

### South Carolina State Board Regulation: 43-274. Student Attendance.

#### I. Lawful and Unlawful Absences

*School districts must adopt policies to define and list lawful and unlawful absences.*

(A) **Lawful absences** include but are not limited to

- (1) absences caused by a student's own illness and whose attendance in school would endanger his or her health or the health of others,
- (2) absences due to an illness or death in the student's immediate family,
- (3) absences due to a recognized religious holiday of the student's faith, and
- (4) absences due to activities that are approved in advance by the principal.

(B) **Unlawful absences** include but are not limited to

- (1) absences of a student without the knowledge of his or her parents, or
- (2) absences of a student without acceptable cause with the knowledge of his or her parents.

(C) Suspension is not to be counted as an unlawful absence for truancy purposes.

#### II. Truancy

*The State Board of Education recognizes that truancy is primarily an educational issue and that all reasonable, educationally sound, corrective actions should be undertaken by the school district prior to resorting to the juvenile justice system.*

(A) **Truant** -A child ages 6 to 17 years meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

(B) **Habitual Truant** -A "habitual" truant is a child age 12 to 17 years who fails to comply with the intervention plan developed by the school, the child, and the parent(s) or guardian(s) and who accumulates two or more additional unlawful absences. This child may need court intervention and an initial truancy petition may be filed. The written intervention plan, and documentation of non-compliance, must be attached to the truancy petition asking for court intervention.

(C) **Chronic Truant** -A "chronic" truant is a child ages 12 to 17 years who has been through the school intervention process, has reached the level of a "habitual" truant, has been referred to Family Court and placed on an order to attend school, and continues to accumulate unlawful absences. Should other community alternatives and referrals fail to remedy the attendance problem, the "chronic" truant may be referred to the Family Court for violation of a previous court order. All

school intervention plans existing to this point for this child and family must accompany the Contempt of Court petition as well as a written recommendation from the school to the court on action the court should take.

### **III. Intervention Plans**

(A) Each district must develop a policy relating to requirements for intervention. The district plan for improving students' attendance must be in accordance with any applicable statutes.

(B) Once a child is determined to be truant as defined in Section II(A), school officials must make every reasonable effort to meet with the parent(s) or guardian(s) to identify the reasons for the student's continued absence. These efforts should include telephone calls and home visits, both during and after normal business hours, as well as written messages and e-mails. School officials must develop a written "intervention plan" to address the student's continued absence in conjunction with the student and parent(s) or guardian(s).

(C) The intervention plan must include but is not limited to:

- (1) Designation of a person to lead the intervention team. The team leader may be someone from another agency.
- (2) Reasons for the unlawful absences.
- (3) Actions to be taken by the parent(s) or guardian(s) and student to resolve the causes of the unlawful absences.
- (4) Documentation of referrals to appropriate service providers and, if available, alternative school and community-based programs.
- (5) Actions to be taken by intervention team members.
- (6) Actions to be taken in the event unlawful absences continue.
- (7) Signature of the parent(s) or guardian(s) or evidence that attempts were made to involve the parents(s) or guardian(s).
- (8) Documentation of involvement of team members.
- (9) Guidelines for making revisions to the plan.

(D) School officials may utilize a team intervention approach. Team members may include representatives from social services, community mental health, substance abuse, and prevention, and other persons the district deems appropriate to formulate the written intervention plans.

### **IV. Referrals and Judicial Intervention**

At no time should a child ages 6 to 17 years be referred to the Family Court to be placed on an order to attend school prior to the written intervention planning being completed with the parent(s) or guardian(s) by the school. A consent order must not be used as an intervention plan from any local school or school district. Should the parent(s) or guardian(s) refuse to cooperate with the intervention planning to remedy the attendance problem, the school district has the authority to refer the student to Family Court in accordance with S.C. Code Ann. Section 59-65-50 (2004), and a report shall be filed against the parent(s) or guardian(s) with the Department of Social Services in compliance with S.C. Code Ann. Section 20-7-490(2)(c)(Supp. 2002).

(A) Petition for a School Attendance Order -If the intervention plan is not successful and further inquiry by school officials fails to cause the truant student and/or parent(s) or guardian(s) to comply with the written intervention plan or if the student and/or parent(s) or guardian(s) refuses to participate in intervention and the student accumulates two or more additional unlawful absences, the student is considered an "habitual" truant. Each referral must include a copy of the plan and specify any corrective action regarding the student and/or the parent(s) or guardian(s) that the district recommends that the court adopt as well as any other available programs or alternatives identified by the school district. The intervention plan must be attached to the petition to the Family Court and served on the student and the parent(s) or guardian(s).

(B) Petition for Contempt of Court -Once a school attendance order has been issued by the Family Court and the student continues to accumulate unlawful absences, the student is considered to be a "chronic" truant and school officials may refer the case back to Family Court. The school and district must exhaust all reasonable alternatives prior to petitioning the Family Court to hold the student and/or the parent(s) or guardian(s) in contempt of court. Any petition for contempt of court must include a written report indicating the corrective actions that were attempted by the school district and what graduated sanctions or alternatives to incarceration are available to the court in the community. The school district must include in the written report its recommendation to the court should the student and/or parent(s) or guardian(s) be found in contempt of court.

### **V. Coordination with the South Carolina Department of Juvenile Justice**

Each school district should coordinate with the local office of the South Carolina Department of Juvenile Justice to establish a system of graduated sanctions and alternatives to incarceration in truancy cases.

### **VI. Transfer of Plans**

If a student transfers to another public school in South Carolina, intervention plans shall be forwarded to the receiving school. School officials will contact the parent(s) or guardian(s) and local team members to review the plan and revise as appropriate. Court ordered plans may be amended through application to the court.

### **VII. Approval of Absences in Excess of Ten Days and Approval of Credit**

(A) **Approval or Disapproval of Absences** -The district board of trustees, or its designee, shall approve or disapprove any student's absence in excess of ten days, whether lawful, unlawful, or a combination thereof, for students in grades K-12. For the purpose of awarding credit for the year, school districts must approve or disapprove absences in excess of ten days regardless as to whether those absences are lawful, unlawful, or a combination of the two.

(B) **High School Credit** -In order to receive one Carnegie unit of credit, a student must be in attendance at least 120 hours, per unit, regardless of the number of days missed, or must demonstrate proficiency as determined by the local school district. This exception to the 120-hour requirement is to be administered by local school districts on a case-by-case basis and only for students who have excessive absences that have been approved by the local school board. General request for proficiency-based credit must be made through the process described in Regulation 43-234. Students whose absences are approved should be allowed to make up any work missed in order to satisfy this requirement. Local school boards should develop policies governing student absences giving appropriate consideration to unique situations that may arise within their districts when students do not meet the minimum attendance requirements. Therefore, districts should allow students, whose excessive absences are approved in part 1 of this section, to make-up work missed to satisfy this requirement.

**Examples of make-up work may include:**

- (1) after-school and/or weekend make-up programs that address both time and academic requirements of the course(s), or
- (2) extended-year programs that address both time and academic requirements of the course(s). All make-up time and work must be completed within thirty days from the last day of the course(s). The district board of trustees or its designee may extend the time for student's completion of the requirements due to



extenuating circumstances that include but are not limited to the student's medical condition, family emergencies, and other student academic requirements that are considered to be a maximum load. Make-up requirements that extend beyond thirty days due to extenuating circumstances must be completed prior to the beginning of the subsequent new year.

### VIII. Reporting Requirements

The South Carolina Department of Education will develop and implement a standard reporting system for the adequate collection and reporting of truancy rates on a school-by-school basis.

### IX. Guidelines

Additional information relating to the implementation of this regulation will be contained in South Carolina Department of Education Guidelines. The South Carolina Department of Education will review and update these guidelines as needed.

In South Carolina, All children are required to attend a public or private school or kindergarten beginning at age five (5) and continuing until their 17th birthday. If a child is not six years of age on or before the first day of September in a particular school year, parents/guardians may choose not to send their children to kindergarten; however, they must sign a waiver which may be obtained at the local school.

In accordance with the South Carolina Compulsory School Attendance Law, Legacy Early College follows similar expectations as the School District of Greenville County for adopted uniform rules to ensure that scholars attend school regularly. Each day that scholars are not in school, they miss hours of valuable instruction and opportunities for learning that they will not have again. Scholars are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal. A scholar is considered in attendance when present for at least three (3) hours of a school day.

Any scholar who misses school must present a written excuse, signed by his or her parent or legal guardian or a healthcare professional when the scholar returns to school. The written excuse should include the reason for and the date of the absence. If a scholar fails to bring a valid written excuse to school, his or her absence will be recorded as unlawful. Extenuating circumstances will be handled with school administration. Legacy reserves the right to accept an excuse, if needed.

## Legacy Early College Scholar **Attendance Process** 4k-12<sup>th</sup> Grades

\*\*\*\*Scholar Support Team Members (SST): Social Workers, Guidance Counselors, Dean of Scholars, Parent Coordinators, Powerschool Managers, Mental Health Counselors, Enrollment Team, other members the principal or team designates

Legacy Early College Attendance Process/Steps	
# of Absences	School Actions
1-2	<ul style="list-style-type: none"> <li>□ Marked Absent</li> </ul>
3-5	<ul style="list-style-type: none"> <li>□ <b>Email or letter</b> sent to parents to set up a meeting -copy sent to the attendance office</li> <li>□ <b>TR:</b> For 3 Consecutive -UNLAWFUL or 5 UNLAWFUL ABSENCES -Code "Truant" in IMS</li> <li>□ An <b>Intervention Plan</b> is developed with parents/scholar -signatures are required -copy sent to the attendance office</li> <li>□ <b>Intervention Action:</b> Connect family and scholar with a mentor for weekly outreach or as needed -SST</li> </ul>
7	<ul style="list-style-type: none"> <li>□ <b>Email or letter</b> sent to parents to set up a meeting -copy sent to the attendance office</li> <li>□ <b>TR:</b> 7 UNLAWFUL ABSENCES -Code "Truant" in IMS</li> <li>□ <b>Conference call or meeting</b> with parents to discuss any "whys" the above plan is not being followed, Follow up with letter with details of the conversation and collect any missing notes (med, parent)</li> <li>□ <b>Intervention Action:</b> Refer parents to Proactive Parenting Initiative/Boot Camp</li> <li>□ <b>Seat time recovery, begins at 6 absences</b></li> </ul>
10	<ul style="list-style-type: none"> <li>□ <b>Email or letter</b> sent to parents to set up a meeting -copy sent to the attendance office</li> <li>□ <b>TR:</b> 10 UNLAWFUL ABSENCES -Code "Truant" in IMS</li> <li>□ Parents will meet with team one last time before going to court to resolve any attendance issues, Follow up with letter with details of the conversation and collect any missing notes (med, parent)</li> <li>□ <b>CA:</b> If all the absences are medical, then include nurse's input to help with situation</li> <li>□ <b>Intervention Action:</b> Refer parents to Proactive Parenting Initiative</li> <li>□ <b>Seat time recovery</b></li> </ul>
12	<ul style="list-style-type: none"> <li>□ <b>TR:</b> 12 or more UNLAWFUL ABSENCES -Parents/scholar referred to Family Court</li> <li>□ <b>TR:</b> Court referral is submitted to next level along with all documentation up to current date</li> <li>□ <b>TR:</b> Parent/scholar meeting to address any root issues/needs</li> <li>□ <b>TR:</b> Court Liaison to do a home visit with Resource Officer</li> <li>□ <b>Intervention Action:</b> Court Liaison/RO will do home visit</li> <li>□ <b>Seat time recovery</b></li> </ul>

## Policy for Holiday Exemption of Instruction

It is Legacy's intent to ensure that all scholars are provided equal educational opportunities while also honoring family beliefs to the extent possible and practical. To this end, scholars may be excused from instructional activities or classroom experiences that interfere with family belief systems given the written request from the parent or guardian.

This exemption may not interfere with a scholar's ability to demonstrate mastery of grade level standards. School leaders will work with families to provide alternate activities or experiences as necessary to fulfill these requirements.

## Tardies/Early Dismissals

Tardies and Early Dismissals before the end of the regular school day are discouraged. Whenever possible, a scholar should try to arrange appointments after school and on Friday, after 2:00 PM. All tardies and early dismissals will be classified as excused or unexcused by the Attendance Office.

**No early dismissals granted after 2:45pm Monday-Thursday, after 12pm on Friday or during major exams.**

### If a scholar is late to school:

- Parents -Please park and walk your scholar into the building.
- Parents -Report to the front office with your scholar and sign their name on the sign-in sheet.
- **Scholars are not allowed to sign themselves in.**

The following will be classified as excused dismissals:

1. Medical appointments (must bring doctor's note).
2. Illness of scholar or immediate family.
3. Death in immediate family.
4. Prearranged absence by parent and administrator.

\*Classes missed due to early dismissals will count against a scholar's attendance record. Forgery of a written request for early dismissal will result in disciplinary action.

### High School Early Dismissal Procedure:

1. A written request stating the reason for dismissal, time of dismissal, a telephone number where the parent can be contacted before 10 AM, and signed by the parent or guardian. This note must be brought to the attendance clerk before 8:45 AM on the day of early dismissal. The attendance clerk will contact the parent to verify the dismissal.
2. If no verification can be made, the scholar will not be released.
3. Scholars must sign out in the front office when leaving or the absence will be classified as a cut.
4. Parents who do not send a note in advance must come in and sign the scholar out. No early dismissals will be approved over the phone. Scholars are not released to anyone whose name is not on the parent release card filed in the front office and who does not have proper identification.

High school scholars, who have a permanent early dismissal, are expected to leave campus in a prompt manner. Scholars found loitering on campus will be referred to the high school administrative team.

### Early Dismissals Due to Illness

Any scholar who becomes ill at school must secure a pass from the teacher and report to the Health Room. Scholars are to come to the Health Room from a class and have a signed and timed pass from the teacher. Scholars are not to come to the Health Room between classes. Scholars who are ill are not to use a school phone or a cell phone to call a parent about dismissal for sickness; the nurse will call the parents. If a scholar is too ill to return to class, the nurse will contact the parents and dismiss the scholar. Dismissals from the Health Room are considered lawful absences.

## Legacy Early College Scholar **Tardy/Early Dismissal Process** 4k-12<sup>th</sup> Grades

Legacy Early College Tardies/Early Dismissal Process/Steps	
# of Tardies/ Early Dismissals	School Actions
1-2 Tardy/Early Dismissal	<ul style="list-style-type: none"> <li>❑ Powerschool Managers will mark the scholar Tardy/Leave Early in Powerschool and placed in the Attendance Tracker.</li> <li>❑ SST will contact parents (phone or letter) with reminders of Legacy's attendance policy and expectations for instructional time owed.</li> </ul>
3-4 Tardy/Early Dismissal	<ul style="list-style-type: none"> <li>❑ Powerschool Managers will mark the scholar Tardy/Leave Early in Powerschool and placed in the Attendance Tracker.</li> <li>❑ The Scholar Services Team (SST) will follow up (phone call, home visit, etc) with parents to address any concerns that are preventing scholars from being at school on time or leaving early.</li> <li>❑ The SST will make plans with the family for moving forward to help scholars get back on track.</li> </ul>
5-6 Tardy/Early Dismissal	<ul style="list-style-type: none"> <li>❑ Powerschool Managers will mark the scholar Tardy/Leave Early in Powerschool and placed in the Attendance Tracker.</li> <li>❑ The SST will send home a letter to notify the family of scholar's attendance status and schedule an Attendance Meeting with parents/scholars. The letter will include Legacy's College Bound Expectations and a reminder of possible failure of course mastery.</li> <li>❑ <b>An Attendance Intervention Plan will be developed during the meeting.</b></li> <li>❑ <b>Make up time may be required during extended day opportunities, especially for HS scholars for seat time and course credit.</b></li> </ul>
7-8 Tardy/Early Dismissal	<ul style="list-style-type: none"> <li>❑ Powerschool Managers will mark the scholar Tardy/Leave Early in Powerschool and placed in the Attendance Tracker.</li> <li>❑ The Scholar Services Team (SST) will follow up with an attendance meeting with parents to address any concerns that are preventing scholars from being at school on time or leaving early.</li> <li>❑ <b>The Administration will be included in all meetings.</b></li> <li>❑ An Attendance Intervention Plan will be revisited/updated as needed during the meeting.</li> <li>❑ <b>Make up time may be required during extended day opportunities, especially for HS scholars for seat time and course credit.</b></li> <li>❑ <b>Scholar may be in danger of failing a course and needing course recovery or re-take course.</b></li> </ul>
8 or more Tardy/Early Dismissal	<ul style="list-style-type: none"> <li>❑ Powerschool Managers will mark the scholar Tardy/Leave Early in Powerschool and placed in the Attendance Tracker.</li> <li>❑ The Scholar Services Team (SST) will follow up with an attendance meeting with parents to address any concerns that are preventing scholars from being at school on time or leaving early.</li> <li>❑ <b>The School Resource Officer and Administration will be included in all meetings.</b></li> <li>❑ an Attendance Intervention Plan will be revisited/updated as needed during the meeting.</li> <li>❑ <b>Make up time may be required during extended day opportunities, especially for HS scholars for seat time and course credit.</b></li> <li>❑ <b>Scholar may be in danger of failing a course and needing course recovery or re-take course.</b></li> <li>❑ <b>Retention for the next school year will be considered.</b></li> </ul>

## Receipt of Money Sent to School

We make every effort to properly account for all receipts and expenditures. An important part of this process involves issuing receipts for money we receive in excess of \$5.00. Please ensure any money you send with your child is in an envelope labeled with your child's name, teacher, what the money's for, and the email address or text enabled phone number where you would like the receipt sent. If you do not receive a returned receipt, please double check with your child's teacher to be sure it got into the proper hands. Credit Cards are accepted for payment in the front offices. Legacy Early College does NOT accept checks for payment.

## Supervision of Scholars

Supervision by Legacy Staff is provided from 7:30 AM until 4:00 PM. **School doors are locked until 7:30 AM. Scholars should not be dropped-off unattended on school grounds before 7:30 AM.** Parents and daycare providers should **pick up scholars no later than 4:00 PM Mondays-Thursdays and 1:15 on Fridays. If this becomes an issue, law enforcement and/or The Department of Social Services will become involved and take necessary actions.**

## Telephones

The school phone is a business phone and is to be used only for school business. Scholars will not be allowed to use the phone unless given permission by office personnel. A scholar cannot be pulled out of class for telephone messages except in case of an emergency.

## Bus/Transportation Policy

All scholars will be routed each year they attend Legacy Early College. In many cases they will ride the same bus to which they were assigned the previous school year and will be dropped off and picked up at the same location. If scholars have a change of route, they will receive notification. Parents of new scholars must complete a bus transportation form. Legacy's Transportation Department will review your request and respond within a week of the request. Please be aware that bus requests may not be approved. Parents are responsible for transporting their child to school until notified that their request has been approved.

Scholar and driver safety is our main priority on the bus. The bus driver is responsible for maintaining appropriate scholar behavior.

**School bus transportation is a privilege that may be withdrawn for inappropriate behavior.** Abuse of this privilege will result in a disciplinary report that will be submitted from transportation for disciplinary action. A copy of the bus discipline referral will be sent home with the scholar to the parents. If the problem persists, the school may suspend the child from bus transportation.

\*Disciplinary action will be taken if scholars break the following rules:

- Disorderly Conduct
- Improper language
- Unnecessary noise
- Eating or drinking on the bus
- Head or arms out of the bus window
- Tampering with or defacing the bus
- Out of seat when bus is in motion
- Horse playing, hitting, pushing, fighting
- Any other action deemed inappropriate or unsafe

Each bus rider is expected to:

1. Be at the bus stop on time
2. Follow the driver's directions
3. Sit in the assigned seat
4. Keep hands, arms, legs, and objects to him/herself
5. Refrain from cursing, name calling, gestures, or lewd talking
6. Refrain from pushing
7. Refrain from eating, drinking, chewing gum, or littering
8. Abide by the school's discipline code

If a scholar violates a bus rule, consequences will result in the following:

1. Driver warns scholar
2. Conference with driver on bus
3. Seating assignment changed
4. Scholar referral to administration

Upon referral to administration, the following steps will be followed:

1. Parent Contact- Notification of Bus Suspension on next referral
2. Suspend the scholar from the bus for 1-30 days
3. Scholar loss of bus privileges

For incidents that involve severe offenses, such as fighting, possession of weapons, possession of drugs, alcohol, smoking, actions which endanger the safety of the driver and other scholars, or damage to the bus, disciplinary action will match the severity of the incident. Such action could involve a lengthier bus suspension or immediate loss of bus privileges.

The bus driver and assigned administrator has the authority to remove a scholar from the bus if the scholar becomes uncontrollable while on the bus. The scholar may not board the bus again until granted permission to do so by administration. If a scholar damages a school bus, an appropriate fee will be charged. The scholar responsible for the damage will be suspended from riding the bus until restitution has been made. The administration may set up a payment plan for scholars who are unable to pay the entire amount. Total restitution must be made or the bus privilege will be lost.

The bus loading area is limited only to those who ride the bus. **Once on the bus a scholar may not get off the bus until their approved stop. Scholars will not be permitted to be taken off the bus at the Parker Campus by parents and/or older siblings without prior approval by the Bus Supervisor.** Because of limited busses, bus stops are planned to accommodate all scholar needs. The bus stops are typically planned for a common meeting place and not picking up at scholars' homes.

Please be reminded that if your scholar does NOT ride the bus for 2 consecutive weeks, your child's seat will be filled with the next student on the waiting list and we will need to place your child back on the waiting list.

Also be reminded that only Legacy scholars approved by administration may ride the bus. This means that if your child has an overnight visitor, you must get prior permission for the additional child to take the bus.

# Wellness Policy

\*See Legacy Early College's Website for our current Wellness Policy for Scholars and Staff

Legacy Early College is a school of health and wellness. We provide healthy, nutritionally balanced breakfasts, lunches, and dinners with several choices to our scholars. For this reason, **outside food will not be permitted to be brought on campus without prior approval.** If your scholar brings his/her lunch it must meet the criteria below. **All prohibited items will be confiscated and parents will be contacted. Scholars will then be provided school lunch.**

## Possible Snack List

School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in school (p.2 Wellness Preamble). Because items will be brought into Legacy Early College, we are encouraged to support our Wellness Policy. We are to make "good choices" being mindful of the Wellness Policy Parameters. Choices that are discouraged include but are not limited to low –nutrition foods and beverages, such as sodas, sports drinks, imitation fruit juices, fried chips, candy, cookies, fruit chews, fruit gummies, snack cakes and fried products. All products that contain peanuts and/or tree nuts are also not permitted on campus in any form.

### Legacy Early College's Approved Snack List



#### Pretzels:

Utz Pretzel Sticks - Cinnamon, County Stix  
Pepperidge Farm - Goldfish Pretzels  
Rold Gold- Thins, Sticks, Rods, Tiny Twists

#### Chips:

Tostitos - Multigrain, Multigrain Scoops  
Baked Ruffles - Original  
Baked/Reduced Fat Doritos  
Baked Lay's - Original, Sour Cream  
On the Border - All flavors

#### Rice Cakes:

Quaker Quakes Rice Snacks  
Lundberg Organic

#### Popcorn:

Smartfood- Reduced Fat  
Wise - Original Butter  
Utz Popcorn - Butter, cheese

#### Crackers:

Goldfish - Baby Cheddar, Cheddar, Whole Grain, Saltine, Parmesan  
Keebler Club - Multi-grain, Mini Multi-grain  
Town House - Wheat, Original  
Whole Grain Cheezits

#### Fruit Cup:

Canned in water, 100% fruit juice or light syrup

#### Fresh Fruits and Veggies:

Such as grapes, apples, oranges, peaches, plums, strawberries, watermelon, bananas, carrots, celery, and broccoli, etc.

#### Dairy products:

Fat free, 1%, 2% milk  
Low fat cheese and yogurt

#### Granola/ Trail Mixes/Seeds:

Enjoy Life Seed and Fruit Mixes  
Enjoy Life Granola - Very Berry Crunch  
Made Good Products

#### Cereal Bars:

Nutri Grain cereal bars- blueberry, strawberry, apple cinnamon, mixed berry, raspberry and cherry

#### Nut Butter Alternatives:

Trader Joe's Sunflower Seed Butter  
Wowbutter  
Sunbutter  
Don't Go Nuts – Soy Butter  
Sneaky Chef Foods – No-Nut Butter  
Biscoff Butter

\*\*\*\*PLEASE SEE [WWW.SNACKSAFELY.COM](http://WWW.SNACKSAFELY.COM) FOR AN EXTENDED LIST OF NUT- FREE ITEMS\*\*\*\*

## Approved Eating Establishments in Area

Legacy Early College will promote healthy food and beverage choices for all... throughout the school campus (p.9 Wellness Policy). Below are a list of recommended restaurants that have “good choice” options that support our Wellness Policy:

### Legacy Early College's Recommended Restaurant List



“School Staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in school” (p.2 Wellness Preamble). Because these items will be brought into Legacy Early College we are encouraged to support our wellness policy. We are to make “good choices” being mindful of wellness policy parameters.

Choices that are discouraged include but are not limited to low-nutrition foods and beverages, such as sodas, sports drinks, imitation fruit juices, fried chips, candy, cookies, fruit chews, fruit gummies, snack cakes and fried products.

All products that contain peanuts and/ or tree nuts are also **not permitted** on campus in any form.

Good rule of thumb – if there is a drive through and it's not subway – it probably does not meet the parameters of the wellness policy.

Legacy Early College “will promote healthy food and beverage choices for all... throughout the school campus” (p.9 Wellness Policy).

Below are a list of recommended restaurants that have “good choice” options that support our Wellness Policy:

*McAlister's Deli	*Atlanta Bread Company	*Zoe's Kitchen	*Groucho's Deli
*Jason's Deli	*Subway	*Jimmy John's	*FireHouse Subs
*Tazikis	*Fresh to Order	*Olive Garden	*Kuka Juice
*Farm Fresh	*Reid's	*Moe's	*White Duck Taco
*SunBelly	*Ji-Roz	*Brick Street Cafe	*Chipotle
*Tropical Grill	*Southern Juicer	*Stax's Original	*Spatula
*Woodside Bistro	*American Deli		

## Scholar Health Policy

Sick and injured scholars are sent to the Health Clinic for assessment and evaluation by the school nurse. If your child has a medical condition or illness that requires special treatments and/or nursing procedures, these will be managed in the Health Clinic. If your child is too ill or uncomfortable to remain in school, or if his/her fever is 100 degrees or more, the nurse will notify you by telephone to pick your child up from school. In addition, there are other medical conditions that will require you to keep your child at home. The nurse will send a letter to all parents at the beginning of the school year with instructions about when scholars can return according to the current exclusion list. It is very important that you complete and sign the Health/Emergency form on your child. All questions on the form must be answered so that your child's health care needs can be met adequately during school hours. In addition, the school requires completion of other health related forms, especially if your child has a chronic health condition.

### Visits to the Health Room

**\*Scholars must obtain a health room pass from a teacher to go to the Health Room.**

The purpose of the Health Room is to provide short-term care in the event of illness or injury while at school. It is not intended to replace a physician's office. Every effort is made to keep a scholar at school if at all possible. If it is determined that the scholar is too ill to stay in school, arrangements need to be made to pick him/her up as soon as possible.

Because of COVID-19- If a scholar has symptoms similar to COVID-19, we will require scholars to go home; a letter will be sent home with specific follow up instructions as well as when to return to school.

### **Scholar Emergency Forms -all now done online!**

1. Complete form, date, and sign. These forms are available for downloading/printing on the school website.
2. Update (by sending a note or calling the school office) when changes occur.
3. Indicate who the emergency people listed are (friend, grandparent, etc.).

**Any scholar who is under the care of a physician and taking medication during school must have his or her parent/guardian and physician complete forms for dispensing the medication. *The Office will not accept any medication without a completed Physician's Authorization form.*** State law only allows a nurse or authorized personnel to dispense Tylenol/ibuprofen or any other



medication and requires written permission. **All medications must be delivered to the school nurse by the parent/guardian and signed in by the nurse.**

1. Medications should only be given to the nurse or one of the designated UAPs that assist with medications if the nurse is not available. **Permission forms (prescription or non-prescription) must be signed by parent and/or physician as well.**

2. If the scholar must take medication at school, the Parent or **Physician's Authorization Form must be completed.** These forms must be submitted prior to cataloging the drugs. **In order to catalog all prescription drugs, a doctor's note must accompany the request and the drugs when submitted to the nurse.** Forms are available in the Health Room and on the school website.

3. Beginning of Year -all required medications to be taken during the school day -must have required documentation on file within the first week of school.

4. During the school year, any new required/emergency medications to be taken during the school day -must have required documentation on file before scholar comes back to campus

### **NO MEDICATION WILL BE GIVEN WITHOUT THIS WRITTEN PERMISSION!**

5. **Scholars are not to give themselves their own medicines. ALL medicines must be given through the Health Room.** This policy is for the safety of the scholars.

- Inhalers or epi-pens may be kept by scholars if written permission (Self-Medicating Authorization Form) is provided by a parent and the physician indicating that it is necessary for the scholars to have the medication with them at all times. An additional inhaler/epi-pen should be kept in the Health Room. If an older scholar self-medicates/self carries, an extra is not kept in the healthroom.
- **Medications containing aspirin (Pepto-Bismol, etc.) and medications containing PPA (Dimetapp, Contac, Triaminic, etc.) will not be given. Please bring an alternate medication if needed with the proper paperwork.**

6. All medications must be in the original container with a label. This includes prescription and over-the-counter drugs as well. **Medications that cannot be identified by the container will not be given.**

7. The school will not administer medication that is reportedly missed at home. We will only administer those doses that are scheduled during school hours. A parent may bring a missed dose of medication to school and may administer it to the scholar.

8. If the scholar experiences frequent headaches, stomach upset, or other pain, the parent may provide the Health Room with the appropriate over-the-counter medications with proper documentation.

### **Guidelines for Medication Administration**

When a scholar is required to take medication during the school day, the following guidelines will be followed:

1. Written permission from the parent/legal guardian for each medication in addition to doctor's verification will be required and maintained in the Health Room.
2. The medication will be stored in a locked container and administered by the school nurse or staff who will record this information on the scholar's medication record. There are designated individuals (assigned by the principals) to assist with medications.
3. Any errors or incidents involving medication will be reported on the DHEC Medication Occurrence Form with copies provided to the principal and nurse supervisor.

When a scholar leaves the school for a field trip (same day), his/her medication will be secured in a container labeled with the scholar's name, date, medication, dosage, strength and time for administration. The school nurse shall provide the staff accompanying scholars on the trips with the information needed regarding the medication, its purpose, and side effects that may occur.

**It is the parent's responsibility to notify the school nurse regarding medication necessary when a field trip occurs.**

### **Overnight Field Trip Protocol**

Procedure for Medication Administration on a School Sponsored Field Trip – Overnight or Beginning/Ending after Regular School Hours

1. Prescription Medication Form and Non Prescription Medication Form – Will be attached to the permission form for the field trip that goes home with all scholars that are eligible for the field trip. If the prescription medication is given at school and we have a physician authorization we will copy this form, if the medication is given **ONLY** at home we will need a physician authorization form as well to administer the prescription medication.

2. It is required that the parent provide a properly packaged container of any medication required by the scholar while on the field trip. (Properly packaged means prescription bottle with scholars name, correct dose, and correct time to administer, etc.)

3. The parent must complete Field trip medication form (**one for each medication**) and give it to the teacher in charge along with each medication in a properly packaged container. The medication should be delivered two days prior to the trip and given to the teacher or nurse in charge of the scholar. Only enough medication to cover the length of the field trip is to be placed in the properly packaged container.

**4. Only school employees are allowed to administer any medication to a scholar on a field trip. The teacher in charge of the field trip must document all medication administered on Field trip medication form. This includes any notation necessary to explain why a medication was not given.**

5. All prescription medication must be counted in the presence of the parent and the exact number of pills documented on the Field Trip Medication Form. As the medication is administered a running count should be noted as part of the documentation.

6. If an over-the-counter medication is brought it must be given according to the recommendations for administration noted on the bottle.

7. If emergency medication is brought by the parent (Epi-pen, Glucagon, Diastat, Asthma Inhaler) training will be given by the Nurse. The teacher should also see the nurse prior to the field trip to familiarize him/her with the individual child's medication.

**\*\*Please note:** Diabetes monitoring is repetitive. While most scholars are adept at their care, reminders are needed to be sure diabetic scholars are following their protocols. A gentle, quiet reminder is appropriate; take care not to single these scholars out in a crowd. Upon returning from the field trip, the teacher must provide a copy of the completed Field Trip Medication form to the school nurse.

### **Emergency Medication**

Scholars who are known reactors and require emergency treatment for an allergic response should have medication, written parental permission and physician's instructions for administering the medication. If the scholar has emergency medication in the Health Room, this medication does

not follow him/her to the off-campus learning centers. When this occurs, the scholar will need permission (Self-Medicating Authorization Form...on the web site) to carry the medication with him/her. It is required that an Emergency Health Care Plan be completed on these scholars. These forms can be obtained from the Health Room or from the LCS website.

## Technology, Internet and Social Media Policy

Legacy Early College provides scholars with technological devices with the sole purpose of providing additional educational tools to help move the scholar forward. These devices are tools, not toys. Any scholar who is found to be using these devices inappropriately may lose the privilege of using that device for the remainder of the school year. In addition, the inappropriate use of these devices could incur additional consequences according to the school's Discipline Policy/Standards for School Behavior.

### The Policy

Legacy Early College (LEC) provides access to various technology assets for its employees, representatives, scholars, and volunteers, (mutually referred to as "LEC Users" for educational and business purposes), in compliance with state and federal law. This Internet Acceptable Use Policy (AUP) governs all electronic activity of users using and accessing LEC Internet systems, including LEC e-mail and LEC-provided access to the Internet, and applies to the use of LEC Internet Systems both on and off school property.

### This Policy is subject to and conforms to the legal requirements of the following laws:

- The Family Educational Rights and Privacy Act (FERPA)
- Children's Internet Protection Act (CIPA)
- Any other applicable federal or state act, regulation or law concerning the use of the Internet in a public school environment

### Scope:

**"LEC Internet Systems"** includes LEC-provided devices, Internet connections (including wireless connections) provided by LEC, LEC email accounts, intranet and any remote connection to LEC systems. A user is deemed to access and use LEC Internet Systems through any electronic activity conducted on LEC Internet Systems using any device (whether or not such device is LEC-provided) regardless of the user's physical location.

**"LEC-provided devices"** means any electronic device provided by LEC, including, but not limited to, desktop computers, laptops, and hand-held devices, such as personal digital assistants (PDAs), smartphones, iPads, tablets and e-readers.

Student use of LEC Internet Systems is governed by this policy, LEC regulations, policies and guidelines, the "Discipline Code" and applicable law. Employee use is governed by this policy, LEC regulations, LEC employment policies, and applicable law.

By using LEC Internet Systems, a user agrees to follow this policy and all applicable LEC regulations, policies and guidelines. All users must report any misuse of the network or Internet or receipt of any communication that violates this policy to a teacher, supervisor or other appropriate LEC personnel.

LEC Technology Assets/Internet Systems include, but are not limited to:

- Local Area Network (LAN) computers, scanners and printers,
- LAN Ethernet ports,
- LAN Wireless Routers and Access Points,
- LEC issued and managed email accounts,
- LEC issued and managed Microsoft Office 365<sup>®</sup> online accounts, Google Classroom,
- Internet / Intranet accessibility,
- LEC owned electronic devices, including, but not limited to, desktop computers, laptops, smartphones, iPads, tablets, calculators and E-readers, and hand-held devices, such as personal digital assistants (PDAs).
- LEC owned electronic devices issued to LEC Users
- Remote connections and Virtual Private Networks (VPN),
- LEC websites and Social Media presence

### Principles of Acceptable and Safe Internet Use

By using LEC Technology Assets/Internet Systems, an LEC user agrees to follow the AUP and all applicable LEC regulations, policies and guidelines. LEC Users understand that they can be held responsible for the replacement or repair cost of any school provided technology asset and/or equipment that is damaged while in their care. All LEC Users must report any misuse of LEC Technology Assets, the Internet, and the receipt of any communication that violates the AUP to a teacher, an administrator or other appropriate LEC personnel.

### General Guidelines:

Internet access and/or email accounts provided by LEC are intended for educational use, instruction, research, communication, collaboration, and other LEC related purposes. LEC Users are subject to the same standards expected in a classroom environment and/or professional workplace.

### Monitoring and Privacy:

LEC Users are subject to the following policies concerning the monitoring of LEC Technology Assets/Internet Systems:

- LEC Users have no right to privacy while using LEC Technology Assets/Internet Systems



•LEC monitors LEC Users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files on any LEC Technology Assets or electronic device owned by an LEC User that connects to the LEC Network. This includes any items stored on LEC-provided devices, such as files, e-mails, cookies, and Internet history.

•LEC reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. LEC will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through LEC Internet Systems.

#### **Prohibited Uses:**

Users may not engage in any of the activities prohibited by this policy when using or accessing LEC Internet Systems.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate LEC personnel. LEC reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for LEC, students, employees, schools, network or computer resources, or (2) expend LEC resources on content LEC determines lacks legitimate educational purpose, or (3) content LEC determines is inappropriate.

#### **Examples of prohibited behavior include, but are not limited, to:**

1. Causing harm to others or damaging personal or LEC property, such as:

a. Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, materials posted on LEC web pages, or social media sites;

b. Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocating illegal or dangerous acts, or advocating violence or discrimination. **If users inadvertently access such information, they should immediately disclose the inadvertent access to their teacher or school administrator**

c. Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others;

d. Sending, posting, or otherwise distributing chain letters or engaging in spamming;

e. Damaging computer equipment, files, data or LEC Technology Assets in any way that interferes or causes disruption to LEC' educational or business environments;

2. Downloading, posting, reproducing or distributing music, photographs, videos or other assets in violation of copyright laws. Any music, photographs and/or videos should only be downloaded for LEC, and not personal purposes. If an asset specifies how that asset may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use an asset, they should request permission from the copyright or trademark owner.

3. Gaining or attempting to gain unauthorized access to LEC Technology Assets, or to any third party's computer system, such as:

a. Malicious tampering, phishing or hacking activities;

b. Intentionally seeking information about passwords belonging to other users;

c. Disclosing a user's password to LEC Internet Systems to other individuals. However, scholars may share their LEC password with their parents.

d. Modifying passwords belonging to other users;

e. Attempting to log in through another person's account;

f. Attempting to gain access to material that is blocked or filtered by LEC;

g. Accessing, copying, or modifying another user's files without authorization;

h. Disguising a user's identity;

i. Using the password or identifier of an account that does not belong to the user; or

j. Engaging in uses that jeopardize access into others' accounts or other computer networks.

4. Using LEC Internet Systems for commercial purposes, such as:

a. Using LEC Internet Systems for personal financial gain;

b. Conducting for-profit business activities, personal advertising, or other non-Department business communications;

5. Engaging in criminal or other unlawful activities.

#### **Filtering:**

In accordance with the Children's Internet Protection Act (CIPA), LEC blocks or filters content over the Internet that may be inappropriate for minors. This includes pornography, obscene content, and other material that may be harmful to minors. LEC may also block or filter other content deemed inappropriate, lacking educational value or work-related content, or that may pose a threat to the network. LEC may, in its discretion, disable such filtering for certain users for research or other lawful educational or business purposes.

LEC Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities. **Any attempt to do so may result in immediate disciplinary action against the LEC User.**

For additional information regarding CIPA see link below: <http://www.fcc.gov/quides/childrens-internet-protection-act>

#### **Social Media:**

"Social media" means interactive computer mediated platforms including, but not limited to, social networks, blogs, Internet websites, Internet forums, virtual communities, and wikis. Social media platforms must be used only for educational and school-related purposes, in connection with lessons and assignments that facilitate communication with teachers and other students.

**Protection of Personally Identifiable & Confidential Information:**

The Family Educational Rights and Privacy Act (FERPA) prohibits LEC from disclosing personally identifiable information (PII) from education records of LEC scholars and families to third parties without parental consent. However, several exceptions to this general rule may apply and will be addressed according to legal guidance.

**Scholar Internet Safety and Access:**

LEC desires for all scholars to be safe when using LEC Technology Assets and accessing the Internet.

**1. LEC Responsibilities:**

- a. LEC will provide a framework of guidelines about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- b. LEC will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- c. As appropriate, LEC will provide scholars, staff and parents with guidelines and instructions for scholar safety while using the Internet.

**2. When LEC scholars use an LEC Technology Asset to access the Internet:**

- a. Scholars must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, scholars must not reveal their home address, or telephone or cell phone number. Scholars must not display photographs of themselves, or the images of others.
- b. Scholars must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
- c. Scholars should not allow LEC computers to save their passwords.

Parents, although scholars will be supervised when using LEC Technology Assets/Internet Systems at LEC, it is not practical for LEC to monitor and enforce a wide range of social values in using the Internet. Parents are primarily responsible for implementing/imparting their particular set of values to their children, and discussing with their children what materials beyond this policy are and are not acceptable for their children to access. Parents are exclusively responsible for monitoring their children's use of the Internet when LEC Technology Assets are accessed from home or a non-school location. LEC may or may not employ its filtering systems to screen home access to the Internet or on non-LEC provided devices.

**Violations of this Policy:**

LEC reserves the right to terminate any LEC user's access to LEC Technology Assets/Internet Systems at any time. If an LEC scholar violates this policy, appropriate disciplinary action will be taken consistent with the LEC Discipline Policy and all school regulations. If an LEC scholar's access to LEC Technology Assets is revoked, LEC will ensure that the scholar continues to have a meaningful opportunity to participate in the educational program,

**Limitation of Liability:**

LEC makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of LEC network are to be borne by the user. LEC also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of LEC or its employees.

## Parker Media Center/Library Policy

**Library Media Center Goal**

Our goal is to make sure there are books and other materials for scholars of all ages and abilities that will help them become enthusiastic readers, skillful researchers, ethical users of information, and critical thinkers.

The Parker campus library media center serves a wide age range of scholars from 5th grade to 12th grade, therefore the books and materials that are purchased reflect these age differences. Books that are purchased for teens will have content of a more mature nature than books for tweens. A scholar is never required to check out or read any specific book in the library media center.

The American Library Association's website tells us that "children are generally not attracted to materials that are too advanced for their reading or maturity levels. If you feel an item is too advanced or not appropriate for your child, use this opportunity to express your views and provide guidance. Discuss your family expectations regarding library use with your children."

Our online catalog allows scholars to search for books by grade level interest which makes it easier to find something enjoyable and appropriate for any age. Scholars are provided instruction on how to search the online catalog at the beginning of the school year. If a parent or guardian feels their scholar has selected a book beyond his or her maturity level, they should contact the library media specialist so she can assist with selecting a different book. The website for the online catalog can be found at <https://legacycharter.follettdestiny.com>

It can be accessed off-campus as well as on campus with an Internet connection. If parents do have access to the Internet, and if desired, they could help their child select a book from home that they feel is suitable for their interest level. We encourage scholars to enjoy the library media center materials they bring home, to return them, and get more!

## **Circulation Policy**

### **Books and Magazines:**

- ❑ *Middle school scholars may check out two items at a time.*
- ❑ *High school scholars may check out three items at a time.*
- ❑ *Teachers may check out five items at a time for personal use and an unlimited amount of items for classroom use.*
- ❑ *Books have a loan period of two weeks. Books may be renewed for an additional two weeks if no other scholar is waiting for the materials.*
- ❑ *Reference materials and current magazines do not circulate and are only for use in the library media center. Past issues of magazines may be checked out for two weeks by teachers or scholars.*
- ❑ *There are no fines for overdue materials. However all scholars are expected to return their books and magazines promptly.*
  - ❑ *Scholars receive overdue notices periodically to remind them of overdue materials.*
  - ❑ *Please see the library media specialist as soon as possible if you have a damaged or lost item.*
  - ❑ *If a book or magazine is not returned by four weeks past its due date, it will be marked as "lost" in the system.*
  - ❑ *The scholar is expected to return the item or pay the cost to replace the item.*

### **Lost or Damaged Items:**

- *To pay for a lost or damaged item, the scholar should see the library media specialist so she can print out a form with the amount owed. The scholar should take this form with payment to the appropriate office (MS or HS) so the administrative assistant can take the payment and provide an email receipt to the scholar's parent or guardian. The administrative assistant will then notify the library media specialist that the fee has been paid so it can be noted in the library media center computer system.*
- *If a scholar finds a lost item for which the fee has already been paid, no refunds will be issued, and the scholar may keep the item.*
- *If a lost or damaged item is not paid for by the stated deadline, then the scholar may not be allowed to participate in any end of the year activities including graduation. Report cards will be held in the office until the amount due is paid.*

### **Chromebooks:**

- ❖ *The large Chromebook cart contains laptops which may be checked out on an individual basis.*
- ❖ *The sign-out sheet on the cart must be filled out by the scholar or teacher using the Chromebook.*
- ❖ *Note: if a class is scheduled for library instruction or for testing in the library media center, the Chromebooks may not be available for individual check-out.*
- ❖ *Scholars may only use the Chromebook in the library media center.*
- ❖ *Scholars are to use the Chromebooks responsibly.*
- ❖ *If damaged, the scholar may be required to pay for the repair or replacement costs.*
- ❖ *Small device carts may be checked out by teachers for the day for classroom use. The cart must be returned to the library media center at the end of each day. Contact the library media specialist to make a reservation.*

### **Calculators:**

- ❖ *TI-30XS MultiView Calculators are available for check-out from the circulation desk.*
- ❖ *Calculators may be checked out for up to 24 hours.*
- ❖ *A scholar is expected to return the Calculator when done, or pay the cost to replace it.*

### **Scheduling Library Media Center Instruction Classes**

- *Teachers may schedule library instruction classes in the library media center with the library media specialist.*
- *Information literacy topics available include searching databases for research information, evaluating websites, using Google effectively, MLA and APA citations, plagiarism, copyright, being a good digital citizen, how to use the library and the online catalog, etc. Collaboration is always welcomed and other topics can be taught.*
- *A two week notice is appreciated and at least a one week notice is required. Please use the form on the website, email the library media specialist, or drop by the circulation desk in the library media center to schedule instruction time. Teachers are required to stay with their classes during the instruction.*

- *An Aquos Board will be available during instruction classes and the library media specialist will reserve it for your class.*

## Textbooks and Library Books

The State of South Carolina furnishes textbooks to all scholars. Scholars must handle and use textbooks, school library books, and public library books with care. Books lost or damaged beyond normal wear must be paid for by the scholar/parent. **The final report card will be withheld or the transfer of records will be withheld if any fees have not been paid.** Teachers are required to assess the proper charges. When damage to a textbook occurs, the following fees should be assessed:

DAMAGE	FEE
Lost Book, Broken Spine, Water Dam.....	Cost of book
Torn pages or writing in book with missing text.....	Cost of book
Torn pages without missing text.....	50 cents per page
Damage to book cover.....	\$5.00 to \$10.00
Writing without lost text.....	50 cents per page
Obscene Marks.....	Cost of book
Lost Barcode.....	\$5.00

## Discipline Policy

### Out-of-School Suspension

Severe disruptive or disorderly conduct at Legacy Early College may result in out-of-school suspension (OSS). OSS is the temporary removal from school in an attempt to discourage egregious behavior. Scholars suspended for more than 10 days in succession, or more than 30 days in total for the school-year, will be recommended for expulsion. Scholars may be suspended during the last 10 days of the school if their presence threatens the safety of the school, or a hearing is granted within 24 hours. Offending scholars will be informed of violations and presented with evidence, as well as an opportunity to clarify and refute any accusations prior to receiving OSS. An investigation may be conducted if the designated administrator believes it is warranted.

If it is determined that a scholar has committed a suspendable offense, the designated administrator will suspend the scholar from school and inform their parents or legal guardian of the reason for the suspension along with details of a time and place when the administrator will be available for a conference. Requests for review of suspensions may be made to the principal, then to the Chief of Staff (or designee), and then to the Disciplinary Committee Chair of the Board. No scholar may return to school after a suspension unless a re-entrance conference is held.

### Expulsion

In accordance with the discipline code set forth in policy, the Board authorizes the administration to initiate expulsion proceedings against any scholars found guilty of serious offenses or for continued and chronic disruptive behavior. Expulsion is the permanent exclusion from Legacy for the school year.

Under the laws of the state of South Carolina, once a scholar is expelled from a charter school, the scholars may not apply for admission to another South Carolina public school. Available on the SCDOE: South Carolina state statute on "Expulsion." The board will only consider the permanent expulsion of those scholars so recommended by the principal.

A parent may appeal the action taken by the administration for expulsion of a scholar by writing a request for review of expulsion may be made to the principal, then to the Director of Scholar Services (or designee), and then to the Disciplinary Committee Chair of the Board. Any such request must include a brief written statement within five (5) working days after the first letter of notice to expel.

### Appeals

Notification of the outcome of an investigation will be issued in writing to the complainant, who will also be informed of the right to appeal. An appeal related to disability discrimination or harassment, color, race, or national origin, sexual harassment, or gender discrimination should be made to the Executive Director and then the Board.

### Criminal Prosecution

Any scholar committing a breach of the Disciplinary Code that also constitutes a crime will be reported to appropriate law enforcement officials for possible criminal prosecution. No plea bargain or other type of agreement arising from such a referral, regardless of the assent of any school employee, will be binding on the Board.

### Non-LEC Scholars on School Grounds

The principal is authorized to take appropriate action against unauthorized scholars as well as non-LEC scholars who come into the buildings, on campus, or other school property without permission. Scholars who are suspended or expelled shall not be allowed to come onto school grounds or school buses. Any person on school grounds can be subjected to a search.

### Statement on Corporal Punishment

Corporal punishment is not to be administered at Legacy Early College. This does not include:

- Use of reasonable and necessary force to quell a disturbance or remove a scholar from the scene of a disturbance that threatens physical injury to persons or damage to property.
- Use of reasonable and necessary force to prevent a scholar from inflicting physical harm to himself.

- Use of reasonable and necessary force for self-defense or the defense of others.
- Use of reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia, which are upon the person of the scholar, or within his/her control.

The following is a non-exhaustive list of behaviors prohibited by LEC:

Assault  
 Bullying  
 Chronic tardiness  
 Cutting classes  
 Cutting school  
 Conducting personal business (buying, selling, or trading items) on school grounds  
 Off-campus conduct that is disruptive to the learning environment of the school  
 Disruptive behavior in the classroom  
 Disruptive acts which interfere with the educational process on campus  
 Distribution of unauthorized materials on school grounds  
 Dress code violations  
 Electronic device violation  
 Fighting  
 Forgery  
 Gambling or possessing gambling devices and materials  
 Gangs (secret societies) & gang-like activity  
 Inappropriate behavior, including public displays of affection  
 Insubordination (refusal to obey teachers, staff, and administration)  
 Intimidation of others  
 Leaving campus without administrative permission  
 Making threats  
 Off-limits areas  
 Parking lot violations  
 Physical abuse of others  
 Plagiarism  
 Possession of a weapon (gun, knife, club, etc.)  
 Possession or use of any type of fireworks  
 Possession, use, distribution, or being under the influence of illegal drugs, alcoholic beverages, or controlled substances  
 Insubordination  
 Selling food or any other unauthorized items on school grounds  
 Sexual harassment/assault  
 Smoking  
 Social media misconduct that disrupts the learning environment  
 Stealing  
 Throwing objects  
 Use of obscene/inappropriate language  
 Vandalism

#### **Drugs and Alcohol**

Any scholar on campus under the influence, found to be in possession, or participating in the distribution of drugs, alcohol, or any illegal substances, will be recommended for expulsion. Scholars will also be reported to the Greenville County Police Department.

#### **Buying and selling of items**

Scholar may not bring to school individual or mass items (phones, electronics, food, etc.) to sell. Exchange of any amount of money between scholars on campus is prohibited. Failure to adhere to these expectations may result in items being permanently confiscated.

#### **Tobacco, Vaping and Lighters**

Legacy Early College is a tobacco-free campus. LEC does not permit smoking, vaping or any other tobacco use on school property, indoors or outdoors. Smoking/Vaping/tobacco use is prohibited anywhere on all campuses, including sidewalks, parking lots, fields, bleachers, restrooms, etc. Your cooperation is appreciated.

Scholars under the age of 18 may be subjected to fines as outlined by the Greenville County Sheriff's Department. Possession and use of tobacco products, lighters, and matches while in the school building, on school grounds, on school buses, or any other time that scholars are under direct supervision of the school, is prohibited and will result in the item(s) being confiscated and the scholar disciplined.

#### **Display of Affection**

Scholars will refrain from excessive displays of affection. Failure to comply will result in disciplinary action and communication with parents.

#### **Non-aggravated Assault**

State law requires that scholar handbooks contain this notice:

Any scholar who commits a non-aggravated assault and battery on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity is guilty of the misdemeanor of assault and battery against school personnel and may be fined not more than \$1000, imprisoned for not more than one year, or both. Judicial, law enforcement, or corrections officials must notify the principal of any conviction of this crime, or the crime of assault and battery of a high and aggravated nature against a school official, and of other "violent crimes." Information

concerning convictions of these crimes will be included in the scholar's permanent record. Any school official who reports a school-related crime in good faith is immune from criminal and civil liability arising from the report.

## Sexual Harassment and Bullying Policy

Sexual harassment and bullying are forms of discrimination prohibited by federal and state laws. Consistent with these laws, it is the policy of Legacy Early College that sexual harassment and/or bullying of scholars is prohibited -Consequences can range from ISS up to criminal prosecution.

Bullying is defined as: unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

*An Imbalance of Power:* Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

*Repetition:* Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

There are three types of bullying:

**Verbal bullying** is saying or writing mean things. **Verbal bullying** includes: Teasing, Name-Calling, Inappropriate Sexual Comments, Taunting, and Threatening to Cause Harm.

**Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. **Social bullying** includes: Leaving someone out on purpose, Telling other children not to be friends with someone, Spreading rumors about someone, Embarrassing someone in public. These actions can occur in school or on social media. If the actions negatively affect the school's ability to deliver instruction or another scholar's ability to learn, then the school can and will issue consequences.

**Physical bullying** involves hurting a person's body or possessions. **Physical bullying** includes: Hitting/kicking/pinching, Spitting, Tripping/pushing, Taking or breaking someone's things, Making mean or rude hand gestures.

**\*\*Any scholar that feels he or she has been subjected to harassment and/or bullying is encouraged to contact the teacher, scholar services counselor and administration (if necessary) immediately.**

## Uniform Dress Code Policy

Legacy Early College is a school with a consistent Uniform Dress Code. We believe uniforms serve the purpose of growing respectable citizens striving for future college success. Uniforms show school pride and create an environment that focuses on academic rigor. Scholars must arrive at school dressed properly according to the LEC dress code and must remain in dress code until leaving campus. A uniform check will occur each morning and at will. If the scholar's uniform is not appropriate for the school day, the scholar's parent will be called. The parent will be asked to bring the missing item to school as soon as possible. If the parent is unable to bring the item to school, the item will be purchased at the school store and charged to the parent. Dress code violation phone calls will be made daily.

### The standard scholar attire is:

- Grades 4k-8th should wear purple or gold collared polo shirts with the Legacy logo
- Khaki pants that fit at the waist and not below, OR
- khaki shorts, skorts, or capris with belt loops that are knee length or below (no embellishments, designs, or contrasting accent colors)
- Khaki pants must fit at the waist. No green, brown, white, or other colors are accepted as "khaki."
- No baggy pants, no sag, not too tight, and not tucked into socks
- Shirts tucked in at all times
- Scholars may wear only solid colored shirts underneath their polos (short-sleeve or long-sleeve). Writing and/or designs should not be visible through polo
- Sneakers ONLY –any color is acceptable. No flip-flops, dress shoes, boots, sandals, house shoes, etc. are allowed
- Parents may purchase uniform pieces via the Legacy website
- Scholars in grades 4k-8th may earn Gold Honor Polos every 9 weeks for showing academic or character excellence. Scholars may earn fleece College Bound jackets for showing academic excellence the whole year. Gold Honor Polos and fleece College Bound jackets may only be earned not purchased.
- No glitter, bandanas, hats, scarves, caps, head wraps, etc.

### Standard LECHS attire for scholars:

- Gentlemen will wear a white or yellow buttoned down oxford shirt with school logo and purple/gold necktie/bowtie. All boy's shirts must be tucked in at all times. All ties must be tied properly and worn correctly at all times.
- Ladies will wear a white or yellow buttoned down oxford shirt with purple/gold girls' crosstie/ bowtie/ necktie.
- Khaki pants or khaki shorts, skirts, or skorts with belt loops that are knee length or below (no embellishments, designs, or contrasting accent colors) Khaki pants must fit at the waist. Only the color "beige" is accepted as "khaki."
- All pants must be appropriately fitted at or above the waistline. All pants must be clean and free of holes, rips, and tears.
- A dark-colored belt should be worn and visible when there are belt loops.
- Legacy uniform suspenders may be worn in lieu of a belt. Both straps must be attached at all times.

- Scholars may wear solid neutral undershirts in the following colors: nude, white and gray. Camis and short-sleeve undershirts shirts are permitted, long-sleeve shirts are not permitted.
- Writing and/or designs should not be visible through the shirt.
- On Monday through Thursday non-hooded LECHS branded outerwear may be worn along with the stand school uniform.
- Sneakers, dress shoes, and other casual footwear are acceptable. Sandals with a strap across the back are permissible. Slides, flip-flops, house shoes, etc. are not allowed.
- Tights, leggings, and socks are allowed in solid colors only (nude, white, purple, gray, black).
- Bandanas, hats, scarves, caps, head wraps, oversized bows, etc. are not permitted. Head bands must be no larger than 2 inches in width.
- Full uniform will be required Monday through Thursday at all times.
- On Fridays, scholars may substitute appropriate college shirts or Legacy attire.
- Scholars are not permitted to wear headphones, earbuds, or Bluetooth headsets during school hours.

\*Special permission may be granted for special events or circumstances with administrative approval.

**\*\*Scholars and Parents should make every effort to ensure that the uniform shirts and pants are cleaned regularly. Torn, damaged, or worn clothing is not accepted and will require replacement. School personnel will call home to talk with parents when there is a concern about torn or damaged clothing that needs immediate replacement.**

## What to Leave Home

The following items should not be brought to school:

- Toys, playing cards, dice, baseball or similar trading cards
- Anything of value such as nice, expensive jewelry, watches, etc.
- Money, other than what is needed to purchase items from the school store or to pay for field experiences
- Skateboards
- Pets
- Knives, matches, lighters
- Play guns, bullets, etc.
- Fidget Spinners

**\*\*\*Legacy Early College and Employees are NOT responsible for personal items brought to school and lost, damaged, or destroyed. Should such items become a distraction or cause a disruption to instruction, they will be confiscated and parents may come to the school to pick them up.**



# 4K Center Policies and Procedures



## Key

<span style="background-color: yellow; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> School Closed	<span style="background-color: white; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Interim
<span style="background-color: orange; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Half Day	<span style="background-color: purple; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> End of Quarter
<span style="background-color: blue; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Teacher Planning Day	<span style="background-color: green; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> New Staff Planning Day
<span style="background-color: red; border: 1px solid black; display: inline-block; width: 10px; height: 10px;"></span> Scholars' First/Last Day	

July 21						
Su	M	Tu	W	Th	F	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 21						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 21						
Su	M	Tu	W	Th	F	Sa
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 21						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 21						
Su	M	Tu	W	Th	F	Sa
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 22						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 22						
Su	M	Tu	W	Th	F	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

March 22						
Su	M	Tu	W	Th	F	Sa
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 22						
Su	M	Tu	W	Th	F	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 22						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 22						
Su	M	Tu	W	Th	F	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 22						
Su	M	Tu	W	Th	F	Sa
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4k through 12th Grades

2021 - 2022	
Date Reminders	
July 12th-30th -4k Staff Planning Days	
July 28th-30th -New Staff Orientation Week	
August 2nd-10th -Staff Planning Days	
August 11th -First Day for Scholars	
September 6th -Schools Closed -Labor Day	
September 10th -Interims Go Home	
September 24th -Staff Planning Day -No School for Scholars	
October 14th -End of 1st 9 Weeks	
October 18th-19th -Schools Closed -Fall Break	
November 1st -Staff Data Day -No School for Scholars	
November 19th -Interims Go Home	
November 22nd-29th -Schools Closed -Thanksgiving	
December 20th-December 31st -Schools Closed -Winter Break	
January 3rd -Staff Planning Day -No School for Scholars	
January 12th -End of 2nd 9 Weeks	
January 17th -Schools Closed -Martin Luther King Jr. Day	
February 11th -Interims Go Home	
February 21st -Schools Closed -Presidents Day (Possible Snow Day #1)	
March 4th -Staff Data Day -No School for Scholars	
March 21st-25th -Schools Closed -Spring Break	
March 28th -End of 3rd 9 Weeks	
April 19th -Staff Data Day -No School for Scholars (Possible Snow Day #3)	
April 18th -Schools Closed -Easter (Possible Snow Day #2)	
April 29th -Interims Go Home	
May 30th -Schools Closed -Memorial Day	
May 31st-June 2nd - 5k-12th Half Days/4k Regular Days	
June 2nd -Last Day for 1k-12 Scholars - Half Day/4k Regular Day	
June 3rd -Staff Planning Day	
June 3rd-July 29th -4k Regular School Days	
4th of July Week 2022 -July 5th-6th -Schools Closed	
Revised 7/7/2021 -Calendar Subject to Change	



outside gates, on the sides of school, or in the back of school and walk up to pick your child up from school. The police and our school safety staff monitor parents trying to park in those areas. Please follow the instructions of those teachers on duty.

**NO CELL PHONES ARE ALLOWED IN THE CAR RIDER LINE.**

## **Administration of Medication**

When a scholar is required to take medication during the school day, the following guidelines will be followed:

1. Written permission from the parent/legal guardian for each medication in addition to doctor's verification will be required and maintained in the Health Room.
2. The medication will be stored in a locked container and administered by the school nurse or staff who will record this information on the scholar's medication record. A list of staff designated by the principal to assist with medications in the absence of the nurse will be posted in the health room. Schedules should be arranged so that the school nurse administers all medications if possible. The nurse will verify medication and signature of the parent if the parent does not come in.
3. Any errors or incidents involving medication will be reported on the DHEC Medication Occurrence Form with copies provided to the principal and nurse supervisor.

When a scholar leaves the school for a field trip (same day), his/her medication will be secured in a container labeled with the scholar's name, date, medication, dosage, strength and time for administration. The school nurse shall provide the staff accompanying scholars on the trips with the information needed regarding the medication, its purpose, and side effects that may occur.

**It is the parent's responsibility to notify the school nurse regarding medication necessary when a field trip occurs.**

## **Care for Mildly Ill Children**

Any scholar who becomes ill at school must secure a pass from the teacher and report to the Health Room. If a scholar is too ill to return to class, the nurse will contact the parents and dismiss the scholar. Dismissals from the Health Room are considered lawful absences.

Sick and injured scholars are sent to the Health Room for assessment and evaluation by the school nurse. If your child has a medical condition or illness that requires special treatments and/or nursing procedures, these will be managed in the Health Room. If your child is too ill or uncomfortable to remain in school, or if his/her fever is 100 degrees or more, the nurse will notify you by telephone to pick your child up from school. In addition, there are other medical conditions that will require you to keep your child at home. The nurse will send a letter to all parents at the beginning of the school year informing you of when you need to keep your child at home due to certain medical/acute conditions. It is very important that you complete and sign the Health/Emergency form on your child. All questions on the form must be answered so that your child's health care needs can be met adequately during school hours. In addition, the school requires completion of other health related forms, especially if your child has a chronic health condition. If your child has a chronic health condition, the registered nurse will contact you to set up an appointment for the purposes of developing an Individual Health Care Plan (IHP) and/or an Emergency Action Plan (EAP).

## **Discipline and Behavior Management**

At the Legacy Early College 4K Center, we believe that good discipline is a learning process that involves compassion, caring, sensitivity, and guidance. The goal of good discipline is to help the child develop self-control, responsibility, and problem solving skills. It is important for our scholars to learn that conflicts are a natural part of life. We give mutual respect to each scholar as an individual with changing needs and desires.

There are many ways that our teachers will encourage good discipline practices:

- A well planned physical environment and curriculum
- Acting as role models for the scholars
- Setting reasonable and positive expectations
- Respecting feelings
- Trusting that each scholar will succeed
- Offering good, reasonable choices
- Calmly talking about problems
- Always reinforcing good behaviors

We do not allow any form of corporal punishment by staff or parent/guardian. This includes, but is not limited to spanking, belittling, shaming, shaking, depriving food, water, naps, outside time, or bathroom facilities, unsupervised isolation, or improperly restricting the movement of the child. It is our strong belief that these methods work against the healthy growth and development of a child.

With groups of children interacting with one another, there will be conflicts. Our teachers will use the following strategies to help with conflict resolution:

- **Conflict Resolution**- Teachers will help our scholars learn skills and language to help solve problems with peers.
- **Redirecting the Child**- Scholars are given concrete, alternative suggestions for behavior to focus their energy in a positive way.
- **Positive Encouragement**- Teachers praise the positive behavior, being careful not to give too much energy to the negative behavior
- **Natural Consequences**-By helping a child realize that arriving late for group time activities will result in missing their turn.
- **Removal from the Classroom**- This is done in a calm manner, to help the scholar regain self-control.

## Protected Health Information Notice

*The Health Insurance Portability and Accountability Act requires certain offices/ persons within the school to maintain the privacy of protected health information and to provide individuals with notice of the school's legal duties and privacy practices with respect to such information. The school will not use or disclose protected health information except under circumstances either required/permitted by law, or pursuant to authorization from the individual or his/her personal representative.*

## Annual Notification of Rights Under The Family Educational Rights and Privacy Act (FERPA)

From... <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

*The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.*

*FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."*

- *Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.*
- *Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.*
- *Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):*
  - *School officials with legitimate educational interest;*
  - *Other schools to which a student is transferring;*
  - *Specified officials for audit or evaluation purposes;*
  - *Appropriate parties in connection with financial aid to a student;*
  - *Organizations conducting certain studies for or on behalf of the school;*
  - *Accrediting organizations;*
  - *To comply with a judicial order or lawfully issued subpoena;*
  - *Appropriate officials in cases of health and safety emergencies; and*
  - *State and local authorities, within a juvenile justice system, pursuant to specific State law.*

*Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.*

*For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address:*

*Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW*

## Tracking Children

Supervision by Legacy Staff is provided from 7:30 AM until 3:30 PM on Mondays through Thursdays and from 7:30-12:30 on Fridays. School doors are locked until 7:30 AM. Scholars should not be dropped-off unattended on school grounds before 7:30 AM. Parents and daycare providers should pick up scholars no later than 4:00 PM Mondays-Thursdays and 1:00 on Fridays. If this becomes an issue, law enforcement and/or The Department of Social Services will become involved and take necessary actions.

Once an adult gets the scholar out of the car in the morning, adults in the hall will supervise entrance into the classroom. No child will leave the classroom unattended. Bathrooms are located in the classroom. At dismissal, scholars will be escorted from the building to their cars.

## Emergency Medical Plan/Evacuation Plan/Emergency Preparedness Accidents and Emergencies

We make every effort to prevent accidents. Should an accident or emergency occur, authorized school personnel will administer first aid to the injured scholar(s). In cases of serious accident or illness, we will make every effort to contact the parent/guardian. If we are unsuccessful in reaching parents, the school will follow parents' directions on the enrollment and consent forms to secure an individual to pick up the scholar, or secure emergency medical treatment if needed. School personnel will exercise extreme caution in making a decision that involves the health and safety of scholars following an accident or other emergency. **It is essential that the school has all updated numbers as soon as they are changed. Please provide the main office with any change of phone numbers by calling 864-214-1600 (Elementary), 864-248-0646 (Middle), or 864-214-1630 (High).**

## Emergency Contact Numbers

**THE EMERGENCY INFORMATION YOU PROVIDE AT THE BEGINNING OF THE SCHOOL YEAR IS IMPORTANT!** Please keep us informed of any changes in your address or contact names and numbers on your child's sign out sheet, with teachers, and the school nurse. We must have your current contact information at all times, even if your phone number is unlisted. We use a phone system to call home throughout the year about upcoming events and other important information. To update or make changes to your information, please either request a new form or come by the office to make changes.

## Emergency Drills

Fire, tornado, earthquake and intruder drills help children react quickly and responsibly in emergency situations. In accordance with state laws, Legacy has at least one emergency drill each month. Drills are held without notice. During a drill, teachers instruct their scholars on the fastest and safest exit route. Evacuation routes are posted in each room. In accordance with the Safe Schools Act of 1990, we will be conducting safety drills such as bomb threats, mock evacuations of the buildings and lockdown drills during the school year. These drills are necessary for the safety of the scholars.

## Emergency School Closings

The safety of our scholars and school staff is our primary concern when making a decision to delay, close or dismiss school. School officials utilize a decision-making process which incorporates the recommendations of other area schools like Greenville County School District. If an emergency occurs during the school day while scholars are at school, our phone system will call home and provide parents with necessary details.

**Legacy will still follow Greenville County School District closings for inclement weather.** In many circumstances, Legacy may be able to utilize e-learning to continue instruction during a weather event. If our scholars experience an extended interruption in on-site instruction, our school leaders will be in touch with them. Please tune to local radio and television stations for announcements about school closings, as well as our school website and facebook page for updates.

#### School Closing/Delay/Early Dismissal Announcements:

Legacy Early College and its offices will operate on our regular schedule unless otherwise announced. With regard to weather delays, LEC will make these decisions as soon as possible, for on site staff attendance. These decisions will be communicated through LEC's social media platforms as well as the local TV channels. For early dismissals, due to weather related or "Acts of God," LEC will notify parents via our All-Call system. All staff are required to stay until they have met the required expectations.

What You Will See on TV/Internet	How Legacy Will Operate	How You Will Be Impacted
<i>Legacy Early College Schools - Closed</i>	LEC schools and offices will be closed: <ul style="list-style-type: none"> <li>There will be no day or on campus activities; Additional instructional day may be added to the calendar year.</li> </ul>	All - do not report to work. <ul style="list-style-type: none"> <li>Teachers- Work on scheduled make-up days</li> <li>All other full-time staff- Work on scheduled make-up day</li> <li>Hourly employees - Missed hours may be made up - with prior supervisor approval.</li> </ul>
<i>Legacy Early College # Hour Delay:</i> <ul style="list-style-type: none"> <li>LEC K4 program may run on a different schedule and will be announced separately.</li> </ul>	LEC's schools and offices will open per the designed delay. A light breakfast will be offered to scholars. Field trips will be cancelled. All after-school activities will continue unless otherwise notified.	All - Arrive at #hour delay from regular time. All deviations must be approved prior by their supervisor. <ul style="list-style-type: none"> <li>Hourly employees - Missed hours may be made up - with prior supervisor approval</li> </ul>
<i>Legacy Early College #Hour Delay for Buses; School Will Open at Regular Time:</i> <ul style="list-style-type: none"> <li>LEC K4 program may run on a different schedule and will be announced separately.</li> </ul> (When extremely low temperatures/ wind chill or high winds)	All bus routes will be delayed by # hours. School will open at <u>regular time</u> . Breakfast will be served, field trips will be cancelled or postponed. All after-school activities will continue unless otherwise notified.	All employees report at regular time.
<i>Legacy Early College - Dismissing at (time)</i>	Schools will be dismissed at designated time. No after-school activities.	School Employees- Scholars must be supervised until pick up. Staff is <u>required</u> to stay with their scholars until all scholars have left campus safely.  Office Employees - Work until communicated by supervisor.

## Field and Playground Safety

Although we make every effort to prevent injuries at school, unexpected accidents unfortunately can occur. Even with close supervision, injuries may occur on school fields or on playground equipment. For this reason, we ask that you stress the importance of safe play with your child. There should be no wrestling or rough play, even for fun. There should be no tackle-type football. There should be no rough basketball playing. Children may not throw rocks or any other objects which might injure other scholars. Scholars may not pick up items they may find on the school property. If something is found, they should notify an adult immediately.

## Bus/Transportation Policy

All scholars will be routed each year they attend Legacy Early College. In many cases they will ride the same bus to which they were assigned the previous school year and will be dropped off and picked up at the same location. If scholars have a change of route, they will receive notification. Parents of new scholars must complete a bus transportation form. Legacy's Transportation Department will review your request and respond within a week of the request. Please be aware that bus requests may not be approved. Parents are responsible for transporting their child to school until notified that their request has been approved.

Scholar and driver safety is our main priority on the bus. The bus driver is responsible for maintaining appropriate scholar behavior.

**School bus transportation is a privilege that may be withdrawn for inappropriate behavior.** Abuse of this privilege will result in a disciplinary report that will be submitted from transportation for disciplinary action. A copy of the bus discipline referral will be sent home with the scholar to the parents. If the problem persists, the school may suspend the child from bus transportation.

\*Disciplinary action will be taken if scholars break the following rules:

- Disorderly Conduct
- Improper language

- Unnecessary noise
- Eating or drinking on the bus
- Head or arms out of the bus window
- Tampering with or defacing the bus
- Out of seat when bus is in motion
- Horse playing, hitting, pushing, fighting
- Any other action deemed inappropriate or unsafe

Each bus rider is expected to:

1. Be at the bus stop on time
2. Follow the driver's directions
3. Sit in the assigned seat
4. Keep hands, arms, legs, and objects to him/herself
5. Refrain from cursing, name calling, gestures, or lewd talking
6. Refrain from pushing
7. Refrain from eating, drinking, chewing gum, or littering
8. Abide by the school's discipline code

If a scholar violates a bus rule, consequences will result in the following:

1. Driver warns scholar
2. Conference with driver on bus
3. Seating assignment changed
4. Scholar referral to administration

Upon referral to administration, the following steps will be followed:

4. Parent Contact- Notification of Bus Suspension on next referral
5. Suspend the scholar from the bus for 1-30 days
6. Scholar loss of bus privileges

For incidents that involve severe offenses, such as fighting, possession of weapons, possession of drugs, alcohol, smoking, actions which endanger the safety of the driver and other scholars, or damage to the bus, disciplinary action will match the severity of the incident. Such action could involve a lengthier bus suspension or immediate loss of bus privileges.

The bus driver and assigned administrator has the authority to remove a scholar from the bus if the scholar becomes uncontrollable while on the bus. The scholar may not board the bus again until granted permission to do so by administration. If a scholar damages a school bus, an appropriate fee will be charged. The scholar responsible for the damage will be suspended from riding the bus until restitution has been made. The administration may set up a payment plan for scholars who are unable to pay the entire amount. Total restitution must be made or the bus privilege will be lost.

The bus loading area is limited only to those who ride the bus. **Once on the bus, a scholar may not get off the bus until their approved stop. Parents are required to be at the designated bus stop. If not, the scholars will be brought back to the school and parents will be called to come to the school to pick up their child.**

**Scholars will not be permitted to be taken off the bus at the Parker Campus by parents and/or older siblings without prior approval by the Bus Supervisor.** Because of limited busses, bus stops are planned to accommodate all scholar needs. The bus stops are typically planned for a common meeting place and not picking up at scholars' homes.

Please be reminded that if your scholar does NOT ride the bus for 2 consecutive weeks, your child's seat will be filled with the next student on the waiting list and we will need to place your child back on the waiting list.

Also be reminded that only Legacy scholars approved by administration may ride the bus. This means that if your child has an overnight visitor, you must get prior permission for the additional child to take the bus.

## Field Experiences Policy

Legacy Early College coordinates field experiences for scholars in all grades to build on the learning that happens in the classroom. **All field experiences are earned privileges.** Any scholar wishing to participate in a field trip or similar activity must comply with the dress code, behavioral standards, and parent/guardian permission requirements as outlined by the supervising faculty member. If a scholar has not earned the field experience, the scholar will remain at the school while the rest of their group is away. He/she will be given necessary schoolwork to complete.

**Parent chaperone needs will be determined by the supervising faculty.** Parents wishing to chaperone a field experience must see the Parent Coordinators to complete a background check and sign a chaperone agreement form prior to the week of the field experience. Teachers will then notify the parents prior to the week of the field experience if they have been selected as chaperone. **For safety reasons - Families will not be permitted to meet their scholars at the field experience location. Any family member that shows up at a field experience location as an unapproved chaperone will not be allowed to participate in the field experience. The family member will need to sign out their scholar with appropriate ID and the scholar will no longer be allowed to participate in the field experience with the rest of the school group.**

# Facility Notices

## Liability Insurance

General liability and educators' legal liability insurance is held by Legacy Early College.

## Provisional Employment

Parents Right to Know: The federal Every Student Succeeds Act (ESSA) of 2015 requires schools who receive Title I and Title II funds to notify parents or legal guardians when their child has been taught for 4 consecutive weeks by a teacher who is not considered "properly certified." A teacher of a core academic subject is "properly certified" if he/she completed an approved educator preparation program resulting in a regular license to teach that subject. In some cases, Legacy has had to fill teaching assignments in core academic subjects with teachers on emergency licenses or permits when licensed teachers were not available to hire. In addition, the South Carolina Public Charter School law states that a charter school may, "in its discretion hire non certified teachers in a ratio of up to 25% of its entire teacher staff." Please be assured that this does not mean a teacher is not qualified or effective in providing your child a quality education for this assignment. Given their professional experience and efforts to acquire full certification, we believe that your child is receiving a high-quality education. There may also be an offer given to a preschool educator for provisional employment until such a time as all background checks can be completed.

## Free and Full Access

Legacy Early College encourages parents to visit the school and help out when available. Any visitations must be communicated with the classroom teacher and the front office. For security purposes and to maintain the educational environment of the classrooms, no visitors will be permitted past the front office without an appointment or prior communication to the teacher. All visitors to the school must sign in with a valid photo ID at the front office and wear a visitor's badge at all times while in the building and/or on the school campus. Visitors must have an escort to enter the building.

# Elementary School Policies and Procedures



## Daily Schedule

7:20	Staff prepare for duty
7:30	School doors open to accept scholars
7:30–8:00	Breakfast and Bright Work in Classrooms
8:00	Instruction Begins
8:00-3:30	Uninterrupted Classroom Instruction ( <b>All meetings are by appointment only</b> )
3:30	Afternoon Announcements
Mon-Thurs: 3:45	Car and Bus Riders Dismissed
Fridays: 1:00	Car and Bus Riders Dismissed

## Daily Dismissal

In order to ensure the scholars' safety, the office maintains a list of individuals who are authorized to obtain the release of scholars in attendance at the school. No scholar may be released into the custody of any individual who is not the parent or guardian of the scholar unless the individual's name appears on the authorization list.

A parent/guardian must complete a list of individuals authorized to obtain the release of their child from school at the beginning of each year.

Please do NOT park on the grass outside gates, on the sides of school, or in the back of school and walk up to pick your child up from school. Scholars will only be dismissed to cars in the car rider line with car tags. The police monitor parents trying to park in those areas and will be notified of parents not in compliance.

To allow your child to ride home with another scholar, notes are required from the parents of **both** children. Notes should be turned in by 8:00 AM on the day of the request. Notes must include contact information for both parents so the office staff can confirm the request. Unfortunately, if a note is not received from each parent, or we are unable to confirm the request, your child will not be permitted to ride home with another scholar.

Notes are also required when your child's way home is being changed (examples: not riding the bus and being picked up instead, or not going to the extended day program and getting picked up instead).

**Please be aware: If a teacher does NOT have a written note from the parent about the change in the way a child needs to go home that day, the child will be sent home as he/she normally goes home... Please do not rely on your child to "tell the teacher."**

When a parent needs their child picked up by a different individual in the car rider line, parents are urged to call the school by 1:30 to make the change known to teachers, scholars, and other necessary staff members.

Please be sure scholars are picked up promptly at dismissal. This means no later than 4:00pm Mondays-Thursdays or after 1:15pm on Fridays. The school does not have staff on duty to monitor scholars past these times. Parents who arrive later than 4:00 pm Monday-Thursday and 1:15 on Friday will have to come into the school and sign out their scholar.

**(Note: When a scholar is repeatedly picked up late, it is deemed an infraction against the Parent's Commitment to Excellence.)**



## Morning Car Line Procedures

All scholars should be dropped off on the sidewalk in front of the main entrance of the school. Drivers should follow the **single file line of traffic ONLY** beside the sidewalk directly in front of the school building. For the safety of our scholars, please do not pull out of line quickly or try to make a second line for dropping off or pickup.

**DOORS WILL OPEN EACH MORNING AT 7:30am.**

**If a parent leaves a scholar at school before doors open at 7:30am, necessary action will take place.**

## Afternoon Car Line Procedures

Dismissal of scholars will begin at approximately 3:45 Mondays-Thursdays and 1:00 on Fridays. The elementary school will use a car tag system to ensure that scholars are being picked up by the correct individuals. Car tags will be distributed during open house and additional car tags will be provided upon request.

**Individuals that do not have a car tag will be asked to park and those individuals will have to come into the school to sign out the scholar.**

**If that individual is not on the approved pick up list, they will not be permitted to pick up the scholar.**

Drivers should follow the single file line of traffic ONLY beside the sidewalk directly in front of the school building. For the safety of our scholars, please do not pull out of line quickly or try to make a second line for dropping off or pickup. School personnel and Scholar Safety Patrol will call children to the loading zone as cars arrive. School personnel will assist children getting out of the car. Parents are asked to not get out of their cars as this interferes with the traffic flow. Please do NOT park on the grass outside gates, on the sides of school, or in the back of school and walk up to pick your child up from school. The police and our school safety staff monitor parents trying to park in those areas. Please follow the instructions of those teachers on duty.

**NO CELL PHONES ARE ALLOWED IN THE CAR RIDER LINE.**

## Cell Phone Policy

Legacy Elementary School scholars may **NOT** have these devices at school. If electronic devices are found at school, the device will be taken, parents will be notified, and the device will be held for a parent/guardian in the front office.

## Extended Day Program

Legacy Elementary may offer extended learning opportunities after school hours throughout the school year, depending on available funding. More information regarding available opportunities each year will be communicated prior to the program's start date.

## Recognition for Scholar Academic Achievement

In addition to many other types of recognition, we strive to recognize scholars who are performing well in the classroom. We have 3 Celebrations of Excellence throughout the school year for children in Grades 5K-4. In addition, we have an end-of-year awards presentation for 1<sup>st</sup>-3<sup>rd</sup> grades and K5/4<sup>th</sup> grade graduations. Scholars are honored who have shown excellence in the classroom and school. We encourage parents to plan to attend these special celebrations.

## Academic and Social Supports

Legacy Elementary is committed to ensuring that all scholars are performing on grade level prior to moving on to middle school. In an effort to provide additional academic and social supports without interfering with grade-level content work, all additional support services (RTI, SPED, ESOL, Speech, Social Groups) will be provided during our 2nd Special Area block. This will ensure that scholars are receiving support above and beyond that of their grade-level peers and are not being pulled from content. In the event that scholars receive multiple services, the school will make individual decisions based on the best interest of each scholar.

## LECES Code of Conduct

In order to provide all scholars a college-bound education leading to graduation from a 4-year university, Legacy Early College Elementary School must set and maintain a high bar of behavioral expectations. Scholars will be explicitly taught the expectations for learning in the first weeks of school and will be reminded/retaught these expectations throughout the school year. Once they are taught, they must then make the choice to meet these expectations. We believe that all scholars can rise to our expectations, but choosing not to do so impedes our ability to educate them and those around them.

Scholars will be expected to adhere to this Code of Conduct at all times. Any scholar who threatens to disrupt the learning of themselves or those around them will be handled according to the disciplinary policies below.

## Habits of Scholarship

Research tells us that it takes 21 days to form a habit. In order for our scholars to prepare for college, they must form specific habits that will help them achieve success when in a college environment. The following 5 habits will be tracked on a daily basis through the use of Class Dojo and will be a major factor in scholars earning incentives throughout the day and school year.

### LECES 5 Habits of Scholarship:

- **Lifework (Homework) Completed-** All assignments, all sections, all problems
- **Uniform Correct-** Tucked and tied at all times
- **Punctuality-** In class, ready to learn when instruction begins
- **Prepared-** All materials present and ready for learning
- **Behavioral Excellence-** Scholars show respect for their learning and the learning of others

## Discipline Policy/Standards for School Behavior

Legacy Early College Elementary School has a high standard for academic excellence, and in order to achieve that standard, we must maintain an equally high standard of behavioral excellence. Similar to our academic beliefs, we believe that all scholars can rise to our high behavioral expectations, and that doing so involves choices that they must make. The goal of our Discipline Policy is to instill habits of self-discipline and positive decision-making that will help our scholars to become principled citizens.

In order to provide the highest level of education to all of our scholars, disruptions to the educational process will not be tolerated. We will work each day to develop the academic and social skills of our scholars that help them grow into principled leaders and citizens, but we will not excuse poor choices. Though we strive to help each and every one of our scholars be successful both inside and outside of the classroom, **continued behavioral issues will be treated as a serious matter that may result in the inability to continue as a scholar at Legacy Early College.** It is an expectation that school rules and policies be observed on school property, at school sponsored activities or events, and while scholars are transported to and from school.

When scholars demonstrate appropriate behavior, we will recognize and praise their good performance. However, when a scholar has difficulty following school rules or meeting expectations for appropriate behavior that violate our core values and social skills, Legacy Early College Elementary School will follow a tiered approach to behavior intervention. *(See Tier III for behaviors that will immediately result in an office referral.)*

**Tier I Behaviors:** Tier I behaviors consist of any behavior that is considered to take away from the educational environment but does not pose an explicit or implicit threat to the safety and well-being of that scholar, other scholars, or staff members. Examples include but are not limited to: calling out, being out of seat without permission, disrespectful words/tone/body-language, not tracking teachers or other scholars, inappropriate use of materials, etc.

**Tier I Teacher Initiated Behavioral Interventions:** Teachers may use one or more of the following consequences:

- a “self-control” area in the classroom
- loss of PRIDE point or Scholar Dollar
- take away incentive
- in-class consequence
- temporary placement in another classroom
- separate scholar from the whole class or in other special areas
- loss of outside recess time, inside recess time or special area time
- loss of peer interactions
- after-school detention with classroom teacher
- parent meeting
- any other consequence that may be deemed appropriate by the teacher or administrator

\*\*\*Parents will be contacted if behavior continues after a Tier I intervention has been put in place.

**Tier II Behaviors:** Tier II behaviors are the continuation of Tier I behaviors after an initial consequence has been put in place, or those which cause the teacher to have to stop instruction to address the scholar's poor choices. Examples include but are not limited to: talking back to the teacher, shouting/yelling, refusal to comply with instructions given, demonstrated loss of self-control, etc.

**Tier II- Scholar Response Team Initiated Interventions:** Scholar will be removed from class and will meet with a member of the Scholar Response Team which can institute one or more of the following consequences:

- a "self-control" area in another classroom
- a reset in the scholar services office
- a behavioral reflection sheet and/or additional assignments
- loss of school privileges
- apology letters to individuals or teachers, or public apologies
- scholar sent home for the remainder of the school day (with administrative approval)
- mandatory parent meeting
- behavioral intervention plan
- any other consequence that may be deemed appropriate by the scholar services counselor or administrator

\*\*\*Parents must come in for a family meeting if recurring Tier II interventions are needed.

**Tier III Behaviors:** Tier III behaviors include a continuation of Tier I behaviors, those behaviors which pose an explicit or implicit threat to the safety of that scholar, other scholars, or staff members, and violations of the school's core values. Examples include but are not limited to: fighting, intentional kicking/hitting/pushing other scholars or staff members, vandalism, threatening or intimidating behavior towards another scholar or staff member, abusive language or disrespect towards staff including refusal to obey staff instructions, possession or use of unauthorized substances/materials, truancy, cutting class or leaving class without permission, forgery/cheating, theft, bullying (see bullying definition and policy), etc.

**Tier III- School Leadership Initiated Interventions:** A scholar discipline referral to the Dean of Culture is a serious matter and serves as documentation of a Tier III behavioral incident. Parents will be contacted upon referral to discuss the incident and the administrative actions that will be taken in response to the violation of our school's core values. The school leaders may use one or more of the following consequences:

- temporary removal from class
- call home
- home visit
- referral to scholar support team
- mandatory parent conference
- withdrawal of school privileges
- loss of the privilege to wear Legacy-branded clothing
- explicit scholar/parent/teacher behavioral plan
- after-school detention
- sent home for rest of day
- in-school isolation
- suspension\*
- expulsion
- any other consequence that may be deemed appropriate by the administrator

\*Parents must attend a re-admittance conference in order for scholars to return to school.

# Middle School Policies and Procedures



## Daily Schedule

<b>5th Grade Schedule</b>	<b>Whole Group</b>	<b>TT</b>	<b>6th Grade Schedule</b>	<b>Whole Group</b>	<b>TT</b>
Homeroom	7:45-8:00		Homeroom	7:45-8:00	
Enrichment Period	8:00-8:45		Enrichment Period	8:00-8:45	
1st Block	8:50-10:20	9:35	1st Block	8:50-10:20	9:35
Lunch	10:25-11:05		Lunch	10:30-11:10	
2nd Block	11:10-12:40	11:55	2nd Block	11:10-12:40	11:55
3rd Block	12:45-2:15	1:30	Related Arts/PE	12:45-1:30	
Related Arts/PE	2:15-3:00		Related Arts/PE	1:30-2:15	
Related Arts/PE	3:00-3:45		3rd Block	2:15-3:45	3:00

<b>7th Grade Schedule</b>	<b>Whole Group</b>	<b>TT</b>	<b>8th Grade Schedule</b>	<b>Whole Group</b>		<b>TT</b>
Homeroom	7:45-8:00		Homeroom	7:45-8:00		
Enrichment Period	8:00-8:45		Enrichment Period	8:00-8:45		
1st Block	8:50-10:20	9:35	Related Arts/PE	8:50-9:35		
Related Arts/PE	10:25-11:10		Related Arts/PE	9:35-10:20		
Lunch	11:15-11:45		1st Block	10:25-11:15	*split core	
Related Arts/PE	11:50-12:45		Lunch	11:20-11:50		
2nd Block	12:45-2:15	1:30	1st Block	12:00-12:45		
3rd Block	2:15-3:45	3:00	2nd Block	12:45-2:15		1:30
			3rd Block	2:15-3:45		3:00

<b>Friday Schedule (5th)</b>	<b>Whole Group</b>	<b>TT</b>	<b>Friday Schedule (6th)</b>	<b>Whole Group</b>	<b>TT</b>
1st Block	8:20-9:20	8:55	1st Block	8:20-9:20	8:50
Homeroom	7:45-8:15		Homeroom	7:45-8:15	
2nd Block	9:25-10:25	9:55	2nd Block	9:25-10:25	9:55
Lunch	10:25-10:55		Lunch	10:30-11:00	
Related Arts/PE	11:00-12:00	11:30	3rd Block	11:00-12:00	11:30
3rd Block	12:05-1:05	12:35	Related Arts/PE	12:05-1:05	12:35
Fun Friday	1:05-1:35		Fun Friday	1:05-1:35	

Friday Schedule (7th)	Whole Group	TT	Friday Schedule (8th)	Whole Group	TT
1st Block	8:20-9:20	8:55	Related Arts/PE	8:20-9:20	8:50
Homeroom	7:45-8:15		Homeroom	7:45-8:15	
Related Arts/PE	9:25-10:25	9:55	1st Block	9:25-10:25	9:55
2nd Block	10:25-11:25	10:55	2nd Block	10:25-11:25	10:55
Lunch	11:25-11:55		Lunch	11:30-12:00	
3rd Block	12:00-1:00	12:30	3rd Block	12:00-1:00	12:30
Fun Friday	1:05-1:35		Friday Fun Day	1:05-1:35	

Related Arts/PE	Time
AM Duty-Dining Hall	7:30-7:45
Planning	7:45-8:45
1st Period (8th)	8:50-9:35
2nd Period (8th)	9:35-10:20
3rd Period (7th)	10:25-11:10
Lunch Break	11:15-11:45
4th Period (7th)	11:50-12:45
5th Period (6th)	12:45-1:30
6th Period (6th)	1:30-2:15
7th Period (5th)	2:15--3:00
8th Period (5th)	3:00-3:45
*No PM Duty	

## Daily Arrival

SCHOLAR GROUP	ARRIVAL PROCEDURE
<b>Walkers</b>	Walkers will arrive at school and enter through the auditorium and sit in their assigned area. Once dismissed, scholars will enter the dining hall for breakfast.
<b>Car Riders</b>	Scholars will enter the back gate of the car line (N Vance St & E Bramlett Rd) and exit their vehicle at the breezeway beside the dining hall.
<b>Bus Riders</b>	Bus riders will arrive at school and unload at the loading/unloading area. Scholars will be escorted across the street via the crossing guard. Scholars will sit in the designated area in the auditorium and enter the dining hall once it is time for breakfast.

## Daily Dismissal

SCHOLAR GROUP	DISMISSAL PROCEDURE
<b>Walkers</b>	Walkers will enter the auditorium and sit in their designated areas. Walkers will exit the auditorium by the designated school official. Once dismissed, the scholars will then walk to their destination without any delay. <b>**Walkers must report to the designated area at 3:45 and cannot leave until released by school officials. Any scholar who leaves the campus before being released by</b>

	<b>school officials will be consequent.**</b>
<b>Car Riders</b>	Car riders will be escorted to the rear breezeway by a teacher. Once in the breezeway area, scholars will wait until their vehicle arrives for departure.
<b>Bus Riders</b>	Scholars will walk to the auditorium and be seated in their designated bus areas. Scholars will not move from their area until their bus has been summoned. A school official will dismiss bus riders and upon dismissal, scholars will walk to the bus loading area. The crossing guard will escort the scholars across the street and scholars will then enter their bus without any delay. <b>**Bus riders cannot leave the campus and go to the store. Scholars who choose to leave the campus will have their merchandise taken and subject to suspension. There will be no exceptions to this expectation.**</b>

## Grading Policy:

All teachers at Legacy are expected to maintain gradebooks in PowerTeacher. Grades must be updated at least once, weekly. In 5th-8th grade, a minimum of 9 graded assignments, with at least 4 of these being major assessments, will be documented in each 9 weeks grading period.

In fifth grade, the weight of grades will be as follows: Major Assessments 40% (Tests, Major Projects), Minor Assessments 50%, Homework 10%.

In grades 6-8, Major Assessments 50%, (Tests, Major Projects), Minor Assessments 30%, Homework 20%.

For H.S. weighted courses, Major Assessments 60% (Tests, Projects, Etc.), Minor Assessments 40%.

In H.S. courses, the final grade for the year will be based on 80% derived from an average of Q1, Q2, Q3 and Q4 and 20% based on a final exam or EOC, and a minimum of 9 graded assignments, with at least 4 of these being major assessments, will be graded in each 9-week grading period.

**Teachers will communicate with parents when scholar grades are below 80% mastery** and will document this in call logs and in comments on the interim progress reports and report cards. Scholars will be given fair time (1 day for each day out) to complete make-up work when absent. Teachers will apply the grade-floor (50%) with the comment “District Grade Floor applied”, when scholar’s earned averages are less than 50% on report cards (NOT on interim progress reports). Teachers will communicate intervention plans to parents and will document this communication in call-logs.

## Extended Day

Legacy Early College Middle School Extended Day program provides academic enrichment and skill strengthening opportunities to scholars in grades 5-8 to meet **expectations for at least 80% mastery of grade level standards**. It provides a cohesive organizational structure to support quality instruction, continued student learning, and high student achievement.

## Recognition for Scholar Academic Achievement

Scholar of the Week

Lions of the Month Luncheon

Fun Friday

Quarterly Incentive Days

Quarterly Academic Celebrations

Academic Banquet for Honor Scholars

Gold Polos: Honor Scholars

Black Jackets: All A’s

GRIT Award

PRIDE Award

## Academic Supports

A variety of academic supports are utilized to support scholars in the mission of “to and through college graduation,” including, but not limited to: classroom supports, extended day support, Academic Intervention classes, and WIN (What I Need) block. Recommendation for additional academic support is based on data collected and monitored throughout the school year (including work samples, classroom grades, and Benchmark Assessments). Scholars with academic and functional needs indicated on 504 and IEP documents receive a variety of individualized supports outlined in documents and based on continuous data collection.

## ALPHA

LECMS ALPHA (Advance Learning Program for High Achievers) supports Legacy's vision to and through college by allowing all scholars to participate in monthly sessions focusing on different topics- 5th Grade: Legacy Scholars.....6th Grade: Halfway to College....7th Grade: High School Credits and Graduation...8th High School Prep. The purpose is to reinforce the academic skills and personal qualities that are necessary for success in life and the workplace.``

## Course Offering, Criteria for Advanced Classes and Academic Probation

**Course offering in 8th grade:** English Honors, Algebra 1, and Computer Apps

### Criteria for

#### ***Advance ELA and/or Math***

Teacher recommendation based on

- Grade average **85** above ELA and/or Math
- Final Benchmark **2+** above with support of grades **85** above or Final Benchmark **3**
- Work Ethic
- GT based on State Test

*Honor English and Algebra or next grade level.*

Teacher recommendation based on

- Grade average **90** above ELA and/or Math
- Final Benchmark **3+**
- Work Ethic
- GT based on State Test

**Maybe advance in one class ELA or Math and not both.**

**GT scholars have the opportunity to be placed above grade level after the first nine weeks of 5th grade based on performance (BM, grades, teacher recommendation)**

### Academic Probation

Scholars who earn less than 80% average for the semester in any core class.

Scholars who are on Academic Probation are prohibited from any and all non-academic events and activities at school, including but not limited to: Athletics, Friday Fun Day, Classroom Incentive Activities, Spirit-Week, Dances, Dress-Down Days.

In addition to these restrictions, scholars who are on Academic Probation are strongly encouraged to attend After-School support (Extended day) .



Scholars on Academic Probation will be reassessed following the mid-term progress report in mid November. At this time the team will decide if the scholar is in need of continuing or discontinuing Academic Probation. Scholars who are discontinued from Academic Probation must maintain mastery of 80% or higher in all classes or they will be placed back on Academic Probation. Parents will receive notification in writing of their child's status, with the interim progress report.

## Cell Phone Policy

LECMS is not responsible for lost or stolen personal cell phones/electronic devices:

- Cell phones may NOT be used during class.
- Cell phones may NOT be charged during class.
- Scholars are required to ensure that all electronic devices are silenced, or off while on campus.
- Electronic devices should be placed in scholars' lockers, book-bags, or purses.

## Discipline Policy/Standards for School Behaviors

At LECMS, we believe that discipline is proactive, instructive, and restorative with consistent implementation. Our restorative discipline process will encourage scholars to be introspective and accountable for their actions, as opposed to merely being regretful.

Possible restorative measures include, but are not limited to: **Warning/verbal correction - Phone call to parent - Teacher-scholar-parent conference - Counseling referral - Behavior contract - Special assignment (Work Detail) - Community restoration activity - Short-term behavioral progress reports - Confiscation of material/equipment/cellphone - Loss of incentives and school trips**

Consequences for misconduct may include, but are not limited to:

**Level I** –Minor Offenses -Horseplay Behavior that does not include bodily injury - Disrespectful and/or Inappropriate Remarks or Gestures Ex. Mocking, name-calling, teasing, taunting - Failure to identify self upon request - Disruption of class/activity or making excessive noise - Use of profanity or gestures - Inappropriate displays of affection - Excessive tardiness - Any other offense the school leaders may deem to fall within this category:

\*Lunch Detention

\*After-School Detention Insubordinate

\*In School Seminar (mild, first offense)

**Level II** –Intermediate Offenses - Behavior that could include Physical contact with another Scholar - Insubordinate (moderate, failure to heed multiple directives) - Excessive and/or repeated disruption - Instigating Misconduct Behavior that encourages another Scholar to violate a school rule - Cutting Class Cheating/Copying/Plagiarism – Vandalism - Recklessly causing damage to or defacing school or personal property - Buying and selling of items Scholar may not bring to school (phones, electronics, food, etc.) - Exchange of any amount of money between scholars on campus is prohibited -Tobacco and Lighters - Scholars under the age of 18 may be subjected to fines as outlined by the Greenville County Sheriff's Department -Any other offense the school leaders may deem to fall within this category:

\*In-School Seminar (ISS)

\*Out of School Suspension (OSS)

**Level III** –Major Offenses - Threats Out-of-School Suspension (OSS) - Vandalism -Intentionally causing damage to or defacing school or personal property - Theft - Sexual Misconduct/Harassment – Fighting - Trespassing - Gang affiliation - Gang-related activity or behavior – Arson - Assault/Battery upon an LEC employee -The actual unlawful touching or striking of an LEC employee intentionally -The actual unlawful touching or striking of an LEC employee during the course of a physical altercation between Scholars; or the causing of bodily harm to an LEC employee, visitor or volunteer.

\*Police Charge

\*Suspension or expulsion -Scholars may not come on LEC property or school buses without prior approval of the principal. Any person on school grounds can be subjected to a search.

## **In-School Seminar (ISS)**

ISS is the temporary removal from class for a designated period of time. Scholars are under adult-supervision in an alternate learning environment on campus. During this time, scholars are empowered with the tools necessary for self-regulation and reform, through tasks and assignments designed to induce awareness and self-accountability.

## **Lunch Detention**

Teachers and administration may assign scholars lunch detention for minor infractions that occur throughout the day. Teachers will provide scholars with a detention slip outlining the date(s) of the assigned detention, however it is the scholar's responsibility to ensure that the detention slip is signed and verified by the detention supervisor. Scholars serving lunch detention report to the designated location by the stipulated time. During this time, scholars are not permitted to use technology or engage in conversations with other scholars. Failure to serve lunch detention will result in a second, extended lunch detention. If both detentions are not served, scholars will receive a referral to administration.

## **Lockers**

Lockers will be issued at the beginning of the school year to scholars desiring lockers. The school reserves the right to charge a \$3 rental fee for reserving a locker. Lockers and locks are property of the LECMS and will be periodically inspected. Any locker or lock not working properly should be reported to the appropriate administrator. Lockers are for scholars' convenience. Scholars are reminded that lockers can be broken into. Items taken are not insured by the school. The school will not assume responsibility for lost contents in the locker.

# High School Policies and Procedures



## Scholar Agendas

All Legacy Early College High School (LECHS) scholars will be issued agendas. Scholars who lose their agenda will have to pay \$5 to secure a replacement.

## Scholar Code of Conduct

Mutual respect between scholars and teachers is expected. The general responsibility of discipline rests with the faculty. Each teacher has the authority to enforce discipline. Cooperation and self-discipline are expected. Teachers will uphold conduct policies as outlined in the Code of Conduct adopted by the Legacy Early College Board of Directors. A copy is included in this handbook and on the school website.

Persistent or uncontrollable misconduct will be referred to the Dean of Culture/Behavior Specialist for disciplinary action. Appropriate and consistent measures will be taken to eliminate undesirable conduct. A discipline referral indicates serious misbehavior. Scholars being removed from a classroom for disruptive behavior will be sent to the discipline designee.

**NOTE: The administration reserves the right to determine the appropriateness of behavior and dress. Authority to suspend scholars is prescribed by South Carolina Law.**

## Code of Conduct Philosophy

LECHS is unequivocally committed to the principle that disorderly and disruptive behavior shall not be permitted to interfere with the right of other scholars to pursue an education, nor will improper conduct be tolerated. The school will make every reasonable effort to keep scholars within the school's sphere of influence, and suspension will be used only as a last resort. Nevertheless, any scholar's conduct that chronically disrupts teaching and learning, brings disorder to the school, or infringes upon the rights or safety of others is a basis for probation, suspension and/or expulsion. Principals and teachers are authorized by the Board of Directors to maintain and preserve order and discipline in schools and classrooms. Scholars and their parents are urged to read the Discipline Code. If scholars or parents have questions regarding the Discipline Code, please contact the school principal.

## Legacy Early College High School Scholar's Bill of Rights

Each scholar at LECHS has the right to:

- Be treated as an exceptional human being.
- Receive a quality education. Teachers should be free to teach and scholars free to learn without being interrupted by inconsiderate or disruptive behavior.
- Be safe in a school environment.
- Have personal property respected.
- Be free from physical abuse and/or mental abuse such as name calling, intimidation, harassment, or vulgar language. Swearing and use of inappropriate language are not acceptable (refer to the LECHS Code of Conduct).
- Be free from mocking or isolation because of race, sex, religion, or any individual differences.
- Be respected by others.
- Have personal freedom to express ideas and develop one's own personality (as long as it does not interfere with the rights of others) without disrespectful criticism or pressure from peers and cliques.

## Cell Phone Policy

Scholars who choose to bring cell phones to school must keep them in their lockers, book bags/purses, vehicles or another appropriate location determined by the school administration. Administration reserves the right to monitor and adjust policies to ensure a productive and positive academic environment.

No LECHS scholar is permitted to use a cellphone, have a cellphone out, or charge a cellphone during class time. "Class time" is defined as Advisory, 1st period, 2nd period, 3rd period and 4 period. Scholars are also not allowed to use their cellphone in the hallway, or restroom during class time. If a scholar's phone is visible during these times, any teacher

and/or administrator can issue a referral. The first offense will result in 1 day of ISS (in-school suspension) and a parent phone call. Each offense thereafter will result in 1 day of OSS (out-of-school suspension). Please note that scholars are still allowed to use their cellphones during class transition time, breakfast, and lunch. This policy includes but is not limited to cell phones, smartwatches, and other personal devices such as iPads and tablets.

## **Lockers**

Lockers will be issued at the beginning of the school year to scholars desiring lockers. The school reserves the right to charge a \$3 rental fee for reserving a locker. Lockers and locks are property of LECHS and will be periodically inspected. Any locker or lock not working properly should be reported to the appropriate administrator. Lockers are for scholars' convenience. Scholars are reminded that lockers can be broken into, and that items taken are not insured by the school. The school will not assume responsibility for the lost, missing, or stolen contents of a locker.

## **Scholar Parking**

Any scholars driving to LECHS must have a current LECHS parking tag. Parking tags cost \$20 and will be sold during early registration/orientation and throughout the school year. The cost for the tag will be prorated. Purchases after the first quarter will cost \$15, after the second quarter \$10, and after the third quarter \$5. In order to purchase a parking tag, scholars must present their driver's license and proof of insurance for the vehicle that will be driven to LECHS.

Scholars should hang parking tags from the rear view mirror, and park in the area lot designated for scholars. Any deviation from this assigned area will result in disciplinary action, or the possibility of the vehicle being towed or fined. Scholars may also lose parking privileges. Similarly, any scholar driving to school without a valid parking tag will be subject to disciplinary action, being towed, fined, and/or the permanent denial of parking privileges.

It is the scholar's responsibility to arrive at school on time. Scholars are expected to leave their cars as soon as they arrive on campus. No scholar is to remain in his/her vehicle, or stand around vehicles after arriving at school. Scholars are not to loiter in the parking lot after dismissal. Scholars are not to return to their vehicles during the school day. Going into the scholar parking area during the school day without administrative approval will result in a disciplinary consequence potentially resulting in the loss of parking privileges. LECHS is not responsible for the theft or vandalism of cars.

## **Hall Passes**

Scholars are not permitted in the halls during class periods unless they are accompanied by a teacher, or have a Legacy hall-pass signed by a teacher or administrator. The scholar's name, date, time, destination, and teacher signature must be present and legible. The pass gives the scholar permission to go straight to the destination without stopping at points along the way.

## **Restricted Areas**

Any scholar in a restricted area without written permission will be referred to the administration with the possibility of lunch detention, ISS or OSS as a consequence. Restricted areas include but are not limited to:

- Parking lots (bus, scholars', and teachers') during school hours. The bus loading area is limited to bus riders only.
- All middle school classroom wings/halls unless to attend a class or legitimate activity.
- Lunch periods or gym areas when not scheduled to be there.
- Media Center, courtyard, Early College Center without permission.
- Restrooms in the fitness center, fine arts, and gym can only be used when scheduled during that period.
- The area behind the counters in both of the main offices.
- All areas outside of the buildings unless in a legitimate class activity under teacher supervision or during transition.
- Faculty workrooms are off limits at all times.

## **Arrival and Dismissal**

Scholars are allowed to enter the cafeteria at 7:40 AM.

School doors are locked until 7:55 AM. Parents retain responsibility for scholar supervision until 7:30 AM.

Parents should pick up scholars no later than 4:15 PM Mondays-Thursdays and 2:00 PM on Fridays, unless the scholar is participating in an extended day program.

Scholars are to exit the building by 4:00 PM and be off campus by 4:15 PM unless waiting as a car rider in the designated area. Scholars attending after-school tutorial or activities; i.e., Power Hour, athletics, or other clubs must be with their activity sponsor by 4:00 PM.

Any scholar found wandering the building or loitering on campus, will be asked to leave. Disciplinary action may be taken against repeat violators.

## **Closed Campus Policy**

LECHS operates under a closed campus policy, therefore scholars are not allowed to leave campus during normal school days (7:45 AM – 3:45 PM) without following early dismissal procedures. Scholars who leave without permission will be disciplined. Persons entering campus must sign in to the front office and receive a visitor's pass. All visitors must also sign out upon leaving the campus. Unauthorized individuals are subject to arrest and prosecution. Scholars can only go to the parking lot during the school day with administrative approval.

## **Car Riders and Bus Riders**

These scholars are expected to exit the building promptly after school. If scholars need to use the bathroom or see a teacher, they should do so before 4:00 PM. Once scholars are outside, they may not return into the building. If a scholar refuses to exit the building or causes a disturbance either inside or outside, disciplinary action will be taken.

## **Scholar Debt**

All scholars are expected to be debt free. All debt must be cleared before a scholar can participate in graduation and/or attend prom. Scholar debt includes textbook fees (includes college books), technology fees, athletic fees, media center fees, fine arts fees, and class fees.

## **Homecoming/Prom**

LECHS' homecoming is held during the fall each year. Prom is held during the spring. Formal or semi-formal attire is required. Scholars may purchase a ticket for themselves and a ticket for one guest. Any person who attends prom must have a ticket. There will be no refunds if a person later decides not to attend. Prom tickets will be distributed upon purchase. Announcements will be made regarding the deadline for purchasing tickets. No tickets will be sold after the deadline. Tickets must be presented at the door in order to enter. Respective scholar council officers will be responsible for making a decision about each dance. Scholars with outstanding debt will not be allowed to purchase tickets or to attend prom. Scholars desiring to bring non-LECHS dates must be approved by LECHS Administration. All guests must be at least high school freshmen, and be no older than 20.

## **Course Assessments/Exams**

Examinations are considered an important part of our educational program and are used to guide teaching and learning. Finals will be administered in all subjects and will count as 20% of the total course grade. State End-Of-Course exams will count as 20% of the course grade unless directed otherwise by the Department of Education.

## **EOC Tests -South Carolina End-of-Course Testing**

All scholars who are enrolled in English I, Biology, Algebra I, and U. S. History must take a state exam at the end of the course that determines the scholar's mastery of state standards in those subject areas. The exam grade is averaged as 20% of a scholar's second semester grade in the course. The EOC requires year-long preparation; therefore, parents must work closely with teachers to help scholars attend classes regularly.

## **Grading & Report Cards**

Although Legacy Early College High School follows the South Carolina Uniform Grading Scale, LECHS is a mastery school. In order to achieve mastery and course credit a scholar must earn 80% or higher in each course. To receive credit for a course a scholar must complete all instructional requirements and comply with the attendance policy. Failure to meet both requirements will result in no credit earned. Please note that scholars with excessive absences will receive a FA (failure due to absences).

Grades earned by scholars are numerical and weighted as follows:

$$F1 = Q1 (40\%) + Q2 (40\%) + E1 (20\%)$$

Quarter grades will be determined using the following weights:

- Daily Activities (homework, classwork etc) = 30%
- Quizzes = 30%
- Tests/Projects = 40%

## 10 Point Grading Scale

South Carolina Uniform Grading Scale Conversions				
Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100

## Content Recovery

If a scholar does not achieve mastery (80% or above) on a major assessment, another opportunity may be given through Edgenuity to master the material. Teachers reserve the right to determine if tutorial sessions are needed for content recovery.

## Credit Recovery

If a scholar does not receive a credit for a required course for graduation they will be enrolled in an online Credit Recovery version of this course. Credit Recovery courses allow scholars to earn the necessary credit to matriculate towards graduation, but they do not impact GPA. Upon successful completion of the Credit Recovery course the scholar will be issued a grade of P (Pass) on their transcript for the course.



## Promotion Policy

9th to 10th – 5 credits including 1 English and 1 Math

10th to 11th – 11 credits including 2 English, 2 Math and 1 Science

11th to 12th – 17 credits including 3 English, 3 Math and 2 Science

## Graduation Requirements

The units that must be earned for a South Carolina High School diploma are:

- Language Arts (English) 4 units
- Mathematics 4 units
- US History 1 unit
- American Government ½
- Economics ½
- \*Other Social Studies 1
- \*Science 3
- Computer Science 1
- Foreign Language or Occupational Education 1
- Physical Education/JROTC 1
- Electives 7
- TOTAL CARNEGIE UNITS 24

\*Units earned beyond the required number will be counted as electives.

In order to participate in the graduation ceremony, scholars must also complete a minimum of 120 hours of community/school service (30 hours per year).

## College Admission Requirements

**FOUR UNITS OF ENGLISH:** All four units must have strong reading (including works of fiction and non-fiction), writing, communicating, and researching components. It is strongly recommended that students take two units that are literature based, including American, British, and World Literature.

**FOUR UNITS OF MATHEMATICS:** These units must include Algebra I, Algebra II, and Geometry. A fourth higher-level mathematics unit should be taken before or during the senior year.

**THREE UNITS OF LABORATORY SCIENCE:** Two units must be taken in two different fields of the physical, earth, or life sciences and selected from among biology, chemistry, physics, or earth science. The third unit may be from the same field as one of the first two units (biology, chemistry, physics, or earth science) or from any laboratory science for which biology, chemistry, physics and/or earth science is a prerequisite. Courses in general or introductory science for which one of these four units is not a prerequisite will not meet this requirement. It's strongly recommended that students desiring to pursue careers in science, mathematics, engineering or technology take one course in all four fields: biology, chemistry, physics, and earth science.

**TWO UNITS OF THE SAME WORLD LANGUAGE:** Two units with a heavy emphasis on language acquisition. (At the time of publication, Clemson and the College of Charleston require three years of the same world language.)

**THREE UNITS OF SOCIAL SCIENCE:** One unit of U.S. History, a half unit of Economics, and a half unit of Government are required. World History or Geography is strongly recommended.

**ONE UNIT OF FINE ARTS:** One unit in appreciation of, history of, or performance in one of the fine arts. This unit should be selected from among media/digital arts, dance, music, theater, or visual and spatial arts.

**ONE UNIT OF PHYSICAL EDUCATION OR ROTC.** One unit of physical education to include one semester of personal fitness and another semester in lifetime fitness. Exemption applies to students enrolled in Junior ROTC and for students exempted because of physical disability or for religious reasons.

**TWO UNITS OF ELECTIVES:** Two units must be taken as electives. A college preparatory course in Computer Science (i.e., one involving significant programming content, not simply keyboarding or using applications) is strongly recommended for this elective. Other acceptable electives include college preparatory courses in English; fine arts; foreign languages; social science; humanities; mathematics; physical education; and laboratory science (courses for which biology, chemistry, physics, earth science is a prerequisite).

## **Graduation Ceremony**

Participation in graduation is a privilege and certain guidelines must be followed:

- Scholars must have caps, gowns and diploma cover to participate. Cap and gown must be purchased from the school's vendor during the current school year. No other graduation paraphernalia is acceptable. Honor cords/stoles must be approved by the principal or designee.
- Only seniors receiving state diplomas are eligible to participate.
- All practices are mandatory. If scholars do not attend practice, they cannot participate unless approved by the principal.
- Scholars must be on time for rehearsals.
- All school rules and district discipline procedures are in effect at all practices and at graduation exercises.
- Graduation is a dignified ceremony and appropriate behavior is expected from scholars and guests. Detailed information will be given to seniors in the spring outlining appropriate dress and behavior.
- Valedictorian – Scholar ranked number one in the senior class with the highest GPA
- Salutatorian – Scholar ranked number two in the senior class with the second-highest GPA
- Graduates with High Honors – Senior scholars with a GPA of 4.5 or above.
- Graduates with Honors – Senior scholars with a GPA of 4.0-4.49

## **Scholar Absences and Participation in Extracurricular Events**

Scholars are not eligible to participate in any extracurricular events unless they are present at least 2 periods that day. This participation includes but is not limited to athletic events, band or choral performances, club activities, competitions, and prom. Suspended scholars are ineligible to participate in or attend any school activity during their suspension.

## **Lion of the Month**

High school scholars must integrate seamlessly into a school environment of Carnegie units and GPAs. As we embark on this collective endeavor, LECHS applauds and recognizes the special efforts and character of scholars as they prepare for higher education. The Lion of the Month award recognizes scholars who exhibit qualities consistent with the school's mission and character strengths (Every Minute Matters, Beyond the Call of Duty, Scholars Above Self, Joy in the Journey). On a monthly basis, teachers nominate scholars as "Lions of the Month." All scholars nominated are honored with a certificate and are celebrated by school administration, faculty and peers.

## **Early College Program**

LECHS has partnered with Greenville Technical College, North Greenville University and Southern Wesleyan University to offer college courses to qualified high school scholars as dual credit courses.

## **Eligibility Guidelines for Taking Early College Classes**

- Scholars must successfully pass the ACCUPLACER placement test in one or more parts, as well as successfully completed English 1 and Algebra 1 to be eligible to take college classes at Greenville Tech. ACT (19 on English & Math) and SAT (480 on Reading & Math) scores are accepted in lieu of the ACCUPLACER test.
- Scholars must at least be a junior to take college classes at North Greenville University.
- Scholars must be proficient (80 or above) in all of their LECHS classes and maintain a 3.0 GPA.
- Scholars must show other areas of responsibility. Indicators of responsibility include initiative, determination, commitment, discipline, and attendance.
- Scholars must also receive positive teacher recommendations.
- Once admitted into the Dual Enrollment program, scholars must remain proficient (C or above) in all of their early college classes.

Scholars will be encouraged to take early college classes based on the above guidelines. It is our vision that all scholars participate in Early College classes. It is at the discretion of LECHS to limit the number and type of courses allowed. When scholars are in an Early College class, the rules of LECHS and the college apply. This includes, but is not limited to the LECHS dress code. By state law, a scholar has 5 days to drop a semester class. If a LECHS scholar withdraws from a college class after the initial drop date, he/she will receive a "W," be required to pay for the textbook, and will lose the opportunity to take college classes for at least one semester.

If a LECHS scholar earns a "D" in a college course, the scholar loses the opportunity to take any college courses for at least a semester, and must repay and retake the course at his/her own expense.

In the event a LECHS scholar earns an “F” in a college course, the opportunity will be lost to take any college courses for two semesters. Scholars must repay and retake the course at his/her own expense.

Seniors that have failed a course and are eligible for graduation must repay the course fee prior to graduation.

## **Discipline**

At LECHS, we believe that discipline is proactive, instructive, and restorative with consistent implementation. Our restorative discipline process will encourage scholars to be introspective and accountable for their actions, as opposed to merely being regretful.

Thus, consequences for misconduct may include, but are not limited to:

- Warning/ Verbal correction
- Phone call to parent
- Teacher-scholar-parent conference
- Lunch detention
- Special assignment (Work Detail)/ Community restoration activity
- Loss of extracurricular privileges
- Loss of incentives and school trips
- Administrative counseling / Behavior contract
- Letter of probation
- In School Suspension
- Out of School Suspension
- Expulsion (permanent removal from school)

## **Lunch-Detention**

The Dean of Culture and/or the Behavior Specialist may assign scholars lunch detention for minor infractions that occur throughout the day. Scholars assigned lunch detention will receive a Google Calendar invite outlining the date(s) of the assigned detention with an embedded reminder, however it is the scholar’s responsibility to get lunch and report to the designated location by the stipulated time. During this time scholars are not permitted to use technology or engage in conversations with other scholars. Failure to serve lunch detention will result in a rescheduled lunch detention. If both detentions are not served, ISS may be assigned.

## **Restorative Learning**

LECHS utilizes restorative measures to equip scholars temporarily placed in an alternative learning environment on campus, with the tools necessary for self-regulation and reform, through tasks designed to induce awareness and self-accountability. Scholars will be referred to the Director of Mindfulness for these services.

## **Guidance Program**

The guidance program at the LECHS is designed to prepare every scholar to be college, career, and life ready by graduation. The guidance department specializes in providing a comprehensive program which includes individual counseling, small group sessions, and classroom guidance. Additionally, our counselor provides teacher and parent consulting on an as-needed basis. Our guidance counselors may be contacted through our school.

## **Counseling**

The Guidance department provides every scholar with the opportunity for individual and group counseling throughout the school year.

## **College Counseling**

Our counselor supports scholars as they prepare for and select the right college and career based on interests and passions. After high school, our alumni director helps alumni navigate the academic, social, and financial challenges they might encounter while in college or pursuing a career.

## **Advisory**

Scholars will be matched with a faculty member in a gender-based advisory, when possible, of 10-20 scholars. Advisors will meet with their advisories for about 40 minutes each day, and conference with each advisee at least once a week. As scholars matriculate through LECHS, it is important that we continue to provide support and a small-school atmosphere to our scholars and families.

Advisories will remain together for all four years of high school. Scholars’ advisors will develop strong relationships with

their advisees and will also serve as the first point of contact for nearly every aspect of school life with scholars and families. Four areas of focus for advisory are academic success, college readiness, service learning, and self-awareness. The areas are described in more detail below:

- **Academic Success**

Study Skills: exposure to strategies to increase achievement

Guidance: academic progress monitoring and review of report cards

- **College Readiness**

Early college knowledge during freshman and sophomore years

College placement support in conjunction with the scholar's college counselor during junior and senior years.

Professional/Career development and enrichment opportunities such as summer internships and travel opportunities

- **Service Learning**

Guidance and participation in service learning projects

Reflection and study of personal impact on the community

- **Self-Awareness**

Opportunity for goal setting and self-reflection

Encouraging character development and teamwork through summer programming, extracurricular activities and wellness activities/sports

## **Power Hour/Scholar Support**

LECHS offers after-school tutorial options for scholars after school from 4-6 PM, Monday through Thursday.

## **Parent-Teacher Conferences**

Parent/guardian/teacher conferences are an important element of successful scholar progress. Parents/guardians may initiate a conference by calling the Guidance Office and making an appointment with the teacher team. When a parent/guardian requests a conference with the teacher team, the team will attempt to arrange a mutually convenient time. Conferences are planned around the team's schedule, will not interfere with class time, and may not include all team members. Conferences with specific team members should be requested at the time of the call. If a parent/guardian cannot attend a scheduled conference, the school must be notified as far in advance as possible.

## **Scholar-Led Conferences/ Individualized Graduation Plans (IGPs)**

Each scholar will conduct a conference with his/her parents and advisor. The scholar-led conference provides an opportunity for the scholar to share his/her IGP and overall progress in school.

## **Schedule Changes and Procedures**

Except for unquestionable errors, changes in a schedule will not be made. A parent conference will be necessary before a scholar can change a course. No class changes may be made after the first 5 days without the principal's approval/signature.

## **Withdrawals and Transfers**

Any scholar who decides to withdraw from school or transfer must notify the Registrar/Guidance Office, and secure a withdrawal form. This form must be completed before a scholar can be properly released. All debts must be paid, and all books returned. The scholar must be cleared by the cafeteria, textbook administrator, and health room prior to permanent record information being sent to any school or agency. A parent must contact the school to verify their scholar's withdrawal. If a scholar withdraws from a class and/or is expelled, they will receive a W/F.

## **Transcripts**

Scholars applying to post-high school educational institutions should see their guidance counselor for transcripts.

## **Athletic Information**

Scholar participation in extracurricular activities is a privilege that a scholar earns through proper conduct and academic achievement. A scholar may be denied the privilege of participating in an extracurricular activity and/or an event when the scholar's conduct is not consistent with Board Policy; the Behavior Code and/or academic standards of Legacy Early College School; and/or the conduct expectations and/or academic standards of the particular activity. Extracurricular

activities include, but are not limited to, athletic teams, academic clubs/teams, prom, graduation exercises, and attendance at any school function outside of the normal school day.

The athletic program is a vital part of our school. It provides physical and mental training for participants, and recreational and social outlets for scholars, parents, and visitors. The program is supported entirely by gate receipts, making it important for everyone to assist in making our athletic contests desirable events to attend for both scholars and visitors. Scholars interested in going out for athletic teams should check with coaches about six weeks before a particular sports season in order to begin practice on time and to establish eligibility. In general, a scholar must have a physical, a birth certificate, meet eligibility requirements, pay an activity fee, have insurance, and must not play on any team except the school team during the season of the sport for which he/she has been certified. Scholars cannot quit one sport to join another sport before the season ends for the first sport. In addition, if scholars are dismissed from one sport for disciplinary reasons, they may not join another sport before the season ends for the first sport. A complete list of requirements for eligibility is available from the Athletic Director.

### **The following sports may be provided:**

Cross Country (Boys & Girls).....middle - high school  
Soccer (Boys & Girls).....middle-high school  
Cheerleading.....high school  
Junior Varsity Cheerleading .....middle - high school  
Varsity Basketball (Boys & Girls).....high school  
Junior V. Basketball (Boys & Girls) middle - high school  
Varsity Track (Boys & Girls)..... middle - high school  
Volleyball (Girls).....middle - high school

### **Rules for Attendance at Games and Other After School Hours Activities**

All LECHS fans are expected to treat visiting teams and officials as guests and to extend to them our every courtesy. Scholars are expected to behave according to school rules any time they are attending a school-sponsored activity. The LECHS staff and administration strive to ensure the safety and security of all scholars. The school asks therefore that scholars be picked up promptly after the evening activities. Any scholar who is suspended cannot attend sporting events and or extracurricular activities. Please speak to sponsors of any after-school or evening activity to get information on beginning and ending times for activities or field trips. We expect all scholars to be picked up within 15 minutes of the ending time of any activity or field trip.







