



"to and through college graduation."

Legacy Early College

Scholar/Family Handbook 4k-12th Grades

<http://www.legacyearlycollege.org>

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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

Cary Hall, Board Chair

Helen Irby

William Brown

Adela Mendoza

Steve Lanzl

David Mitchell

Charles Brewer

Llyn Strong

Carl Stecker

Charles Claxton, Jr.

Joseph Sullivan

Christopher Ruszkowski

***** 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.**

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 and 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- Let's Know, Reading Horizons, Word Flight and CKLA -Elementary
- ELA- CKLA/Amplify, Reading Horizons -Middle
- Math- Savvas, IXL -K4 through High
- Content- Science and Social Studies
- Electives
 - Spanish
 - Keyboarding, Digital Workplace Applications, Web Design, Fundamentals of Computing, Marketing, Entrepreneurship
 - Theater, Dance, Strings, Chorus, Art
 - Team Sports, Weightlifting, Advanced Physical Education
- Physical Education is offered daily in K4-8 and as a requirement for graduation in high school
- 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
- KRA (Kindergarten)
- DIBELS (Grades K5-8th)
- Content Assessments: Provide authentic assessments on grade level standards based on the lessons taught in class
- Standards Benchmark Assessments through MasteryConnect/MVPA: Assesses scholar mastery of standards taught throughout the school year and used to predict mastery level on end-of-year state assessments
- SCReady state assessments (Elementary and Middle)
- ACT, WIN, EOC state assessments (Middle and High)
- Pre-ACT, PSAT, Accuplacer (select group of scholars)
- ACCESS -state assessment for our multilingual scholars

Scholar Services Team

The School Scholar Services Teams (SST) at Legacy Early College may consist of the Dean of Culture, Behavior Interventionist, School Social Worker, School Psychologist, School 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 864-565-8004 (K4), 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. 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 1-12 may also check their child's grades weekly on PowerTeacher.

****Middle school parents can expect scholars to bring home purple folders containing a progress and behavioral report each Tuesday. We ask that parents review, and return the purple folder the next day with their scholar.**

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

Grading Policy:

All teachers at Legacy are expected to maintain gradebooks in PowerTeacher. Grades will be updated weekly with a minimum of 12 graded assignments per quarter, with at least 2 of these being major assessments, and 2 being minor assessments. Grade weights will be as follows: Major Assessments (Tests/Major Projects): 30%, Minor Assessments (Quizzes): 60%, Homework/Classwork 10%.

*****Reference [High School Policies & Procedures](#) for High School grading policies in the High School section.**

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.

Honor Roll

- Criteria for the Principal's Honor Roll: All A's.
- Criteria for the Honor Roll: A's and B's

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. Scholars are honored who have shown excellence in the classroom and school. We encourage parents to plan to attend these special celebrations.

Elementary School: Celebrations of Excellence, End-of-Year Awards Presentation, Gold Polos, 4th Grade Graduations

Middle School: Lion of the Quarter, Club Friday, Quarterly Academic Celebrations, Academic Banquet for Principal's List Scholars, Gold Polos: Principal's List Scholars, Junior Scholars-8th grade scholars who achieve a Reading score of 550 and/or a Math score of 530 on the PSAT/NMSQT, 8th Grade Graduation

High School:

- Lion of the Month - nominated by grade level teams for demonstrating a specific characteristic
- Celebrated Quarterly -On Track - scholars who meet the Attendance, Behavior, and Course Performance criteria
 - Attendance - scholar attendance does not exceed three days within the quarter
 - Behavior - scholar has no behavior infractions resulting in ISS or OSS for the quarter
 - Course Performance - has met the 80% mastery requirement for the quarter
- 22+ Club - for scholars that have achieved a composite score on the ACT of 22 or higher
- Seniors are also recognized at the Senior Acceptance Luncheon and Senior Signing Day

Academic Dishonesty

Any scholar found guilty of academic dishonesty will be subject to a review in order to determine appropriate academic and disciplinary actions, which may include receiving a zero for the assignment.

Academic Probation

Scholars who earn less than 80% average for the semester in any core class are regarded as not meeting mastery. Scholars not meeting mastery may be prohibited from participating in non-academic events and activities at school, including but not limited to: athletics, classroom incentive activities, Fun Friday activities, spirit week, and dances. In addition to these restrictions, scholars who are on academic probation are strongly encouraged to attend Extended Day in order to receive after-school support.

Academic and Social Supports

Legacy Early College is committed to ensuring that all scholars are performing on grade level prior to moving on to the next grade. In an effort to provide additional academic and social support without interfering with grade-level content work, all additional support services (MTSS, SPED, ML, Speech, Guidance, Social Work, etc.) may be provided during our Intervention blocks.

A variety of academic supports are utilized to support scholars in the mission of "to and through college," including, but not limited to: classroom supports, extended day support, Academic Intervention classes, and W.I.N. (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).

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.

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.

Extended Day Programs

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

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 in the Assessment section 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 may be used in the evaluation including the scholar's reading level, grades, test scores, attendance, and other metrics.

*******[Reference 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 Contact (Progress Report, Report Card, S'more, All Call, ClassDojo, Optional 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:
 - Parent Contact (Progress Report, Report Card, Phone Call, S'more, All Call, ClassDojo, Optional conference)
 - On-going communication and follow-up on academic progress
 - Mid-Year Parent Contact -as requested by teacher and/or parent
 - Review of mid-year data
 - Notice of possible retention signed and administration notified
- Third Nine Weeks:
 - Parent Contact (Progress Report, Report Card, S'more, All Call, ClassDojo, Optional conference)
 - On-going communication and follow-up on academic progress
 - Parent Contact -as requested by teacher and/or parent
 - Review of academic progress since mid-year data points
- Fourth Nine Weeks:
 - Parent Contact (Progress Report, Report Card, Phone Call, S'more, ClassDojo, Optional conference)
 - On-going communication and follow-up on academic progress
 - Final Determination Meeting (mandatory for any scholar being considered for retention)
 - Held after End-of-Year assessment data is compiled
 - End-of-Year data is reviewed
 - Scholars who are **performing below 80% mastery** and/or have shown to be more than one 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 communicated on Report Card

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 may be invited in for a parent conference during which the Family/Scholar Compact may 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 may 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 may be required to complete homework during music, lunch, recess, and any other breaks in core instruction.
 - Parents will be notified.
 - On-going issues may result in a Family/Scholar Compact 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 3rd grade and above may be identified with the following qualifiers: MAP Testing, GPA, Performance Task Assessment.
 - Scholars in K4-12th may also be 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 -High
 - The Future 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 (example -3rd graders receive at least 125 minutes of instruction per week and 4th graders receive at least 225 minutes of instruction per week)
 - In-class personalized learning opportunities
 - Strings and Percussion Ensembles
 - Extended Day Clubs

Middle School Course Offerings & Criteria for Advanced Classes

Course offerings in 8th grade: English 1, Geometry with Statistics, Digital Workplace Applications, Fundamentals of Web Page Design & Development, and Spanish 1

Teacher recommendation based on:

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

Middle School Scholars may be advanced 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 6th grade based on performance (benchmarks, grades, teacher recommendation)

Physical Education

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

Elementary PE:

- All elementary scholars are provided with at least 20 minutes of physical activity every day.
- All elementary scholars are provided at least 15 minutes of daily recess.
- All PE classes are 35-45 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 middle school scholars are provided with at least 45 minutes of physical activity every day.
- Scholars **MUST** wear tennis shoes at ALL times while in PE - Scholars must wear tennis shoes to participate in the activities of the day.
- 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-minute block schedule.
- PE classes will be held in the practice gym across from the soccer field. Scholars will be required to walk to the practice gym, weather permitting.

Dress Out Policy for High School:

- Scholars **MUST** dress out every time we have a PE day.
- The dress out uniform is a set of school-approved clothing that scholars change into once they arrive to class.
- Dress out clothing consists of a T-shirt, gym shorts and/ or jogging pants. These are the only accepted clothes for dressing out. "Bootie shorts", cut offs, spaghetti strap shirts, belly shirts, or joggers may **NOT** be worn.
- Scholars **MUST** wear tennis shoes at ALL times while in PE. Even if scholars do not dress out for class, they must wear tennis shoes to participate in the activities of the day.

- If scholars were to forget clothing to change into, they must still participate in the day's activities, but will have points deducted from their dress out grade.
- Scholars receive a 100 at the beginning of each week. If they do not dress out, they will lose 25 points per day of that 100.
- Scholars can partially dress out (ex. change shirt and shoes, but not pants) and they will receive partial credit for the day.
- The point values are as follows: 10 pts- shirt, 10pts- shorts, & 5pt- shoes.
- Scholars must change two of the three graded articles of clothing in order to get any credit. They will not get credit for only changing one article.
- Scholars have 10 minutes to dress out when they get into the gym. That includes getting dressed and being seated in order, waiting for further instructions.
- Class ends 15 minutes before the bell. This allows 10 minutes for scholars to get dressed, and the class a 5-minute walk back time allowance.
- Scholars dress out Mondays-Thursdays usually (unless otherwise directed). They do not dress out on Fridays, as we only have 60 minutes instead of 90.

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.
- Major Assignments - 30%
- Minor Assignments - 25%
- Participation - 25%
- Final Exam 20%

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. 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 does not attend 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:

- 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 Coordinator to complete a background check (at least 2 weeks before the field experience date) 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. 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 social media sites, 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 864-565-8004 (4k), 864-214-1600 (Elementary), 864-248-0646 (Middle), and 864-214-1630 (High) during these hours.

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.***

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.

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.

Cell Phone Policy for Scholars

Legacy Early College 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.
- Cell phones must be off and in scholars' book-bags beginning at 7:30 AM-until 3:45 PM.

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 is 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.

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)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (eligible students) certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Legacy Early College receives a request for access. Parents or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask Legacy Early College to amend their child's or their education record should write to the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

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

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 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 in the specific activity or survey. Legacy will make this notification to parents at the beginning of the school year if the District 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:

Student Privacy Policy 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

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 the school's 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;
- Sports activity sheets, such as for wrestling, showing weight and height of team members;
- Newsletters, school and district websites or social media sites, newspaper articles as well as television and radio broadcasts.

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, school photographers, 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 and student email addresses – 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 to disclose 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 in writing. Legacy has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Student email address
- Photograph, Videos of students participating in school events such as plays, awards programs, athletic events, graduation ceremonies
- Date of birth
- Dates of enrollment
- 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.
- Parent Email Addresses (*Limited Directory Information)

Limited Directory Information disclosure, meaning that Legacy limits its disclosure of its designated directory information to specific parties for specific purposes. Such disclosure includes outside organizations that Legacy contracts with to provide services or products, such as but not limited to, professional photographers, class ring manufacturers, yearbook vendors, software providers.

Parents may choose to opt out their child from the release of directory information and/or military or higher education recruiting lists. If the opt out of Directory information is selected, keep in mind that students' information will not be sent to colleges for scholarship opportunities, etc., nor will their names appear on Honor Rolls, Yearbooks, Awards Programs or even the Graduation Program, etc. The Directory Opt Out is all inclusive, meaning that if selected, no information will be included in ANY such lists as mentioned above. Solely completing the Opt Out information in the Parent Portal will not be considered unless a written form is on file at the school with a parental signature. Again, Legacy requires a written Opt Out form completed on campus with the help of the Parent Coordinator.

Please note that you must notify Legacy EACH year if you do NOT want directory information released. You cannot choose what student information to release. However, you can specifically choose to exclude military recruiters and institutions of higher education from receiving directory information.

Lunch and Breakfast Programs

Public Media Release

Community Eligibility Provision

Effective July 1, 2025 through June 30, 2026

Legacy Early College is participating in the Community Eligibility Provision (CEP) for the 25-26 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 (SFS) Director, Schools Chef & Director of Dining Services 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 Favad Mallick, Chief Operating Officer, on an informal basis.

Parents wishing to make a formal appeal may make a request either orally or in writing to Favad Mallick whose address is: 900 Woodside Avenue, Greenville, SC 29611

This release was sent to the following newspapers. In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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: (833)256-1665 or (202) 690-7442; Email: 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 Contacts

A minimum of two formal contacts 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.

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
- Website... 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 considered 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 Federal Planning Meetings, various programs, and other special activities that are guided with federal program initiatives and funding. 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 review our Family/Scholar Compact at the beginning of each school year. This Compact 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 Students 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 2025)

***The LEC Scholar/Family Engagement Policy is jointly developed every year:**

- Legacy parents, scholars, and staff collaborate every year to update this Scholar/Family Engagement Policy for ultimate college-bound success for all Legacy scholars
- Parents and all stakeholders are encouraged to attend annual revision meetings during the school year to review the policy and make suggestions based on scholar needs and school improvement goals
- Parents, scholars and staff are encouraged to participate in various surveys throughout the school year to gather feedback for improvement regarding current Title I programs, other federal programs and policies

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: Continue to Improve Parent and Family Engagement

- Implement shared expectations as outlined below with the **LEC Scholar/Family Compact** -parents commit to supporting scholars with all expectations in preparation towards college graduation
- Involve families in all aspects of college planning for scholars
- Maintain **Parent Coordinators** for all 4 levels to encourage participation between our families and school/local community resources
- Continue expectations of our **Volunteer Policy**

Goal #2: Continue to Increase Communication between School and Families

- At least once a month throughout the year, parents can become involved with Federal Planning Meetings, various programs, and other special activities that are guided with federal program initiatives and funding. All parents are welcome to all meetings and we encourage our families to be involved in planning every chance they 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 outlined in the compact.

- A minimum of **two formal contacts** between the child's teacher, child, and parent/guardian are scheduled during the school year.
- Follow **LEC 24 hour rule** outlined in the compact
- LEC will share with our families every year their **Right to Know** -parents may request information about the professional qualifications of a scholar's teacher(s) and/ or paraprofessional(s).

Goal #3: Continue to 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.
- **Curriculum and Instruction:** LEC is committed to offering a rigorous and relevant academic program (outlined in the Scholar/Family Handbook) 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.
- **Assessment:** LEC believes in the power of assessments to inform instruction and gauge scholar expectations for at least 80% mastery of grade level standards. Various assessments (outlined in the Scholar/Family Handbook) will be used throughout the year and scholar performance will be communicated to families through graded work, Powerschool gradebook, and parent contacts. 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.

Family/Scholar Compact (updated May 2025)

***The LEC Scholar/Family Compact is jointly developed every year:**

- Legacy parents, scholars, and staff collaborate every year to update this Scholar/Family Compact for ultimate college-bound success for all Legacy scholars
- Teachers and staff provide ideas for home learning strategies
- Parents add input about the types of support they need at home to support their child's learning
- Scholars share feedback to give teachers best ways to help them grow in daily lessons
- Parents and all stakeholders are encouraged to attend annual revision meetings during the school year to review the compact and make suggestions based on scholar needs and school improvement goals
- Parents, scholars and staff are encouraged to participate in various surveys throughout the school year to gather feedback for improvement regarding current Title I programs, other federal programs and policies

***Responsibilities**

******The Student's Responsibilities**

Exemplary Citizenship -All Legacy scholars strive to demonstrate exemplary citizenship:

- to show mutual respect for other scholars and teachers through words and actions.
- to accept responsibility for words and actions, including accepting the consequences of poor choices.
- to expect cooperation and self-discipline from self and others.
- to be introspective of actions in order to grow as a trusting peer and honorable scholar.

Academic Excellence -LEC is a school of mastery. All scholars accept academic responsibilities:

- to maintain 80% mastery in all classes that will prepare 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 -LEC is a health and wellness school. Our belief is that healthy and active scholars perform at higher academic levels with attention to the following:

- 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 the 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.

****The School/Teacher's Responsibilities

- 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 will strive to create a school atmosphere in which every scholar can find success through daily hard work.
- 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.
- Teachers will strive to have weekly and various touch points with parents to build consistent communication and to keep families informed of scholar progress.
- The 4k-12th grades curriculum at Legacy is considered to be all the experiences that a scholar has while at school. 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.
- LEC believes in the power of assessments to inform instruction and gauge scholar expectations for at least 80% mastery of grade level standards. A variety of assessments will be used throughout the year and scholar performance will be communicated to families. 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.
- LEC will meet with individual parents to identify any resources needed and provide all families the necessary activities, strategies and materials that support continued scholar learning and growth at home -to include, but not limited to:
 - Standards targeted homework assignments and projects
 - Online reading and math programs/games to allow families extra skills practice with scholars after school hours
 - Webinars and training videos to aid parents to assist with daily schoolwork
 - Weekly newsletters and other social media posts to stay well informed
 - Daily family support from teachers through email, zoom, phone calls, text, class dojo, nearpod demonstrations, etc
 - Scholar Services Teams to meet social and emotional needs of scholars along with weekly SEL opportunities for scholars
 - To and Through Support -working with families to provide additional individual scholar support addressing identified needs and barriers to assist scholars in graduating high school and college

****The Parent's Responsibilities

- Start each day with a calm beginning at home -it makes the school day much better.
- Encourage scholars to have a good breakfast and lunch.
- Make sure that scholars sleep at least eight hours each night.
- Praise scholars each day for something he/she has done.
- Have a special place to put schoolwork and other items brought home.
- Stress attendance.** If scholars are ill, home is the best place; otherwise, scholars need to take advantage of every school day. Scholars are required to make up missed assignments when not at school. It becomes more difficult for scholars to be successful when they are needing to play "catch up" too often with their schoolwork.
- Be punctual. "The early bird gets the worm."
- Keep the lines of communication open between home and teachers. Inform teachers of any family situations that could influence a scholar's behavior.

- Communicate with teachers at least once a week through a note, phone call, visit, email, etc.
- Take scholars to the library to get a library card and encourage reading for pleasure.
- Read to scholars and with scholars at a designated family reading time.
- Provide necessary school materials for scholar's attention to lessons and assignments.
- Work at home with skills taught at school to reinforce and practice new learning.
- Check homework every night.
- Encourage scholars to use electronic devices effectively to support daily learning in classrooms and continued work at home.
- Encourage scholars to participate in extracurricular activities.
- Volunteer at the school when possible.

*Academic Goals

District Goals

- ★ The South Carolina Public Charter School District's mission is to improve learning and increase learning opportunities in South Carolina through the creation of innovative, high quality charter schools. Ultimately, we strive to assist South Carolina in achieving academic excellence.

School Goals

- ★ 100% Scholar Growth - By May 2027 all scholars will show growth as measured by MAP and ACT assessments.

*Communication

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 Federal Planning Meetings, various programs, and other special activities that are guided with Title I initiatives and funding. All parents are welcome to attend meetings and are encouraged to be involved in planning.

Legacy takes great pride in communicating news of interest and upcoming events and programs to families and community through a variety of venues.

Some examples of our communication include: Marquee, Texts/Class Dojo, Facebook, Emails, Website, Personal phone calls home, School and class newsletters, Report Cards/Interims, All-Call phone system, Daily progress charts, Personal written notes, Flyers and handouts, Home visits, Parent Conferences/Parent Meetings, Car Line, Parent Portal, etc.

A minimum of 2 formal contacts 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.

LEC will share with families every year their **Right to Know** -parents may request information about the professional qualifications of a scholar's teacher(s) and/ or paraprofessional(s).

*LEC 24 Hour Rule

All LEC scholars are college bound and our scholars need the support from all 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 or 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.

***Partnerships**

Legacy acknowledges that this work to provide a high quality educational program that grows college-bound scholars is not an easy task. It is a task that can't be done without partnerships with key stakeholders. Our families are our biggest partners in this amazing mission.

LEC 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.

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.

LEC plans a variety of events and trainings on each campus tailored to the needs of families and scholars. Some offered include/but not limited to: Family Curriculum Nights, Parent Breakfasts/Dinners, Health and Wellness Sessions, Food Bag Programs, Parent-Teacher Meetings, Family Workshops, Volunteering in Classrooms, Open Houses, Online/Virtual Activities, etc.

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 school leadership team;*
 - 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 Wellness 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 member, 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.*
- M. 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.

School and Scholar Safety

Accidents and Emergencies

We make every effort to maintain a safe environment and prevent accidents. In the event of an accident or emergency, authorized school personnel will administer first aid as needed. For more serious incidents, we will attempt to contact the parent or guardian immediately. If we are unable to reach a parent or guardian, we will follow the emergency contacts and permissions provided in your child's enrollment and consent forms, which may include authorizing emergency medical care or releasing your child to an approved contact.

To ensure prompt and effective communication in emergencies, it is critical that your contact information is always current. Please notify the main office immediately of any changes in phone numbers or emergency contacts:

K4 Center: 864-565-8004

Elementary School: 864-214-1600

Middle School: 864-248-0646

High School: 864-214-1630

You may also update your contact information by visiting the front office or submitting a change request through the designated school communication platform.

Emergency Contact Numbers

The emergency information you provide at the start of the school year is vital for your child's safety.

Please notify the school immediately if there are any changes to your address, phone numbers, or authorized pick-up contacts. Current information is also essential for receiving automated phone calls and messages about events, emergencies, or school-wide notifications.

Emergency Drills

To ensure scholars are prepared for emergencies, we conduct regular safety drills, including fire, tornado, earthquake, intruder, and lockdown scenarios. Drills occur monthly and without prior notice, as required by state law and the Safe Schools Act of 1990. Teachers are trained to guide scholars to safety and evacuation routes are clearly posted in every classroom. Your support in reinforcing the importance of these drills at home is greatly appreciated.

Emergency School Closings

The safety of scholars and staff is our top priority when deciding to delay, dismiss early, or close school. Legacy Early College typically follows the Greenville County School District's decisions for inclement weather and emergency closures. In the event of an emergency during the school day, parents will be contacted using our automated phone system. Updates will also be posted on the school website, Facebook page, and local news outlets.

In the case of extended closures, Legacy may utilize **e-learning** to continue instruction. Families will be notified with further guidance if this occurs.

Field and Playground Safety

While we supervise all outdoor activities closely, accidents can still happen. To minimize risk and promote safe behavior, we ask parents to help us reinforce the following expectations:

- No roughhousing, wrestling, or tackle-style football
- No rough or aggressive basketball play
- No throwing rocks or objects
- No handling unfamiliar items found on school property—report them to an adult immediately

These rules are in place to ensure a safe environment for all scholars.

Policies and Procedures

Enrollment

Legacy Early College is a charter 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. Parents who want to enroll a child at Legacy will complete an application found on our website.

Scholars will be admitted without regard to race, religion, gender, creed, national origin, disability, ancestry, need for special education or itinerant services, or socioeconomic condition. Expelled scholars will not be admitted according to the policy of the SCPCSD.

For more enrollment information:

https://www.google.com/url?q=https://www.legacyearlycollege.org/enroll&sa=D&source=docs&ust=1706547476016598&usg=AOvVaw2nKb5KjEoXzDLqvgHltW_9

The following documents will be requested for enrollment:

- Birth certificate
- Immunization records
- Parent's photo ID
- Proof of residence (current bill)
- Medicaid card (if scholar is covered)
- Recent report card
- Current documentation for additional services such as ESOL, Special Ed (IEP or 504), Gifted & Talented, McKinney-Vento
- Guardianship documents, if applicable
- Other necessary forms, as requested by the Director of Enrollment

Legacy Early College may give 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 864-214-1612 for grades 4K-12.

Withdrawals/Transfers

The parent of a child who will be withdrawing or transferring to another school should contact the Front Office. A scholar can be properly released once a Withdrawal Form is signed by the parent, debts are paid, and Chromebooks, textbooks & library books are returned.

A copy of the signed Withdrawal Form and Attendance Record will be given to the parent if requested. Additional records will be released directly to the next school once we receive their Records Request form.

Admissions Records

If your child is applying to a Greenville County Magnet School Program, the records needed are from the prior school year and can be given directly to the parent to upload with the magnet application. Parents can pick up the records at the front desk since they can't be emailed. Please remember to bring your photo ID.

If your child is applying to a private school or charter school that needs current records for admissions, we will send the records directly to the school. Please provide our front office staff with the school's name and location (city/state), and a list of the specific records needed for admissions. Confidential student records cannot be emailed, so they will be faxed or mailed. Please include any other pertinent information you have been given - such as, the name of the person who should receive the records or a specific fax number we should use. We try to send records within a day or two, but depending on our office obligations at the time it could take up to 10 days. All requests will be processed in the order received, so please make your request as early as possible to avoid missing a deadline.

Notice of Destruction of Scholar Records and Special Education Records

Certain educational records (transcripts, report cards, immunization records and legal documents) are kept for 75 years after the scholar's separation from the school.

Special education records for each child with a disability are maintained by Legacy until no longer needed to provide educational services to the child. The special education records for a student will be destroyed after five (5) years following program completion or graduation from high school, unless the student or legal guardian has taken possession of the records prior to that time.

Arrival and Dismissal Procedures

Elementary Campus

7:30	Elementary Campus -doors open to accept scholars/Breakfast in Cafeteria
7:30-8:00	Elementary Campus -Morning Work in Classrooms
8:00	Instruction Begins
8:00-3:30	Uninterrupted Classroom Instruction (All meetings are by appointment only)
Mon-Thurs: 3:45	Car and Bus Riders Dismissed
Fridays: 1:00	Car and Bus Riders Dismissed

Elementary School 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 7:30 am.

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

Elementary School 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. These parents who are violating school safety rules will be contacted.

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 1:00pm on Fridays. The school does not have staff on duty to monitor scholars past these times. Parents who arrive later than 4:00pm Monday-Thursday and 1:00pm 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.)

Elementary School Afternoon Car Line Procedures

Dismissal of scholars will begin at approximately 3:30pm Mondays-Thursdays and 12:30pm 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.

Parker Campus

7:30	Gate beside the Auditorium opens/Scholars exit off the bus. Breakfast begins.
7:30-7:45	MS: Scholars transition to their respective grade level hallway and eat breakfast.
7:45-8:00	MS: Participate in Homeroom Morning Huddle and do Circles.
7:30-7:50	HS: Scholars are in and around the dining hall/cafeteria.
7:50-8:00	HS: Scholars transition to classrooms on the 3rd floor or College Center.
8:00	HS: Classes begin
8:05	MS: Classes begin
3:30-3:45	MS: Scholars transition to the bus line or Auditorium (carline & walkers).
3:45	HS: Classes end
Mon-Thurs: 3:45	Walkers, Car and Bus Riders Dismissed
Fridays: 1:30	Walkers, Car and Bus Riders Dismissed

Parker Campus Morning Car Line Procedures

Walkers

Walkers can arrive at school as early as 7:30 AM. They should enter through the gate beside the auditorium. If they desire breakfast, they should head to the cafeteria to collect breakfast. Middle School scholars should collect their breakfast and report to their grade-level hallway.

Car Riders

The carline begins at the gate located on E Morgan St beside the faculty parking lot. Gates open at 7:30 AM. All scholars should be dropped off in that lane and will walk to the crossing guard for safe passage across the street.

Bus Riders

Bus riders will arrive at school and unload in the bus lane in the rear of the campus, between the College Center and the dining hall/cafeteria starting at 7:30 AM. Scholars should report to the dining hall/cafeteria for breakfast. Middle School scholars should collect their breakfast and report to their grade level hallway. High School scholars will remain in the dining hall/cafeteria until 7:50 AM.

Parker Campus Daily Dismissal

Walkers

Walkers will enter the auditorium and sit in their designated areas. Walkers will exit the auditorium by the designated school official. Once dismissed, walkers should walk to their destination without any delay.

****Walkers cannot leave until released by school officials. Any scholar who leaves campus before being released by school officials will be subject to consequences.****

Car Line Procedures

Dismissal of scholars will begin at 3:45 Mondays-Thursdays and 1:30 on Fridays. We will use a car tag system to ensure that scholars are being picked up by the correct individuals. Car tags will be distributed during Back-to-School week and additional car tags will be provided upon request. **Individuals who 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.** School personnel will call scholars to the loading zone as cars arrive. Parents are asked to not get out of their cars as this interferes with the traffic flow. Please follow the instructions of the staff on duty.

Car Riders

Middle School car riders will be escorted to the Auditorium for dismissal. They are expected to sit in their designated areas until their name is called signaling the arrival of their vehicle. Parents must have car tags to identify their scholar. School personnel will be on site to enter carline numbers and send scholars to the crosswalk for safe access to their vehicles.

Bus Riders

Middle School scholars will be escorted to the bus line by a staff member. Scholars should avoid loitering and immediately board their bus upon arrival. Scholars must have their ID cards to ride the bus.

****Bus riders cannot leave the campus and go to the store. Scholars who choose to leave the campus will have their merchandise taken and be subject to consequences.****

Supervision of Scholars

Supervision by Legacy Staff is provided from 7:30 AM until 4:00 PM. ***The campus is 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 1:45 on Fridays. If early arrival or late pick up become an issue, disciplinary action may be taken, as well as the potential involvement of law enforcement and/or The Department of Social Services.

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 or guardian 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.

Absences

Legally Excused Absences

- Illness
- Mandated quarantine
- Medical appointment (Includes medical, dental, optometric, or chiropractic services)
- Funeral attendance (Absence is no longer than one day if in the state of South Carolina not longer than three days if outside the state of South Carolina)
- Child is custodial parent (includes Illness or medical appointment during school hours of a child in custody)
- Court appearance
- Religious observance (Maximum three (3) days per semester, five (5) days total per school year)
- Employment retreat
- Pre-written request (Requires approval by the school leader or designee)
- Dangerous weather
- Voting registration/ participation (Registration or voting in a public election, not to exceed one (1) day per school year)

Excusing Absences

All absences require an explanation from a family member (a written note or verbal justification) regarding all absences within 3 days of the absence. If attempts are made to clear absences with sufficient due diligence, and no excuse is

provided, these absences will be converted to truancy events and could be grounds for referral to the South Carolina State Student Attendance Review Board and Department of Social Services (DSS).

Unexcused Absences

An unexcused absence is an absence that is not covered in “Legally Excused Absences,” including suspensions.

- Absent from classroom
- Misses the bus
- Report to school after 11:00 A.M.

Make-up Work

Scholars who are absent from school for any of the excused absences stated under “Legally Excused Absences,” including suspension, shall be allowed to complete all tests and assignments. Scholars have up to 5 school days to complete missed assignments. Upon satisfactory completion, scholars will be given earned credit for their work.

Excessive Absences

Any scholar who has been absent from school (excused or unexcused, including early dismissals) for 10% or more of the total days of attendance for that school year will be required by the school leader to provide an official medical or judicial verification to excuse the absences. Scholars with such an excess of absences will be referred to the School Social Worker as a way to remediate the excessive absences. This may include additional hours outside of school to make-up the absences and the work missed. Scholars with excessive absences are in danger of retention and may be referred for retention based on the number of school days they have missed.

Furthermore, once a scholar has reached ten (10) cumulative absences for the year, official documentation must be provided for any subsequent absences to be excused. Any absence that is not supported with written documentation and/or does not fall within the guidelines of excused absences as defined by the South Carolina Board of Education will be considered unexcused.

Early Dismissal

Families are requested to arrange appointments on days off or after school whenever possible.

Scholars will not be permitted to check out within the last 1.5 hours of school each day.

Excessive early dismissals may result in an attendance conference with teachers and a member of the leadership team as a scholar will be missing valuable instructional time during the day.

Families are required to sign out their scholars from the office.

The adult picking up the scholar is required to be pre-identified on the scholar’s approved pick-up list.

Tardiness and Truancies

- Unexcused Tardies and Truancies
- An unexcused tardy or truancy includes, but is not limited to:
- School arrivals - after 8:00 a.m.
- Personal business
- Car problems
- Uniform challenges
- Inclement weather

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.

Bus/Transportation Policy

All scholars will be routed for school transportation each academic year they are enrolled at Legacy Early College. In many cases, scholars will ride the same bus to which they were assigned during the previous school year and will be picked up and dropped off at the same designated location. If there is a change in a scholar's assigned bus route, families will be notified by the Transportation Department.

Parents/guardians of newly enrolled scholars must complete a transportation request form. The Transportation Department will review all requests and respond within seven (7) business days. Please note that not all transportation requests are guaranteed to be approved. Until notification of approval is received, parents/guardians are responsible for transporting their scholar to and from school.

Effective for the 2025–2026 school year, all parents/guardians must download and actively use the My Ride K-12 Bus App in order for their child to be eligible for school bus transportation.

Expectations and Responsibilities

Scholar and driver safety is our highest priority. The school bus driver is responsible for maintaining a safe and orderly environment during transportation. School bus transportation is a privilege and not a right. Misconduct or failure to follow bus rules may result in disciplinary action and/or loss of bus riding privileges.

A Bus Discipline Referral will be submitted for any inappropriate behavior and a copy will be sent home. If the misconduct continues, the scholar may be suspended from bus transportation.

Prohibited Behavior Includes but Is Not Limited To:

- Disorderly conduct
- Use of improper or offensive language
- Excessive or unnecessary noise
- Eating, drinking, or chewing gum on the bus
- Placing head, hands, arms, or objects outside the bus windows
- Tampering with or damaging any part of the bus
- Standing or being out of seat while the bus is in motion
- Horseplay, pushing, hitting, fighting
- Any behavior deemed unsafe or inappropriate by the driver or administrator

Bus Rider Expectations

Each scholar is expected to:

1. Be at the bus stop at least 10 minutes prior to the scheduled time
2. Follow the driver's directions at all times
3. Sit in the assigned seat without switching
4. Keep hands, arms, legs, and personal items to oneself
5. Refrain from cursing, name-calling, lewd gestures, or inappropriate language
6. Refrain from pushing, shoving, or physical altercations
7. Refrain from eating, drinking, chewing gum, or littering
8. Abide by all school-wide behavior expectations and the Scholar Code of Conduct
9. Use personal cell phones respectfully — no sharing, no video recording, and no loud music

Bus Misconduct Consequences

If a scholar violates a bus rule, the following progressive consequences will be implemented:

1. Verbal warning by the bus driver
2. Change of seat assignment
3. Driver contacts parent/guardian for a conference
4. Referral submitted to administration

Upon referral to administration, consequences may include:

- One-week suspension of bus privileges
- Two-week suspension of bus privileges
- Loss of bus privileges for the remainder of the year (depending on severity and frequency)

Severe offenses—such as fighting, possession of weapons, drugs, alcohol, smoking/vaping, or actions that endanger the safety of others—will result in immediate suspension or revocation of bus privileges. These decisions will be based on the severity of the incident and may include further disciplinary action by school administration.

Bus Removal and Restitution

The bus driver and/or assigned administrator has the authority to remove a scholar from the bus if their behavior becomes unmanageable. The scholar may not return to the bus until they are formally reinstated by school administration.

If a scholar causes damage to the bus, a financial charge will be assessed. Bus riding privileges will be suspended until full restitution is made. If the family is unable to pay the total amount immediately, a payment plan may be arranged. Bus access will not be reinstated until the restitution is fulfilled.

Bus Stop and Boarding Procedures

- The bus loading area is restricted to approved riders only.
- Once boarded, scholars must remain on the bus until their assigned stop.

- Scholars will not be released from the Parker Campus by parents/guardians or older siblings without prior written approval from the Transportation Department.
- Bus stops are designed to accommodate route efficiency and safety and are typically located at central community locations, not individual scholar residences.

Please note: If a scholar does not ride the bus for two consecutive weeks, their seat will be forfeited and assigned to another scholar on the waiting list. A new transportation request will need to be submitted.

Only approved Legacy scholars may ride the bus. Guests, including overnight visitors or siblings not enrolled at Legacy Early College, may only ride with prior written approval from the Transportation Department. Approval must be requested in advance; principals or teachers may not authorize guest riders.

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.

Legacy Early College is an ALLERGY AWARE school. All products that contain peanuts and/or tree nuts are prohibited on campus in any form.

Allowable Choice Examples

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.

Approved Local Eating Establishments

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

Scholar Health Policy

Medical Emergencies in School

Scholar safety is a top priority, but medical emergencies can not always be avoided.

Parents/Guardians are responsible for keeping contact information up to date by informing the school of any changes in a timely manner.

- If a parent/guardian **can not be reached**, per state law, school staff will be required to take whatever actions *deemed necessary* to protect the life of the scholar - including performing life-saving measures (CPR, bleeding control) administering Epinephrine/EpiPen for a life-threatening allergic reaction, requesting Emergency Medical Services (EMS), and consenting to transport to the nearest emergency department.
- In the event that a medical emergency is identified and a **parent/guardian has been contacted, but is not immediately available**, school staff will turn care of the scholar over to EMS personnel and require the parent/guardian to consult directly with EMS personnel for the remainder of the incident.

School Exclusion for Illness

Any scholar that meets criteria for exclusion from school due to illness should remain at home. Symptoms that meet exclusion criteria include:

- Fever - defined as a temperature of 100.4°F or higher.
- Vomiting - more than one episode of vomiting in a 24 hour period
- Diarrhea - more than one episode of diarrhea in a 24 hour period
- Positive Flu, Strep, or Covid test

For information on when your scholar may return to school, contact the school nurse.

Head Lice: updated guidelines from DHEC and numerous pediatric medical entities recommend that children **NOT** be excluded from school for head lice. Head lice are a nuisance, but do not carry disease or cause illness. Additionally, studies suggest that classroom lice checks are ineffective at preventing transmission and should not be conducted. For more information, contact the school nurse.

Chronic Health Conditions and Medical Accommodations in School

Parents/Guardians of scholars with chronic health conditions (such as diabetes, ADHD, seizures, asthma, mobility disorders, Autism, bowel or bladder disorders, depression/anxiety, etc.) will be asked to provide information and medical documentation, particularly if medical accommodations will be necessary.

- Medical accommodations may include: unlimited bathroom, water, or snack access, extra time for tests or assignments, a buddy to assist with carrying school supplies between classes, modified PE activities, etc.
- **Parents/Guardians are responsible for notifying the school nurse of any chronic medical condition and for obtaining the necessary information and documentation so that plans can be made for the benefit and safety of the scholar.**

Short Term Medical Accommodations in School

Scholars that will need medical accommodations for short term conditions, such as a fracture or concussion, will need to present medical documentation to the school nurse from the physician treating the condition.

- **Mobility devices (crutches/wheelchairs/walkers)**: documentation from the physician should include when the accommodation will begin, specific modifications that will be required for school participation, and an end date or follow-up date. If the accommodation will need to continue past the end date, further documentation will be needed.
- **PE Waivers**: any physical activity restrictions will require documentation from a physician including specific activities to avoid, the starting date, and end date or follow up date. If the accommodation will need to continue past the end date, further documentation will be needed.

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.* School nurses are not able to diagnose health conditions, but may provide basic short-term care and interventions for minor complaints or injuries, as well as providing guidance on when and where to seek treatment from a physician.

- **Every effort will be made to keep a scholar in school if possible and appropriate.**
 - Note that if a parent/guardian decides to remove their scholar from school *after the school nurse has determined that exclusion is not necessary OR without the scholar being first evaluated by the school nurse*, the resulting absence will be unexcused.
- If it is determined by the nurse that the scholar is too ill to stay in school, such absences will be deemed excused and
 - Arrangements need to be made within **one hour** to pick the scholar up from school.
 - Depending on the nature of the illness or injury, if a parent/guardian cannot be reached or refuses to pick up the scholar, the school nurse may call EMS or involve local authorities to assist.
- Return to school criteria and dates will be provided by the school nurse based on the SC Department of Public Health's **School and Childcare Exclusion List** - which can be viewed here <https://dph.sc.gov/health-wellness/child-teen-health/school-exclusion>
- **Excessive Health Room Visits**: The school nurse will notify the parents/guardians of any scholars who visit the health room excessively (more than five (5) visits per quarter) to discuss the need for medical evaluation based on the reasons for each visit. (*Health room visits for injuries will not be included in the total number of visits*)

Parent Notifications of Health Room Visits:

- Due to the volume of scholars seen on a daily basis, **it is not possible for the nurse to notify parents/guardians for every health room visit**
- The school nurse **will** notify parents/guardians of health room visits involving illnesses that meet criteria for exclusion, injuries that will require additional observation (such as head injuries) or urgent treatment (such as possible fractures or wounds requiring sutures), and repeat same-day visits for an ongoing complaint or issue.

Medications at School

Scholars requiring medications to be administered during school hours must have completed **Medication Authorization Forms** (prescription or non-prescription) **signed by the parent and /or physician.** *Forms are available in the Health Room and on the school website - <https://www.legacyearlycollege.org/our-approach/health-nutrition> (scroll down to **Medication Policy**)*

- **No medications can be administered without the proper forms per state law.**
- **Only adults (18 years and older) may bring medications into the school campus.**
 - *Scholars are subject to disciplinary action if they are found to be carrying medications without proper paperwork. They are, however, allowed to self-carry medications if they have permission from parents and proper self-carry paperwork from their provider. This includes epi-pens, rescue inhalers, or over-the-counter medications such as tylenol and ibuprofen. Under no circumstances are scholars allowed to self-carry controlled substances such as medications for ADHD.*
- Medications will only be accepted **after** completed forms have been received.
- All medications must be in the **original container with the proper label.**
- **Over-the-Counter (OTC)** medications in their original container may be kept in the health room for scholars who experience frequent headaches, menstrual cramps, allergy symptoms, etc. with a completed **Non-Prescription Medication Permission Form**

signed by the parent/guardian **However, medications containing aspirin (Pepto-Bismol, etc.) or PPA (Dimetapp, Contac, Triaminic, etc.) will not be given.**

- **Beginning of Year** - required forms must be on file before or on the first day of school for the medication to be administered.
- **During the school year** - any new medications to be taken during the school day must have required forms on file before the medication can be accepted or administered.
- **Controlled medications:** medications such as those for ADHD or rescue medications for seizures, will need to be **counted with a witness**, preferably the parent/guardian, in order to be accepted. **Narcotic pain medications such as Oxycontin, Lortab, and Vicodin will not be accepted or administered at school.**
- **Self-Carry/Self-Administer:** Scholars may carry and administer their own medications if they have a completed Self-Carry/Self-Administer Form on file and have been deemed responsible enough to do so by their physician, parent/guardian, and the school nurse
 - This privilege may be revoked at any time by the school nurse if the scholar is found to be in violation of the rules for self-carrying/self-administering their medication as listed on the submitted forms.
- **Missed Home Doses:** The school **can not** administer missed home doses. A parent may bring a missed dose of medication to school and administer it to the scholar.

School-Supplied Medications:

The school nurse will maintain a supply of stock over-the-counter (OTC) medications for occasional use by scholars including Motrin, Tylenol, Calamine lotion, benadryl, and cough drops.

- A signed **Permission for Administering Stock Over-the-Counter Medications** form must be on file, the requested medication checked off on the form, and verbal consent must be obtained before medications can be given.
- Use of school supplied medications is limited to three (3) administrations per medication per year.
- Any scholar that requests medications from this supply more than three (3) times will be required to provide their own supply accompanied by a completed **Non-Prescription Medication Form**.
- Only the school nurse can administer OTC medications from the school supply and will assess the scholar to determine if administration is appropriate prior to administering.

Guidelines for Medication Administration

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

- 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.
- The medication will be stored in a locked container and administered by the school nurse or designated staff (assigned by the principals and trained by the school nurses) who will record this information on the scholar's medication record.
- If appropriate, scholars will be responsible for remembering to come for their medication at the scheduled time.
- Medications can not be given more than one hour before or one hour after the scheduled administration time on the medication form. (example: if a medication is scheduled for 1pm, it can not be given earlier than 12pm or later than 2pm).
- Any errors or incidents involving medication will be reported on the DHEC Medication Occurrence Form with copies placed in the nurses file.

Medications on School Day Field Trips

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 train a designated staff member accompanying scholars with the information needed regarding the medication, its purpose, how and when to administer, and side effects that may occur.
- **It is the parent's responsibility to notify the school nurse regarding medications needed on a field trip if the medication has not already been provided to the school.**

Field Trip Protocol for School Sponsored Trips Outside of Scheduled School Hours

Overnight or Before/After School Hours

1. Proper forms will be required for any/all prescription and/or non-prescription medications that will need to be administered on the field trip
 - If the medication(s) is already being given at school and we have the proper forms, the school nurse will provide a copy of the form(s) for the trip.
 - If the medication(s) is given **ONLY** at home, we will need completed prescription/non-prescription medication forms for all required medications in order for them to be administered on the trip.
2. Medications can only be accepted in the original container with proper labels attached that include the scholar's name, dosage, and times to be administered.

- Only provide the precise number of doses that will be needed for the trip.
 - **Medications not in their original container** (ie. place in an envelope or plastic bag) **will not be accepted**. Most pharmacies can provide an empty labeled container for school use.
3. The medication and forms should be delivered **two days prior** to the trip and given to the teacher or nurse.
 4. Only school employees are allowed to administer any medication to a scholar on a field trip unless the parent/guardian is present.
 5. **All prescription medication must be counted** in the presence of the parent/guardian and the exact number of pills documented on the Field Trip Medication Form.
 8. Any over-the-counter medications will be administered according to the recommendations noted on the bottle.
 9. Staff attending the trip will be trained when and how to administer any rescue/emergency medications that they will need on the trip - examples include Epi-pen, Baqsimi, Diastat, Valtaco, and Asthma Inhalers.

Emergency Medications (Inhalers, EpiPens, etc)

Scholars who are known reactors and require emergency treatment for a medical condition should have medication, written parental permission and physician's instructions for administering the medication provided to the school.

- All emergency/rescue medications to be kept at school must have an Emergency Action Plan completed by the physician in addition to the medication permission form. Emergency Action Plans provide specific information on how and when the medication should be given, as well as when to give additional doses or other medications if needed.
- If the scholar has emergency medication in the Health Room, this medication **does not** follow him/her to the off-campus learning centers unless they have a permission form for Self-Carry/Self-Administer.

If you can not find what you are searching for in the handbook or online, please contact the school nurse.

Bon Secours Legacy Early College Health Center

Location: 1010 Woodside Avenue Greenville SC 29611 (across from Parker Campus)

When you need basic health care, the Bon Secours Legacy Early College Health Center is available for you and your family to help manage chronic conditions and treat primary care concerns such as urinary tract and upper respiratory infections. The Center proudly serves the scholars and staff of Legacy Early College, but are also available to their families and others in the community.

—Clinic hours are Mon-Fri 7:30-4:30 and are closed from 11:30-12:30 for lunch—

Walk-ins are always welcome. However, to avoid waiting, an appointment can be made by calling 864-537-0159.

Bon Secours Legacy Early College Health Center Visits During School Hours

Scholars who are established patients/have been seen previously at the health center may receive care during school hours if approved by the school nurse and verbal consent is obtained from the parent/guardian.

The process to receive care at the Bon Secours Legacy Early College Health Center is as follows:

1. On arrival at school, scholars are required to first report to their designated areas for attendance to be taken. They may **NOT** go directly to the health center.
2. Scholars must obtain a Health Pass to see the school nurse.
3. The school nurse or designated administrative personnel will assess the scholar and determine if and when a visit to the health center is necessary.
4. If it is decided the scholar needs to be seen during school hours, the school nurse will contact the parent/guardian for verbal consent. ***Note that scholars aged 16 and older do not require parental consent for medical care per SC law.***
5. Once consent is obtained, the school nurse will call the health center to give a report and request an appointment.
6. The school nurse will then make a copy of the scholars Consent for Treatment at the Bon Secours Legacy Early College Health Center form (to be completed during the online registration) *Scholars can not be seen during school hours without this consent form.*
7. The school nurse or designated staff member will escort the scholar to the health clinic and will stay or leave depending on the needs of the scholar.
8. The scholar will check in to the clinic and be seen by the health care provider.
9. Once the appointment is complete, the scholar will be given a note from the clinic to return to school and will then be escorted back to their campus by a nurse or designated staff member.
10. The scholar will check back into school at the front office and provide the office staff with the note from the clinic.
11. The scholar will then return to class or be sent home, depending on the results of the visit.

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© 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/guides/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!

Scholars are not required to use instructional materials that offend them or their parents. If a parent objects to instructional materials, a request for an alternative assignment should be completed and returned to the teacher.

Parents or legal guardians may inspect instructional materials used for their scholars' education. Parents or guardians may request in writing an alternative assignment should they find the planned materials offensive.

Per the SC State Board of Education's Regulation 43-170, parents or legal guardians wishing to challenge the district's use of any instructional materials should first attempt to resolve their concerns with their child's teacher and principal. If a satisfactory resolution cannot be reached, the parents or guardians may submit a written complaint detailing their objections. This form may then be submitted to the school librarian at mhunkeler@legacycollege.org

[Complaint Form and Instructions](#)

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 its due date, the scholar may not be able to check out more books.

- ❑ *The scholar is expected to return the item or pay the cost to replace the item.*
- ❑ *Any scholar or staff, regardless of checkout status, may take unlimited books from our Little Free Library. These books may be kept, returned, or passed on to others.*

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 lost or damaged books or items are not paid for by the stated deadline, the scholar may not be allowed to participate in any end-of-year activities including graduation.*
- *Report cards will be held in the office until the amount due is paid.*

Chromebooks from the Library or Classroom Cart:

- ❖ *The Chromebook cart in the library contains laptops that may be checked out by teachers or for scholars that teachers have indicated may need to use one while in the library. Each classroom has a Chromebook cart with Chromebooks assigned to scholars by the teacher. 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.*
- ❖ *When in class, scholars may only use the Chromebook assigned to them by their teacher.*
- ❖ *Scholars are to use Chromebooks responsibly and adhere to the guidelines of the LEC Technology, Internet, and Social Media Policy*
- ❖ *If damaged, the scholar must pay for the repair or replacement costs.*

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 fines or fees have not been paid.** Teachers are required to assess the proper charges. When damage to a book occurs, the following fees should be assessed:

DAMAGE	FEE
Lost Book, Broken Spine, Water Damage.....	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 or Obscene Marks.....	Cost of book
Writing without lost text.....	50 cents per page
Lost Barcode.....	\$5.00

Chromebooks and Equipment

Chromebooks and equipment are loans and require special care and responsibility. Chromebooks and equipment lost or

damaged beyond normal wear must be paid for by the scholar/parent. Scholars are responsible for bringing their assigned Chromebook and charger with them to school each day; they may not check out duplicate items, which may result in the scholar not being able to complete classroom work. Scholars may not lend their equipment to other scholars. Lost or damaged equipment must be paid in full before additional equipment will be issued. **The final report card will be withheld or the transfer of records will be withheld if any fines or fees have not been paid.** When damage to equipment occurs, the following fees will be assessed:

DAMAGE	FEE
Chromebook lost or damaged beyond repair.....	Cost of Chromebook
Cracked screen, 2nd incident.....	\$200.00
Lost or damaged Charger.....	\$50.00
Missing keys.....	Cost of Chromebook

Periodically parents will receive email updates showing what library books or equipment their scholars have currently checked out &/or may have overdue. Any fines incurred will be listed until paid. Please check these emails for changes to scholar status.

Code of Conduct/Discipline Policy

Code of Conduct

In order to provide all scholars a college-bound education leading to graduation from a 4-year university, Legacy Early College 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/re-taught 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 and Discipline Policy 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.

Discipline Policy/Standards for School Behavior

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. The Discipline Policy is in effect:

- on all school properties
- before, during and after school hours
- any time school properties are being used by a school group
- off school properties at a school activity or event
- on school buses or other school vehicle in route to and from school or school activity
- at any time or any place that impacts Legacy's ability to maintain order and discipline

**Scholars who engage in an ongoing pattern of behavior that is disruptive to daily instruction and overall operations of the school shall be recommended for expulsion. The following is a list of levels and general offenses and potential required or recommended discipline actions the schools will take.

Level I -Disorderly Conduct:

Level 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: classroom tardiness, cheating on examinations or classroom assignments, lying, blackmail of other scholars or school personnel, acting in a manner so as to interfere with the instructional process, abusive language between or among scholars, to include profane language, failure to complete assignments or carry out directions, use of forged notes or excuses, violation of school bus regulations, cutting class, school tardiness, truancy, use of obscene or profane language or gestures, and other disorderly acts as determined by the school

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

- a verbal reprimand
- a "self-control" area in the classroom
- loss of Dojo point or scholar dollars
- withdrawal of privileges
- in-class consequence
- temporary placement in another classroom
- separate scholar from the whole class or in other related arts
- loss of outside recess time, inside recess time
- loss of peer interactions
- ISS or detention
- parent meeting
- any other consequence that may be deemed appropriate by the teacher or administrator

Level II -Disruptive Conduct:

Level II behaviors are the continuation of Level 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: fighting, vandalism (minor), stealing, use or possession of laser pointers, fireworks, smoke bombs, pepper-style sprays, cologne or other scented aerosols, and other similar devices or materials, threats against others, trespass, abusive language to staff, to include profane language, other disruptive acts which interfere with the educational process, refusal to obey school personnel or agents (such as volunteer aids or chaperones) whose responsibilities include supervision of scholars, possession or use of unauthorized substances, including tobacco and tobacco products, alternative nicotine products, non-prescription drugs, "look-alike" drugs, and drug paraphernalia, including rolling papers, illegally occupying or blocking in any way school property with the intent to deprive others of its use, inappropriate verbal or physical conduct of a sexual nature, misuse of school technology resources, gambling on school property, unlawful assembly, disrupting lawful assembly, harassment, intimidation or bullying, intimidating, threatening, or physically abusing another scholar, any other acts as determined at the school level

Buying and selling of items

Scholars 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.

Display of Affection

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

Level 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
- ISS or detention
- Out of School Suspension (OSS)
- 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 Level II interventions are needed.**

Out-of-School Suspension

It is the policy of Legacy Early College to provide due process of law to scholars, parents/legal guardians and school personnel through procedures for the suspension of scholars, which are consistent with federal law, state law and regulation and local policy.

According to state law, Legacy may authorize the suspension of a scholar from school for commission of any crime, gross immorality, gross misbehavior, persistent disobedience or for violation of written rules and regulations established by the school. Legacy may also authorize the suspension of a scholar when the presence of the scholar is detrimental to the best interest of the school.

Suspension means a scholar cannot attend school or be on the school grounds, cannot attend any program at the school in the daytime or at night and cannot ride a school bus.

Suspension is the exclusion of a scholar from school and school activities for a period of time not to exceed 10 school days for any one offense. Legacy uses the word suspension in this policy to mean either suspension from school or in-school suspension as determined by the principal.

Suspensions of scholars who are classified as disabled will be handled consistent with federal and State law and with procedures established by Legacy.

A. S.C. Code, 1976, as amended:

1. Section 59-19-90(3) – Gives District trustees authority to prescribe rules of pupil conduct, including provisions for suspension or dismissal of those failing to comply with such rules.
2. Section 59-63-210, et seq. – Grounds for suspension, expulsion or transfer.
3. Section 59-63-240 – Expulsion hearings – times, procedures, legal rights appeal.

Level III -Unlawful Conduct:

Level III behaviors include a continuation of Level I or II 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. These behaviors usually require administrative actions which will result in the removal of the scholar from the school and/or possible intervention from law enforcement.

Examples include but are not limited to: bomb threat, possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death, sexual offenses (which include sexual acts that do not result in a criminal offense), arson, distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270, threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family, ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not tolerated. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.), unauthorized access, use, or attempted access or use of school computer systems vandalism (major), theft, possession or sale of stolen property, disturbing the schools, possession, use, or transfer of "look-a-like" weapons, assault and battery, extortion, any other acts as determined by the school

Drugs and Alcohol

Any scholar on campus, in vehicles, or participating in any school sponsored activity under the influence, found to be knowingly or unknowingly in possession of, or participating in the distribution of drugs, alcohol, or any illegal substances, will be recommended for expulsion. Scholars will also be reported to the appropriate law enforcement agency.

The use of the recommended dosage of prescription medication from a licensed physician for the named scholar possessing the prescription will not be considered a violation of this policy. All use and possession of prescription medication must be in accordance with Legacy policy.

NOTE: In determining whether a scholar is under the influence of alcohol or a controlled substance, the scholar's appearance, behavior, manner, presence of an odor of the substance, and statements made by the scholar as to the use of controlled substances or alcohol may be considered without regard to the amount of alcohol/controlled substance consumed.

No scholar will aid, abet, assist or conceal the possession, consumption, purchase or distribution of any controlled substance or alcohol by any other scholar or scholars in any of the circumstances listed above.

No scholar will possess, market or distribute any substance which is represented to be or which is substantially similar in color, shape, size or markings to a controlled substance or to alcohol in any of the circumstances listed above.

All principals will cooperate fully with law enforcement agencies and will report to them all information that would be considered pertinent or beneficial in their efforts to stop the sale, possession and use of controlled substances.

Any scholar who violates this policy is subject to Legacy's discipline policies. The administration will recommend scholars who violate this policy for expulsion. The Board intends to expel all scholars who are determined to have distributed any controlled substance on school grounds.

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. Scholars under the age of 18 may be subjected to fines as outlined by the appropriate law enforcement agency. 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.

This policy and the prohibition of tobacco, tobacco products, or alternative nicotine products will be communicated through a variety of efforts to educate scholars, staff, parents/legal guardians, visitors, and other members of the public. Signs prohibiting the use of tobacco products and alternative nicotine products on school property will be posted in highly visible areas, including entrances to school and athletic facilities.

Weapons

It is the policy of Legacy to provide for the safety and welfare of its scholars, employees and families. The presence of firearms, knives, blackjacks, other weapons or "look-a-like weapons" on school property poses a severe threat of serious harm or injury to scholars and staff.

While on school grounds, in school buildings, on buses or at school-related functions, scholars will not possess any item capable of inflicting injury or harm (hereinafter referred to as a weapon) to persons or property when that item is not used in relation to a normal school activity at a scheduled time for the scholar. No vehicles parked on school property may contain firearms, knives, blackjacks, or other items which are generally considered to be weapons.

It is a felony offense, punishable by a fine of \$1,000 or imprisonment for five years, or both, to carry a weapon as referenced above on school property.

Legacy will expel for no less than one calendar year any scholar who has brought or possessed a firearm on school property, at school related functions, or at any setting under the jurisdiction of Legacy Early College campuses. For purposes of this section of the policy, a weapon is defined as a firearm. The term firearm is defined extensively in the U. S. Code, but generally means a weapon (gun) or destructive device (explosive, incendiary).

Expulsion proceedings for weapons violations will be conducted consistent with Legacy's expulsion policy and administrative rule.

Gun Free Schools Act Policy

Any scholar who possesses, uses, or transfers a firearm on school grounds or at a school-sponsored activity will be recommended for expulsion for one calendar year. A firearm is defined as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. The term firearm also includes any explosive, incendiary, poison gas, bomb, or grenade. On a case-by-case basis, the SCPCSD Superintendent with the recommendation of the [school leader and/or school board] may modify the one calendar year expulsion recommendation.

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.

Gang Activity

Legacy Early College will maintain conditions on school property and at school-sponsored events that provide for a safe environment for scholars and staff in accordance with law and the standards set by the Board. Legacy prohibits the presence and activities of gangs on or near school property and at school-sponsored events. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person.

Legacy believes that gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress which by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objective of Legacy Early College and creates an atmosphere where unlawful acts or violation of the school rules may occur.

Incidents involving initiations, hazing, intimidations and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation resulting in physical or mental harm to scholars or staff are prohibited.

The following conduct is prohibited at all times on school property and at school-sponsored events, regardless of where the events are held:

- Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign, manner of grooming or other item that evidences or reflects membership in or affiliation with any gang
- Engaging in any act, either verbal or nonverbal, including, but not limited to, gestures or handshakes, that indicates membership in or affiliation with any gang
- Engaging in any act in furtherance of the interests of any gang activity, including, but not limited to, soliciting membership or affiliation with a gang; soliciting any person to pay for "protection"; or soliciting any person to engage in physical violence against any other person
- Painting, writing, engraving, or otherwise inscribing any gang-related graffiti, messages, symbols or signs on school property

In determining as part of the implementation of this regulation whether certain acts or conduct are gang-related, school officials should consult with local law enforcement.

If Legacy determines that a scholar has violated the prohibitions set forth in this policy, the scholars will be subject to exclusion from participation in extracurricular activities, detention, suspension, and/or expulsion, dependent upon the specific circumstances of the offense. Scholars also may be referred to law enforcement. Legacy also reserves the right to permanently prohibit any scholar from wearing or displaying any article of clothing or accessory which the school has determined to be a gang indicator.

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 Level 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:

- removal from class
- call home
- home visit
- referral to scholar support team
- mandatory parent conference
- withdrawal of school privileges
- explicit scholar/parent/teacher behavioral plan
- sent home for rest of day
- in-school isolation
- Out of School Suspension (OSS)
- Recommendation for Expulsion -Scholars may not come on LEC property or school buses without prior approval from the principal. Any person on school grounds can be subjected to a search
- Police Charge
- 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.**

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.

Expulsion is a required recommendation for the following acts:

- bomb threat
- possession, use or transfer of weapons - a weapon is defined as a firearm (rifle, shotgun, pistol or similar device that propels a projectile through the energy of an explosive); a knife, razor, bludgeon, blackjack, metal pipe or pole, brass knuckles (to include multi-finger rings); incendiary or explosive device; or any other type of device or object which may be used to inflict bodily injury or death.
- sexual offenses (which include sexual acts that do not result in a criminal offense)
- arson
- distribution, sale, purchase, manufacture, use, being under the influence of, or unlawful possession of alcohol or a controlled substance, as defined in S.C. Code Ann. §§ 44-53-110 through 44-53-270. (See Policy JCDAC)
- threatening to take the life of or inflict bodily harm upon a school employee or member of their immediate family
- ganging ("Ganging" or participating as a member of a gang and inflicting a violent act of bodily harm, however slight, upon another person will not be tolerated. A "gang" shall consist of two or more persons acting together for and with the purpose of committing an act of violence against another person. "Participation" also includes any act that interferes with or hinders a staff member from stopping the infliction of bodily injury that is the objective of the gang.)
- unauthorized access, use, or attempted access or use of Legacy computer systems

Notice of Expulsion Recommendation

By the end of the third school day following receipt of an expulsion recommendation, the Principal shall notify the scholar and parents, in writing, of:

- the rule(s) infraction alleged to have occurred;
- the right of the scholar to review his/her records, including the investigative documents the administration intends to present at the expulsion hearing;
- the right of the scholar to a hearing on the evidence;
- the time and place of the hearing, which must be held within seven (7) school days of the date of notification, unless the parent/legal guardian or his/her representative agree otherwise; and
- the procedure to be followed at the hearing, including the right to be represented by counsel.

Expulsion Hearing Procedure

The administrator, the administrator's representatives, the scholar, the parent/legal guardian, and/or the scholar's representatives may be present at the hearing. If the Head of School (or designee) and the parent/legal guardian agree, the scholar may be dismissed during portions of the hearing. The administrator and the scholar, or their representatives, will be allowed to present witnesses or witnesses' statements and, within the discretion of the Head of School (or designee), cross-examine the other party's witnesses. The Head of School (or designee) may ask the witnesses questions. The

parent/legal guardian and/or the scholar's representative will be given an opportunity to argue their position or express their views on the case. A recording of the testimony will be kept on file by the Head of School (or designee) for at least one (1) calendar year.

Action following the Expulsion Hearing

Within seven (7) school days of the hearing, the Head of School (or designee) will decide and notify the parent/legal guardian in writing whether the scholar committed the alleged rule(s) violation or misconduct, based upon the evidence presented at the hearing, and the appropriate punishment. If the Head of School (or designee) determines that grounds for expulsion exist, he/she may expel for the remainder of the current school year, permanently expel, or give punishment other than expulsion, including but not limited to, assignment to the alternative school, suspension or probation.

Probation means special restrictions have been placed on the scholar's right to attend school. Violations of these restrictions will result in immediate suspension and a recommendation for expulsion.

Assignment to an alternative school means loss of right to participate in extracurricular activities in the base school during the assignment period.

The Head of School (or designee) will report his/her decision in writing to the parent/legal guardian and the school. If the Head of School (or designee) determines that grounds for expulsion do not exist, all absences resulting from the suspension may be excused, if appropriate, and the scholar's record will reflect the decision of the Head of School (or designee). The scholar will be allowed to make up missed work, as appropriate.

Expulsion Appeals

The decision of the Head of School (or designee) may be appealed by either the scholar or the administration if written notice of appeal is made to the Board within five (5) school days of notification of the Head of School (or designee)'s decision. In considering appeals, the Board will consider the following guidelines in its review:

- a) whether the decision of the Head of School (or designee) is supported by substantial evidence,
- b) whether the decision is consistent with Policy,
- c) whether the scholar's rights to notice and a fair hearing, consistent with this policy and with relevant statutory and constitutional requirements, were ensured in the expulsion process, and
- d) whether the decision was motivated by illegal discrimination or arbitrariness.

The Board may uphold, reverse, or alter the decision of the Head of School (or designee). Except in cases where a personal appearance is granted, the Board will render a decision within seven (7) school days of the date the appeal is considered. If the recommendation for expulsion is rejected on appeal, all absences resulting from the suspension will be excused and the scholar's record cleared, unless the Board determines a period of suspension was appropriate. The scholar will be permitted to complete all assignments pending the appeal process.

Expulsion Petitions for Readmission

Every scholar who has been expelled for the remainder of the current school year may make a written request to the Head of Schools (or designee), for readmission for the subsequent school year. The request, which must be addressed to the Head of Schools (or designee), must specify the reasons why the scholar should be allowed to return.

If the Head of Schools (or designee) denies the scholar's request, or in all cases of permanent expulsion, the scholar may make a written request to the Board for readmission and may include a request to appear before the Board. If the request is denied by the Board, the scholar may submit another request prior to the following school year.

Unless waived by the Board, all expelled scholars will be required to present evidence of successfully completed counseling or other appropriate intervention prior to readmission. All scholars readmitted to Legacy will be on probation for the school year in which they are readmitted.

The administration shall handle an expelled scholar's request to be admitted to summer school on a case by case basis, depending upon the facts and circumstances surrounding the scholar's expulsion.

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.

Sexual Harassment and Bullying Policy

Legacy Early College is committed to fostering an environment that both promotes learning and prevents disruptions in the educational process. While Legacy embraces scholars' legal rights and the principle of freedom of speech, these rights are not absolute. Legacy will strive to prevent scholar behavior including, but not limited to, unlawful student assemblage, acts of violence, and vandalism that is disruptive to the school setting. In order to create and maintain an atmosphere that promotes learning and prevents disruption, Legacy has implemented the following procedures to address scholar concerns, complaints, and grievances.

I. Harassment, Intimidation or Bullying

As provided in the South Carolina Safe School Climate Act, Legacy prohibits acts of harassment, intimidation or bullying of a scholar by another scholar or scholars, staff, or third parties that interferes with or disrupts a scholar's ability to learn and the school's responsibility to educate its scholars in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event, whether or not it is held on school premises, or at another program or function where the school is responsible for the scholar.

Legacy expects scholars to conduct themselves in an orderly, courteous, dignified and respectful manner. Scholars and employees have a responsibility to know and respect the policies, rules and regulations of the school.

A. Definitions

"Harassment, intimidation, or bullying" is defined as a gesture, an electronic communication (cyberbullying and online harassment), or a written, verbal, physical, or sexual act that a reasonable person should know will have the effect of:

- harming a scholar, physically or emotionally, or damaging a scholar's property, or placing a scholar in reasonable fear of personal harm or damage to his property; or
- insulting or demeaning a scholar or group of scholars in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

B. Reporting

Any scholar who believes he/she has been subject to harassment, intimidation, or bullying should file a complaint with the principal or his or her designee. Such a complaint may also be filed by a scholar's parent. If an allegation of harassment, intimidation, or bullying is against the school's administration, the scholar or parent should file a complaint with the school administration. If an employee receives a complaint of harassment, intimidation, or bullying or observes any behavior which could amount to harassment, intimidation, or bullying, the employee must transmit the complaint to the school's principal or other designated contact person as soon as practicable.

Although reports by scholars or employees may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report.

Legacy will be responsible for ensuring that reasonable efforts are made to prevent public disclosure of the names of all parties involved in harassment, intimidation, or bullying allegations, except to the extent necessary to carry out an investigation and comply with statutory obligations. Legacy will also make appropriate support services available, such as counseling or mental health resources, if identified as a need.

C. Investigations

All complaints will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions reasonably calculated to end the harassment, intimidation, or bullying and prevent such misconduct from occurring again. The scholar and his/her parent(s) shall be informed that appropriate actions were taken and shall be advised how to report any subsequent problems. A scholar or his/her parent may request that the Head of Schools (or designee) review the investigation and actions implemented by the principal (or designee). The complaint, investigation, and actions taken by the school will be reviewed. The parent will then be notified in writing of the results of the review.

D. Consequences for Engaging in Harassment, Intimidation, or Bullying

If the investigation determines that harassment, intimidation, or bullying has occurred, the administration shall take reasonable, timely, age appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, disciplinary action against the aggressor, up to and including termination of an employee or expulsion of a scholar; special training or other interventions; apologies; dissemination of statements that the school does not tolerate harassment, intimidation, or bullying; independent reassessment of scholar work; and/or tutoring.

Individuals, including scholars, employees, parents, and volunteers, may also be referred to law enforcement officials. The school will take all other appropriate steps to correct or rectify the situation.

II. Sexual Harassment, Title VI, and Title IX complaints

A scholar who believes that he or she has been discriminated or harassed against on the basis of his or her gender, race, color, or national origin should file a complaint with the Title IX Coordinator.

Legacy expects all scholars and employees to conduct themselves in an appropriate manner and to respect other scholars, employees, volunteers, and third parties at all times. In this regard, Legacy prohibits sexual harassment, all forms of sexual discrimination, and other inappropriate conduct of a sexual nature.

All scholars and employees must avoid any action or conduct which could be viewed as sexual harassment or inappropriate conduct of a sexual nature. This includes any action or conduct communicated or performed in person, in writing, or electronically through such means as a telephone, cell phone, computer, or other telecommunication device, and includes text messaging and instant messaging.

Sexual harassment of scholars consists of unwelcome (as determined based on the age of the scholar) sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either expressly or impliedly a condition of the scholar's participation in an educational program or activity; (2) submission to or rejection of such conduct by a scholar is used as the basis for any educational decisions affecting the scholar; or (3) such conduct has the purpose or effect of unreasonably interfering with the scholar's educational performance or creating an intimidating, hostile or offensive educational environment.

Any scholar who believes he/she has been subjected to sexual harassment by another scholar or an employee is encouraged to file a complaint in accordance with Legacy's Title IX Coordinator. A parent or guardian may also file a complaint on behalf of the scholar. All allegations will be investigated promptly and confidentially. Any employee or scholar who is found to have engaged in sexual harassment with a scholar will be subject to disciplinary action, up to and including a recommendation of termination or expulsion, and all other appropriate steps will be taken to correct or rectify the situation.

All employees must avoid any action toward or conduct with a scholar, which could be viewed as sexually inappropriate. Inappropriate conduct of a sexual nature will not be tolerated at any time. Inappropriate conduct of a sexual nature with a scholar occurs when an employee (1) makes a sexually suggestive advance toward a scholar, (2) makes a request for a sexual favor from a scholar, or (3) engages in a relationship of a sexual nature with a scholar.

III. Section 504 Appeals and Complaints

All forms of disability discrimination, including disability harassment, are strictly prohibited. Legacy will not tolerate hostile or abusive treatment, derogatory remarks, acts of violence, or any other form of discrimination based upon an individual's disability. Any scholar who believes he/she has been subjected to disability discrimination or harassment is encouraged to file a complaint with their school administration.

If a parent/legal guardian disagrees with any action of the 504 Committee regarding the evaluation, identification or placement of a scholar, the parent/legal guardian has the right to appeal that decision with the Director of Special Education.

IV. Other Violations of Scholar Legal Rights or School Policy

Scholars and parents are encouraged to resolve complaints and grievances at the school level. Accordingly, a teacher will provide any scholar or his or her parent/legal guardian the opportunity to discuss a decision or situation which the scholar considers unjust or unfair. If the incident remains unresolved, the scholar, his or her parent/legal guardian or the teacher may bring the matter to the principal's attention for consideration and action. If the matter is still unresolved after the procedure outlined above, the complaining party may bring the school administration for consideration.

V. Consequences for Retaliation or False Accusations

Legacy prohibits retaliation or reprisal in any form against a scholar or employee who has filed a complaint or report under this policy. Legacy also prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. The consequences and appropriate remedial action for such conduct will be determined by the principal (or designee), and may range from positive behavioral interventions to disciplinary actions, up to and including suspension or expulsion for scholars and termination for employees.

VI. Notification and Distribution of School Expectations

This policy will be disseminated to all staff members, scholars, and parents/guardians annually. Information on these topics should be shared in an age-appropriate manner and may occur during school assemblies, in the classroom setting, or in group or individual sessions with a guidance counselor or school resource officer.

Legacy will ensure that information regarding this policy is incorporated into school training programs and that volunteers who have frequent contact with scholars are likewise informed of the policy.

Gavin's Law

At Legacy Early College, we prioritize the safety and well-being of our scholars in accordance with the laws of South Carolina. Gavin's Law also requires that schools collaborate with the State Department of Education, the South Carolina Law Enforcement Division, and the Attorney General's office to implement a policy to educate and notify students of the law, which includes adequate notice to scholars, parents or guardians, the public, and school personnel of the change in law and the dangers of sexual extortion. The Department of Education recommends Gavin's Law be taught as part of the Erin's Law curriculum with age-appropriate instruction on the dangers and consequences of sexual extortion.

<https://www.legacyearlycollege.org/resources/scholar-handbook-clone/gavins-law>

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 parents 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 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."
- No baggy pants, no sag, not too tight, and not tucked into socks
- 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
- 4k and Elementary -Sneakers ONLY –any color is acceptable. No flip-flops, dress shoes, boots, sandals, house shoes, etc. are allowed
- Parents may purchase uniform pieces from the licensed uniform vendors approved by Legacy Early College.
- Scholars in grades 4k-8th may earn Gold Honor Polos every 9 weeks for showing academic or character excellence. Gold Honor Polos and fleece College Bound jackets may only be earned not purchased.
- No glitter, bandanas, hats, scarves, caps, non-religious head wraps, blankets, etc.
- When going to school or transitioning between buildings, any school appropriate jacket may be worn; however, inside of the building, only Legacy jackets may be worn.

Standard LECHS attire for scholars:

- Grades 9th-12th should wear black collared polo shirts with the Legacy logo
- Khaki pants or khaki shorts, skirts, or skorts 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.

- 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
- Closed-toed shoes like sneakers, dress shoes, and other casual footwear are acceptable. Sandals with a strap across the back (i.e. Crocs) are permissible. Slides, flip-flops, house shoes, etc. are not allowed.
- Tights, leggings, and socks are allowed in solid colors only..
- Bandanas, hats, scarves, caps, non-religious 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.
- When going to school or transitioning between buildings, any school appropriate jacket may be worn; however, inside of the building, only Legacy jackets may be worn.

*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, Fidget Spinners
- Pets
- Knives, matches, lighters, play guns, bullets, etc.

*****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.**

High School Policies & Procedures



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 Phones/Electronic Devices

Cell Phone Policy Update - Provision 1.103 SDE: Anti-Bullying/ School Safety

Personal Electronic Device hereinafter referred to as "device," means any device utilized to access the internet, wi-fi, cellular telephone signals, or to capture images or video. This includes, but is not limited to, cell phones, smart watches, tablets, and gaming devices.

Personal Electronic Device Accessories hereinafter referred to as "device accessories," include any wired or wireless accessory or wearable technology that connects to a device and any other accessory commonly used in conjunction with a personal electronic device.

School Day is defined as the period of time that a student is present on the school campus from their arrival (i.e., tardy

bell) until afternoon dismissal at the end of the instructional day. This policy may also apply to school buses, field trips, and athletic events. The applicability of this regulation to these activities will be determined by the school district.

Access is defined as viewing, holding, wearing, or otherwise using a device for the purpose of communication, internet access, gaming, recording, or any other function commonly associated with devices. During the school day, devices should be powered off and stored as directed by the school district. Exceptions granted for medical necessity, authorized for classroom use, or other authorized reasons should be in writing and are not considered violations of this definition.

Authorized for Classroom Use is defined as the use of a personal electronic device that is explicitly approved by the District Superintendent or his/her designee in writing. The approval must include alignment with a standards-aligned educational objective that cannot be reasonably achieved using district owned devices. Students must be provided with clear instructions on the appropriate use of devices and ensure that their use aligns with the approved educational objectives. The District Superintendent or his/her designee may revoke approval at any time if it is determined that their use does not meet the intended educational objectives or is causing disruptions.

During the school day, students are prohibited from accessing their personal electronic devices, unless authorized for classroom use. Students may not wear or access device accessories during the school day. Students must store their device and device accessories in their backpacks, or otherwise as directed by the school during the school day.

If explicitly required by a student's IEP, Medical/Health Plan, or 504 plan, the student shall be allowed to access their device for medically or educationally necessary purposes described and required by the IEP, Medical/Health Plan or 504 plan.

A student who is a member of a volunteer firefighting organization or emergency organization will be authorized to carry a device in furtherance of those responsibilities with written permission by the school's principal or designee.

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 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.

Seniors can purchase a faculty lot pass for \$50 which will allow them to park in Senior parking near the back of the lot. This will also allow them to paint their specific parking space for the year. Seniors must be on track for graduation and meet other criteria as outlined in the parking application. The price for Senior parking can be prorated only at the semester.

Hall Passes

Scholars **MUST** have a written hall pass that includes date & time. 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-Thursday 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.

Early Dismissals

Any scholar who is getting an early dismissal must be signed out and picked up no later than 2:45 PM, Monday through Friday and by 12:00 PM on Fridays.

If you have any questions regarding early dismissal procedures, please contact Ms. Duck at tduck@legacyearlycollege.org

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 winter 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 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 and be actively enrolled in a local High School.

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. A scholar must earn a final grade of at least an 80 in the class in order to pass.

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 II, 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.

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. Scholars must complete the Credit Recovery course within a given timeframe. Upon successful completion of the Credit Recovery course the scholar will be issued a grade of P (Pass) on their transcript for the course.

Unit Requirement for Grade Advancement

Grade 9

Successful completion of eight grade

Grade 10

6 units (must include one unit of English, one unit of mathematics, and four other units)

Grade 11

12 units (must include two units of English, two units of mathematics, one unit of science, one unit of social studies, and six other units)

Grade 12

18 units (must include three units of English, three units of mathematics, two units of science, two units of social studies, and eight other units)

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).

*Credit for a course will be awarded for a grade of 80 or above. A score of 79 or below will result in no credit for that course.

Grade point averages will be figured using the following formula. The formula will yield each scholar's GPA which can then be ranked from highest to lowest rank in class. Computation will not be rounded to the higher number.

$$\text{GPA} = \frac{\text{sum}([\text{quality points}] * \{\text{units}\})}{\text{sum of units attempted}}$$

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

Guidelines for Courses

A student who has taken a course for a unit of high school credit prior to his or her ninth grade year may retake that course regardless of the grade he or she has earned. A student who retakes a high school credit course from middle school must complete it before the beginning of the second year of high school. In such a case, only the highest grade will be used in figuring the student's GPA. The student may not retake the course if the course being replaced has been used as a prerequisite for enrollment in a subsequent course; i.e., a student may not retake Algebra 1 after having earned credit for a higher level mathematics course (Geometry, Algebra 2).

- Curriculum Guide Key:
 - CP – College Preparatory Course
 - H – Honors Level Course
 - EW – Dual Credit

Grading Structures

Semester Block Courses (English, Math, Science, Social Studies, Spanish, CTE)	Category Weight		Semester 1		Semester 2	
	Major Assignments	60%	Q1	40%	Q3	40%
	Minor Assignments	40%	Q2	40%	Q4	40%
			Exam/ EOC	20%	Exam/ EOC	20%

Performance Based Courses (Dance, Theater)	Category Weight		Semester 1		Semester 2	
	Major Assignments	35%	Q1	50%	Q3	50%
	Minor Assignments	30%	Q2	50%	Q4	50%
	Participation	35%				

PE	Category Weight		Semester 1		Semester 2	
	Major Assignments	35%	Q1	40%	Q3	40%
	Minor Assignments	30%	Q2	40%	Q4	40%

	Participation (Daily)	35%	Exam/ EOC	20%	Exam/ EOC	20%
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Educational Support/ ESOL	Category Weight		Semester 1		Semester 2	
	Major Assignments	60%	Q1	50%	Q3	50%
	Minor Assignments	40%	Q2	50%	Q4	50%

HS Strings (Year)	Category Weight		Semester 1		Semester 2		Final Weight	
	Major Assignments	35%	Q1	40%	Q3	40%	S1	50%
	Minor Assignments	30%	Q2	40%	Q4	40%	S2	50%
	Participation (Daily)	35%	E1	20%	E2	20%		

State Diploma Requirements

24 Units of Credit are required to obtain a SC High School Diploma

- English - 4 Units
- Mathematics - 4 Units
- Science - 3 Units
- US History - 1 Unit
- American Government - 1/2 Unit
- Economics - 1/2 Unit
- Other Social Studies - 1 Unit
- Computer Science - 1 Unit
- Foreign Language or Occupational Specialty - 1 Unit
- Physical Education or ROTC - 1 Unit
- Personal Finance - 1/2 Unit
- Electives - 6 1/2 - Units

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

4-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.

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).

For Additional Information Visit: http://www.che.sc.gov/New_Web/GoingToCollege/CollPrepPrereq.htm

Graduation Information & Requirements

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 Debt

All outstanding debts must be paid prior to graduation practice, in order to participate in the commencement ceremony. Diplomas will only be released once all balances are cleared. Debts may include:

- Lost or damaged textbooks
- Lost or damaged library books
- Lost or damaged technology
- Athletic fees (basketball, cheerleading, soccer)
- Early Enrollment fees

Graduation Tickets

Graduation Tickets will be distributed at the end of graduation practice. Scholars will receive a select number of tickets. The valedictorian and Salutatorian will receive additional reserved tickets. Duplicated tickets will not be accepted.

Senior Activities

- Senior Breakfast
 - Required activity
 - Friends and family are not allowed to attend the Senior Breakfast
- Senior Week Activities
 - Required activity
 - May consist of field trips and other bonding activities for scholars
- Graduation Rehearsal
 - Seniors must bring their cap and gown
 - All seniors must ride the bus to and from the venue for graduation practice - no exceptions
 - Friends and family are not allowed to attend graduation practice
 - Seniors must arrive on time and remain for the entire practice. Failure to do so will result in forfeiting the privilege to participate in the commencement ceremony
- Graduation Attire
 - Males
 - White button-down dress shirt
 - Tie
 - Dark pants
 - Dark socks
 - Dark dress shoes
 - Female
 - Light colored blouse, dress pants, knee-length skirt, or dark colored dress
 - Shoes or sandals (must have straps)
 - Other regalia
 - The only regalia that may be worn during the commencement ceremony is what is issued by Legacy Early College. This includes all cords and stoles.
 - No homemade cords, stoles, flags, or any other unauthorized adornments are permitted.
 - Flags representing your country must be handheld and able to be waved. They may not be worn as part of graduation attire.
 - Students who arrive with unapproved regalia will be required to remove it before participating in the ceremony.
 - Cap Decorating Guidelines
Graduates may personalize their caps, but decorations must follow these guidelines:
 - Not allowed
 - Advertisements, slogans, patches, or images related to drugs, alcohol, tobacco, weapons, or anything inappropriate
 - Gang affiliations, illegal activity, or disruptive messages
 - Obscene, vulgar, or profane language/images
 - Noisemakers (bells, horns, etc.)
 - Any numbers other than the graduation year
 - Hanging items or 3D decorations
 - Allowed
 - Thanking a parent, grandparent, teacher, or friend
 - Recognizing the university you will attend
 - Displaying your graduation year
 - Indicating military enlistment
 - Showing your home country's flag

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 (Perseverance, Respect, Integrity, Discipline, Excellence) as well as other character traits. 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 and North Greenville 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)

Scholar Identification Cards (ID's)

The primary purpose of scholars wearing ID's is to easily verify their identity, which helps enhance school security by identifying authorized personnel and preventing unauthorized individuals from accessing school grounds, while also facilitating daily interactions by allowing teachers to readily recognize students and call them by name.

Expectations

All students are required to wear an ID around the neck (break-away lanyard only) in the building at all times for safety reasons. Student's pictures must be visible on their ID on both sides (no stickers, drawing, etc). ID's must be clearly visible at all times (cannot be inside a jacket or shirt). If an ID is lost, cracked or defaced, a student must replace it immediately. The cost is \$5.

If a student does not bring the ID badge to school, a temporary ID badge must be secured from the HS front office prior to going to class. Each temporary ID issued will be recorded.

Consequences for ID Violations

1st Violation Warning - Temporary ID issued and recorded

2nd Violation - Temporary ID issued and recorded

3rd & 4th Violations - 1 hr. of Friday Detention - Temporary ID issued and recorded

5th Violation - Parent Contact made - new ID issued for \$5.00, 1 day ISS

6th - 8th Violations - 1 day of ISS

8+ Violation - Parent Contact made, new ID issued for \$5.00, 1 day OSS

Under circumstances when a student has a \$10.00 ID debt (charging 2 IDs), the student will be required to contact parents/guardians concerning this matter. A payment plan must be agreed upon by the student, parent/guardian, and an administrator to satisfy the debt (minimum \$5.00) for IDs. Students who have an outstanding ID debt of \$10.00 and wish to charge another ID are required to clear the debt before another ID is issued (potentially resulting in OSS). The student may be given an ID payment plan form to be signed by the parent/guardian and returned the day after the infraction. Another parent conference/disciplinary consequence may be scheduled if these requirements are not satisfied.

Dress Code

Scholars are reminded to come to school in their appropriate dress code attire.

- **Monday through Thursday:** Scholars must wear their **Black Legacy Polo shirt** and **Khaki pants**.
- **Fridays:** Scholars can choose to wear their Monday through Thursday uniform or a **college t-shirt** with **Khaki pants**.
- **Outerwear:** Scholars may wear **plain black outerwear** (jacket, hoodie, or coat), but wearing a **Legacy jacket** is preferred.
- **Important:** The dress code will be **strictly enforced**, and all scholars are expected to comply to maintain a professional and respectful learning environment.

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 a member of the scholar services team..

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.

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. Transcripts are requested through parchment.

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. Additionally, the Advisory program will focus on developing Leadership, Culture, and Achievement by building habits of practice. There will also be an emphasis on preparing for, applying to and attending a four-year college.

Power Hour/Scholar Support

LECHS offers after-school tutorial options for scholars after school from 4-6 PM, Tuesday and 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 request their transcript through Parchment - a web-based service that requires a unique log-in and password. Scholars should see their guidance counselor or a member of the College Success Team for their access code.

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 Cheerleadingmiddle - 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.