Revised on 09/02/2026

LEGACY PREPARATORY CHARTER ACADEMY 2026- 2027

Parent Partnership and Scholar Handbook

Nil sine magno labore
(Nothing without great effort)

LPCA @ Mesquite
2727 Military Parkway
Mesquite, Texas 75149

469-206-2190

LPCA Central Office 375
Municipal Dr.
Richardson, Texas 75080
469-249-1099

www.legacypreparatory.com
https://www.facebook.com/pages/Legacy-Preparatory-Charter-Academy/269239266507720

Dear Parents & Scholars:

Welcome to another exciting year at Legacy Preparatory Charter Academy ("LPCA"), where we promise to make "Every Second Count" for every child in the quest for college and career readiness. We look forward to the challenging opportunities that lie ahead. These include providing relevant and engaging instruction for the scholars in our community, training and supporting programs for our talented and dedicated staff, and additional involvement and support options for our parents and community members. We invite and encourage you to join our efforts as we continue to seek and determine long-range plans for the positive growth of our school. This Parent Partnership and Scholar Handbook and Scholar Code of Conduct ("Handbook") is designed to help us accomplish these goals.

Within the pages of this Handbook are the policies, rules, consequences, and procedures adopted by LPCA. The Handbook is an essential reference book that describes what we expect of our scholars and parents, what they can expect from us, and how we will achieve our educational mission. We have attempted to make the language in this Handbook as straightforward as possible. Please note that the term "parent" is used to refer to the parent, legal guardian, or other adult who has agreed to assume school-related responsibility for a scholar.

This Handbook is divided into sections. The first section is an introduction. The second section includes general information regarding school policy and procedures. The third section provides important health and safety information. The fourth section provides information about academics and grading. The fifth section is the Scholar Code of Conduct, which is required by state law and intended to promote school safety and an atmosphere for learning. In addition to its inclusion in this document, it is also posted on the LPCA website. The sixth section is especially for parents, with information regarding parental rights, including the LPCA grievance policy. Finally, the seventh section contains important notices regarding scholar information, computer resources, and electronic communication devices.

This Handbook is written to be consistent with Board Policy. While this Handbook is updated yearly, Board policy revisions and adoptions may occur throughout the year. Changes in policy that affect Handbook provisions will be made available to scholars and parents through newsletters, the school website, and other communications. *Should there be a conflict between Board Policy and any provision of this Handbook or the Scholar Code of Conduct, the provision that was most recently adopted by the Board of Directors will be followed.*

Please review this entire Handbook as well as the Scholar Code of Conduct document and keep it as a reference throughout the year. By familiarizing yourself with this information, you can help support the school's efforts to establish and maintain an academic learning environment free of distractions. Parents or scholars with questions regarding this Handbook should contact the Campus Principal or designee.

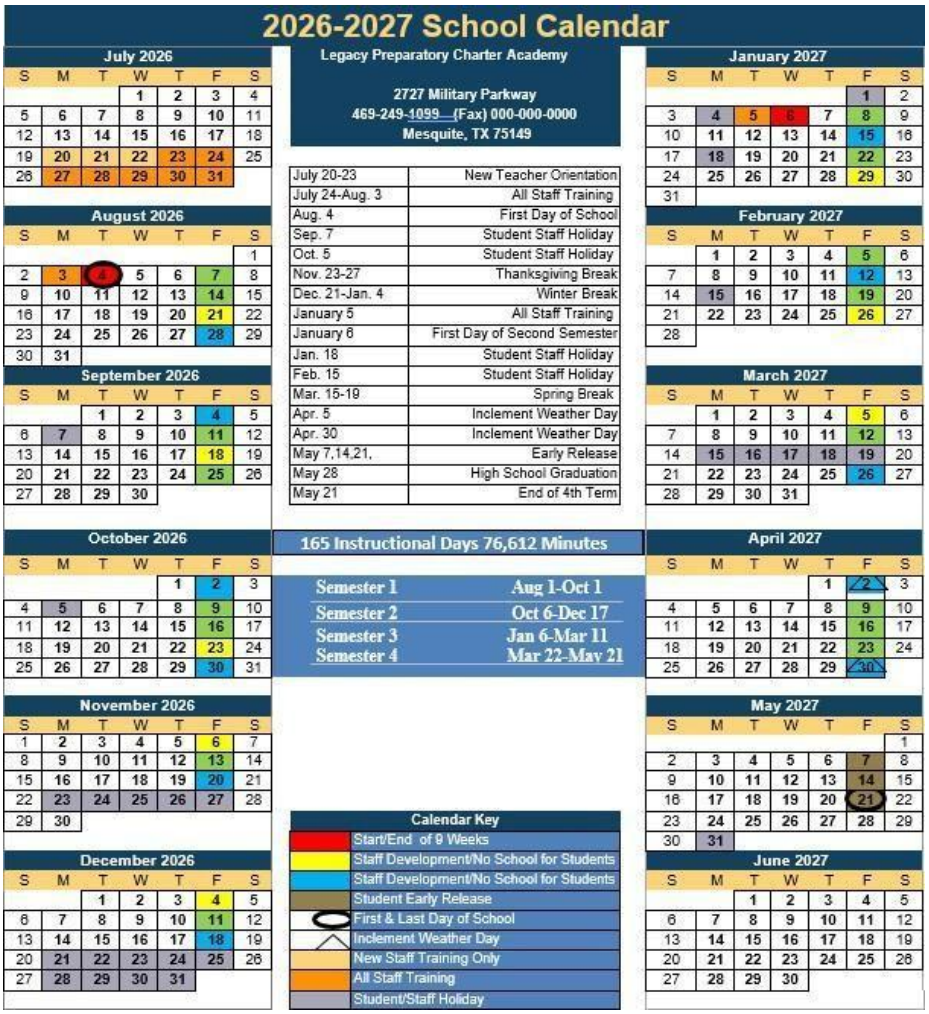
Finally, you must complete and return the last page of the Handbook – "Acknowledgement of Scholar Handbook and Scholar Code of Conduct" – to the school office within five days of receiving the Handbook.

We would like to extend an invitation to each of you to become an active part of your child's educational experience. We are continually seeking ways to provide parents with opportunities to become involved and look forward to your assistance in molding our scholars into the scholars we know they can be. On behalf of the entire Legacy Preparatory Charter Academy staff and community, best wishes for a great **2026-2027** school year!

Warm Regards,

The Legacy Preparatory Charter Academy Administrative Team

LEGACY PREPARATORY CHARTER ACADEMY



SECTION 1: GENERAL INFORMATION

LPCA Leadership
Board of Education
Administrative Team
Campus Leadership Team
Scholar Support Team

Legacy Education – Vision and Mission
Legacy Principles
Core Values – The Legacy Preparatory Learner Profile
Commitment To Excellence Compact
School Commitment Strong Academics
School Identity
School Pledge
Motto
Notice of Non-Discrimination
General Admissions and Enrollment Information
Exception to Admission
Submission of Applications and Admissions Lottery
Currently Enrolled Scholars
Private and Home School Scholars - Grade Placement and/or Award of Credit
McKinney-Vento Homeless Education Assistance Act of 2001
Scholar Information
Establishing Identification
Undocumented Scholars
Food Allergy Information
Residency Verification
Withdrawal
Voluntary Withdrawal
Involuntary Withdrawal

Attendance Policy
Texas Compulsory Attendance Law
Attendance for Credit or Final Grade
Absence and Tardiness
Excused Absences
Unexcused Absences
Make-Up Work
Driver's License Attendance Verification
Personal Illness
Excessive Absences and Tardiness
Change of Address or Telephone Number
Closed Campus
Conferences with Teachers and Campus Leadership

Daily Schedule
School Hours
Arrival to School
End of Day Dismissal
Leaving Campus during the School Day
Scholar Dress Code
Notice to Parents and Scholars
Distribution of Materials or Documents
School Materials
Non-School Materials
Fundraising
Sales
Demonstrations or Meetings on School Premises (Non-School Sponsored)
Electronic Devices and Technology Resources
Possession and Use of Other Personal Electronic Devices
Instructional Use of Personal Telecommunications and Other Electronic Devices
Acceptable Use of Technology Resources
Unacceptable and Inappropriate Use of Technology Resources
Scholar Fees
Lost and Stolen Items
Meals
State-Mandated Nutrition Guidelines
Lunch Visitations
School Activities
Field Trips
School-Sponsored Trips
Transportation
Road to College Trips
Clubs and Organizations
School Calendar
Textbooks and Curriculum Materials
Displaying a Scholar's Artwork, Projects, Photos, and Other Original Work
Use of Scholar's Image/Information
Pledges of Allegiance and Moment of Silence
Recitation of the Declaration of Independence
Prayer and Meditation
School Property and Facilities
Use by Scholars Before and After School
Conduct Before, During, and After School
Meetings of Non-Curriculum Related Groups

Visitors to the School

Visitors Participating in Special Programs for Scholars
Disruptions
SECTION 2: HEALTH AND SAFETY INFORMATION
Health-Related Resources, Policies, and Procedures
Mental and Physical Health Resources
Policies and Procedures that Promote Scholar Physical and Mental Health
Preparedness Training
Mental Health Promotion and Intervention
Mental Health Support (All Grade Levels) 40*Information on Scholar ID Cards*
Alcohol-Free School Notice
Tobacco-Free School Notice
Drug-Free School Notice
Illness During the School Day
Head Lice
Emergency Medical Treatment
Administration of Medication
Asthma and Anaphylaxis Medication
Seizure Management Plan
Steroid Notice
Communicable Diseases
Bacterial Meningitis Information
Dyslexia and Related Disorders
Health Screenings
Acanthosis Screening for Diabetes
Fitness Testing Spinal Screening
Vision and Hearing Screenings
Immunization Requirements
Provisional Enrollment
Exclusions from Immunization Requirements
Immunization Records Reporting
48**2.17**
Child Abuse Reporting and Programs
Plan for Addressing Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children
Notice of Penalties for Trafficking of Persons and Online Solicitation of a Minor
Freedom from Discrimination, Harassment, and Retaliation
Statement of Nondiscrimination
Discrimination and Harassment (Prohibited Conduct)
Dating Violence
Retaliation
Reporting Prohibited Conduct
Investigation of Complaints
Investigation
Appeal

Freedom from Sexual Harassment
General Definitions
Reporting Sexual Harassment
Notice of Allegations
Grievance Process
Consolidation of Formal Complaints
Dismissal of Formal Complaints
Investigating Formal Complaints
Determination Regarding Responsibility
Appeals
Emergency Removals
Informal Resolution
Retaliation Prohibited
Confidentiality
Non-Sexual Harassment Sex Discrimination
Freedom from Bullying and Cyberbullying
Reporting Procedures
Investigation of Report
Interrogations and Searches
Desk and Locker Searches
Random Drug Searches
Vehicles on Campus
Law Enforcement Agencies
Questioning of Scholars
Scholars Taken Into Custody
Accident Prevention
Drills: Fire, Tornado, and Other Emergencies
Emergency Closings
Asbestos Management Plan
Pest Control Information
Videotaping of Scholars
SECTION 3: ACADEMICS AND GRADING
Academic Programs
Academic Integrity
Armed Services Vocational Aptitude Battery Test
Counseling
Academic Counseling
Personal Counseling

Credit and Acceleration by Exam

If a Scholar Has Prior Instruction
If a Scholar Has Not Had Prior Instruction
Curriculum
Grading Program
Homework Policy
Physical Education
Physical Education Exemption
Special Programs
Scholars Who Speak a Primary Language Other than English
Aiding Scholars Who Have Learning Difficulties or Who Need Special Education or Section 504 Service
Services for Title I Participants
Scholars with Physical or Mental Impairments Protected under Section 504
College Days
Computer Resources
Distance Learning
Extracurricular Activities, Clubs, and Organizations
Graduation
Testing Requirements for Graduation
Foundation High School Program
STANDARDIZED TESTING
STAAR (State of Texas Assessment of Academic Readiness)
End-of-Course (EOC) Assessments for Scholars in Grades 9-12
Accelerated Instruction: Grades 3–8
Accelerated Learning: Grades 9–12
Accelerated Learning Committees SAT/ACT (Scholastic Aptitude Test and American College Test)
TSI (Texas Success Initiative) Assessment
Texas English Language Proficiency Assessment System ("TELPAS")
Summer School
Tutoring
Scholar Promotion and Retention
Parent Option for Scholars to Repeat Grades or Courses
Report Cards
SECTION 4: SCHOLAR CODE OF CONDUCT
Purpose of the Scholar Code of Conduct
Character Education
STRR System
Authority and Jurisdiction

Reporting Crimes
Standards for Scholar Conduct

Discipline Management Techniques
Techniques Corporal Punishment
Restorative Discipline Practices
Procedures for Use of Restraint
Procedures for Use of Time-Out
Campus Principal
Scholar Code of Conduct Offenses
Level I Offenses:
Level II Offenses
Level III Offenses
Scholar Code of Conduct Consequences
After School Detention
Suspension
Removal from School Transportation
Conferences, Hearings, and Appeals
Process for Suspensions Lasting up to three Days
Process for Out of School Suspensions Three Days (Extended Suspension) and Expulsion
Placement of Scholars with Disabilities
Gun-Free Schools Act
Glossary
SECTION 5: ESPECIALLY FOR PARENTS
Parent Contact Information
Commitment to Excellence Compact
School Commitment
Parent Commitment
Notification of Teacher Qualification
Accommodations for Children of Military Families
Parent Involvement
Parent Volunteers Parents as Partners (PAP)
Volunteer Background Checks
Surveys and Activities
"Opting Out" of Surveys and Activities
Scholar or Parent Complaints and Concerns
Informal Conferences
Formal Grievance Process
Additional Complaint Procedures
SECTION 6: IMPORTANT NOTICES
Annual FERPA Confidentiality Notice
Family Educational Rights and Privacy Act: Directory Information Opt-Out Form
Use of Scholar Work in School Publications
Legacy Preparatory Charter Academy Photo/Videotape Release Form

Scholar Acceptable Use Policy

Acceptable Use Agreement Acknowledgment Form

Electronic Communication Device Commitment Form

Food Allergy Notification Form

Acknowledgement and Approval of Parent Partnership and Scholar Handbook and Scholar Code of Conduct

ADDENDUM (MARCH 18, 2021)

GRADING POLICY .....

ADDENDUM (September 24, 2024)

CELL PHONE POLICY .....

SECTION 1: GENERAL INFORMATION

1.1 LPCA Leadership

School Board

School Board Chair/President Byron Ricks	Vince Vittatoe Secretary	Board Members Ramil Parades Gary Cary

Administrative Team

Staci Weaver Superintendent/CEO		
School Operations Maria Fernandez-Executive Director of Curriculum & Instruction Sandy Vroman Sr. Director of LOTE, Bilingual Education, and Grants	Angela Willis Assistant Superintendent of Finance Buddy Davis Facilities and National Lunch Program Director Arlinda Bailey Child Nutrition Manager Cynthia Branch Human Resources Manager Sammie Robertson Director of School Safety and Security	Dr. Mary Kahama Director of Federal Programs, Title IX and Section 504 Coordinator Athena Bivens Director of Special Education

Campus Leadership Team

Elementary PreK-6th Grade	Secondary 7th Grade-12th Grade

Juan Amaya Principal Pre-K – 6 Grade **Brent Walker Assistant Principal**	**Angela Humphrey Principal 7th-12th Grade**

Scholar Support Team

Brandi Braley **Director Secondary Education CCMR, TIA, TTESS** **Earl Esquejo Math Coordinator/Data Fellow**	**Dr. Quishema 'Que" Jones Director of Family & Community Engagement**	**Lyante Savala** **District Testing Coordinator**	**Elizabeth Hunter ELAR Specialist** **Nemia Vergara Math Specialist**	**Maria Gonzales District Community Liaison**
Angelica Nell-PTECH CCMR Counselor High School			**Amelia Zambrano** **7th-12th Grade Counselor** **Erica Sheriff** **Counselor Pre K- 6th Grade**	
Cynthia Ferguson -School Medic			**Angelica Sandoval PEIMS-Data Clerk** **Sara Vazquez PEIMS-Data Clerk** **Pilar Ponce Truancy/Campus Administrative Assistant**	

1.1 Legacy Education – Vision and Mission

Vision: We develop and inspire innovative, critical-thinking scholars who influence our global society.

Mission: To facilitate educational experiences through teaching that engages, a culture that empowers, and technology that enables scholars to be college, career, and military-ready, who produce impactful outcomes.

1.2 Legacy Principles

- Our scholars deserve the very best public education that we as an organization can provide. Our goal of rigorously preparing each scholar to enter and subsequently succeed in college must be the overriding objective in everything that we do.
- We select our teachers and staff one by one, recognizing that we cannot provide a great education for our scholars without seeking and retaining the best possible teachers and school leaders. The measure of our success as educators starts first and foremost with the quality of the teachers in our classrooms.
- Our schools are demanding and place high expectations on everyone involved . . . from our scholars, our teachers, our staff and our board of directors. From great expectations come great results.
- The dedication of our people to closing the achievement gap, demonstrated through substantial amounts of real time in the classroom, is greater than that found in many other educational institutions. We think that our uncompromising dedication to making "every second count" when impacting the life of a child is important for our schools to be successful.
- We believe strongly in the power of scholar-faculty relationships and foster them through our small school sizes. As a result, each teacher has the power to make a real difference in their scholars' lives.
- Our curriculum must be relevant to the lives of our scholars, teaching them to be world citizens, tolerant and understanding of how we are all different, yet also recognizing how our common values create a compelling need for us to work together for the greater good.
- We offer our professionals the opportunity to make a meaningful difference sooner than they might at other organizations. We sufficiently empower our school leaders with more control and input than that found at other schools in the belief that each leader, reporting to a dedicated local operating board, should have the ability to control their team and their environment.
- We are fully accountable to all of our stakeholders, especially the parents of our children and the taxpayers and philanthropic organizations who provide our funding. We will measure and report our results on an ongoing basis to each constituency who has given us their trust.
- We expect everyone within our community to maintain high ethical standards in everything that they do, both in their professional responsibilities and in their personal lives. Our integrity is not a grey area that can be negotiated nor compromised.
- While we take great pride in the quality of the education that we provide, we also seek to continually reflect and improve upon it by sharing our most successful approaches across each of our schools while also seeking to learn best practices developed at other institutions. We must recognize that we can always be better.

1.3 Core Values – The Legacy Preparatory Learner Profile

Our core values are aligned with the Legacy Preparatory Learner Profile. Legacy learners strive to be:

Inquirers: They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable: They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Critical Thinkers: They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems and make reasoned, ethical decisions.

Collaborators: They work well in groups, using norms and holding each other accountable to the required work.

Communicators: They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled: They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and consequences that accompany them.

Open-minded: They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring: They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers: They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced: They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective: They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

1.4 Commitment To Excellence Compact

This Compact is made between Legacy Preparatory Charter Academy, a college preparatory public school organized and existing under the laws of the State of Texas, the scholar, and the parent/guardian in pursuit of a rigorous college preparatory education and leadership development for the academic year.

School Commitment

As part of the school faculty, I fully agree with and commit to the following:

- I will exhibit the rigor required to insure actions are based on educational best practices and will do whatever it takes to meet individual scholar needs.
- I will attend and participate in all staff meetings and professional development to ensure best teaching practices become universal for continuous improvement.
- I will "go the extra mile" by being available before and after school to work with scholars and parents by addressing any concerns.
- I will respond to communications from scholars and parents within twenty-four (24) hours, during the school week.
- I will remain focused on standards and excellence leading to results that support and implement the mission of Legacy Preparatory.
- I will utilize data to support and measure curricular and academic achievement.
- I will protect the safety, interests and rights of all scholars.
- I will work with Legacy Preparatory professionals to further organizational goals by enforcing all rules, codes, policies, procedures and core values of Legacy Preparatory.

Strong Academics

Intellectual development is a critical concept for future success. LPCA prioritizes academics through providing highly qualified teachers, effective teaching strategies, continual professional development, a safe and orderly learning environment, and vertically and horizontally aligned curriculum. Our goal is to prepare our scholars for 9th grade and provide the skills necessary to succeed in college.

1.5 School Identity

District Color: Royal Blue
School Colors: Hunter or Forest Green (K-6), Red (6-8), Purple, Royal Blue,(HS), Seniors may wear Black Polos
Mascot: Wolf

1.6 School Pledge

I pledge to do my best this day
To be safe and to help others stay safe
To be trustworthy and respectful To
accept responsibility for my own
learning And help others in their
learning To work towards being a
positive leader
While becoming a good listener and friend
I understand that I must show effort every day
So I can graduate career- and college-ready
While using multiple languages And
be the global, productive citizen
Who will help change the World
Excellence is my daily focus

1.7 Motto

Nil sine magno labore. (Nothing without great effort.)

1.8 Notice of Non-Discrimination

LPCA does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology programs. LPCA complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, as required LPCA does not (and is required not to) discriminate on the basis of sex in its educational programs or activities. This non-discrimination requirement applies to admission to and employment with LPCA. Inquiries into issues related to Title IX may be referred to LPCA's Title IX Coordinator (identified below), to the Assistant Secretary for Civil Rights of the Department of Education, or both. Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally protected classification or status protected by applicable law.
Questions or concerns about LPCA's compliance with these federal laws federal laws should be brought to the attention of the following person who is designated as responsible for coordinating compliance with these requirements:

- The Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender: Dr. Mary Kahama, Federal Programs and Compliance Officer, 375 Municipal Dr. Richardson, Tx. 75075; 469-249-1099.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dr. Mary Kahama, Federal Programs and Compliance Officer, 375 Municipal Dr. Richardson, Tx. 75075; 469-249-1099.
- Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age: Cynthia Branch, Human Resources,375 Municipal Dr. Richardson, Tx. 75075 469-249-1099.
- All other concerns regarding discrimination: Cynthia Branch, Human Resources, 375 Municipal Dr. Richardson, Tx. 75075; 469-249-1099.
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1.9 General Admissions and Enrollment Information

LPCA is an open-enrollment charter school, meaning it is a public school of choice. Admission and enrollment of scholars shall be open to persons who reside within the geographic boundaries stated in LPCA's charter, and who are eligible for admission based on lawful criteria identified in the charter and state law. Additionally, as allowed by Chapter 12 of the Texas Education Code, LPCA may admit a child of a school employee regardless of whether the child resides in the geographic area served by LPCA. Additionally, as allowed by Chapter 12 of the Texas Education Code, LPCA may admit a child of a school employee regardless of whether the child resides in the geographic area served by LPCA. The total number of scholars enrolled in LPCA shall not exceed the number of scholars approved in the charter or subsequent amendments. Total enrollment may be further limited by LPCA based on occupancy limitations, code compliance and staffing requirements as deemed necessary.

In accordance with state law, LPCA does not discriminate in its admission and enrollment policy on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend.

Exception to Admission

As authorized by LPCA's charter and Texas Education Code § 12.111(a)(5)(A), scholars with a documented history of a criminal offense, a juvenile court adjudication under Texas Education Code Chapter 37, Subchapter A will be excluded from admission and enrollment in LPCA. HB 6 allows charter schools to **deny admission** to students who have been in a Disciplinary Alternative Education Program (DAEP) or Juvenile Justice Alternative Education Program (JJAEP), or have been expelled or convicted of a criminal offense

Submission of Applications and Admissions Lottery

LPCA requires parents to submit a completed application form to be considered for admission. An admissions lottery will be conducted if the total number of applicants exceeds the number of open enrollment spots. Each applicant will be assigned a number, and all numbers will be placed in a container and randomly drawn one number at a time by a Director or designee. Each applicant whose number is drawn will be offered admission. Notification will be made by telephone, e-mail, or U.S. Postal Service. Failure of an applicant to respond within 48 hours of the date of the telephone call or e-mail, or within three business days of a postmarked letter, will result in the forfeiture of his or her position in the application process. Parents notified by mail should call the admitting campus immediately upon receipt of the notice in order to preserve their child's position in the lottery.

Once all enrollment spots have been filled by the lottery, the remaining numbers will be drawn and the applicants assigned to these numbers will be placed on a waiting list in the order in which they were drawn. If a vacancy arises before the commencement of the school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

If an application is received after the application period has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely applied.

Exceptions: Federal guidelines permit LPCA to exempt from the lottery scholars who are already attending LPCA; siblings of scholars already admitted to or attending LPCA; and children of LPCA's founders, teachers and staff, so long as the number of these scholars constitutes only a small percentage of LPCA's enrollment.

Currently Enrolled Scholars

Once scholars are admitted to LPCA, they are not required to submit an application for the upcoming school year. However, they will be asked to indicate their intent to return to LPCA by completing the reenrollment online application in the early spring.

A scholar who withdraws for any reason during the school year is only eligible for re-admission by submitting a new application.

Additional information on LPCA's admissions process may be obtained from the LPCA Admissions Coordinator or the Legacy Admissions Coordinator. Information will also be posted on the LPCA website.

Private and Home School Scholars - Grade Placement and/or Award of Credit

LPCA will determine whether or not to assess a scholar based on reviewing the curriculum, course of study, and work of the scholar coming from a homeschool environment or private school. If LPCA decides to test your child, it is simply an attempt to place your child appropriately so they will be successful in public school.

If assessments are utilized for determining placement, LPCA will do the following:

1. Elementary scholars will be assessed by a previously released STAAR exam of appropriate grade level.
2. Secondary scholars will be assessed by a previously released STAAR exam of appropriate grade level.

Based on the overall evaluation, a Campus Principal will place the scholar in the equivalent grade within the school.

Parents have the option to pay for credit by examination through a university and submit those results at enrollment. If the scholar scores 70% or higher the scholar would receive credit for courses and be placed accordingly (reminder: the scholar should be tested on the courses they have already completed). For assistance, contact specialpopulations@legacypca.com.

1.10 McKinney-Vento Homeless Education Assistance Act of 2001

Homeless children and youth are ensured specific educational rights and protections under the McKinneyVento Homeless Education Assistance Act of 2001. “Children and youth who are homeless,” as defined by this federal law, means and includes children who:

- Are abandoned in hospitals or are awaiting foster care placement.
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.
- Are living in emergency or transitional shelters.
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations.
- Are sharing the housing (doubled up) of other persons due to loss of housing, economic hardship, or a similar reason.
- Have a primary nighttime residence that is a public or private place not designed as a regular sleeping accommodation for human beings.
- Lack a fixed, regular, and adequate nighttime residence.

Children who are homeless will be provided flexibility regarding certain policies and procedures, including proof of residency requirements; immunization requirements; educational program placement; award of credit; eligibility requirements for participating in extracurricular activities; continuing enrollment in the “school of origin” or enrollment in a new school in the attendance area where the scholar is currently residing; graduation requirements; and other related matters.

Questions concerning assistance offered to homeless scholars can be obtained from Dr. Mary Kahama,McKinney-Vento Liaison, 469-249-1099.

1.11 Scholar Information

Any scholar admitted to LPCA must have records, such as a report card and/or transcript from the previous school attended, to verify his or her academic standing. Verification of residency and current immunization

records are also required. Every scholar enrolling in LPCA for the first time must present documentation of immunizations as required by the Texas Department of State Health Services.

No later than 30 days after enrolling in LPCA, the parent and school district in which the scholar was previously enrolled shall furnish records that verify the identity of the scholar. These records may include the scholar's birth certificate, or a copy of the scholar's school records from the most recently attended school. Scholars will not be denied enrollment because they failed to meet this requirement.

LPCA will forward a scholar's records on request to a school in which a scholar seeks or intends to enroll without the necessity of the parents' consent.

Establishing Identification

Any of the following documents are acceptable for proof of identification and age: birth certificate; driver's license; passport; school ID card; records, or report card; military ID; hospital birth records; adoption records; church baptismal record; or any other legal document that establishes identity.

Undocumented Scholars

Enrollment may not be denied to children who are not legally admitted into the United States.

Food Allergy Information

The parent of each scholar enrolled at LPCA must complete a form provided by the school that discloses (1) whether the child has a food allergy and/or a severe food allergy that should be disclosed to the school to enable the school to take any necessary precautions regarding the child's safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term "severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

LPCA may also require information from a child's physician if the child has food allergies.

Food allergy information forms will be maintained in the child's scholar records, and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurses/medics, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA").

Residency Verification

The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in LPCA, each scholar's parent must show proof of residency at the time of enrollment. Residency may be verified through observation, documentation, and other means, including, but not limited to:

1. A current lease agreement,
2. A current utility bill indication the address and name of the residence occupiers,

3. A recently paid rent receipt,
4. Building permits issued to a parent on or before September 1st of the school year in which admission is sought (permits will serve as evidence of residency for the school year in which admission is sought only).
5. Interviews with people with relevant information.
6. Mailing addresses of the residence occupiers,
7. The most recent tax receipt indicating homeownership, or
8. Visual inspection of the residence.

Falsification of residence on an enrollment form is a criminal offense.

1.12 Withdrawal

Voluntary Withdrawal

A scholar under 18 years of age may be withdrawn from school only by a parent or legal guardian. LPCA requests notice from the parent at least three days in advance so that records and documents may be prepared. Parents may obtain a withdrawal form from the main office. The Campus Principal or other administrator will verify the information on the withdrawal form when the parent arrives to sign withdrawal papers to complete the process. The parent shall also provide the name of the new school in the scholar will be enrolled and must sign the withdrawal request to document that the scholar will continue to be enrolled in a school as required by compulsory attendance laws.

A scholar who is 18 years of age or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

Withdrawing scholars and parents are expected to:

- Return all devices, textbooks and checked-out materials and equipment;
- Complete any make-up work assigned;
- Pay any unpaid balance for scholar fees and lunch account, if any; and
- Sign a release of scholar records.

In all cases, withdrawal forms must be appropriately completed and signed before withdrawal is complete.

Involuntary Withdrawal

LPCA may initiate withdrawal of a scholar under the age of 19 for non-attendance if (1) the scholar has been absent 10 consecutive school days, and (2) repeated efforts by the school to locate the scholar have been unsuccessful.

Additionally, LPCA may revoke the enrollment of a scholar 19 years of age or older who has more than five unexcused absences in one semester. Medical excuses from a medical institution or medical doctor will be taken into consideration.

1.13 Attendance Policy

Regular school attendance is essential for the scholar to make the most of his or her education and to benefit from teacher-supervised activities, to build each day's learning on that of the previous day, and to

grow as an individual. Absences from class will affect a scholar's ability to succeed in class; therefore, scholars and parents should make every effort to avoid unnecessary absences. Additionally, state law mandates compulsory school attendance for children of a certain age, and LPCA policy deals with attendance for course credit and a scholar's final grade. These items are discussed below.

Texas Compulsory Attendance Law

The state compulsory attendance law requires that a scholar between the ages of six and 19 must attend school, any applicable accelerated instruction programs, and school-required tutorial sessions unless the scholar is otherwise legally exempted or excused. School staff must investigate and report violations of the state compulsory attendance law. A scholar absent from school without permission from any class, from required special programs, or from required tutorials will be considered "truant" and subject to disciplinary action.

Kindergarten scholars are required to attend school and are subject to compulsory attendance requirements as long as they remain enrolled.

A scholar who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day. If a scholar 19 years of age or older has more than five unexcused absences in a semester, LPCA may revoke the scholar's enrollment, except that LPCA may not revoke the enrollment on a day on which the scholar is physically present at school. The scholar's presence on school property after revocation of enrollment for nonattendance would be unauthorized and may be considered trespassing. Prior to revoking the scholar's enrollment LPCA shall issue a warning letter to the scholar after the third unexcused absence stating that the scholar's enrollment may be revoked for the remainder of the school year if the scholar has more than five unexcused absences in a semester. As an alternative to revoking enrollment, LPCA may impose a behavior improvement plan.

> **Notice to Parents:** *Under Texas Education Code § 25.095(a), you are hereby notified that if a scholar is absent from school on ten or more days or parts of days within a six-month period in the same school year, the scholar's parent is subject to prosecution under Texas Education Code § 25.093; and the scholar is subject to referral to a truancy court for truant conduct under Texas Family Code § 65.003(a).*
>
> *LPCA shall notify a scholar's parent if the scholar has been absent from school, without excuse, on three days or parts of days within a four-week period. The notice will inform the parent that it is the parent's duty to monitor the scholar's school attendance and require the scholar to attend school; the scholar is subject to truancy prevention measures under Texas Education Code § 25.0915; and that a conference between school officials and the parent is needed to discuss the absences.*

Attendance for Credit or Final Grade

Attendance is taken each period of the school day and is recorded for the state. Official attendance for all grade levels is taken by 10:00 a.m. each morning. Scholars should make every effort to be present when official attendance is taken. If an absence is unavoidable, parents should call the main office before 8:30 a.m. on the date of the absence with the reason for the scholar's absence.

To receive credit in a class, a scholar must attend at least 90% of the days the class is offered. These days include both excused and unexcused absences. A scholar who attends fewer than 90% of the days the class

is offered may be referred to the Attendance Committee to determine whether there are extenuating circumstances for the absences and how the scholar can regain credit.

In determining whether there were extenuating circumstances for the absences, the Attendance Review Committee will use the following guidelines:

1. All absences will be reviewed, with special consideration given for religious holy days, documented health care appointments for which routine make-up work has been completed, and other special circumstances as defined by the Texas Education Code.
2. For a scholar transferring into LPCA after school begins, including a migrant scholar, only those absences after enrollment will be considered.
3. In reaching consensus about a scholar's absences, the committee will attempt to ensure that its decision is in the best interest of the scholar.
4. The committee will consider whether the absences were for reasons over which the scholar or parent could exercise control.
5. The committee will consider the acceptability and authenticity of documentation expressing reasons for the scholar's absences.
6. The committee will consider the extent to which the scholar has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
7. The scholar, parent or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

If credit is lost because of excessive absences, the attendance committee will decide how the scholar may regain credit. The scholar or parent may appeal the committee's decision to the Board of Directors by filing a written request with the Superintendent. The appeal notice must be postmarked to the following address within three days following the last day of instruction in the semester for which credit was denied: Legacy Preparatory Charter Academy, Attn: Staci Weaver 375 Municipal Dr. Suite 222 Richardson, Texas 75080.
The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Superintendent or designee shall inform the scholar or parent of the date, time, and place of the meeting.

1.14 Absence and Tardiness

When a scholar must be absent from school, parents are asked to call the school each day the scholar will be absent. Upon returning to school, the scholar must bring a note, signed by the parent, that describes the reason for the absence. A note signed by the scholar, even with the parent's permission, will not be accepted. Notes must be received within three school days of the absence, or the absence will be unexcused. Only two parent notes per semester will be accepted.

Because excessive absences are considered truancy under state law, LPCA reserves the right to take extreme absence cases to court.

LPCA asks that medical and other appointments for children be made early in the morning or late in the afternoon so that scholars miss as little instructional time as possible.

LPCA recognizes two kinds of absences: excused and unexcused. Scholars and parents should read this section carefully to understand the school's expectations. Scholars and parents should also be aware of the school's policy regarding homework, quizzes, and tests following an absence.

Excused Absences

Scholars may be excused for temporary absence resulting from any cause acceptable to the Campus Leadership. An absence will be considered excused if the absence is for one or more of the following reasons:

- Activities related to obtaining United States citizenship.
- An absence resulting from a serious or life-threatening illness or related treatment that makes the scholar's attendance infeasible, if the scholar or the scholar's parent provides a certification from a physician licensed to practice medicine in Texas specifying the scholar's illness and the anticipated period of the scholar's absence relating to the illness or related treatment. Added in response to HB 699, which amended TEC 25.087.
- An absence for a scholar who is 15 years of age or older to visit a driver's license office to obtain a driver's license or learner license, provided that more than one day of school may not be excused during the period the scholar is enrolled in high school for the purpose of (i) obtaining a driver's license or (ii) obtaining a learner license, and the school verifies the scholar's visit to the driver's license office in accordance with procedures adopted by LPCA.
- Documented health-care appointments for the scholar or a child of the scholar, including absences for recognized services for scholars diagnosed with autism spectrum disorders. If a scholar returns to school the same day or attends part of the day prior to a doctor's appointment and then presents a doctor's note verifying the appointment, the absence is excused, and the scholar is counted present.
- For scholars in grades 6–12, an absence for the purpose of sounding "Taps" at a military honors funeral held in Texas for a deceased veteran.
- For scholars in the conservatorship (custody) of the state who need to attend:
    - An activity required under a court-ordered service plan; or
    - Any other court-ordered activity, provided it is not practicable to schedule the scholar's participation in the activity outside of school hours. ● Observing religious holy days.
- Required court appearances.
- Serving as an election clerk.
- Temporary absence resulting from any cause acceptable to the Campus Principal or designee.

A junior or senior scholar may also be absent for up to two days per school year for purposes of visiting a college or university, so long as the scholar obtains permission for the visit from the Campus Principal, follows the school's procedures to verify the visit, and makes up any work missed due to the absence.

Absences of up to five days will be excused for a scholar to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

Additionally, LPCA may excuse up to four days of school for a high school scholar who is 17 years of age or older to pursue enlistment in a branch of the armed services of the United States or the Texas National Guard, provided that LPCA verifies the scholar's activities relating to pursuing enlistment.

For religious holy days, required court appearances, activities related to obtaining citizenship, and services of an election clerk, one day of travel to the site and one day of travel from the site shall also be excused by LPCA.

The only additional excused absences are for personal illness, death in the immediate family (parent, sibling, grandparent, or member of the immediate household), a school-related absence or an absence approved in advance by the Campus Principal due to extenuating circumstances. These excuse notes must be submitted to the campus within 3 days of the last consecutive absence.

Unexcused Absences

Any absence not listed above will be considered an unexcused absence. Examples of unexcused absences include, but are not limited to:

- Car trouble
- Failure to bring a written note within three school days following an absence
- Leaving school without the permission of the Campus Principal(s)
- Oversleeping
- Parent or other family illness
- Personal business
- Vacations

Make-Up Work

If a scholar misses class for any reason, a teacher may assign make-up work that incorporates the instructional objectives for the class and that will assist the scholar to master the essential knowledge and skills necessary to meet subject or course requirements. Scholars are responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. Teachers will provide scholars and parents with additional information regarding penalties for failure to complete make-up work within the time allotted, and the process for making up tests missed due to absence.

Driver's License Attendance Verification

The Texas Department of Public Safety ("DPS") is required to verify the attendance records of a scholar between the ages of 16 and 18 that is seeking to obtain or renew a driver's license. In order for DPS to access this information or, in certain circumstances, for a school administrator to provide the attendance information to DPS, written parental permission must be obtained. Scholars may obtain the required Verification of Enrollment ("VOE") form from the school office.

Personal Illness

When a scholar is absent from school, he or she must return with a note explaining the absence within three days of the absence. The note must be signed by the scholar's parent or guardian.

If a scholar is absent due to personal illness for more than three consecutive days, the scholar will be required to present a statement from a physician or health clinic. Failure to provide the required statement may result in the accumulation of unexcused absences and/or a loss of credit.

Excessive Absences and Tardiness

Nearly all tardiness is avoidable and is excusable only in cases of illness or emergency accompanied by a professional, signed and dated physician's note. If a scholar arrives late to school, a parent must report to the school office to complete a tardy slip. A scholar who is late to class by more than two minutes may be assigned to detention. Repeated tardiness will result in more severe disciplinary consequences as allowed by the Scholar Code of Conduct.

School begins promptly at 7:45 A.M., meaning scholars need to be dropped off by 7:15 A.M. if they are eating breakfast, or by 7:40 if they are not.

- Accrual of three unexcused absences within a t h i r t y - d a y o r six-week period will result in a conference between parent of the scholar and the campus Senior Director.
- A f i f th unexcused absence within a thirty-day or six-week period will result in the scholar and their parent attending a SABIP meeting with the Truancy Liaison.
  placement on probationary status for the remainder of the current six-week period.
- Accrual of eight unexcused absences within a thirty-day or six-week period may lead to a truancy tribunal, in some cases expulsion, as allowed by the Scholar Code of Conduct.
- Scholars will be assigned to the Attendance Committee to begin the process of repaying the time lost.
- Egregious tardiness – e.g., arriving at school after school has started will be classified as an absence for the purpose of compulsory attendance enforcement if unexcused.
- Attendance - scholars must attend school for a minimum of four hours per school day in order to be considered present.

Please note: LPCA will issue warning letters for excessive tardies and absences. Failing to comply with LPCA's tardy and attendance policies may result in expulsion, as allowed by the Scholar Code of Conduct.

1.15 Change of Address or Telephone Number

Parents are responsible for notifying the school within a 24 hour period when a scholar's address or telephone number changes. Proof of residency at the new address to show continued residence within LPCA's geographic boundaries may also be required.

1.16 Closed Campus

LPCA operates as a closed campus. This means that scholars are not allowed to leave campus for any reason during the school day, without first obtaining permission from the school office (see Leaving Campus during the School Day). This includes lunch periods; students may not leave campus to pick up lunch or have it delivered by a third party. Parents may not use a third party company to deliver their child's lunch. Parents may only bring lunch for their scholar.

1.17 Conferences with Teachers and Campus Leadership

Because the Campus Principals and teachers serve scholars during the school day, they are often unable to accommodate unscheduled telephone calls or in-person conferences. When parents feel it necessary to contact a principal or teacher, they are encouraged to leave their telephone numbers with the school office so that the appropriate principal or teacher may return the call at a later time. Face to face conferences are also welcome. These conferences may be scheduled through the school office. Parents may also communicate with the Campus Principals or teachers via e-mail regarding school-related business. The school calendar includes specific dates for parent conferences.

1.18 Daily Schedule

School Hours

Monday – Thursday: 7:45 a.m.-3:40 P.M.

Friday: 7:45 a.m.-3:40 P.M.

Professional Development Days/Early Dismissal/Release 7:45 A.M.- 11:45 A.M. – see school calendar for dates.

Before School Hours: 7:00 - 7:45 a.m.

After School Hours: 3:40- 4:30 p.m.

Arrival to School

For safety reasons, scholars should not arrive at school before 7:00 a.m. Doors will remain locked until 7:00 a.m. Scholars will be monitored by staff members starting at 7:00 a.m.

Please note: LPCA will not be responsible for the safety and well-being of any scholar(s) dropped-off prior to 7:00 A.M.

End of Day Dismissal

Guidelines for picking children up at the close of school will be distributed to parents at the beginning of the school year. Scholars are expected to remain with their teacher at the designated scholar pick-up area until a parent arrives. For traffic control and safety reasons, scholars are expected to carefully follow pick-up procedures. Parents must complete a dismissal form for their child to be identified as a walker. Students who attend off campus aftercare programs must also complete a dismissal form. Parents are responsible for ensuring that scholars are picked up on time daily. Scholars who leave campus at dismissal time may not return to campus unless accompanied by a parent. Scholars not picked up within 15 minutes past dismissal time will result in the following:

- Parents who fail to pick up their scholars on time within the 15-minute grace period three times within a thirty-day or six-week period will be required to attend a conference with the appropriate Principals.
- A fourth late pick up of a scholar within the 15-minute grace period within a thirty-day or six-week period will result in placement of the scholar on probationary status for the remainder of the current six-weeks period.
- A fifth late pick-up of the scholar within the same thirty-day or six-week period may result in expulsion, as allowed by the Scholar Code of Conduct.

Scholars who walk home on a regular basis or who have a driver's license and drive must have a note from their parent or guardian giving permission for them to walk or drive home at the end of each school day. Notes are to be given to the School Office. All scholars who drive must have a LPCA parking permit, valid insurance, and valid driver's license. All student vehicles are subject to being searched when on school property. Parking on campus is a privilege, and all drivers must be licensed and insured.

Leaving Campus during the School Day

A scholar will not be released from school at times other than at the end of the school day except with permission from the Superintendent or designee and in accordance with campus sign-out procedures. Additionally, state rules require that parental consent be obtained before a scholar under the age of 18 may leave campus at any point in the school day.

LPCA has established the following guidelines to document parent consent:

- A parent or other authorized adult must go to the front office to sign the scholar out. The school will check the identity of the adult seeking to sign the scholar out. After the adult's identity is verified, the school will call for the scholar. Students will not be dismissed to a parent or guardian 60 minutes prior to the end of the school day. For safety reasons and to preserve the learning environment, the school does not allow parents to go to a classroom to retrieve a child. If the scholar returns to school later that day, the parent or authorized adult must accompany the scholar to the front office and sign the scholar in and provide documentation concerning the reason for the absence. The school will not release a scholar to anyone other than a parent or other adult authorized by the parent.
- A scholar who becomes ill during the school day should, with the teacher's permission, report to the Campus Principals and/or school nurse/medic. The Campus Principals and/or school nurse/medic will decide whether the scholar should be sent home and will notify the scholar's parent of the scholar's illness. The sign-out procedures discussed above must be followed.

Doctor's appointments or meetings with other professionals should be scheduled in the afternoon, if possible.

A scholar who will need to leave campus during the day must submit a note to the school office from his or her parent providing the following information:

- Scholar's name,
- Reason for scholar's need to leave campus,
- Time scholar will need to be gone from campus,
- Phone number where parent may be reached to confirm parent's permission, parent's name, and parent's signature

All doctor's notes must be turned in within 72 hours of the absence.

Two parent notes per semester will be accepted for excused absences.

Scholars who fail to check in or out before leaving and/or returning to campus will be considered truant from any instructional hours missed.

Scholars will not be allowed to leave in the custody of any person not named on the Scholar Registration Card. Photo identification is required to pick up a scholar.

Please note: LPCA will not be able to check out a scholar in the 30-minute window before dismissal unless it is an emergency.

Please remember, the parking lot at each location is a school zone. For safety reasons, the use of cell phones and driving over 15 miles an hour is prohibited.

1.19 Scholar Dress Code

As authorized by state law and the LPCA charter, scholars are required to wear uniforms to school. The school's uniform policy and grooming standards are designed to teach grooming and hygiene, prevent

disruption, minimize safety hazards, and provide a dress standard that offers flexibility for parents and scholars. Scholars must come to school cleanly and neatly groomed and wearing clothing that will not distract from the educational atmosphere of the school.

Parents must provide their scholar(s) with the required uniform, except in the case of educationally disadvantaged scholars as provided in the Texas Education Code. LPCA may provide a uniform for economically disadvantaged scholars. A request for school assistance for purchasing uniforms must be made in writing to the Campus Leadership and include evidence of the inability to pay. Further details are available in the school office. A parent may choose for his or her scholar(s) to be exempted from the requirement of wearing a uniform if the parent provides a written statement that, as determined by the Board of Directors, states a bona fide religious or philosophical objection to the requirement.

Notice to Parents and Scholars

School uniforms are an important part of maintaining a learning environment free from distractions. Scholars who arrive at school inappropriately dressed or groomed inappropriately will not be permitted to attend any classes until they are in proper uniform, and any class time missed will be counted as an unexcused absence. Dirty and ripped uniforms are considered inappropriate. The scholar's parents will be called to bring a change of clothing. Violations of the school's uniform and grooming policy and grooming standards may result in disciplinary action under the Scholar Code of Conduct.

The LPCA administrative team is responsible for interpreting, implementing, and enforcing the dress code policy. The Campus Principal has the final decision in determining when attire is not acceptable.

Backpacks must be clear or mesh material, this includes student purses or other accessories.

The Uniform Dress Code at LPCA is a positive factor which contributes to school discipline and scholar safety. Furthermore, uniforms foster a spirit of teamwork in our school community. We urge LPCA parents to fully support all policies in regard to the school uniform. The purpose of the LPCA Dress Code is to establish a safe environment where outsiders are easily recognized and self-control and obedience to rules is established.

Uniform Top

All scholars must wear the appropriate school uniform shirt for their grade level. No other shirt colors or styles are permitted. All shirts must include the school logo and be correctly tucked into pants at all times and supported with a solid black or brown belt. Shirts should not be gathered in any form in the back (this includes knots).

Acceptable school uniform shirt colors are as follows:

- Elementary - Hunter or Forest Green (K-6)
- Middle School - Red (6-8), 6th grade students may continue with Hunter/Forest Green or transition to Red polos
- High School - Purple, Royal Blue, Black (seniors only)

Uniform Bottom

- All scholars must wear properly fitting khaki, navy, or black pants, skorts, skirts, shorts. Nothing should be overly tight on the body.
- Pants and shorts may not fit skintight (**skinny jeans**), be baggy or sag, or have a low waistline.
- Shorts and skirts/skorts must be to the knee or longer.
- The following are not permitted: jeans (denim), cargo-style pants or shorts, gym shorts or joggers, sweatpants, jeggings, and spandex.
- Pants and shorts must not be ripped, torn, frayed, or dirty.
- Black or brown fitted belts must be worn. Belts must fit properly and not hang down when buckled.
- Pants and shorts must be worn properly at the waist.

Grade	**Polo Shirts with School Logo**	**Jacket/Sweatshirt/Sweater** Black or Navy Blue Without a hood is preferred No graphics, logos, or writing are allowed.	**Pants/Shorts/ Skirts/ Skorts (K-2 only) (to the knee, not armlength)**	**Belt**	**Shoes**
Pre-K - 6th	Hunter or Forest Green (not light green)	Black or Navy Blue Without a hood is preferred. No graphics, logos, or writing are allowed.	Khaki/Black	Black/Brown	Athletic
7th-8th	Red	Black or Navy Blue Without a hood is preferred. No graphics, logos, or writing are allowed.	Khaki/Black	Black/Brown	Athletic

9th-12th	Purple (Not lilac or light purple) Royal Blue Black (seniors only)	Black or dark Blue	Khaki/Black	Black/Brown	Athletic

Additional Uniform Policy and Grooming Requirements and Limitations

In addition to wearing proper school uniforms, LPCA requires that scholars adhere to the following standards:

- Appropriate undergarments must be worn at all times.
- No dress shoes/boots, etc. may be worn due to the PE and recess schedules.
- Hairstyles and coloring must not distract from the learning environment. Male scholars with facial hair must keep it neatly groomed. Scholars who violate these rules may be sent home and disciplinary action taken.
- Jewelry may be worn in moderation (one necklace, one bracelet or cloth wristband, one pair of stud earrings or hoops no larger than a quarter). Primary (grades K-5) scholars may wear one pair of stud earrings only.
- Cosmetics-Only moderate makeup or nail polish is permitted for secondary scholars only. Cosmetics, nail polish, hair products, etc. may not be applied at school. Elementary scholars are not permitted to wear makeup of any kind.
- Shoes must be athletic rubber-soled shoes. Multicolored, mismatched, or otherwise distracting shoelaces are also not permitted. No sandals, crocs, flip flops, boots, high heels, dress flats, or slippers are permitted. White socks must be worn with athletic shoes. No “footies” are allowed.
- Gang related paraphernalia will not be tolerated.
- Scholars grades PreK-2nd grade are required to wear long pants or shorts, skorts, or skirts to the knees.
- Skirts must be worn with shorts underneath.
- During colder weather, no colored leggings or long sleeved undershirts may be worn under the uniform except for two colors: black or white.
- Scholars in grades 3 - 12 are required to wear long pants or knee-length shorts, or skirts/skorts to the knees. **NO skinny or tight fitting pants or leggings. Pants ripped at the knees are not allowable.**
- Clothes worn on free dress days must still follow the guidelines of not being dirty, ripped (including jeans bought with tears in them), nor leggings or skinny/tight pants, etc.
- Sweatshirts, jackets, sweaters, and hoodies are permitted in solid black or navy blue only. No graphics, logos, or writing are allowed.

- No gloves, hats, scarves, sweaters (other than approved uniform sweaters), sunglasses, or ear warmers are to be worn in the classroom. Scholars must store these items in their backpacks during instructional time.
- Inappropriate, offensive, or disruptive clothing items are not allowed under any circumstances. Examples include, but are not limited to, clothing depicting or promoting drugs, alcohol, violence, prejudice, or obscenities.

Questions regarding the school's dress and grooming standards should be addressed to the Campus Leadership. Although clothing is subject to the discretion of the Campus Principal, final approval can only be given by the Superintendent. The Scholar Dress Code may be revised at any time.

1.20 Distribution of Materials or Documents

LPCA believes that it is important for scholars to learn the meaning and practice of freedom of speech. However, LPCA retains its right to make decisions concerning equal access while maintaining an orderly and disciplined school environment. All forms of scholar expression must adhere to the school's "STRR" system. (See STRR System).

School Materials

Publications prepared by and for LPCA may be posted or distributed with prior approval by the Campus Leadership and/or teacher. Such items may include school posters, brochures, murals, etc.

Non-School Materials

Scholars must obtain express prior approval of the Campus Leadership or designee before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus.

Non-school literature shall not be distributed by scholars on school property if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of scholars.
- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Any scholar who posts material without prior approval will be subject to disciplinary action in accordance with the Scholar Code of Conduct. Materials displayed without approval will be removed immediately.

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the school does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on school premises unless the person or group obtains specific prior approval from the Campus Leadership or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual. The requestor may appeal the Superintendent or designee's decision in accordance with school policy.

1.21 Fundraising

Scholar clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be submitted to the Campus Principal at least ten days before the event. Fundraising activities not approved by the Campus Principal are not permitted on school property. Scholars may not sell any type of food, candy, goods, or any other product on campus.

1.22 Sales

Advertising may be permitted for approved school-related activities. This may include school newspapers, yearbooks, and other fundraising projects. Advertising material that promotes the use of alcohol and/or tobacco is strictly prohibited. No person may display, solicit, or sell any item or service to scholars or school personnel while on school property, at school-sponsored events, or on school transportation without the written permission of the Campus Principal.

1.23 Demonstrations or Meetings on School Premises (Non-School Sponsored)

Any scholar who wishes to promote, organize or participate in a non-school sponsored demonstration or meeting on school premises must obtain prior written approval from the Campus Leadership at least three days prior to the requested activity. This three-day period does not include the day of the request or the day of the activity. LPCA may prohibit demonstrations or meetings that materially and substantially interfere with school activities or the rights of other scholars or teachers; are vulgar or profane; might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized order; inappropriate for the maturity level of the audience; associates LPCA with a non-neutral position on matters of political controversy; and/or LPCA demonstrates reasonable cause to believe that the expression would create material and substantial interference with its educational program.

1.24 Electronic Devices and Technology Resources

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

Legacy PCA Cell Phone Policy

Important Notice: Prohibited Devices on Campus

In the 89th Texas Legislative Session, state lawmakers passed **House Bill 1481**, which was signed into law by Governor Greg Abbott. This legislation prohibits students from using personal digital communication devices during the entire school day, including instructional and non-instructional time.

In compliance with this new law, Legacy Preparatory Charter Academy is required to implement a strict **"no cell phone"** policy during the school day. This policy applies to all personal digital communication devices, including but not limited to:

- Cellphones
- Tablets
- None school issued computers
- Smartwatches
- Earbuds and headphones
- Radios and paging devices
- Any other electronic device used to communicate with others

Students **are not allowed to have cell phones or other personal electronic devices while on campus**. If a student brings a prohibited device, upon entering the building, the device will be turned into the front office. Once they have exited the building at the end of the school day, students can **pick up the device at the entrance of the building.**

We strongly encourage all students to leave their phones and electronic devices at home.

Please note: The school **is NOT responsible** for any loss, damage, or theft of devices while in our possession.

Students found in violation of the cellphone policy *(No Cell Phones while on campus)*, will face the following consequences.

Violation	**Consequence**
1st Violation	Parent conference; parents/guardians must pick up the student's phone.
2nd Violation	Parent conference and 240 minutes of Friday School.
3rd Violation	One (1) day of In-School Suspension (ISS).
4th Violation	Students forfeit the privilege of bringing a phone to school. 5th Violation Expulsion Hearing

Possession and Use of Other Personal Electronic Devices

Except as described below, scholars are not permitted to possess or use personal electronic devices such as video or audio recorders, ear pods (wireless ear buds) cameras, games, e-readers, smart watches, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the Campus Principal's office. The Campus Principal will determine whether to return items to scholars at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a scholar's personal electronic device may be searched by authorized personnel.

Any disciplinary action will be in accordance with the Scholar Code of Conduct.

LPCA is not responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, scholars may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Scholars must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. When scholars are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations may result in withdrawal of privileges and other disciplinary action.

LPCA is not responsible for any damaged, lost, or stolen personal device.

Acceptable Use of Technology Resources

School-owned technology resources for instructional purposes may be issued to individual scholars. Use of these technological resources, which include LPCA's network systems and use of school equipment, is restricted to approved purposes only. Scholars and parents will be asked to sign an Acceptable Use Agreement Acknowledgment Form regarding use of these LPCA resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Scholars are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Scholar Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a scholar, we encourage you to review with your child the "*Before you Text*: Bullying and Sexting Course," a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any scholar who engages in conduct that results in a breach of LPCA's computer security will be disciplined in accordance with the Scholar Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

1.25 Scholar Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to a scholar. Scholars are expected to provide their own consumable items, such as pencils, paper, pens, erasers, notebooks, calculators, headsets, etc. Scholars may be required to pay certain fees or deposits, including:

Fees the School Board Can Charge

Under Texas Education Code § 11.158(a), Legacy Preparatory may require fines or fees for non-essential or optional items, including:

- **Voluntary Materials**: Materials for elective projects where the finished product becomes the student's personal property.
- **Extracurricular Activities**: Club membership dues, voluntary trip costs, and admission fees to athletic or social events.
- **Musical Instruments**: Rentals or uniform fees for optional musical and dramatic organizations.
- **Transportation**: Fees for driving students who live within two miles of their campus.
- **Damaged Property**: Fees for lost, damaged, or overdue library books and school property.
- **Parking**: Fees for student vehicle parking on school property.

Prohibited Fees (What Must Be Free)

Under Texas Education Code § 11.158(b), Legacy Preparatory strictly prohibits from charging fees for anything necessary to fulfill core instructional requirements. Prohibited fees include:

- **Instructional Materials**: Textbooks, workbooks, laboratory supplies, or software required for a course
- **Core Field Trips**: Any field trip required as part of a basic educational program or class.
- **Graduation Prerequisites**: Admission to any activity or exam a student must complete to graduate.
- **Facility Access**: Fees for regular lockers or campus building entry.
- **Confiscated Electronics**: Fees associated with returning confiscated cell phones or personal communication devices.

Fee Waiver Protections

Additionally, the districts will implement **financial hardship waiver procedures**. If a student's family cannot afford a valid Subsection (a) fee, the district will provide a clear process to waive the cost.

Families are responsible for paying all fees associated with extra-curricular programs, including clubs, parking, athletics, fine arts, UIL academics, and academic supervision prior to participation.

1.26 Lost and Stolen Items

All articles, including books, found on campus should be taken to the school office. Scholars who have lost these items should check at the front office. Items will be kept in lost-and-found for up to seven days. The hallways are inspected each evening and all unsecured items are placed in the front office. Scholars should label all books, uniforms and other personal belongings with their name to ensure the prompt return of an item that has been misplaced. All articles not claimed at the end of a school year will be disposed of through proper channels. The school is not responsible for lost or stolen items.

1.27 Meals

Parents are encouraged to provide a daily healthy breakfast for their children before sending them to school or to drop them off by 7:15 a.m. to take advantage of the School Breakfast Program. Parents should also send scholars to school with a lunch each day or take advantage of the school's daily lunch program (pricing available on the school website).

LPCA participates in the National School Lunch Program and offers nutritionally balanced breakfasts and lunches to scholars. Guidelines set by the Texas Department of Agriculture ("TDA") and United Stated Department of Agriculture ("USDA") are followed to meet the nutritional needs of all scholars. Menus can be found on the school website.

Free and reduced-price breakfasts and lunches are available based on financial need. Information about a scholar's participation is confidential. Scholars must apply for meal assistance each school year. Free/reduced lunch applications are available in the front office and online from the school website.

Parents may only bring lunch for their own scholars. Scholars and adults may not bring in or give away food to other scholars during lunch times.

Classroom celebrations involving food must be approved by the Campus Principal and be scheduled during the last 15 minutes of the day. Federal regulations do not permit foods of minimal nutritional value to be served before or during meal periods. Some school locations have vending machines. Scholars are not allowed to use the vending machines if they contain foods and beverages which are prohibited by state and federal nutritional guidelines.

Special dietary needs should be communicated to the school office.

State-Mandated Nutrition Guidelines

The TDA places strict limits on any food or drink provided or sold to scholars other than through LPCA's food and nutrition services. More detailed information may be obtained at the school office or online at www.sqauremeals.org.

Lunch Visitations

Visitations during lunch hours require prior approval from the Campus Administration.

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1.28 School Activities

Field Trips

Scholars may have the opportunity to go on field trips at various times during the school year. Parents will be notified in writing when field trips are planned. The following rules apply to all field trips:

- Scholars must return a Permission/Release form signed by his or her parent(s) by the specified date. Phone calls giving permission are not sufficient.
- Scholars are expected to be in full uniform during a field trip unless the Campus Principal gives special permission.
- Scholars must abide by the Scholar Code of Conduct while on a field trip.

School-Sponsored Trips

School-sponsored trips are possible each year for the various activities in which scholars participate. The following regulations govern trips sponsored by LPCA:

- Scholars missing school when on a school-sponsored trip are not considered absent, but are required to make up the work missed. Arrangements should be made with each teacher for makeup work before the trip is made.
- Scholars are responsible for observing all safety rules during the trip.
- Scholars participating in the trip are under the supervision of a sponsor and are expected to follow the Scholar Code of Conduct and dress code, as applicable.
- Scholars may not miss any class more than 10 times within the school year, unless they are participating in competition beyond the district level.

Transportation

Scholars who participate in school-sponsored trips may be required to ride a school vehicle to and from the activity. The Campus Leadership or designee may make an exception if the parent personally requests that the scholar be permitted to ride with the parent, or if the parent presents – prior to the day of the scheduled trip – a written request that the scholar be permitted to ride with an adult designated by the parent.

Riding a school vehicle is a privilege. School vehicle drivers have the authority to maintain discipline and require seating charts. When riding a school vehicle, scholars are held to behavioral standards established in this Handbook and the Scholar Code of Conduct. Scholars must:

- Follow the driver's directions at all times;
- Enter and leave the vehicle in an orderly manner;
- Keep feet, books, instrument cases, and other objects out of the aisle;
- Not deface the vehicle or its equipment;
- Not put head, hands, arms, legs, or an object out of any window; and
- Wait for the driver's signal in order to leave or cross in front of the vehicle.

Only designated scholars are allowed to ride in the vehicle. Scholars may neither ride the vehicle to a different location nor have friends ride the vehicle to participate in after-school activities.

If a special needs scholar is receiving bus transportation as a result of an Individual Education Plan ("IEP"), the Admission Review and Dismissal ("ARD") Committee will have the discretion in determining appropriate disciplinary consequences related to inappropriate behavior in a school vehicle.

Road to College Trips

LPCA will create an itinerary for the Road to College trip. Parents will receive further information regarding planned trips throughout the school year.

Clubs and Organizations

Participation in clubs and organizations is contingent upon the scholar's successful performance in the classroom. At the beginning of each school year, LPCA will hold an event at which scholars can learn about the clubs and organizations being sponsored and membership requirements Scholars may sign up for membership at that time.

1.29 School Calendar

LPCA operates according to the school calendar adopted annually by the Board of Directors. Holidays may be used as school make-up days for days lost due to bad weather. The latest changes to the calendar will be available on the LPCA website.

1.30 Textbooks and Curriculum Materials

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class, except for dual credit courses. Materials must be used by the scholars as directed by the teacher, and treated with care. A scholar who is issued damaged materials should report the damage to the teacher.

Scholars must return all textbooks and supplemental materials to the teacher at the end of the school year or when the scholar withdraws from school. Any scholar failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the scholar and/or parent pay for the damages. However, a scholar will be provided textbooks and educational materials for use during the school day. LPCA may reduce or waive the payment requirement if the scholar is from a low-income family. Release of scholar records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks.

A parent is entitled to request that LPCA allow a scholar to take home any instructional materials used by the scholar. LPCA will honor the request, subject to availability of the instructional materials. A scholar who takes home instructional materials must return the materials to school at the beginning of the next school day if requested to do so by the scholar's teacher. LPCA must provide instructional materials to the scholar in printed format if the scholar does not have reliable access to technology at the scholar's home. LPCA also is not required to purchase printed copies of instructional materials that the school would otherwise not purchase; LPCA may provide the scholar a printout of relevant electronic instructional materials.

1.31 Displaying a Scholar's Artwork, Projects, Photos, and Other Original Work

Teachers may display scholar work in classrooms or elsewhere on campus as recognition of scholar achievement. However, LPCA will seek parental consent before displaying scholar artwork, special projects, photographs taken by scholars, and other original works on the LPCA website, on any campus or classroom website, in printed materials, by video, or by any other method of mass communication. LPCA will also seek consent before displaying or publishing an original video or voice recording in this manner.

Use of Scholar's Image/Information

Throughout the school year, there may be times when LPCA photographs, audiotapes, and/or videotapes scholars for use in official school projects and events. Scholar names, activities, honors, and achievements may also be published. Each parent will be provided a form that either grants or denies permission for LPCA to do so.

1.32 Pledges of Allegiance and Moment of Silence

Each school day, scholars will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the Campus Principal or designee at the LPCA office to excuse their scholar from reciting a pledge.

State law requires that one minute of silence follow recitation of the pledges. Each scholar may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that LPCA provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

1.33 Recitation of the Declaration of Independence

State law requires scholars in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during "Celebrate Freedom Week." A scholar will be exempted from this requirement if a parent provides a written statement requesting that the scholar be excused, LPCA determines that the scholar has a conscientious objection to the recitation, or the parent is a representative of a foreign government to whom the United States government extends diplomatic immunity.

1.34 Prayer and Meditation

Scholars have a right to individually, silently, and voluntarily pray or meditate in school in a manner that does not disrupt instructional or other school activities. LPCA will not require, encourage, or coerce a scholar to engage in or refrain from such prayer or meditation during any school activity.

1.35 School Property and Facilities

Use by Scholars Before and After School

Scholars should not arrive at school prior to 7:00 A.M. However, for the benefit of scholars and parents, certain areas of the school will be accessible to scholars after school for specific purposes.

Scholars must leave campus immediately after school dismisses in the afternoon, unless they are involved in an activity under the supervision of a teacher or sponsor. LPCA does not offer after-school care; all afterschool programs are offered by an independent vendor. If a scholar is involved in an after-school activity, he or she must remain in the area where the activity is scheduled to take place. The scholar may

not go to another area of the school without permission by the teacher or sponsor overseeing the activity.

Conduct Before, During, and After School

Teachers and administrators have full authority over scholar conduct during before or after-school activities on school premises and at school-sponsored events off school property, including but not limited to rehearsals, club meetings, athletic practices, and special study groups and tutorials. Scholars are subject

to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Scholar Code of Conduct. Scholars may also be subject to any rules of conduct established by the activity's sponsor.

During the school day, scholars may not loiter or stand in the halls between classes. Scholars must have a pass to be outside the learning center during class time. Failure to obtain a pass will result in disciplinary action.

Meetings of Non-Curriculum Related Groups

Scholars are permitted to meet with non-curriculum-related groups such as boy scouts/ girl scouts, during the hours designated by Campus Administration before and after school. These groups must comply with the requirements found in school policy.

1.36 Visitors to the School

LPCA welcomes visitors for educational purposes. For the safety of those within the school and to avoid disruption of instructional time, the school uses the Raptor Technologies V-Soft visitor registry program to screen and identify individuals listed as Registered Sexual Offenders. Upon entering the school, a visitor must present a valid state or government issued photo identification card (usually a person's driver license) to the front desk attendant to be scanned into the Raptor system. Once completed, a visitor's badge will be issued with the person's name and photo, the date, the time, and the destination within the building for the visit. The visitor will also need to sign in on the appropriate sign-in sheet. All visitors need to sign out before leaving. Questions regarding the screening system or screening process should be directed to the Campus Principal.

Any visitor/parent identified as a sex offender shall be escorted by school personnel at all times during a school visit and shall have access only to common areas of the campus, or other areas as permitted by the Campus Leadership or school designee.

Visits to individual classrooms during instructional time are permitted only with approval of the Campus Leadership or designee and teacher, and so long as the duration or frequency of the visits does not interfere with the delivery of instruction or disrupt the normal school environment. Visitors to the classroom may not discipline another scholar at any time during the visits.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Please note that we request parents and other visitors to a classroom, both virtual and in person, to only record video or audio, or take photographs of classroom activities, after receiving permission from the teacher or a campus administrator.

Visitors Participating in Special Programs for Scholars

LPCA may invite representatives from colleges, universities, and other higher education institutions, as well as prospective employers and military recruiters to present information to interested scholars. These individuals must comply with LPCA's rules and policies regarding school visitors.

Disruptions

In order to protect scholar safety and sustain an educational program free from disruption, state law permits LPCA to take action against any person – scholar or non-scholar – who:

- Disrupts classes while on school property or on public property that is within 500 feet of school property. Class disruption includes making loud noises; trying to entice a scholar away from, or to prevent a scholar from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Interferes with the movement of people at an exit or an entrance to school property.
- Interferes with the movement of people in an exit, an entrance, or a hallway of a school building without authorization from an administrator.
- Interferes with the transportation of scholars in school vehicles.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from an administrator.
- Uses force, violence, or threats to cause disruption during an assembly.
- Uses force, violence, or threats to cause disruption outside the school doors.
- Uses force, violence, or threats to cause disruption with non-involved parents and personnel.

SECTION 2: HEALTH AND SAFETY INFORMATION

Scholar safety on campus and at school-related events is a high priority of LPCA. While the school has implemented safety procedures, the cooperation of scholars is essential to ensure school safety. Scholars should:

- Avoid conduct that is likely to put the scholar or other scholars at risk;
- Follow the behavioral standards in this Handbook, including the Scholar Code of Conduct, as well as any additional rules for behavior and safety set by the Campus Principal or designee, teachers, or school staff;
- Remain alert and promptly report to school staff safety hazards, such as intruders on campus and threats made by any person toward a scholar or school staff;
- Know emergency evacuation routes and signals; and
- Immediately follow the instructions of school staff who are overseeing the welfare of scholars.

2.1 Health-Related Resources, Policies, and Procedures

Mental and Physical Health Resources

Contact Dr. Q. Jones gjones@legacypca.com 469-249-1099

Parents and scholars in need of assistance with physical and mental health concerns may contact the following campus and community resources:

LPCA Suicide Protocal.docx

- The school medic cferguson@legacypca.com@legacypca.com (469)-249-1099 ● The school counselor:
- Amelia Zambrano 7-12 grade azambrano@legacypca.com, ● Ericka Sheriff esheriff@legacypca.com 469-249-1099

- The local public health authority, Dallas County Health and Human Services, which may be contacted at (214)-819-2000.
- The local mental health authority, Dallas County Mental health Division Community Resources, (877)-236-6500.

Policies and Procedures that Promote Scholar Physical and Mental Health

LPCA has adopted Board policies that promote scholar physical and mental health, including:

- Food and nutrition management,
- Wellness and health services,
- Physical examinations,
- Immunizations,
- Medical treatment,
- Communicable diseases,
- Crisis intervention,
- Trauma-informed care,
- Scholar safety,
- Child abuse and neglect,
- Freedom from discrimination, harassment, and retaliation, and ● Freedom from bullying.

LPCA has also developed administrative procedures as necessary to implement these policies. Please contact Dr. Mary Kahama mkahama@legacypca.com or information on these policies and procedures.

2.2 Preparedness Training

LPCA will annually offer instruction in CPR at least once to scholars in grades 7–12. The instruction may be provided as part of any course and is not required to result in CPR certification.

LPCA will annually offer scholars in grades 7–12 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see Homeland Security's Stop the Bleed and Stop the Bleed Texas.

2.3 Mental Health Promotion and Intervention

LPCA has developed protocols for providing a parent with a recommended intervention for a scholar with early warning signs and a possible need for early mental health or substance abuse intervention, or who has been identified as at risk of attempting suicide. LPCA's Campus Counselor will notify a parent within a reasonable amount of time after learning that a scholar has early warning signs and possible need for intervention, and will also provide additional information on available counseling options. The campus behavioral threat assessment team will decide how to approach each individual student's needs. The protocol for suicide may be found here, LPCA Suicide Protocal.docx

LPCA has also developed protocols for staff members to notify the school counselor or member of the behavior threat assessment team to identify a scholar who may need intervention.

The school counselors listed above can provide additional information about the school's intervention program, as well as materials on identifying risk factors, accessing resources for treatment, and accommodations available at school.

Mental Health Support (All Grade Levels)

LPCA has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;
- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates. ● Behavioral Threat Assessment Teams.

LPCA follows the guidelines of the Safe and Supportive School Program Team that requires school districts to conduct behavioral threat assessments and form teams to serve at each campus of the district. The policies and procedures for the teams are consistent with the model policies and procedures developed by the Texas School Safety Center (TxSSC). In addition, each team is required to complete training provided by the TxSSC or a Regional Education Service Center.

If a scholar has been hospitalized or placed in residential treatment for a mental health concern or substance abuse, LPCA has procedures to support the scholar's return to school. Please contact the campus counselor listed above for additional information.

Teachers and other school employees may discuss a scholar's behavior or academic progress with the scholar's parent or another employee; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and that is intended to alter perception, emotion, or behavior. An employee who is a registered nurse, advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a scholar be evaluated by an appropriate medical practitioner, if appropriate.

Information on Scholar ID Cards

Each ID card issued to a scholar in grade six or higher will have printed on the card the contact information for the National Suicide Prevention Lifeline and the Crisis Text Line.

2.4 Alcohol-Free School Notice

To provide a safe and alcohol-free environment for scholars and employees, all alcoholic beverages are prohibited on LPCA property at all times, and at all school-sanctioned activities occurring on or off school property. Scholar violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Scholar Code of Conduct.

2.5 Tobacco-Free School Notice

All scholars are prohibited from possessing or using any type of tobacco product, electronic cigarette (ecigarette), or any form of smokeless tobacco or electronic vapor product while in school buildings, vehicles, or on or near school property, or at school-related or school-sanctioned events off school property. Scholar violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Scholar Code of Conduct.

2.6 Drug-Free School Notice

LPCA believes that scholar use of illicit drugs is both wrong and harmful. Consequently, LPCA prohibits the use, sale, possession, or distribution of illicit drugs by scholars on school premises or any school activity, regardless of its location. LPCA also prohibits the use, sale, possession, or distribution of look-alike substances and/or synthetic substances designed to imitate the look and/or effects of illicit drugs. Scholar violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Scholar Code of Conduct.

2.7 Illness During the School Day

When your child is ill, please contact LPCA to let us know when he or she will not be attending that day.

If a scholar becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school office or nurse/medic. If the nurse/medic determines that the scholar should go home, the parent will be contacted.

Head Lice

Head lice (which are not an illness or disease) are common among children, and may spread easily through contact during play or when scholars share items such as headphones, brushes, combs hats, or other items that come in contact with hair. If LPCA observes that a scholar may have head lice, an appropriate administrator will contact the scholar's parent to determine whether the scholar needs to be sent home and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse. When an elementary scholar has head lice, LPCA will also provide written notice to the scholar's parent and the parents of each scholar assigned to the same classroom as required by state law.

2.8 Emergency Medical Treatment

If a scholar has a medical emergency at school or a school-related activity and the parent cannot be reached, school staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. Parents are asked each year to complete an "Emergency Care" consent Form, which includes information about their scholar's allergies to medications, etc. Parents should keep emergency contact information provided to the school current (e.g., name of doctor, emergency phone numbers, allergies, etc.).

Sec. 1. STANDARDS FOR ADMINISTERING MEDICATION AT SCHOOL

All medications administered to students shall be FDA-approved pharmaceuticals administered within their approved dosage and within standards of acceptable medical regimen. Research pharmaceuticals may be administered if they are a part of a University Institutional Review Board-approved protocol. Intravenous (IV) medications and treatments shall not be administered by **Legacy Preparatory Charter Academy** personnel.

Sec. 2. AUTHORIZED PERSONNEL

Legacy Preparatory Charter Academy employees shall not give any student prescription medication, nonprescription medication, herbal substances, or dietary supplements of any type, except as provided below. Employees authorized by the Superintendent or designee may administer to students:

a) ***Administering Prescription Medication***

Prescription medication upon written request to administer the medication from the student's parent, guardian, or other person having legal control of the student. When administering prescription medication, the medication must be administered either:

1. From a container that appears to be from the original container and properly labeled; or
2. From a properly labeled unit dosage container filled by a registered nurse from a container that appears to be the original container and to be properly labeled.

All prescription medications shall have been prescribed by a physician licensed to practice medicine in the United States. All medications shall have been manufactured in the United States.

Texas Department of State Health Services Guide to Medication Administration in the School Setting

b) ***Administering Nonprescription Medication***

i. *Nonprescription Medication Administered upon Parent Request*

When properly labeled and in the original container; nonprescription medication may be administered by authorized **Legacy Preparatory Charter Academy** personnel upon a parent's written request, or if required by the individualized education program ("IEP") or Section 504 plan of a student with disabilities.

ii. *Nonprescription Medication Administered on Emergency Basis*

Authorized **Legacy Preparatory Charter Academy** personnel may administer nonprescription medication on an emergency basis and consistent with protocols established by **Legacy Preparatory Charter Academy**'s medical adviser.

1. Parental Consent and Parental Notice. Parental consent is not required for the administration of nonprescription medication on an emergency basis under this policy, but a parent or guardian may provide written notice to a campus principal or designee if conditions exist in which their child should not receive epinephrine or an opioid antagonist medication. The School shall provide notice to parents regarding this policy, including notice of any change to or discontinuation of this policy.

2. Epinephrine. The Board authorizes school personnel who have agreed in writing and been adequately trained to administer an unassigned epinephrine auto-injector in accordance with law and this policy. Administration of epinephrine shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing anaphylaxis.

3. Opioid Antagonist Medication. The Board authorizes school personnel who have agreed in writing and been adequately trained to administer an Opioid Antagonist Medication in accordance with law and this policy. Administration of an Opioid Antagonist Medication, such as Narcan, shall only be permitted when an authorized and trained individual reasonably believes a person is experiencing an opioid-related overdose.

4. Purchase of Non-Assigned Emergency Medication. The Board authorizes purchase of Epinephrine and Opioid Antagonist Medication for use in a manner consistent with this policy and determines that such purchases are necessary in the conduct of the public school.

5. Administrative Regulations Required. The Superintendent shall develop administrative regulations to manage the implementation of this policy in accordance with law and best practices disseminated by medical professionals, law enforcement, state and federal health agencies, and other credible health organizations. The administrative regulations shall address administering the authorized medication, training requirements for authorized staff, the process for the acquisition or purchase of the authorized medication, and the maintenance, expiration, disposal, and availability of the authorized medication at each campus.

c) ***Herbal Substances or Dietary Supplements***

Herbal substances or dietary supplements may be administered by authorized **Legacy Preparatory Charter Academy** personnel **only if** required by the IEP or Section 504 plan of a student with disabilities.

d) ***Provision of Medication Off-Campus at School-Sponsored Events***

For any **Legacy Preparatory Charter Academy** student attending a field trip or off-campus schoolsponsored event, any prescription medication that **Legacy Preparatory Charter Academy** is

required to administer under this policy shall be sent with the student's teacher or another staff member trained in the proper administration of medication and who has been authorized to administer medication by the Superintendent or designee, along with instructions on the administration of the medication.

In addition to trained and authorized **Legacy Preparatory Charter Academy** teacher(s) and/or nurse(s), a licensed physician in Texas, a registered nurse licensed in Texas, or a vocational nurse licensed in Texas may serve as a **Legacy Preparatory Charter Academy** volunteer to administer prescription and non-prescription medication in accordance with this policy when on field trips and/or off-campus or on school-sponsored events. Prior to being allowed to do so, such individuals must meet with the school nurse for instruction and training on administration of medication for applicable students.

Nonprescription medication(s) generally are not administered by Legacy Preparatory Charter Academy during field trips and/or off-campus or on school-sponsored events.

In the event of an emergency medical situation involving a Legacy Preparatory Charter Academy student for which no **Legacy Preparatory Charter Academy** employee was previously aware and that occurs during a field trip and/or during an off-campus, school-sponsored event when no school nurse is present, emergency medical services shall immediately be notified by any Legacy Preparatory Charter Academy employee in attendance.

Sec. 3. PSYCHOTROPICS

Except as permitted by Education Code 38.016, a Legacy Preparatory Charter Academy >> employee shall not:

1. Recommend to a student, parent that the student use a psychotropic drug;
2. Suggest a particular diagnosis; or
3. Exclude the student from a class or a school-related activity because of the parent's refusal to consent to psychiatric evaluation or examination or treatment of the student.

Education Code 38.016.

2.9 Administration of Medication

Medication should be administered at home whenever possible. If necessary, prescription medication can be administered at school under the following circumstances:

- Nonprescription medication brought to school must be submitted to LPCA by a parent along with a written request. The medication must also be in the original and properly labeled container.
- Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner ("ANP") and filled by a pharmacist licensed in the State of Texas.
- Parents should deliver prescription medications directly to the school office or to the nurse/medic office.

- Prescription medications must be submitted in a labeled container showing the scholar's name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic baggies or unlabeled containers will NOT be administered.
- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if required by the scholars Individualized Education Program ("IEP") or Section 504 plan for a scholar with disabilities.
- Only the amount of medication needed should be delivered to the school, i.e., enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the scholar.
- In certain emergency situations, the school may administer a nonprescription medication to a scholar, but only in accordance with the guidelines developed by the school's medical advisor and when the parent has previously provided written consent for emergency treatment.
- In emergency situations Narcan will be administered by trained members of the nursing/medic staff and administrators.

Scholars are responsible for coming to the nurse's/medic's office to take their prescribed dosage at the appointed time. Changes to daily medications require written instruction from the physician or ANP and written permission from the parent. Parents are responsible for advising LPCA that a medication has been discontinued.

Asthma and Anaphylaxis Medication

Asthma and anaphylaxis are life threatening conditions, and scholars with those conditions may be allowed to possess and self-administer prescription medication for those conditions during the school day or at school-related events.

Scholar possession and self-administration of asthma or anaphylaxis medication at school require the scholar to demonstrate his or her ability to self-administer the medication for the physician or licensed health care provider and the Campus Leadership or designee. Requirements also include written authorization from the scholar's parent and physician or other licensed health care provider on file in the school office indicating the scholar is capable of independently administering his or her own asthma or emergency anaphylaxis medication. With these safeguards in place the scholar may possess and selfadminister his or her prescribed medication at his or her discretion during school hours or at schoolrelated events. Written authorizations to self-administer asthma or anaphylaxis medication should be updated annually unless otherwise indicated by the scholar's physician. Medication in a scholar's possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

2.10 Seizure Management Plan

The parent of a scholar with a seizure disorder may seek care for the scholar's seizures while the scholar is at school or participating in a school activity by submitting to LPCA a copy of a seizure management and treatment plan developed by the parent and the physician responsible for the scholar's seizure treatment. The plan must be submitted to and reviewed by LPCA:

1. Before or at the beginning of the school year;
2. On enrollment of the scholar, if the scholar enrolls in LPCA after the start of the school year; or

3. As soon as practicable following a diagnosis of a seizure disorder for the scholar.

A seizure management and treatment plan must:

1. Identify the health care services the scholar may receive at school or while participating in a school activity;
2. Evaluate the scholar's ability to manage and level of understanding of the scholar's seizures; and 3. Be signed by the scholar's parents and the physician for the scholar's seizure treatment.

2.11 Steroid Notice

State law prohibits scholars from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

LPCA does not permit steroid use. A notice shall be posted in a conspicuous location in the school gym or in each other place in a building where physical education classes are conducted.

2.12 Communicable Diseases

To protect other scholars from contagious illnesses, scholars infected with certain diseases are not allowed to come to school while contagious. Parents of scholars with a communicable or contagious disease should notify the Campus Principal or designee so that other scholars who might have been exposed to the disease can be alerted. School authorities will report those scholars who are suspected of having a reportable condition. A list of reportable conditions can be found on the Texas Department of State Health Services website at: http://www.dshs.state.tx.us/idcu/investigation/conditions/.

Any scholar excluded from school attendance for reason of communicable disease may be readmitted by one or more of the following methods, as determined by the local health authority:

- Certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-infectiousness in a school setting;
- Submitting a permit for readmission issued by a local health authority; or ● Meeting readmission criteria as established by the commissioner of health.

Please contact the school nurse/medic if you have questions or if you are concerned about whether a child should stay home.

2.13 Bacterial Meningitis Information

State law requires LPCA to provide the following information:

What is bacterial meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Meningitis caused by bacteria is the most likely form of the disease to cause serious, long-term complications. It is an uncommon disease but requires urgent treatment with antibiotics to prevent permanent damage or death.

Bacterial meningitis can be caused by multiple organisms. Two common types are Streptococcus pneumoniae, with over 80 serogroups that can

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with bacterial meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is Bacterial Meningitis?

If diagnosed early and treated promptly, the majority of people make a complete recovery. If left untreated or treatment is delayed, bacterial meningitis can be fatal, or a person may be left with a permanent disability.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes) or when people cough or sneeze without covering their mouth and nose.

The bacteria do not cause meningitis in most people. Instead, most people become carriers of the bacteria for days, weeks or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?

Vaccination: Bacterial meningitis caused by *Streptococcus pneumoniae* and *Neisseria meningitidis* may be prevented through vaccination. The vaccine which protects against *Streptococcus pneumoniae* is called pneumococcal conjugate vaccine or PCV. This vaccine is recommended by the Advisory Council on Immunization Practices (ACIP) for children in the first year of life. *Neisseria meningitidis* is prevented through two types of vaccines. The first is a meningococcal conjugate vaccine which protects against 4 serogroups A, C, W, and Y and is referred to as MCV4. The second is a vaccine against *Neisseria meningitidis* serogroup B and is referred to as MenB.

The ACIP recommends MCV4 for children at age 11-12 years, with a booster dose at 16-18 years. In Texas, one dose of MCV4 given at or after age 11 years is required for children in 7th-12th grades. One dose of MCV4 received in the previous five years is required in Texas for those under the age of 22 years and enrolling in college. Teens and young adults (16-23 years of age) may be vaccinated with MenB. This vaccine is not required for school or college enrollment in Texas.

Vaccines to protect against bacterial meningitis are safe and effective. Common side effects include redness and pain at the injection site lasting up to two days. Immunity develops about 1-2 weeks after the vaccines are given and lasts for 5 years to life depending on the vaccine.

Healthy Habits: Do not share food, drinks, utensils, toothbrushes, or cigarettes. Wash your hands. Limit the number of persons you kiss. Cover your mouth and nose when you sneeze or cough. Maintaining healthy habits, like getting plenty of rest and not having close contact with people who are sick, also helps.

Who is at risk for Bacterial Meningitis?
Certain groups are at increased risk for bacterial meningitis caused by *Neisseria meningitidis*. These risk factors include HIV infection, travel to places where meningococcal disease is common (such as certain countries in Africa and in Saudi Arabia), and college students living in a dormitory. Other risk factors include having a previous viral infection, living in a crowded household, or having an underlying chronic illness.

Children ages 11-15 years have the second highest rate of death from bacterial meningitis caused by *Neisseria meningitidis*. And children ages 16-23 years also have the second highest rates of disease caused by *Neisseria meningitis*.

What should you do if you think you or a friend might have bacterial meningitis? You should seek prompt medical attention.

Where can you get more information?
Your school nurse/health coordinator, family doctor, and the staff at your local or regional health department office are excellent sources for information on all infectious diseases. You may call your family doctor or local health department office to ask about the meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention (CDC):

- https://www.cdc.gov/meningitis/index.html

and the Texas Department of State Health Services:

- https://www.dshs.texas.gov/immunize/PreteenVaccines.aspx

or ● https://dshs.texas.gov/IDCU/disease/meningitis/Meningitis.aspx.

2.14 Dyslexia and Related Disorders

From time to time, scholars may be tested and, where appropriate, treated for dyslexia and related disorders in accordance with programs, rules and standards approved by the state. The program approved by the state must include screening at the end of the school year of each scholar in kindergarten and each scholar in the first grade. Parents will be notified should LPCA determine a need to identify or assess their scholar for dyslexia and related disorders.

2.15 Health Screenings

Acanthosis Screening for Diabetes
Children in certain grades identified by the state must be screened for warning signs of diabetes.

Exemption: A scholar is exempt from screening if the screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or member. To qualify for the exemption, the scholar's parent must submit to the Campus Principal on or before the day of the screening procedure an affidavit stating the objections to screening.

Fitness Testing

According to requirements under state law, the school will annually assess the physical fitness of scholars. The school is not required to assess a scholar for whom, as a result of disability or other condition identified by rule or law, the assessment exam is inappropriate.

Spinal Screening

All scholars who meet Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. Spinal screenings can detect scoliosis at an early stage; early detection is imperative for controlling spinal deformities. Spinal screenings are non-invasive. The screening requirement for scholars may be met if the child has been screened for spinal deformities during the previous year.

A parent who declines participation in the spinal screening provided by LPCA must submit to the Superintendent or designee documentation of a professional examination which includes the results of a forward-bend test. This documentation must be submitted to LPCA during the year the scholar is scheduled for screening or, if the professional exam is obtained during the following summer, at the beginning of the following school year.

Exemption: A scholar is exempt from screening if the screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or member. To qualify for the exemption, the scholar's parent, managing conservator, or guardian must submit to the Superintendent or designee on or before the day of the screening procedure an affidavit stating the objections to screening.

Vision and Hearing Screenings

All children enrolled in Texas schools must be screened for possible vision and hearing problems in accordance with regulations issued by the Texas Department of State Health Services. Scholars in certain grade levels identified by state regulations shall be screened for vision and hearing problems annually. A scholar may be screened using photo screening to detect vision disorders.

Screening records for individual scholars may be inspected by the Texas Department of State Health Services or a local health department, and may be transferred to another school without parental consent.

Exemption: A scholar is exempt from screening requirements if screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or a member. To qualify for the exemption, the individual or, if the individual is a minor, the minor's parent, a managing conservator, or guardian, must submit to the Campus Principal or designee on or before the day of admission an affidavit stating the objections to screening.

2.16 Immunization Requirements

The State of Texas requires that every child in the state be immunized against vaccine preventable diseases caused by infectious agents in accordance with an established immunization schedule. To determine the specific number of doses that are required for your scholar, please read the "2019–2020 Texas Minimum State Vaccine Requirements for Students Grades K–12" document issued by the TDSHS. Specific immunization information is available on the TDSHS website at http://www.dshs.texas.gov/immunize/school/.

Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

Provisional Enrollment

A scholar may be provisionally admitted to or enrolled in LPCA if the scholar has an immunization record that indicates the scholar has received at least one dose of each specified age-appropriate vaccine required by law. To remain enrolled, the scholar must continue to receive the necessary immunizations as rapidly as medically feasible and complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible. The scholar and/or parent must also provide acceptable evidence of vaccination to LPCA.

A nurse or school administrator shall review the immunization status of a provisionally enrolled scholar every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a scholar has not received a subsequent dose of vaccine, the scholar is not in compliance and LPCA shall exclude him or her from school attendance until the required dose is administered.

Homeless Scholars: A scholar who is homeless, as defined by federal law, shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. LPCA shall promptly refer the scholar to appropriate public health programs to obtain the required vaccinations.

Children in Foster Care: A scholar who is a "child in foster care" as defined by 45 C.F.R. § 1355.20(a) shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. LPCA shall promptly refer the scholar to an appropriate health provider to obtain the required vaccinations.
Transfer Scholars: A scholar can be enrolled provisionally for no more than 30 days if the scholar transfers from one Texas school to another and is awaiting the transfer of the immunization record.

Military Dependents: A military dependent can be enrolled provisionally for no more than 30 days if the scholar transfers from one school to another and is awaiting the transfer of the immunization record. The collection and exchange of information pertaining to immunizations with respect to military dependents shall be subject to confidentiality provisions prescribed by federal law.

Exclusions from Immunization Requirements

Exclusions from immunization requirements are allowable on an individual basis for medical reasons, reasons of conscience (including a religious belief), and active duty with the armed forces of the United States.

To claim exclusion for medical reasons, the scholar must present a statement signed by the scholar's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the scholar, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the scholar or any member of the scholar's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim an exclusion for reasons of conscience, including a religious belief, a signed Texas Department of State Health Services ("TDSHS") affidavit must be presented by the scholar's parent, stating that the scholar's parent declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a period of two years. The form affidavit may be obtained by

writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347, or online at https://corequest.dshs.texas.gov/. The form must be submitted to the Superintendent within 90 days from the date it is notarized. If the parent is seeking an exemption for more than one scholar in the family, a separate form must be provided for each scholar. Scholars, who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

To claim exclusion for armed forces, the scholar must prove that he or she is serving on active duty with the armed forces of the United States.

If a parent seeks an exemption for more than one scholar, a separate form must be provided for each scholar.

Immunization Records Reporting

LPCA's record of a scholar's immunization history, while private in most instances, may be inspected by the Texas Education Agency, local health departments, and DSHS and transferred to other schools associated with the transfer of the scholar to those schools.

2.17 Child Abuse Reporting and Programs

LPCA provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. LPCA also provides training to its teachers and scholars in preventing and addressing incidents of sexual abuse and other maltreatment of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse or maltreatment. Assistance, interventions and counseling options are also available.

The school's administration shall cooperate with law enforcement investigations of child abuse, including investigations by the Texas Department of Protective and Family Services. School officials may not refuse to permit an investigator to interview a scholar who is alleged to be a victim of abuse or neglect at school. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the scholar's parent, if necessary.

2.18 Plan for Addressing Sexual Abuse, Sex Trafficking, and Other Maltreatment of Children

What is Sexual Abuse of a Child?

The Texas Family Code defines "sexual abuse" as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as, in certain circumstances, failure to make a reasonable effort to prevent sexual conduct harmful to a child.

What is Trafficking?

Child trafficking in any form is prohibited by the Texas Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers may be trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

What is Other Maltreatment of a Child?

Under State law, "other maltreatment" of a child includes "abuse" or "neglect," as defined by Texas Family Code sections 261.001 and 261.401.

Reporting Obligation

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the DFPS.

A child who has experienced sexual abuse, trafficking, or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse and trafficking may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

Parents, if your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or Principal will provide information regarding counseling options for you and your child that are available in your area. The DFPS also manages early intervention counseling programs. To find out what services may be available in your county, see Texas Department of Family and Protective Services, Programs Available in Your County.

Reports of abuse, trafficking, or neglect may be made to:

- Texas Abuse Hotline: 1-800-252-5400;
- In non-emergency situations, the Texas Abuse Hotline Website; ● Your local police department; or ● Call 911 for emergency situations.

Methods for Increasing Awareness Regarding Sexual Abuse, Trafficking, or Other Maltreatment

For Staff: LPCA trains staff in all content areas addressed in the Plan, as required by state law. Training is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration. The training includes prevention techniques for and recognition of sexual abuse, trafficking, and all other maltreatment of children, including sexual abuse, trafficking, and other maltreatment of children with significant cognitive disabilities.

For Scholars: School counseling staff will address issues to increase awareness regarding sexual abuse, trafficking, and other maltreatment of children and anti-victimization programs with age appropriate conversation and materials no less than once per school year. These discussions will occur in classroom group settings.

For Parents: Parents must be aware of warning signs indicating that their child may have been or is being sexually abused, trafficked, or otherwise maltreated. A child who has experienced sexual abuse, trafficking, or other maltreatment should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that evidence of sexual abuse, trafficking, or other maltreatment may be more indirect than disclosures or signs of physical abuse. It is important to remain calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing in coming to you.

The fact that the abuser is a parent or other family member does not remove your obligation to protect the child. Parents who permit their child to remain in a situation where he or she may be injured or abused may also be subject to prosecution for child abuse. And, if you are frightened for your own safety or that of your child, you should call 911 or 1-800-252-5400.

Also remember that parents are legally responsible for the care of their children and must provide their children with safe and adequate food, clothing, shelter, protection, medical care and supervision, or arrange for someone else to provide these things. Failure to do so may be considered neglect.

The Campus Principal or designee will provide information regarding counseling options available in your area for you and your child if your child is a victim of sexual abuse, trafficking, or other maltreatment. The DFPS also provides early abuse intervention through counseling programs. Services available in your county can be accessed at the following web address: http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

These websites are also helpful:

- Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault
- Child Welfare Information Gateway Factsheet
- Human Trafficking of School-aged Children
- KidsHealth, For Parents, Child Abuse
- National Center on Safe Supportive Learning Environments: Child Labor Trafficking
- Office of the Texas Governor's Child Sex Trafficking Team

Likely Warning Signs of Sexual Abuse, Trafficking, or Other Maltreatment

Possible warning signs of sexual abuse or other maltreatment may include:

- An older child behaving like a young child, for example, bedwetting or thumb-sucking.
- Becoming increasingly secretive about Internet or telephone use.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Fear of being alone with adults.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Using new or adult words for body parts.
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior.
- Withdrawal, depression, sleeping and eating disorders, and problems in school.

Possible warnings signs of sexual trafficking include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude.
- Frequent runaway incidents.
- Isolation from friends, family, and community.
- Multiple phones or social media accounts.
- Older boyfriends or girlfriends.

- Provocative pictures posted online or stored on the phone.
- Refillable gift cards.
- Social interaction and schedule being strictly controlled by someone else.
- Sudden appearance of expensive items (for instance, manicures, designer clothes, purses, technology).
- Tattoos or branding.
- Unexplained injuries.

Possible warning signs of labor trafficking in children include:

- A desire to quit a job but not being allowed to do so.
- Being employed and having a work permit but clearly working outside the permitted hours for scholars.
- Being employed but not having a school-authorized work permit.
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss.
- Being unpaid, paid very little, or paid only through tips.
- Living with an employer or having an employer listed as a scholar's caregiver.
- Not being allowed breaks at work or being subjected to excessively long work hours.
- Not being in control of his or her own money.
- Owing a large debt and being unable to pay it off.

Any one sign does not necessarily mean that a child has been sexually abused, trafficked, or maltreated, but the presence of several signs is the time you should begin asking questions and seeking help. Often signs first emerge at other times of stress, such as during a divorce, death of a family member or pet, problems at school or with friends, or other traumatic or anxiety-inducing events.

Actions That a Child Who Is a Victim of Sexual Abuse, Trafficking, or Other Maltreatment Should Take

During scholar awareness sessions concerning sexual abuse, trafficking, and other maltreatment issues, scholars will be encouraged to tell a trusted adult in a private and confidential conversation if they have been a victim of sexual abuse, trafficking, or other maltreatment or have been in situations that make them feel uncomfortable in any way. School employees are trained to take appropriate actions to help the child obtain assistance and to follow proper reporting procedures. Older scholars will also be provided with local crisis hotline numbers to obtain assistance.

Available Counseling Options

A list of counseling providers can be found at:
http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/

Notice of Penalties for Trafficking of Persons and Online Solicitation of a Minor

Under Penal Code 20A.02(b-1), an offense related to human trafficking is a first degree felony if the offense is committed in a location that was on the premises of or within 1,000 feet of the premises of a school, or on premises or within 1,000 feet of premises where an official school function was taking place or an event sponsored or sanctioned by the University Interscholastic League was taking place.

Additionally, under Penal Code 33.021(f-1), there are enhanced penalties for the offense of online solicitation of a minor if the actor committed the offense during regular school hours and the actor knew

or reasonably should have known that the minor was enrolled in a public or private school at the time of the offense.

2.19 Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

LPCA prohibits discrimination, including harassment, against any scholar on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law. LPCA also prohibits dating violence, as defined by this Handbook. Retaliation against anyone involved in the complaint process is a violation of school policy.

Discrimination and Harassment (Prohibited Conduct)

For purposes of LPCA policy, the term "Prohibited Conduct" means discrimination or harassment against a scholar or employee involving conduct directed at a scholar or employee on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law and that adversely affects the scholar or employee, and/or that is so severe, persistent, or pervasive that the conduct:

- Affects a scholar's or employee's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the scholar's academic performance or an employee's work performance; or
- Otherwise adversely affects the scholar's educational opportunities or employee's work opportunities.

Examples of Prohibited Conduct may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

As noted above, LPCA also considers gender-based harassment to be Prohibited Conduct. Gender-based harassment includes harassment based on a person's gender, expression by the person of stereotypical characteristics associated with the person's gender, or the person's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a person, regardless of the person's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Dating Violence

LPCA also considers dating violence to be Prohibited Conduct. Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a scholar may include physical or sexual assaults, name-calling, put-downs, threats to hurt the scholar or the scholar's family members or members of the scholar's household, destroying property belonging to the scholar, threats to commit

suicide or homicide if the scholar ends the relationship, attempts to isolate the scholar from friends and family, stalking, or encouraging others to engaged in these behaviors.

For purposes of this Handbook, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

- Affects the scholar's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the scholar's academic performance; or
- Otherwise adversely affects the scholar's educational opportunities.

Retaliation

Retaliation against a person who makes a good faith report of Prohibited Conduct is prohibited. Retaliation against a person who is participating in an investigation of reported Prohibited Conduct is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a LPCA investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Reporting Prohibited Conduct

Any scholar who believes that he or she has experienced prohibited discrimination, harassment, or dating violence, or believes that another scholar has experienced such prohibited conduct, should immediately report the alleged acts to a teacher, counselor, the Campus Principal or designee, or other school employee. Alternatively, a scholar may report prohibited conduct directly to the appropriate Compliance Coordinator designated in this Handbook.

A scholar shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator, the ADA/Section 504 Coordinator, and/or the Age Discrimination Coordinator may be directed to Campus Leadership or designee. A report against the Campus Leadership or designee may be made to the Superintendent.

Investigation of Complaints

****NOTE**** The following procedures apply to allegations of Prohibited Conduct other than allegations of harassment prohibited by Title IX. For allegations of sex-based harassment that, if proved, would meet the definition of a formal complaint of sexual harassment under Title IX, please see the procedures outlined in "Freedom from Sexual Harassment" in this Handbook.

Any scholar who believes that he or she has experienced Prohibited Conduct or retaliation or believes that another scholar has experienced Prohibited Conduct or retaliation should immediately report the alleged conduct to a teacher, counselor, the Principal or designee, or other school employee. The report may be made by the scholar's parents. Alternatively, a report may be made directly to the appropriate Compliance Coordinator identified in this Handbook.

Upon receiving a report of potential Prohibited Conduct, LPCA will determine whether the allegations, if proven, would constitute prohibited discrimination, harassment, or retaliation. If not, LPCA will determine

if the allegations, if proven, would constitute bullying. If the alleged Prohibited Conduct, if proven, would constitute discrimination or harassment and would also be considered bullying, an investigation of bullying will also be conducted.

Investigation

To the extent possible, LPCA will respect scholar privacy; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of Prohibited Conduct will be promptly investigated.

The investigation may be conducted by the Compliance Coordinator or designee, or by a third party designated by LPCA, such as an attorney. When appropriate, the Campus Principal or the scholar's teacher(s) will be involved in or informed of the investigation.

If a law enforcement or other regulatory agency notifies LPCA that it is investigating the matter and requests that the school delay its investigation, LPCA will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, LPCA will take interim action to address the alleged Prohibited Conduct.

If LPCA's investigation indicates that Prohibited Conduct occurred, appropriate disciplinary action and, in some cases, corrective action, will be taken to address the conduct. LPCA may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act ("FERPA").

Appeal

A scholar or parent who is dissatisfied with the outcome of the investigation may appeal through the LPCA grievance procedure, beginning at Level Two.

2.20 Freedom from Sexual Harassment

LPCA prohibits discrimination on the basis of sex, including sexual harassment, by an employee, volunteer, or another scholar.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to LPCA's educational programs or activities;
3. Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

Examples of sexual harassment may include, but are not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual

nature; sexually-motivated physical, verbal, or nonverbal conduct; or other sexually motivated conduct, communications, or contact.

Romantic or inappropriate social relationships between scholars and school employees are prohibited. Any sexual relationship between a scholar and a school employee is always prohibited, even if consensual.

General Definitions

A **"complainant"** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

A **"respondent"** means an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

A **"formal complaint"** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that LPCA investigate the allegation of sexual harassment.

"Supportive measures" means non-disciplinary, non-punitive individualized services offered appropriately and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to LPCA's educational program or activity without unreasonably burdening either party, including measures designed to protect the safety of all parties or LPCA s educational environment, or deter sexual harassment. Examples of supportive measures include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of class schedules, mutual restrictions on contact between the parties, and other similar measures.

Reporting Sexual Harassment

Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator in Section 1.9 of this Handbook, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address listed for the Title IX Coordinator.

LPCA's response to a report of sexual harassment must treat complainants and respondents equitably by offering supportive measures and by following a grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

After a report of sexual harassment has been made, the Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Notice of Allegations

Upon receipt of a formal complaint, LPCA must provide the following written notice to the parties who are known:

- Notice of LPCA's grievance process, including any informal resolution process.
- Notice of the allegations of sexual harassment, including, to the extent known, the identity of the parties, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident.
- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made known at the conclusion of the grievance process.
- Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- Notice that the parties may inspect and review evidence related to the complaint.
- Notice that LPCA prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during an investigation, LPCA decides to investigate allegations about the complaint or respondent that are not included in the initial notice of the complaint, LPCA must provide notice of the additional allegations to the parties whose identities are known.

Grievance Process

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of LPCA.

The following guidelines apply when LPCA receives a formal complaint of sexual harassment. This process is designed to incorporate due process, principles, treat all parties fairly, and to assist LPCA reach reliable responsibility determinations.

- LPCA will require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- Any individual designated by LPCA as a Title IX Coordinator, investigator, decision-maker, or to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent responsible. LPCA will ensure that Title IX Coordinators, investigators, decision-makers, and anyone who facilitates an informal resolution process receive appropriate training related to the requirements of Title IX and LPCA's sexual harassment policy.
- LPCA recognizes a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.
- LPCA shall attempt to complete an investigation of reported sexual harassment within 60 calendar days of receiving a complaint. However, the investigation process may be delayed or extended for a limited time for good cause with written notice to the complainant and the respondent of the delay or extension. Good causes may include considerations such as absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- Scholars found to have engaged in sexual harassment are subject to disciplinary action as outlined in the Scholar Code of Conduct.
- LPCA shall employ the preponderance of the evidence standard to determine responsibility when reviewing formal complaints.

- LPCA may not require, allow, rely upon, or otherwise use questions of evidence that constitute, or seek disclosure, of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Consolidation of Formal Complaints

LPCA may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Dismissal of Formal Complaints

LPCA must investigate the allegations in a formal complaint.

LPCA *must* dismiss a formal complaint if the conduct alleged in the formal complaint:

- Would not constitute sexual harassment, even if proved; ● Did not occur in LPCA's education program or activity; or ● Did not occur against a person in the United States.

LPCA *may* dismiss a formal complaint or any allegations therein if, at any time during the investigation:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled or employed by LPCA; or
- Specific circumstances prevent LPCA from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, LPCA must promptly send simultaneous written notice to the parties of the dismissal and the reason(s) for the dismissal. Dismissal of a formal complaint does not preclude LPCA from taking appropriate action under the Scholar Code of Conduct or any other school policy that may apply to the alleged conduct.

Investigating Formal Complaints

The following guidelines apply during the investigation of a formal complaint and throughout the grievance process.

- LPCA will ensure the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on LPCA and not on the parties.
- LPCA cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless LPCA receives that party's voluntary, written consent to do so.
- LPCA will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- LPCA will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- LPCA will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisory of their choice, and not limit the choice or presence of an advisor for

either the complainant or respondent in any meeting or grievance proceeding. LPCA may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

- LPCA will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.
- LPCA will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- Prior to completing an investigative report, LPCA must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completing the investigative report.
- LPCA must create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for review and written response.
- After sending the investigative report to the parties and before reaching a determination of responsibility, the decision-maker(s) must afford each party the opportunity to submit written relevant questions that a party wants asked of any witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Determination Regarding Responsibility

The decision-maker(s) making a determination regarding responsibility cannot be the same person(s) as the Title IX Coordinator or the investigator(s). The decision-maker(s) must review the investigation report and make a written determination, based on the preponderance of the evidence standard, regarding responsibility. The written determination must include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, or methods used to gather other evidence;
- Findings of fact supporting the determination;
- Conclusions regarding application of LPCA's Code of Conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to LPCA's education program or activities will be provided to the complainant; and
- LPCA's procedures and permissible bases for the complainant and respondent to appeal.

LPCA must provide the written determination to the parties simultaneously. The determination becomes final either on the date LPCA provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeals

LPCA will offer both parties an appeal from a determination regarding responsibility, and from LPCA's dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

As to appeals, LPCA will ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, or the investigator(s), or the Title IX Coordinator. LPCA will provide both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome.

The decision-maker(s) for the appeal will issue a written decision, based on the preponderance of the evidence standard, describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

A party who is dissatisfied with the appeal decision may file an appeal to the Board of Directors through the process outlined in LPCA's grievance procedures.

Emergency Removals

LPCA is able to remove a respondent from LPCA's education program on an emergency basis, provided that LPCA undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any scholar or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. LPCA's ability to do so may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504, or the Americans with Disabilities Act.

Informal Resolution

At any time prior to reaching a determination regarding responsibility, LPCA may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. However, LPCA may not require as a condition of enrollment or continuing enrollment, or employment or continued employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints. Additionally, LPCA may not require the parties to participate in an informal process and may not offer an informal resolution process unless a formal complaint is filed.

Prior to facilitating an informal resolution process, LPCA must:

- Provide to the parties a written notice disclosing the allegations and the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations. The notice must also inform that, at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, as well as of any consequence resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- Obtain the parties' voluntary, written consent to the informal resolution process.

LPCA may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a scholar.

Retaliation Prohibited

Neither LPCA nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this policy.

Examples of retaliation may include, but are not limited to, intimidation, threats, coercion, or discrimination.

Complaints alleging retaliation may be filed according to the grievance procedure described above.

Confidentiality

LPCA must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by FERPA or as required by law, or for purposes related to the conduct of any investigation, hearing, or judicial proceeding arising under the Title IX regulations.

Non-Sexual Harassment Sex Discrimination

The formal complaint investigation and resolution process outlined above in "Freedom from Sexual Harassment" applies only to formal complaints alleging sexual harassment as defined by Title IX, but not to complaints alleging sex discrimination that do not constitute sexual harassment. Complaints of nonsexual harassment sex discrimination may be filed with the Title IX Coordinator and will be handled under the process described under "Freedom from Discrimination, Harassment, and Retaliation" as outlined in Section 2.20 of this Handbook.

2.21 Freedom from Bullying and Cyberbullying

LPCA prohibits bullying as defined by this section, as well as retaliation against anyone involved in the complaint process. Bullying means a single significant act or a pattern of acts by one or more scholars directed at another scholar that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a scholar, damaging a scholar's property, or placing a scholar in reasonable harm to the scholar's person or of damage to the scholar's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a scholar; or
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or the school; or
- Infringes on the rights of the victim at school.

Bullying also includes cyberbullying, which means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

LPCA will also take steps to prevent and mediate bullying incidents between scholars that:

- Interfere with a scholar's educational opportunities; or
- Substantially disrupt the orderly operations of a classroom, school, or school-sponsored or schoolrelated activity.

The school's bullying policy applies to:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of scholars to or from school or a school-sponsored or school-related activity; and

- Cyberbullying that occurs off school property or outside of a school-sponsored or schoolrelated activity if the cyberbullying:
    - Interferes with a scholar's educational opportunities; or
    - Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Reporting Procedures

Any scholar who believes that he or she has experienced any form of bullying or believes that another scholar has experienced bullying should immediately report the alleged acts to the Campus Principal or designee, a teacher, counselor, or other school employee. A report may be made orally or in writing, and may be submitted anonymously. Any school employee who receives notice that a scholar has or may have experienced bullying shall immediately notify the Campus Principal or designee. The Campus Principal or designee will notify the victim, the scholar who engaged in bullying, and any scholar witnesses of available counseling options.

The Campus Principal or designee shall provide notice of incident of alleged bullying to:

- A parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and

- A parent or guardian of the alleged bully within a reasonable amount of time after the incident.

Investigation of Report

The Campus Principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited discrimination, harassment, or dating violence and, if so, proceed under that policy instead. The Campus Principal or designee shall conduct an appropriate investigation based on the allegations in the report and shall take prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate.

The Campus Principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred. If the results of an investigation indicated that bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Scholar Code of Conduct. LPCA may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of bullying under this policy.

A scholar who receives special education services will be disciplined for conduct meeting the definition of bullying or cyberbullying in accordance with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 *et seq.*). LPCA may not impose discipline on a scholar who, after an investigation, is found to be a victim of bullying, based on that scholar's use of reasonable self-defense in response to the bullying.

The Campus Principal, or the Campus Principal's designee, may make a report to local law enforcement authorities if, after an investigation is completed, the Campus Principal or designee has reasonable grounds to believe that a scholar engaged in conduct that constitutes an offense under Section 22.01 (Assault) or 42.07(a)(7) (Harassment), Texas Penal Code.

To the greatest extent possible, LPCA shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation.

A scholar or parent who is dissatisfied with the outcome of the investigation may appeal through the LPCA grievance procedure.

2.22 Interrogations and Searches

In the interest of promoting scholar safety and attempting to ensure that the school is safe and drug free, school officials may from time-to-time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Administrators, teachers and other professional personnel may question a scholar regarding the scholar's own conduct or the conduct of other scholars. In the context of school discipline, scholars have no claim to the right not to incriminate themselves.

Scholars shall be free from unreasonable searches and seizures by school officials. School officials may search a scholar's outer clothing, pockets, or property by establishing reasonable cause or securing the scholar's voluntary consent.

A search is reasonable if (1) the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the scope of the search is reasonable related to the circumstances justifying the search, such as the extent of the search, the objectives of the search, the age and sex of the scholar, and the nature of the infraction.

Desk and Classroom Searches

Scholars should have no expectation of privacy in the contents of their desks or other school property. Desks assigned to scholars remain at all times under the control and jurisdiction of LPCA. LPCA will make periodic inspections of classrooms and desks at any time, with or without notice or scholar's consent. School officials will remove any item that violates school policy or that may potentially be dangerous.

Scholars have full responsibility for the security of their lockers and desks, and shall be held responsible for any prohibited items found therein. A scholar's parent shall be notified if any prohibited articles or materials are found in a scholar's locker or desk, or on the scholar's person.

Random Drug Searches

In order to ensure a drug-free learning environment, LPCA conducts random drug searches of all school facilities. LPCA may use or contract for specially trained nonaggressive dogs to sniff out and alert school officials to the current presence of concealed prohibited or illegal items, including drugs and alcohol. Canine visits may be unannounced. The dogs shall be used to search vacant classrooms, vacant common areas, the areas around scholar lockers, and the areas where vehicles are parked on LPCA property or at school-related events. The dogs shall not be asked to alert scholars. A dog alert to a locker, vehicle, or item in a classroom, constitutes reasonable grounds for a search by school officials.

Vehicles on Campus

Vehicles parked on school property and property under school control are under the jurisdiction of LPCA and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that school rules or other laws have been violated. If a vehicle subject to search is locked, the scholars shall be asked to unlock the vehicle and consent to a search of the vehicle. If the scholar refuses to permit the vehicle to be searched, LPCA may contact the scholar's parents and/or law enforcement officials. A scholar may be held responsible for and in possession of prohibited items found in his or her vehicle parked on school property or at a school-related event.

2.23 Law Enforcement Agencies

Questioning of Scholars

When law enforcement officers or other lawful authorities wish to question or interview a scholar at school, the Campus Leadership will cooperate as outlined below:

1. The Campus Leadership or designee shall verify and record the identity of the official and request an explanation of the need to question or interview the scholar at school.
2. The Campus Leadership or designee shall make reasonable efforts to notify the scholar's parent, unless the interviewer raises what Campus Leadership or designee considers to be a valid objection.
3. The Campus Leadership or designee ordinarily will be present during the questioning or interview, unless the interviewer raises what the Campus Leadership or designee considers to be a valid objection.

When the investigation involves allegations of child abuse, special rules apply.

Scholars Taken Into Custody

State law requires LPCA to permit a scholar to be taken into legal custody in the following circumstances:

1. By a law enforcement officer if there is probable cause to believe the scholar has engaged in conduct that violates a penal law, delinquent conduct or conduct in need of supervision, or conduct that violates a condition of probation imposed by the juvenile court.
2. By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
3. By a law enforcement officer to obtain fingerprints or photographs to establish a scholar's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
4. By a probation officer if there is probable cause to believe the scholar has violated a condition of probation imposed by the juvenile court.
5. By an authorized representative of the Texas Department of Family and Protective Services ("TDFPS"), Child Protective Services ("CPS") division, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in Section 262.104 of the Texas Family Code relating to the scholar's physical health or safety.
6. Pursuant to a properly issued directive to apprehend.
7. Pursuant to a properly issued directive or order from a juvenile court to take a scholar into custody.
8. To comply with an order of the juvenile court.
9. To comply with the laws of arrest.

Before a scholar is released to a law enforcement officer or other legally authorized person, the Campus Leadership or designee will verify the officer's identity and, to the best of his or her ability, verify the official's authority to take custody of the scholar.

Campus Leadership or designee will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what Campus Leadership or designee considers to be a valid objection to notifying the parents. Because Campus Leadership or designee does not have the authority to prevent or delay a scholar's release to a law enforcement officer, any notification will most likely be after the fact.

2.24 Accident Prevention

Scholar safety on campus and at school-related events is a high priority of LPCA. Although LPCA has implemented safety procedures, the cooperation of scholars is essential to ensure school safety. Scholars should:

- Avoid conduct that is likely to put the scholar or other scholars at risk.
- Follow the behavioral standards in this Handbook and the Scholar Code of Conduct, as well as any additional rules for behavior and safety set by the Campus Principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the Campus Principal safety hazards, such as intruders on campus and threats made by any person toward a scholar or staff member.
- Know emergency evacuation routes and signals.

- Immediately follow the instructions of teachers, bus drivers, and other school employees.

2.25 Drills: Fire, Tornado, and Other Emergencies

LPCA has a disaster and fire protection plan, which is posted in each classroom. Drills are conducted throughout the school year.

EMERGENCY DRILLS
FIRE DRILL— The signal for fire emergencies or drills is an intermittent buzzer. Scholars leave the building immediately, taking purses and personal belongings with them, and remain with their teacher.

LOCKDOWN EMERGENCY DRILL - The signal for a lock-down emergency or drill is a continuous hi-lo tone. Everyone needs to stay in their rooms with the door locked and the lights out until the situation ends. No one is allowed to enter or leave a room.

TORNADO DRILL— The signal tone for a tornado emergency or drill is a continuous warble. In case of tornado emergency or drill, scholars should move to areas of safety and get in position on knees with head down and hands over head.

INCLEMENT WEATHER - If a decision is made to cancel school because of bad weather, announcements will be made on local radio and television stations.

ACTIVE THREAT EXERCISES - Before LPCA may conduct an active threat exercise, including an active shooter simulation, LPCA shall comply with the notice requirements of Education Code § 37.1141(a)(1)(3), including adequate notice of the exercise to scholars, parents, school staff, and first responder organizations that would likely respond in the event of a false report or alarm.

2.26 Emergency Closings

Generally, LPCA dismisses classes for weather-related events on the same days as surrounding local independent school districts. Any closures for weather will be broadcast on the school website www.legacypreparatory.com, local television stations, and Facebook. **Cancellations and delays will be communicated to parents via phone call and/or e-mail using the automated Alert System.** In addition, the following websites and television and radio stations will announce the school's cancellation or delay information:

- KDFW (Channel 4);
- KRLD 1080 am,
- KTVT (Channel 11)
- KXAS (Channel 5);
- MISD (KEMO) 88.5;
- WBAP 820 am;
- WFAA (Channel 8);

- www.cancellations.com; and www.legacypca.com

LPCA may also need to close during certain emergency situations beyond the control of school officials. The announcement of non-weather related school closings will be broadcast on local television stations as early as possible. Any emergency closures will also be posted on the LPCA website www.legacypreparatory.com.

2.27 Asbestos Management Plan

All school facilities have been inspected for asbestos by a licensed Asbestos Hazard Emergency Response Act ("AHERA") inspector. An Asbestos Management Plan has been created for the school in accordance with federal regulations. Parents may view the Asbestos Management Plan at the campus office.

2.28 Pest Control Information

LPCA periodically applies pesticides inside school buildings and on school grounds. Except in an emergency, signs will be posted 48 hours before application. Scholars may not re-enter a treated area inside a building or use an area on school grounds for at least 12 hours following application. Parents who wish to be notified prior to pesticide application may contact the Campus Leadership.

2.29 Videotaping of Scholars

For safety purposes, including the maintenance of order and discipline, surveillance cameras may be used to monitor scholar behavior in classrooms, on school vehicles, and in school common areas. Video recordings may be reviewed routinely to document scholar misconduct and used by LPCA staff when investigating an incident. Tapes and other video recordings may be available for viewing as allowed by the Family Educational Rights and Privacy Act ("FERPA").

SECTION 3: ACADEMICS AND GRADING

3.1 Academic Programs

The Campus Principal or designee will provide scholars and parents with information regarding academic programs to prepare for higher education and career choices.
A scholar removed from the regular classroom to in-school suspension, or another setting will have an opportunity to complete his or her daily work just as if they were in the regular learning center.

Scholars and parents are encouraged to discuss options for ensuring that scholars complete all work required with a teacher, the Campus Principal, or designee.

3.2 Academic Integrity

All scholars are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in classes. Academic dishonesty is detrimental to the LPCA culture and is treated as a severe discipline infraction. Forms of academic dishonesty include, but are not limited to, the following:

- Turning in copied information (from books, magazines, essays, the Internet, etc.) as your own.
- Paraphrasing the work of others with minimal word changes.
- Borrowing ideas and patterns of thought from others without proper citation.
- Collaboration on independent assignments.
- Copying and submitting the work of another as your own.
- Allowing another scholar to copy your work.
- Using a "cheat sheet" or other unauthorized notes during a test or quiz.
- Looking at someone else's paper for an answer on a test.
- Failing to mark an answer wrong when self-grading.
- Telling others or asking others the content of an exam or quiz.
- Reviewing an old test or giving another scholar an old test without teacher permission. ● Looking at an exam prior to taking it without teacher permission.

Scholars found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Scholar Code of Conduct.

3.3 Armed Services Vocational Aptitude Battery Test

A scholar in grades 10–12 will be offered an opportunity to take the Armed Services Vocational Aptitude Battery ("ASVAB") test and consult with a military recruiter. LPCA will provide each scholar in grades 10–12 and their parents with notice of the date, time, and location of the scheduled administration of the ASVAB.

3.4 Counseling

Academic Counseling

Scholars and parents are encouraged to talk with the Campus Leadership to learn about course offerings, graduation requirements, and early graduation procedures. Each spring, scholars in 8th–12th grade will be provided with information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

To plan for the future, including attendance at a college, university, or training school or pursuing some other type of advanced education, scholars should work closely with the Campus Leadership to take the courses that best prepare them for the future. The Campus Leadership can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

Campus Leadership is available to assist scholars with a wide range of personal concerns, including social, family, or emotional issues, and substance abuse. The Campus Princial may also provide information about community resources to address these concerns. A scholar who wishes to meet with the Campus Leadership should set an appointment through the school office manager.

Please note: LPCA will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

3.5 Credit and Acceleration by Exam

LPCA uses examinations and guidelines established by the State Board of Education to offer credit and acceleration by exam.

If a Scholar Has Prior Instruction

A scholar in grades 6–12 who has previously taken a course or subject (but did not receive credit for it) may, in circumstances determined by the Campus Principal, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a scholar transferring from a nonaccredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the scholar has had prior instruction is sometimes referred to as "credit recovery." To receive credit, a scholar must score at least 70% on the exam.

The Attendance Review Committee may also offer a scholar with excessive absences an opportunity to receive credit for a course by passing an exam.

If a Scholar Has Not Had Prior Instruction

LPCA may approve examinations for acceleration to test a scholar's essential knowledge and skills for each primary school grade level.

A child who is five years old at the beginning of the school year may be assigned initially to First Grade rather than Kindergarten if he or she meets requirements developed by the Campus Leadership.

A scholar in grades 1–5 will be accelerated one grade level if he or she meets the following requirements:

- The scholar scores 80% or above on a criterion-referenced test for the grade level to be skipped in each of the following areas: Language Arts, Mathematics, Science, and Social Studies;
- A school representative recommends acceleration; and
- The scholar's parents give written approval for acceleration.

A scholar in grades 6–12 will be given credit for an academic subject in which he or she has had no prior instruction if the scholar scores:

- A three or higher on a College Board advanced placement examination that has been approved by the Board of Education for the applicable course;
- A scaled score of 50 or higher on an examination administered through the College-Level Examination Program and approved by the Board of Education for the applicable course; or
- 80% on any other criterion-referenced test approved by the Board of Education for the applicable course.

Scholars planning to take an exam for course credit or acceleration must register with the Campus Leadership or designee no later than 30 days prior to the scheduled testing date.

3.6 Curriculum

The LPCA faculty and administration are committed to preparing our scholars for a global and interconnected world. LPCA utilizes a college preparatory curriculum that emphasizes a rigorous core academic program including Language Arts, Math, Science, Social Studies, Fine Arts, Physical Education, and Spanish.

For any social studies course in the required curriculum, LPCA may not require, make part of a course, or award a grade or course credit (including extra credit) for a scholar's:

1. Work for, affiliation with, or service learning in an association with any organization engaged in (i) lobbying for legislation at the federal, state, or local level, if the scholar's duties involve directly or indirectly attempting to influence social or public policy or the outcome of legislation, or (ii) social policy advocacy or public policy advocacy;
2. Political activism, lobbying, or efforts by direct communication to persuade members of the legislative or executive branch at the federal, state, or local level to take specific actions by direct communication; or
3. Participation in any internship, practicum, or similar activity involving social or public policy advocacy.

Additionally, LPCA may not implement or enforce any rules of scholar conduct in a manner that would result in a scholar's punishment for discussing or have a chilling effect on reasonable scholar discussions involving those concepts described in Education Code § 28.002(a)(4) in school or during a schoolsponsored activity.

3.7 Grading Program

Legacy Preparatory Charter Academy is committed to creating an environment where quality instruction, assessment, and evaluation occur to improve student achievement. The primary purpose of awarding grades is to communicate student achievement in relation to the state standards, the Texas Essential Knowledge and Skills (TEKS). Guidelines for grading shall be clearly communicated to students and parents. These guidelines shall ensure that:

- grading reflects a student's relative mastery of an assignment
- a sufficient number of grades are taken to support the grade average assigned

- equitable, purposeful assessment, and grading practices that inform teacher instruction and emphasize individual student growth.

Equitable Grading: 50-Point Scale
LPCA eliminates the use of zeros by implementing a 50-point grading scale. In the 50-point scale, students may only receive grades between 50 and 100.

Formative Assessments - Formative grades represent 40% of the nine weeks grade.

Formative assessment is assessment FOR learning. Formative assessment provides ongoing feedback and will be recorded a minimum of two times a week for each student. The formative assessments recorded must align to the standards of the summative they precede and are to provide guidance to the student and teacher on progress towards learning goals. Formative grades should reflect progress on standards only, not compliance, i.e. returning a progress report for a grade or bringing a box of tissues at the beginning of the school year. Grades will be entered for parents' view within 3 days of assignment being given.

Examples of formal formative assessments include, but are not limited to the following:

- Daily practice
  - Checking for understanding, i.e. exit tickets, notebook entries
  - Classroom assignments
  - Quizzes

Summative Assessments - Summative grades represent 60% of the nine weeks grade. Summative assessment is assessment OF learning that occurs at the end of a sequence of instruction. A minimum of two summative assessments is required each nine weeks. LPCA supports a balanced assessment approach and recommends using multiple assessment formats that require students to write, to create, and to perform to document learning. Grades should be based on mastery of the curriculum. Grades will be entered for parents' view within 3 days of assessment being given.

Examples of summative assessments include, but are not limited to the following:

- Tests
- PBL Projects
- Presentations
- Portfolios
- Performance assessments
- Papers
- Reports
- District assessments

Reassessment Procedures for Summative Assessments

1. Reassessment provides students the opportunity to demonstrate they have increased their knowledge, skills, and/or concepts from the first assessment. Therefore, students who have already demonstrated advanced learning or mastery will not be reassessed.

2. Students who fail a summative assessment shall be reassessed. Students who receive a grade below a 70 shall have the opportunity to be reassessed. Students who meet the reassessment criteria may be reassessed one time.

3. On a summative reassessment, the teacher shall record the higher of the two grades up to a grade of 70.

4. Reassessment occurs under the following conditions:
   - The student completes formative assessments/assignments related to the summative (as determined by the teacher) prior to the reassessment opportunity.

- The student engages in additional learning opportunities/assignments. The teacher selects the time for reassessment, which may include before/after school.
- Time frame:
    - Normally within 10 school days of the student receiving the grade on the original assessment unless extenuating circumstances exist
    - No later than five calendar days into the next grading period if the summative was given the last week of the grading period

5. The same assessment shall not be given to determine mastery. However, the assessment format is subject to the teacher's discretion.

6. The semester exam is not subject for reassessment.

Secondary Only - Grading

Learning Outcome	Percentage	Possible Points
Knowledge and Thinking	**60%**	**100 (Summative Assessments)**
Agency	**40%**	**100 (Formative Assessments)**

Scholar grades focus on scholar growth and learning in a climate of high expectations. Instructional emphasis is placed on the accomplishment of defined school goals.

Scholar progress will be assessed every three weeks through several methods, including portfolios, verbal assessments and written tests and quizzes.

Scholars in Pre-K, Kindergarten and 1st Grade will earn letter grades for English Language Arts, Math, Science, Social Studies, Electives, and Spanish. Letter grades will also be given for comportment skills.

Scholars in 2nd–5th Grade will earn number grades for English Language Arts, Math, Science, Social Studies, Electives, and Spanish. Letter grades will also be given for comportment skills.

Scholars in grades 6-8 will earn number grades for English Language Arts, Math, Science, and Social Studies, Electives, and Spanish. They will also be graded through learning objectives that focus on the following skills: Oral and Written Communication, Collaboration, Media Technology, Work Ethic, and Problem Solving and Critical Thinking.

Paper progress reports and report cards WILL NOT be sent out each grading period for New Tech grades 6-Grades and project completion information are available online 24/7. We suggest parents become an active school partner by sitting down once a week with their New Tech scholars and go over project completion and grades at least once a week. Please contact the classroom teacher of any project in which the scholar seems to be struggling.

3.8 Homework Policy

Scholar homework is designed to reinforce and practice classroom instruction. Parents are encouraged to check their scholar's homework and provide an environment where scholars can complete work at home successfully. Even if a formal homework assignment is not given, parents are encouraged to review the material covered during the day with their scholar.

It is the **scholar's responsibility** to turn in homework on the assigned date. When absent, scholars must obtain the missed assignments and make up the work in accordance with LPCA's policy for excused absences.

Scholars who have missed work due to an excused absence are given one day for each day absent to make up missed assignments. If a scholar has missed several days due to illness, please contact the teacher to determine a reasonable plan to help catch up on missed work.

Teachers and administrators reserve the right to determine any modifications to LPCA's general homework guidelines in extenuating circumstances (i.e. sudden illness, family emergencies, natural disasters, etc.). Extensions of time for extenuating circumstances are not automatic; each teacher may use his or her discretion to allow or disallow an extension.

It is Legacy's philosophy that scholars in the New Tech grades do not have homework. They have project completion activities and tasks. If the activities and tasks are not completed during the day in school, the scholars are expected to complete them at home. This is part of the college and career readiness standard by which we train scholars for post-secondary work.

3.9 Physical Education

Prekindergarten (full-day) through Grade 5

- Students must participate in **at least 30 minutes of moderate or vigorous physical activity each school day**.
- If daily scheduling is impractical, districts may instead provide **at least 135 minutes per week** of moderate or vigorous physical activity.
- This activity may occur during **PE classes or structured physical activity during recess**.

Grades 6-8

Students must receive **at least 30 minutes of moderate or vigorous physical activity daily** for at least four semesters during middle school.

Schools on block schedules may instead provide **225 minutes every two weeks**

Physical Education Exemption

Short-term exemptions from physical education are possible for scholars who have physical handicaps, illnesses, or other incapacities that a physician deems severe enough to warrant exemption or severe enough to warrant modified activity in such classes. Each case is handled on an individual basis as follows:

- Each request for exemption or for modified activity must be accompanied by a physician's certificate. Such certificates are honored, but must be renewed each year.
- When the certificate will allow modified activities in class, the scholar should remain in physical education class. The teachers adjust the activities of the scholar to the disability.
- An exempted scholar may be admitted to regular physical education activities only upon presentation of a written statement from the same physician who signed the original exemption.

3.10 Special Programs

Scholars Who Speak a Primary Language Other than English

A scholar may be eligible to receive specialized support if his or her primary language is not English, and the scholar has difficulty performing regular class work in English. If the scholar qualifies for these extra services, the Language Proficiency Assessment Committee ("LPAC") will determine the types of services the scholar needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Aiding Scholars Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those scholars who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all scholars, including a process based on Response to Intervention ("RtI"). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling scholars.

If a scholar is experiencing learning difficulties, his or her parents/guardians may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links scholars to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the scholar needs specific aids, accommodations, or services. A parent/guardian may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the scholar, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the scholar, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the scholar, it must complete the scholar's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the scholar. However, if the scholar is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the scholar is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the scholar is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled Parent's Guide to the Admission, Review, and Dismissal Process.

Contact Person for Special Education Referrals

The designated person to contact regarding options for a scholar experiencing learning difficulties or regarding a referral for evaluation for special education services is: Athena Bivens abivens@legacypca.com .

Section 504 Referrals

Each school district or charter school must have standards and procedures in place for the evaluation and placement of scholars in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a scholar experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:
The Campus Principal:
Juan Amaya jamaya@legacypca.com Pre-K through 6th grade
Angela Humphrey ahumphrey@legacypca.com 7th-12th grade

Additional Information

The following websites provide information and resources for scholars with disabilities and their families:

- Legal Framework for the Child-Centered Special Education Process

- Partners Resource Network
- Special Education Information Center
- Texas Project First

Notification to Parent of Intervention Strategies for Learning Difficulties Provided to General Education Scholars

LPCA will annually notify parents that it provides assistance to scholars, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies.

Services for Title I Participants

Information regarding the school's Title I program may be obtained from the Superintendent or Campus Leadership.

Scholars with Physical or Mental Impairments Protected under Section 504

A scholar with a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services may qualify for protections under Section 504 of the Rehabilitation Act of 1973 ("Section 504"). Section 504 is a federal law designed to prohibit discrimination against persons with disabilities. When an evaluation is requested, the Section 504 committee will determine whether the scholar needs Section 504 services and supports in order to receive an appropriate education as required by federal law.

3.11 College Days

High school scholars who meet the following criteria will be allowed to have two excused days of absence for a college visit during their junior year and two excused days of absence for a college visit during their senior year:

- The scholar must have passed the required parts of the STAAR/equivalent state assessment for the previous year.
- The scholar must be on track to graduate on time.
- The scholar must be classified as a junior or senior based upon credits earned.
- The scholar must be passing all course work.
- The scholar must have no truancy or other attendance problems.

Scholars must submit a written request to the school office at least two days prior to the day requested for a college visit so that eligibility criteria for an excused day of absence can be verified and approval granted prior to the scholar participating in a college visit. Approval will not be granted for a college visit on a day when major exams are scheduled, and no partial days will be approved.

3.12 Computer Resources

LEGACY PREPARATORY CHARTER ACADEMY

Balanced Technology Use & Foundational Writing Skills Policy

Pre-Kindergarten through Grade 12 | Effective Date: [To Be Determined]

1. Purpose and Rationale

Legacy Preparatory Charter Academy (LPCA) is committed to ensuring that every student, Pre-Kindergarten through Grade 12, develops strong foundational writing skills and career-ready competencies that support success in CTE (Career and Technical Education) programs in grades PK–12 and P-TECH pathways in grades 7–12. While technology remains an important instructional tool, recent internal assessment data indicate that increased reliance on digital devices for instruction and assessment has corresponded with a decline in handwriting legibility, written composition quality, and grade-level writing proficiency.

This policy establishes (1) maximum daily limits on passive or independent instructional screen time by grade band and (2) minimum daily or weekly expectations for handwriting instruction and paper-based writing. The purpose is not to eliminate technology from LPCA classrooms, but to ensure its intentional and balanced use. By prioritizing handwriting, composition, and critical thinking, students will develop foundational literacy skills before leveraging technology to enhance learning, create, collaborate, and communicate in authentic academic, CTE, and P-TECH settings.

2. Guiding Principle: Process by Hand, Produce with Technology

As a general instructional guideline (specific exemptions apply), teachers will use the following framework when planning lessons and assignments:

- Process: Brainstorming, note-taking, annotation, planning, drafting, and skill practice should be done by hand on paper whenever developmentally appropriate.
- Produce: Technology may be used for research, final publishing, multimedia presentation, collaboration, and assessment formats required by the state or LPCA's CTE and P-TECH model.
- Teachers retain discretion to adjust this balance for students with documented accommodations (e.g., IEP, 504, assistive technology needs).

3. Maximum Instructional Screen Time by Grade Band

Grade Band	Maximum Instructional Screen Time	Replacement Activity

Pre-K – Kindergarten	No independent screen-based instruction; brief, teacher-led use only (e.g., shared video, interactive whiteboard)	Hands-on manipulatives, guided letter formation, fine-motor stations
Grades 1–4	No more than 20 minutes per day	Independent reading with physical books; handwriting/writing block
Grades 5–6	No more than 30 minutes per day	Sustained silent reading; expanded writing workshop
Grades 7–12	No more than 20 minutes per class period	Note-taking by hand; handwritten drafting before digital production

Screen Time Limits and Exceptions

Screen time limits apply only to **independent or passive student use of devices** for instructional purposes, including:

- Digital worksheets
- Educational apps
- Instructional videos
- Computer-based practice activities
- Other independent digital learning tasks Screen

time limits **do not apply** to:

- Teacher-led whole-group instruction using a projected display, interactive panel, or document camera
- State-mandated digital assessments and testing platforms
- CTE (Career and Technical Education) and P-TECH coursework that requires technology for learning and industry-aligned skill development
- Assistive technology and accommodations required by a student's IEP, 504 Plan, or Emergent Bilingual supports
- Research, collaboration, and project-based tasks where technology is the appropriate instructional tool

The purpose of this policy is not to eliminate technology from classrooms, but to ensure a balanced approach that prioritizes handwriting, written composition, discussion, and critical thinking while continuing to develop students' digital literacy and career-ready skills.

4. Daily Handwriting and Paper-Based Writing Instruction by Grade Band

Grade Band	Daily Handwriting / Writing Block	Primary Focus
Pre-K – K	15–20 minutes	Pencil grip, letter formation, name writing, fine-motor development through tracing and drawing
Grades 1–2	25–30 minutes	Manuscript handwriting fluency, sentence construction, simple paragraph writing on paper
Grades 3–4	30–40 minutes	Transition to cursive (where adopted), multi-paragraph composition, handwritten drafts before any typed final copy
Grades 5–6	40 minutes	Writing workshop (planning, drafting, revising by hand); notetaking and annotation in all content areas
Grades 7–8	30–40 minutes per writing-intensive class	Handwritten essay drafts, in-class timed writing, annotation and notes prior to digital publishing
Grades 9–12	At least one major handwritten draft per writing unit, per course	College- and STAAR-readiness: handwritten brainstorming, outlining, and drafting; keyboard used only for final/published work

These blocks may be embedded within existing ELA, homeroom, or content-area instruction and are not required to be a separate stand-alone subject, provided the time and focus areas above are documented in lesson plans.

5. Implementation Guidelines

5.1 Removal of Device-Based Incentives

Programs that use additional, unstructured device time as a reward (e.g., free app time during Green Fridays or after students complete assigned work) will be discontinued and replaced, when appropriate, with non-screen incentives such as extra recess, free reading time, choice activities, classroom privileges, or collaborative enrichment opportunities. The intent is to reinforce positive behavior and academic achievement while promoting balanced and purposeful technology use.

5.2 Elimination of Required Daily App Minutes

Campuses will discontinue any policy requiring students to log a minimum number of daily minutes on instructional apps, except where required for state-mandated programs (e.g., approved dyslexia or intervention software with documented minute requirements).

5.3 Physical Books and Materials

Students will have regular access to physical books through classroom libraries, reading corners, and designated literacy spaces throughout each campus. Independent reading time will be scheduled daily at the elementary level and intentionally incorporated into all instruction at the secondary level to promote reading stamina, comprehension, and a lifelong love of reading.

5.4 Lesson Planning and Lesson Audits

- During lesson internalization and planning, teachers will identify and document which portions of a lesson or assignment are designated as the **"process"** (handwritten planning, drafting, note-taking, problem-solving, or reflection) and which are designated as the **"product"** (digital creation, presentation, collaboration, or publication). This ensures a balanced approach that develops foundational writing skills while leveraging technology for authentic application and communication.
- Instructional leaders will conduct periodic classroom walkthroughs, lesson plan reviews, and student work checks to monitor implementation of screen-time expectations, handwriting and writing requirements, and the intentional use of handwritten processes prior to digital products.

5.5 CTE and P-TECH Project Integration

CTE and P-TECH projects will incorporate a handwritten planning and development phase, such as concept maps, design sketches, engineering notebooks, lab journals, written reflections, and draft compositions, prior to digital design, coding, research, or presentation activities. This approach preserves LPCA's commitment to authentic, career-connected learning while strengthening students' writing fluency, critical thinking, problem-solving, and communication skills.

6. Monitoring and Continuous Improvement

- Writing proficiency will be measured at least twice per year using grade-level writing samples scored with TEA-aligned STAAR Constructed Response Rubrics, with results analyzed to monitor growth and reported to the Board.
- Screen-time compliance and handwriting-block implementation will be reviewed each semester by campus instructional leadership and reported to the Superintendent.
- This policy will be reviewed annually and adjusted based on writing assessment data, STAAR/EOC writing results, staff feedback, and any updates to Texas Education Agency technology or curriculum requirements.

7. Exceptions

The following are exempt from the screen-time limits outlined in this policy:

- Students with an IEP, 504 Plan, Emergent Bilingual accommodations, or documented medical needs requiring assistive technology, as specified in their individualized plans.
- State-required online assessments, including STAAR, TELPAS, and other state-mandated testing programs.
- District-required assessments, including HQIM embedded assessments, interim assessments, benchmarks, and other approved digital assessment platforms.
- State-required supplemental instructional resources and intervention programs used to support student learning, progress monitoring, and accelerated instruction.
- Dual Credit and other online college coursework required for program participation and credit attainment.
- CTE and P-TECH courses where technology use is essential for industry-aligned instruction, certification preparation, research, design, coding, simulation, or project completion.
- Teacher-led whole-group instruction utilizing projected displays, interactive panels, document cameras, or other instructional technologies.

These exemptions ensure compliance with state requirements, student accommodations, instructional program requirements, and college and career readiness pathways while maintaining the policy's intent to promote balanced and purposeful technology use.

To prepare scholars for an increasingly computerized society, LPCA has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to scholars working under a teacher's supervision and for approved purposes only. Scholars and parents must read and agree to abide by the Scholar Acceptable Use Policy found in this Handbook.

3.13 Extracurricular Activities, Clubs, and Organizations

Participation in school-related activities is an excellent way for a scholar to develop talents, receive individual recognition, and build strong friendships with other scholars. Participation, however, is a privilege and not a right. Eligibility for participation in many school-related activities is governed by state law and rules of the University Interscholastic League ("UIL"), a statewide association overseeing interscholastic competition between public schools. Additional information regarding extracurricular activities, clubs, and organizations may be obtained from the Campus Principal.

Participation in these activities may result in events that occur off-campus. When LPCA arranges transportation for these events, scholars are required to use the transportation provided by LPCA to and from the event. Exceptions may only be made with approval from the activity's coach or sponsor.

Please note: Sponsors of scholar clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter than those for scholars in general. If a violation of organization rules is also a violation of school rules, the

consequences specified by the Scholar Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

3.14 Graduation

LPCA shall ensure that each scholar enrolls in the courses necessary to complete the curriculum requirements identified by the State Board of Education ("SBOE") for graduation. Additionally, scholars must meet the following requirements to receive a high school diploma:

1. Complete the required number of credits established by the State and any additional credits required by LPCA;
2. Complete any locally required courses in addition to the courses mandated by the State;
3. Achieve passing scores on certain EOC assessments or approved substitute assessments, unless specifically waived as permitted by State law; and
4. Demonstrate proficiency, as determined by LPCA, in the specific communication skills required by the State Board of Education.

Testing Requirements for Graduation

Scholars are required, with limited exceptions, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A scholar who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments or on the state-developed assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a scholar choose this option. See the Campus Principal for more information on the State testing requirements for graduation.

If a scholar fails to perform satisfactorily on an EOC assessment, LPCA will provide remediation in the content area for which the performance standard was not met. This may require scholar participation before or after normal school hours, or at times of the year outside of normal school operations.

In limited circumstances, a scholar who fails to demonstrate proficiency on two or fewer of the required assessments may be eligible to graduate, if an individual graduation committee, formed in accordance with state law, unanimously determines that the scholar is eligible to graduate. Please see the Campus Principal for more information on the makeup of an individual graduation committee and all other requirements for graduation.

Foundation High School Program

Every scholar in a Texas public school who entered grade 9 in the 2014–2015 school year and thereafter will graduate under the foundation high school program. Within the foundation high school program are "endorsements," which are paths of interest that include Science, Technology, Engineering, and Mathematics ("STEM"); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a scholar will be noted on the scholar's transcript and diploma. The foundation high school program also involves the term "distinguished level of achievement," which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

State law and rules prohibit a scholar from graduating solely under the foundation high school program without an endorsement unless, after the scholar's sophomore year, the scholar and the scholar's parent are advised of the specific benefits of graduating with an endorsement and submit written permission to an appropriate school administrator for the scholar to graduate without an endorsement. A scholar who anticipates graduating under the foundation high school program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the scholar's desired college or university.

Graduating under the foundation high school program will also provide opportunities to earn "performance acknowledgements" that will be acknowledged on a scholar's diploma and transcript. Performance acknowledgements are available for outstanding performance in bilingualism and biliteracy, in a dual credit course; on an AP or IB exam; on the PSAT, ACT-Plan, SAT, or ACT exam; or for earning a nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgements are prescribed by state rules, and the Campus Principal can provide more information about these acknowledgments.

Scholars with Disabilities: Upon the recommendation of the admission, review, and dismissal ("ARD") committee, a scholar with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program ("IEP") and in accordance with state rules.

A scholar who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the scholar participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the scholar will only be allowed to participate in one graduation ceremony.

ARD committees for scholars with disabilities who receive special education services will make instructional and assessment decisions for these scholars in accordance with state law and rules. To earn an endorsement under the foundation high school program if the scholar: (i) satisfactorily completes the requirements for graduation under the foundation high school program as well as additional credit requirements in mathematics, science, and elective courses with or without modified curriculum; (ii) satisfactorily completes the courses required for the endorsement without any modified curriculum or with modification of the curriculum, provided that the curriculum, as modified, is sufficiently rigorous as determined by the scholar's ARD committee; and (iii) performs satisfactorily on the required end-ofcourse assessment instruments, unless the scholar's ARD committee determines that satisfactory performance is not necessary.

3.15 STANDARDIZED TESTING

STAAR (State of Texas Assessment of Academic Readiness)

In addition to routine tests and other measures of achievement, scholars at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

1. Mathematics, annually in grades 3–8;
2. Reading, annually in grades 3–8;
3. Science in grades 5 and 8; and

4. Social studies in grade 8.

STAAR Alternate 2 is available for eligible scholars receiving special education services and who meet certain state-established criteria, as determined by the scholar's ARD Committee.

STAAR Spanish is available for eligible scholars for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

End-of-Course (EOC) Assessments for Scholars in Grades 9-12

STAAR end-of-course ("EOC") assessments are administered for the following courses:

- Algebra I;
- English I and English II;
- Biology; and
- United States History.

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules.

There are three testing windows during the school year in which a scholar may take an EOC assessment, which will occur during the fall, spring, and summer months. If a scholar does not meet satisfactory performance, the scholar will have additional opportunities to retake the assessment.

STAAR Alternate 2 is available for eligible scholars receiving special education services and who meet certain state-established criteria, as determined by the scholar's ARD committee. The scholar's ARD committee will determine whether successful performance on the EOC assessments will be required for a scholar receiving special education services to graduate, in accordance with parameters set in state regulations.

Accelerated Instruction: Grades 3–8

LPCA will provide accelerated instruction to each scholar who fails to perform satisfactorily on the STAAR exam in the third, fourth, fifth, sixth, seventh, or eighth grade. This accelerated instruction will be provided either during the subsequent summer or school year and consist of instruction meeting the requirements of Education Code § 28.0211(a-1) and 28.0211(a-4), as applicable.

Accelerated instruction provided during the following school year may require participation of the scholar before or after normal school hours.

In providing this accelerated instruction, LPCA may not remove a scholar, except under circumstances for which a scholar enrolled in the same grade level who is not receiving accelerated instruction would be removed, from: (i) instruction in the foundation and enrichment curriculum for the grade level in which the scholar is enrolled, or (ii) recess or other physical activity that is available to other scholars enrolled in the same grade level.

Accelerated Learning: Grades 9–12

Each time a high school scholar fails to perform satisfactorily on an EOC assessment, LPCA shall provide the scholar with accelerated instruction in the applicable subject area. This accelerated instruction may

require the scholar's participation before or after normal school hours, or at a time of the year outside normal school operations. This accelerated instruction will also be provided in a manner required under Education Code § 28.0211.

Accelerated Learning Committees

LPCA will establish an accelerated learning committee ("ALC") for each scholar who fails to perform satisfactorily on:

1. The third grade mathematics or reading STAAR assessment;
2. The fifth grade mathematics or reading STAAR assessment; or
3. The eighth grade mathematics or reading STAAR assessment.

A scholar's ALC will be composed of the Campus Principal or designee, the scholar's parent, and the teacher of the subject of the assessment on which the scholar failed to perform satisfactorily.
The ALC will, not later than the start of the subsequent school year after the scholar fails to perform satisfactorily on one of the STAAR exams mentioned above, develop an educational plan for the scholar that provides the necessary accelerated instruction to enable the scholar to perform at the appropriate grade level by the conclusion of the school year. The educational plan must be documented in writing, and a copy must be provided to the scholar's parent or guardian.

A parent of a scholar who fails to perform satisfactorily on one of the STAAR exams mentioned above may submit a written request to the Campus Principal for LPCA to consider the scholar's assignment to a particular teacher in the applicable subject area for the subsequent school year, if more than one teacher is available. LPCA retains discretion to make classroom assignments based on campus needs and classroom capacity.

During the school year, the scholar's progress will be monitored to ensure that the scholar is progressing in accordance with the plan. LPCA will also administer to the scholar the assessment instrument for the grade level in which the scholar is placed at the same time as the assessment is taken by other scholars in the same grade level.

If a scholar assigned to an educational plan fails in the subsequent school year to perform satisfactorily on a STAAR exam in the same subject, the Superintendent or designee will meet with the scholar's ALC to:
(1) identify the reason the scholar did not perform satisfactorily, and (2) determine, in order to ensure the scholar performs satisfactorily on next administration of the STAAR exam, whether the scholar's educational plan must be modified and if any additional resources are required for the scholar.

The scholar's parent may contest the content or implementation of an educational plan developed by the ALC by submitting a written complaint to the Campus Principal within (1) seven calendar days of the parent's receipt of the educational plan or (2) within seven calendar days of the parent's concern that the educational plan is not being properly implemented. LPCA will conduct a conference with the parent within five school days of the Campus Principal's receipt of the written complaint and issue a written decision within five school days of the conference. A parent who is dissatisfied with LPCA's decision may appeal through LPCA's scholar and parent complaint process, beginning at Level Two.

Special Education Scholars: The ARD Committee of a scholar who participates in the school's special education program and who does not perform satisfactorily on the math or reading portions of the third,

fifth, or eighth grade STAAR assessment must meet to determine the manner in which the scholar will participate in an accelerated instruction program.

SAT/ACT (Scholastic Aptitude Test and American College Test)

Many colleges require either the American College Test ("ACT") or the Scholastic Aptitude Test ("SAT") for admission. Scholars are encouraged to talk with the Campus Principal early during their junior year to determine the appropriate examination to take; these examinations are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the Campus Principal or designee.

Note that participation in these assessments may qualify a scholar to receive a performance acknowledgment on his or her transcript under the foundation high school program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A scholar's performance at a certain level on the SAT or ACT also makes the scholar eligible for automatic admission to a Texas public institution of higher education.

TSI (Texas Success Initiative) Assessment

Prior to enrollment in a Texas public college or university, most scholars must take a standardized test called the Texas Success Initiative ("TSI") assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level scholars should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course requirements in limited circumstances.

Texas English Language Proficiency Assessment System ("TELPAS")

The Texas English Language Proficiency Assessment System ("TELPAS") is a system of statewide assessments administered to all Limited English Proficient ("LEP") scholars in grades K–12. The TELPAS measures English ability based on the stages of language development of second language learners. These results will further the understanding of the educational needs of LEP scholars by providing a state-level measure of both their current academic English levels and their annual progress in English.

3.16 Summer School

LPCA offers summer school classes designed for scholars who did not complete all required work for the previous school year.

3.17 Tutoring

Scholars are encouraged and may be required to see teachers for tutoring. Tutoring services are also available for scholars receiving special education services.

Private tutoring is the responsibility of a scholar's parents. Teachers employed by LPCA are not permitted to privately tutor their scholars for pay.

3.18 Scholar Promotion and Retention

Grade-Level Retention and Student Performance in Texas Public Schools, 2023-24

Special Education Scholars: A scholar's IEP can modify the school's promotion criteria in whole or in part. Any modified promotion standards shall be determined by the scholar's ARD committee and documented in the IEP. A scholar's ARD committee will also make determinations on whether a scholar will be promoted or retained.

Parent Option for Scholars to Repeat Grades or Courses

In certain circumstances, a parent may elect for a scholar to repeat a grade or retake a high school course. Subject to certain restrictions, a parent may elect for a scholar to:

1. Repeat prekindergarten;
2. Enroll in prekindergarten if the child was eligible to enroll in free prekindergarten under Education Code § 29.153(b) and has not yet enrolled in kindergarten;
3. Repeat kindergarten;
4. Enroll in kindergarten if the child would have enrolled in kindergarten in the previous school year and has not yet enrolled in first grade;
5. For grades one through three, repeat the grade the scholar was enrolled in the previous school year;
6. For grades four through eight, repeat the grade the scholar was enrolled in the previous school year; and/or
7. For courses taken for high school credit, repeat any course in which the scholar was enrolled during the previous school year.

A parent may not elect for a scholar to repeat a course identified in item 7 above if LPCA determines the scholar has met all of the requirements for graduation.

3.19 Report Cards

Report cards with each scholar's grades or performance and absences in each class or subject are issued to parents at least once every nine weeks via SKYWARD. During the fourth week of a nine-week grading period, parents will be issued a progress report if their child's performance in English language arts, mathematics, science, or social studies is near or below 70%, or is below the expected level of performance. If the scholar receives a grade lower than 70% in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. The report card or progress report will state whether tutorials are required for a scholar who receives a grade lower than 70% in a class or subject. Report cards and progress reports are printed upon request, otherwise they are available via SKYWARD. All parents should sign up for a SKYWARD account.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the parent or scholar may request a conference with the Campus Principal. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the school's grading policy.

SECTION 4: SCHOLAR CODE OF CONDUCT

4.1 Purpose of the Scholar Code of Conduct

One of the primary goals of LPCA is to establish and maintain a favorable academic atmosphere for scholars and staff. Effective learning cannot take place in an environment where scholar behavior interferes with the ability of the teacher to teach effectively, or the ability of other scholars to participate in classroom learning activities. To foster an orderly and distraction-free environment, LPCA has established this Scholar Code of Conduct ("the Code") in accordance with state law and the LPCA openenrollment charter. This Code has been adopted by the Board of Directors and provides notice to parents and scholars regarding expectations for behavior, consequences for misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each LPCA campus and/or will be available for review at the campus office. Parents will be notified of any violation that may result in a scholar being suspended or expelled from LPCA. Scholars must be familiar with the standards set forth in the Code, as well as campus and classroom rules.

The Code does not define all types and aspects of scholar behavior, as LPCA may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the scholar and may or may not constitute violations of the Code. When scholars participate in scholar activities, they will also be expected to follow the guidelines and constitutions that further specify the organization's expectations, scholar behavior and consequences.

4.2 Character Education

LEGACY PREPARATORY CHARTER ACADEMY

Student Code of Conduct

Section: Our Approach to Student Behavior — The Boys Town Education Model

Our Philosophy

Legacy Preparatory Charter Academy believes that positive behavior is a skill that can be taught — not simply a rule that is enforced. Across all campuses in Mesquite and Plano, LPCA implements the Boys Town Education Model® (BTEM) with full fidelity as the foundation for how staff build relationships with students, teach expectations, and respond when a student struggles to meet them.

This means that when a student makes a mistake, our first response is instruction, not just consequence. Our goal is for every student to leave LPCA with the social, emotional, and behavioral skills needed to succeed in high school, college, career, and life — not just to avoid getting in trouble while they are here.

The Four Foundations of Our Behavior Model

Every behavior expectation, correction, and consequence in this Code of Conduct is built on four connected practices used consistently by every adult on every LPCA campus:

- **1. Building Positive Relationships.** Every staff member works to build genuine, trusting relationships with students. Students are far more likely to accept feedback — including correction — from an adult they know cares about them.
- **2. Teaching Social Skills.** Expectations (such as following instructions, accepting feedback, disagreeing appropriately, and managing anger) are explicitly taught, modeled, and practiced, not assumed.
- **3. Reinforcing Social Skills.** Staff notice and reinforce students who are meeting expectations, using specific praise and incentives so students know exactly what they did right and are motivated to keep doing it.
- **4. Responding to Problem Behavior.** When a student's behavior does not meet expectations, staff respond calmly and consistently, using a structured teaching interaction that corrects the behavior, reteaches the expected skill, and gives the student a chance to practice it — rather than reacting with punishment alone.

What This Looks Like Day to Day

For Students

- Clear, consistently posted behavior expectations in every classroom and common area.
- Direct teaching of expectations at the start of the year and whenever a new skill is needed.
- Specific, immediate praise when you are meeting expectations.
- Calm, respectful correction when you are not — focused on what to do differently next time, not just what went wrong.
- Opportunities to practice a skill and "try again" before more serious consequences are applied, for lowerlevel behaviors.

For Families

- Behavior expectations and this model are communicated at the start of the year and reinforced throughout, in English and Spanish.
- Staff will contact families to share both positive reports and concerns — relationship-building applies to the home as well as the classroom.
- Families can expect consistency: the same model and the same expectations are used by every teacher, on every campus, at every grade level.

Tiered Response to Behavior

LPCA uses a multi-tiered approach, meaning the response to a behavior concern is matched to its severity and frequency. Most day-to-day behavior is addressed at the classroom level through teaching and re-direction; a smaller number of more serious or repeated behaviors move to campus-level or administrative response.

Tier	Typical Response	Who Responds

Tier 1 — Universal	Teaching interaction, specific praise, redirection, in-class correction	Classroom teacher
Tier 2 — Targeted	Structured re-teaching, skill practice, behavior plan, parent contact	Teacher + campus support staff
Tier 3 — Intensive	Individualized intervention, administrative involvement, formal consequence per this Code	Administration

Why We Use This Model

The Boys Town Education Model is research-based and has been used in schools nationwide for over 35 years. Schools that implement it with strong fidelity — meaning teachers consistently use the practices as trained — have documented:

- Fewer office referrals and disruptive behavior incidents
- Increased academic engagement and instructional time
- Fewer out-of-school suspensions
- Stronger relationships between students and staff

LPCA's commitment to 100% fidelity means every campus, every classroom, and every staff member is trained and held accountable to implement this model consistently — so that every student receives the same foundation of respect, clear expectations, and support, regardless of campus or grade level.

This section works alongside — and does not replace — the specific behavior expectations, consequences, and due process procedures outlined elsewhere in this Student Code of Conduct.

4.3 STRR System

STRR System Legacy PCA uses the STRR system to promote positive character development and appropriate behavior. STRR stands for:

- Safety
- Trust
- Respect
- Responsibility

Scholars receive STRR stickers on their IDs as reminders of these expectations. When a scholar's behavior does not align with the STRR principles, the sticker may be temporarily removed to reinforce schoolwide expectations and encourage positive choices.

For additional information, please refer to the **Schoolwide Routines (SWR) Framework**.

4.4 Authority and Jurisdiction

LPCA has disciplinary authority over a scholar:

1. During lunch periods in which a scholar is allowed to leave campus;
2. During the regular school day and while the scholar is going to and from school on LPCA transportation;
3. For any expulsion offense committed away from LPCA property and not at a school-sponsored or school-related event, if the misconduct creates a substantial disruption to the educational environment;
4. For any expulsion offense committed while on LPCA property or while attending a schoolsponsored or school-related activity of LPCA or another school in Texas;
5. For any school-related misconduct, regardless of time or location;
6. When criminal mischief is committed on or off LPCA property or at a school-related event.
7. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
8. When the scholar commits a felony, as provided by Texas Education Code §§ 37.006 or 37.0081, regardless of time or location;
9. While a scholar is participating in any remote / virtual classroom or other period of online instruction provided by LPCA;
10. While the scholar is in attendance at any school-related activity, regardless of time or location; or
11. While the scholar is in transit to or from school or to or from school-related activities or events;

Reporting Crimes

In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus or while attending school-sponsored or school-related activities will be reported to an appropriate law enforcement agency.

4.5 Standards for Scholar Conduct

Each scholar is expected to:

- Adhere to the requirements of the Scholar Code of Conduct.
- Attend all classes, regularly and on time.
- Behave in a responsible manner, always exercising self-discipline.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Demonstrate courtesy, even when others do not.
- Meet LPCA's standards of grooming and dress.
- Obey all campus and classroom rules.
- Prepare for each class; take appropriate materials and assignments to class.
- Respect the property of others, including LPCA property and facilities.

- Respect the rights and privileges of scholars, teachers, and other LPCA staff and volunteers.

4.6 Discipline Management Techniques

Disciplinary techniques are designed to improve conduct and to encourage scholars to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the scholar's age and grade level, the frequency of misbehavior, the scholar's attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

Techniques

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Scholar Code of Conduct or by campus or classroom rules:

- Assignment of school duties such as cleaning or picking up litter.
- Behavioral contracts.
- Cooling-off time or "time-out."
- Counseling by teachers, counselors, or administrative personnel.
- Rewards for positive behavior.
- Demerits.
- Detention.
- Expulsion from LPCA, as specified in the expulsion section of the Code.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- In-school suspension, as specified in the suspension section of the Code.
- Out-of-school suspension, as specified in the suspension section of the Code.
- Parent-teacher conferences.
- Penalties identified in individual scholar organizations' extracurricular standards of behavior.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by LPCA.
- School-assessed and school-administered probation (final warning contracts).
- Seating changes within the classroom.
- Sending the scholar to the office or other assigned area.
- Techniques or penalties identified in individual scholar organizations' extracurricular standards of behavior.
- Temporary confiscation of items that disrupt the educational process.
- Verbal correction, oral or written.
- Withdrawal of privileges, such as participation in extracurricular activities, field trips, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Withdrawal or restriction of bus privileges.
- Other strategies and consequences as determined by school officials.

Corporal Punishment

LPCA will NOT administer corporal punishment upon a scholar for misconduct.

4.7 Restorative Discipline Practices

LPCA may utilize a wide variety of restorative discipline practices, which are designed to build a sense of school community based on cooperation, mutual understanding, trust, and respect, and emphasize the importance of positive relationships and pro-social relationships between scholars. Specifically, LPCA believes that when scholars engage in inappropriate conduct, restorative discipline practices may hold the potential to:

- Build trust, respect, and relationships
- Develop self-discipline and positive behaviors
- Encourage accountability and responsibility in the school community
- Establish mutual understanding
- Help scholars understand the harm caused by the misconduct
- Identify and respond to the needs of the person harmed and the person who caused the harm
- Increase parent partnerships
- Promote equitable input from all stakeholders
- Reintegrate scholars who have caused harm in the school community ● Strengthen school culture

Essentially, the restorative approach sees misbehavior or conflict as an opportunity for scholars to learn about consequences for their actions, develop empathy for others, and learn methods to make amends in a way that strengthens interpersonal bonds.

Examples of restorative discipline practices may include, but are not limited to:

- Affective statements;
- Apologies;
- Community building circles;
- Mediation;
- Relationship building;
- Repairing harm circles;
- Restitution
- Restorative circles or conferences; and ● Restorative dialogues/making agreements.

Restorative discipline practices may take the form of alternatives in lieu of other disciplinary consequences allowed under the Code of Conduct and/or supplemental action taken along with other disciplinary consequences.

Restorative discipline practices are a collaborative process, and may not be required or appropriate in all scholar discipline situations.

4.8 Procedures for Use of Restraint

School employees, and service providers are authorized to use restraint in the event of an emergency and subject to the following limitations:

- Only reasonable force as is necessary to address the emergency may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the scholar and others.
- The scholar may not be deprived of basic human necessities.

"Restraint" generally means the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of a scholar's body.

"Emergency" means a situation in which a scholar's behavior poses a threat of:

1. Imminent, serious physical harm to the scholar or others; or
2. Imminent, serious property destruction.

In a case where restraint is used, school employees, volunteers, or independent contractors shall document the incident as required by the Texas Education Agency. Additionally, LPCA shall report electronically to the Texas Education Agency, following standards provided by the Commissioner of Education, information relating to the use of restraint by a peace officer performing law enforcement duties on school property or during a school-sponsored or school-related activity. The report must be consistent with the requirements adopted by the Commissioner of Education for reporting the use of restraint involving scholars with disabilities.

4.9 Procedures for Use of Time-Out

A school employee and service provider may use time-out with the following limitations:

1. Physical force or the threat of physical force will not be used to place a scholar in time-out.
2. Time-out may only be used in conjunction with an array of positive behavior intervention strategies and techniques, and must be included in the scholar's IEP or BIP if it is utilized on a recurrent basis to increase or decrease targeted behavior.
3. Time-out will not be utilized in a manner that precludes the ability of the scholar to be involved in progress in the general curriculum and advance appropriately toward attaining the annual goals specified in the scholar's IEP.

"Time-out" means a behavior management technique in which, to provide a scholar with an opportunity to regain self-control, the scholar is separated from other scholars for a limited period in a setting:

1. That is not locked; and
2. From which the exit is not physically blocked by furniture, a closed door held shut from the outside, or another inanimate object.

Necessary documentation or data collection regarding the use of time-out, if any, must be addressed in the IEP or BIP. The scholar's ARD committee must use any collected data to judge the effectiveness of the intervention and provide a basis for making determinations regarding its continued use.

4.10 Campus Principal

The Campus Principal has the authority to implement the Scholar Code of Conduct at each campus, and may administer discipline in accordance with this Code and recommend expulsion from LPCA. The Campus Principal has the authority to expel a scholar with approval from the Superintendent. Expulsions shall be handled according to the procedures outlined in this Code.

4.11 Scholar Code of Conduct Offenses

Level I Offenses:

1. Accumulating three unexcused absences within a thirty-day or six-week period.
2. Accumulating up to five late pick-ups from school within a thirty-day or six-week period
3. Being in an unauthorized area.
4. Causing an individual to act through the use of threat or coercion.
5. Computer system violations.
6. Damaging or vandalizing property owned by others.
7. Disobeying conduct rules regarding school transportation.
8. Disrespect of school staff and persons in authority.
9. Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
10. Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
11. Engaging in threatening behavior toward another scholar or school employee on or off school property.
12. Failing to complete assigned homework.
13. Failing to comply with directives given by school personnel (insubordination).
14. Failing to comply with school dress code policies and grooming standards.
15. Failing to report known hazing, harassment, or bullying of scholars.
16. Improperly discharging a fire extinguisher.
17. Inappropriate behavior (not abusive, threatening, violent).
18. Inappropriate or indecent exposure of a scholar's private body parts.
19. Inappropriate public displays of affection (public displays of affection deemed inappropriate by public standards such as lewd or inappropriate kissing, touching, fondling, holding hands, etc.).
20. Insensitivity to others.
21. Leaving the classroom, school property, or school-sponsored events without permission.
22. Making false accusations or hoaxes regarding school safety.
23. Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
24. Possessing aerosol canisters or any other object used to set off fire alarms.
25. Possessing any electronic devices without permission.
26. Possessing lighters, matches, etc.
27. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety; using e-mail or Web sites at school to encourage illegal behavior; or threatening school safety .
28. Recording the voice or image of another without the prior consent of the individual(s) being recorded or in any way that disrupts the educational environment or invades the privacy of others.

29. Refusing to accept discipline management techniques assigned by a teacher or Director.
30. Repeated tardiness.
31. Repeatedly violating communicated campus or classroom standards of conduct.
32. Throwing objects that can cause bodily injury or property damage.
33. Using a skateboard, scooter, or similar item while on campus.
34. Using any telecommunication or other electronic device, without permission, during school hours.
35. Violating dress and grooming standards as communicated in the Scholar Handbook.
36. Violating LPCA's Virtual Learning Code of Conduct.

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required)

1. After school detention.
2. Application of one or more Discipline Management Techniques listed above.
3. Confiscation of cell phones or other electronic devices.
4. Grade reductions for academic dishonesty.
5. In-school suspension.
6. Out-of-school suspension.
7. Removal from the classroom and/or placement in another classroom.
8. Restitution/restoration, if applicable.
9. Saturday school.
10. School-assessed and school-administered probation.
11. Temporary confiscation of items that disrupt the educational process.
12. Verbal correction.
13. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.

Level II Offenses

1. Abusing over-the-counter drugs.
2. Academic dishonesty (cheating or copying the work of another).
3. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, gang or secret society or organization as defined by Texas Education Code § 37.121.
4. Bypassing Internet blocks on school computers or networks to enter unapproved sites.
5. Committing extortion or blackmail, meaning obtaining money or an object of value from an unwilling person.
6. Damaging or vandalizing property owned by others, including but not limited to school property or facilities, property of LPCA employees, or property of other scholars.
7. Defacing or damaging LPCA property—including textbooks, lockers, furniture, and other equipment—or property of any other person, with graffiti or by any other means.
8. Engaging in inappropriate verbal, physical, or sexual conduct directed toward another person, including a LPCA scholar, employee, or volunteer.
9. Engaging in offensive conduct of a sexual nature (verbal or physical).
10. Failing to comply with conditions of in-school suspension placement.
11. Failing to comply with LPCA medication policies.

12. False accusation of conduct that would constitute a misdemeanor or felony.
13. Falsifying or forging records, passes, or other school-related documents.
14. Fighting or arranging a fight. Scholars who involve themselves in fighting or arranging a fight will, at a minimum, be suspended for the remainder of the day.
15. Gambling.
16. Gang-related activity of any kind or nature.
17. Inappropriate behavior (e.g., violence; threats of violence/ racially, ethnically, or culturally motivated actions).
18. Interference with school activities or discipline.
19. Involvement in a felony offense not listed in Title 5, Texas Penal Code, and LPCA is notified by police.
20. Leaving without permission the classroom, school property, or school-sponsored events in which the scholar is a participant.
21. Making an obscene gesture.
22. Persistent Level I Offenses (two or more Level I Offenses within a semester, whether the same or any combination).
23. Possessing drug paraphernalia.
24. Possessing or being under the influence of another person's prescription drug.
25. Possessing or selling look-alike drugs, or attempting to pass items off as drugs or contraband.
26. Possessing or selling seeds or pieces of marijuana in less than a usable amount.
27. Possessing prescription drugs, or giving prescription drugs to another scholar in violation of LPCA policy.
28. Possessing, viewing, or distributing pictures, text messages, emails, or other materials of a sexual or pornographic nature, in any media format.
29. Refusing to allow lawful scholar search.
30. Sexual harassment/sexual abuse not defined as a Level III Offense.
31. Theft.
32. Threatening or bullying a scholar, employee, or volunteer of LPCA, whether on or off school property. If the conduct causes a substantial disruption of the educational environment it may be elevated to a Level III Offense depending on circumstances as determined by LPCA.
33. Throwing objects not considered a Prohibited Item or illegal weapon that can cause bodily injury or property damage.
34. Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to communicate effectively with the scholars in the class.
35. Use of profanity or vulgar/offensive language (orally or in writing).
36. Using the Internet or other electronic communications to threaten scholars or employees, or cause disruption to the school environment.
37. Verbal or written abuse (e.g., name calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment).

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required)

1. Any applicable Level I Disciplinary Consequence or Discipline Management Technique listed above, including multiple consequences as deemed appropriate by LPCA.
2. Out-of-school suspension for up to three days.

Level III Offenses

1. Abusing a scholar's own prescription drug, giving a prescription drug to another scholar, or possessing or being under the influence of a prescription drug that causes impairment of physical or mental faculties while on school property or at a school-related event.
2. Accumulating five or more late pick-ups from school within a thirty-day or six-week period.
3. Accumulating five or more unexcused absences within a thirty-day or six-week period.
4. Aggravated assault.
5. Aggravated kidnapping.
6. Aggravated robbery.
7. Aggravated sexual assault
8. Any offense listed in Sections 37.006(a) or 37.007 (a), (b), and (d) of the Texas Education Code, no matter when or where the offense takes place.
9. Arson.
10. Assault.
11. Being under the influence of over-the-counter drugs that cause impairment of physical or mental faculties.
12. Burglary of a motor vehicle on campus.
13. Capital murder.
14. Commission of a felony offense listed under Title 5, Texas Penal Code.
15. Committing or assisting in a robbery or theft, even if it does not constitute a felony according to the Texas Penal Code.
16. Committing the following offenses on school property or within 1,000 feet of school property as measured from any point on the school's real property boundary line, or while attending a schoolsponsored or school-related activity on or off school property: a. Engaging in conduct punishable as a felony.
    b. Committing an assault under Texas Penal Code 22.01(a)(1).
    c. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense.
    d. Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; or possessing, using, or being under the influence of alcohol, if the conduct is not punishable as a felony offense.
    e. Behaving in a manner that contains the elements of an offense relating to abusable volatile chemicals.
    f. Behaving in a manner that contains the elements of the offense of public lewdness or indecent exposure.
17. Conduct endangering the health and safety of others.
18. Creating or participating in the creation of a "hit list" under Texas Education Code § 37.001(b)(3).
19. Criminal attempt to commit murder or capital murder.
20. Criminal mischief.
21. Criminally negligent homicide.
22. Deliberate destruction or tampering with school computer data or networks.
23. Engaging in bullying and/or cyberbullying.
24. Engaging in bullying that encourages a scholar to commit or attempt to commit suicide.

25. Engaging in conduct punishable as a felony listed under Title 5 of the Texas penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:

a. The Campus Principal or designee has reasonable belief that the scholar engaged in the conduct.

b. The scholar receives deferred prosecution;

c. A court or jury finds that the scholar has engaged in delinquent conduct; or 26. Engaging in conduct punishable as a felony.

27. Engaging in conduct punishable as a Level III expulsion offense when the conduct occurs off school property and not at a school-sponsored or school-related event, and the conduct creates a substantial disruption to the educational environment.

28. Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

29. Engaging in conduct relating to a false alarm to induce emergency response.

30. Engaging in conduct relating to harassment of an LPCA employee, including but not limited to:

a. Initiating communication and in the course of the communication making a comment, request, suggestion, or proposal that is obscene;

b. Threatening, in a manner reasonably likely to alarm the person receiving the treat, to inflict bodily injury on the person or to commit a felony against the employee, a member of the employee's family or household, or the employee's property;

c. Conveying, in a manner reasonably likely to alarm the employee receiving the report, a false report, which is known by the scholar to be false, that another person has suffered death or serious bodily injury; or

d. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.

31. Engaging in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the scholar has or has had a dating relationship.

32. Engaging in conduct that constitutes discrimination or harassment, including conduct motivated by race, color, religion, national origin, gender, disability, or age and directed toward another scholar or LPCA employee.

33. Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a LPCA scholar, employee, or volunteer.

34. Engaging in conduct that contains the elements of retaliation against any LPCA employee or volunteer, whether on or off of school property.

35. Engaging in inappropriate or indecent exposure of private body parts.

36. Felony criminal mischief against school property, another scholar, or school staff.

37. Gang activity (violent or likely to cause harm to another or disrupt the educational environment in any way).

38. Hazing, meaning a knowing, intentional, or reckless act, occurring on or off the campus, by one person alone or acting with others, directed against a scholar, that endangers the mental or physical health or safety of a scholar for the purposes of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

39. Inappropriate sexual conduct.

40. Inciting violence against a scholar through group bullying.

41. Indecency with a child.

42. Inhalant abuse.

43. Issuing a false fire alarm.
44. Manslaughter.
45. Murder.
46. Persistent Level I Offenses (four or more Level I Offenses committed in any one school year).
47. Persistent Level II Offenses (two or more Level II Offenses committed in any one school year).
48. Possessing or using any Prohibited Items, including but not limited to:
    a. A "look-alike" weapon (includes but is not limited to BB guns, CO2 guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon);
    b. A laser pointed for other than an approved use;
    c. A pocketknife or any other small knife with a blade less than 1.5" in length;
    d. A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
    e. A stun gun;
    f. Ammunition;
    g. An air gun or BB gun;
    h. Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
    i. Mace or pepper spray;
    j. Matches or a lighter;
    k. Tobacco products, cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device or accessory to a vapor product; or
    l. Any articles not generally considered to be weapons, including school supplies, when the Campus Principal or designee determines that a danger exists.
49. Possessing or using alcohol.
50. Possessing, selling, distributing, or being under the influence of inhalants.
51. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
52. Possessing, smoking, or using tobacco products and/or e-cigarettes or vapor products at school or at a school-related or school-sanctioned activity on or off school property.
53. Possession, use, transfer or exhibition of any firearm, location-restricted knife, club, or any other prohibited weapon or harmful object (as determined by LPCA).
54. Public lewdness.
55. Releasing or threatening to release "intimate visual material" of a minor or a scholar who is 18 years of age or older without the scholar's consent.
56. Required registration as a sex offender.
57. Selling, giving, or delivering to another person or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or an alcoholic beverage.
58. Setting or attempting to set fire on school property.
59. Sexual abuse of a young child or children.
60. Sexual assault.
61. Stealing from scholars, staff, or LPCA.
62. Targeting another individual for bodily harm.
63. Use, exhibition, or possession of a hand instrument designed to cut or stab another by being thrown, including but not limited to a dagger; dirk; stiletto; poniard; bowie knife; sword; spear; switchblade; assisted-open knife (regardless of length); or as otherwise defined by Board policy.
64. Use, exhibition, or possession of a knife with a blade more than 1.5" in length, including but not limited to switchblade knives or any other knife not defined as a location-restricted knife.

65. Using a cell phone or other electronic device to capture images of another scholar in a locker room, changing area, restroom, or other sensitive area while at school or at a school-related or school-sponsored event, and/or posting such images online or to a social media account.
66. Vandalism or conduct constituting criminal mischief with respect to school facilities or property.
67. Violating computer use policies, rules, or agreements of LPCA, such as the Scholar Acceptable Use Policy, including but not limited to:
    a. Attempting to access or circumvent passwords or other security-related information of LPCA or its scholars or employees, and uploading or creating computer viruses, including such conduct off school property if the conduct causes a substantial disruption to the educational environment.
    b. Attempting to alter, destroy, or disable LPCA computer equipment, LPCA data, the data of others, or other networks connected to the LPCA system, including conduct occurring off school property if the conduct causes a substantial disruption of the educational environment.
    c. Using the Internet or other electronic communications to threaten LPCA scholars, employees, or volunteers, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
    d. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
    e. Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.
68. Any discretionary or mandatory expulsion violation under Texas Education Code, Chapter 37.

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required)

1. Out of school suspension for three days.
2. Expulsion.

4.12 Scholar Code of Conduct Consequences

After School Detention

Detention may be held each day after school. Scholars who serve detention must make arrangements to be picked up from school. Parents may request in person a delay of the detention; no phone calls or notes will be accepted.

During detention:

1. Scholars will bring materials to work on. Classroom materials may be sent by a teacher.
2. Scholars will not be permitted to go to their lockers during detention; all materials must be brought to the detention room when reporting.
3. Sleeping is not permitted.

4. Scholars will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
5. Any scholar assigned to the detention room must stay the entire time. Scholars refusing to sit their time will be suspended from school.

Suspension

LPCA utilizes two kinds of suspension: in school suspension and out of school suspension.

In School Suspension

The following rules and regulations apply to all scholars assigned to in school suspension:

1. Scholars must report to ISS upon arrival to campus no later than 7:45 a.m. In school suspension will be run from 7:45 a.m. until dismissal.
2. Scholars will bring materials to work on. Scholars are responsible for obtaining assignments from each teacher.
3. Scholars will not be permitted to go to their lockers. All materials must be brought to the room when reporting.
4. Scholars may not bring food or drink into the detention room.
5. No disruptive behavior will be allowed.
6. Unexcused absences from suspension will be referred to the Campus Principal or designee.
7. Sleeping is prohibited.
8. Scholars must abide by LPCA policies and behavioral standards during their suspension period.
9. A scholar who misses a scheduled in school suspension without a confirmed excuse will be assigned one day out of school suspension. If a scholar misses more than one scheduled in school suspension without a confirmed excuse, he or she may be subject to expulsion.

Failure to follow these guidelines will be reported to the Campus Principal or designee for further action, which may include up to three days of out of school suspension or any other Level I consequence.

Out of School Suspension

In deciding whether to order out-of-school suspension, the Campus Principal may take into consideration factors including self-defense, prior discipline history, the scholar's status as a scholar in foster care or who is homeless, intent or lack of intent and other appropriate or mitigating factors determined by the Campus Principal.

In addition to the Code of Conduct violations listed above that may result in suspension, the Campus Principal has authority to suspend a scholar for a period of up to five school days for any of the following additional reasons:

1. The need to further investigate an incident,
2. A recommendation to expel the scholar, or
3. An emergency constitutes endangerment to health or safety.

Special Rules for Suspensions Involving Homeless Scholars

LPCA may not place a scholar who is homeless in out-of-school suspension unless the scholar engages in the following conduct while on school property or while attending a school-sponsored or school-related activity on or off of school property:

1. Unlawful possession of a firearm or other weapon;
2. Assault, sexual assault, aggravated assault, or aggravated sexual assault; or
3. Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana or a controlled substance, a dangerous drug, or an alcoholic beverage.

Emergency Placement

If the Campus Principal or designee reasonably believes a scholar's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with scholars in a class, with the ability of a scholar's classmates to learn, or with the operation of LPCA or a schoolsponsored activity, the Campus Principal or designee may order immediate removal of the scholar. The Campus Principal or designee may impose immediate suspension if he or she reasonably believes such action is necessary to protect persons or property from imminent harm. At the time of such an emergency removal, the scholar will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal.

Removal from School Transportation

A scholar being transported by LPCA transportation to or from school or a school-sponsored or schoolrelated activity may be removed from a school vehicle for conduct violating the school's established standards for conduct in a school vehicle.

4.13 Conferences, Hearings, and Appeals

All scholars are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by state and federal law and LPCA policy.

Process for Suspensions Lasting up to Three Days

Prior to suspending a scholar for up to three days, the Campus Principal or designee must attempt to hold an informal conference with the scholar to give notice of the suspension and:

1. Notify the scholar of the accusations against him/her,
2. Allow the scholar to relate his or her version of the incident, and
3. Determine whether the scholar's conduct warrants suspension.

If the Campus Principal or designee determines the scholar's conduct warrants suspension during the school day for up to three days, the Campus Principal or designee will make reasonable effort to notify the scholar's parent(s) that the scholar has been suspended before the scholar is sent home. The Campus Principal or designee will notify a suspended scholar's parent(s) of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Campus Principal or designee.

Credit During Suspension

A scholar shall receive credit for work missed during the period of suspension if the scholar makes up work missed during the period of suspension within the same number of school days the scholar was absent on suspension.

Process for Out of School Suspensions Over Three Days (Extended Suspension) and Expulsion

Notice

When the Campus Principal or designee determine that a scholar's conduct warrants suspension for more than three days (extended suspension) or expulsion, but prior to taking any such action, the Campus Principal or designee will provide the scholar's parent(s) with written notice of:

1. The reasons for the proposed disciplinary action; and
2. The date and location for a hearing before the Campus Principal, within five school days from the date of the disciplinary action.

The notice shall further state that, at the hearing, the scholar:

1. May be present;
2. Shall have an opportunity to present evidence;
3. Shall be appraised and informed of LPCA's evidence; 4. May be accompanied by his or her parent(s); and
5. May be represented by an attorney.

Hearing Before Campus Principal or Designee

LPCA shall make a good faith effort to inform the scholar and the scholar's parent(s) of the time and place for the hearing, and LPCA shall hold the hearing regardless of whether the scholar, the scholar's parent(s) or another adult representing the scholar attends. The Campus Principal may audio record the hearing.

Within 48 hours or two school days, whichever is later, of the hearing, the Campus Principal will notify the scholar and the scholar's parent(s) in writing of his or her decision. The decision shall specify:

1. The length of the extended suspension or expulsion, if any;
2. When or if the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period if at all; and
3. The right to appeal the Campus Principal's decision to the Board of Directors or the Board's designee.

The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights in the matter, and that disciplinary consequences will not be deferred pending the outcome of an appeal of an extended suspension or expulsion decision.

Appeal to the Board of Directors

The scholar or his or her parent(s) may appeal the expulsion decision to the Board of Directors by notifying the Campus Principals in writing within seven calendar days of the date of receipt of the Campus Principals or designee's decision. The scholar and/or his or her parents will be informed of the date, time, and location of the meeting in which the disciplinary consequence will be reviewed. The Board will review the disciplinary administrative record and any audio recording or transcription/minutes of any hearings or conferences before the Campus Principals at a regular or specially called meeting in closed session as permitted by the Texas Open Meetings Act. The appeal shall be limited to the issues and documents considered during the disciplinary consequence, except that if the administration intends to rely on evidence not included in the expulsion record, the administration shall provide the scholar or parent notice of the nature of the evidence at least three days before the Board meeting.

The Board may, but is not required to, allow an opportunity for the scholar or parent and the administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board will consider the appeal and may request that the administration provide an explanation for the disciplinary decision.

The Board will communicate its decision, if any, orally or in writing before or during the next regularly scheduled Board meeting. If no decision is made by the end of the next regularly scheduled Board meeting, the Campus Principals or designee's decision with respect to the disciplinary action appeal shall be upheld. The Board may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed.

As stated above, disciplinary consequences will not be deferred pending the outcome of an appeal of an extended suspension or expulsion to the Board.

No Credit Earned
Except when required by law, scholars will not earn academic credit during a period of expulsion.

4.14 Placement of Scholars with Disabilities

All disciplinary actions regarding scholars with disabilities shall be conducted in accordance with the most current federal and state laws.

A scholar with a disability shall not be removed from his or her current placement for disciplinary reasons and/or pending appeal to the Board of Directors for more than ten days without ARD Committee action to determine appropriate services in the interim and otherwise in accordance with applicable law. If a special education due process appeal to a TEA special education hearing officer is made, the scholar with a disability shall remain in the then current education setting in place at the time such appeal is notified to LPCA, unless LPCA and the scholar's parents agree otherwise.

If a scholar's IEP includes a behavior improvement plan or behavioral intervention plan, the scholar's ARD committee shall review the plan at least annually and more frequently if appropriate to address:

1. Changes in a scholar's circumstances that may impact the scholar's behavior, such as:
    a. Placement of the scholar in a different educational setting;
    b. An increase or persistence in disciplinary actions taken regarding the scholar for similar types of behavioral incidents;
    c. A pattern of unexcused absences; or
    d. An unauthorized unsupervised departure from an educational setting; or
2. The safety of the scholar or others.

4.15 Gun-Free Schools Act

In accordance with the Gun-Free Schools Act, LPCA shall expel, from the scholar's regular program for a period of one year, any scholar who is determined to have brought a firearm, as defined by federal law, to school. The Campus Principals may modify the term of expulsion for a scholar or assess another comparable penalty that results in the scholar's expulsion from the regular school program on a case-bycase basis and in accordance with legal requirements.

For the purposes of this section, “firearm” means:

1. Any weapon – including a starter gun – which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon;
2. Any firearm muffler or firearm silencer;
3. Any destructive device. “Destructive device” means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon – other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes – by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.

4.16 Glossary

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Scholar Code of Conduct.

Abuse is improper or excessive use.

Abusable volatile chemical offense, as defined by Health and Safety Code § 485.001 and 485.031. No scholar shall inhale, ingest, apply, use, or possess an abusable volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to the directions for use, cautions, or warnings appearing on a label of a container of the chemical; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination, or elation, or change, distort, or disturb the person’s eyesight, thinking process, balance, or coordination.

No scholar shall knowingly deliver to a person younger than 18 an abusable volatile chemical. Health and Safety Code § 485.032

No scholar shall knowingly use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the human body an abusable volatile chemical. No scholar shall knowingly deliver, sell, or possess with intent to deliver or sell inhalant paraphernalia knowing that that person who receives it intends to use it to inhale, ingest, apply, use, or otherwise introduce into the human body an abusable volatile chemical. Health and Safety Code § 485.033

Armor-piercing ammunition is handgun ammunition used principally in pistols and revolvers and that is designed primarily for the purpose of penetrating metal or body armor.

Arson is defined by Texas Penal Code § 28.02 and occurs when a person starts a fire, regardless of whether the fire continues after ignition, or causes an explosion with intent to destroy or damage:

- Any vegetation, fence, or structure on open-space land; or ● Any building, habitation, or vehicle:
    - Knowing that it is within the limits of an incorporated city or town, ○ Knowing that it is insured against damage or destruction, ○ Knowing that it is subject to a mortgage or other security interest, ○ Knowing that it is located on property belonging to another, ○ Knowing that it has located within it property belonging to another, or
    - When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

Arson also occurs when a person:

- Recklessly starts a fire or causes an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
- Intentionally starts a fire or causes an explosion and in so doing recklessly damages or destroys a building belonging to another, or recklessly causes another person to suffer bodily injury or death.

Assault is defined in part by Texas Penal Code § 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another.

Bullying is defined as a single significant act or a pattern of acts by one or more scholars directed at another scholar that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that (1) has the effect or will have the effect of physically harming a scholar, damaging a scholar's property, or placing a scholar in reasonable harm to the scholar's person or of damage to the scholar's property; (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a scholar; (3) materially and substantially disrupts the educational process or the orderly operation of a classroom or LPCA; or infringes on the rights of the victim at school. Bullying also includes "cyberbullying," which means bullying that is done through the use of any electronic communication device including a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social medial application, an Internet website, or any other Internet-based communication tool. Bullying conduct includes conduct (1) that occurs on or is delivered to LPCA property or to the site of a school-sponsored or school-related activity on or off school property; (2) that occurs on a publicly or privately owned school bus or vehicle being used for transportation of scholars to or from school or a school-sponsored or school-related activity; and (3) cyberbullying that occurs off LPCA property or outside of a school-sponsored or school-related activity if the cyberbullying (i) interferes with a scholar's educational opportunities or (ii) substantially disrupts the orderly operation of a classroom, the LPCA, or a school-sponsored or school-related activity.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Texas Penal Code § 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a public school; and the scholar knowingly alters, damages, or deletes school property or information; or commits a breach of any other computer, computer network, or computer system.

A chemical dispensing device is a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being.

Club is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death, including but not limited to a blackjack, nightstick, mace, and tomahawk.

Controlled substances or dangerous drugs include but are not limited to marijuana; any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate; anabolic steroid; or prescription medicine provided to any person other than the person for whom the prescription was written. The term also includes all controlled substances listed in Chapters 481 and 483 of the Texas Health and Safety Code.

Criminal street gang means three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Dating violence is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the scholar has or has had a dating relationship, as defined by Texas Family Code § 71.0021.

Deadly conduct occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, and includes but is not limited to knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that:

- Violates either state or federal law, other than a traffic offense, and is punishable by imprisonment or confinement in jail;
- Violates a lawful order of a court under circumstances that would constitute contempt of that court in a justice or municipal court, or a county court for conduct punishable only by a fine;
- Constitutes an intoxication and alcoholic beverage offense under Chapter 49 of the Texas Penal Code; or
- Violates Texas Alcoholic Beverage Code § 106.041 relating to driving under the influence of alcohol by a minor (third or subsequent offense).

Discretionary means that something is left to or regulated by a local decision maker.

E-Cigarette or electronic cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, electronic circuit to deliver nicotine or other substances to the individual inhaling from the device, or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other similar device. The term also includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe; a dab pen; a vapor product; or any other similar device under another product name or description. Also included is any component, part, or accessory for the device, regardless of whether the component, part,

or accessory is sold separately from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

Explosive weapon is any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

False alarm or report occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

- Cause action by an official or volunteer agency organized to deal with emergencies;
- Place a person in fear of imminent serious bodily injury; or
- Prevent or interrupt the occupation of a building, room, or place of assembly.

False alarm to induce emergency response occurs when a person makes a report of a criminal offense or an emergency or causes a report of a criminal offense or an emergency to be made to a peace officer, law enforcement agency, 9-1-1 service, official or volunteer agency organized to deal with emergencies, or any other governmental employee or contractor who is authorized to receive reports of a criminal offense or emergency when (1) the person knows the report is false and (2) the report causes an emergency response from a law enforcement agency or other emergency responder.

Firearm is defined by federal law (18 U.S.C. § 921(a)) as:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm weapon; or
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such a term does not include an antique firearm.

Firearm silencer or suppressor means any device designed, made, or adapted to muffle the report of a firearm.

Graffiti means making marks with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Texas Penal Code § 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment is:

- Conduct that meets the definition of harassment set in Board policy and/or the Scholar Handbook;
- Conduct that threatens to cause harm or bodily injury to another scholar, is sexually intimidating or obscene, causes physical damage to the property of another scholar, subjects

another scholar to physical confinement or restraint, or maliciously and substantially harms another scholar's physical or emotional health or safety; and/or

- Conduct including the elements of (1) initiating a communication and in the course of the communication making a comment, request, suggest, or proposal that is obscene; (2) threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property; (3) conveying a false report that another person has suffered death or serious bodily injury; (4) causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm abuse, torment, embarrass, or offend another; (5) making a telephone call and intentionally failing to hang up or disengage the connection; (6) knowingly permitting a telephone under the person's control to be used by another to engage in harassment; or (7) publishing on an Internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern.

Hazing is an intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, that is directed against a scholar for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization, if the act involves situations outlined in Texas Education Code § 37.151.

Hit list is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised explosive device is defined by Texas Penal Code § 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

Indecent exposure means exposing one's anus or genitals with intent to arouse or gratify the sexual desire of any person while being reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material means visual material that depicts a person (a) with the person's intimate parts exposed; or (b) engaged in sexual conduct.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Location-Restricted Knife means a knife with a blade over five and one-half inches.

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine gun is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Online impersonation occurs when a person, without obtaining the consent of another person and with the intent to harm, defraud, intimidate, or threaten any persons, uses the name or persona of another person to:

- Create a web page on a commercial social networking site or other Internet website; or
- Post or send one or more messages on or through a commercial social networking site or other Internet website, other than on or through an electronic mail program or message board program.

Online impersonation also occurs when a person sends an electronic mail, instant message, text message, or similar communication that reference a name, domain address, phone number, or other item of identifying information belonging to any person:

- Without obtaining the other person's consent;
- With the intent to cause a recipient of the communication to reasonably believe that the other person authorized or transmitted the communication; and ● With the intent to harm or defraud any person.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body. It also includes equipment, products, or materials used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, or concealing a controlled substance.

Possession means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or schoolrelated activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the scholar, including but not limited to a locker or desk.

Prohibited weapon means an explosive weapon; a machine gun; a short-barrel firearm; armor-piercing ammunition; a chemical dispensing device; a zip gun; a tire deflation device; or an improvised explosive device.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of scholars that seeks to perpetuate itself by taking additional members from the scholars enrolled in school based on a decision of its membership rather than on the free choice of a qualified scholar.

Public lewdness occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

Reasonable belief is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

Self-defense is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

Short-barrel firearm is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Switchblade knife is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or by the application of centrifugal force. The term does not include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.

Terroristic threat is a threat of violence to any person or property with intent to:

- Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
- Place any person in fear of imminent serious bodily injury;
- Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
- Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
- Place the public or a substantial group of the public in fear of serious bodily injury; or
- Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state, or a public charter school (including LPCA).

Tire deflation device means a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 offenses are those that involve injury to a person and include murder; manslaughter; criminally negligent homicide; trafficking in persons; unlawful transport; kidnapping; assault (on a public servant); aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; harassment of a public servant; improper photography; smuggling persons; and tampering with a consumer product.

Trespassing means entering or remaining on the property of another (including LPCA) without effective consent of the owner, and the person (1) had notice that the entry was forbidden or (2) received notice to depart but failed to do so. Trespassing may also include presence on a LPCA campus if expelled or suspended.

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A scholar "under the influence" need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

Vapor Product means electronic cigarettes (e-cigarettes) or any other device that uses a mechanical heating element, battery, or electronic circuit to deliver vapor that may include nicotine to the individual inhaling from the device, or any substance used to fill or refill the device.

Zip gun is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

SECTION 5: ESPECIALLY FOR PARENTS

5.1 Parent Contact Information

Parents are responsible for notifying LPCA of any changes in their address, telephone number, and/or email address so that we can update our records accordingly. It is important for parent communication that LPCA has a valid, working parent email address.

5.2 Commitment to Excellence Compact

This Compact is made between Legacy Preparatory Charter Academy, a college preparatory public school organized and existing under the laws of the State of Texas, the scholar, and the parent in pursuit of a rigorous college preparatory education and leadership development for the academic year.

School Commitment

Each faculty member commits to the following:

- I will exhibit the self-discipline required to meet individual scholar needs and make decisions based on educational best practices.
- I will attend and participate in all staff meetings and professional development opportunities in an effort to continually improve my performance.
- I will "go the extra mile" by being available before and after school to work with scholars and parents to address any concerns.
- I will respond to communications from scholars and parents within 24 hours, during the school week.
- I will remain focused on LPCA standards and implement the school's mission.
- I will utilize data to support and measure curricular and academic achievement.
- I will protect the safety, interests and rights of all scholars.
- I will work with other LPCA staff members by enforcing all rules, codes, policies, procedures and core values of the school.
- Scholar Commitment
- Each scholar commits to the following:
- I will strive to become a global citizen by acting as a thinker, risk-taker and balanced scholar.
- I will approach my learning with creativity, curiosity and enthusiasm.
- I will attend tutoring, Saturday school, test preparation, detention or any other needed support services as required by school officials.
- I will work, communicate and behave in accordance with the LPCA code of conduct.
- I will complete all my work as assigned by my teachers.
- I will speak to my teachers if I have a question or problem.
- I will be respectful and cooperative toward my parents and teachers.
- I will be principled in all my actions and accept responsibility for them.
- I will be knowledgeable of and follow all LPCA rules, codes, policies and procedures.

- I will always behave in a caring manner that protects the safety, interests and rights of all individuals in the classroom and the LPCA community.
- I will conduct myself in an inquiring manner that is conducive for learning.
- I will be a reflective, open-minded member of my learning community who will show empathy, tolerance and respect.
- I will maintain academic integrity ensuring my work is my own.
- I will adhere to our culture that is centered on Safety, Trust, Respect, and Responsibility (STRR).

Parent Commitment

As a parent, I fully agree with and commit to the following:

- I will make arrangements for my child to be at school before or after the school day for tutoring, test preparation classes, detention or other after school programs when required.
- I will require my child to complete all assignments. As a parent of a primary scholar, I will try to read with him/her every night.
- I will read all papers that the school sends home, sign if necessary, and return the following day.
- I will participate in all meetings and conferences concerning my child.
- I will support the academic expectations and curricular programs of the school.
- I will be a role model for my child as I follow the rules, codes, policies and procedures established by the school.
- I will make arrangements for my child to be picked up from school on time or accept the consequences or penalties.
- I will make a conscious effort to deliver my child to school daily and on time. I understand that daily attendance is essential to scholar success.
- I will notify the school if my child is unable to attend school in a timely manner.
- I will communicate respectfully with school faculty and staff.
- I will help my child adhere to LPCA attendance policies.
- I will ensure that my child follows school rules, codes, policies and procedures so as to protect the safety, interests and rights of all individuals in the classroom.

Note: This Commitment to Excellence Compact is reviewed regularly, and parent input is sought during the review process. The Campus Principals provides notice of opportunities for parent participation.

5.3 Notification of Teacher Qualification

At the beginning of each school year, the school will notify the parent of each scholar attending with information regarding the professional qualifications of their scholar's classroom teachers. The school will also provide this information upon request from a parent. The notification will include, at a minimum:

- Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher has an emergency permit or other provisional status for which state requirements has been waived; and
- Whether the teacher is teaching in the field of discipline of the certification of the teacher; and ● Whether the child is provided services by paraprofessionals and, if so, their qualifications.

5.4 Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain school requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participating in extracurricular activities; and ● Graduation requirements.

In addition, absences related to a scholar visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by LPCA. The school will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

5.5 Parent Involvement

Parent Volunteers

LPCA encourages parents to become involved at the school through various volunteer opportunities. A **Parent Teacher Organization** ("PFO") will be formed in September at each campus to begin gathering input from parents on school issues. The PFO will also encourage parent involvement through volunteering in different areas, such as drop off and pick up of scholars each day, lunch/recess duties, mentoring, tutoring, reading to children, looking for business partners, fundraising, etc. PFO officials will be elected to regulate policies and procedures of the organization regarding fundraising, meetings, events, etc. All monies collected and spent is the responsibility of the PFO and is not handled by LPCA.

Parents as Partners (PAP)

The PAP program has been established to encourage families to be fully engaged in the education of their children. Regularly scheduled PAP events will support a content or social development area and will allow for families to enjoy learning together. Families and educators will strengthen relationships through the PAP program. Many PAP nights will occur in conjunction with monthly PTO nights beginning in September. Other PAP events throughout the year will be utilized for parent-teacher conferences regarding the academic, social and behavioral progress of scholars.

Volunteer Background Checks

All volunteers who will be working at a campus or around scholars must consent to a background check that will be conducted by the school. You may visit the school's front office to acquire the Volunteer Background Consent form. Background checks that do not obtain a "clear" status will be reviewed by the Campus Principals on a case-by-case basis to determine the appropriate level of involvement in the school community. The safety of all scholars and staff is a primary concern of LPCA. Once the check is cleared, volunteers are notified and may begin helping on campus. Until this clearance is obtained, they are not to be involved in any educational or extra-curricular activities.

5.6 Surveys and Activities

Scholars will not be required to participate without parental consent in any survey, analysis, or evaluation – funded in whole or in part by the U.S. Department of Education – that concerns:

1. Political affiliations or beliefs of the scholar or the scholar's parent;
2. Mental or psychological problems of the scholar or the scholar's family;
3. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating or demeaning behavior;
5. Critical appraisals of individuals with whom the scholar has close family relationship;
6. Relationships privileged under law, such as relationships with lawyers, physicians and ministers;
7. Religious practices, affiliations, or beliefs of the scholar or parents; or
8. Income, except when the information is required by law and will be used to determine the scholar's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

"Opting Out" of Surveys and Activities
Parents have the right to receive notice of and deny permission for their scholar's participation in:

1. Any survey concerning the private information listed above, regardless of funding;
2. School activities involving the collection, disclosure, or use of personal information gathered from their scholar for the purpose of marketing or selling that information;
3. A non-emergency, invasive physical examination, or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the scholar (exceptions are hearing, vision, or scoliosis screenings, or any physical exam of screening permitted or required under state law.)

5.7 Scholar or Parent Complaints and Concerns

LPCA values the opinions of its scholars and parents, and the public it serves. Parents and scholars have the right to express their views through appropriate informal and formal processes. The purpose of this grievance policy is to resolve conflicts in an efficient, expeditious, and just manner.
The Board of Directors encourages parents and the public to discuss their concerns and complaints through informal meetings with the Campus Principals. Concerns and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Neither the Board of Directors nor any school employee shall unlawfully retaliate against a parent or scholar for voicing a concern or complaint.

For purposes of this policy, "days" shall mean school days, and announcement of a decision in the scholar's or parent's presence shall constitute communication of the decision.

Informal Conferences
A parent or scholar may request an informal conference with the Campus Principals, teacher, or other campus administrator within seven school days of the time the parent or scholar knew or should have known of the event(s) giving rise to the complaint. If the person is not satisfied with the results of the

informal conference, he or she may submit a written grievance form to the Campus Principals. Grievance forms may be obtained from the Campus Principal's office.

Formal Grievance Process

The formal grievance process provides all persons with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, a person can bring concerns or complaints to the Board, as outlined below.

A grievance must specify the harm alleged by the parent and/or scholar, and the remedy sought. A parent or scholar should not submit separate or serial grievances regarding the same event or action. Multiple grievances may be consolidated at the school's discretion. All time limits shall be strictly complied with; however, if an administrator determines that additional time is needed to complete a thorough investigation of the complaint and/or to issue a response, the administrator shall inform the parent or scholar in writing of the need to extend the response time and provide a specific date by which the response will be issued. Costs of any grievance shall be paid by the grievant.

Level One Complaint – Campus Principal Review

A parent or scholar shall submit a written Level One Grievance Form to the Campus Principals or designee within the later of (1) seven school days from the time the event(s) causing the complaint were or should have been known, or (2) within seven school days following an informal conference with the Campus Principals. LPCA reserves the right to require the grievant to begin the grievance process at Level Two.

The Campus Principals or designee must meet with the complaining parent or scholar and issue a written Level One Decision within ten school days of the Campus Principal's receipt of the complaint.

Note: *A complaint against the Superintendent shall begin at Level Three.*

Level Two Complaint – Superintendent Review

If the parent or scholar is not satisfied with the Level One Decision, or if no Level One Decision is provided, the parent or scholar may file a written appeal to the Superintendent or designee. The appeal must include a signed statement of the complaint, any evidence supporting the complaint, and a copy of the written complaint to the Campus Principals and a copy of the Level One Decision, if issued. The appeal shall not include any new issues or complaints unrelated to the original complaint. The appeal must be filed within ten school days of the Level One Decision or the response deadline if no Level One Decision is made.
The Superintendent or designee will meet with the complaining parent or scholar and issue a written Level Two Decision within ten school days of the written appeal.

Level Three – Board of Directors Review

If the scholar or parent is not satisfied with the Level Two Decision, or if no Level Two Decision is provided, the parent or scholar may submit to the Superintendent or designee a written appeal to the Board of Directors. The request must be filed within ten school days of the Level Three Decision or the response deadline if no Level Three Decision is made. The scholar or parent shall be informed of the date, time, and place of the Board meeting at which the complaint will be placed on the agenda for consideration by the Board.

The Board of Directors will consider the appeal, and may allow a presentation by the parent or scholar and the school administration. The appeal will be limited to the issues and documents considered at Level Two, except that if the administration intends to rely on evidence not included in the grievance record, the

administration shall provide the scholar or parent notice of the nature of the evidence at least three days before the Board meeting.

LPCA will determine whether the appeal will be presented in open or closed session in accordance with the Texas Open Meetings Act and other applicable law.

The presiding officer may set reasonable time limits and guidelines for any presentation of evidence, including an opportunity for the scholar or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

The Board of Directors shall communicate its decision, if any, orally or in writing before or during the next regularly scheduled Board meeting. If no decision is made by the end of the next regularly scheduled Board meeting, the decision being appealed shall be upheld. The Board may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed.

Additional Complaint Procedures

This Parent and Scholar Complaints and Grievances process does not apply to all complaints:

1. Complaints alleging Prohibited Conduct (discrimination, harassment, retaliation, and similar matters) shall be submitted as described in “Freedom from Discrimination, Harassment, and Retaliation” in this Handbook.
2. Complaints concerning decisions of an accelerated learning committee and/or LPCA’s implementation of a scholar’s accelerated learning plan shall be submitted as described in “Accelerated Learning Committees” in his Handbook.
3. Formal complaints alleging sexual harassment shall be submitted as described in "Freedom from Sexual Harassment" in this Handbook.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted as described in "Freedom from Bullying" in this Handbook.
5. Complaints and grievances concerning loss of credit on the basis of attendance shall be submitted as described in "Attendance for Credit or Final Grade” in this Handbook.
6. Complaints and grievances concerning disciplinary long-term suspensions and/or expulsions Shall be submitted as described in "Conferences, Hearings, and Appeals" as described in the Scholar Code of Conduct.
7. Complaints concerning the identification, evaluation, or educational placement of a scholar with a disability within the scope of Section 504 shall be submitted as described in “Scholar or Parent Complaints and Concerns” above, except that the deadline for filing an initial Level One grievance shall be 30 calendar days and the procedural safeguards handbook.
8. Complaints concerning the identification, evaluation, educational placement, or discipline of a scholar with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with applicable Board policy and the procedural safeguards provided to parents of all scholars referred to special education.
9. Complaints regarding the Free and Reduced Price Meal Program. In accordance with federal law and U.S. Department of Agriculture policy, the school is prohibited from discriminating on the basis of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, which is available online at the following website:

http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 6329992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usada.gov. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

SECTION 6: IMPORTANT NOTICES

Annual FERPA Confidentiality Notice

The Family Education Rights and Privacy Act ("FERPA") affords parents and scholars over 18 years of age ("eligible scholars") certain rights with respect to the scholar's educational records. These rights include the following:

The Right to Inspect and Review

Parents and/or eligible scholars have the right to inspect and review the scholar's educational records within 45 days of the day the school receives an access. Parents or eligible scholars should submit to the Campus Principals or designee a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent or eligible scholar for the time and place where the records may be inspected.

If circumstances effectively prevent the parent or eligible scholar from exercising the right to inspect and review the scholar's educational records, the school shall provide the parent or eligible scholar with a copy of the records requested to make arrangements for the parent or eligible scholar to inspect and review the requested records.

If the scholar's educational records contain information on more than one scholar, the parent or eligible scholar may inspect and review or be informed of only the specific information about that scholar.

The Right to Seek Amendment of the Scholar's Educational Records

Parents or eligible scholars may ask the school to amend a record that they believe is inaccurate, misleading, or in violation of the scholar's privacy rights. Parents or eligible scholars should submit to the Campus Principal or designee a written request that clearly identifies the part of the record they want changed, and specifies why it is inaccurate, misleading, or in violation of the scholar's privacy rights. The school will decide whether to amend the record as requested within a reasonable time after the school receives the request. If the school decides not to amend the record as requested by the parent of the eligible scholar, the school will notify the parent of the eligible scholar of the decision and advise them to their right to a hearing to challenge the content of the scholar's education records on the grounds that the information contained in the educational records is inaccurate, misleading, or in violation of the scholar's privacy rights.

If, as a result of the hearing, the school decides that the information in the educational record is not inaccurate, misleading, or in violation of the scholar's privacy rights, it shall inform the parent or eligible scholar of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of LPCA. If the school places an amended statement in the scholar's educational records, LPCA is obligated to maintain the amended statement with

the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

The Right to Consent Prior to Disclosure

Parents and/or eligible scholars have the right to consent to disclosures of personally identifiable information contained in the scholar's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A "school official" is a person employed by LPCA as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or scholar serving on an official committee, such as a disciplinary or grievance committee; or a parent, scholar, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, LPCA discloses educational records without consent to officials of another school in which a scholar seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the scholar's enrollment or transfer.

The Right to File a Complaint

Parents and/or eligible scholars have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education ("Office") concerning alleged failures by the school to comply with the requirements of FERPA. These complaints should be addressed as follows:

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

Access to Medical Records

Parents are entitled to access their scholar's medical records.

Notice of Directory Information

Under FERPA, LPCA must, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a scholar's education records. However, LPCA may disclose appropriately designated "directory information" without written consent, unless a parent or eligible scholar has advised LPCA, in writing, to the contrary. The primary purpose of directory information is to allow the school to include this type of information from a scholar's education records in certain school publications.

LPCA has designated the following categories of information as directory information for the purpose of disclosure relating to school-related purposes:

- Scholar name;
- Date and place of birth;
- Major field of study
- Degrees, honors, and awards received;
- Dates of attendance;
- Grade level;
- Most recent educational institution attended;
- Participation in officially recognized activities and sports; and ● Weight and height of members of athletic teams.

School-sponsored/school-affiliated purposes are those events/activities that LPCA conducts and/or sponsors to support the school's educational mission. Examples include, but are not limited to:

- Extracurricular programs or events (school plays, concerns, athletic events, graduation ceremony, etc.).
- Publications (newsletters, yearbooks, etc.).
- Honor roll and other scholar recognition lists.
- Marketing materials of LPCA (print media, website, videos, newspaper, etc.).

LPCA has designated the following categories of information as directory information for the purpose of disclosure to military recruiters and institutions of higher education, but only for secondary scholars:

- Scholar's name, address, and telephone listing.

LPCA has also designated the following categories of information as directory information for purposes of responding to requests for general scholar information made by law enforcement authorities and officials:

- Scholar's name, address, telephone listing, and grade level.

LPCA shall not release directory information except for the purposes indicated above, namely: disclosure relating to school-sponsored/school-affiliated purposes; disclosure to military recruiters and institutions of higher education, but only for secondary scholars; and for the purpose of disclosure upon request by law enforcement authorities and officials.

A PARENT OR ELIGIBLE SCHOLAR MAY OPT OUT OF THE RELEASE OF DIRECTORY INFORMATION FOR ANY OR ALL OF THESE PURPOSES BY SUBMITTING A WRITTEN OBJECTION TO THE SCHOOL OFFICE WITHIN 15 SCHOOL DAYS AFTER RECEIVING THIS "ANNUAL NOTICE OF PARENT AND SCHOLAR RIGHTS (ANNUAL FERPA CONFIDENTIALITY NOTICE)."

Family Educational Rights and Privacy Act:
Directory Information Opt-Out Form

"Directory Information" means information contained in an educational record of a scholar that would not generally be considered harmful or an invasion of privacy if disclosed. The law permits LPCA to designate certain personal information as "directory information," which may be released to anyone who follows the procedures for requesting it as proscribed in school policy.

To prohibit LPCA from releasing your scholar's directory information, you must circle NO adjacent to the appropriate statement(s) below, sign the form, and return it to your scholar's school. **Completion of this form is optional. However, if you do not circle NO or return this form, directory information about your scholar may be released** in accordance with LPCA policy.

If you have more than one scholar enrolled, you must complete a separate one for each scholar.

PLEASE CIRCLE YES OR NO

For all scholars:

YES	NO	I give permission for my scholar's name and photograph to be included in the LPCA yearbook.
YES	NO	I give permission for my scholar to be videoed, photographed, or interviewed at school by local media or LPCA personnel for use in educational purposes.
YES	NO	I give permission for my scholar's artwork, projects, photographs, etc. to be used or displayed in any LPCA communication devices. Examples include media coverage, printed materials, marketing, and websites.
YES	NO	I give permission for my scholar's name, address, telephone number, and grade level to be provided upon request by law enforcement officials and authorities.

For secondary scholars only:

YES	NO	I give permission to release my scholar's directory information to **institutions of higher education**.
YES	NO	I give permission to release my scholar's directory information to **military recruiters**.

PRINT Scholar's Full Legal Name

Scholar's Date of Birth

PRINT Parent/Guardian Full Legal Name
or Eligible Scholar Full Legal Name

Parent/Guardian Signature
or Eligible Scholar

Signature Date

Use of Scholar Work in School Publications

Occasionally, LPCA wishes to display or publish scholar artwork, photos taken by the scholar, or other original work on the school's website, a website affiliated or sponsored by the school (such as a classroom website), and in school publications. LPCA agrees to use these scholar projects in this manner.

Parents: Please circle one of the choices below:

I, parent of _____(scholar's name), (**do give**) (**do not give**) LPCA permission to use my child's artwork, photos, or other original work in the manner described above.

Parent Signature: _____

Date: _____

Legacy Preparatory Charter Academy Photo/Videotape Release Form

Throughout the school year, there may be times when LPCA staff, the media, or other organizations (with the approval of the Campus Principal), may take photographs of scholars, audiotape and/or videotape scholars, or interview scholars for school-related stories in a way that would individually identify a specific scholar. Those photographs, audio recordings, and/or videotaped images or interviews may appear in LPCA publications; in LPCA video productions; on the LPCA website; in LPCA advertisements, fundraising, and/or recruitment materials; in the news media; or in other nonprofit, education-related organizations' publications.

In order to release scholar photos, video footage, comments and/or post on the LPCA website, we need written permission. To give your consent, please complete the form below.

_ I hereby give permission for LPCA to use my child's voice and/or likeness in its publications for the purposes mentioned above. I authorize the use and reproduction by LPCA of any and all photographs and/or audio or video recordings taken of my child, without compensation to my child or to me. All photographs and recordings shall be the sole property of LPCA. I waive any right to inspect or approve the finished photographs, audio or video recordings, and/or reproduced materials that may be used in conjunction with them. I understand and agree that LPCA may use my child's voice and/or likeness in subsequent school years unless I revoke this authorization by notifying the Campus Principal in writing. I further grant unto LPCA permission to permit my child to be photographed, audio/videotaped, or interviewed by the news media or other approved organizations for school-related stories or articles. I release LPCA and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with the purposes mentioned above.

_ LPCA may not use my child's voice and/or likeness in its publications for the purposes mentioned above. I further decline permission for LPCA to permit my child to be photographed, audio/videotaped, or interviewed by the news media or other approved organizations for school-related stories or articles.

Scholar's Name: _____

Parent's Name: _____

Address: _____

Telephone Number: _____

Parent's Signature: _____ Date: _____

* Scholars 18 years of age or older may sign this release form for themselves *

Scholar Acceptable Use Policy

This Scholar Acceptable Use Policy sets forth the guidelines governing the use of all LPCA technology resources by scholars while on or near school property, in school vehicles and at school-sponsored activities on- or off-campus, as well as the use of all LPCA technology resources via off-campus remote access.

LPCA reserves the right to modify the terms and conditions of this policy at any time.

Introduction

LPCA is pleased to offer scholars access to school computers, communications systems,[1] the Internet and a wide array of other technology resources to promote educational excellence and enhance the classroom experience. Technology can expand a scholar's access to educational materials, prepare scholars by providing workforce skills and college readiness, and lead to personal growth. LPCA recognizes, however, that access to technology must be given with clear guidelines, expectations, and supervision to protect scholars. This policy is designed to make parents, teachers and administrators partners to teach scholars how to be responsible users of technology.

LPCA will educate all scholars about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

LPCA will hold ALL scholars responsible for their use of technology, whether LPCA-provided or personal, and they are expected to act in an appropriate manner in accordance with campus procedures, LPCA policy and procedures, and legal requirements. This applies to the use of all LPCA technology resources by scholars while on or near school property, in school vehicles and at school-sponsored activities on-or offcampus, as well as the use of all LPCA technology resources via off-campus remote access.

This policy shall be used in conjunction with the Scholar Code of Conduct.

Using the Internet and Communications Systems

LPCA provides technology resources to scholars for the express purposes of conducting research, completing assignments, and communicating to the faculty, staff, and others to complement their educational experience. Just as scholars must demonstrate proper behavior in a classroom or school hallway, they must also behave appropriately when using any LPCA computer networks, personal electronic devices, personal device data plans, software or websites sanctioned or used by LPCA, and any personal technology used in an educational setting. Access to LPCA's technology is a privilege, not a right. Scholars must comply with all LPCA standards set forth in this policy at all times in order to maintain the privilege of using its technology resources.

Scholars and their parents are advised that any information stored on and/or sent through LPCA's technology resources is the property of LPCA. Accordingly, in connection with ensuring scholar safety, LPCA network administrators and/or other appropriate personnel will engage in periodic reviews and searches of stored files and communications stored on LPCA technology resources to maintain system integrity and ensure that scholars are complying with this policy and using technology in a responsible and appropriate manner. Such reviews will include scholars' use of LPCA-approved educational websites or software to ensure that they are using it in an appropriate manner consistent with LPCA's expectations for such use. Scholars do not have a reasonable expectation of privacy over any information stored on LPCA technology.

LPCA may allow scholars to bring personal technology devices (i.e., tablets, e-readers, smartphones) for use during the school day for authorized curricular purposes. Scholars that use personal technology devices will be required to comply with all aspects of the Scholar Acceptable Use Policy and/or Scholar

[1] "Communication Systems" include educational-related communications between and among LPCA and scholars by email, web sites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies.

Code of Conduct in the use of such devices at school. A scholar's personal technology device may be subject to search by campus administrators in connection with determining if a scholar has committed a violation of this policy and/or the Scholar Code of Conduct.

LPCA remains committed to integrating technology to enhance its curriculum for scholars, which it believes increases scholars' educational experience for them and allows for better preparation for job skills and college success. Access to the Internet enables scholars to use extensive online libraries, databases and websites selected by LPCA for use in instruction.

Although LPCA strives to ensure that any Internet access avoids any inappropriate material, scholars and their families should be aware that some material accessible on the Internet may contain information that is inaccurate, profane, sexually oriented, defamatory and potentially offensive to some. LPCA does not condone any scholar accessing, or attempting to access, such material, and it remains deeply committed to safe Internet use. LPCA takes steps to minimize scholars' to access such content, including the implementation of technology prevention measures, such as extensive content-filtering software, to restrict access to inappropriate content such as those that are illegal, obscene, or harmful to minors. Each LPCA device with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act ("CIPA") and/or as determined by the school administration. This software is not fail-safe, however, and while at school LPCA strives to ensure that scholars' Internet use is supervised, it is possible that the software may miss some content, or scholars may find a way around the software to access inappropriate material. For this reason, this policy is strictly enforced, and scholars who misuse any LPCA technology outside its intended purpose, including the use of LPCA -recommended websites for purposes outside the educational intent, will be in violation of this policy, which may lead to disciplinary consequences for the scholar.

With this in mind, LPCA still believes that the benefits of allowing scholar access to the Internet to enhance the educational experience outweighs any potential harm to scholars.

Proper and Acceptable Use of All Technology Resources

LPCA requires scholars to use all technology resources, including any websites or software used in the classroom, in a manner consistent with the following rules. LPCA will hold scholars responsible for any intentional misuse of its technology resources, or any other failure to comply with the rules in this policy. When using LPCA technology systems outside the school, parents should strive to ensure that scholars do so in compliance with the rules set forth in this policy, as LPCA is unable to supervise scholars' technology use at home. LPCA's content-filtering software will not work in a scholar's home, so parents are encouraged to place content-filtering software on their home computers or take any other steps necessary to monitor scholars' Internet usage at home.

Scholars who unintentionally access inappropriate material in connection with their use of any LPCA technology, including websites and software used in the classroom, shall immediately stop accessing the material and report it to a supervising adult. LPCA shall take immediate steps to ensure such material is blocked from further view at school by its content-filtering software.

All LPCA technology resources, including but not limited to LPCA computers, communications systems and the Internet, including any websites or software used in the classroom, must be used in support of education and academic research and in accordance with the rules set forth in this policy.

Activities that are permitted and encouraged include the following:

- School work and assignments;
- Original creation and presentation of academic work;
- Research on topics being discussed in classes at school;
- Research for opportunities outside of school related to community service, employment or further education;
- Reporting inappropriate content or harassing conduct to an adult.

Activities that are barred and subject to potential disciplinary action and loss of privileges, whether on an LPCA -provided or personal electronic device, include the following:

- Attempting unauthorized access, or "hacking," of LPCA computers or networks, or any attempts to bypass Internet content-filtering software used by LPCA.
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the scholar is not an intended recipient or logging into a server or account that the scholar is not expressly authorized to access. For purposes of the section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, forged routing information for malicious purpose, and any other form of network monitoring designed to intercept data not intended for the scholar's host.
- Engaging in abusive, harassing, insulting, ostracizing, intimidating, or any other online conduct which could be considered bullying and/or damaging to another's reputation while using any LPCA technology resource, to include the use of any website or software used by LPCA.

● Engaging in any conduct potentially constituting "cyberbullying," which means bullying done through the use of any electronic communication device, including the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.
Examples of cyberbullying include, but are not limited to:

- Creating a social networking site or web page that masquerades as another person's personal site and using it to embarrass the other person.
- Making it appear that a person is posting malicious comments about friend to isolate the person from his or her friends.
- Posting a person's personally identifiable information on a site to put the person at greater risk of contact by predators or strangers.
- Posting abusive comments on someone's social networking site.
- Recording and distributing media with the intent to manipulate or embarrass others.
- Sending abusive comments while playing interactive games.
- Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.
- Sending, posting, or sharing negative, harmful, false, or mean content about someone else.
- Sending, posting, or sharing statements encouraging another person to commit self-harm.
- Engaging in any conduct that damages or modifies, or is intended to damage or modify, any LPCA equipment, network, stored computer file, or software, to include any conduct that results in a person's time to take any corrective action.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control logs.
- Intentional or neglectful transmission or direct placement of computer viruses or other unauthorized programs onto LPCA equipment, networks, stored computer files, or software.

- Interfering with or denying service to any other use or than the scholar's host (for example, denial of service attack).
- Participating in online chat rooms or using instant and/or text messaging without prior approval by a classroom teacher, coach or administrator.
- Port scanning or security scanning.
- Presenting any copyrighted, registered, or trademarked work as that of the scholar.
- Refusing to submit to a search of a personal electronic device in accordance with the Scholar Acceptable Use policy and Scholar Code of Conduct.
- Revealing an account password to others or allowing use of an account(s) by others. This includes family and other household members when work is being done at home.
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving any inappropriate or offensive material, including but not limited to obscene, profane, vulgar, or pornographic materials, or any material that is not related to the permitted activities set forth above.
- Sharing online any personal information of another scholar or staff member, including name, home address, or phone number.
- Taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting."
- Tampering with, removing components from, or otherwise deliberately interfering with the operation of LPCA computers, networks, printers, user files, or other associate peripherals.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which LPCA or the end user does not have an active license.
- Using a website or software program implemented by LPCA in a manner outside the scope of the use specified by the classroom teacher, coach or administrator.
- Using any programs/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet.
- Using any LPCA technology for games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes or fundraising activities without prior approval by a classroom teacher or administrator.
- Using any LPCA technology resource to engage in any activity that violates any LPCA Board Policy, the Scholar Code of Conduct, campus rule, local, state, and/or federal law.
- Using any LPCA technology resource to take, disseminate, transfer, or share obscene, sexually oriented, lewd, or otherwise illegal images or other content.
- Using any LPCA technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud.
- Using obscene or profane language on any LPCA technology resource, to include posting such language on any website or software used by LPCA.
- Using LPCA or personal technology during the administration of state standardized testing, End of Course, and or final examinations unless expressly allowed to do so by a teacher.
- Using technology for plagiarism or otherwise representing the work of others as the scholar's own.
- Using USB, bootable CD's, or other devices to alter the function of any LPCA technology equipment, network or software.

- Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property or similar laws or regulations, including, but not limited to, any downloading, installation, or distribution of "pirated" or other software products.

Scholars shall immediately report any violations of this policy to a classroom teacher or administrator. If any scholar or parent has any question about whether any activity may be a violation of this policy, they should ask a classroom teacher or the Campus Principal.

Personal Electronic Devices

Personal wireless and mobile devices may be provided filtered access to the Internet as well as access to any web-based scholar applications (e.g., Discovery Education Streaming, Moodle) that would normally be accessible to scholars from home. LPCA is not responsible for the loss or theft of any personal electronic devices, or for damage, or unauthorized access to the device nor the data that resides therein. Scholars and parents assume any and all risks associated with bringing a personal electronic device to a campus or school-related event. In addition:

- All scholars with personal electronic devices being used for instructional or other school business must use LPCA's wireless network, which is filtered according to federal guidelines for Internet access in public schools.
- If a scholar uses a personal electronic device in an inappropriate manner, he or she will lose their privilege of bringing a personal device to school. Additional consequences may be imposed based on the Acceptable Use Policy and the Scholar Code of Conduct, as well as any campus-based consequences for violating the usage rules for personal electronic devices.
- Personal electronic communications such as e-mail, instant messaging, chat, blogs, etc., are prohibited at school unless the teacher and/or administrator has approved the use of an application for educational purposes.
- Personal electronic devices are never to be plugged into the wired network (i.e., computers, wall jacks, other school equipment, etc.).
- School officials may power on and search a scholar device if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation and if a scholar and parent have signed a form authorizing the scholar to possess the device at school.
- Sound on personal wireless and mobile devices must be turned off when it is being used as part of a class.
- Scholar selection of appropriate, tasteful screensavers and wallpaper is expected.
- Teachers will establish standards for personal electronic devices used in their respective classrooms; however, it is LPCA policy that scholars are not allowed to access the Internet unless supervised by a teacher or staff member.
- The scholar must take full responsibility for configuring and maintaining their personal electronic devices. LPCA will not provide technical support for these devices.
- When personal electronic devices are not in the scholar's possession, the scholar must secure them. LPCA will not store, nor will it accept responsibility for storing, any scholar's personal electronic device on school grounds. Personal electronic devices must go home with scholars daily.

Privacy and Security

Scholars are expected to use LPCA technology resources responsibly and in a safe and secure manner, regardless of whether such technology is accessed using an LPCA -issued or personal electronic device. Scholars shall not share their individual logins, passwords, or access to LPCA technology with others

without the prior approval of a classroom teacher or administrator. Scholars shall sign off or log off all LPCA equipment, software, or Internet sites once they are done with their session in order to protect the integrity of their logins, passwords, or access.

Consequences

Violation of LPCA's policies and procedures concerning use of the computer on the network will result in the same disciplinary actions that would result from similar violations in other areas of school policy, including the Scholar Code of Conduct. Any or all of the following consequences may be enforced if a scholar violates the terms of this policy:

1. Any disciplinary consequence, including suspension or expulsion, allowed under the Scholar Code of Conduct and deemed appropriate by LPCA.
2. Denial, revocation, or suspension of a user's access to LPCA's technology resources, with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary action against the user.
3. Referral to law enforcement authorities.
4. Termination of a system user account.

Violations of law may also result in criminal prosecution as well as disciplinary action by LPCA. LPCA will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the school's computer systems and networks.

Limitations of Liability

LPCA makes no warranties of any kind, whether express or implied, for the technology resources it provides to scholars through LPCA provided and/or a scholar's personal electronic device. LPCA is not responsible for any damages that a scholar may sustain, including those arising from non -delivery of information, erroneous delivery of information, service interruptions, unauthorized use by a scholar, loss of data, and any potential exposure to inappropriate material from the Internet. Use of any information obtained through the Internet is at the scholar's own risk, as LPCA makes no representations, and denies responsibility for, the accuracy or quality of the information. In exchange for being allowed to use LPCA technology resources, scholars and their parents hereby release LPCA, its directors, employees, and representatives from any and all claims for damages that arise from the intentional or neglectful misuse of LPCA's technology resources by the scholar.

Acceptable Use Agreement Acknowledgment Form

I have read and agree to abide by the LPCA Scholar Acceptable Use Policy. I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, my Internet and computer access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.

_____

Scholar Name

Scholar Signature Date

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this scholar, I have read the LPCA Scholar Acceptable Use Agreement. I understand that this access is designed for educational purposes. LPCA has taken precautions to eliminate controversial material. However, I also recognize it is impossible for LPCA to restrict access to all controversial materials and I will not hold LPCA responsible for materials transmitted on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian Date

Electronic Communication Device Commitment Form

Electronic communications at school and at school-related functions are subject to regulation by LPCA.

This Electronic Communication Device Commitment Form grants authority and permission to LPCA to regulate electronic communication devices when these devices are brought to and/or used while on school property or when attending school related functions and events. Such communication devices include but are not limited to cellular phones, pagers, PDAs, and pocket computers. These regulations are made necessary in light of the unique opportunities these devices create for violations of law and school policies, and to perpetrate conduct disruptive of an educational environment essential to the school's educational program. These concerns are exacerbated by electronic security protections and the personal size of these devices, which are often carried concealed in pockets and purses.

Therefore, all scholars who would possess or use such devices on school property or at school-related activities are required to sign this form together with their parent, guardian or other adult person having the authority of a parent for school purposes.

Each of you, by your signature below, agrees to the following:

- The possession and use of cellular phones, pagers, PDAs and other electronic communication devices by a scholar on school property or at school-related events is subject to regulation by LPCA.
- If a scholar possesses such devices on school property or while attending school-related events, LPCA is authorized and has my full consent to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Scholar Code of Conduct, school policy or regulation.
- I further understand, agree and consent that an electronic communication device used or possessed in violation of law, the Scholar Code of Conduct, school policy or regulation is subject to confiscation and that LPCA is not liable for any loss of or damage to confiscated devices.

SIGNATURE LINES AND DATES

_____ Date: _____

(Signature of scholar) (Printed

_____

name of scholar)

_____ Date: _____

(Signature of parent/guardian)

Food Allergy Notification Form

Dear Parents,

LPCA is required by law to request, at the time of enrollment, that the parent or guardian of each scholar attending LPCA disclose the scholar's food allergies. This form will satisfy this requirement.

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed in order for LPCA to take necessary precautions for your child's safety.

"Severe food allergy" means a dangerous or life-threatening reaction of the human boy to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child's allergic reaction to the food. LPCA will contact you for a note from your physician if your child has food allergies. **Your child must have an EpiPen prescribed to help in the event of an emergency.**

Food:	**Nature of allergic reaction to the food:**

LPCA will maintain the confidentiality of this form and the information provided above, and may disclose the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act ("FERPA") and Board policy. **LPCA will maintain this form as part of your child's scholar record.**

Scholar Name: _____ Date of Birth: _____

Grade: _____ Parent Work Phone: _____ Home Phone: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Date form received by LPCA: _____

Acknowledgement and Approval of Parent Partnership and Scholar Handbook and Scholar Code of Conduct

My signature below acknowledges that LPCA has made the Parent Partnership and Scholar Handbook and Scholar Code of Conduct available to me; that I have been given notice of the rules, responsibilities and consequences outlined in the Scholar Code of Conduct; that I have been informed that when I or my child is enrolled in LPCA, all information herein is applicable to me, my child, and all school staff; and that I have expressed intent to review this Handbook and the Scholar Code of Conduct contained within and to abide thereby.

Printed Name of Scholar: _____ Grade: _____

Signature of Scholar: _____ Date: _____

Signature of Parent: _____ Date: _____

Please remove this page after it is signed, and return it to the school office.
Thank you for allowing us the opportunity to partner with you in the education of your child.

Grading Policy

- Scholar grades focus on scholar growth and learning in a climate of high expectations. Instructional emphasis is placed on the accomplishment of defined school goals.

- Scholar progress will be assessed every three weeks through several methods, including portfolios, verbal assessments and written tests and quizzes.

- Scholars in Kindergarten and 1st Grade will earn letter grades for English Language Arts, Math, Science, Social Studies, Electives, Spanish and Social/Personal Growth.

- Scholars in 2nd-5th Grade will earn number grades for English Language Arts, Math, Science, Social Studies, Electives, and Spanish.

- Scholars in grades 6-12 will earn number grades for their courses. They will also be graded through learning objectives that focus on the following skills: Oral and Written Communication, Collaboration, Media Technology, Work Ethic, and Problem Solving and Critical Thinking.

- Paper progress reports and report cards WILL NOT be sent out each grading period for ECHO courses in grades 6-12. Grades and project completion information are available online 24/7. We suggest parents become an active school partner by sitting down once a week with their scholars to go over project completion and grades. Please contact the classroom teacher of any project in which the scholar seems to be struggling.

Grade Weight

LPCA encourages a balanced learning approach, and five learning outcome areas reflect this balanced learning in scholar grades on assignments. Scholar demonstration in the following five learning outcomes are weighted to determine the grade for classroom activities, as in the chart below:

Agency (Quiz/Tests)	**10%**
Knowledge and Thinking (Classwork/Homework)	**50%**
Collaboration	**10%**
Oral Communication	**10%**

Written Communication	**20%**

Final semester grades in secondary courses will be calculated using both the 9-weeks grade averages and a culminating semester exam or performance-based assessment, which has a value of 15%. The calculation will be accomplished using the following:
1st 9 weeks = 42.5%

2nd 9 weeks = 42.5%
Semester exam =
15%

Grades

K-1st

Letter Grade	Achievement
E	**Excellent**
S	**Satisfactory**
N	**Needs Improvement**
U	**Unsatisfactory**

2nd-12th

Number Grade	Achievement
100-90	**Passing (Excellent Performance)**
89-80	**Passing (Good Performance)**
79-70	**Passing (Satisfactory Performance)**
69-60	**Failing (Less than Satisfactory Performance)**
59-0	**Failing (Unsatisfactory Performance)**

Report Cards

- Report cards with each scholar's grades or performance and absences in each class or subject are issued to parents at least once every nine weeks.

During the fourth week of a nine-week grading period, parents will be given a written progress report if their child's performance in English language arts, mathematics, science, or social studies is near or below 70%, or is below the expected level of performance. If the scholar receives a grade lower than 70% in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. The report card or progress report will state whether tutorials are required for a scholar who receives a grade lower than 70% in a class or subject. Report cards and progress reports must be signed by the parent and returned to the school within seven days.

- Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the parent or scholar may request a conference with the Campus Principal.
- For further clarification regarding grades, please refer to the Parent Partnership and Scholar Handbook.

Revised 9/24/2024

No Cell Phone Use On Campus During Instructional Time

To promote an optimal learning and social atmosphere within Legacy Preparatory Charter Academy, students are required to refrain from using their cell phones, smartwatches or wireless headphones and ear buds throughout the school day. The safety case is available for purchase at $15.00.

At the Beginning of the School Day:

1. Before entering the school premises, students must power off their cell phones.
2. Before entering the building and while awaiting the opening of school doors, students must place all cell phones, smartwatches, and wireless headphones and ear buds into their designated security case.
3. Once the cell phones, smartwatches, and wireless headphones and ear buds are safely stowed inside the security case, students should securely seal the security case using the locking mechanism and store it in their backpack.
4. It is the student's responsibility to arrive at class punctually with their security case securely fastened
5. It is the student's responsibility to request a replacement security case from personnel on duty if they fail to have their pouch upon arrival.

Throughout the School Day:

1. Maintain your cell phone, smartwatch, and wireless headphones and ear buds securely within your assigned security case for the entirety of the school day.
2. In the event of leaving campus for an appointment, unlock your security case at the main office before exiting the building. Upon returning, ensure to relock your security case at the main office.
3. Accessing your cell phone, smartwatch, and wireless headphones and ear buds anywhere on campus during the school day is strictly prohibited.

Conclusion of the School Day:

1. Upon the conclusion of the school day, unlock your pouch utilizing the unlocking base.
2. Retrieve your cell phone, smartwatch, and wireless headphones and ear buds from the security case.

3. Ensure you stow it in your backpack for the following day. It is your responsibility to keep track of your security case.
4. Once off-campus, students are permitted to utilize their cell phone, smartwatch, and wireless headphones and ear buds.

Damaged Security Cases

If a student has a damaged case please contact a school administrator immediately to ensure that you can receive a replacement security case ($15.00 charge).

Consequences

If a student's cell phone, smartwatch, and wireless headphones and ear buds are visible at all during the day (a student is found using their cell phone, smartwatch, and wireless headphones/ear buds are not in a security case, etc.):

First Offense

- The phone will be stored in the principal's office for the day, and the parent or guardian will be notified.
- A warning will be issued to both the student and the parent or guardian about further consequences for failing to comply with the cell phone-free policy.
- Students must complete a behavior contract to confirm their understanding and future adherence to the cell phone, smartwatch, and wireless headphones and ear buds-free policy.
- Only the parent or guardian is permitted to pick up the cell phone, smartwatch, and wireless headphones and ear buds; students are not allowed to retrieve their own devices.
- The offense will be recorded in Skyward, using the cell phone violation action code in Skyward.

Second Offense

- The phone will be stored in the principal's office for the day, and the parent or guardian will be notified.
- Only the parent or guardian is allowed to pick up the cell phone; students are not permitted to retrieve their own devices or wireless headphones and ear buds.

- The student will be assigned one day of in-school suspension(ISS) or Friday School Detention at the discretion of the campus administrator.
- The offense will be recorded in Skyward, using the cell phone violation action code.

Third Offense

- The phone will be stored in the principal's office for the day, and the parent or guardian will be notified.
- Only the parent or guardian is allowed to pick up the cell phone or wireless headphones and ear buds; students are not permitted to retrieve their own devices.
- The student will be assigned 1-3 days of in-school suspension(ISS) or Friday School Detention at the discretion of the campus administrator.
- The offense will be recorded in Skyward, using the cell phone violation action code.
- The phone will be kept in the principal's office for the day.
- Only the parent or guardian is allowed to pick up the cell phone; students are not permitted to retrieve their own cell phone, smartwatch, and wireless headphones and ear buds.
- An in-person meeting will be scheduled with the parent or guardian.
- The offense will be recorded in Skyward, using the cell phone violation action code.

Fourth Offense and Beyond

- The 4th offense and beyond will be considered insubordination for refusing to comply with school rules and guidelines related to cell phone, smartwatch, and wireless headphones and earbuds use. This will be treated as a serious offense according to the LPCA Student Code of Conduct, and consequences will be issued accordingly.