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MISSION STATEMENT

Legacy Christian Academy develops strong leaders with biblical convictions who are equipped to succeed in college and beyond.

We accomplish this mission through a balanced approach that honors and upholds

- challenging academics
- robust fine arts
- competitive athletics
- positive mentoring relationships
- covenant partnerships with Christian families

VISION STATEMENT

Legacy Christian Academy is the school of choice for committed Christian families in North Texas who desire the best Christ-centered education for their children.

CORE VALUES

Legacy Christian Academy affirms these essential beliefs and strives to honor and uphold them in all aspects of school life.

PURSUIT OF TRUTH.

We affirm “all truth is God’s truth” through a liberal arts education that fosters a love for learning and a desire for wisdom. (John 8:32: and you will know the truth, and the truth will set you free.)

PRIMACY OF SCRIPTURE.

We teach all subjects from a biblical worldview and we apply the truth and authority of biblical principles in all situations. (2 Timothy 3:16-17: All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work.)

IMAGO DEI.

We respect all people as individuals created in the image of God and we celebrate the diversity of gifts and callings. (Genesis 1:26: Then God said, “Let us make man in our image, after our likeness.”)
COVENANT RELATIONSHIPS.
We build relationships that foster mutual support, respect, and a commitment to promote the welfare of others. (Philippians 2:3-4: Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others.)

DISCIPLESHIP.
We, as Christ-followers, are committed to a life of virtue and acting as agents in God’s plan of restoration. (Matthew 16:24: Then Jesus told his disciples, “If anyone would come after me, let him deny himself and take up his cross and follow me.”)

SERVANT-LEADERSHIP.
We provide opportunities to serve one another, our community, and our world. (Matthew 20:26-28: But whoever would be great among you must be your servant, and whoever would be first among you must be your slave, even as the Son of Man came not to be served but to serve, and to give his life as a ransom for many.) The Arts prepare students for full participation in society. While we celebrate victories and championships, concerts and accolades, we hope for a greater celebration of changed lives and stronger relationships born out of our athletic and artistic pursuits. Our emphasis on athletic and artistic excellence and our successful tradition must never overshadow the all important goal of honoring Christ will all of our lives.
Legacy Christian Academy is a non-denominational, Covenant School. A Covenant represents a much deeper relationship between the family and school than a contractual relationship. As part of that Covenant Relationship, it is important for each of our families to understand and agree with the basic Biblical standards upon which the school was founded. We require that at least one parent is a Christian with a testimony of a personal relationship with Jesus Christ. We also require the family be regular attendees of a Bible-teaching church, as will be evidenced by the submission of a Church Involvement Form.

- We believe that the Bible is inspired by God, inerrant and authoritative and that it is the divine and final authority for Christians. Examine these Scriptures: II Timothy 3:16; Psalms 12:6, 119:105, 160; II Peter 1:16, 20, 21; Proverbs 30:5.
- We believe in one God, creator of all things, infinitely perfect and eternally existing in three persons. Examine these Scriptures: Genesis 1:1, 26, 27; 2:22; Psalms 90:2; Matthew 28:19; I Peter 1:2; II Corinthians 13:14.
- We believe that Jesus Christ is the Son of God, born of the Virgin Mary; we believe that Christ shed His blood on the cross, dying for our sins as a substitutionary sacrifice, and that He arose bodily from the grave and ascended into heaven; we believe that man finds salvation only through faith in Jesus Christ as his personal Savior. Examine these Scriptures: Matthew 1:22,23; Hebrews 4:14, 15; Acts 1:9-11; Isaiah 9:6; I Corinthians 15:3,4; I Timothy 6:14,15; John 1:1-5; 14:10-30; Romans 1:3,4; Titus 2:13.
- We believe that the Holy Spirit is the third person of the Trinity, equal with God the Father and God the Son; He indwells every believer from the moment of salvation and empowers the Christian for godly living. Examine these Scriptures: II Corinthians 3:17; Acts 1:8; Ephesians 1:13; Ephesians 5:18; John 16:7-13, 14:16, 17; I Corinthians 2:12, 3:16; Galatians 5:25.
- We believe that all true believers from the day of Pentecost until the rapture are members of the universal church regardless of organizational affiliation.
Statement of Faith & Lifestyle Statements

Legacy Christian Academy is founded upon Christian principles and beliefs. LCA believes that all matters of faith and conduct must be evaluated and guided on the basis of Holy Scripture which is the inspired, perfect and living word of God. (2 Timothy 3:16-17). We believe the Holy Bible is the true and only word of God, and that no other writings can alter, supplement or replace it. We believe in a triune God who created all things, and that God placed man on this earth for an eternal relationship with Him through the indwelling of the Holy Spirit. We believe that God sent his son Jesus Christ to earth in human form; that He lived perfect life and died on the cross to pay for our sin, and that He defeated death; and that He was resurrected so we could have an eternal relationship with Him. We are called to glorify God by instilling in our students the Gospel message of Jesus Christ and educating the next generation of Christians. Our calling includes both the introduction to and the encouragement to remain in a life full of devotion to Jesus Christ. We are charged with educating, encouraging, equipping, and serving our students and their families, all of which are integral parts of LCA. We do this by instilling Christian values, philosophies, missions and goals in our students through offering a Biblical and Christ-centered education.

We are committed to the home and family as set forth in Holy Scripture. We believe that God has ordained and created marriage to exist between one man and one woman. The Bible sets forth specific values to which we adhere for the home and family which include distinct roles of husbands and wives, fathers and mothers, and children. LCA defines marriage as the exclusive, comprehensive and conjugal union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother and child. (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33).

LCA believes that sexual acts outside of Biblically defined values are sinful including, but not limited to, adultery, incest, pedophilia, zoophilia, prostitution, sodomy, polygamy, polyamory, or same-sex relationships and acts. (Exodus 20:14, Leviticus 18:7-23, Leviticus 20:10-21, Deuteronomy 5:18, Matthew 15:19 and 5:27-28, Romans 1:26-27, 1 Corinthians 6:9-13, 1 Thessalonians 4:3, Hebrews 13:4, Galatians 5:19, Ephesians 4:17-19, Colossians 3:5). LCA believes that God created mankind in his image: male and female, sexually different but with equal person and dignity. Consequently LCA members, faculty, students and families must affirm their biological sex and refrain from any attempts to physically change, alter, or disagree with their predominant biological or birth sex, including, but not limited to, elective sex-reassignment, transvestitism, transgender or non-binary “genderqueer” acts or conduct. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11).

LCA believes that God created and ordered human sexuality to the exclusive, comprehensive and conjugal union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother and child. As such, LCA members must affirm the sexual complementarity of man and woman and resist any and all same-sex sexual attractions and refrain from any and all same-sexual acts or conduct, which are

**REDEMPTION**
LCA believes that all have sinned and fall short of the glory of God and should seek redemption through confession, repentance, and faith in Jesus Christ. As such, while avoiding such conduct, LCA members must welcome and treat with respect, compassion, and sensitivity all who experience or confess same-sex attractions or other sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to LCA’s Statement of Faith. (Matthew 11:29-30, Romans 3:23, Ephesians 2:1-10, 1 Corinthians 10:13, Hebrews 2:17-18, Hebrews 4:14-16).

**ENROLLMENT AND ADMISSIONS**
Legacy Christian Academy’s mission and beliefs are expected of all of its students and families. LCA reserves the right to consistently apply and pursue its mission, values, and Statement of Faith in its admission and enrollment, and to reserve admission for those students and families that share in those values. Persons who do not share the values and beliefs as set forth by the school are encouraged to pursue education opportunities with institutions that do share their values and beliefs. LCA will select those individuals who wish to join with us in a common endeavor and mission, as enrollment will play a critical role in the culture, traditions, and future of our school.
Dear Parents:

On behalf of the faculty and staff of Legacy Christian Academy, I want to welcome you to the 2018-2019 school year. We are privileged to partner with you and the local church to raise godly young men and women to become disciples of Jesus who are equipped to impact their culture with the truth of the gospel. This is a high calling that requires the full commitment and cooperation of both parents and school personnel.

This Parent-Student Handbook contains the policies and procedures that will assist us in developing a Christ-honoring community and strengthen the covenant partnership that exists between the home and school. I encourage you to read it carefully and refer to it often.

Thank you for choosing to partner with us in the education of your children. Working together, we will create an environment that is intellectually stimulating, physically challenging, spiritually enlightening, and socially cultivating.

Grace and peace,

Bill McGee
Head of School
LCA relies on tuition and fees to cover the costs for providing students with an excellent education. Detailed information and payment schedules are fully described in each annual Tuition and Fee Schedule and on your Enrollment Agreement. Students will be permitted to begin each semester of classes only if the family account is current as of August 1 and January 1.

**FACTS TUITION MANAGEMENT**

A third party, FACTS Tuition Management, on behalf of LCA, collects monthly tuition installments. Once collected, funds are deposited into LCA’s general depository account.

If a tuition payment is insufficient due to funds not being available or trouble with a bank account, FACTS will attempt to collect a total of 3 times and then turn over to LCA for collection. This is at the 30 day mark.

(For example, if a payment originate date is the 5th and the payment is returned, FACTS will attempt on the 20th of the month and then again on the 5th of the following month and if not successful, turn over to LCA. The Business Office is monitoring the collection process during these failed attempts.)

**REFUND OF TUITION AND FEES**

At LCA, all tuition and other fees are based upon an estimated cost of providing the services of the school to all students enrolled. When you enroll your child, we execute the enrollment agreement, indicating that we have reserved a space for your child. When you execute the agreement, you pledge to LCA that you will pay the costs indicated in order that we may meet the budget of the school. We employ staff and teachers in accordance with the number of students enrolled and must pay those employed whether or not a student withdraws.

All tuition and fees are neither refundable nor transferable. If you find it necessary to withdraw your child after enrollment, please contact the Admissions Office as soon as possible.

**PAST DUE ACCOUNT POLICY**

1. Any family whose account is not settled within 30 days is considered past due.
2. 30 days past due:
   
   At 30 days past due, the Business Office will contact the past due family to notify them of the delinquent account. The notification may include: (1) Holding of report cards, transcripts, records, etc.; and (2) if they cannot settle the past due account immediately, then an amended payment plan will need to be developed and agreed upon.

   On a 30 day past due account, the Business Office has the authority to accept the
terms of the amended payment plan or agree to a readjusted payment policy.

3. **60 days past due:**
   If a family account falls 60 days past due, and the family has made no progress on bringing the account current, the Business Office will contact the family and require a partial payment and a revised payment plan. At this point, the revised plan will be distributed to the Finance Committee of the LCA Board to either: (1) approve; (2) modify; or (3) reject the proposed payment plan.

   At 60 days past due, students will not be permitted to travel on school-sponsored trips until the account is brought current.

   At 60 days past due, students will not be permitted to participate in school athletic, fine arts or other team events until the account is brought current.

4. **90 days past due:**
   At 90 days past due, if the family has made no progress on fulfilling requirements, enrollment will be interrupted until a portion of the balance is paid on the modified payment plan previously approved by the Finance Committee.

   When a family account falls 90 days past due, the Board of Directors, at their sole discretion and as a last resort, may turn the unpaid tuition over to a third-party collection agency.

   The Board of Directors, at their discretion, may choose to use a third party collection agency to do the following:
   - Send a demand letter from an attorney with the credentials to represent LCA in the area of tuition collection.
   - Send a secondary demand letter with verbiage that potential legal action may occur.
   - File a claim against the default individuals.
LCA is considered a drug, alcohol, steroid, and tobacco free zone. The possession and/or use and/or distribution of drugs, controlled substances, over the counter drugs, alcohol, tobacco products, e-cigarettes, and vapor cigarettes are prohibited. LCA will protect its students and campus as it relates to the possession, use, and/or distribution of drugs (legal or illegal), alcohol and substances mentioned above. LCA’s policy regarding prescription and/or nonprescription (over the counter) medications states “all medications, prescription or nonprescription, must be sent to the school clinic.” Therefore, any student who possesses, uses, or shares his/her medication or receives another student’s medication is in violation of LCA’s policy.

Students connected to, in the presence of, or in association with any persons, events, actions and/or conversations, of substance abuse will be required to submit to drug testing through a third party (doctor’s/medical office) or subject to random testing at school. Students will not be allowed to return to class until testing results are delivered to the school. Students who refuse to comply with testing will be asked to withdraw. Any student who violates this policy is subject to disciplinary action up to and including expulsion. Violation of this policy will be dealt with whether the violation takes place on or off campus.
Cell phones, personal gaming devices, iPods, and other mobile devices are not allowed to be used on school grounds during school hours. None of these items should be turned on or visible during school hours. In the event a mobile device is on or visible during the school day, the following procedure will occur:

1. First offense, the phone will be given to the principal and must be collected by the parent or guardian.
2. Second offense, the phone will be given to the principal and must be collected by the parent or guardian. The student will also conference with the principal regarding further disciplinary action.
3. Third offense, the student will have a disciplinary hearing to determine appropriate response from the school.

While cell phones have become valuable communication tools for parents and their child, the need to use cell phones at school is not necessary. Students have access to their parents any time they need by using school phones in the school offices. Cell phones are not prohibited at school; instead, they should be stored in the student’s backpack or locker until the end of the school day.

In keeping with the school’s responsibility to provide a safe learning environment for all students, the board has established the following policy regarding the issue of “sexting.” Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion. The school also reserves the right to notify of local law enforcement depending on the scope of the incident. Students are required to immediately report any such activities to a teacher or a school administrator.
RATIONALE
At Legacy Christian Academy we believe that all people are created in the image of God and as such, have profound value (Gen. 1:27). Bullying is wrong because it does not recognize another person’s God-given worth and is an assault on a fellow image-bearer. Therefore, bullying is never acceptable. Christ demonstrated the concept of servant leadership and that greatness does not come from exercising authority, but from sacrificial service to others (Matthew 20:25-28).

Do nothing out of selfish ambition or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others. Philippians 2:3-4

Legacy Christian Academy acknowledges a heightened awareness with respect to bullying and clarifies its stance regarding such conduct with the following policies. It is the school’s expectation that parents will work to honestly identify any concerns with respect to their own child’s treatment of others, and help to prevent any form of bullying starting in their own home.

DEFINITION
LCA defines “bullying” as aggressive, unwelcome behavior that is intentional, is repeated over time, directed toward one or more individuals or groups, and involves an imbalance of power or strength whether real or perceived. Single or isolated incidents most often are not “bullying.” Bullying can take on various forms, including one or more of the following:

Physical – when one engages in physical force against another, such as by hitting, punching, pushing, kicking, pinching, or restraining another.

Verbal – when someone repeatedly uses his or her words to hurt another, such as by belittling or calling another hurtful names, including words spoken under the guise of teasing or joking. Mocking, taunting, and spreading malicious rumors are also considered forms of bullying.

Non-verbal or relational – when one person manipulates a relationship or desired relationship to harm another person. This includes intentional and repeated social exclusion, friendship manipulation, gossip, or intimidating another by using gestures.

“Hazing” - Any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person’s willingness to participate.

Sexualized bullying – involves behaviors that are sexual in nature. Examples of sexualized bullying
may include sexting, physical bullying involving exposure of private body parts, and verbal bullying involving sexualized language or innuendos.

**Cyber-bullying** – the intentional, overt and repeated act or pattern of aggression toward another person or group by way of any technological tool, such as email, instant messaging, text messages, digital pictures or images, smart phone “apps,” or website postings (including blogs and social media or networking sites), which may include, but is not limited to:

- Sending or posting mean, vulgar, or threatening messages or images;
- Posting sensitive, private information about another person;
- Sexting of any kind (electronically sending or receiving sexually explicit messages or images, regardless of a party’s willingness to participate);
- Pretending to be someone else in order to make that person look bad; and
- Intentionally excluding someone from an online group.

The following acrostic addresses the four primary components found in bullying:

S—Severe: Intensely harsh, stern, and critical
T—Threatening: Intentionally fear-producing and terrorizing
O—Out-of-Balance: Imbalance of power; ill-matched and unequal strength
P—Persistent: Incessant, continual, not a one-time act

Anyone who witnesses bullying, and who then encourages it, will be considered to be engaging in bullying. This policy applies to all students, parents, school employees, school volunteers, and school visitors.

**BULLYING VS. PERSONAL CONFLICT**

It is important to differentiate bullying from personal conflict. Personal conflict is a disagreement between two or more people about a particular idea, thought, or action. This can occur as a one-time incident or be repeating. Personal conflict often occurs when people fail to value the wishes of others. Personal conflict should be resolved between the individuals involved using biblical principles as demonstrated in Matthew 18.

**REPORTING OBLIGATION**

All members of the Legacy community, including teachers, students, parents, volunteers, and visitors, have a moral obligation to report alleged violations of this policy. Failure to report is a violation of the covenant partnership and may be subject to disciplinary action. Members of the community should report any alleged incident to a person in authority. A Bullying Incident Report Form should be completed and submitted no later than 24 hours after the incident. Report forms may be downloaded online via the Legacy website. While later reports are accepted, the investigation of an alleged infraction is hampered when reporting is delayed. Any student who is a victim of bullying or who witnesses bullying or has reliable information about a bullying incident will be afforded as much care and protection as reasonably possible with severe consequences for a student or parent who retaliates.
against the student providing the information. Intentionally submitting false reports intended to harm another will be treated as a major disciplinary infraction.

**INVESTIGATION OF INCIDENT**

The administrator or designee will be responsible for initiating an investigation to determine the need for disciplinary action. If the bullying incident is substantiated, the administrator or designee will contact the alleged victim and family, and the alleged bully and family as soon as possible, with the goal of informing them that an investigation is underway. Parents are expected to assist the school in its investigation of an alleged incident and be willing to meet with the other family to resolve issues that may occur between their children.

The school will accept and review all reports of bullying. The school will consider the ages and maturity of the students involved, the types of behaviors, the frequency and/or repetition/pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Isolated incidents may not constitute “bullying,” but all such incidents will be handled appropriately. Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials.
Legacy Christian Academy strives to offer competitive athletic programs for students ranging from 7th-12th grades. LCA is a member of the Texas Association of Private and Parochial Schools (TAPPS). Legacy Christian Academy complies with the rules and regulations set forth by TAPPS. All students who meet eligibility requirements will be allowed to try out for a sports team, in accordance with the terms set by the administration. The sports and number of teams fielded will be determined by the Athletic Department, which oversees games, schedules, and coaches. All sports and schedules are subject to change.

**2017-2018 LEGACY ATHLETIC OFFERINGS**

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Note: Cheerleading (middle school, JV, varsity) and Dance Team (varsity only) are also offered during the fall and winter athletic seasons. Tryouts for these teams are conducted in the spring prior to the next school year.

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<td>Tennis (High School Only)</td>
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<td>Golf (High School Only)</td>
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**PHILOSOPHY**

Athletics is an integral part of the overall education of a student at Legacy Christian Academy. The athletic programs offered are used as a means to impact the participants in a positive godly manner to produce self-disciplined leaders with Biblical convictions. We will fundamentally train athletes...
to know and understand their sport, the discipline required to succeed in their sport, and the perseverance and commitment needed for lifelong health and Biblical leadership.

Sport is a gift from God. In order to get the most from sports, we labor. The time and energy invested has a cathartic effect on the individual physically, mentally, and emotionally.

Athletics provide a “learning laboratory” for life. Many situations encountered in the athletic arena are similar to those encountered in life. Through competition, individuals are placed in situations requiring self-discipline. Situations involving pressure, accountability, adversity, risk, reward, success, and failure all reveal the level of self-discipline a person possesses. The situations faced in competition force either a positive or negative response from all people, regardless of the degree of their involvement.

GOAL

The main goal of Legacy Christian Academy Athletics is to produce God fearing, self-disciplined men and women who understand sacrifice, humility, and teamwork.

In sport, an individual’s growth is influenced by the degree of response to situations experienced. While lessons learned in and through sport do not guarantee success in life, it is the goal of LCA Athletics that participants appropriate, or extrapolate the life-skills and life-principles gained from their experiences, integrating them with their faith.

PARTICIPATION

Legacy Athletics strives to develop teams that compete at a high level and enhance the character of the participants while generating school spirit. Unfortunately, at times, limiting participation is necessary for most athletic programs. These limitations or cuts are made for any of a variety of reasons, spanning from facility limitations to participant safety concerns, or inadequate skill, experience, or conditioning levels.

SPORTSMANSHIP

Competitive experiences contribute significantly to the development of character. Sportsmanship is an important part of this training. We expect our coaches, players, students and spectators to represent LCA in a manner that is Christian and respectful, on and off the field of play. We also encourage and endorse positive enthusiastic support from spectators, parents, and friends. In the process, we expect everyone to uphold the same high standards that we ask of our student-athletes. Opposing teams and their fans as well as officials, are to be treated as honored guests. Students, parents and guests who fail to meet these standards risk being dismissed from the athletic contest and asked to Legacy Christian Academy property.

PARENTAL CONCERNS

As a parent it is sometimes difficult to accept that your child may not be playing as much as you wish. Coaches are educators who make decisions based on what they believe to be the best for all student-
athletes and the goals of Legacy Christian Academy. Certain concerns are appropriate to discuss with your son’s/daughter’s coach. Other areas, such as these listed below, must be left to the discretion of the coach and are not appropriate to discuss.

- Playing time
- Team Strategy
- Play calling
- Other student-athletes

There are situations that may require a conference between coach and player, or coach and parent. These conferences are supported as long as the subject is appropriate. It is important that all parties involved have a clear understanding of the other’s position. When a conference is necessary, the procedure outlined in the following sections should be useful in resolving concerns.

In the event of a parental concern, please refrain from discussing any situation during practice or immediately following a contest. If there is a concern, or complaint, please contact the coach the day following the contest. The coach will not respond to playing time emails. Please contact the coach first. If the matter is taken to the Headmaster or Athletic Director first, the parent will be put in contact with the coach in question. If no progress is made a meeting involving the Athletic Administration and other involved parties may be warranted.

**PARENT/COACH COMMUNICATION**

Both parenting and coaching can be quite trying at times. Understanding and respecting the position of both parents and coaches better serve through their experience in athletics. Clear communication between parents and coaches can help both realize the positive experiences that can be gained from participation in athletics.

**COMMUNICATION YOU CAN EXPECT FROM YOUR CHILD’S COACH**

- Philosophy of the coach.
- Expectations and goals the coach has for your son/daughter as well as for the team/season.
- Location and times of all practices and games.
- Team requirements, special equipment, strength & conditioning programs.
- Procedures if your child is injured during participation.
- Team expectations, guidelines and consequences for infractions.
- Awards for participation in athletics.
- Team selection process.

**COMMUNICATION COACHES EXPECT FROM PARENTS**

- Concerns need to be expressed directly to the coach.
• Notification of any schedule conflicts in advance.
• Notification of any illness or injury in a timely manner.

As your child becomes involved in the LCA Athletic Program he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way your child wishes. At these times, discussions between the player and parent with the coach are encouraged. It is the first and most important step to a mutual understanding.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The coach’s interaction with your child.
2. Ways to help your child improve his athletic skills
3. Concerns about your child’s interaction with others.

PROCEDURE TO DISCUSS CONCERNS WITH A PARTICULAR COACH

1. Call the school and ask for the coach’s contact information. (Phone extension, or email)
2. Request a time to meet with the coach.
3. If the coach cannot be reached, call the Head Coach and request a meeting be arranged.
4. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for the parent, the athlete and the coach. Meetings of this nature usually do not promote positive resolution.
5. (If necessary) If the meeting with the coach does not provide a satisfactory resolution, call the LCA Athletic Department and request a meeting with an Athletics Administrator.
MISSION
Provide a supportive environment that facilitates academic awareness in the areas of learning, self-advocacy, and organizational habits that lead to success.

PURPOSE
Legacy Learning Center is designed to provide support for students with diagnosed learning differences and/or ADHD in order to maximize their potential for success within the LCA curriculum and to prepare them for college.

REQUIREMENTS FOR PARTICIPATION
1. Completion of a formal, battery of tests, including academic and achievement testing
2. Test results must be current within three years
3. The students must have a functional limitation (there is an educational need for accommodations and support)

COST
$2,000 a year

LEGACY LEARNING CENTER PROVIDES THE FOLLOWING
- Dedicated/scheduled class time for each participant four times/week
- Skill support and development in test taking, studying, and organization
- Academic Content support
- Academic progress monitoring
- Weekly assignment priority planning
- Self-advocacy training
- Private, quiet testing area
- Personal case manager
- Dedicated liaison between classroom teacher(s) and support (when appropriate)
- Dedicated liaison between parent(s) and school (when appropriate)
- Dedicated case manager for overall academic progress
- Collaborative, individualized educational accommodation plan
- Teachers/specialists in the area of learning differences
• Standardized Testing Accommodations

**UPPER SCHOOL ONLY:**
**ACT APPLIED ACCOMMODATIONS & SPECIAL SERVICES COLLEGE ASSISTANCE**

• Lower School LLC acts as a 30 min per day/ 4 day a week pull out support program with concentration in areas that need remediation
• Middle School: LLC acts as an elective class period/ 4 days a week
• US: LLC acts as a class period/ 4 days a week
Subsequent to initial enrollment, health history updates are required each year. An Emergency Protocol Form and Care Plan for students with potentially life threatening illnesses (asthma, diabetes, nut allergies, seizures) is required. Your physician should provide these. They must be updated annually or in the event of any major change in the care plan for the student.

**ILLNESS**

Sick children (temperature of 100+F, vomiting, diarrhea, skin rashes or repeated visits to the nursing clinic during the school day) or that the school nurse feels should go home based on symptoms, complaints and or past experiences with similar situations will be sent home from school. For fevers registering less than 100 degrees F, the parent will be called to discuss the child’s symptoms and the proper action to take for the welfare of the child and the other students in the school. The final decision to send a student home from school due to illness will reside with the school nurse. Students should be free of fever, vomiting, or diarrhea for a minimum of 24 hours without the use of any type of medication before returning to school. (For example if your child runs fever or vomits during the night they cannot come to school that morning when they rise) Therefore, if the school sends a student home for one of these reasons, they cannot return to school the following day. If your child is diagnosed with Strep Throat or Flu, it will be necessary to complete 48 hours of treatment and be symptom free (no fever for 24 hours without medication), before returning to school. Please be considerate of the other students and school personnel by not sending a child to school with an infectious condition, fever, or persistent runny nose, green mucus, continuous coughing or sneezing. Parents may also be asked to pick up their child if they are found to have possibly contracted conjunctivitis (“pink eye”) or head lice. In the case of head lice, the child will be readmitted to school only after he/she has been treated with the proper lice-killing shampoo and has been re-evaluated by the school nurse. In the event any student has a communicable disease, the parents are expected to notify the school office and to re-admit the student only after a doctor has given written permission for the child to return to school, however the decision on the time of return will reside with the school nurse. All parents must pick-up or have somebody pick-up their child within one hour of the nurse calling and leaving a message or speaking with the parent or emergency contact person.

Students will not be allowed to stay longer than 20 minutes in the nurse’s office unless they are waiting for someone to pick them up. Any student unable to return to class will need to be picked up for the remainder of the day.

Any time your child is diagnosed by a physician with an illness please call or email the school nurse. (janet.wainwright@legacyca.com) This information is very helpful in tracking and controlling various illnesses.
**IMMUNIZATIONS**

Students must be vaccinated as required by the Texas Department of Health. This can be submitted as a photocopy of the doctor or clinics signed immunization records. If you choose not to vaccinate, you must provide the Affidavit Exemption Form, available from the state. This form must be renewed every two years.

Updates and changes in state requirements can be found at [www.immunizetexas.com](http://www.immunizetexas.com) under school requirements.

**MEDICATION**

You must complete the Parent’s Request for Administering Medication at School form, giving the school nurse and designated staff, permission to treat your child. This form is required for ALL medications, whether prescription or over the counter. This form is available on the LCA website under QUICKLINKS or from the school nurse.

**OVER-THE-COUNTER MEDICATION**

Over-the-counter (OTC) medications will only be administered at the parent/guardian request and should be provided by the parent/guardian. You must complete the Parent’s Request for Administering Medication at School form, available on the LCA website or from the school nurse.

- A two-week supply or less can be kept in the clinic
- OTC medication will be given for up to 5 school days before requiring health care provider authorization

The written request from parent/guardian shall contain the following:

- Student name
- Name of medication to be given
- Date of permission and number of day’s medication to be given
- Time of day the medication is to be given
- Signature of parent or legal guardian
- Parental consent will be good for the current school year only
- Any changes in directions for administration must be in writing from the parent/guardian

High School Students will be allowed to self-medicate at school with OTC medication when the parent/guardian has provided an appropriate note to school.

The note should specify:
• Name of medication
• Amount to be taken
• Time to be taken
• Reason it is being taken

**PRESCRIPTIONS**

Prescribed medications from a physician will be given to students. Medications will be in the original container with a clear and legible label and contain:

• Name and address of pharmacy
• Name of patient
• Name of prescribing practitioner
• Date prescription dispensed
• Instructions for use
• Expiration of medication
• Name of medication
• Strength
• Name of manufacturer or distributor

*Any changes in directions for administration must be in writing from the prescribing provider; they can be faxed or scanned but must be legible.*

A student with clarification of parent/guardian, nurse and principal can carry inhalers and Epinephrine-Pens.

*Parents/guardians relieve the school of any responsibility for benefits or consequences of medication when it is parent prescribed and self–administered and acknowledging that the school bears no responsibility for ensuring medication is taken.*
MAINTENANCE AND ADMINISTRATION OF EPINEPHRINE AUTO-INJECTORS

Legacy Christian Academy will maintain epinephrine auto-injectors on its campus(es) as prescribed by a physician and/or other authorized person. LCA’s school nurse(s), or any other school personnel or school volunteer designated by LCA to administer an epinephrine auto-injector, may administer an epinephrine auto-injector to any person who he or she reasonably believes to be experiencing anaphylaxis, whether on the school campus, at an off-campus event, or while in transit to or from a school event.

The school nurse may, in his or her judgement, train and equip such other persons as may be necessary to implement this policy. See generally Subchapter E of Chapter 38 of the Texas Education Code (TEX. EDU. CODE §§ 38.201-38.215). All persons designated by the school nurse with the authority to use epinephrine auto-injectors on LCA campuses will be trained annually as required under Section 38.210 of the Texas Education Code.

Each campus of the school shall have at least one person designated under this policy with the authority to use epinephrine auto-injectors available during all hours the campus is open. Epinephrine auto-injectors at each campus will be stored in a secure location and be easily accessible to the school personnel and school volunteers who are authorized and trained in their use. Epinephrine auto-injectors will be replaced, used, and disposed of as prescribed by the medical professional who prescribed the epinephrine auto-injectors and who consults LCA in the usage of epinephrine auto-injectors.

REPORTS

If an epinephrine auto-injector is used, the school personnel member or school volunteer who administers an epinephrine auto-injector must immediately inform the school nurse and the Head of School that an epinephrine auto-injector was used and the circumstances surrounding its use.

Not later than the tenth (10th) business day after the date a school personnel member or school volunteer administers the epinephrine auto-injector in accordance with school policy, the Head of School and/or designee shall report the epinephrine auto-injector usage to the physician who prescribed the epinephrine auto-injector, the LCA Board of Directors, and the Commissioner of Education at the Texas Education Agency at healthandsafety@tea.texas.gov. This report must contain the following information:

- The age of the person who received the administration of the epinephrine auto-
injector;

- Whether the person who received epinephrine auto-injector was a student, a school personnel member, a school volunteer, or a visitor;
- The physical location where the epinephrine auto-injector was administered;
- The number of doses of epinephrine auto-injector administered;
- The title of the person who administered the epinephrine auto-injector; and,
- Any other information that may be required by the state’s Commissioner of Education under any rules or guidance issued by the Texas Education Agency.

Not later than the tenth (10th) business day after the date the epinephrine auto-injector is administered, the Head of School must also notify the commissioner of state health services by completing and submitting the following form issued by the Texas Department of State Health services at: https://www.dshs.texas.gov/schoolhealth/forms/ReportingForm-Epinephrine.aspx

**TRAINING**

Legacy Christian Academy is responsible for providing annual training to school personnel and school volunteers in the administration of an epinephrine auto-injector either in a formal training session or through online education. Training shall include information on recognizing the signs and symptoms of anaphylaxis; administering an epinephrine auto-injector; implementing emergency procedures, if necessary, after administering an epinephrine auto-injector; and properly disposing of used or expired epinephrine auto-injectors. Legacy Christian Academy shall maintain records on the required training.

**NOTICE TO PARENTS**

Written notice of this policy shall be given to parents before the start of each school year by its inclusion in the Parent and Student Handbook. Receiving the Parent and Student Handbook will be affirmation by parents that they have read and understood the policies contained therein. Such affirmation may also be fulfilled by any signed acknowledgment that parents have received LCA’s Student and Parent Handbook, whether the parents’ signature is done by hand or by electronic signature.

**IMMUNITY FROM LIABILITY**

A person who in good faith takes, or fails to take, any action in accordance with this policy is immune from civil or criminal liability or disciplinary action resulting from that action or failure to act, including supervising or delegating the administration of an epinephrine auto-injector; possessing, maintaining, storing or disposing of an epinephrine auto-injector; dispensing an epinephrine auto-injector; administering, or assisting in administering, an epinephrine auto-injector; providing, or undertaking or failing to undertake any other act permitted or required by this policy. In addition, Legacy Christian Academy is immune from suit resulting from an act, or failure to act, under this policy.
LCA cannot guarantee any of our school environments will be allergen or nut-free. To the extent possible, LCA tries to maintain a nut-free environment in its kitchen(s). Because LCA does not restrict the sort of food that our students can bring to campus and eat during LCA’s scheduled lunch times, LCA’s cafeteria(s) is not allergen or nut-free. However, LCA will maintain a table in the cafeteria where nut products are restricted, as a place where students with nut allergies may eat. If your child requires access to this table, please notify the school nurse and your child’s teacher. Whether a classroom is nut-free is determined on a case-by-case basis. If you have questions about whether a classroom is nut-free, please talk to your child’s teacher and/or the school nurse.

If your child has an allergy of any kind, including a nut allergy, you should notify the school nurse and your child’s teacher about his/her allergy. If your student’s allergy is severe and/or your student has a disability and you would like to request an accommodation, please refer to additional information about requesting an accommodation for your student in this handbook.
VISITORS
All visitors to Legacy are asked to check in at our reception desks. Prior to entry to the building, the guest’s drivers license is scanned and the information is verified using a national database to ensure that no known sexual criminal history exists.

PESTICIDES
Legacy Christian Academy periodically applies pesticides indoors and outdoors. Information concerning these applications may be obtained by emailing xx@legacyca.com
Legacy Christian Academy values the instructional time our teachers have with students. Therefore, we have developed a policy that allows LCA to have an instructional day in the event of inclement weather.

**SCHOOL CLOSURE DECISION**

In the event FISD closes school for the day due to inclement weather, LCA will automatically trigger a 10:00am start. LCA will use the following safety guidelines in determining if school will open for the day.

1. If roads are NOT safe for travel or the school is NOT operational, then school will be closed for the remainder of the day.
2. If roads are safe for travel and the school is operational, then school will open at 10:00am for the remainder of the day.

**COMMUNICATION PROCESS**

Once a determination is made regarding school open or closure, communication will be made to LCA faculty, staff, and families by 6:30am.

Notification will be either:

1. LCA will be closed for the school day; an Academic Cyber School Day is in session. All before and after school clubs, meetings, rehearsals, and sub-varsity athletic practices are cancelled. Coaches and sponsors will communicate directly as decisions are made regarding athletic games, varsity athletic practices, and off-site competitions.
2. LCA will be open at 10:00am. All before school clubs, meetings, rehearsals, and practices, athletics or otherwise, are cancelled. Coaches and sponsors will communicate directly as decisions are made regarding after school clubs, meetings, rehearsals, practices, athletic games, and competitions. LCA will use the following methods to communicate school closure details:
   - Automated phone calls to all LCA families
   - Email to all LCA families
   - Posting on the LCA website
   - Posting on social media
LUNCH PLAN
Breakfast will not be offered on a delayed start day. On a delayed start, a hot lunch will be offered but the a la carte selections will be limited. If the cafeteria staff is prohibited from arriving at school, arrangements will be made for LCA to order lunch from an outside vendor.
In the event that inclement weather causes school to be cancelled, an Academic Cyber School Day will be implemented.

GENERAL GUIDELINES
Students in kindergarten through grade 12 will have academic assignments as detailed below.

- All teachers will be available for communication from 12:00-3:00pm, via email or other resource if applicable.
- Assignments will be approximately 25 minutes from start to finish for each class/subject.
- In the event that school is cancelled for additional school days, the Academic Cyber School Day will repeat the procedures outlined above.
- If a student is unable to complete assignments due to a power outage, his/her teacher(s) will develop an appropriate timeline for the uncompleted work to be finished. A late penalty will only apply if the work is turned in later than this adjusted timeline.

EARLY EDUCATION
PK3, PK4, and TK students will NOT be given assignments. Kindergarten teachers will e-mail the Cyber School daily assignments no later than 10:30am. All Kindergarten work will be due on the day that students return to campus.

LOWER SCHOOL
Lower School teachers will send the Cyber School Daily Packet no later than 10:30am via email. All Lower School work will be due on the day that students return to campus.

MIDDLE SCHOOL
Middle School teachers will post assignments on Renweb no later than 10:30am. Middle School assignments will include due dates.

UPPER SCHOOL
Upper School teachers will post assignments on Renweb no later than 10:30am. Upper School assignments will include due dates.
EARLY EDUCATION MISSION STATEMENT

The Legacy Christian Academy Early Education community is called by God to develop the whole child, equipping them to discover their unique gifts and empowering them to become disciples of Jesus in a nurturing environment.

STAFF

The teachers and staff at LCA are Christians whose goal is to provide loving care and Christ-centered instruction at school. They are role models who are an example of Christian character and will point your child to Christ each day through their words and actions. Teaching children is a ministry that is covered in prayer by each staff member. Each teacher participates in continuous professional development throughout the year in early childhood education.

- Mrs. Courtney Jennings – Early Education Principal
- Mrs. Robyn Schuller – PreK Teacher
- Dr. Robin Brewer – PreK 4 Teacher
- Mrs. Becky Lockwood – Transitional Kindergarten (TK) Teacher
- Mrs. Sharon Huxham – Kindergarten Teacher
- Mrs. Leslie Mida – Kindergarten Teacher
- Mrs. Kim Butler – Kindergarten Teacher
- Mrs. Niki Blake – Kindergarten Teacher
- Mrs. Brenda Craven – Kindergarten Teacher
- Mrs. Emy Johnson – Early Ed Aide/PreK & TK Music Teacher
- Mrs. Mary Varygyasi – Early Ed Aide/PreK & TK Spanish Teacher
- Mrs. Elizabeth Collins – Early Ed Aide

ADMISSION/ENROLLMENT

Children are accepted without regard to race, color, and national or ethnic origin to enjoy all the rights, privileges, and activities of our program. Children with special needs will be considered on an individual basis and admitted as our capabilities allow. We will assess our ability to meet his/her needs while still providing a quality Early Education experience to the entire classroom.

GENERAL POLICIES

ATTENDANCE
Legacy has chosen to follow the State of Texas Education Code of minimum attendance. State of Texas Education Code regarding minimum attendance for class credit: § 25.092 (a) except as provided by this section, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered.

The Texas Education Code requires that all students be in attendance for a minimum 90% of the scheduled school days for the year. Failure to meet this attendance requirement regardless of whether or not the absences are excused will necessitate a student being retained in his/her current grade level for the following year. A student absent more than 9 days in a semester will not meet the minimum attendance of 90%, and will therefore not receive credit.

Students who miss more than nine days in a given semester for a legitimate medical reason or extenuating situation may appeal to their respective principal for an exception to the policy. With approval of exception, a student may be given the opportunity to make-up class time on a minute-by-minute basis or have the requirement waived.

**ABSENCES**

When a student is absent, the parent should complete and submit the Absence & Guest Log that is found on the school website, [www.legacyca.com](http://www.legacyca.com).

**SCHOOL CALENDAR**

Early Education follows the school schedule of Legacy Christian Academy.

School day hours:

- **PreK 3, PreK 4, and TK** 8:15-2:30p.m.  
  Carlines 2:30-2:45p.m.
- **Kindergarten** 8:15 – 3:15p.m.  
  Carlines 3:15-3:30p.m.

**ARRIVAL/DISMISSAL**

We know this can be a difficult time for parents as you leave your child, perhaps for the first time! While some students are excited about their new school experience, many will be nervous about their new environment.

We hope that you will trust our experience with little ones when we say that even the most nervous will usually happily join our routine very quickly when parents leave with a positive response. In the first week of school, if you would like to walk your child into school, that is perfectly understandable. Teachers will be at the classroom door to welcome your child and help with backpacks, etc. Please do not enter the classroom. Other students will be in the classroom who have just said “goodbye” to their parents. If you enter the classroom, this may upset them again unnecessarily. Instead, simply give your child a big hug and kiss, tell him/her to have a great day, smile really big and then exit calmly. Children will take their cues from you and the teacher and the more positive we are, the more settled they will be. We promise to let you know about his or her day!
After the first week of school, children should be dropped off in the Early Education carline each morning. Carline maps will be distributed at Eagle Expo. Students will be picked up at the Early Education hallway door. Cars may start lining up 10 minutes before the end of school. Please make sure that your carline tag is displayed prominently on the passenger side visor (not on the dashboard) and a teacher will walk your child to your car. It is easier for the children if car seats are on the passenger side of your car. We respectfully request that you refrain from using your cell phone at this time. In the event of severe weather during drop off or pick up, carlines will be redirected to the west side of the building. An Early Education staff member will be there to take the students to their classrooms.

Please do not get out of your car to drop off or pick up your child in carline. It is essential that carlines move safely and smoothly. If you need to pick up or drop off your child outside of carline time, you must park and sign in with the receptionist.

We understand that there can be last minute emergencies and changes in your child’s pickup. Please contact the front office to let us know if someone else will be picking up your child that day. You may also e-mail your child’s teacher; however, because we are involved with your child, please e-mail BEFORE 2:00 p.m.

**MAKE-UP WORK**

**Kindergarten** - In the case of a planned family trip, required make up work will be sent home upon returning. As you consider the timing of family trips, we ask you to keep in mind that every instructional day counts. Though we will always work to help our absent students get caught up, it is never possible to completely cover what was missed in direct instruction, nor guarantee there will not be gaps from having missed the introduction of new skills and concepts. Absences are impactful. At the same time, we do also recognize the value of special occasions and trips with family. We are, in all circumstances, committed to supporting our students in whatever ways we can.

**WHAT TO BRING**

Each child will want to bring a backpack that is large enough to carry a lunchbox and a folder. If your child is in PreK 3, PreK4, and TK, they will also need a change of clothes. In PreK 3 and PreK 4, your child may also bring a small blanket for rest time. Please do not send a “toddler size” backpack. Rolling backpacks are not allowed.

**Kindergarten** – Backdrops are needed daily - even Early Dismissal Days. We send home a daily folder with information, communication, notes, etc. Please check your child’s backpack for their daily folder.

**LUNCH AND SNACK**

**PreK 3, PreK 4, and TK** – Each child must bring his or her own lunch, drinks, and snack to school.
each day. These classes will eat lunch in their classroom. Please provide all necessary utensils for your child’s food (napkins, spoons, etc.). We request that healthy items are sent for lunch and snack. Red drinks are not permitted. Please cut and peel any fruit, as this allows eating to go smoother. We will not microwave any part of your child’s lunch or snacks so please do not send food that must be heated. Please label your child’s lunch container with his or her name in case of a mix-up. We will notify you as to whether your child’s class will be nut free this year. The school nurse will look over each child’s file to determine our allergies in each class. Thank you!

**Kindergarten lunch** – You are welcome to join us for lunch this year. Parents and special guests sit at tables that are closest to the microwaves.

- Please send silverware in your child’s lunchbox if needed.
- No microwave food please.
- Pack a HEALTHY snack everyday that is ready to eat and labeled as SNACK. Appetites usually go up at the end of the first semester (protein & healthy carbs). Please send only applesauce in bags for snack. (No yogurt or pudding) This saves our carpet in the classroom.

**WATER BOTTLES**

Please send a “pop top” style water bottle labeled with your child’s name each day. Please do not send bottles with screw lids or a large opening as they tend to spill easily over tables and floors. Brain research indicates that water is essential to the learning process. What an easy way to help your child learn!

**COMMUNICATION**

**Teacher Communication**

Please e-mail your child’s teacher if you have questions or concerns or to set up an after-school meeting. Please do not approach a teacher before school or in after school carlines to discuss your child. These are very busy times for the teacher and she will not be able to give you the attention you deserve. PreK 3, PreK 4, and TK conferences are held twice a year. Kindergarten conferences are held in October and then on an as needed basis.

**Daily Communication**

Your child’s work, along with class updates, will come home in a folder. Please make sure the folder is returned in the backpack for each day of school.

**Weekly Communication**

The Early Education department will send home weekly newsletters to let you know of upcoming events as well as what we will be discussing and learning in the classroom that week.

LCA Administration will email communication to you weekly as needed. Please update any change of e-mail address home address, phone numbers, and authorized pick up people with the office.
DISCIPLINE/GUIDANCE

Early Education Rules:
1. Be kind to each other.
2. Be kind to teachers.
3. Be kind to our school.

Rules are enforced positively and consequences for breaking the rules are handled privately and individually with each student. Parents are communicated with regularly as concerns arise.

HEALTH POLICIES

Allergies
If your child has any type of food allergy, please notify the school nurse and your child’s teacher of any symptoms of a possible allergic reaction.

Medications
All medications must be signed in and kept in the nurse’s office. The school nurse will administer all medicine, this includes cough drops.

Illness
If a student has a fever, vomits, or has diarrhea at home, LCA’s illness policy requires that the student stay home until the symptoms have been gone for a full 24 hours without medication. If your child develops any of the symptoms at school, the nurse’s office will notify you or your emergency contact immediately to pick up your child. To reduce the spread of cold germs, please keep your child home if he or she has an infectious condition, a persistent cough, sneezing, or green mucous. If your child is diagnosed with flu or strep, they must complete 48 hours of medication before returning to school.

SPECIAL EVENTS

Early Education students will participate in some Legacy Christian Academy activities, including Grandparents Day and Homecoming activities. Our field trips will emphasize a curriculum topic of study. In house field trips may include, but are not limited to, a visit from our Community Helpers (firefighters, police officers, etc.) and the Creature Teacher. Our other field trips include the Big Orange Pumpkin Patch. If you or a special friend will be attending these field trips, please complete a background check.

EARLY EDUCATION ROUTINES

CHAPEL
Students will attend a chapel service once a week. Children will enjoy a time of worship and praise, a Bible lesson, and Bible verses in a fun, interactive setting.
NAP TIME
All children rest each day. Students are not required to sleep, but are expected to rest quietly so that others may sleep if desired. We provide rest mats, which we label for each child and sterilize daily. Please leave your own rest mat at home. PreK 3 and PreK 4 students may bring a small blanket from home. TK participates in rest and read. This class does not need a blanket.

OUTDOOR PLAY
Each class will spend time each day in exercise and physical activities. We will use the lower school playground to promote each child’s large motor skills. Our Early Ed Principal and school nurse keep up with the temperature and ozone level and will notify teachers if children need to remain indoors. In this situation, physical activities will take place indoors.

TOYS
All toys and stuffed animals should be kept at home to prevent distractions. Your child may bring a toy and photos for “show and tell” during his or her designated time to be the “star of the week.”

BIRTHDAYS
This is a special time to recognize your child! Please contact your child’s teacher if you would like to bring a special treat to class. To comply with allergy guidelines, please only bring store bought items with the ingredients label. Birthday party invitations can be distributed in each child’s folder only when the entire class is invited. Students with summer birthdays are encouraged to celebrate their half-birthday during school. PreK 3, PreK 4, and TK parties will begin between 2:00-2:15p.m.

**Kindergarten Birthday Parties – Due to increasing food allergies, we will celebrate your child’s special day with a non-edible treat. Examples – pencils, erasers, chalk, bubbles, playdoh, etc. No balloons please.

SIBLINGS
Please make other arrangements for siblings during your child’s special events. He or she will cherish this special time with you alone. We also request that Parent Conferences are between teachers and parents only.

POTTY TRAINING
Early Education is a structured, academic program that requires all students to be completely potty trained before they begin school. Being completely potty trained includes staying dry during the day as well as naps.

It is extremely important for parents to reinforce independent bathroom skills at home on days that your children are not in school. Our goal is to maintain a learning and loving environment that is comfortable, enriching, and positive for each child. When children continue to have potty accidents, our goal is compromised and we are not able to focus on other children in the class. For safety and sanitary reasons, children must be able to clean themselves without assistance.
While occasional accidents can occur, after repeated accidents, we may, at our discretion, call you to pick up your child from school and keep them home to complete potty training. Upon returning to school, if your child continues to have potty accidents, you may be asked to keep them home for another period of time or withdraw them from the Early Education Program as a result of non-compliance with the policies of the program.

**Kindergarten Homework**

Homework for Kindergarten will consist of practicing sight words (Ball Words) and daily reading practice at home as well as math facts in the second semester.

**Accreditation**

While Legacy Christian Academy is exempt from Texas State Licensing, the Early Education Program voluntarily complies with all state licensing requirements. This program is committed to ongoing monitoring to maintain compliance with the state licensing standards. All Early Education staff is trained annually and as needed throughout the year on any new standards. The Early Education Program is accredited through ACSI (Association Christian Schools International).

**Early Education Curriculum**

**Philosophy of Learning**

At Legacy Christian Academy, we believe that the readiness skills so crucial for confident, well-rounded learners are best fostered through sensory, experiential, and active learning. The Early Education program strives for each child to get a strong foundation for learning and growth by responding to their individual needs and interests. Our goal is for each child to develop a love of learning and prepare them for lifelong success.

Therefore we concentrate on the following areas in Early Education:

- Creating confident learners by recognizing each child’s strengths. We look to teach the whole child and to recognize strengths such as spatial awareness, construction abilities, strong gross motor/physical abilities, musical abilities, etc.
- Encouraging children to express themselves in verbal and nonverbal ways, as well as through writing and art.
- Teaching our students age appropriate social, emotional, and behavioral skills as they learn by exploring, creating, discovering, and developing skills and a love for learning.
- 4 & 5 year olds: Developing readiness skills necessary to become fluent readers in Kindergarten and 1st grade. We do not expect our students to leave Early Education knowing how to read (although many may do so), but we do give them skills necessary to learn to read through phonological and phonemic awareness and alphabet knowledge.
PREK 3, PREK 4, AND TK CURRICULUM

PreK Language Arts:
Skills are taught to lay the foundation for reading readiness by integrating: Oral Language, Print Awareness, Phonemic Awareness, Phonological Awareness, and Alphabetic Knowledge. PreK 3 uses Fruit of the Spirit and Pinnacle curricula while PreK 4 uses Open Court Reading.

TK Language Arts:
Daily Five, Guided Reading and Heidi Songs

PreK 3, PreK 4, and TK Handwriting:
Handwriting Without Tears – a hands-on, multi-sensory approach to handwriting.

PreK 3 and PreK 4 Math:
Our math program is taught using interactive, hands-on curriculum that expands upon the basics of math as well as a wide range of concepts, such as spatial sense, geometry, and critical problem solving. This program is age-appropriate, yet also challenging for children and supports national standards and stands while using creative manipulatives.

TK Math:
Go Math Texas focus areas include numbers and operations, geometry and positions, and measurement and data.

Bible:
Old and New Testament stories, Weekly Chapel, Bible verse memorization

PreK 3 and PreK 4 Science:
We learn about God’s world by exploring different habitats. Our units include: creation, backyard, woodlands, polar, rainforest, ocean, desert, savannah, and zoo. In addition to habitats, lessons will include weather, sink & float, senses, life cycles, changes, seasons, our bodies, health/nutrition, plants, and animals. The PreK 4 class goes to the Science lab every other week.

TK Science:
Students will learn about God’s plan for health, seeds, animals, the seashore, weather, and seasons.

Specials:
Students will participate in Spanish, Music, and PE (PreK 4 and TK only), and visit the library weekly outside of our homeroom classroom. Students will also enjoy a daily recess. Please make sure your child wears tennis shoes on PE days.

KINDERGARTEN CURRICULUM

Bible:
Old and New Testament stories, weekly chapel, ABC Bible verse & Psalm 100 memorization.
**Reading/Language Arts:**
We use a phonetic approach to teach reading. We use Daily 5, Guided Reading, and sight words to develop independent readers. We focus on fine motor skills as well as use Writing Through the Year to help students learn to write complete sentences.

**Handwriting:**
Handwriting Without Tears

**Math:**
We use the Kindergarten Abeka math curriculum as well as Guided Math to develop number sense, counting, addition, subtraction, time, and money using hands-on manipulatives and activities.

**Social Studies:**
We focus on holidays, famous Americans and our weekly State Journal.

**Science/Unit:**
We study many areas in our unit time - All about Me, our body, apples, Texas, fall, pumpkins, nocturnal animals, winter, arctic animals, bears, amphibians, spiders, plants, rain forest, and ocean. We also visit the science lab 1 time per week.

**EARLY EDUCATION STANDARD OF APPEARANCE**

**DAILY WEAR (MONDAY-THURSDAY)**

**Shirts**
Green, white, black short or long-sleeved polo style shirts with the Legacy crest supplied by Dennis School Uniforms.

**Pants, Shorts, and Skorts**
Khaki-colored pants, shorts, and girls’ skorts may be purchased from the vendor of your choosing. Khakis must be flat-front or pleated and may not be cargo style. Belts are not required in Early Ed. Girls may also wear a green, polo style dress or plaid skorts purchased from Dennis School Uniforms. Modesty shorts must be worn under polo style dress.

Girls may also wear solid black or white leggings with their skorts.

**Footwear**
Shoes and boots must be closed toed and closed heeled. Athletic shoes are required on PE days. Shoes may not have lights, wheels, or bells. Slippers may not be worn.

**SPIRIT DRESS (FRIDAYS AND DESIGNATED SPIRIT DAYS)**
Students may wear Legacy Spirit apparel on Fridays along with blue denim jeans, shorts, or khakis. Girls may not wear jeggings. No holes, rips, decorations, elastic or cut-offs may be worn. Length and tightness of garments must meet modesty guidelines. Additionally, students may wear any LCA sweatshirts/hoodies apparel on Spirit Dress days.
REQUIRED DRESS UNIFORM

The dress uniform will be worn on special, designated occasions throughout the year and is required for every student. All dress uniform items must be purchased from Dennis Uniform unless indicated otherwise.

**Girls** will wear the Dennis School Uniforms plaid skort with a green, Legacy crested polo.

**Boys** will wear Dennis School Uniforms khaki pants and the green, Legacy crested polo. Belts are not required.

OUTERWEAR

Monday-Thursday outerwear options include only the approved outerwear provided by Dennis School Uniforms or the approved daily-wear jacket sold in the Legacy Spirit shop. Students may wear LCA sweatshirts/hoodies apparel only on Fridays for Spirit wear. Non-regulation cold weather coats and jackets may be worn during recess and removed upon reentry to the classroom.

HAIR

All hair must be neat in appearance and of natural color/highlights. Boys’ hair must be above eyebrows, not below middle of the ear, above the collar in the back, and may not be held in place by any bands or tucked behind the ears. Radical hairstyles are not allowed.
Legacy’s Lower School is comprised of grades 1 through 4. These years are a wonderful time of learning the academics through exploration, curiosity, questioning, play, collaboration, and reflection. Students grow to understand their true identity and value as image-bearers of God Himself. While building their foundation of reading, writing, and arithmetic, they are also learning the good news of Christ’s saving work to secure their eternity. They practice hiding His Word in their hearts through Scripture memory. In the third and fourth grades students begin the transition from learning to read to reading to learn, which sets them well on the path to becoming life-long learners!

<table>
<thead>
<tr>
<th>Faculty &amp; Staff</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Tiffany McCollum</td>
<td>Lower School Principal</td>
</tr>
<tr>
<td>Mrs. Kathy Littleton</td>
<td>Lower School Administrative Assistant</td>
</tr>
<tr>
<td>Mrs. Felecia Atkins</td>
<td>1st grade</td>
</tr>
<tr>
<td>Mrs. Andrea Ely</td>
<td>1st grade</td>
</tr>
<tr>
<td>Mrs. Heather Snider</td>
<td>1st grade</td>
</tr>
<tr>
<td>Mrs. Holley Luddeke</td>
<td>2nd grade</td>
</tr>
<tr>
<td>Mrs. Summer Carr</td>
<td>2nd grade</td>
</tr>
<tr>
<td>Mrs. Lisa Embry</td>
<td>2nd grade</td>
</tr>
<tr>
<td>Mrs. Jami Bicknell</td>
<td>3rd grade</td>
</tr>
<tr>
<td>Mrs. Carol Marino</td>
<td>3rd grade</td>
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<tr>
<td>Mrs. Kim Slyman</td>
<td>3rd grade</td>
</tr>
<tr>
<td>Mrs. Robin Buffington</td>
<td>4th grade</td>
</tr>
<tr>
<td>Mrs. Christina Butts</td>
<td>4th grade</td>
</tr>
<tr>
<td>Mrs. Kerri Thompson</td>
<td>4th grade</td>
</tr>
<tr>
<td>Mrs. Lori Walsh</td>
<td>Science Lab Instructor</td>
</tr>
<tr>
<td>Mrs. Esther Pewterbaugh</td>
<td>Lower School Spanish Teacher</td>
</tr>
<tr>
<td>Mr. Nick Rhodes</td>
<td>Lower School Music</td>
</tr>
<tr>
<td>Mrs. Pam Dyer</td>
<td>Lower School Art</td>
</tr>
<tr>
<td>Mrs. Michelle Montes</td>
<td>Lower School Reading Specialist</td>
</tr>
<tr>
<td>Mrs. Mariann Gattelaro</td>
<td>Lower School Learning Center Specialist</td>
</tr>
<tr>
<td>Mr. Hugo Montes</td>
<td>Lower School Technology</td>
</tr>
<tr>
<td>Mr. Johnathan Hulett</td>
<td>Lower School Physical Education</td>
</tr>
<tr>
<td>Mrs. Emy Johnson</td>
<td>Lower School PE Teacher</td>
</tr>
<tr>
<td>Mrs. Ericka Hamilton</td>
<td>Head Librarian</td>
</tr>
<tr>
<td>Mrs. Lori Blanscet</td>
<td>Lower School Librarian</td>
</tr>
</tbody>
</table>

ACADEMICS
GRADING PROCEDURES FOR SPECIALS CLASSES

The specials teachers for grades 1-4 have designed an assessment report that will provide accurate and consistent feedback on your student’s performance in Art, Music, PE., and Spanish. You will receive a quarterly report that rates each student on a scale of 1 to 4 in the areas of performance and conduct. Below is a general description of each rating.

Standards for Performance Assessment
4 – Student exceeds expectations in application/demonstration of skill, content related standard, or concept.
3 – Student consistently meets expectations.
2 – Student needs assistance to meet expectations.
1 – Student requires much assistance to meet expectations.

Standards for Conduct
4 – Student completes skills independently and/or with a group demonstrating servant leadership and support for others.
3 – Student completes assignments independently and does not require teacher intervention to maintain good conduct.
2 – Student requires only occasional reminders from the teacher to maintain attentiveness, productivity, and cooperation with others.
1 – Student requires redirection from the teacher on a regular basis in order to maintain attentiveness, productivity, and cooperation with others.

GRADING SCALES
First and second grade teachers issue quarterly reports showing student progress via a skills-mastery checklist of essential competencies, rated on the following (1—4) scale:

First and Second Grade:
1 - Needs support and practice
2 - Beginning to develop
3 - Developed
4 - Highly developed

Third and Fourth Grade:
Third and fourth grade student progress is continually available on Renweb. Progress is reflected in numerical averages tied to letter grades as shown below:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Grade</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>F</td>
<td>0-69</td>
</tr>
</tbody>
</table>
**HOMEWORK**

During this early phase of education, students are learning the organizational and study skills that will affect their educational performance now and in the future. With the exception of reading assignments and unfinished class work, homework will not be assigned on Wednesday evenings or weekends. Daily homework minutes below include the recommended minutes for reading.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Daily Homework Total</th>
</tr>
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<tbody>
<tr>
<td>1-2</td>
<td>30 minutes</td>
</tr>
<tr>
<td>3-4</td>
<td>60 minutes</td>
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</tbody>
</table>

**MAKE-UP WORK**

For absences due to illness, lower school students will have two days to make up work for the first day out and an additional day for each day thereafter. If the student is absent more than 5 consecutive days, the parent should consult with the teacher regarding the amount of time granted for work to be made up.

Parents may request needed materials (textbooks/handouts) by emailing the student’s teacher(s) by 10:00 am. for pick-up in the front office, after school. Due to the number of requests, the office will not be able to deliver books to siblings or car pool members. Third and fourth grade students are expected to follow up with teachers immediately upon their return to class for missed work.

In the case of a planned family trip, advance work requests should be made with a minimum of two weeks’ notice. Teachers will make every effort to provide advance work, however students should expect to receive some assignments upon return, as lesson plans are not always finalized ahead of time. Due dates for make-up work will be determined and communicated by the teacher.

As you consider the timing of family trips we would ask you to keep in mind that every instructional day counts. Though we will always work to help our absent students get caught up, it is never possible to completely cover what was missed in direct instruction, nor guarantee there will not be gaps from having missed the introduction of new skills and concepts. Absences are impactful. At the same time, we do also recognize the value of special occasions and trips with family. We are, in all circumstances, committed to supporting our students in whatever ways we can.

**ATTENDANCE**

Legacy has chosen to follow the State of Texas Education Code of minimum attendance.

State of Texas Education Code regarding minimum attendance for class credit:§ 25.092 (a) except as provided by this section, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered.

The Texas Education Code requires that all students be in attendance for a minimum 90% of the scheduled school days for the year. Failure to meet this attendance requirement regardless of whether or not the absences are excused will necessitate a student being retained in his/her current grade level for the following year. A student absent more than 9 days in a semester will not meet the minimum
attendance of 90%, and will therefore not receive credit.

Students who miss more than nine days in a given semester for a legitimate medical reason or extenuating situation may appeal to their respective principal for an exception to the policy. With approval of exception, a student may be given the opportunity to make-up class time on a minute-by-minute basis or have the requirement waived.

**ABSENCES**
When a student is absent, the parent should complete and submit the Absence & Guest Log that is found on the school website, www.legacyca.com.

**AWARDS**
At Legacy Christian Academy, we feel it is important to recognize students who have worked hard to achieve excellence in an area of school life. The students are rewarded throughout the year for their accomplishments and character with an awards program at the end of the year to celebrate uniquely earned recognition.

**BEHAVIOR STANDARDS AND EXPECTATIONS**

**DISCIPLINE PRACTICES**
The Lower School Campus uses the Love and Logic Program, a philosophy that emphasizes student responsibility, fairness, consistency, and Christian principles. Additionally, honorable character traits are spotlighted and taught in chapel each month. As these traits are introduced, they are added to the cumulative classroom vocabulary. Students and teachers are on the look-out for each trait in action, demonstrated through word and deed. We celebrate these traits in action, pointing back to the Christ-like behavior to which we aspire. (Ephesians 5:1)

A clearly defined set of positively stated classroom rules is established at the beginning of school for each classroom. Student input is an integral part of establishing the class plan. The disciplinary consequences and positive reinforcements are determined. These are clearly posted in the classroom and communicated to parents within the first few weeks of school. It is the responsibility of the teacher to maintain a productive, engaging and safe learning environment for all students. When it becomes necessary for a student to be referred to the principal’s office for disciplinary consideration, the parent will receive notification via telephone call or email from the teacher or principal.

Four principles that guide the LOVE AND LOGIC program are:
1. Logical consequences delivered with empathy
2. Collective thinking and problem-solving
3. Shared control
4. Adult-centered relationships that build mutual respect and self-esteem

At LCA we believe the most powerful teacher:
1. Has high expectations
2. Sets firm limits
3. Holds students accountable for their behavior
4. Is caring and kind
5. Loves children and loves teaching them

CLASS PLACEMENT
It is our goal to balance each class with equal number and gender ratios, but this is not always possible. Unfortunately, we are unable to fulfill individual requests or parental preferences in classroom assignments. Placement of students is an administrative decision based not only upon recommendations from the faculty but also upon consideration of the overall needs of all the students in a particular classroom.

GENERAL POLICIES

BIRTHDAYS/PRIVATE PARTIES/SLEEPOVERS
A child’s birthday is very special. Classroom parties may not be held, however, students may bring a birthday treat to share during lunch with classmates and teacher. If you want to have birthday refreshments at the school, **you must contact the teacher at least one week in advance** to determine a day when treats may be shared during lunch. Please confer with your child’s homeroom teacher before any actual distribution of treats, as certain students may have allergies and/or dietary restrictions. For children with summer birthdays, please contact the classroom teacher to determine a day to celebrate the summer birthday. For birthday parties outside of school, please adhere to these guidelines:

- Invitations may not be distributed in school unless the entire class is invited. If they are distributed in school, they may be distributed only at a time designated by the teacher.
- After school carlines may not be used as pickup times for birthday parties unless the principal has granted permission.

PLAYGROUND
Children may not be on the playground before or after school without teacher supervision. When parents are at school to volunteer or meet with a teacher, children should not be sent to use the playground or other common areas. Children should be with their parents or adult at all times. This policy is necessary to protect the children.

RECESS PARTICIPATION
Parents must provide a note of excuse in order for a student to remain inside for recess. If the child is to remain inside for more than two days, a doctor’s note is required.
FIELD TRIPS
Field Trips are intended to allow students experiences that provide them with insight, information, or knowledge that cannot be adequately developed through regular classroom instruction. Field trips, therefore, become an integral part of the curriculum and are as essential to the instructional process as textbooks, equipment, and other instructional devices and teaching/learning strategies. As it is widely acknowledged that not all children learn in the same way, field trips allow students the opportunity to expand their intelligence in ways different from those typically available inside the classroom.

While most field trips are directly related to specific, academic curricula, they also may address the need for intra- and inter- personal growth in children, and thus may be designed to promote social and emotional development and to provide for the development of the “whole” child.

Appropriate educational provisions will be made for those students who are not participating in field trips.

Students shall be transported by public or chartered conveyance traveling to and from a destination for all field trips or school events. Exceptions are:

- The parent of a child transports his/ her own child,
- The field trip is within close vicinity of the school and the principal determines that the use of private automobiles with individual / community drivers would better meet the needs of the field trip.

Designated Drivers
The principal, in consultation with the teacher/ teachers planning a field trip, shall determine whether or not a designated driver shall travel by separate private vehicle in order to provide for transportation of student(s) should an emergency arise or, for example, should a student be lost, thereby permitting the remainder of the group to proceed as scheduled.

All LCA parents are allowed to attend daily class trips with their child. In the rare instance in which limitation exists due to venue size, parents might be asked to attend but to give participation preference to the children first.

Chaperones participating on an LCA trip should be concerned with the safety and security of students while away from campus. Therefore, the following criteria for adults are in place:

1. All chaperones must be at least 21 years of age.
2. All chaperones must have a background screening performed by the school’s designated vendor prior to becoming a chaperone.
3. Chaperones must be approved the by the teacher.
4. Chaperones may not consume alcohol or illegal drugs nor will they be allowed to be a chaperone if they report for any duty after consuming alcohol or taking illegal drugs.
5. Chaperones are not permitted at any time to purchase questionable or illegal items
for students including cigarettes, alcohol, illegal drugs, weapons, or any sexually suggestive materials, clothing or other items.

**Fourth Grade Trip**
LCA 4th grade students have the opportunity to travel on a 4-day, 3-night, springtime trip to Austin and San Antonio in conjunction with their study of Texas state history. Due to the nature of this trip, special requirements will be appointed as appropriate. A parent meeting will be held in the fall to give details on the trip.

**LOST AND FOUND**
All personal articles, PE clothes, outer garments, class materials, binders, notebooks, lunch boxes, musical instruments, iPods, cell phones, etc. should be labeled with the student’s name. Lost items will be kept in the Lost and Found designated area. Unclaimed items will be donated to charity once a month.

**LOST OR DAMAGED TEXTBOOKS**
LCA students are issued textbooks at the beginning of each school year. With the exception of workbooks, which are meant to be written in, Legacy expects to reuse textbooks for several years. For this reason, fines may be assessed for minor damages to textbooks. Full reimbursement will be required for lost or damaged textbooks before final report cards can be issued.

LCA purchases some consumable materials, often novels, so that students can freely underline material and add marginal notes. Hopefully, these books will be the beginning of an excellent personal library of great works for every student at Legacy. These books will NOT be subject to the damaged fee policy, but should they become lost, a replacement fee will be assessed.

**MESSAGES TO STUDENTS**
Valuable instruction time is protected when interruptions are kept to a minimum. Parents, school volunteers, and non-school personnel entering the school for any reason MUST come to the reception area before going to the classroom or instructional areas. Office personnel will deliver urgent messages or supplies for students to the classroom. Parents should not take items directly to the classroom. Parents should not text or call student cell phones; as this will result in the confiscation of all such items in accordance with our personal electronic device policy.

**PARENT INVOLVEMENT**
Parental involvement at LCA is welcomed and encouraged. Parents are provided opportunities at the beginning of each academic year to become involved in various opportunities within the classroom and in support activities. We ask that parent volunteers refrain from interrupting a teacher during class, during off periods or while eating lunch to discuss issues specific to their child.

**EARLY PICK UP AND LATE DROP OFF**
If you need to pick up or drop off your child outside of carline time, you must park and sign in with
LOWER SCHOOL STANDARD OF APPEARANCE

DAILY WEAR (MONDAY-THURSDAY)

Shirts
Green, white, or black short or long-sleeved polo style shirts with the Legacy crest supplied by Dennis School Uniforms.

Pants, Shorts, and Skorts
Khaki-colored pants, shorts, and girls’ skorts may be purchased from the vendor of your choosing. Khakis must be flat-front or pleated and may not be cargo style.

- Plaid skirts* and skorts must be purchased through Dennis School Uniforms. (*skirt option 4th grade only)
- Girls may also wear solid black or white leggings with their skirts and skorts.
- Modesty shorts must be worn under skirts.

Footwear
Shoes and boots must be closed toed and closed heeled. Athletic shoes are required on PE days. Shoes may not have lights, wheels, or bells. Slippers may not be worn.

SPIRIT DRESS (FRIDAYS AND DESIGNATED SPIRIT DAYS)
Students may wear Legacy Spirit apparel on Fridays along with blue denim jeans, shorts, or khakis. Girls may not wear jeggings. No holes, rips, decorations, elastic, or cut-offs may be worn. Length and tightness of garments must meet modesty guidelines. Additionally, students may wear any LCA sweatshirts/hoodies apparel only on Spirit Dress days.

REQUIRED DRESS UNIFORM
The dress uniform will be worn on special, designated occasions throughout the year and is required for every student. All dress uniform items must be purchased from Dennis Uniform unless indicated otherwise. 1st-3rd grade girls will wear the Dennis School Uniforms plaid skort with a green, Legacy-crested polo. 4th grade girls will wear the Dennis School Uniforms plaid skirt or skort with the green, Legacy-crested polo. Boys will wear the Dennis School Uniforms khaki pants and the green, Legacy-crested polo, along with a solid black belt.

OUTERWEAR
Monday-Thursday outerwear options include only the approved outerwear provided by Dennis School Uniforms or the approved daily-wear jacket sold in the Legacy Spirit shop. Students may wear any LCA sweatshirts/hoodies apparel on Fridays for Spirit wear. Non-regulation cold weather coats and jackets may be worn during recess and removed upon reentry to the classroom.

HAIR
All hair must be neat in appearance and of natural color/highlights. Boys’ hair must be above
Welcome to the Great Adventure of Life with Christ at LCA Middle School! Middle school is full of exciting new challenges for students who are growing up in all sorts of ways - physically, mentally, emotionally and spiritually. It’s been said that the changes undergone by the brain during adolescence are surpassed only by those of toddlerhood! We are excited and honored to partner with parents to influence students toward a life lived in full abandon to Jesus Christ during a time when they are more capable and curious than they have ever been!

There’s an old proverb that says, “Good judgment comes from experience; experience comes from bad judgment.” The Great Adventure is full of thrilling, unexpected twists and turns as students step into more responsibility for their own success…and failures. Legacy faculty and staff support students as they practice making all kinds of choices - academic, social, and spiritual - with a Love and Logic approach. We know that to be really successful in life we don’t have to be perfect, but we do need to be able to learn from the natural consequences of our decisions, supported by a forgiving and redeeming God, and teachers and friends who are on our side. We are also excited to introduce the Character Strong and Second Step curricula this year to encourage and support students socially and emotionally.

Self-awareness is at its peak in the middle years, so it’s the perfect time to capitalize on students’ natural curiosity about themselves by introducing them to the idea of Strengths. Each student will learn about their own “Top Three” talents by taking the StrengthsExplorer assessment, and we can’t wait to help them name, claim and aim those talents toward the future God has planned for them! Our teachers know that each student is a uniquely created, strategically positioned member of the body of Christ. Understanding their strengths helps them understand and appreciate each other and find a place to belong.

GRIT is another important skill on the Great Adventure. Jesus said it Himself: Nothing is impossible with God. The middle grades are a critical time for students to start developing the GRIT they need to answer God’s call to change the world - now and in the future. Successes, failures, challenges and setbacks give students the opportunity to grow and develop resilience, intuition and tenacity. It’s all part of the Trail Master’s plan.

Welcome to the Great Adventure!

**MIDDLE SCHOOL DIVISIONAL DIRECTORY**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glenn Dibley</td>
<td>Principal</td>
<td><a href="mailto:glenn.dibley@legacyca.com">glenn.dibley@legacyca.com</a></td>
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<tr>
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<td>Dean of Students</td>
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<tr>
<td>Lana Snear</td>
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<tr>
<td>Jamie Smith</td>
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</tr>
</tbody>
</table>
**ACADEMICS**

**ACADEMIC INTEGRITY**

*Integrity* is the idea of moral consistency in all the areas of a person’s life. Clearly, each student’s academic record should reflect his or her own individual effort - not another student’s - and so training in academic integrity is an essential part of the Christian education we offer at LCA.

Simply put, students may not give or receive assistance on tests or assignments **unless the teacher has specifically granted permission**. Engaging in such unauthorized assistance is considered **academic misconduct**.

What is academic misconduct?

1. **Cheating** - using or attempting to use unauthorized information
   Some examples:
   - Using notes during a test without teacher permission
   - Getting information about a test from a student who has already taken it
   - Texting answers to another student before, during, or after a quiz
2. **Copying** - taking with or without permission from another
   Some examples:
   - Copying another student’s answer during a test
   - Copying another student’s homework
   - Texting or emailing pictures of homework answers to another student
3. **Plagiarism** - representing another’s words, works or ideas as one’s own original work
   Some examples:
   - Quoting or using ideas from a website without giving credit
   - Turning in your big sister’s old paper or project from when she was in your grade
   - Using your own old paper or project and representing it as new work
4. **Helping another student cheat, copy, or plagiarize** -
   A. **Intentional help** - Purposefully helping another student cheat, copy or plagiarize
   Some examples:
   - Allowing another student to copy your homework
   - Texting another student a picture of your test
   - Not covering or uncovering your test paper so another student can see your answers
   B. **Attempt to help** - Offer to help another student cheat, copy or plagiarize
   Some examples:
   - Offering to email your homework answers to another student
   - Offering to give a younger student a copy of the paper you turned in when you were in that grade
   - Offering to make a cheat sheet for another student
C. Conspiracy to help - Making plans with others to cheat, copy or plagiarize
Some examples:
- Working together to make a cheat sheet
- Taking turns with others doing homework assignments and all turning them in as your own work
- Distracting a teacher so another student can cheat
D. Knowledge of the above - Witnessing or overhearing academic misconduct without reporting it to a teacher.

**What kinds of assignments does academic honesty apply to?**
Anything a teacher assigns for a grade, including homework assignments, tests, quizzes, exams, papers, essays, or projects. Engaging in academic misconduct may result in a zero on the assignment, assessment, project, or paper regardless of the weight of the grade.

Many of your assessments will display the following printed statement with a place for your signature:

```
On my honor as an Eagle, I have neither given nor received unauthorized aid on this academic work.

Student Signature___________________________________________    Date____________________________
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**ACADEMIC ADVANCEMENT/RECOVERY**
The expectation is that students successfully pass all classes. A passing grade is 70 or above. In passes all classes the student is eligible to advance to the next grade for the following year.

In the event that a student does not pass a class for the semester, the student may be asked to do class recovery in order to be prepared to advance to the next semester or grade. Class recovery may take the form of extra tutoring or summer school (not provided by LCA). If a student fails more than one class, this automatically triggers evaluative conversations in regard to the continuation of the student at LCA. As part of the recovery process, students who fail classes may be placed on Academic Probation for the following semester. Academic Probation allows a student to focus on academics and the student is unable to participate in Athletics or Extracurricular activities sponsored by LCA.

**ACADEMIC GRADING STRUCTURE**
Grades are calculated by semester.
Daily - 50%
Assessment - 50%
Classes taken for high school credit move to Daily 40% and Assessment 60%.

**HOMEWORK**
In the Middle School our desire is to teach organizational and study skills to all students in order to be successful in the classroom and transition smoothly to the next level. LCA teachers are charged
with only giving homework that is essential to the learning process and benefits the student in the mastery of content. It is difficult to assign a standard number of minutes per night for homework because every child works at a different pace, may struggle in different areas and may or may not have maximized class time. Teachers will continue to work together to balance tests and assignments, but students should expect homework on a regular basis. It is understood that extra time is required for honors classes as well as major papers and projects. Students can expect that weekend homework will become a necessary part of academic life in middle school, and all students are expected to read outside of class on a regular basis.

HELP SESSIONS AND TUTORING
LCA teachers are dedicated to their students. In keeping with this, teachers will provide regular times before or after school that they are available to help students. These times are considered to be HELP SESSIONS. They are opportunities for students to go over difficult concepts from the previous day or weeks work. The help sessions are not necessarily tailored to an individual student’s needs, based on the fact that there may be multiple students in the help session with different needs and the time is generally limited.

If a student is constantly needing the help sessions and is still struggling to keep up, it may be in the best interest of the student to receive TUTORING. This tutoring cannot be provided by the student’s teacher. It must come from another LCA teacher or outside tutor.

CORRECTED AND LATE WORK
The following policy has been designed to help students develop personal responsibility while at the same time giving students the opportunity to master material. All homework and assignments are due at the time designated by the teacher. When the teacher is grading the assignment, an assignment that is not turned in will automatically be recorded in Renweb as a zero, resulting in a Renweb notification to parents.

At the discretion of the teacher, assignments and assessments may be corrected and resubmitted with a maximum penalty of 40%, but must be completed no later than one week after the close of the unit. Additional time may be granted by the teacher at their discretion.

MAKE-UP WORK
When a student has been absent from school, in order to make up the missed work, please follow the following guidelines:

- Look for homework on Renweb.
- After a student has been absent for 2 or more consecutive days, a parent may request needed materials (texts / handouts) by emailing all the student’s teachers by 10:00 a.m. for pick-up in the front office, after school. Due to the number of requests, the office will not be able to deliver books to siblings or car pool members. Students are to follow up with teachers immediately upon their return to class for missed notes and handouts.
• For absences due to illness, students will have two days to make up work for the first day out and an additional day for each day thereafter.

CLASS PLACEMENT

It is our goal to balance each class with equal number and gender ratios, but this is not always possible. Unfortunately, we are unable to fulfill individual requests or parental preferences in classroom assignments. Placement of students is an administrative decision based not only upon recommendations from the faculty but also upon consideration of the overall needs of all the students in a particular classroom.

ATTENDANCE

Legacy has chosen to follow the State of Texas Education Code of minimum attendance. State of Texas Education Code regarding minimum attendance for class credit:§ 25.092 (a) except as provided by this section, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered.

The Texas Education Code requires that all students be in attendance for a minimum 90% of the scheduled school days for the year. Failure to meet this attendance requirement regardless of whether or not the absences are excused will necessitate a student being retained in his/her current grade level for the following year. A student absent more than 9 days in a semester will not meet the minimum attendance of 90%, and will therefore not receive credit.

Students who miss more than nine days in a given semester for a legitimate medical reason or extenuating situation may appeal to the principal for an exception to the policy. With approval of exception, a student may be given the opportunity to make-up class time on a minute-by-minute basis or have the requirement waived.

ABSENCES

When a student is absent, the parent should complete and submit the Absence & Guest Log that is found on the school website, www.legacyca.com.

Pre-planned Absences

In the case of a planned family trip, advance work requests should be made with a minimum of two weeks notice. Teachers will make every effort to provide advance work, however students should expect to receive some assignments upon return, as lesson plans are not always finalized ahead of time. Due dates for make-up work will be determined and communicated by the teacher.

As you consider the timing of family trips we would ask you to keep in mind that every instructional day counts. Though we will always work to help our absent students get caught up, it is never possible to completely cover what was missed in direct instruction, nor guarantee there will not be gaps from having missed the introduction of new skills and concepts. Absences are impactful. At the same time, we do also recognize the value of special occasions and trips with family. We are, in all circumstances, committed to supporting our students in whatever ways we can.


**FIELD TRIPS**
Field Trips are intended to allow students experiences that provide them with insight, information, or knowledge that cannot be adequately developed through regular classroom instruction. Field trips, therefore, become an integral part of the curriculum and are as essential to the instructional process as textbooks, equipment, and other instructional devices and teaching/learning strategies. As it is widely acknowledged that not all children learn in the same way, field trips allow students the opportunity to expand their intelligence in ways different from those typically available inside the classroom.

While most field trips are directly related to specific, academic curricula, they also may address the need for intra and inter personal growth in children, and thus may be designed to promote social and emotional development and to provide for the development of the “whole” child.

Students shall be transported by public or chartered conveyance traveling to and from a destination for all field trips or school events. Exceptions are:

- The parent of a child transports his/ her own child
- The field trip is within the boundaries of Frisco and the principal determines that the use of private automobiles with individual / community drivers would better meet the needs of the field trip.

**Designated Drivers**
The principal, in consultation with the teacher/ teachers planning a field trip, shall determine whether or not a designated driver shall travel by separate private vehicle in order to provide for transportation of student(s) should an emergency arise or, for example, should a student be lost, thereby permitting the remainder of the group to proceed as scheduled.

**Expenses**
Field trips may be funded through a variety of sources: school budget, grants and contributions from outside the school budget, parent teacher fellowship support, and parent contributions. Gift shop or souvenir purchases are discouraged on any day trip.

On overnight trips, organizers will suggest amounts students need for food and miscellaneous items. Amounts for gift shop and souvenir purchases will be at the parent’s discretion.

NO student shall be denied access to any class trip due to financial restraints. A class trip is one in which the entire class is participating during a school day; not including overnight or special elective trips. In cases of need, parents should contact the principal, or teacher, and monies will be made available.

**Liability Insurance**
When individual/ community drivers are used to transport students, the drivers will be asked to sign

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a statement that they have received no citations for automobile accidents within the previous three years. Private cars must be equipped with seat belts to accommodate each passenger. It is expected that the driver of such vehicle will enforce the use of seat belts. Further, they will provide a copy of a valid automobile liability insurance policy, recognizing that the individual / community driver’s insurance will be the first carrier sought for payment in case of an accident.

Prior to driving on a school sponsored trip, but no less than five days before the trip, parents must complete the Driver Information Form & Authorization for Background Check and return it along with a copy of the driver’s license and proof of insurance to the classroom teacher. The school will conduct a record search with the Texas Department of Transportation to verify a driving record prior to the parent driving on the trip.

**Medical Care and Insurance**
To ensure accurate, up-to-date health information, permission slips for field trips must require parents to indicate if their child has any medical issues to be considered or medication to be taken and to list the steps that should be followed in case of an emergency. For day and night trips, an LCA staff member will be required to ensure that all students actually take their required medicines. In addition, appropriate release forms for emergency medical treatment should be signed by all parents/guardians and kept in the care of a designated adult on all overnight trips.

On the Field Trip Permission Form, parents need to indicate the name of the student’s medical insurance carrier and the insurance policy number.

**Number of Chaperones**
Criteria to be considered in determining the number of chaperones needed are, for example, the age of the students, distance to be traveled, nature of the field trip activities, and safety requirements. At least one adult chaperone must be available to handle emergencies or other matters that develop and must not be assigned a group of students without another adult who could take charge of the group if necessary.

**Parent Drivers**
While the Academy will suggest that students be allowed to travel in assigned transportation to class activities, parents may elect to transport their own child. If a parent elects to transport their own child on a class trip, other students not traveling with their own parents will be required to travel on school selected transportation or school assigned driver.

**Parent Participation**
All LCA parents are allowed to attend daily class trips with their child. In the rare instance in which limitation exists due to venue size, parents might be asked to attend but to give participation preference to the children first.

Chaperones and drivers participating on an LCA trip should be concerned with the safety and security of students while away from campus. Therefore, the following criteria for adults are in place:

1. All chaperones and drivers must be at least 21 years of age.
2. All chaperones and drivers must have a background screening performed by the school’s designated vendor prior to becoming a chaperone.
3. Chaperones must be approved by the teacher.
4. Chaperones may not consume alcohol or illegal drugs nor will they be allowed to be a chaperone if they report for any duty after consuming alcohol or taking illegal drugs.
5. Chaperones are not permitted at any time to purchase questionable or illegal items for students including cigarettes, alcohol, illegal drugs, weapons, or any sexually suggestive materials, clothing or other items.

**Overnight Trips**
Occasionally, LCA students have the opportunity to travel on overnight trips. Due to the nature of these trips, special requirements will be appointed as appropriate. While every effort will be made to accommodate all students and parents wishing to travel on a lower school overnight trip, limitations may be caused by group size and mirroring accommodations. When an LCA group becomes too large due to parent participation, parents will have to financially cover the additional costs that the trip incurs on their behalf.

As students enter upper school, parent participation on overnight trips may be limited to the size of the class/student attendees and chaperones that meet the minimum a 1:10 ratio. Limitations are generally caused by available space associated with the types of trips taken at the upper school.

Sleeping arrangements during overnight trips are selected with safety and security of students as the primary goal.

1. Adults are not to be housed with students except when the student is the adult’s own child, except as noted below.
2. Room assignments, should always include two adults when housed with students. On the 8th grade trip, students will be placed in rooms without adults. Adults will be rooming nearby with supervising duties.
3. Adults are not to use community showers with students, nor should they be in any state of undress in the presence of students.
4. The monitoring of clothes changing or showering of students is not to be supervised by a lone adult. More than one adult must be present. All adult chaperones must understand that extreme caution must be exercised at these times so that no actions, words, stares or touch have the potential for misinterpretations.
5. Coed sleeping in tents or hotel rooms is not allowed.

**ACADEMIC ELIGIBILITY FOR ATHLETICS & EXTRACURRICULARS**
Grade checks for 7th and 8th grade students will be on Monday following the completion of week 6 of
the semester and will occur every 3 weeks.

If a student is failing one or more classes, contact will be made with the teacher of the subject(s) to see if there are outstanding grades that may bring his/her grade to passing (or if there are any other circumstances of which administrators might need to be aware). Contact will also be made with the student, parents and coach informing them of the situation.

On Wednesday, if after checking Renweb, the student is still failing, notice will be given to the student, parents and coach that they are ineligible for a period of one week (Wednesday to Wednesday) until their grades are up for review again.

When a student is ineligible the student is still expected to participate in practice, but the student is not eligible to participate in any role at games. This includes, but is not limited to dressing out, sitting on the bench, warming up with the team, pre-game or halftime locker room talks, etc.

When a student is deemed ineligible, the responsibility is then on the student to work toward getting a passing grade with timely submission of work. At the conclusion of the 7 day ineligibility period, the student’s grades will be checked and if the student is passing in the class or classes that were previously failing, they are clear to return to participation in games. However, if they still have failing grade in the class or classes, they will remain ineligible for another week. This cycle will continue until the student is passing.

**FALL SPORTS**
Monday after completion of Weeks 6 and 9.

**WINTER SPORTS**
Monday after completion of weeks 12 and 15.

**SPRING SPORTS**
Monday after completion of Weeks 6, 9 and 12.

**ACADEMIC SCHOOL DAY**

**5TH/6TH GRADE**
The academic day starts at 8:15 a.m. and concludes at 3:30 p.m.

Students are allowed in the classrooms and hallways at 8:00 a.m. This allows them to settle in and get organized and ready to start at 8:15 a.m.

LCA will provide supervision from 7:45 a.m. that arrive before 8:00 a.m. Students are to go to the cafeteria and wait until 8:00 a.m.

**CARLINES**
5th and 6th grade carlines start at 3:30 p.m. Parents may line up on the west side of the building,
starting from the chapel. Please have your NAME TAG clearly visible. No cell phone use please once carlines have started and please follow teacher directions to keep the line moving. Once again, keep moving forward as far as possible. Do not stop near the band hall doors unless that is where the line stops.

There is no formal carline for 7th and 8th grade. Students are released start at 3:45 p.m. Parents are asked to not arrive for pickup until after 3:40 p.m. Arriving early has a major negative impact on the 5th and 6th grade carline.

CHECK-IN/CHECK-OUT
If a student is late to school they must come in the front doors and check in at the front office. When a student needs to leave early from school, a parent must sign them out at the front office and the students will be called.

TARDIES
If a student is late to class, the teacher will mark them as tardy. Any 3 tardies in a particular class will result in an absence and parents are automatically notified by email at that time.

STUDENT LIFE
Student life opportunities in Middle School are deliberately and carefully crafted to equip students to fully experience the Great Adventure of Life With Christ. Each week begins with “Day One” - a 20-minute devotional time in which every 7/8th grade student, teacher and staff member stops everything to personally focus on God. Chapel, Trail Blazers (formerly J15) and Trail Life (formerly Eagle Club) provide large and small group discipleship times.

There’s lots of opportunity for students to practice their Strengths as individuals and in teams through Eagle Elective - fun, student-selected activity periods - and to aim their strengths toward helping others through service projects like packing food kits for Feed My Starving Children and sorting donations for GraceBridge Ministries. Student scholars can push their limits in academic competitions like PSIA, and voracious readers can join revolving book clubs.

The grade-level trips to Sky Ranch in 6th grade and Virginia in 8th grade are not only meaningful extensions to classroom learning; they also mark social, spiritual and emotional turning points for many students.

ATHLETICS/PE
Legacy Christian Academy offers many opportunities for students to grow in their Great Adventure through athletics. At Legacy Christian Academy we believe that competitive interscholastic athletics and other physical activities are an effective vehicle in which to engage our culture and to transfer Biblical Truth and Knowledge to the next generation while teaching our students the importance of a healthy and active lifestyle.

• Through athletics we can mold character. Tough competition in the athletic arena is
a training ground for life in a tough, competitive world. At Legacy, we use athletics to mold the student’s character to reflect the character of Christ.

- Through athletics we can teach discipline, the importance of hard work, the setting and pursuit of worthwhile God-given goals, correct response to authority, self-sacrifice, humility, and composure under pressure. At Legacy, we demonstrate, through athletics, that these are biblical principles that will make us worthy servants for Christ.
- Through athletics we can teach respect. Respect for our school, faculty, coaches, teammates, the schools we compete against and the officials.
- Through athletics we can teach teamwork. At Legacy, we teach that membership to a team is a privilege and carries with it great responsibility.
- Through athletics we can teach that a team is a group of people working together sacrificing their individual desires to accomplish a common God-given goal.
- Through athletics we can teach students to face adversity and challenges with a steady mind, a courageous spirit and reliance upon the ultimate authority, Jesus Christ.

ATHLETIC OPPORTUNITIES
Students may join a variety of activities including, but not limited to, Cheer Teams, Football, Volleyball, Cross-Country, Basketball, and Track. Other activities, including individual sports, are available based upon interest and participation levels. Please visit the athletics page of our website to learn more about how your family can get involved with our Mighty Eagle programs.

IN-SEASON PRACTICES / GAMES
In-season practices begin each day at 7:00 a.m. with students arriving at their designated facility by 6:45 a.m. Practices end by 8:30 a.m. allowing students to clean-up and be in their first class on time. Parents will be notified in advance of any change in time and will be instructed as to when and where your student may be dropped off for school. This includes where and when the students are to meet on gameday mornings.

Game schedules are available on the athletics page of our website. Each coach will inform their teams of travel and post game pick-up procedures.

ON AND OFF-CAMPUS PE OPPORTUNITIES
Students who are not involved in a current sport must be involved in our PE program. On-campus PE begins at 8:00 a.m. and ends by 8:40 a.m. allowing students to clean-up and be in their first class on time. Location for workouts varies depending on time of year and type of workout programs. Parents will be notified in advance of proper location.

Off-Campus PE is available for students involved in other physical activity program. Forms for approval may be found in the forms section of the quicklinks tab on our website. Forms must be submitted and
approved prior to participation. Until approval has been obtained, your student must attend the On-Campus PE program.

Students involved in Off-Campus PE may arrive to school no earlier than 8:45 a.m. unless they have a previously scheduled appointment with a teacher.

Please contact the Dean of Students should you have any further questions regarding Off-Campus PE.

**STUDENT POLICIES**

As a Love & Logic school, we operate under a common set of Community Expectations so that students are guided through a process to help with choices and consequences. The Community Expectations are as follows:

1. Treat your teacher with the same respect with which he or she treats you.
2. If your actions cause a problem for you or anyone else, you will be asked to solve the problem.
3. If you cannot solve the problem, or choose not to, a teacher or administrator will do something. What we do will depend on the situation and the person involved.

**TECHNOLOGY**

We desire to create an environment free of distractions. As such all cell phones are expected to be turned off and out of sight. In the event that a phone goes off in any manner the teacher will collect it and turn into the Principal or Dean of Students. The phone may be picked up by a parent at the end of the day. For a second or ongoing phone issue, we will help by giving solutions to help the student manage this problem.

**STUDENT SERVICES**

LCA is committed to supporting success for every student. The Iowa Assessments are administered each spring to all Middle School students to benchmark academic achievement and progress. Teachers offer help sessions for academic classes when students need extra support. The Legacy Learning Center is a fee-based service for students with diagnosed learning differences. A full-time guidance counselor is available to provide biblical guidance for students and families.

**MIDDLE SCHOOL STANDARD OF APPEARANCE**

**DAILY WEAR (MONDAY-THURSDAY)**

*Shirts*
Short or long-sleeved polo style shirts with the Legacy crest in dark green, white, or black supplied by Dennis Uniform Company. Undershirts may only be solid white. Students may wear Legacy spirit apparel on Fridays or any other day designated for spirit uniform.

*Pants, Shorts, and Skorts*
Standard color khaki shorts/pants/skorts/skirts/capris or plaid skirts/skorts must be worn. No cargo shorts or pants are allowed. No holes, rips, decorations, elastic or cut-offs may be present in the apparel. Length and tightness of garments must meet modesty guidelines. Girls may also wear solid black or white leggings with skirts. Black or brown belt is required.

**Footwear**
Shoes must be closed toed and closed heeled. Athletic shoes are required on PE days. Shoes may not have lights, wheels, or bells. They must not be a safety hazard. Boots may be worn with pants.

**SPIRIT DRESS (FRIDAYS AND DESIGNATED SPIRIT DAYS)**
Students may wear Legacy Spirit apparel on Fridays along with blue or black denim jeans, shorts, or khakis. Girls may not wear jeggings. No holes, rips of any kind, elastic or cut-offs are allowed. Length and tightness of garments must meet modesty guidelines. Additionally, students may wear any LCA sweatshirts/hoodies apparel only on “spirit dress” days.

**REQUIRED DRESS UNIFORM**
The dress uniform will be worn on special, designated occasions throughout the year and is required for every student. All dress uniform items must be purchased from Dennis Uniform unless indicated otherwise.

**Boys**
Green, Legacy crested polo and khaki pants (provided by Dennis Uniform); black/brown belt.

**Girls**
Green, Legacy crested polo and plaid skirt/skort (provided by Dennis Uniform).

**OUTERWEAR**
Students must wear approved outerwear provided by Dennis Uniform, approved LCA Spirit Shop outerwear, or a letter jacket in the building. Polo shirts must be worn under all outerwear.

**HAIR**
All hair must be neat in appearance and of natural color/highlights. Radical hairstyles are not allowed. Boys’ hair must be above eyebrows, above middle of the ear, above the collar in the back, and unbound. Sideburns may not be below the bottom of the earlobe.

**OTHER**
Piercings are limited to girls only and in the ears only (maximum of 2 piercings per ear). No tattoos may be visible at any time including during extra-curricular activities.
Dear Upper School Students and Families,

More than just a traditional high school, the Upper School at Legacy Christian Academy strives to provide a brighter future for our students. By employing teachers who care about students and their success, we prepare students for college both academically and through a deep connection with Christ. We also seek to equip them for life beyond college prep with life skills and leadership skills which bring glory to God’s Kingdom. With our guidance, young adults develop a strong understanding of the Christian worldview. By creating an intense learning atmosphere, students are challenged but also loved, helping them grow as a person.

We believe strongly in an engaging learning environment that is active and meaningful. Our teachers are tasked with the challenge to not only pass on knowledge, but to compel students to understand and interact with it. Dates, facts, and terms are useful, but they become relevant when students grapple with the broader picture of how, why, and what if. We believe that by equipping our students with critical thinking skills that they will not only become impassioned students, but life-long learners.

Through the mentoring relationships of teachers, coaches, and advisors, students grow in “wisdom, stature and favor with both God and man.” LCA partners with community organizations and leaders to provide students with career exposure, as well as the opportunity to understand how God utilizes godly men and women in the workforce to engage the culture for the cause of Christ. We believe strongly that “developing strong leaders with Biblical convictions for tomorrow” should remain our highest calling. Such a mission is accomplished at Legacy through mentoring relationships which passionately pursue the truth of God.

In pursuit together,

Kevin Mosley, M.Ed
Upper School Principal
## Upper School Directory

### Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Primary Responsibility</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Mosley</td>
<td>Principal</td>
<td>Vision, Leadership, Oversight, Culture, Development</td>
<td><a href="mailto:kevin.mosley@legacyca.com">kevin.mosley@legacyca.com</a></td>
</tr>
<tr>
<td>Lynn Dupree</td>
<td>Assistant Principal</td>
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<td><a href="mailto:lynn.dupree@legacyca.com">lynn.dupree@legacyca.com</a></td>
</tr>
<tr>
<td>Andrew Embry</td>
<td>Dean of Students</td>
<td>Equipping Students, Advisory Program, Student Discipline</td>
<td><a href="mailto:andrew.embry@legacyca.com">andrew.embry@legacyca.com</a></td>
</tr>
<tr>
<td>Cole Johnson</td>
<td>Athletic Director</td>
<td>Athletic Vision/Management, Coach/Program Development</td>
<td><a href="mailto:cole.johnson@legacyca.com">cole.johnson@legacyca.com</a></td>
</tr>
<tr>
<td>Chris Keyes</td>
<td>Fine Arts Director</td>
<td>Fine Arts Vision/Management, Program Development</td>
<td><a href="mailto:chris.keyes@legacyca.com">chris.keyes@legacyca.com</a></td>
</tr>
<tr>
<td>Megan Hanna</td>
<td>Director of Technology Instruction</td>
<td>Equipping Teachers, Instructional Tech Initiatives, A/V Director, Software Management</td>
<td><a href="mailto:megan.hanna@legacyca.com">megan.hanna@legacyca.com</a></td>
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### Support

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<tbody>
<tr>
<td>Cheryl Crawford</td>
<td>Admin Assistant</td>
<td>Admin Support, Purchasing, Teacher Support</td>
<td><a href="mailto:cheryl.crawford@legacyca.com">cheryl.crawford@legacyca.com</a></td>
</tr>
<tr>
<td>Jacqui Sopp</td>
<td>Receptionist</td>
<td>First Impressions, Attendance</td>
<td><a href="mailto:jacqui.sopp@legacyca.com">jacqui.sopp@legacyca.com</a></td>
</tr>
<tr>
<td>Crissy Young</td>
<td>Student Services Asst</td>
<td>Admin Support, Registrar, Substitute Management</td>
<td><a href="mailto:crissy.young@legacyca.com">crissy.young@legacyca.com</a></td>
</tr>
</tbody>
</table>

### Student Services

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Primary Responsibility</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jena Snyder</td>
<td>Guidance Counselor</td>
<td>Academic Guidance, Emotional/Social Services</td>
<td><a href="mailto:jena.snyder@legacyca.com">jena.snyder@legacyca.com</a></td>
</tr>
<tr>
<td>Holly Hammond</td>
<td>LLC Director</td>
<td>Learning Support, Vision</td>
<td><a href="mailto:holly.hammond@legacyca.com">holly.hammond@legacyca.com</a></td>
</tr>
<tr>
<td>Rebekah Radney</td>
<td>Director of College Advising</td>
<td>College Planning, Testing, International Program</td>
<td><a href="mailto:rebekah.radney@legacyca.com">rebekah.radney@legacyca.com</a></td>
</tr>
<tr>
<td>Ericka Hamilton</td>
<td>Director of Library Services</td>
<td>Upper School Library</td>
<td><a href="mailto:ericka.hamilton@legacyca.com">ericka.hamilton@legacyca.com</a></td>
</tr>
</tbody>
</table>
Academics

Academic Dishonesty

Philosophy

Legacy Christian Academy expects from its students a higher standard of conduct than the minimum required for a student to avoid disciplinary consequences. Honesty - Proverbs 12:17; Proverbs 6:16-19; Exodus 20:3-17 (telling the truth) and integrity – Psalms 25:21 (the quality of being honest and trustworthy) are virtues that need to be pursued by all Christian students. Each student’s record is to reflect his/her own individual effort.

Academic misconduct includes all acts of dishonesty in any academically related matter which include but are not limited to: any knowing or intentional help, attempt to help, or conspiracy to help another student commit an act of academic dishonesty. Cheating (using or attempting to use unauthorized information), copying (taking without permission from another or the owner) and plagiarism (represents other’s words, works or ideas as one’s own) are serious offenses. Whether you give or receive information, the offense is the same.

Implications of Cheating

Students who cheat deprive themselves of the opportunity to learn—especially, how to think. Knowing how to think critically in each subject area prepares students for higher education classes and beyond to their professional careers. Cheating is destructive to the entire school community since it damages relationships and engenders mistrust in teachers and classmates. Students who do not cheat also suffer by the inflated grades that result from academic misconduct. Students who cheat or plagiarize will face the risk that teacher or counselors may be hesitate to write letters of recommendation. Suspensions as a result of cheating may be reported on certain colleges’ applications. Cheating and plagiarism are forms of academic misconduct and are both dishonest choices that students can avoid. Ignorance about what constitutes cheating is not a defense.

Definitions

Plagiarism - LCA students are expected to cite each web page, book, or other sources each time they include any information in an essay or project of their own. Plagiarism includes but is not limited to the following instances:

- Including the words of another writer without including proper citation. Copying and pasting from the internet or other electronic sources - even one sentence- is considered plagiarism unless there are quotation marks and proper citations.
- Citing sources but copying and pasting without quotation marks or proper citation methods
- Presenting the ideas of another writer or speaker (scientist, programmer, artist, etc.) as one’s own original thought. Though a writer shares the opinions of other writers, unless the writer of record has original thoughts, the information must be credited properly.
• Submitting another student’s work as one’s own, for example, an essay written by a sibling or a friend.
• Presenting a paper or art work, etc. purchased from an internet essay site. Purchase of a paper online does not give you the right to present it as your own.

**Cheating** - The following are additional examples (non-exhaustive) of cheating:
• Copying another student’s work or assignment (including homework) to submit as one’s own
• Allowing another student to copy your assignment (including homework) with the intention of submitting to a teacher for credit.
• Using an unauthorized set of notes, cheat sheet, graphic calculator or other electronic device during a test or quiz
• Helping another student without permission during a test/quiz or providing information concerning a test/quiz.
• Stealing or borrowing or removing an exam from the classroom or taking it from a teacher (or any facsimile of it) without explicit permission
• Modifying or in any way alternating a teacher’s grades or official records.
• Using a teacher’s notes, manuals, or guides without explicit permission
• Submitting an assignment in two separate classes for different assignments without explicit permission from your teachers (in both subjects).
• Duplicating, including but not limited to, screen captures, photos, electronic copies and/or video is prohibited without direct permission from the teacher or the owner of the work.

**Consequences**
All incidents of cheating will mandate the following:
1. A Zero on the assignment, regardless of the assignment weight.
2. An appearance before the honor council for an academic review and recommended consequences. During this review a student may have a non-parent advocate (such as an advisor, coach, or other teacher) accompany them and may present needed context or pertinent information to be considered. This information may be presented in written or oral form. The honor council makes recommendations to the administration regarding consequence levels and may take other/previous conduct into account. Potential consequences include: administration referral, detentions, Saturday school, loss of membership privileges/leadership roles, suspensions, and expulsions.

**Examination Classroom Procedures**
Before any Tier One or Tier Two assessment takes place, teachers instruct students to “prepare for
assessment.” The following procedures immediately take place:

1. Students remove all items from desk area and place them in their backpack.
2. All phones and computers are turned off and placed in the backpack along with any smartwatches or other inappropriate electronic devices.
3. All backpacks are then removed from desks and placed on the teacher-designated wall.
4. Student desks/tables are then arranged with maximum space between them.

Should a student fail to remove devices, then any evidence of such device (sound, ring, visual sighting, etc) will result in immediate discipline referral for academic dishonesty - no exceptions. No student may retrieve their phone or backpack until ALL students have completed the assessment.

ASSIGNMENT SUBMISSION

Assignments may be submitted in multiple formats according to the direction of the teacher. Preferred submission method for electronic format is Schoology, Google Docs and email respectively. Teacher assignments and due dates are posted on Renweb weekly and are visible by students and parents through both the Renweb app as well as Parentsweb online.

Corrected Work

Daily assignments may be corrected and turned in for a max grade of 50% up to the close of the current unit of instruction (traditionally signified by a chapter test, paper or project). Students who leave work in lockers may go and retrieve the work but will be counted tardy if not present at the start of class.

Assessment grades such as tests, papers or projects may be corrected for a maximum grade of 60% but must be completed within ONE WEEK of the original assessment date. Additional time may be granted by the teacher at their discretion.

Make-up Work

Upper School Students must contact each teacher to arrange make-up requirements with regard to daily and assessment grades within two days of their return to class, regardless of the length of the absence. When a student is absent, parents and students are encouraged to review lesson plans and homework through ParentsWeb and Schoology. Students who are absent the day of a previously scheduled assessment are expected to take that assessment upon their return; students who are absent the day of previously scheduled project/paper deadline are expected to turn in the assignment that day via email or Schoology.

It is the student’s responsibility to contact the teacher to make up class assignments that are missed. Even if the student does not have all textbooks at home, he/she should maintain a record of missed homework and assignments to be completed when books are available. A student may be denied the right to make up missed work in case of truancy or suspension.

Due to the number of requests, the office will not be able to deliver books to siblings or carpool members. **Upon request in an email to teachers**, parents or siblings may come to school after 3:30...
to get any books needed for homework and retrieve any work missed in class from the Upper School Office.

**CLASS CREDIT**

Legacy Christian Academy awards credit on a semester basis, with each course counting as .5 credits. Any student who fails a class for a semester will need to recover academic credit. A single failing grade does not in itself prohibit re-enrollment; however, failing to acquire credit for the course(s) failed can prohibit a student’s graduation from Legacy Christian Academy. Academic credit can be recovered through: summer school at a local ISD, Texas Tech Distance Learning Program, online courses, or another LCA approved institution.

**GRADE CALCULATIONS**

*Grade Book Categories*

All classes will have three categories of grades as follows:

Tier 1 – Major assessments such as exams, comprehensives, research papers, large-scope projects/presentations, etc. These assignments must be scheduled in the master assessment calendar for coordination between teachers/departments.

Tier 2 – Minor assessments such as short quizzes, discussions, small scope projects/presentations, labs, etc.

Tier 3 – Daily work such as practice assignments, discussion participation, reading checks, etc.

Department Policy will determine the specific types of assignments for each category as well as the minimum number of assignments per category per semester. Please refer to your course syllabus for more detailed information.

*Grade Book Category Weights*

Categories will be weighted according to the following class level designations:

<table>
<thead>
<tr>
<th>Class Level</th>
<th>On-Level</th>
<th>Pre-AP</th>
<th>AP/Concurrent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1</td>
<td>50%</td>
<td>60%</td>
<td>70%</td>
</tr>
<tr>
<td>Tier 2</td>
<td>30%</td>
<td>25%</td>
<td>20%</td>
</tr>
<tr>
<td>Tier 3</td>
<td>20%</td>
<td>15%</td>
<td>10%</td>
</tr>
</tbody>
</table>

**Grade Determination and Reporting**

Grades will be determined on a semester basis. Comprehensive assessments will be administered in core classes and will be incorporated into the semester grade directly. Departments will manage the direct scheduling of comprehensives to avoid conflicts as a part of the regular schedule. Each semester has roughly 18 weeks of instruction. Report Cards will be issued at the end of each semester. Parents have 24/7 access to a student’s grades via parents web. However, each teacher will email detailed progress reports every 3 weeks.

An Incomplete (I) may temporarily be recorded on a report card if the student has been absent during
the last few days of a grading period and the student has not completed all their makeup work when grades are submitted for posting. If the work is not completed, zero(s) will be averaged in with the other grades for the course.

**Grading Scale**
All subjects taken throughout grades 9-12 are calculated using a 4.0 scale, with AP classes weighted on a 5.0 scale. For grades 9-12, semester grades in all honors, Pre-AP, AP classes are given an extra weighted grade due to level of difficulty of these courses.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numerical Grade</th>
<th>Regular GPA</th>
<th>Honors/Pre-AP GPA</th>
<th>AP GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>98-100</td>
<td>4.00</td>
<td>4.50</td>
<td>5.00</td>
</tr>
<tr>
<td>A</td>
<td>93-97</td>
<td>3.75</td>
<td>4.25</td>
<td>4.75</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.50</td>
<td>4.00</td>
<td>4.50</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.25</td>
<td>3.75</td>
<td>4.25</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.00</td>
<td>3.50</td>
<td>4.00</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.75</td>
<td>3.25</td>
<td>3.75</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.50</td>
<td>3.00</td>
<td>3.50</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.25</td>
<td>2.75</td>
<td>3.25</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>2.00</td>
<td>2.50</td>
<td>3.00</td>
</tr>
<tr>
<td>FAILING</td>
<td>0-69</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Only grades earned at Legacy Christian Academy are included in the GPA.** GPA is calculated on the above scale with weighting for Honors/ Pre-AP classes and AP classes. Because we encourage our students to take honors and AP courses, and because we feel that the difficulty level of these courses is substantially higher than other courses, we believe that weighting is appropriate. Consequently, we do not provide an unweighted GPA.

**Senior and Junior AP/Dual-Enrollment Exams**
AP students and dual-enrollment students must sit for the AP exam and dual-credit final exams. Failure to sit for a required exam will result in a 10% reduction in the overall 2nd semester LCA grade of the AP course or a zero on the final of the dual-credit course.

**GRADUATION REQUIREMENTS**
Before being awarded a high school diploma from LCA, a student must:

1. Complete all Legacy Christian Academy high school credit requirements;
2. Have a minimum cumulative grade point average of at least 2.00 on a 4.00 scale;
3. Have met all non-curricular requirements required of Legacy Christian Academy students;
4. Receive the approval of the Headmaster upon recommendation from the faculty.

**Diploma Plans**
<table>
<thead>
<tr>
<th>Subject</th>
<th>College Prep</th>
<th>Distinguished Academics*</th>
<th>Distinguished Fine Arts**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>English</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Math</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Communications</td>
<td>.5</td>
<td>.5</td>
<td>.5</td>
</tr>
<tr>
<td>Electives</td>
<td>2.5</td>
<td>1.5</td>
<td>1.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>28</td>
<td>28</td>
<td>28.5</td>
</tr>
</tbody>
</table>

*and have a minimum 3.5 weighted, cumulative LCA GPA.

**Students must be in a consecutive fine art for 4 years (art, band, choir, drama) and meet the requirements for specific fine art subject. Requirements are as follows:

**Art Students will:**

1. Complete four years of Art.
2. Junior year student must meet all requirements for Pre-AP art.
3. Senior year students must meet all requirements for AP art.

**Band Students will:**

1. Complete four years of Band.
2. Audition for All State Band (required for junior/senior year).
3. Participate in Solo & Ensemble (required for junior/senior year).
4. Attend all performances as required by the Band class.

**Choir Students will:**

1. Complete four years of Choir.
2. Audition for All State Choir (required for junior/senior year).
3. Participate in Solo & Ensemble (required for junior/senior year).
4. Attend all performances as required by the Choir class.

**Drama Students will:**

1. Complete four years of drama.
2. Meet all criteria for honor's drama.

**ACADEMIC PROBATION**
Failure of two or more classes at Legacy will prompt a review by the Academic Council regarding the ability of the school to meet the needs of the student and to insure proper academic progress in the future. Should a student remain at Legacy, a clear success plan will be outlined as part of the mandatory academic probation. Academic probation terms will include the following: length of probation, assignment of academic mentor, intermittent academic progress updates with the mentor, expected performance levels, mandatory tutoring and possible limitations on extra-curricular activities.

**RANKING OF GRADUATES**

Legacy Christian Academy does not publish a complete ranking of students. A student’s class rank will not be calculated or reported except for the top 10 percent of a given class to meet the requirements of Texas House Bill 588. A student in the top 10 percent will receive from LCA a Certification of Class Rank letter containing the student’s numerical class rank, but the class rank will not appear on the student’s transcript. When LCA provides a transcript of a student in the top 10 percent to a college, it will also provide the Certification of Class Rank letter. Class rank will not be otherwise published or placed on diplomas or transcripts. No other rankings will be disclosed.

Students in the top 10 percent will be provided their weighted class rank at the end of the fall semester of their sophomore year and at the end of every semester thereafter. The cutoff GPA for that group of students will also be available to all students.

In the case of a tie for the top 10 percent, grade point averages shall be calculated to the number of decimal places needed to break the tie. Final senior ranking for the top 10 percent shall be determined at the end of the student’s senior year.

The calculation for class rank for the top ten percent is based on the weighted GPA for each semester of courses taken only at LCA. A student will not be included in the top ten percent class rank calculation until they have completed a minimum of three semesters at Legacy Christian Academy.

**VALEDICTORIAN AND SALUTATORIAN**

To be eligible to graduate with valedictory or salutatory honors, a student shall: (a) have the highest or second highest cumulative grade-point average, (b) have attended LCA for 3 years immediately preceding graduation, (c) have completed the school’s graduation plan.

**ATTENDANCE ABSENCE**

Legacy has chosen to follow the State of Texas Education Code of minimum attendance.

State of Texas Education Code regarding minimum attendance for class credit:§ 25.092 (a) except as provided by this section, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered. The Texas Education Code requires that all students be in attendance for a minimum 90% of the scheduled school days for the year. Failure to meet this attendance requirement regardless of whether or not the absences are excused
will necessitate a student being retained in his/her current grade level for the following year. A student absent more than 9 days in a semester will not meet the minimum attendance of 90%, and will therefore not receive credit.

Students who miss more than nine days in a given semester for a legitimate medical reason or extenuating situation may appeal to the Upper School administration for an exception to the policy. With approval of exception, a student may be given the opportunity to make-up class time or have the requirement waived.

Upper School attendance is taken on a period-by-period basis and credit is awarded by period as well. Please be mindful of this policy when making dental/doctor appointments and plan accordingly. School-related absences (such as athletics or fine arts) do NOT count toward the official absence total. Each junior and senior student receives two college visit exceptions each year. The student must complete documentation from the Office of Student Services to receive these exceptions.

**BUILDING ACCESS**

The building is accessible from 7:45 AM to 4:00 PM for a regular schedule day. On Friday half-days, students are to leave the building at 11:55 AM. See the basic schedule information below:

- **7:45 AM**  Upper School Building Opens
- **7:55 AM - 8:20 AM**  Tutoring available by appointment on all days but Wednesday
- **8:25 AM**  School-Day Begins
- **3:00 PM**  School-day ends
- **3:00 PM - 3:45 PM**  Tutoring by appointment
- **4:00 PM**  Upper School Building Closes

**CHECK-IN AND CHECK-OUT**

When a student is absent, the parent should complete and submit the Absence & Guest Log that is found on the school website, www.legacyca.com. The school will send an absence alert via text for 1st period absences. It is our desire that check-outs take place during passing periods to minimize instructional interruptions. Please plan accordingly.

Students are **NOT** allowed to leave campus for lunch. Please refrain from checking out for this single purpose. Other activities (clubs, announcements, advisory, etc) are taking place at this time and are important to the education process. All students must check out and check-in through the front receptionist office.

**LATE ARRIVAL/EARLY DISMISSAL**

Juniors/Seniors are allowed to arrive late or leave early as long as they abide by the protocol below:

- Their schedules include study hall during the first or last period of the day
- They must attend advisory, chapel, etc on days when they have study halls on the first period of the day.
• They must be in both good academic and behavioral standing. Administration reserves the right to limit this privilege at any time.

TARDIES
A student is tardy when class begins at the scheduled time. Every third marked tardy will be converted to an absence for the class. For instance, if a student has 6 absences and 2 tardies, the third tardy will result in an attendance conversion to 7 absences and 0 tardies. A student must have a written note from a teacher, administrator or attendance clerk for a tardy to be exempted.

STUDENT LIFE
ADVISORY AND CHAPEL
Students lead in weekly chapel services on Wednesdays. Chapels consist of student-led worship, testimonies, and motivating speakers from the school, community and beyond. Students meet in advisory groups following chapel to discuss topics addressed as well as to grow in Biblical character and leadership. Student advisors work with students in the areas of academic, career/college and spiritual development. Advisors remain assigned to students throughout their high school experience.

CLUBS
Clubs exist to advance the mission of Legacy Christian Academy by providing learning opportunities outside of the classroom as well as to partner with community professional resources. Clubs meet a minimum of twice a month during the school day. Students are given an opportunity to sign up for clubs during the Fall Club fair. It is recommended that a student not exceed two club memberships.

Clubs are organized by students and require approval by the administration. Proposed clubs must advance the mission of Legacy Christian Academy, secure a faculty sponsor, and submit operating bylaws for approval by the administration.

EXTENDED LEARNING TRIPS
We believe in the value of hands-on learning. We believe that providing enriched experiences for our students enhance the motivation/desire to learn. Below are some of the extended learning opportunities we have provided. Unless indicated otherwise, these opportunities are above and beyond tuition costs. For information about these opportunities, please contact the assistant principal.

• Camp Eagle Senior Retreat*
• Classroom field trips*
• Early Western Civilizations Trip to Europe
• Fine Arts Performance Trips to New York, Chicago or Orlando
• Senior Passion Conference
• Mission Opportunity to Central America
• Domestic Mission Trip
*included in tuition costs

**GUEST POLICY**
LCA is a closed campus and non-relative guests are not allowed on campus for lunches or school-day activities. Homecoming dance is a closed event as well. **Only current LCA students** may attend the Homecoming Dance.

Junior/Senior Prom may have guests under the following conditions:

1. Student must complete a guest form to be turned in to the Dean of Students no later than the Monday BEFORE Prom. Forms are available in the Upper School office.
2. Application must be accompanied by a photocopy of either a driver’s license or both student ID and birth certificate.
3. Students must be in good standing with their current school as evidenced by principal recommendation on the Guest Form.
4. Students must be enrolled in high school and may not be above the age of 18 years.
5. Former LCA students who left for disciplinary reasons are not allowed to attend.
6. Guests must submit actual copies of identification for verification at the door.
7. Administration reserves the right to deny guests and refuse entry to any student who does not meet entry requirements.

**LEADERSHIP COUNCILS**
Opportunities exist for students to give feedback to the administration and to exert leadership on the future direction of the Upper School. Interested and qualified students may apply for the organizations listed below at the advertised times. Service in these organizations provide opportunities for students to exert leadership skills and to take ownership of student programs/culture. A student may NOT serve on both councils concurrently.

**Principal Advisory Council (PAC)**
Students meet monthly with the administration to provide feedback, leadership and suggestions regarding student programs, school policy and Upper School culture. The organization is open to Juniors and Seniors in good behavioral standing with both the administration, faculty and student body. Applications are taken through the first week of September of each school year.

**Legacy Honor Council (LHC)**
The honor council exists, under the direction of a faculty advisor, to ensure that all students involved in an academic dishonesty or bullying offense receive fair consideration regarding consequences as determined by their peers while maintaining the academic and behavioral integrity required of Legacy students. It is an honor to serve on this council which seeks to maintain the integrity of the honor code with regard to academic dishonesty and inappropriate student behavior while encouraging students to uphold the core values of LCA. Council members are appointed by the Upper School
Faculty Academic committee from a pool of qualified applicants.

**Requirements to serve:**
- Council will consist of 7 juniors and 7 seniors and at least one faculty advisor
- Members must have a clean disciplinary record and maintain a minimum 3.5 GPA.
- Members will serve a two-year term on the committee
- Members may not be a member of the Principal Advisory Council.
- Two senior members will be voted as prefects to oversee the council with the advisor.
  Prefects must have leadership qualities the least of which are discernment, integrity and respect of the student body.

**National Honor Society**
The Legacy Christian Academy National Honor Society Chapter exists to promote the qualities of leadership, character, service and scholarship. Students may apply for membership during the Spring semester of their Junior year. Inductions are held each year in the Spring. Students must maintain a qualifying GPA, maintain a clean behavior record, and submit an application including service and leadership qualifications.

**STUDENT ACTIVITIES LEADERSHIP TEAM (SALT)**
The SALT organization is responsible for club leadership and service group leadership across the student body. These students will lead various clubs and planning organizations (open to the entire student body) which meet on select weekday mornings determined by the Student Life Director. Leaders (which are chosen each year by the previous year’s leaders with approval from the faculty advisor) must also participate in the school leadership training course which is taught by the Student Life Director. Failure to attend the minimum participation levels in leadership training will result in forfeiture of your position. A list of club and service organizations include:

- Spirit Crew
- National Honor Society (NHS)
- Debate/Forensics
- Spiritual Formation
- Legacy Service Organization (LSO)
- Club Med
- Hospitality Team
- Worship Team
- Robotics
- Community/Special Events

Leaders from the above groups form the SALT Team and are supervised by the Student Life Director.
SENIOR ACTIVITIES
Seniors receive certain privileges and opportunities on campus. Below is a description of some of them:

1. Senior Breakfast provided by parents on select days
2. Senior prayer with parents before major sport activities
3. Senior off-campus lunch on select days designated by the administration
4. Senior college sweatshirt day on select days designated by the administration
5. Popcorn for Seniors on special spirit days
6. Senior designated parking
7. Late Arrival/Early Dismissal for qualified students
8. Senior skip day (with approval from the Principal)

The above privileges are not rights for seniors and should be viewed as a statement of trust and demonstrated responsible behavior. The administration reserves the right to suspend any of the above activities/privileges.

STUDENT POLICIES

STUDENT CONDUCT

Discipline Policy
The goal of the discipline process at LCA is reconciliation and redemption. It is the desire of the LCA community to resolve these matters quickly, but sometimes informational processes must be followed to insure truthful information. Our goal is for students (and adults) to grow in self-discipline according to God’s Word so that external discipline measures become less needed. LCA’s discipline philosophy encompasses the following:

- Discipline that is just and leads to repentance with the long-term goal of training in righteousness.
- Discipline honoring the principle “a broken and contrite heart the Lord never despises.”
- Discipline teaching and honoring the Law of Sowing and Reaping.
- Discipline directed at the behavior or attitude, not the person.
- Discipline ensuring restitution for offended parties including justice and protection.
- Discipline demanding responsibility on the part of students and honoring the covenant partnership with parents.

Discipline Options
Options include but are not limited to the following:

Detention – A detention may be given to any student who violates behavioral policy. Detentions can be given for reasons that fall within the conduct and behavioral expectations of Legacy Christian
Students engaged in co-curricular activities would forfeit their activity to serve the detention. The only exception may be when an athletic game or match, or special school activity conflicts with a scheduled detention. The detention may then be rescheduled for the next available detention date. Failure to attend a scheduled detention will result in a Saturday detention.

**Saturday Detention** - A Saturday detention may be given to a student who has shown a continued pattern of poor conduct or decision-making. Saturday detentions will be served from 9:00 a.m. to 12:00 p.m. on any designated Saturday. Students serving a Saturday detention must wear standard uniform. Students serving Saturday detention will write a reflection essay detailing their reason for Saturday detention and what they have learned accordingly. This essay will be filed in the Dean’s office. Saturday detention is $75 per student per Saturday. We ask that parents not make this an easy process for a student. If a student receives a Saturday detention, it is for a discipline reason. The student should have to pay for the detention through his or her own means and not through the generosity of the parent.

**In-School Reflection** - Students with patterned behavior issues or serious behavior incidences may be placed in ISR for the entire school day under the supervision of the Dean of Students. Students will wear DRESS UNIFORM and be placed in an isolated area to complete his/her school work for the day. Any assignments missed on that day will result in a maximum grade of 75%. Students will write a reflection essay for the Dean of Students that will be kept in their student file.

**Suspension** - A student may be suspended with or without a parent/principal conference. Very specific changes in attitudes and actions will be expected. In the case of out-of-school suspension, a readmission conference with the student and/or his/her parent will be necessary for the student to return to school. Work missed during any suspension will be treated as an unexcused absence, and no grade higher than 75% may be received. The principals have the authority at all times to suspend a student. The length of suspension will be one to five days as determined by the administrator. At the discretion of the principal, a student may be placed on disciplinary probation following a suspension (see probation information below). It should be noted that suspensions will be reported on college admission questionnaires completed by the school.

Reasons for suspension may include, but are not limited to:

- Continued deliberate disobedience/disrespect displayed.
- A rebellious spirit that is unchanged despite the efforts of the school staff.
- A continued negative attitude and detrimental influence upon other students.
- A serious breach of conduct on school grounds or off-campus.
- Failure of the student to comply with the disciplinary actions of the school.
- Failure of the parents to obtain recommended professional help for children with special needs.

**Expulsion** - Attendance at LCA is a privilege. Any student whose conduct or attitude in or out of school show him/her to be in opposition to the basic principles and purposes of the school or who maliciously destroys school property will be dismissed or asked to withdraw from school. A student
may be expelled from school for a serious breach of conduct and/or repeated problems with behavior or academic performance.

Expulsion will be recommended to the headmaster if it becomes apparent that the school will not be able to meet the needs of a student, or that the student’s behavior is preventing classroom instruction. Expulsion may also be recommended for unresolved academic or disciplinary probation. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. The expulsion date may be immediate.

In the case of such an offense, the matter will be referred to the Headmaster. Expulsion from Legacy Christian Academy does not relieve parents of their obligation to pay a full year’s tuition.

**Disciplinary Probation** - A student may be placed on disciplinary probation after chronic or severe infraction of school rules and policies. Probation means students may not participate in sports or other LCA Co-curricular activities (choir, band, cheer, student council, etc.). Additional restrictions may be detailed in their probationary report. LCA administration reserves the right to determine whether or not a student will be retained at the end of any probationary period.

**Appeal Process for Disciplinary Decision (other than dismissal)**
If a parent would like to appeal a decision (other than dismissal), the process is as follows: First, the appeal must be made to the Principal. If the parent disagrees with the decision of the Principal, he/she may appeal that decision in writing to the Headmaster. The decision of the Headmaster is final.

**DRUG/SUBSTANCE ABUSE**
LCA is considered a drug, alcohol, steroid, and tobacco free zone. The possession and/or use and/or distribution of drugs, controlled substances, over-the-counter drugs, alcohol, tobacco products, e-cigarettes, and vapor cigarettes are prohibited. LCA will protect its students and campus as it relates to the possession, use, and/or distribution of drugs (legal or illegal), alcohol and substances mentioned above. LCA’s policy regarding prescription and/or nonprescription (over-the-counter) medications states “all medications, prescription or nonprescription, must be sent to the school clinic.” Therefore, any student who possesses, uses, or shares his/her medication or receives another student’s medication is in violation of LCA’s policy.

Students connected to, in the presence of, or in association with any persons, events, actions and/or conversations, of substance abuse will be required to submit to drug testing through a third party (doctor’s/medical office) or subject to testing at school. Students will not be allowed to return to class until testing results are delivered to the school. Students who refuse to comply with testing will be asked to withdraw. Any student who violates this policy is subject to disciplinary action up to and including expulsion. Violation of this policy will be dealt with whether the violation takes place on or off campus.

Legacy Christian Academy does conduct both random and directed drug testing for all 9-12 grade students. Parents are notified of their student’s testing selection once the test is complete. A student must remain accessible to the tester until they can produce a sample. After up to one hour, the tester may then take hair samples of the student. At the discretion of the administration, failure to comply
with these test procedures will result in withdrawal of the student. LCA also reserves the right to test students during school functions such as prom, retreats, dances, etc.

HONOR CODE
The Honor Code establishes behavior guidelines for a student in any situation. The Code is the minimum standard expected of all students, and the “spirit” of the code should foster the desire for the highest standard of Christian behavior.

As students of Legacy Christian Academy:

- WE obey our Lord Jesus Christ, the Word of God and those in authority over us.
- WE love, honor, praise and encourage.
- WE are courteous, kind, truthful, respectful and free from gossip.
- WE work without complaining.
- WE are good caretakers of our bodies, minds, hearts, families and school.
- WE are accountable for the decisions we make.
- WE are ambassadors for Christ and LCA at all times and in all places.
- WE will realign and seek forgiveness when we violate our HONOR CODE.
- WE ARE LEGACY

MOBILE DEVICES
Cell phones, personal gaming devices, iPods, and other mobile devices are not allowed to be used on school grounds during school hours. None of these items should be turned on or visible during school hours. In the event a mobile device is on or visible during the school day, the following procedure will occur:

- First offense, the phone will be given to the Assistant Principal and collected by the student at the end of the day.
- Second offense, the phone will be given to the Assistant Principal and must be collected by the student at the end of the day. A detention will be assigned to the student.
- Third offense, the phone will be given to the Assistant Principal and must be collected by a parent. The student will have a disciplinary conference to determine appropriate consequences from the school.

While cell phones have become valuable communication tools for parents and their child, the need to use cell phones at school is not necessary. Students have access to their parents any time they need by using school phones in the school offices. Cell phones are not prohibited to use at school; instead, they should be stored in the student’s backpack or locker until the end of the school day.

SEXTING POLICY
In keeping with the school’s responsibility to provide a safe learning environment for all students, the board has established the following policy regarding the issue of “sexting.” Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message/image a violation of this policy and will result in school discipline, up to and including expulsion. The school also reserves the right to notify local law enforcement depending on the scope of the incident. Students are required to immediately report any such activities to a teacher or a school administrator.

**STUDENT DRIVERS AND VEHICLES**

All students who drive on campus must have the following on file in the Upper School office: (1) Student Transportation Form; (2) a copy of student license; (3) and a copy of student insurance. Application to park on campus must be initiated by the student and signed by a parent. Each student must park in the designated student parking area. Once the vehicle is parked, it must be locked and left until school is dismissed. **No student may return to his or any other student’s car without permission from an administrator or staff member.** Driving to school is a privilege, not a right. Reckless driving or failure to comply with the above guidelines may result in the suspension of driving privileges on campus. Driving on campus is a privilege and can be revoked at any time. Students should enter and exit the Upper School Campus via the Stonebrook drive exit. Use of the Lower School drive or neighborhood short cuts must be avoided. Such offenses may result in suspension or revoking of driving privileges.

**STUDENT SERVICES**

**COLLEGE ADVISING**

LCA partners with families to provide personal and professional guidance in the College application process. The Director of College Advising provides assistance to families through meetings and opportunities such as:

- College Planning Grade Level Workshop evenings in January/February
- College Fairs & College Admissions Representative lunch visits
- Junior Family Conferences
- Personal Meetings/Guidance
- YouScience Career Assessment & Planning
- Naviance College, Career, and ACT/SAT Test Prep Software
- College Application Assistance (Essays, Resume, Rec Letters)

For questions concerning College Advising assistance, please contact rebekah.radney@legacyca.com.

**COLLEGE TESTING**

LCA provides multiple opportunities for students to prepare for and excel in college admissions testing. The Naviance software contains test prep resources for both the SAT & ACT of which students should avail themselves. Classroom teachers also uses sample test questions in each of our core
classes. ACT Test Prep programs are hosted on campus at the conclusion of the Sophomore and Junior years.

The following tests are administered at Legacy for the benefit and convenience of our students:

- PSAT (9th - 11th)
- Fall PreACT (9th-10th)
- Fall District ACT Test (11th-12th)
- Spring District ACT Test (11th-12th)

**ACADEMIC & GUIDANCE COUNSELING**
The Director of Guidance Counseling provides academic and emotional support services for students and families of LCA. The Counselor coordinates academic schedules and planning for students in partnership with the student advisors. Course mapping and course changes are managed through the counselor’s office. Students who are struggling academically, emotionally, or socially will find support from the counselor as she serves as an advocate and liaison between students, parents, and teachers. Parents and students may reach the Upper School counselor at jena.lamse@legacyca.com.

**DIGITAL RESOURCE LAB**
The digital resource lab provides opportunities for students, teachers, and entire classes to utilize creative resources in learning exploration. 3D-Printers, Color Poster Printers, AV Computers, etc. are available for use in support of learning. Students may also utilize the lab before/after school as well as during study hall/independent learning times by appointment. The lab is managed by the Upper School Technology Specialist who may be contacted at megan.allen@legacyca.com.

**LIBRARY/RESEARCH**
LCA subscribes to multiple research databases which are available to all LCA students. These research databases have links on the LCA website. Go to legacyca.com/research to log on to these resources. The access password may be obtained through your English teacher.

**TECHNOLOGY SUPPORT**
LCA is a one-to-one campus and therefore requires each student to have a laptop for class. These computers are provided by the student and are therefore not maintained by the Technology staff. Information for the laptop requirements may be found on our website at legacyca.com/bts. LCA does require that certain monitoring software is installed on the students’ laptops. This software monitors student activity when they are connected to our local network. The technology staff will need access to the administrator’s login in order to install this software. Should you desire for that password to remain anonymous to the student, please forward the information to our technology staff at cynthia.delgado@legacyca.com.

**UPPER SCHOOL STANDARD OF APPEARANCE**
**DAILY WEAR (MONDAY-THURSDAY)**
**Shirts**
Short or long-sleeved polo style shirts with the Legacy crest in dark green, white, or black supplied by Dennis Uniform Company. Undershirts may only be solid white. Students may wear Legacy spirit apparel on Fridays or any other day designated for spirit uniform.

**Pants, Shorts, and Skorts**
Standard color khaki shorts/pants/skirts or approved plaid skirts must be worn. No cargo shorts or pants are allowed. No holes, rips, decorations, elastic or cut-offs may be present in the apparel. Length and tightness of garments must meet modesty guidelines. Girls may also wear solid black or white leggings with skirts. Students may wear black or blue jeans on Fridays for spirit uniform. Black or brown belt is required.

**Footwear**
Shoes must be closed-toe and closed-heel. Shoes may not have lights, wheels, or bells. They must not be a safety hazard. Boots may be worn with pants.

**SPIRIT DRESS (FRIDAYS AND DESIGNATED SPIRIT DAYS)**
Students may wear Legacy Spirit apparel on Fridays along with blue denim jeans, shorts, or khakis. Girls may not wear jeggings. No holes, rips of any kind, decorations, elastic or cut-offs are allowed. Length and tightness of garments must meet modesty guidelines. Additionally, students may wear any LCA sweatshirts/hoodies apparel on Spirit Dress days. Spirit groups may coordinate special spirit dress on certain days only with administration approval.

**REQUIRED DRESS UNIFORM**
The dress uniform will be worn on special, designated occasions throughout the year and is required for every student. All dress uniform items must be purchased from Dennis Uniform unless indicated otherwise.

**Boys**
Black blazer, khaki pants, white oxford shirt.
Other: select tie (9th – 11th from Spirit Shop; 12th grade tie provided by school), black/brown dress shoes with matching black/brown belt.

**Girls**
Black blazer, plaid skirt, white oxford shirt.
Other: black/brown dress shoes.

**OUTERWEAR**
Students must wear approved outerwear provided by Dennis Uniform, approved LCA Spirit Shop outerwear, or a letter jacket in the building. Polo shirts must be worn under all outerwear.

**HAIR**
All hair must be neat in appearance and of natural color/highlights. Radical hairstyles are not allowed. Boys’ hair must be above eyebrows, above middle of the ear, above the collar in the back,
and unbound. Faces must be clean-shaven at all times. Sideburns may not be below the bottom of the earlobe.

**OTHER**

Piercings are limited to girls only and in the ears only (maximum of 2 piercings per ear). No tattoos may be visible at any time including during extra-curricular activities.

**VIOLATIONS**

Students will be checked at the beginning of every 1st period class or otherwise upon arrival at school. A student not in dress code will be flagged in Renweb by the teacher and sent to the front office. Students must then become compliant in the dress code before returning to class. Class time missed will be considered unexcused and make-up work will not be accepted. In the case of hair infractions, students have one day to get the hair cut. Secondary offenses and beyond will result in disciplinary action such as detention, Saturday detention, etc. Multiple infractions are indicative of a scorners attitude which can lead to major disciplinary action.