

Legacy Early College High School

2017-2018

Scholar Handbook

Parker Campus
900 Woodside Avenue
Greenville, SC 29611

(864) 248-0646

<http://www.legacyearlycollege.us/echs/>

Neither this handbook nor any part of it should be construed as a contract itself. This handbook is not intended to be comprehensive. It is to serve as a guide for the scholars, parents, and faculty of Legacy Early College High School. The school reserves the right to make changes or exceptions to statements in this handbook. Final interpretation of all school rules and regulations is left to the principal of the school.

Table of Contents

o I. Welcome	
Message from the Principal	5
Our History	6
Mission	6
Vision	6
Values	6
2017-2018 Instructional Calendar	7
Legacy Early College High School Faculty & Staff	8
o II. General Scholar Information	
Scholar Agendas	9
School Activity Fee.	9
Scholar Code of Conduct	9
Code of Conduct Philosophy.	9
Scholar Bill of Rights	9
Uniform Policy	10
Electronic Equipment Policy	11
Cellphone Policy	11
Locker Policy	12
Lost and Found	12
Textbooks	12
Damaged/Missing Textbook Policy.	12
Scholar Parking Policy	12
Hall Pass Policy	13
Restricted Areas.	13
Bullying, Harassment, Discrimination, and Intimidation.	13
Investigations and Consequences	13
Arrival and Dismissal Information	14
Bus Transportation Information	14
Bus Rules/Expectations	15
Bus Consequences.	15
Closed Campus Policy	16
Scholar Debt	16
Homecoming/Prom Information	16
o III. Academics	
Course Assessments/Exams	17
End of Course (EOC) Testing	17
Grading and Report Cards	17
Re-Testing	17
Report Card	18
Honor Roll	18
Promotion Policies	18

Academic Dishonesty	18
Graduation Requirements	18
Graduation Ceremony	19
Experiential Learning	19
Scholar Participation Requirements	20
Lions of the Month	20
Early College Program.	20
Early College Eligibility.	20
o IV. Scholar Behavior	
Discipline	21
Lunch Detention	21
After-school Detention	21
Restorative Learning	22
Out-of-School Suspension	22
Scholar Expulsion	22
Appeals	22
Criminal Prosecution	22
Non-LECHS Scholars on School Grounds	23
Statement on Corporal Punishment	23
Drugs and Alcohol Policy	24
Buying and Selling of Items	24
Tobacco and Lighters	24
Displays of Affection	24
Non-Aggravated Assault	24
o V. Scholar Services	
Guidance Program	25
Counseling	25
College Counseling	25
Advisory	25
Power Hour	26
Parent-Teacher Conference	26
Scholar Led Conferences	26
Schedule Changes and Procedures	26
Withdrawals/Transfers	26
Transcripts	26
Meal Program	26
Breakfast/Lunch/Dinner Procedures	27
Health Room Policies	27
Visits to the Health Room	27
Scholar Emergency Forms	27
Medication	27
Medication Protocol	28
Overnight Field Trip Protocol	28
Protected Health Information Notice.	29
FERPA Information	29
PTSO	30
Volunteer Information.	31
o VI. Attendance Information	
Lawful Absences	31

Unlawful Absences	31
Attendance Procedures	32
Seat Time Recovery	32
Tardiness	32
Cutting Class/Leaving School	32
o VII. General Operations	
Accidents and Emergency Information	33
Scholar Address and Phone Numbers	33
Contacting Scholars	33
Emergency Procedures	33
School Closure.	33
Scholar Enrollment	34
Early Dismissals	34
Early Dismissal Procedure	34
Early Dismissal Due to Illness	35
Receipt of Money	35
Posters	35
Nutritional Guidelines.	35
Visitors	35
o VIII. Athletics	
Athletic Information	36
Athletic Attendance Expectations	36
o IX. Legacy Early College Technology Policy	
Parent/Scholar Acknowledgement	37

2017-2018 Message from the Principal

Dear Parents, Guardians and Legacy Team and Family,

Welcome to the 2017-2018 school year! Last year, 100% of our seniors were accepted to college achieving over \$2,000,000 in scholarships. At Legacy Early College High School, we never settle. We are continuously improving and pushing towards excellence embodying the essence of Jim Collins' "good is the enemy of great" quote.

As Legacy Lions, we believe in an education that values both academics and character. In order to prepare our scholars to be competitive college applicants successful in the world beyond the classroom, it is critical that they exercise healthy lifestyle choices, exhibit strong character and leadership attributes, and excel academically. Our rigorous yet supportive high school program is uniquely designed to accomplish such goals.

Our wellness program promotes the mental, physical, and socio-emotional learning of all scholars. We recognize that this work is not easy, so our school structure and programs have been redesigned with scholars in mind. Exercising for at least 30 minutes a day, mindful moments, yoga, and advisory are just some programs that will allow scholars to become more reflective and work on becoming better individuals as it pertains to physical, mental, emotional and social health. Advisors, coaches, mentors, teachers, and leaders will assist in this process, we simply ask that scholars come prepared to work hard, be resilient, and remain focused as we continue this journey to *and through* college. We encourage scholars to come with an open heart and open mind so that they can fully benefit from the exceptional learning experience Legacy Early College has to offer.

Our dedicated and caring team of teachers and faculty are committed to providing scholars with engaging and personalized learning experiences through virtual learning platforms, accelerated learning programs and other wrap-around services. Our teachers are also committed to planning, preparing, and executing rigorous lessons that challenge scholars to think critically and engage meaningfully in content.

LECHS is a mastery school which requires our scholars to achieve an 80% or higher in order to earn credit in each course. Our unique Early College program allows scholars the opportunity to participate in tuition-free college courses at Greenville Technical College and North Greenville University upon maintaining a high GPA, consistently exhibiting executive skills, and meeting standardized test requirements.

Legacy Early College High School will be known as a school of excellence where our teachers, parents, and scholars work together to provide unwavering support for our scholars. We believe this community of encouragement will ensure our scholars achieve academic excellence, refined leadership skills and build lasting relationships preparing them for a lifetime of fitness, wellness, college and career success. I am honored to serve the Legacy Early College High School team. Welcome, to what will be, our greatest year yet!

Onward and Upward,
Noemi Pavon, *Principal*

Our History

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

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

Mission

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

Vision

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

Values

Perseverance
Respect
Integrity
Determination
Excellence

2017-2018 Instructional School Calendar

Legacy Early College School

2017-2018

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

Key

- Vacation/Holidays
- Half Days
- Teacher Work Day (TWD)
- Summer Programs
- Students' First/Last Day
- Interims
- End of Quarter
- Parent Conferences
- Workday-Snow Make Up
- Optional TWD

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

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

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

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

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

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

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

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

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

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

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

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

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

Reminders:

June 5-8, 12-15, 19-22, 28-29 - Summer Programs
July 3-July 7 - School Closed
July 10-13, 17-20 - Summer Programs
August 1 - Optional Teacher Workdays
August 2-7 - Teacher Workdays
August 8 - First Day for Scholars
September 4 - School Closed - Labor Day
September 8 - Interims
September 18 - Teacher Workday - Golf Classic
October 11 - End of First 9 Weeks
October 23 - No School - Parent Conferences
November 10 - Interims
November 20-24 - School Closed - Thanksgiving
December 20 - 1/2 day for Scholars
December 21-January 1 - School Closed - Christmas
January 2 - Teacher Workday
January 3 - End of Second 9 Weeks
January 15 - School Closed - MLK Jr. Birthday
January 16 - No School - Parent Conferences
February 2 - Interims
February 19 - No School - President's Day
March 12 - End of Third 9 Weeks
March 19 - No School - Teacher Workday
March 30 - Teacher Workday - Snow Make Up Day
April 2 - April 6 - School Closed - Spring Break
April 27 - Teacher Workday - Snow Make Up Day
April 20 - Interims
May 21 - May 24 - 1/2 Days for Scholars
May 24 - Last Day for Scholars
May 25 - Teacher Workday - Snow Make Up Day
May 28 - School Closed - Memorial Day
May 29-31 - Teacher Workdays

Legacy Early College High School Faculty 2017-2018

Name	Assignment	E-mail
Noemi Pavon	Principal	npavon@legacycharter.org
Aimee Pierre	Assistant Principal	apierre@legacycharter.org
Patricia Woods	Dean of Instruction	pwoods@legacycharter.org
LaCheryl Smith	Dean of Early College	lsmith@legacycharter.org
Judon Streater	Guidance Counselor Legacy Through College Coordinator	jstreater@legacyearlycollege.org
Shalisa Still	Early College Coordinator	sstill@legacyearlycollege.org
Katrina Canty	Career Development Facilitator School Operations Manager	kcanty@legacycharter.org
Sabrina Stone	Registrar/Administrative Assistant	sstone@legacycharterschool.com
Julian Thompson	Restorative Learning Coordinator	jathompson@legacyearlycollege.org
Jessica Auguste	Title 1 Parent Coordinator	jauguste@legacycharter.org
Kellyse Hood	English Teacher	khood@legacycharter.org
Gregory Fish	English Teacher	gfish@legacycharter.org
	English Teacher	
Lenetta Gray-Brewton	Mathematics Teacher	lbrewton@legacycharter.org
Adam Conrad	Mathematics Teacher	aconrad@legacycharter.org
Karen Moyd	Mathematics Teacher/Teacher Cadet	kmoyd@legacyearlycollege.org
Brandi Babb	Mathematics Teacher	bbabb@legacyearlycollege.org
Stephanie McKay	Science Teacher	smckay@legacycharter.org
Kidata Frazier	Science Teacher	kfrazier@legacycharter.org
Scott Barefield	Science Teacher	sbarefield@legacycharter.org
Neena Kumar	Science & Journalism Teacher	nkumar@legacycharter.org
Aaron Ledford	Social Studies Teacher	aledford@legacycharter.org
Tra'Neisha Mumford	Social Studies Teacher	tmumford@legacyearlycollege.org
Trandon Dendy	Social Studies Teacher	tdendy@legacycharter.org
Leslie Clark	Special Education Teacher	lclark@legacyearlycollege.org
Nicholas Miller	Special Education Teacher	nmiller@legacyearlycollege.org
Yadira Nunez	Foreign Language Teacher	ynunez@legacycharter.org
Noemy Miguel	Foreign Language Teacher	nmiguel@legacycharter.org
Nicole Murphy	Dance Teacher	nmurphy@legacyearlycollege.org
Sammy Dotson	Theatre & Chorus Teacher	sdotson@legacycharter.org
Michael Knox	CATE Teacher	mknox@legacycharter.org
Lindsay O'Donnell	Physical Education Teacher	lodonnell@legacycharter.org

Grade Level Chairs: Aaron Ledford (9th grade), Scott Barefield (10th grade), Lindsay O'Donnell (11th Grade), Michael Knox (12th grade)

Department Chairs: Kellyse Hood(ELA), Aimee Pierre (Math), Patricia Woods (Special Education), Aaron Ledford (Social Studies), Stephanie McKay (Science), Nicole Murphy (Fine Arts)

Senior Leadership Team: Noemi Pavon, Aimee Pierre, Patricia Woods, LaCheryl Smith, Katrina Canty, Aaron Ledford

Part I: General Scholar Information

Scholar Agendas

All Legacy Early College High School (LECHS) scholars will be issued agendas. Agendas are to be used as a hall pass anytime scholars are in the hallway during class time. Scholars must have a sign out and sign in time initialed by a teacher or staff member upon exit and arrival from the classroom. Scholars who lose their agenda will have to pay \$5 to secure a replacement.

School Activity Fee

Each scholar at LECHS will be assessed a scholar activity fee of \$40. The purpose of this fee is to subsidize some of the costs associated with uniforms, field trips, school-wide events and functions.

Scholar Code of Conduct

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

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

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

Code of Conduct Philosophy

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

Legacy Early College High School Scholar's Bill of Rights

Each scholar at LECHS has the right to:

- Be treated as an exceptional human being.
- Receive a quality education. Teachers should be free to teach and scholars free to learn without being interrupted by inconsiderate or disruptive behavior.
- Be safe in a school environment.
- Have personal property respected.

- Be free from physical abuse and/or mental abuse such as name calling, intimidation, harassment, or vulgar language. Swearing and use of inappropriate language are not acceptable (refer to the LECHS Code of Conduct).
- Be free from mocking or isolation because of race, sex, religion, or any individual differences.
- Be respected by others.
- Have personal freedom to express ideas and develop one's own personality (as long as it does not interfere with the rights of others) without disrespectful criticism or pressure from peers and cliques.

Uniform Policy

We believe uniforms serve the purpose of producing respectable citizens striving for future college and career success. Uniforms show school pride and create an environment that focuses on academics. Scholars must arrive at school dressed appropriately according to the dress code, and must adhere to the dress code during school hours and specified school events. Uniform checks will occur each morning and at will. Parents will be called for uncorrectable uniform violations and asked to bring the missing item to school, allowing scholars the opportunity to make the appropriate correction. If the parent is unable to bring it in, the item may be loaned by the school administration (if available). Failure to return a borrowed uniform item will result in a charge. Additionally, scholars will not be permitted to attend classes for repeated and/or unresolved violations.

Standard LECHS attire for scholars:

- Gentlemen will wear a white buttoned down oxford shirt with purple/gold necktie/bowtie. All boy's shirts must be tucked in at all times. All ties must be tied properly and worn correctly at all times.
- Ladies will wear a white buttoned down oxford shirt with purple/gold girls' crosstie/ bowtie/ necktie.
- Khaki pants or khaki shorts, skirts, or skorts with belt loops that are knee length or below (no embellishments, designs, or contrasting accent colors) Khaki pants must fit at the waist. Only the color "beige" is accepted as "khaki."
- All pants must be appropriately fitted at or above the waistline. All pants must be clean and free of holes, rips, and tears.
- A dark-colored belt should be worn and visible when there are belt loops.
- Legacy uniform suspenders may be worn in lieu of a belt. Both straps must be attached at all time.
- Scholars may wear solid neutral undershirts in the following colors: nude, white and gray. Camis and short-sleeve undershirts shirts are permitted, long-sleeve shirts are not permitted.
- Writing and/or designs should not be visible through shirt.
- On Monday through Thursday non-hooded LECHS branded outerwear may be worn along with the stand school uniform.
- Seniors are expected to wear exclusive LECHS senior blazers daily.
- Sneakers, and other casual footwear are acceptable. Sandals with a strap across the back are permissible. Slides, flip-flops, house shoes, etc. are **not** allowed.
- Tights, leggings, and socks are allowed in solid colors only (nude, white, navy

blue, purple, gray, black).

- Bandanas, hats, scarves, caps, head wraps, oversized bows, etc. are not permitted. Head bands must be no larger than 2 inches in width.
- Full uniform will be required Monday through Thursday at all times.
- On Fridays, scholars may substitute appropriate college shirts or Legacy attire.
- Scholars are not permitted to wear headphones, earbuds, or Bluetooth headsets during school hours.

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

**Scholars and parents should make every effort to ensure that the uniform shirts and pants are cleaned regularly. Torn, damaged, or worn clothing is not accepted and will require replacement.

Electronic Equipment

The school is not responsible for lost or stolen personal cell phones/electronic devices. Phones, iPods, iPads, tablets, may be used on campus at the following times:

- Before 7:45 AM and after 3:50 PM.
- Cell phones may not be used during class.
- Cell phones may not be charged during class without the teacher's permission.
- Scholars are required to ensure that all electronic devices are silenced or off while on campus.
- Scholars may check phones during hallway transitions and lunch only.
- Electronic devices should be placed in scholars' lockers, book-bags, purses, or cars.

Cellphone Policy

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

If a scholar's phone rings or is visible in a classroom, the scholar is in violation of the mobile device policy. The teacher/administrator/faculty member may, in the faculty member's discretion, give a warning, either verbal or written, or seize the phone immediately, as the facts and circumstances, in the teacher's sole discretion, dictates.

Upon first confiscation, after conferencing with school administration, the device will be returned to the scholar's parent/legal guardian. Upon second confiscation, after 30 days and a conference with an administrator, the device will be returned to the scholar's parent/legal guardian. Upon third confiscation, after a conference with an administrator, the device will be returned to the parent/legal guardian on the last day of school.

Refusal to surrender a mobile phone or electronic device when requested will result in two referrals being recorded on the scholar's record; one for the violation of this policy and one for refusal to obey.

Lockers

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

Lost and Found

A lost and found area is maintained in the front office. To help us return found items, put the scholar's names on clothing, book bags, coats, etc.

Textbooks

The State of South Carolina provides textbooks to all scholars. Scholars must handle and use textbooks, school library books, and public library books with care. Scholars are responsible for their textbooks. If a textbook is lost, stolen, or damaged, the scholar will be held accountable and must pay for the book before another one can be issued. Payment for lost books should be made to the assistant principal or designee in charge of textbooks.

Books lost or damaged beyond normal wear must be paid for by the scholar/parent. Final report cards and/or transcripts will be withheld for scholars with unpaid fees. The following fees may be assessed if a textbook is damaged:

Damaged/Missing Textbook Policy:

Lost book, broken spine, water damage	Cost of book
Torn pages or writing in book with missing text.....	Cost of book
Torn pages without missing text.....	50 cents per page
Damage to book cover.....	\$5.00 to \$10.00
Writing without lost text.....	50 cents per page
Obscene marks.....	Cost of book
Lost bar code.....	\$5.00

Scholar Parking

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

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

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

Hall Passes

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

Restricted Areas

Any scholar in a restricted area without written permission will be referred to the administration. Restricted areas include but are not limited to:

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

Reporting Bullying, Discrimination, Harassment and Intimidation

LECHS is committed to fostering an environment that promotes learning. Accordingly, all forms of bullying, discrimination, harassment, or intimidation are prohibited. As provided in Board Policy, scholars and parents may file a written report of bullying, discrimination, harassment or intimidation by other scholars, school employees or third parties involved in the school setting. Reports may be filed with an instructional staff member or an LECHS leader. Reports may also be filed by a scholar's parent. If the allegation is against the school's administration, the scholar or parent should file a report directly with the Executive Director and then the Board. Anonymous reports may be made, but those reports must provide adequate information in order to begin an investigation.

Investigations and Consequences

All reports will be investigated promptly, thoroughly, and confidentially. The investigation shall include appropriate steps to determine what occurred and to take actions to end the harassment, intimidation or bullying, and prevent such misconduct

from occurring again. The scholar and his/her parent shall be informed of the results of the investigation and shall be advised how to report any subsequent problems, however any discipline of scholars or staff shall remain confidential. If the investigation determines that inappropriate conduct has occurred, the administration shall take reasonable, timely, age-appropriate, and effective corrective action. Examples of corrective action include, but are not limited to, action against the aggressor, up to and including termination of an employee or expulsion of a scholar. LECHS prohibits retaliation or reprisal in any form against a scholar or employee who has filed a report. It also prohibits any person from falsely accusing another person.

Arrival and Dismissal

- Scholars are allowed to enter the cafeteria at 7:30 AM.
- School doors are locked until 7:45 AM. Parents retain responsibility for scholar supervision until 7:30 AM.
- Parents should pick up scholars no later than 4:15 PM Mondays-Thursdays and 2:00 PM on Fridays, unless the scholar is participating in an after school program.
- Scholars are to exit the building by 4:00 PM and off campus by 4:15 PM unless waiting as a car rider in the designated area. Scholars attending after school tutorial or activities; i.e., Power Hour, athletics, or other clubs must be with their activity sponsor by 3:50 PM.
- Any scholar found wandering the building or loitering on campus, will be asked to leave. Disciplinary action may be taken against repeat violators.

Bus Transportation

Scholar and driver safety is our main priority on the bus. The bus driver is responsible for maintaining appropriate scholars behavior. School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Abuse of this privilege will result in a disciplinary report that will be submitted from transportation for disciplinary action. A copy of the bus discipline referral will be sent to the parents. If the problem persists, the school may suspend the scholar from bus transportation.

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

1. Disorderly conduct, improper language, unnecessary noise, eating or drinking on the bus, head or arms out of the bus window, tampering with or defacing the bus, out of seat when bus is in motion, scuffling, hitting, pushing, fighting, or any other action deemed inappropriate.
2. Returning scholars will ride the same bus to which they were assigned the previous school year and will be dropped off and picked up at the same locations unless notified otherwise.
3. Parents of new scholars must visit the main office and request a bus transportation form to complete. Administration will review your request and respond within a week of submission. Please be aware that bus requests are considered on a very limited basis and may not be approved. Parents are responsible for transporting their scholar to school until notified that their request has been approved.

Information for School Bus Riders

Parents: To ensure the continuing safety of all scholars who ride school buses, LECHS has trained all bus drivers in the Assertive Discipline Program. This program is centered on bus riders, adherence to the rules of conduct expected of them and certain consequences that will ensue if these rules are not followed. Principals, the bus coordinator, and drivers have formulated these rules and consequences and have communicated them to scholars.

The bus loading area is limited only to those who ride the bus. All afternoon bus riders are expected to be outside by **3:50 PM**. If a rider refuses to exit the building, or causes a disturbance either inside or outside the building, disciplinary action will be taken.

Each bus rider is expected to:

- Be at the bus stop on time
- Follow the driver's directions
- Sit in an assigned seat
- Keep hands, arms, legs, and objects to him/herself
- Refrain from cursing, name-calling, obscene gestures, or loud talking
- Refrain from pushing
- Refrain from eating, drinking, chewing gum, or littering
- Abide by the school's discipline code

Violation of bus rules warrants the following consequences:

1st incident – Driver warns scholar

2nd incident- Conference with driver on bus and referral sent to administrator and legal guardian.

3rd incident - Seating assignment changed and referral sent to administrator and legal guardian.

4th incident – Scholars referral to principal

Upon referral to the principal, the principal will follow these steps:

1. Contact the parents
2. Suspend the scholar from the bus 1-5 days
3. Suspend the scholar from the bus 5-10 days
4. Suspend the scholar from the bus 10-15 days
5. Suspend the scholar from the bus permanently

For incidents that involve severe offenses, such as fighting, possession of weapons, possession of drugs, alcohol, smoking, actions that endanger the safety of the driver and other scholars, or damage to the bus, appropriate disciplinary action will be taken. Such action could involve a lengthier bus suspension or permanent suspension from the bus.

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

Please note that if a scholar does NOT ride the bus for 2 consecutive weeks, their seat will be reassigned to the next scholar on the waiting list. Scholars wishing to be

reconsidered will be added to the waiting list.

Additionally, only Legacy scholars may ride the bus. This means that scholars with an overnight visitor must get prior permission from administration in order for any visitor to also ride the bus.

The bus loading area is limited only to those who ride the bus. Because of limited buses, bus stops are typically a common meeting place as opposed to scholars' homes.

CLOSED CAMPUS POLICY

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

Car Riders and Bus Riders

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

Scholar Debt

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

Homecoming/Prom

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

Part II: Academics

Course Assessments/Exams

- Examinations are considered an important part of educational program and are used to guide teaching and learning.
- Midterms and finals will be administered in all subjects.
- Final exams will count as 20% of the total course grade.
- State End-Of-Course exams will count as 20% of the course grade.

EOC Tests-South Carolina End-of-Course Testing

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

Grading and Report Cards

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

Grades earned by scholars are numerical and weighted as follows:

Year Long Classes	Semester Long Classes
$F1 = S1(40\%) + S2(40\%) + E1(20\%)$	$F1 = Q1(40\%) + Q2(40\%) + E1(20\%)$

Quarter Grades will be determined using the following weights:

Daily Activities (homework, classwork etc.): 30%
Quizzes: 30%
Tests/Projects: 40%

If a scholar does not achieve mastery (80% or above) on a major assessment, another opportunity will be given to master the material with further instruction through Power Hour or other scheduled tutorials. If a scholar attends Power Hour or tutorial within the stipulated time frame, retesting will follow. Teachers reserve the right to determine the appropriate number of tutorial sessions needed to retest.

Re-Testing

Scholars may re-take tests to improve grades **if they have attended** Power Hour or tutorial **for that topic**. The scholar's first test grade counts 1/3, and their re-test grade counts 2/3. Teachers reserve the right to replace a scholar's first grade with a mastery grade.

Report Card

Scholars will receive four report cards during the year, one for each nine-week grading period. The numerical grade scale is outlined below. Please reference the Course Catalog for additional information regarding the 10-point Grading Scale.

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

Honor Roll

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

Promotion Policy

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

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

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

Academic Dishonesty

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

Graduation Requirements

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

- Language Arts (English) **4 units**
- Mathematics **4 units**
- US History **1 unit**
- American Government $\frac{1}{2}$
- Economics $\frac{1}{2}$
- *Other Social Studies **1**
- *Science **3**
- Computer Science **1**
- Foreign Language or Occupational Education **1**
- Physical Education/JROTC **1**
- Electives **7**
- TOTAL CARNEGIE UNITS **24**

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

In addition to completing the above required core courses, scholars must also:

- Complete a minimum of 120 hours of community and/or school service (30 hours per year)
 - Class of 2018: 60 hours
 - Class of 2019: 90 hours
 - Class of 2020 and beyond: 120 hours
- Meet keyboarding proficiency requirements
- Successfully complete a Senior Project course.

Graduation Ceremony

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

- Scholars must have caps, gowns and diploma cover to participate. Cap and gown must be purchased from the school's vendor during the current school year. **No other graduation paraphernalia is acceptable. Honor cords/stoles must be approved by the principal or designee.**
- Only seniors receiving state diplomas are eligible to participate.
- All practices are mandatory. If scholars do not attend practice, they cannot participate unless approved by the principal.
- Scholars must be on time for rehearsals.
- All school rules and district discipline procedures are in effect at all practices and at graduation exercises.
- Graduation is a dignified ceremony and appropriate behavior is expected from scholars and guests. Detailed information will be given to seniors in the spring outlining appropriate dress and behavior.
- Scholars qualify as summa cum laude graduates if they obtain a cumulative 4.00 GPA, magna cum laude from 3.8 to 3.9, and cum laude from 3.5 to 3.7

Experiential Learning

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

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

1. **Academics:** If a scholar is failing a class.
2. **Behavior:** (a) If assigned OSS on the date of the trip, (b) if the person leading the trip, with approval of the principal, determines eligibility should be denied based on a pattern of misconduct.
3. **Attendance:** If a scholar has more than five (5) unverified absences in a semester class or more than ten (10) unverified absences in a yearlong class. Scholars unable to attend a field trip will be given an alternative assignment to replace the field trip grade.
4. If a scholar is driving to an off campus school sponsored event, he/she must have written parent permission prior to the event.

Scholar Absences and Participation in Extracurricular Events

Scholar are not eligible to participate in any extracurricular events unless they are present at least 4 periods that day. This participation includes but is not limited to athletic events, band or choral performances, club activities, competitions, and prom. Suspended scholars are ineligible to participate in or attend any school activity during their suspension.

Lions of the Month

High school scholars must integrate seamlessly into a school environment of Carnegie units and GPAs. As we embark in this collective endeavor, LECHS applauds and recognizes the special efforts and character of scholars as they prepare for higher education. The Lions of the Month award recognizes scholars who exhibit qualities consistent with the school's mission and character strengths (grit, optimism, social intelligence and gratitude). On a monthly basis, teachers nominate scholars as "Lions of the Month." All scholars nominated are honored with a certificate and are invited to attend a special executive luncheon with school administration and faculty leaders.

Early College Program

LECHS has partnered with Greenville Technical College and North Greenville University to offer college courses to qualified high school scholars as dual credit courses. Scholars begin the program with a college level computer course, and are eligible to take English 101 once they have completed English 3.

Eligibility guidelines for taking Early College classes

- Scholars must successfully pass the ACCUPLACER placement test in one or more parts to be eligible to take college classes. SAT & ACT scores may also qualify a scholar.
- Scholars must be proficient (80 or above) in all of their LECHS classes and maintain a 3.0.
- Scholars must be proficient (C or above) in all of their early college classes.
- Scholars must show other areas of responsibility. Indicators of responsibility include initiative, determination, commitment, discipline, attendance, and grades.
- Teacher recommendations are also required.

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

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

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

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

Part III: Scholar Behavior

Discipline

At LECHS, we believe that discipline is proactive, instructive, and restorative with consistent implementation. Our restorative discipline process will encourage scholars to be introspective and accountable for their actions, as opposed to merely being regretful. Thus, consequences for misconduct may include, but are not limited to:

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

Lunch-Detention

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

Before/After-school Detention

Teachers and staff may assign scholars before or after-school detention. Referring teachers will notify parents/guardians at least a 24 hours in advance when assigning scholars after-school detention. Scholars assigned after-school detention will be supervised until dismissal. Failure to serve an after-school detention follows the same consequences as missing lunch detention.

Restorative Learning

LECHS utilizes restorative measures to equip scholars temporarily placed in an alternative learning environment on campus, with the tools necessary for self-regulation and reform, through tasks designed to induce awareness and self-accountability.

Out-of-School Suspension

Severe disruptive or disorderly conduct at LECHS may result in out-of school suspension (OSS). OSS is the temporary removal from school in an attempt to discourage egregious behavior. Scholars suspended for more than 10 days in succession, or more than 30 days in total for the school-year, will be recommended for expulsion. Scholars may be suspended during the last 10 days of the school-year pending School Board approval, if their presence threatens the safety of the school, or a hearing is granted within 24 hours. Offending scholars will be informed of violations and presented with evidence, as well as an opportunity to clarify and refute any accusations prior to receiving OSS. An investigation may be conducted if the designated administrator believes it is warranted. If it is determined that a scholar has committed a suspendable offense, the designated administrator will suspend the scholar from school and inform their parents or legal guardian of the reason for the suspension along with details of a time and place when the administrator will be available for a conference. Requests for review of suspensions may be made to the principal, then to the executive director (or designee), and then to the Board. No scholar may return to school after a suspension unless a re-entrance conference is held.

Expulsion

In accordance with the discipline code set forth in policy, the Board authorizes the administration to initiate expulsion proceedings against any scholars found guilty of serious offenses or for continued and chronic disruptive behavior. Expulsion is the permanent exclusion from LECHS for the school year. Under the laws of the state of South Carolina, once a scholar is expelled from a Charter School, the scholars may not apply for admission to another South Carolina public high school. Available on the SCDOE: South Carolina state statute on "Expulsion." The board will only consider the permanent expulsion of those scholars so recommended by the principal. A parent may appeal the action taken by administration for suspension or expulsion of a scholar by writing to the Disciplinary Committee Chair of the Board. Any such request must include a brief written statement to be presented to the Board within five (5) working days after the first letter of notice to expel.

Appeals

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

Criminal Prosecution

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

Non-LECHS Scholars on School Grounds

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

Statement on Corporal Punishment

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

1. Use of reasonable and necessary force to quell a disturbance or remove a scholar from the scene of a disturbance that threatens physical injury to persons or damage to property
2. Use of reasonable and necessary force to prevent a scholar from inflicting physical harm to himself.
3. Use of reasonable and necessary force for self-defense or the defense of others.
4. Use of reasonable and necessary force to obtain possession of weapons or other dangerous objects or controlled substances or paraphernalia, which are upon the person of the scholar, or within his/her control.

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

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

- Smoking
- Social media misconduct that disrupts the learning environment
- Stealing
- Throwing objects
- Use of obscene/inappropriate language
-
- Vandalism

Drugs and Alcohol

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

Buying and selling of items

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

Tobacco and Lighters

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

Display of Affection

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

Non-aggravated Assault

State law requires that scholar handbooks contain this notice:

Any scholar who commits a non-aggravated assault and battery on school grounds or at a school-sponsored event against any person affiliated with the school in an official capacity is guilty of the misdemeanor of assault and battery against school personnel and may be fined not more than \$1000, imprisoned for not more than one year, or both. Judicial, law enforcement, or corrections officials must notify the principal of any conviction of this crime, or the crime of assault and battery of a high and aggravated nature against a school official, and of other "violent crimes." Information concerning convictions of these crimes will be included in the scholar's permanent record. Any school official who reports a school-related crime in good faith is immune from criminal and civil liability arising from the report.

Part IV: Scholar Services

Guidance Program

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

Counseling

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

College Counseling

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

Advisory

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

Advisories will remain together for all four years of high school. Scholars' advisors will develop strong relationships with their advisees and will also serve as the first point of contact for nearly every aspect of school life with scholars and families. Four areas of focus for advisory are academic success, college readiness, service learning, and self-awareness. The areas are described in more detail below:

Academic Success

- Study Skills: exposure to strategies to increase achievement
- Guidance: academic progress monitoring and review of report cards

College Readiness

- Early college knowledge during freshmen and sophomore years
- College placement support in conjunction with the scholar's college counselor during junior and senior years.
- Professional/Career development and enrichment opportunities such as summer internships and travel opportunities

Service Learning

- Guidance and participation in service learning projects
- Reflection and study of personal impact on the community

Self-Awareness

- Opportunity for goal setting and self reflection
- Encouraging character development and teamwork through summer programming, extracurricular activities and wellness activities/sports

Power Hour

LECHS offers tutorial for scholars after school in the media center from 4-5 PM, Monday through Thursday. Scholars with grades below 70 are required to attend.

Parent-Teacher Conferences

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

Scholar-led Conferences/ Individualized Graduation Plans (IGPs)

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

Schedule Changes and Procedures

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

Withdrawals and Transfers

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

Transcripts

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

Meal Program

All scholars may have breakfast each morning at no charge. Free and reduced-price tickets are available for qualifying families for lunch. Any scholar who participated in a free or reduced meal program during the previous school-year will remain on the same program for the first 10 days of school only. A new free/reduced lunch application will be sent home with each scholar at the beginning of the school-year. It must be completed and returned to the school each year in order to determine if the scholar qualifies, or will remain on a lunch program. Applications are also available in the office and on the school webpage in the event that financial circumstances change during the school-year.

Breakfast/Lunch/Dinner Procedures

Scholars are reminded that we have a closed-campus policy and scholars are not allowed to leave campus for lunch. During breakfast and lunch, scholars are expected to remain in the cafeteria. Scholars may only eat in the cafeteria unless advised otherwise. Healthy snacks and water may be consumed during transitions. Teachers reserve the right to approve snacks in their classrooms. Scholars are expected to be considerate of others while in line for lunch. Breaking the line or saving places in line is not allowed. Scholars are expected to return lunch trays, and dispose of any trash when they are finished eating.

Health Room Policies

Sick and injured scholars are sent to the Health Room for assessment and evaluation by the school nurse. If a scholar has a medical condition or illness that requires special treatments and/or nursing procedures, these will be managed in the Health Room. If the scholar is too ill or uncomfortable to remain in school, or if his/her fever is 100 degrees or more, their parent will be contacted to pick them up from school. The nurse will send a letter to all parents at the beginning of the school-year regarding when to keep scholars home due to certain medical/acute conditions. A Health/Emergency form must be completed and signed. In addition, the school requires completion of other health-related forms, especially if the scholar has a chronic health condition and/or severe allergies. In the event this occurs, the parent will be contacted to set up an appointment for the purposes of developing an Individual Health-Care Plan (IHP) and/or an Emergency Action Plan (EAP).

Visits to the Health Room

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

Scholar Emergency Forms

Scholar Emergency Forms are available on the school's website and must be completed, signed, dated, and returned at the beginning of each school year. Information should be regularly updated and can be done by simply sending a note or calling the school office when changes occur. Relationship (friend, grandparent, etc.) to emergency contacts should be listed.

Medication

Please note that scholars are not allowed to self-medicate at school. Any scholar who needs to take medication at school must first complete and submit a Parent's Authorization Form signed by their parent or legal guardian. Scholars prescribed medication by a physician must also have the prescribing physician sign and complete a Physician's Authorization Form. Forms are available in the Health Room and on the school website. Staff will not accept any medication, as state law only allows a nurse or authorized personnel to receive, catalogue, and dispense medication. All medication must be administered through LECHS' Health Room. This policy is for the safety of all scholars.

The following are additional noteworthy medical guidelines:

- Inhalers or epi-pens may be kept by scholars if written permission (Self-Medicating Authorization Form) is provided by a parent and the physician indicating that it is necessary for the scholar to have the medication with them at all times. An additional inhaler/epi-pen should be kept in the Health Room.
- Medications containing aspirin (Pepto-Bismol, menstrual cramp medications) and medications containing PPA (Dimetapp, Contac, Triaminic, etc.) will not be given. Please bring in alternatives if necessary.
- All medications must be in its original container with a label. This includes prescription and over-the-counter drugs as well. Medications that cannot be identified by the container will not be given.
- The school will not administer medication that is to be taken at home. We will only administer those doses that are scheduled during school hours, however a parent is allowed to bring in a missed dose of medication and may administer it to their scholar.
- If a scholar experiences frequent headaches, upset stomach, or menstrual pain, their parent may provide the Health Room with applicable over-the-counter medication, along with appropriate documentation.

Medication Protocol

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

1. The medication will be stored in a locked container and administered by the school nurse who will record this information on the scholar's medication record.
2. The nurse will verify the medication and signature of the parent.
3. Any errors or incidents involving medication will be reported on the DHEC Medication Occurrence Form with copies provided to the principal and nurse supervisor.
4. When a scholar leaves the school for a field trip (same day), his/her medication will be secured in a container labeled with the scholar's name, date, medication, dosage, strength and time for administration. The school nurse shall provide a staff member accompanying the scholar on the trip with the information needed regarding the medication, its purpose, and possible side effects.
5. It is the parent's responsibility to notify the school nurse regarding medication necessary when a field trip occurs.

Overnight Field Trip Protocol

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

1. Prescription Medication Form and Non Prescription Medication Form – Will be attached to the permission form for the field trip that goes home with all scholars that are eligible for the field trip. If the prescription medication is given at school and we have a physician authorization we will copy this form, if the medication is given **ONLY** at home we will need a physician authorization form as well to administer the prescription medication.
2. It is required that the parent provide a properly packaged container of any medication required by the scholar while on the field trip. (Properly packaged means prescription bottle with scholars name, correct dose, and correct time to administer)

3. The parent must complete Field trip medication form and give it to the teacher in charge along with each medication in a properly packaged container. The medication should be delivered two days prior to the trip and given to the teacher or nurse in charge of the . Only enough scholar medication to cover the length of the field trip is to be placed in the container.
4. Only school employees are allowed to administer any medication to a scholar on a field trip. The teacher in charge of the field trip must document all medication administered on Field trip medication form. This includes any notation necessary to explain why a medication was not given.
5. All prescription medication must be counted in the presence of the parent and the exact number of pills documented on the Field Trip Medication Form. As the medication is administered, a running count should be noted with documentation.
6. If an over the counter medication is brought it must be given according to the recommendations for administration noted.
7. If emergency medication is brought by the parent (Epi-pen, Glucagon, Diastat, Asthma Inhaler) training will be given by the Nurse. The teacher should also see the nurse prior to the field trip to familiarize him/herself with the individual child's medication.

Protected Health Information Notice

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

ANNUAL NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT (FERPA)

This is to advise you that pursuant to the Federal Family Educational Rights and Privacy Act of 1974" (FERPA), and its implementing regulations, as well as Charter School policy and regulation, parent(s)/guardian(s) or scholars under 18 years of age and scholars over 18 years of age ("eligible scholars") are entitled to certain rights with respect to a scholar's education records. These rights are set forth below:

- Parent(s)/Guardian(s) and eligible scholars have a right to inspect and review the scholar's education records defined by law to include those records, files, documents, and other materials which contain information directly related to the scholar and are maintained by the Charter School or by a person acting for the Charter School. A parent/guardian or an eligible scholar shall make a request for access to those scholars' education records, in writing to the Building Principal of the school at which the t is, or was last, in attendance. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period, but in any case, not more than thirty (30) days after the request has been received.
- Parent(s)/Guardian(s) and eligible scholars are also entitled to challenge the contents of such records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the scholar, and to ask for the correction or deletion of any such inaccurate misleading, or otherwise inappropriate data contained therein. Parent(s)/Guardian(s) and eligible scholars are also entitled to notice of any decision by the Charter School not to

amend a scholar's education records as requested by the parent/guardian or eligible scholar, and of their right to a hearing regarding the Charter School's denial of a request for such an amendment. Any questions concerning the procedure to be followed in making a challenge and/or requesting a hearing should be directed to the Principal.

- Parent(s)/Guardian(s) and eligible scholars have a right to scholar education records, and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parent(s)/ guardian(s) or eligible scholar without the prior written consent of such parent(s)/ guardians or eligible scholar(s) except:
 - a. As directory information unless the parent(s)/guardian(s) or eligible scholar objects by September 1st of each school year. Charter School scholar directory information includes name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (if members of athletic teams), degrees and awards received, and the name of the educational agency or institution previously attended by the scholar. Parent(s)/Guardian(s) and eligible scholars may refuse to let the Charter School designate any or all of the above information about the scholar as directory information,
 - b. To another school district in which a scholar seeks to enroll or intends to enroll, upon request by such district,
 - c. To individuals employed by the Charter School either as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel, scholar board members when acting as a corporate entity in the discharge of statutory duties and responsibilities; and individuals with whom the Charter School has contracted to perform a special task. (i.e., the school attorney; auditor, medical consultant or therapist) who have a legitimate educational need for access to such records. A legitimate educational for any of these individuals to access a scholar's records without prior written consent of a parent/guardian or eligible scholar will be deemed to exist only when it can be shown that such access and disclosure is necessary for any such individual to fulfill his/her professional responsibilities; or
 - d. As otherwise expressly permitted by law.
 - e. Parent(s)/Guardian(s) and eligible scholars have a right to obtain a copy of the Charter School's policy and accompanying regulation pertaining to the confidentiality of scholar education records. A copy of said policy and regulation may be obtained from the Principal.

If you feel that your rights under the "Family Educational Rights and Privacy Act of 1974" have been abridged as a result of alleged failures by the Charter School to comply with the requirements of FERPA you may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 600 Independence Avenue, S.W., Washington, D.C. 20202 4605.

PTSO

Our Parent-Teacher-Scholar Organization actively supports our efforts to provide the best possible learning experiences for our children. We are fortunate to enjoy educational enrichment activities, celebrations, and educational materials and supplies provided through our PTSO fundraisers. Please join and support your PTSO!

Volunteer Information

Numerous opportunities are available for you to serve as a volunteer in our school. You may wish to volunteer to help with testing, tutoring, athletics events, prom, awards ceremonies, field trips, and beautification or provide other valuable services by contacting the front office or the PTSO president. Volunteers will need to go through a SLED check before becoming approved for working in our school.

Part V: Attendance

LECHS has attendance rules to assure that scholars attend school regularly. Each day that scholars are absent, they miss hours of valuable instructions and learning that they will not have again. All children are required to attend a public or private school until their 17th birthday. Scholars are counted present only when they are actually in school, on homebound instruction, or are present at an activity authorized by the school principal.

1. The school year consists of 180 school days and every scholar must attend at least 170 days. To receive credit, scholars must not miss more than five (5) days for a semester course, and not miss more than ten (10) days for a year-long course, as well as meet all minimum requirements for each course. Accrued absences, either lawful, unlawful, or a combination thereof, may not exceed these numbers. Any absence in excess of these numbers may cause the scholar to lose credit for that course.
2. All absences shall be approved or disapproved by the principal (or designee) in accordance with the following guidelines:

Lawful Absences

- Illness (doctor's note needed)
 - Medical/dental related, including appointments (doctor's note needed)
 - School sanctioned activities
 - Absences related to the legal system
 - Family emergencies
 - Bereavement/funerals
 - Religious observances
 - Pre-arranged absences (must be approved by administration)
1. A written statement from a physician or a parent's note must be submitted **within two (2) days** of the scholar's return to school. Parent notes are accepted for the first ten scholar absences. Absences for chronic extended illness will be approved only when verified by a physician's statement.
 2. Serious illness or death of an immediate family member shall be verified by a statement, from the parent, within two (2) days of the scholar's return to school.
 3. Absences for religious holidays shall be requested in writing in advance.
 4. Absences for extreme hardships may be approved by the principal.

Unlawful Absences

- 1 Absences of a scholar without the knowledge of his or her parents.
- 2 Absences of a scholar without acceptable cause with the knowledge of his or her parents.
- 3 Suspension is not to be counted as an unlawful absence for truancy purposes.

Attendance Procedures

Regular attendance is essential to academic progress. The LECHS Board of Directors encourages regular attendance. If a scholar is absent, parents will be contacted by telephone, letter, or home visit to verify the reason for the absence. Scholars returning to school from any kind of absence must report to the attendance office before entering class.

1. When a scholar is absent, the phone system will call home that day to check on them.
2. When a scholar has accumulated 3 consecutive unlawful absences, or after the 4th unlawful absence, the parent or guardian, will be contacted by the school to have a truancy intervention meeting with the attendance clerk and an Attendance Compact will be completed and signed.
3. When a scholar has accumulated 5 or more unlawful absences, the scholar will need to make up these absences in seat time recovery.
4. After a scholar has accumulated 10 absences, lawful, unlawful or a combination of both for any future absences will require doctor's note. **Retention in** that grade will need to be considered when there have been excessive absences.
5. After ten days' absences (or five) a doctor's note or administrative excuse must be provided, or the scholar will not receive credit for that course and legal action can be started.

Seat Time Recovery

Scholars who have 5 or more absences (for a semester class), and 10 or more absences (for a year long class), are at risk of failing and/or not earning a credit.

It will be a scholar's responsibility to attend Power Hour (from 4 pm-5 pm, Monday-Thursday) to make up the seat time for each course as applicable. Scholars are also required to fill out and submit a seat time recovery log that may be obtained from our attendance office on the second floor.

Tardiness

1. Tardiness to school: Scholars are expected to report to first period by 8:05 a.m. Scholars must be in their classrooms when the tardy bell rings. Any scholar reporting after 8:05 a.m. must report to the attendance office. All tardies will be classified as unexcused except for
 - a) Doctor or dentist appointment (parent notes will not be accepted, only medical notes,)
 - b) Administrative approval
 - c) Arriving on a late school bus
2. All others will receive an unexcused tardy slip. Tardiness to school infractions will be recorded and repeat offenders will be subject to the school's disciplinary guidelines.

Cutting Class

A class cut will be considered an unexcused absence and will result in a parental conference and/or further discipline.

Part VI: General Operations

Accidents and Emergencies

We make every effort to prevent accidents. Should an accident or emergency occur, authorized school personnel will administer first aid to injured scholars. In cases of serious accident or illness, we will contact you. If we are unsuccessful in reaching parents, the school will follow parents' directions on the enrollment and consent forms to secure an individual to pick up your child, or secure emergency medical treatment if needed. School personnel will exercise extreme caution in making a decision that involves the health and safety of your child following an accident or other emergency.

Scholar Address and Phone Numbers

Please keep us informed of any changes in your address or contact names and numbers on your child's sign out sheet, with teachers, and the school nurse. We must have current contact information at all times. We use a Phone System to call home throughout the year about upcoming events and other important information. To update or make changes to your information, please either request a new form or come by the office to make changes.

Contacting Scholars

Messages to scholars will be taken by the front office for emergencies only that classroom instruction is not interrupted. Emergency calls to parents for early dismissals due to illness may be made by the nurse in the health room. Scholars may not call home requesting for their parents to pick them up unless. In the case of illness, the nurse and/or a staff member will call home. Scholars may use the front office phone to call parents only in the case of an extreme emergency. Scholars are **NOT** allowed to use the classroom teacher's phone

Emergency Procedures

Fire, tornado, earthquake and intruder drills help children react quickly and responsibly in emergencies. In accordance with state laws, LEC-Parker Campus has at least one emergency drill each month. Drills are held without warning. During a drill, teachers instruct their scholars on the fastest and safest exit route. Evacuation routes are posted in each room. In accordance with the Safe Schools Act of 1990, we will be conducting other safety drills such as bomb threats. We may also practice a mock evacuation of the building during the school year. These drills are necessary for the safety of the scholars. During an emergency fire drill, scholars are to line up single file. They follow the route described for that room. No talking is permitted during these drills. Our phone system will call parents to advise them of the situation and what steps to take if a real emergency is present.

Emergency School Closures

If school is closed for inclement weather or any emergency, listen to local radio stations or contact the school for announcements. The Principal must authorize school closings. LECHS will follow SC State Charter School district closings for inclement weather. Please tune to local radio and television stations for announcements about school closings. If an emergency occurs during the school day while scholars are at school, our phone system will call home and provide parents with necessary details.

Enrollment

LECHS is a school of choice. Scholars who attend must fill out an enrollment application, and complete the registration process. Seats are available on a first come, first serve basis. Scholars and parents/guardians are expected to attend all mandatory orientation sessions. The following documentation for the application process must be provided:

- 1) Most current grades
- 2) Attendance report
- 3) Discipline report
- 4) Transcript.

Upon review, the following additional items are required for enrollment:

- 1) a registered birth certificate
- 2) a SC certificate of immunization
- 3) a social security card
- 4) a Medicaid card, if parents have one
- 5) proof of residence
- 6) other necessary forms as requested by the registrar's office. Any enrollment questions should be addressed to the registrar.

Early Dismissals

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

*Failure to leave campus immediately after dismissal time may result in disciplinary action. No early dismissals granted after 3:15 P.M. or during major exams.

The following will be classified as excused dismissals:

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

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

Early Dismissal Procedure:

1. A written request stating the reason for dismissal, time of dismissal, a telephone number where the parent can be contacted before 10 a.m., and signed by the parent or guardian. This note must be brought to the attendance clerk before 8:05 A.M. on the day of early dismissal. The AC will contact the parent to verify the dismissal.
2. After verification, an early dismissal card should be picked up from the front office during class change. If no verification can be made, the scholar will not be released.
3. Scholars must sign out in the front office when leaving or the absence will be classified as a cut.
4. Parents who do not send a note in advance must come in and sign the scholar out. No early dismissals will be approved over the phone. Scholars are not released to anyone whose name is not on the parent release card filed in the front office and who does not have proper identification.

Scholars, including seniors who have a permanent early dismissal, are expected to leave campus in a prompt manner. Scholars found loitering on campus will be sent to the high school administration.

Early Dismissals Due to Illness

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

RECEIPT OF MONEY

We make every effort to properly account for all receipts and expenditures. An important part of this process involves issuing receipts for money received in excess of \$5.00.

POSTERS

The principal must approve displaying posters at or around the school building and grounds. If approved, posters must be displayed only on designated areas around campus.

NUTRITIONAL GUIDELINES

We provide healthy, nutritionally balanced breakfasts and lunches with several choices to scholars. Fast food and carbonated drinks are not allowed on campus. No canned or glass bottle drinks are permitted. Bagged lunches brought from home must be consistent with school guidelines. All prohibited items will be confiscated.

VISITORS

Parents and community members are always welcome. So that we can better serve our visitors, all visitors must check in at the front office when they arrive at school to obtain permission to be on campus. Visitors must have an escort to enter the academic and/or athletic wings. Scholars are not to invite friends and visiting relatives to visit them during the school day or during lunch unless approved by administration. Unauthorized visitors on campus are subject to trespassing charges and/or arrest. Scholars are not to bring children to school. Food is not to be delivered to scholars at school or brought on campus by scholars returning from Greenville Tech or similar activities.

Part VII: Athletics

Athletic Information

Scholar participation in extracurricular activities is a privilege that a scholar earns through proper conduct and academic achievement. A scholar may be denied the privilege of participating in an extracurricular activity and/or an event when the scholar's conduct is not consistent with Board Policy; the Behavior Code and/or academic standards of Legacy Early College School; and/or the conduct expectations and/or academic standards of the particular activity. Extracurricular activities include, but are not limited to, athletic teams, academic clubs/teams, prom, graduation exercises, and attendance at any school function outside of the normal school day.

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

The following sports may be provided:

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

Rules for Attendance at Games and Other after School Activities

1. All LECHS fans are expected to treat visiting teams and officials as guests and to extend to them our every courtesy. Scholars are expected to behave according to school rules any time they are attending a school-sponsored activity.
2. The LECHS staff and administration strive to ensure the safety and security of all scholars. The school asks therefore that scholars be picked up promptly after the evening activities. Any scholar who is suspended cannot attend sporting events and or extracurricular activities.

Please speak to sponsors of any after-school or evening activity to get information on beginning and ending times for activities or field trips. We expect all scholars to be picked up within 15 minutes of the ending time of any activity or field trip.

Part VIII: Legacy Early College Technology Policy

INTERNET ACCEPTABLE USE

Legacy Early College (LEC) provides access to various technology assets for its employees, representatives, scholars, and volunteers, (mutually referred to as “LEC Users” for educational and business purposes), in compliance with state and federal law. This Internet Acceptable Use Policy (AUP) governs all electronic activity of LEC Users accessing LEC technology assets and applies to the use of these assets regardless of an LEC User’s physical location.

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

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

Scope: A user is deemed to access and use LEC technology assets through any electronic activity or interaction with LEC Technology Assets via any device whether or not such device is LEC owned or provided.

LEC Technology Assets include but are not limited to:

- Local Area Network (LAN) computers, scanners and printers,
- LAN Ethernet ports,
- LAN Wireless Routers and Access Points,
- LCS issued and managed E-mail accounts,
- Internet / Intranet accessibility,
- LCS owned electronic devices, including, but not limited to, desktop computers, laptops, smartphones, iPads, tablets and e-readers, and hand-held devices, such as personal digital assistants (PDAs).
- LCS owned electronic devices issued to LCS Users\
- Remote connections and Virtual Private Networks (VPN),
- LCS websites and Social Media presence

LCS User Policy

By using LCS Technology Assets, an LCS User agrees to follow the AUP and all applicable school regulations, policies and guidelines. All LCS Users must report any misuse of LCS Technology Assets, the Internet, and the receipt of any communication that violates the AUP to a teacher, an administrator or other appropriate LCS personnel.

General Guidelines

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

Monitoring and privacy: LEC Users are subject to the following policies concerning the monitoring of LEC Technology Assets:

- LEC Users have no right to privacy while using LCS technology assets
- LEC monitors LEC Users’ online activities and reserves the right to access,

review, copy, store, or delete any electronic communications or files on any LEC Technology Assets or electronic device owned by an LEC User that connects to the LEC Network.

- LEC reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law.

Prohibited Uses

If an LEC user is uncertain whether a specific behavior is prohibited, then he or she should contact a teacher or other appropriate LEC personnel. LEC reserves the right to take immediate action regarding activities that create security and/or safety issues for LEC scholars, teachers, employees, or technological resources; and that expend resources as a result of actions that lack legitimate educational purpose.

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

1. Causing harm to others or damaging property, such as:
 - a. Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, materials posted on LEC web pages, or social media sites;
 - b. Accessing, using, posting, or distributing information advocating illegal or dangerous acts, or advocating violence or discrimination.
 - c. Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material.
 - d. Sending, posting, or otherwise distributing chain letters or engaging in spamming;
 - e. Damaging computer equipment, files, data or LEC technology assets in any way that interferes or causes disruption to LEC's educational or business environments;
 - f. Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of copyright laws.

If users inadvertently accesses or witnesses access to harmful or inappropriate materials, they should immediately disclose the incident to a teacher or other LCS personnel.
2. Gaining or attempting to gain unauthorized access to LEC technology assets, or to any third party's computer system, such as:
 - a. Malicious tampering, phishing or hacking activities;
 - b. Seeking, Using, distributing or modifying information about other users passwords;
 - c. Attempting to log in through another person's account;
 - d. Attempting to gain access to materials blocked or filtered by LEC;
 - e. Engaging in uses that jeopardize access into LEC Technology Assets or accounts.

3. Engaging in criminal or other unlawful activities.

Filtering: In accordance to Children's Internet Protection Act (**CIPA**), LCS blocks or filters content over the Internet that may be inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. LEC

may also block or filter other content deemed to be inappropriate, lacking educational value or that may pose a threat to the network. LEC may, in its discretion, disable such filtering for certain users for research or other lawful educational or business purposes. LEC Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities. Any attempt to do so may result in immediate disciplinary action against the LEC User.

Social Media

“Social media” means any form of online publication, communication or presence including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments that facilitate communication with teachers and other scholars.

Protection of Personally Identifiable & Confidential Information

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

Scholar Internet Safety and Access: LEC desires for all scholars to be safe when using LEC Technology Assets and accessing the Internet. When an LEC scholar uses an LEC Technology Asset to access the Internet:

- a) Scholars must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet.
- b) Scholars must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
- c) Scholars should not allow LEC computers to save their passwords.

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

Violations of this Policy: LEC reserves the right to terminate any LEC user's access to LEC Technology Assets at any time. If an LEC scholar violates this policy, appropriate disciplinary action will be taken consistent with the LEC Discipline Code and all school regulations. If an LECHS scholar's access to LECHS Technology Assets is revoked, the LECHS scholar may not be penalized academically, and LEC will ensure that the scholar continues to have a meaningful opportunity to participate in the educational program.

ACKNOWLEDGEMENT

I agree to the terms and conditions in the Technology Policy, and I acknowledge that violations of this Policy may result in disciplinary actions:

Scholar's Name:

_____ Grade: _____

Signature of Parent/Guardian (if Scholar is under 18):

_____ Date: _____

Address of Parent/Guardian:
