

Legacy Preparatory Academy

SCHOLAR HANDBOOK

2018-2019



Home of the Pumas

Grades K – 8

302 East Linebaugh Avenue

Tampa, FL 33612

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www.legacyprepacademy.org

This Scholar Handbook is a living document and as we at Legacy Preparatory Academy continue to create an orderly and safe learning environment, Administration reserves the right to make changes to policies in this handbook.

All policies and procedures are governed by the Legacy Preparatory Academy Board of Directors, which complies fully with the Florida Statutes for public schools.

Employees, parents and scholars will be notified of any changes or revisions to the handbook.

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Legacy Preparatory Academy

2018-2019 School Year Calendar

Dates subject to change

Teachers in Schools - Pre-Planning Days	Jul 30 – Aug 9, 2018
Students' First Day of School	Aug 10, 2018
Labor Day Holiday	Sep 3, 2018
School Closed – Water Main Break	Sep 17, 2018
End of 1st Grading Period	Oct 12, 2018
Veteran's Day Holiday / Non-Student Day	Nov 12, 2018
Fall Break [Thanksgiving Holiday]	Nov 19-23, 2018
Students Return to School	Nov 26, 2018
End of 2nd Grading Period / End of 1st Semester	Dec 21, 2018
Winter Break	Dec 24-Jan 4, 2019
Non-Student Day	Jan 7, 2019
Students Return to School	Jan 8, 2019
Martin Luther King Jr. Holiday / Non-Student Day	Jan 21, 2019
Florida State Fair Day / Non-Student Day	Feb 8, 2019
Presidents' Day / Non-Student Day	Feb 18, 2019
Strawberry Festival / School Day for Legacy	Mar 4, 2019
End of 3rd Grading Period	Mar 15, 2019
Spring Break	Mar 18 - 22, 2019
Non-Student Day	Mar 25, 2019
Students Return to School	Mar 26, 2019
Non-Student Day	Apr 8, 2019
Non-Student Day	Apr 19, 2019
Memorial Day Holiday / Non-Student Day	May 27, 2019
Last Day of School / End of 4th Grading Period / End of 2nd Semester	May 31, 2019
Teacher Post-Planning	Jun 3-4, 2019

Student Early Release

Each Monday - One Hour Early Release

Last Day of School – 2.5 Hours Early

September 18, 2018



LEGACY PREPARATORY ACADEMY

“Providing a Unified School Community Where Education Matters”

16 Years

Home of the Pumas

Principal

Dr. Yolonda Capers

**Assistant Principal of
Administration and Scholar
Affairs**
Reginald McNeal

**Assistant Principal of
Operations**
Dr. Mary Wynn

WELCOME

Dear Scholars,

On behalf of the Board of Directors and staff, I would like to welcome you to Legacy Preparatory Academy. We are here to make a difference in the lives of the scholars we teach.

Our core values are:

- **Work Hard. Get Smart. Graduate from College.**
- **High expectations equal results.**
- **Nothing less than excellence.**
- **Today is the day we make it happen.**

Because of the urgency of our mission, we have very high expectations for families and scholars. The following pages outline our expectations for ourselves, families, and our scholars.

Do not hesitate to call me if you have any questions about the handbook or any other school issues during the year. I can be reached at (813) 253-0053, or email me at ycapers@legacyprepacademy.org. We believe that your scholar is a bright and shining star. If your scholar is nurtured with love and care year after year, you will see your scholar capable of making his or her dreams come true and making a difference in the world.

Sincerely,

Yolonda Capers

Principal

Legacy Preparatory Academy

SECTION 100 GENERAL INFORMATION

100.01 Mission

Legacy Preparatory Academy will create positive learning and work habits in order to prepare our scholars for academic success. We teach scholars to be responsible and informed citizens and to be able to communicate effectively. Finally, we want to instill in our children a strong desire for lifelong learning.

The mission of LPA is to continue to provide a disciplined and high rigor learning environment that will better prepare our scholars for postsecondary access and success. One of the ways we will accomplish this mission is to implement the acclaimed AVID (Advancement Via Individual Determination) system into our already successful Legacy Prep model.

AVID is a schoolwide instructional system for scholars in Kindergarten through 12th grade and postsecondary education. The schoolwide system creates a college-going culture at the school to meet the needs of all scholars. This system will improve scholars' critical thinking, reading and writing abilities. AVID closes the expectation and opportunity gaps that scholars face, and in doing so, transforms lives, campuses and communities. In addition to AVID, we will utilize research-based best practices and analyze academic data to determine current skill levels and to set goals for growth and improvement for all scholars.

Philosophy

The philosophy of Legacy Preparatory Academy is to ensure that every child has the fundamental educational background and practical skills to become successful in life. Every pupil will have equal educational opportunities regardless of race, color, sex, national origin, or religion.

100.1.1 Non-Discrimination Policy

The school does not discriminate on the basis of sex, race, creed, national origin, ancestry, pregnancy, marital, and parental status, homeless status, sexual orientation, or physical/mental/emotional/learning disability in the provision of educational programs, activities, services, or benefits. It guarantees all scholars equal access to educational and extracurricular programs and activities.

100.02 To the Parents

We have developed policies that we believe are in the best interest of the scholars while providing an orderly and safe environment for them to learn. Furthermore, we believe that well-informed scholars and parents promote an excellent rapport between all members of the academic community. In this handbook, we have included policies regarding conduct, activities, clubs, and general information that will aid a scholar in becoming a productive member of the school community.

The Board of Directors, Principal, Faculty and Staff of Legacy Preparatory Academy will do everything within our power to make your child's tenure at this school an educational and enjoyable experience. We welcome your suggestions and your constructive criticisms.

100.03 To the Scholars

The purpose of this Handbook is to give information that will help scholars who attend Legacy Preparatory Academy know the opportunities, honors, and responsibilities that are theirs. This handbook provides information about the policies and procedures concerning

duties, responsibilities, and rights of scholars. It is the responsibility of each scholar and parent to read, understand, and abide by this handbook.

100.04 Legacy Preparatory Academy Scholar Pledge

I am one of the most beautiful people in the world. Look beyond my outer features, my dress and even the color of my skin. Look at my mind, my character and my determination to be Somebody so my real beauty shines through. I know the road won't be easy, but I am determined to do at least one good thing for myself and one other person every single day. I promise to work hard to do all the good things that I can and to stay focused on my goals. I will be the best that I can be. I pledge to love myself to the maximum every day, to respect my parents, to respect the elderly, to respect authority, to respect all others and above all, I will carry myself with respect and always respect myself. **This I pledge.**

100.04.1 Pledge of Allegiance

The pledge of allegiance to the flag, *"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all,"* shall be rendered by scholars standing with the right hand over the heart. Upon written request by the parent, a scholar may be excused from reciting the pledge, including standing and placing the right hand over the heart (s. 1003.44.1, F.S.).

Placement

Scholars admitted into Legacy Preparatory Academy may be required to complete a diagnostic test in reading, mathematics, and/or writing. The school utilizes these results along with other factors to determine the instructional needs and appropriate services to ensure the success of the scholar.

100.05 Lottery Enrollment Policy

Legacy Preparatory Academy ("Legacy") is committed to enrolling a diverse student population reflective of the local demographic. Legacy shall abide by Florida statutes and federal civil rights laws that forbid discrimination on the basis of race, color, nationality and ethnic origin, religion, sexual orientation, English proficiency, exceptionality, marital status, or gender.

Pursuant to Florida statutes, Legacy will enroll eligible students who submit a timely application unless the number of applications exceeds the capacity of a program, class, grade level or building. In such cases, all applicants shall have an equal chance of being admitted through a random selection process, subject to the admission preferences described below.

In compliance with 1002.33(7)(a)8, Legacy will endeavor to achieve racial/ethnic balance through the comprehensive marketing plan. Legacy will focus its efforts on recruiting students in a manner consistent with the racial/ethnic balance of the community it serves or within the racial/ethnic range of other public schools in the same District. This effort will include marketing to underrepresented populations with direct mail, community postings, public service announcements, and the availability of bilingual staff.

Applications will be accepted each year during an Open Enrollment period and continuously to maintain capacity in each grade level. All applications will be date/time stamped as they are received and filed by grade level. If the number of applications exceeds the capacity of a program, class, grade level, or building, a lottery will be held to determine which

applicants are admitted. The number of seats available will be determined by the capacity of the school minus the number of students who recommit.

The lottery will continue until every applicant's name has been drawn and identified for enrollment or placed on a waiting list. All applications received after the Open Enrollment period will be placed at the bottom of the waiting list for that particular program, class, or grade level in the order in which they are received. Parents will be notified in writing of their child's acceptance no later than thirty-two (32) business days after the closing of Open Enrollment and will have fifteen days (15) business days to complete the registration process. If an accepted applicant declines to attend the school or fails to complete the registration process within fifteen (15) business days, the slot will be offered to the first applicant on the waiting list.

100.05.1 Mandatory Participation by Parents and Guardians

To ensure that all scholars at Legacy Preparatory Academy are given the maximum opportunity to achieve excellence and educational success, each parent/guardian shall complete a mandatory twenty (20) hours of volunteer service to the school over the course of the school year

Volunteer hours include but are not limited to the following: participate in PTSO, help with school mailings, help with on-site school functions, help with fundraisers, help in the office, help in the classroom, and help with field trips.

Training opportunities and attendance at designated school activities will count toward volunteer hours. More specifically, activities may include but are not limited to special programs, parent/guardian training opportunities, library assistance, classroom assistance, field trips chaperones, sport activities, and other designated activities identified during the school year.

100.06 Communication to Home

While we know from time to time that a maturing adolescent "forgets" and we are very supportive with those first few transitions, we believe that it is important to ensure that school information, paperwork, homework, newsletters, and the like are delivered to the parent/guardian.

Family-Scholar-School Compact

We know that the more in line home and school are about a scholar's expectations at school and his or her school experience, the stronger the experience and more successful the scholar will be. For this reason, we will ask parents/guardians, teachers, and scholars to sign a compact that details our expectations for each other. We can review these documents with you during a home visit before school opens or at the school, upon your request.

100.06.1 Means of Communication

- Legacy Preparatory Academy website (www.legacypreacademy.org)
- School flyers
- Faculty and Grade Level mass email mailings and newsletters
- Direct calling by teachers
- ParentLink telephone broadcasts by the Administration
- Conference in person

100.07 Additional Mailings

By middle school age, the majority of scholars are mature enough to facilitate all communications between home and school. Should you believe that your child is not capable of fulfilling this role, please send \$18.00 to cover the cost of five certified mailings per year. If,

during the course of the year, the expense exceeds the amount indicated, parents will be notified and payment will be expected. No mailings will be sent until that amount is remitted.

100.08 School Day and Year

The school's instructional day begins promptly at 8:00 A.M. and ends at 3:00 P.M., Monday through Friday, unless notified by the school of a unique situation. **Please do not drop your child off before 7:30 A.M.** as no entry into the building is allowed and no supervision is available for the scholars.

SECTION 200 CODE OF SCHOLAR CONDUCT

Legacy Preparatory Academy Code of Scholar Conduct has been written so scholars, parents and family members know what behaviors are expected and prohibited at school or at school activities (s. 1003.04; s. 1006.07(2) F.S.).

200.01 Knowledge and Observation of Rules of Conduct

1. To ensure scholars due process and hold them accountable for their actions, scholars will be informed of all established rules and regulations.
2. Scholars have the right to be informed of the established rules and regulations that govern their conduct and discipline.
3. Scholars have the responsibility of becoming informed and observing all the established rules and regulations that govern their conduct and discipline.
4. Parents are expected to comply with the school's reasonable requests regarding scholar's academic performance, attendance and conduct (s. 1003.04 F.S.).

200.02 Civility Policy

Members of the Legacy Preparatory Academy Board of Directors (BOD) and staff will treat parents, scholars and other members of the public with respect and expect the same in return. The BOD must keep school and administrative offices free from disruptions and prevent unauthorized persons from entering school grounds.

Accordingly, this policy promotes mutual respect, civility and orderly conduct among school employees, parents, scholars and the public. The policy is not intended to deprive any person of his/her right to freedom of expression. Rather, we seek to maintain, to the extent possible and reasonable, a safe, harassment-free environment for our scholars and staff.

In the interest of presenting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, demeaning, intimidating, threatening, hostile, or aggressive actions. This BOD seeks public cooperation with this endeavor:

(1) Disruptive individual must leave school grounds

Any individual who disrupts or threatens to disrupt school/office operations, threatens the health and safety of scholars or staff, willfully causes property damage, uses loud and/or offensive language that could provoke a violent reaction, or who has otherwise established a continued pattern of unauthorized entry on school property will be directed to leave school property promptly by the school's principal, designee or another chief administrative officer.

(2) Directions to staff in dealing with abusive individual

Staff will not conduct business with any member of the public who uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner. The administrator or

employee to whom the remarks are directed will calmly and politely warn the speaker to communicate civilly.

If the abusive individual does not stop the behavior, the school employee will verbally notify the abusing individual that the meeting, conference or telephone conversation is terminated; and, if the meeting or conference is on school premises, the employee shall direct the abusive individual to leave promptly.

1. Staff will treat scholars, parents, fellow staff members and members of the public with respect and will expect the same in return.
2. Staff will not conduct business with those who use obscenities or otherwise speak in a demanding, loud, insulting or threatening manner.
3. Volatile, hostile or aggressive actions and words will not be tolerated, and individuals who engage in these activities may face penalties up to, and including, criminal prosecution.

(3) Documentation

Parents shall be provided a copy of this policy via the Code of Scholar Conduct. Other members of the public shall receive a written copy of this policy when a staff member determines that the provisions of this policy are being violated.

Following any violation of the provisions of this policy, the staff member will then immediately notify his /her supervisor and provide a written report of the incident on the Civility Policy Incident Report Form. If necessary, local law enforcement shall be notified of the incident.

STATUTORY AUTHORITY: s. 1001.32; s. 1001.41; s. 1001.42, F.S.
LAWS IMPLEMENTED: s. 1001.43; s. 1006.145, F.S.

200.03 Zero Tolerance Offenses

Legacy Preparatory Academy has a zero-tolerance policy for serious crimes involving violence, weapons, drugs and behaviors that threaten the safety of scholars or personnel; illegal activities are intolerable (s. 1006.13 F.S.).

Zero-tolerance offenses are:

- alcohol;
- arson;
- aggravated battery;
- battery on, threat or intimidation of a board member, school employee, volunteer, or scholar;
- bomb threats or general threats to school population;
- breaking/entering of school property;
- bullying;
- false fire alarms;
- fighting;
- larceny or theft;
- major disruption to a school function;
- passing counterfeit money;
- possession, use, sale, distribution, or being under the influence of a controlled substance;
- possession of drug paraphernalia;
- sexual battery;
- sexual harassment;
- sexual offenses;
- use of a non-weapon as a weapon;
- vandalism;
- willfully and knowingly attempting to do bodily harm to a board member, school employee, volunteer, or scholar.

Consequences are:

- notification to parent or guardian;
 - referral to the principal, a recommendation for expulsion or change of placement;
 - ten days out-of-school suspension;
 - withdrawal from Legacy Preparatory Academy;
- referral to law enforcement agency as appropriate.

Consequences of felony drug-related incidents include expulsion from Hillsborough County Schools for one year.

200.04 Major Offenses

Major offenses are serious acts of misconduct that include but are not limited to the following:

- computer (technology) misuse;
- texting and/or cell phone use during school hours
- disorderly conduct;
- defiance, disrespect or profanity directed at a board member, school employee, volunteer, or scholar;
- continuous and/or repeated disruptive behavior;
- possession or use of tobacco or tobacco products;
- threat or intimidation of a board member, school employee, volunteer, or scholar;
- bullying; (s. 1006.147 (4) F.S.)
- sexting; (s. 847.0141, F.S.)
- trespassing;
- leaving campus without permission;
- teen dating violence or abuse (s. 1006.148 F.S.);
- pattern of continuous disruptive behavior;
- participation in disruption of school function;
- falsifying a signature; and
- any other offenses as determined by the principal.

200.05 Consequences

Consequences **except** for sexual harassment, possession or use of tobacco, or fighting are:

- notification of parent or guardian; and/or
- out-of-school suspension (s. 1003.31; s. 1003.32 F.S.).
- The Principal may consult with the Board of Directors for further recommendation of disciplinary action that may include a recommendation for change of placement or withdrawal.

200.05.1 Consequences for Sexual Harassment are:

- verbal and written reprimand;
- in-school or out-of-school suspension;
- change of placement and/or expulsion.
- withdrawal from Legacy Preparatory Academy.

200.05.2 Consequences for Tobacco or Tobacco Products Include:

First offense:

- mandatory parent conference;

Subsequent offenses:

- mandatory parent conference;
- out-of-school suspension as determined by the Principal.

200.05.3 Consequences for Fighting are:

- one to ten days suspension. and

- mandatory parent conference upon scholar's return to school, or
- withdrawal from Legacy Preparatory Academy.

200.06 Other Offenses:

Other offenses include:

- violations of the dress code, as defined in the Scholar Handbook,
- , violations of the food policy, and
- tardiness as defined in the Scholar Handbook

200.06.1 Consequences

Other acts of misconduct that interfere with orderly classroom procedures, school functions, extracurricular programs, approved transportation, or a scholar's own learning process shall be subject to a range of consequences that include but are not limited to the following:

- in-school suspension;
- notification of parent or guardian;
- parent and/or teacher administrative conferences;
- referral to school administration;
- restitution;
- scholar self improvement contracts;
- work detail.
- one to ten days suspension. and
- mandatory parent conference upon scholar's return to school, or
- withdrawal from Legacy Preparatory Academy.

BULLYING IS NOT ALLOWED IN SCHOOL



200.07 Bullying

Bullying is a form of aggression and occurs when a person(s) willfully subjects another person (victim), whoever he or she may be, to intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed (stress, injury, discomfort) at any school site activity or event.

Scholars who engage in **bullying** shall be subject to a range of punishment to include verbal or written reprimand, in-school or out-of-school suspension, change of placement and/or expulsion (s. 1006.147 F.S.).

200.07.1 Examples or Types of Bullying

Examples or types of **bullying** may include, but are not limited to:

- **physical bullying** – punching, shoving, poking, strangling, hair-pulling, beating, biting and excessive tickling;
- **verbal bullying** – such acts as hurtful name-calling, teasing and gossip; manipulating friendships; obstructing classmates and spreading malicious rumors
- **emotional bullying** – rejecting, terrorizing, extorting, slander, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, snubbing and peer pressure;

• **sexual bullying** – sexual harassment and abuse involving actual physical contact and sexual assault (s. 1006.147 (3)(a) F.S.).

Bullying may be limited to a single incident. However, in most cases, **bullying** is characterized by repeated harmful actions on the part of the bully(ies).

Personnel at all levels are responsible for taking corrective action to prevent **bullying** at any of the school activities.

200.07.2 Consequences

Proven allegations of **bullying** can have serious consequences for the party deemed guilty, including but not limited to the following:

- verbal and written reprimand, in-school or out of-school suspension, change of placement and/or expulsion;
- If the party deemed guilty is neither a scholar nor a school board employee, appropriate steps shall be taken, which could include limiting the access of this party to school board property and any other action deemed necessary, including criminal prosecution.

200.07.3 If You are the Victim of Bullying:

- **Clearly** tell the “bully(ies)” to stop;
- Don’t ignore the incident. Immediately report the incident to someone at school. Tell your parent(s) / guardian(s);
- If the **bullying** continues after you have clearly told the bully(ies) to stop, report the incident immediately to an adult who has authority for example: teacher, school employee, or principal.

200.07.4 To Minimize the Risk of Being Accused of Bullying

- Keep your hands to yourself.
- Remember that **NO** one has a right to harm another person in any way.
- Think before you speak.
- Immediately apologize if you accidentally say or do something that has made another person feel scared or frightened.
- Report all incidents of **bullying** behavior you have witnessed to appropriate school personnel.
- **DO NOT** touch anyone without his or her permission and especially in an inappropriate way.
- **DO NOT** bother a person after he or she has believed your behavior toward him or her as being “inappropriate” and has clearly told you to “stop.”
- **DO NOT** make remarks that may cause another person to feel stressed, scared, or frightened.

200.08 Sexual Harassment

Sexual harassment is specifically prohibited by state and federal law. Legacy Preparatory Academy does not tolerate sexual harassment activity by any of its scholars or employees at school or school-sponsored events.

Sexual harassment is defined as any **physical, verbal and/or graphic sexual advance**, request for sexual favors, and other sexually conduct, which is offensive or unpleasant to the recipient. Sexual harassment is when a person bothers another person using sexual words, pictures, gestures, or conduct that the other person would find offensive on school property or at a school-sponsored event. Persons who engage in such conduct shall be subject to a range of punishment.

Sexual harassment can also occur when a person is forced by his or her location or situation to see or overhear sexual comments, gestures, or conduct that he or she finds offensive.

200.08.1 Examples or Types of Sexual Harassment

Sexual harassment includes but is not limited to the following:

- verbal harassment or abuse of a sexual nature
- slight pressure for sexual activity
- repeated remarks to a person with a sexual or demeaning tone (for example, comments about a person's body, clothes or sexual involvement, display of sexually suggestive objects, pictures or written materials) and
- discrimination against an individual(s) because of real or perceived sexual orientation or expression thereof.

Sexual harassment does not refer to occasional compliments or welcomed interactions of a socially acceptable nature.

A person is being harassed if one or more of the following are occurring, **and this behavior is unwanted and unwelcome:**

- suggestive comments; sexual comments, jokes or gestures;
- being “sexually rated” by an individual, for example, on a scale from 1 to 10;
- being pressured to go out with someone;
- being the recipient of whistles, jeers, or catcalls;
- being touched, grabbed, or pinched in a sexual way;
- being intentionally brushed up against in a sexual way;
- spreading sexual rumors about a person;
- having clothing pulled in a sexual way;
- having one’s way blocked in a sexual way;
- placing messages or writing about a person on a computer screen, bathroom walls, or any other public site;
- being forced to kiss someone; or being forced to do something sexual other than kissing;
- being called gay, lesbian, or any other term that degrade sexual identity;
- having clothing pulled off or down;
- requesting sexual favors.

Those being sexually harassed should take the following steps:

- **Clearly** tell the harasser to stop.
- If the harassment continues report the incident immediately to an adult who has authority for example: teacher, school employee, or principal.
- Report the incident immediately to your parents or guardian.

200.08.2 Consequences

Consequences for proven allegations of sexual harassment include but are not limited to the following:

- If the party deemed guilty is a scholar, the range of punishment could include verbal and written reprimand, in-school or out-of-school suspension, change of placement or expulsion; and/or any other action deemed necessary.

200.08.3 To Minimize the Risk of Being Accused of Sexual Harassment

- Keep your hands to yourself.
- Think before you speak.
- **DO NOT** touch anyone in an inappropriate way.
- **DO NOT** keep asking a person to go out with you after he/she has said "No."
- **DO NOT** be in a room alone with a person with the door closed.
- **DO NOT** make remarks that have sexual overtones or suggestions.

200.09 Bullying and Harassment Policy

It is the policy of Legacy Preparatory Academy that all of its scholars and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. Legacy Preparatory Academy will not tolerate bullying or harassment of any type.

*This policy is aligned with Florida Statute 1006.147.

200.09.1 Definitions

Conduct that constitutes bullying or harassment, as defined herein, is prohibited. (s. 1006.147 F.S.).

“Bullying”, including **cyberbullying**, means systematically and chronically inflicting physical hurt or psychological distress on one or more scholars, employees, or visitors. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a scholar or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to (s. 1006.147 (3)(a) F.S.):

- | | |
|---------------------|--|
| A. Teasing | F. Physical violence |
| B. Social Exclusion | G. Theft |
| C. Threat | H. Sexual, religious, or racial harassment |
| D. Intimidation | I. Public or private humiliation; or |
| E. Stalking | J. Destruction of property. |

“Harassment” means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a scholar or school employee that:

- A.** places a scholar or school employee in reasonable fear of harm to his or her person or damage to his or her property; or
 - B.** has the effect of substantially interfering with a scholar’s educational performance, opportunities, or benefits; or
 - C.** has the effect of substantially disrupting the orderly operation of the school
- (s. 1006.147 (3)(c) F.S.).

Bullying and harassment also encompasses:

- A.** Retaliation against a scholar or school employee by another scholar or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
- B.** Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a scholar or school employee by:
 - 1.** Incitement or coercion;
 - 2.** Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of Legacy Preparatory Academy or
 - 3.** Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

"Harassment" or "bullying" also includes electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) directed toward a scholar(s) or staff member(s) that causes mental or physical harm or is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other scholar(s).

Cyberbullying as defined in s. 1006.147 (3)(b), F.S., means

bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photooptical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

During the 2013 Legislative Session changes to s. 1006.147, F.S., effective July 1, 2013, related to cyberbullying included:

“...the use of data or computer software that is accessed at a nonschool-related location, activity, function, or program or through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the bullying substantially interferes with or limits the victim’s ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school.”

200.09.2 Expected Behavior

Legacy Preparatory Academy expects scholars and school employees to conduct themselves appropriately for their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other scholars and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Legacy Preparatory Academy believes that standards for scholar behavior must be set cooperatively through interaction among the scholars, parents/legal guardians, staff, and community members producing an atmosphere that encourages scholars to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of scholars, staff, and community members.

Since scholars learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior; treat others with civility and respect, and refuse to tolerate bullying or harassment.

Legacy Preparatory Academy’s Board of Directors upholds that school-related bullying or harassment of any scholar or school employee is prohibited:

- A. During any education program or activity conducted by the school
- B. During any school-related or school-sponsored program or activity;
- C. On a school bus or bus stop of Legacy Preparatory Academy or
- D. Through the use of data or computer software that is accessed through a computer, computer system, or computer network of the school

200.09.3 Consequences

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary

action. Consequences and appropriate remedial action for scholars who commit acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Scholar Conduct.

A school employee found to have committed an act of bullying or harassment may be disciplined in accordance with school policies, procedures, and agreements. Additionally, egregious acts of harassment by certified educators may result in a sanction against that educator's state issued certificate (see State Board of Education Rule 6B-1.006, FAC., The Principles of Professional Conduct of the Education Profession in Florida). Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be determined by the school administrator and Legacy Preparatory Academy Board of Directors after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Consequences and appropriate remedial action for a scholar found to have wrongfully and intentionally accused another as a means of bullying or harassment range from positive behavioral interventions up to and including suspension or expulsion, as outlined in the Code of Scholar Conduct.

A school employee found to have wrongfully and intentionally accused another as a means of bullying or harassment may be disciplined in accordance with school policies, procedures, and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have wrongfully and intentionally accused another as a means of bullying or harassment shall be determined by the school administrator and Legacy Preparatory Academy Board of Directors after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

200.09.4 Procedure for Reporting

At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including scholars, parents/legal guardians, volunteers, and visitors are encouraged to report any act that may be a violation of this policy anonymously or in-person to the principal or principal's designee.

The principal shall establish, publicize, and prominently post (e.g., posters, scholar handbook, school website) to scholars, staff, volunteers, and parents/legal guardians, how a report of bullying or harassment may be filed either in-person or anonymously and how this report will be acted upon. The victim of bullying or harassment, anyone who witnessed the bullying or harassment, and anyone who has credible information that an act of bullying or harassment has taken place may file a report of bullying or harassment. A school employee, school volunteer, scholar, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the school policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning, working environment, or work assignments.

Any written or oral reporting of an act of bullying or harassment shall be considered an official means of reporting such act(s). Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

200.09.5 Procedure for Investigation

The investigation of a reported act of bullying or harassment is deemed to be a school related activity and begins with a report of such an act. All complaints about bullying and/or harassment that may violate this policy shall be promptly investigated by a school official. Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together. The investigator shall collect and evaluate the facts including, but not limited to:

- A. Description of incident(s) including nature of the behavior; context in which the alleged incident(s) occurred, etc.;
- B. How often the conduct occurred;
- C. Whether there were past incidents or past continuing patterns of behavior;
- D. The relationship between the parties involved;
- E. The characteristics of parties involved (i.e., grade, age, etc.);
- F. The identity and number of individuals who participated in bullying or harassing behavior;
- G. Where the alleged incident(s) occurred;
- H. Whether the conduct adversely affected the scholar's education or educational environment;
- I. Whether the alleged victim felt or perceived an imbalance of power as a result of the reported incident; and
- J. The date, time, and method in which the parents/legal guardians of all parties involved were contacted.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:

- A. Recommended remedial steps necessary to stop the bullying and/or harassing behavior;
- B. A written final report to the Board of Directors.

The maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow.

200.09.6 Scope

The individual investigating the incident shall provide a report on results of the investigation with recommendations to determine if an act of bullying or harassment falls within the authority of the Legacy Preparatory Academy School Board of Directors.

- If it is within authority of the Board of Directors, move to Procedures for Investigating Bullying and/or Harassment.
- If it is outside authority of the Board of Directors and determined a criminal act, refer to appropriate law enforcement.
- If it is outside authority of the Board of Directors, **and** determined not a criminal act, inform parents/legal guardians of all scholars involved.

200.09.7 Parent Notification

The principal, or designee, shall promptly report via telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all scholars involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the scholar privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

If the bullying incident results in the perpetrator being charged with a crime, the principal, or designee, shall by telephone or in writing by first class mail, inform parents/legal guardian of the victim(s) involved in the bullying incident about the Unsafe School Choice Option (No Child Left

Behind, Title IX, Part E, Subpart 2, Section 9532) that states “...a scholar who becomes a victim of a violent criminal offense, as determined by State law, while in or on the grounds of a public elementary school or secondary school that the scholar attends, be allowed to attend a safe public elementary school or secondary school within the local educational agency, including a public charter school.”

Once the investigation has been completed and it has been determined that criminal charges may be pursued against the perpetrator, all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

200.09.8 Referral

A referral procedure will establish a protocol for intervening when bullying or harassment is suspected or when a bullying incident is reported. The procedure shall include:

A. A process by which the teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, e.g., school psychologist, etc.) to determine the severity of concern and appropriate steps to address the concern (the involved scholars’ parents or legal guardian may be included).

B. A referral process to provide professional assistance or services that includes:

Data Report

The school will utilize Florida’s School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying/harassment as an incident code as well as bullying-related as a related element code. The SESIR definition of bullying/harassment is unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting or dehumanizing gesture, by an adult or scholar that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual’s school performance or participation.

If a bullying and/or harassment incident occurs, then it will be reported in SESIR with the bullying/harassment code. If the bullying/harassment results in any of the following SESIR incidents the incident will be coded appropriately using the relevant incident code AND the related element code entitled bullying-related code. Those incidents are:

- Arson
- Battery
- Breaking and Entering
- Disruption on Campus
- Major Fighting
- Homicide
- Kidnapping
- Larceny/Theft
- Robbery
- Sexual Battery
- Sexual Harassment
- Sexual Offenses
- Threat/Intimidation
- Vandalism
- Weapons Possession
- Other Major (Other major incidents that do not fit within the other definitions)

Discipline and referral data will be recorded in Scholar Discipline/Referral Action Report and Automated Scholar Information System.

The district will provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Survey 5 from Education Information and Accountability Services, and at designated dates provided by the Department.

200.09.9 Training and Instruction

The Board of Directors expects that the school sustain healthy, positive, and safe learning environments for all scholars and affirms the importance of the social climate and norms about respect and civility. This requires the efforts of all stakeholders.

Annually, the school shall provide resources and information to all stakeholders regarding identifying, preventing and responding to bullying and harassment.

200.09.10 Victim's Parent Reporting

The principal or designee shall report any incident to the parent or legal guardian of all scholars involved on the same day an investigation of the incident has been initiated.

Parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child. Notification must be consistent with the scholar privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) Policy Publication.

At the beginning of each school year, the Board of Directors or designee shall, in writing, inform school staff, parents/legal guardians, or other persons responsible for the welfare of a scholar of the school's scholar safety and violence prevention policy.

The Principal shall provide notice to scholars and staff of this policy through appropriate references in the code of scholar conduct and employee handbooks, and/or through other reasonable means.

200.10 Dating Violence and Abuse

Legacy Preparatory Academy provides an educational setting that is safe, secure, and free from dating violence or abuse of any kind. Legacy Preparatory Academy will not tolerate any form of teen dating violence or abuse as defined in Section 1006.148 of the Florida Statutes. Dating violence and/or abuse shall be grounds for disciplinary action.

200.11 Search and Seizure

1. The Principal, a teacher or any other school staff member may temporarily detain and question a scholar when circumstances indicate that such scholar has committed, is committing or is about to commit a violation of Florida law or school rules and regulations.

2. The scholar has a right to privacy of his/her personal possessions, unless there is reason on the part of the principal, or his/her designee, to believe that the scholar is concealing a weapon, illegal drugs, or other material that is inappropriate or dangerous to himself/herself, others, property, or in violation of existing school policy. In accordance with Florida Statutes, school authorities may search any area without notice if he or she has a reasonable suspicion that a prohibited or illegally possessed substance or object is contained in the area.

200.12 Dress and Grooming Policy

Legacy Preparatory Academy has a mandatory uniform policy. This Board policy was put into place to ensure that all scholars wear uniforms Monday through Friday. Scholars must adhere to this policy with no exceptions. The uniform (navy blue and khaki colors) entails standard uniform pants, skirts, Capri's, shorts, skorts, and long or short-sleeved, solid color collared polo-style shirts. Shirts must be worn on the inside of the bottom apparel at all times with a belt and shoestrings as appropriate. We are asking parents/guardians to please review our school's uniform policy and help us by monitoring your child's daily attire before s/he leave home.

The dress and grooming of scholars shall be that which contributes to the health and safety of the individual, promotes a positive educational environment and good school spirit, and is non-disruptive of the educational activities and processes of the school.

Shoes shall be worn. Footwear that is deemed hazardous or dangerous to the health and safety of scholars or others, such as thongs, flip flops, shower shoes, skate shoes, open heel shoes, open toe shoes, bedroom slippers, backless shoes, platforms, high heeled shoes, cleats or similar type shoes shall not be worn.

Head coverings shall not be worn. Hats, scarves, bandanas, and head coverings may not be worn in the school building, unless for religious or medical reasons and with prior approval of the principal. Any other decorative hair accessories that the principal deems to be distracting may not be worn at school

Athletic caps, visors, athletic-style headbands, and sunglasses may **not** be worn.

HOODIES AND SWEATSHIRTS ARE NOT PERMITTED.

Hair shall be clean and neatly groomed.

Facial makeup products are prohibited.

Artificial eyelashes are prohibited, unless for medical purposes.

Scholars are required to wear the school logo shirt on school-sponsored field trips, unless waived by the principal.

T-shirts worn as outer garments, mini skirts, mini dresses, and short shorts are not permitted.

Belts are required. Belts must be worn with pants and must be visible.

ALL SHIRTS MUST BE TUCKED IN SO THAT THE BELT OR WAISTLINE CAN BE SEEN.

All pants, skirts and shorts shall be secured at the waist so that the waistband is at the waist and not below the waist. Underwear shall not be visible. Clothing must be the appropriate size for the scholar, not oversized or undersized. Scholars may not wear baggy/saggy pants.

Shirts must cover midriff, back, and sides at all times; should be fastened with no visible cleavage or undergarments.

Any clothing or grooming that, in the principal's judgment, may reasonably be expected to cause disruption or interfere with normal school operations will not be allowed. The decision of the principal will be final

200.12.1 Uniform Requirements

Scholars are required to wear the school's logo shirt on all school-sponsored field trips. Therefore, all scholars must purchase at least one logo shirt.

GIRLS

Navy blue/khaki straight skirt, skort, jumper, or dresses (The hem should not be above "mid thigh." Mid thigh is determined by extending the arms to the sides of the body and finding the tip of the longest finger - using normal posture).

Navy blue/khaki pants or Capri's pants

Navy blue/khaki knee length Bermuda shorts

Navy blue/white long or short-sleeved, solid color collared polo-style shirts

BOYS

Navy blue/khaki pants

Navy blue/khaki knee length Bermuda shorts

Navy blue/white long or short-sleeved, solid color collared polo-style shirts

Belts must be worn with pants and must be visible.

Restrictions

No skinny-legged pants

No denim clothing of any kind may be worn.

No under garments may be worn as uniform shirts (T-shirts or A-shirts).

No striped shirts may be worn.

No buttoned-down shirts.

No clothing that is torn, has holes, or pants that are frayed

No athletic shorts, cut-off pants, short-shorts, or running shorts

Outer garments (coats, etc.) may not be worn that display symbols, large logos, alcohol, tobacco, violence, any illegal substance or that are disruptive, offensive, suggestive, or indecent.

Outer Clothing

Absolutely **NO** hoodies.

Absolutely **NO** sweatshirts.

Only a **SOLID** color blue, black or white jacket/sweater may be worn.

FRIDAYS

Jeans, with a uniform top or spirit shirt, may be worn on Fridays only. Jeans must be standard jeans. Holes, skinny jeans, stretch denim or skin tight jeans **ARE NOT** allowed. Scholars who consistently fail to adhere to the dress code/uniform policy, will have this privilege revoked.

Exceptions

In addition to the above basic uniform, the principal may designate:

1. school-sponsored T-shirts with a crew neck; and
2. special clothing necessary for a school-sponsored activity.

Scholars enrolling after the start of the school year will have a grace period of ten (10) school days before being required to wear the school uniform.

Scholars may wear navy blue or white long or short-sleeved, solid color collared polo-style shirts with a small manufacturer's logo as **permitted by the principal**.

200.12.2 Accessories

Sunglasses, hats, bandanas, etc. may not be worn during school hours.

Jewelry must be appropriate and tasteful and cannot be hanging off clothing.

Male scholars may not wear earrings during school hours.

Piercings or other jewelry should never be a distraction in the classroom or on campus.

Ties shall not be worn.

Heavy chains, leather collars, arm bands and/or spiked jewelry that could be considered a weapon are not permitted.

200.12.3 Dress Code Violation Consequences

The principal or designee has the authority to decide if your clothing complies with Board policy. If it is determined that your clothing does not comply with Board policy, the disciplinary consequences include:

First offense consequences:

- notification of parent or guardian, and/or
- your parent/guardian may be asked to bring an appropriate change of clothes to school.

Second offense consequences:

- notification of parent or guardian;
- change of inappropriate attire;
- one day of in-school suspension.

The third and subsequent offenses are willful disobedience subject to referral to the Principal's Office for further disciplinary action, which may include out-of-school suspension,

conference with the principal and parent to include written documentation and signature of parent.

The Principal may refer to the Board of Directors with a recommendation for withdrawal, as appropriate.

200.13 Vandalism and Defacing School Property

Vandalism to the school is costly. For the scholars' own protection, they should stay away from the school buildings when school is not in session.

Vandalism and the defacing of school property is a serious offense. Scholars guilty of these infractions shall face severe disciplinary action, which could include suspension and/or expulsion, and restitution to the school for the damages.

SECTION 300 SCHOLAR RIGHTS AND RESPONSIBILITIES

300.01 School Program

Legacy Preparatory Academy will provide each scholar with opportunities to reach his/her full academic potential. We will ensure a safe and orderly school environment that fosters enhanced school pride and promotes mutual respect.

Scholars have the rights to:

- a meaningful curriculum that shall meet their immediate and future needs;
- voice their opinions in a manner that is not inappropriate or disrespectful to authority;
- pursue their education under competent instruction;
- take part in in-school (instructional) activities and choose to take part in after-school (extracurricular) activities

Scholars have the responsibilities to:

- attend all classes regularly and on time;
- contribute to the total classroom and school atmosphere in a manner that keeps it wholesome and conducive to learning;
- do all class assignments and meet all requirements of all classes;
- respect the rights of others;
- meet the approved criteria required for participation in instructional and extracurricular activities.

300.02 Grades

1. Scholars shall be informed by the school of their academic progress.
2. Scholars' academic marks in each class should represent fairly and impartially their academic progress in that class. They should have the opportunity periodically to review their marks with their teacher.
3. Scholars shall be graded on their progress and class work. Conduct is not a part of a scholar's academic grade.
4. A scholar must accept the responsibility for regular class attendance. He or she must also perform all tasks required for the successful completion of the course. He or she must be responsible for making up all work missed during excused absences.
5. A scholar shall complete all class assignments to the best of his or her ability to earn the best possible grade.
6. A scholar has the responsibility to bring required materials to class in order to complete assignments successfully. **No mechanical pencils.**
7. A scholar shall cooperate with the teacher to provide a good learning environment in class.
8. A scholar has the responsibility to avoid cheating or plagiarizing on all tests and all assignments.

300.02.1 Assessments

In addition to regular classroom assessments, your child may participate in the following assessments:

FSA – The Florida Standards Assessments are state tests in English Language Arts (ELA) and Mathematics that all Florida public school scholars are required to take (s. 1008.22, F.S.).

STATEWIDE SCIENCE ASSESSMENT - Scholars in grades 5 and 8

FSA ELA/Writing – Scholars in grades 4-10

FSA EOC - Florida Standards Assessments End-of-Course tests (Algebra 1, Geometry, and Algebra 2) - eligible scholars in Grades 6 - 12

NGSSS EOC - Florida Next Generation Sunshine State Standards End-of-Course Assessments (Biology 1, Civics, and US History) – eligible scholars in Grades 6 - 12

ACCESS for ELLs 2.0 - Assessing Comprehension and Communication in English State-to-State for English Language Learners 2.0 – a state assessment used to measure ELLs proficiency in English for scholars in grades K-12.

SAT 10 – The SAT 10 is a standardized test covering reading, mathematics, language, spelling, and science.

FAIR-FS – Florida Assessments for Instruction in Reading (FAIR) is a testing system that the state has developed to provide teachers with diagnostic, screening, and progress monitoring information to help guide instruction. Scholars in grades 3-12.

Semester Exams – Middle School scholars will take a Semester Exam in each class that will be used as part of their final semester grade. Semester Exams are given at the end of the 2nd 9-week grading period and the 4th 9-week grading period.

300.03 Homework

Homework is assigned for the purpose of reinforcing material covered during the day. Practicing concepts through work at home, being responsible for the completion of assignments, organizing materials, and working efficiently and independently are skills that are learned through the completion of homework assignments. Scholars will receive homework assignments at least three days per week in all core classes. Homework assignments/projects will be commensurate with an advanced academic curricular program. Homework may be assigned on weekends as well. Homework provides opportunities to develop the following skills:

- Responsibility
- Learning to work independently
- Develop study skills
- Increased confidence in a skill
- Develop time management skills
- Enhancing the learning experience.

A General rule for homework is 10-15 minutes for each class the scholar is taking.

In middle school a scholar shall learn to be fully responsible for their actions and work ethic. Homework and all projects assignments fall into this category. Therefore, the following is stipulated by this board policy:

- **At no time will a scholar's homework, which included assigned classroom and out of classroom projects be accepted late, unless pre-cleared by the classroom teacher and for emergency circumstances only.**
- **Under no condition may a family member bring a scholar's homework, projects, book bags, etc to school. These items will not be accepted by any Legacy Preparatory Academy employee.**
- **All Legacy Preparatory Academy teachers shall post this policy in their course expectations and communicate this information to the scholars and their parents.**

300.04 Heading Identification

At the direction of the Principal, all Legacy Preparatory Academy faculty members are required to have the same format on each scholar's written, typed or created work. Therefore, each scholar must comply with the above requirement, which is formatted below:

Scholar's Name (First and Last Name)

Date

Grade Level, Course/Subject

Teacher, Period

This is to appear in the upper right-hand corner of the paper/item.

300.05 Progress Reports

1. Grade reporting periods are nine weeks in length. By the end of the fifth week of each grading period, progress reports shall be issued to scholars.
2. Progress reports shall be taken home by the scholars and returned with the signature of a parent or guardian.

300.06 Tutoring

Any scholar who does not maintain a 2.0 GPA in an academic class due to difficulty with content (as determined by the teacher) shall be offered tutoring. Scholars with FCAT Levels 1 or 2 shall be offered tutoring in the subject of deficiency.

300.07 Scheduling and Administration of Exams

Exams shall be administered at the end of every nine (9) week quarter in all subjects or by semester for all subjects including electives. The methodology and composition of these exams should reflect the subject area, skills and knowledge being measured. A nine (9) week exam should measure the learning that has occurred during that period and should only encompass the curriculum covered during that time. A nine (9) week exam shall be no more than one class period in length as determined by subject area.

300.07.1 Make Up Exam Policy

If a scholar misses a quarter or semester exam due to an excused absence, then the scholar will make up the exam after the exam has been administered and during the designated make up exam day or any subsequent days as determined by the teacher administering the exam. When a scholar misses the exam due to an excused absence, the report card grade – for the affected quarter - will be marked "Incomplete" until the scholar completes the makeup exam and the scholar's final grade has been reported. If an 8th grade scholar misses an exam, the "Incomplete" grade on the report card may place them in jeopardy of being accepted to an IB, CAPS/KAPS, magnet program, or private school depending on the requirements and time of grade review of the sponsoring program/school.

300.08 Promotion

Each scholar's progression from one grade to another is determined by criteria that reflect the scholar's proficiency in the Next Generation Sunshine State Standards (NGSSS) and/or the Florida Standards (FS) and established specific levels of proficiency in reading, writing, science, and mathematics. s.1008.25(1) F.S.

Promotion will occur when a scholar demonstrates that acceptable skills have been acquired in the subjects enrolled (see the Hillsborough County Scholar Progression Plan - <https://www.sdhc.k12.fl.us/assets/pdf/scholarprogressionplan.pdf>)

(a) To be promoted from grade six to grade seven, a scholar must pass five or more annual subjects or their equivalent, including mathematics, language arts, science and social studies.

(b) To be promoted from grade seven to grade eight, a scholar must pass five or more annual subjects or their equivalent, including mathematics, language arts, science and social studies

(c) A scholar promoted from grade eight to grade nine will demonstrate acceptable progress toward mastery of grade eight skills as determined by statewide assessments.

(d) In addition, to be promoted from grade eight to grade nine, a scholar must pass five or more annual subjects or their equivalent, including mathematics, language arts, science and social studies; successfully complete civics [for scholars entering Grade 6 beginning with the 2012/2013 school year] and pass a state End of Course (EOC) exam to get credit in the course; complete the career and planning curriculum component and complete a personalized academic and career plan. Promotion shall be effective on the date that final grades are submitted by the teachers at the end of the regular academic year.

(e) **Promotion Requirement for Showing Mastery of an Annual Course:** A scholar will pass an annual course when four quality points are earned providing at least one quality point is earned in the last grading period and at least two quality points are earned each semester. Special consideration for performance on semester exams will be given by the Special Placement Committee.

300.09 Retention

The Principal shall establish and implement a school wide retention policy that will be in compliance with the minimum guidelines set by the state; may expand those requirements and invoke other state retention policies as necessary.

300.10 Technology Policy

Learning is enhanced through technology's endless possibilities. Scholars have opportunities to gather information, communicate with people all over the world, and create their own products. Legacy Preparatory Academy provides scholars and staff with technology services. These services include the use of computers, servers, other technology equipment, and the Internet.

300.10.1 Acceptable Use of Technology

- **The use of Legacy Preparatory Academy's technology is a privilege and not a right.**
- Technology is designed to be used as a tool to assist with the instructional objectives of the School. Scholars shall use technology efficiently to minimize interference with others.
- The acceptable use of technology and Internet privileges is an extension of the Handbook. The Internet is a global database system providing access to information from around the world. Scholars will have limited and supervised access to the Internet.

300.10.2 Prohibited uses of the Technology include, but are not limited to:

- Sending, receiving, displaying, or accessing defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal materials.
- Encouraging the use of or promoting the sale of controlled substances or drugs.
- Any attempt to harm or destroy data of another user, the network, any technology equipment, or any of the agencies or other computer network services that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- Any attempt to sell or offer for sale any goods or services that could be construed as a commercial enterprise.
- Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials.
- Invading the privacy of individuals, revealing personal information of others or themselves, such as home address, or phone number.
- Logging in to the system using another user's account or password.

- Violating any local, state, or federal regulation or statute.
- Altering computer equipment as set up by the system administrator.

300.10.3 Discipline

Scholar discipline for violation of any part of these rules and procedures shall be based on the severity of the infraction. Scholar discipline may involve actions up to and including suspension, expulsion, and/or withdrawal. Discipline of staff may involve actions up to and including termination. Parents/guardians will be billed for damages to equipment. Illegal activities will be referred to the appropriate law enforcement agency.

SECTION 400 REGISTRATION AND IMMUNIZATION

400.01 Registration Requirements

A parent must accompany his/her child and bring the proper documents for registration.

1. If coming from a public school within Florida or the scholar has been out of Hillsborough County Public Schools for more than one year, the following are required:
 - Report card or a copy of transcript from the last school attended
 - Birth certificate
 - Certified copy of birth certificate/State of Florida Birth Registration Card
 - Social Security Card
 - Immunization records showing proof of proper immunization
2. If coming from a school outside Florida or ANY private school, the following are required:
 - Report card or transcript from the last school attended
 - Birth certificate/Certified copy of birth certificate
 - Social Security Card
 - Immunization records showing proof of proper immunization
 - Physical examination by a private physician or the Hillsborough County Health Department, completed within the last twelve months
3. All scholars must reside with one parent or legal guardian. Guardians must have custody and/or guardianship papers for the children that reside in the home in order to register them. Proof of guardianship is a photocopy of the court order appointing guardianship. Under extenuating circumstances, a notarized statement may be accepted if proof of Florida residence can be validated.

400.02 Immunization Requirements

1. Scholars in pre-kindergarten through twelfth grade who are making their initial entry into a Florida school must present a record of a physical examination completed within the last twelve months.
2. The immunization record must show that the scholar has met the minimum state requirement.
3. Sixth grade scholars are required to have the following immunizations:
 - DPT - 5
 - IPV or OPV - 4 (polio vaccine)
 - MMR - 2 (measles, mumps, rubella)
 - Hepatitis B series
4. Seventh and eighth grade scholars are required to have the following immunizations:
 - 5 doses DPT (diphtheria, pertussis, and tetanus);
 - 4 doses OPV (oral polio vaccine);
 - 2 doses MMR (measles, mumps, rubella);
 - 3 doses Hepatitis B vaccine (HBV) given over a six-month period;
 - 1 dose Tdap (tetanus, diphtheria, pertussis).

THESE REQUIREMENTS MUST BE COMPLETED PRIOR TO THE FIRST DAY OF SCHOOL. SCHOLARS NOT IN COMPLIANCE ARE NOT PERMITTED TO ATTEND SCHOOL UNTIL COMPLIANCE IS MET.

Parents of seventh grade scholars who have not met the requirements listed above will be notified by letter by the RN who is assigned to Legacy Preparatory Academy by the School District, which will be sent home with the child. If the shot requirements are not met by the date stated on the letter, another notice will be sent home. Any scholar who does not have his or her immunizations completed will not be allowed to return to school. A notice will be given to the scholar and the scholar is responsible for calling his/her parent from the office to advise the parent of the receipt of this letter. This procedure is in compliance with the policy of the SDHC and is a Legacy Preparatory Academy requirement.

Private physicians and the Hillsborough County Health Department provide immunizations. (Contact the Hillsborough County Health Department, 813-307-8000, about free immunizations for school-aged children.)

SECTION 500 ATTENDANCE POLICY

To benefit fully from the instructional program, scholars are expected to attend school regularly, be on time for classes and satisfy all course requirements (s. 1003.04 (1) F.S.). Poor attendance or excessive tardiness may result in failing grades.

500.01 To Report an Absence

1. It shall be the responsibility of the scholar's parent or guardian to explain a scholar's absence to the school in person or, by telephone. Parents are expected to call the school as early as possible when scholars are absent for all or any part of the day to report the absence.
2. Scholars who display a pattern of nonattendance may be required to present additional documentation to verify the absences (doctor's statement).
3. Scholars not in class at least one half of the class period shall be counted absent from that class.
4. When a scholar accumulates five absences during a nine-week grading period, a letter shall be sent to the parent or guardian unless school personnel have informed the parents previously.
5. When a scholar accumulates ten unexcused absences (not including suspensions) within a ninety calendar day period, a letter shall be sent to the parent or guardian.

500.02 Excused Absences

Examples of excused absences are:

- an illness of the scholar or a medical or dental appointment (a doctor's statement may be required);
- an accident resulting in injury to the scholar;
- a death in the immediate family of the scholar;
- an observance of an established religious holiday (documentation of the religious affiliation of the scholar may be required);
- an observance of a religious holiday that cannot be identified as a traditionally well-known day such as Rosh Hashanah (a note from the parent and/or a letter from the leader of the faith organization) the absence should be excused and also recognized as an established religious holiday that does not impact any attendance incentives including exam exemptions.
- **a pre-planned absence for a personal reason that is acceptable to the principal. In order for the absence to be excused, the principal must be informed three days prior to the absence.**
- a subpoena by a law enforcement agency or a required court appearance;
- an emergency for a reason acceptable to the principal such as:
 - * severe weather conditions;
 - * a major personal or family problem;
 - * fire, flood, or other major damage to the home;

- * an accident on the way to school; or
- * a breakdown of the school bus (failure to pick up the scholar).

500.03 Unexcused Absences

1. Unexcused absences include absences that:
 - are not accepted as excused;
 - are caused by non-attendance of the scholar;
 - are caused by an out-of-school suspension.
2. A scholar suspended out-of-school shall receive a grade of "zero" for tests and/or graded work missed.
3. A scholar found cutting school or any class period(s) shall receive a grade of "zero" for tests and/or graded work missed.
4. A scholar who receives an unexcused absence shall receive a grade of "zero" for tests and/or graded work missed.
5. A scholar suspended out-of-school shall receive a grade of "zero" for tests and/or graded work missed.
6. A scholar who receives an unexcused absence may be allowed to make up tests and/or graded work missed during the absence at the discretion of the classroom teacher. Scholars **may** receive a 10% deduction from the grade of the make-up assignment. The scholar is responsible for making arrangements with the teacher within three days of his/her return to school. Make-up work must be submitted within the deadline(s) set by teacher(s).
7. A scholar found truant will be referred to the principal.

500.04 Truancy

When a scholar accumulates fifteen unexcused absences within ninety calendar days, with or without the knowledge or justifiable consent of the scholar's parent or legal guardian. This scholar, parent, or legal guardian is then subject to compulsory school attendance requirements under Section 1003.24 of Florida State Statutes.

Excerpt from Florida Statute 1003.26 (1)(B) "The principal shall, unless there is clear evidence that the absences are not a pattern of nonattendance, refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies. If an initial meeting does not resolve the problem, the child study team shall implement interventions that best address the problem.

If the parent, guardian, or other person in charge of the child refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent, guardian, or other person in charge of the child may appeal to the school board. The school board may provide a hearing officer and the hearing officer shall make a recommendation for final action to the board. If the board's final determination is that the strategies of the child-study team are appropriate, and the parent, guardian, or other person in charge of the child still refuses to participate or cooperate, the superintendent may seek criminal prosecution for noncompliance with compulsory school attendance."

500.05 Make-up Work

A scholar who has been absent and whose absence is EXCUSED is permitted to make up the work missed. The scholar is responsible for making arrangements with the teacher within three days of his/her return to school. Make-up work must be submitted within the deadline(s) set by the teacher(s). *We ask that parents do not call or e-mail teachers to request homework to be picked up at the end of the day. Teachers may, if feasible, e-mail absent scholars to inform them of missed assignments. Scholars will make arrangements with teachers as to due dates*

for missing work when 3 or more consecutive days of absences have occurred. If a scholar arrives tardy to school, it is the scholar's responsibility to turn in assignments due that day for all classes missed.

A scholar who receives an UNEXCUSED absence may be allowed to make up tests and/or graded work missed during the absence at the discretion of the classroom teacher. Scholars **may** receive a 10% deduction from the grade of the make-up assignment. The scholar is responsible for making arrangements with the teacher within three days of his/her return to school. Make-up work must be submitted within the deadline(s) set by teacher(s).

500.06 School Business

1. Scholars on school business shall be counted present and be allowed to make up work missed.
2. Examples of school business are:
 - an academic activity
 - participation in a regularly scheduled, school-sponsored athletic event;
 - other approved activities such as class meetings, club meetings, or an event that is designated and approved by the principal

500.07 Emergency Contact Card

Scholars and parents must provide school personnel with accurate telephone contact numbers (home and work for parents or legal guardians) and ensure the number(s) are correct if there is a change during the school year. This information must be given on the emergency contact card provided by the school at the beginning of the school year and updated as changes occur.

The Emergency Card may be changed as needed by the person who placed the child in school and **only** by that person.

When the parents are divorced at the time the scholar is placed in the school, the person(s) to whom the scholar may be released will be determined by the person placing that scholar in the school.

The person who placed the child in school decides which persons will be allowed to pick up the child or should be contacted in case of emergency.

500.08 Tardiness to School

1. Scholars who are tardy to school must sign-in at the Main Office. Scholars who fail to check in shall be considered absent for the classes affected. Disciplinary action shall be taken. *For the scholar to receive an excused sign-in, a parent or guardian must do the following: accompany the scholar to the school office with an acceptable excuse, as stated below.* Failure to do so will result in an unexcused sign-in. **More than three sign-ins per nine-week period may require medical or other documentation.**
2. An excused tardy exists when reasons acceptable to the principal or his/her designee are given.
3. Examples of excused tardies include the following:
 - illness;
 - medical or dental appointments (doctor's statement may be required);
 - automobile accident;
 - deaths or funerals;
 - emergency situations acceptable to the principal or designee;
 - required court appearance (subpoena required);
 - established religion observance;

- severe weather;
 - breakdown of school bus.
4. Unexcused tardies include the following:
- car problems (for instance, flat tire, no gas, car won't start);
 - heavy traffic;
 - overslept;
 - returned for forgotten items (for example, books, lunch, money, homework, projects, and absentee notes);
 - non-educational appointments.

500.09 Tardiness to Class

1. A scholar should make every effort to be in class on time. A scholar failing to attend class shall be considered truant and subject to disciplinary action.
2. A scholar's excessive unexcused tardiness shall be considered willful disobedience, and the scholar shall be subject to disciplinary action. At three tardies to class, parent contact should be made.
3. Teachers may deal with the first three tardies per nine weeks by:
 - Holding a scholar conference.
 - Holding lunch detention or after school detention
 - Notifying home, giving 24 hours notice for detention or whatever consequences the teams within the school have determined.

When the scholar reaches four (4) tardies to class, parents should be notified again, explaining that a fifth tardy will result in a referral to Administration for defiance of public school policy on compulsory attendance.

500.10 Sign-in Procedure

1. Any scholar arriving to school after the session has begun must report to the Main Office. A pass shall be issued indicating excused or unexcused tardy.
2. For the scholar to receive an excused sign-in, a parent or guardian must accompany the scholar to the School's Main Office giving an excusable reason.
3. A parent or guardian must accompany scholar when signing-in. Scholars **cannot** be dropped off and left to sign-in alone when late to school.
4. More than three sign-ins per nine-week period shall require medical or other documentation and a parent or guardian must be present in order for the scholar to be considered excused.

500.11 Sign-out Procedure

1. Once scholars arrive on campus, they may not leave without permission from the principal.
2. Scholars who must leave school during school hours must have their parent or guardian request in person to the Main Office in order to obtain pre-approval.
3. More than four sign-outs in a nine-week period shall require medical or other documentation and a parent or guardian must be present in order for the scholar to be considered excused.
4. Excused sign-outs include the following:
 - medical or dental appointments (doctors statement may be required);
 - deaths or funerals;
 - emergency situations acceptable to the principal or designee;
 - court appearance (subpoena required);
 - personal reasons acceptable to the principal or designee;
5. Unexcused sign-outs include the following:

- forgotten items (for example, books, lunch, money, homework, projects, admits);
 - violation of dress code (to obtain appropriate dress);
 - non-educational appointments.
6. During school hours, a principal shall permit a child to leave school only in the custody of the following adults:
- parents or legal guardians of the scholar with photo ID
 - person listed on emergency contact card, with photo ID
 - a law enforcement officer
 - an authorized worker from the Department of Children and Families
 - emergency sign-outs will be dealt with on a case-by-case basis by the principal or designee

500.12 Release of Scholars

For safety and security Legacy has the following policy:

1. A scholar will not be released between 2:15PM and 2:45PM.
2. At the end of the school day, scholars are released at a specified time and place and are expected to go directly home or attend the after school program for a fee. **Parents must provide the school with written documentation regarding any change in the scholar's normal transportation.**
3. Car riders should be picked up immediately in the school's designated area.
4. Scholars riding buses are expected to unload from the bus at their designated stop. A signed note from the parent approved by administration is required if the scholar is to exit at a stop other than the assigned bus stop.
5. During "closed campus" times of the year (i.e., state mandated testing, semester exams testing days) scholars are not permitted to be released during testing so as not to disturb the testing environment (unless it is an absolute emergency). Only the Principal or designee is permitted to approve the release of a scholar during testing.

500.12.1 After School Program

ALL Legacy scholars must be off campus no later than 3:15PM, unless scholars are participating in an intramural activity or attending Legacy's fee-based After School Program.

For the safety and security of the child, administration will escort any scholar who has not been picked up by 3:15PM to the after school program. Parents will be responsible for payment.

500.13 Tardiness

1. A scholar is tardy when the scholar arrives after the beginning of the school day or when the scholar is not in the assigned seat or station when the tardy bell rings.
2. A scholar's tardiness shall be EXCUSED when the reason given is acceptable to the principal or designee. Examples of acceptable reasons for tardiness are the same as the examples of acceptable reasons for excused absences.
3. A scholar should make every effort to be in class on time. A scholar failing to make an effort to attend class shall be subject to disciplinary action.
4. A scholar's excessive UNEXCUSED tardiness shall be considered willful disobedience, and the scholar shall be subject to disciplinary action.
5. **Consequences** for tardiness in a nine-week grading period are:
 - on the first unexcused tardy within a nine-week grading period, the scholar shall be notified by the teacher;
 - on the second unexcused tardy within a grading period, the scholar shall be warned by the teacher and the school shall notify the parent or guardian;
 - a scholar accumulating five or more unexcused tardies within a nine-week grading period shall receive a referral to the principal for willful disobedience.

500.14 Enrollment

When both parents have equal authority to make educational decisions, the person enrolling the child will control the placement. It is not the jurisdiction of Legacy Preparatory Academy to enforce court orders nor is it the policy of Legacy Preparatory Academy to involve itself in disputes between parents of a child. It is ultimately the parents' responsibility to have entered a parenting plan which allows for the making of educational decisions upon which Legacy Preparatory Academy can rely.

The person enrolling the child can also withdraw the child, complete the emergency card and designate the persons who will be authorized to pick up the child from school.

When there is a dispute between parents, the principal will rely on the original registration until provided with a valid court order.

500.14.1 Withdrawals

1. The **enrolling** parent who wishes to withdraw his/her child must do so in person.
2. The withdrawal form must be signed by all of his/her teachers and required staff.
3. These signatures indicate that the scholar is clear with reference to textbooks, library books and any other school equipment that might have been in his/her possession.

SECTION 600 EXTRACURRICULAR

600.01 Scholar Activities

1. Scholars are aware that the school's extracurricular activities such as athletics, band, cheerleading, and chorus have visible built-in systems of recognition, reward and championship, which may not be observable in other school areas.
2. Scholars have the right to belong to and take part in all extracurricular activities for which they qualify, regardless of their race, sex, religion or national origin.
3. Scholars have the responsibilities to:
 - meet the approved criteria for membership in clubs, organizations and activities of their choosing;
 - participate regularly in their respective organizations and to conduct themselves in an appropriate manner and to operate according to school rules and regulations;
 - select extracurricular activities that do not interfere with their academic programs.
4. Suspension from Participation in Events
Any scholar receiving three (3) referrals for discipline to the principal will be removed from participation in extracurricular activities. **Scholars will not be permitted to participate in any event related activities, dress out for the event, practice with the group, or travel to the event with the team or group.** An event is defined as a game, activity, or contest. A tournament experience is considered to be a single event, even though a tournament consists of more than one game, activity, or contest.
5. All scholar athletes, including cheerleaders, shall be required to purchase athletic insurance provided by the School District of Hillsborough County before they will be able to practice and participate in any athletic program.
6. Charter school scholars who meet specified academic and conduct requirements are eligible to participate in extracurricular activities at the public school to which the scholar would have been assigned, unless such activity is provided by the scholar's charter school.
s.1002.20 (17)(c) F.S.

600.01.1 Academic Requirements

To be academically eligible for middle school extracurricular activities, a scholar must have a 2.0 grade point average (GPA) based on an unweighted 4.0 scale from the previous 9 weeks grading period to try out and participate in a sport. He or she must complete a weekly progress report from each assigned teacher beginning one week before the first contest regarding his or her academics and conduct. More than one "F" in academics or an "F" in conduct will disqualify the scholar from participation for the coming week. Eligibility is gained or lost on the seventh calendar day after the last day of the previous grading period.

600.01.2 Residence

The scholar must be a bona fide scholar of Legacy Preparatory Academy.

600.01.3 Sportsmanship

Any player displaying unsportsmanlike behavior or any misconduct will be removed from the game and may not return during that game or the next contest. If it is the last game of a sport season, this suspension will carry over to the next contest where the scholar is eligible for participation.

600.01.4 Age

A player must not have reached 15 years and 9 months of age before September first.

600.01.5 Limit of Eligibility

A scholar may participate in middle school intramurals for three years. The first year as a sixth grader, the first year as a seventh grader, and the first year as an eighth grader. Eligibility begins with the promotion to the next grade.

600.02 Activity Programs

600.02.1 Intramural Sports

Each season there are various sports for you to participate in to include track and field, boys and girls basketball, flag football, street hockey and volleyball. These activities will be announced and the dates posted during the year.

600.02.2 Prerequisites

The prerequisites for participation include an application for athletic participation, sports physical, parental consent, two medical release forms (notarized) and school insurance. Scholars must meet the academic requirements and have a good disciplinary record.

Any scholar receiving three (3) referrals for discipline to the principal will be removed from the sport he/she is participating.

SECTION 700 GENERAL INFORMATION

700.01 Electronic Devices/Personal Property

1. Personal electronic devices, e.g. portable gaming systems, mp3 players, iPods, cell phones, beepers, radios, tape players, CD players, laser pointers, electronic games, battery-operated games, and any unnecessary devices deemed potentially disruptive shall not be allowed at school.

2. Scholars bringing any electronic devices for a class project must make arrangements with the teacher for safekeeping.
3. The school shall not accept responsibility for personal electronic devices or personal property of any kind including money.
4. Failure to comply with these procedures will result in confiscation of electronic devices or personal property and scholars will be subject to disciplinary action.

700.02 Cell Phone Usage

1. Cell phone **usage is not permitted during school hours, at school and on school buses.**
2. If a scholar is in possession of a cell phone, the cell phone must be given to a Legacy Preparatory Academy employee or turned into the main office upon the scholar's arrival to school. Cell phones are returned to scholars at the end of the school day.
3. Any scholar found with a cell phone will have the cell phone confiscated the first time seen.
4. Consequences for confiscated cell phones include:
 - 1st offense** – verbal warning and cell phone returned to scholar at the end of the school day.
 - 2nd offense** – **only** a parent or guardian may claim the cell phone after school hours on Thursday following the offense.
 - Subsequent offenses** are willful disobedience subject to referral to the Principal's Office for further disciplinary action, which may include out-of-school suspension and cell phone returned to scholar on the last day of school.

700.03 Emergency Procedure

1. When scholars become ill at school, every effort shall be made to notify parents, guardians or an emergency contact person.
2. An Emergency Information Card must be on file in the school office. Scholars shall be released **ONLY** to one of the following adults:
 - A parent/guardian of a scholar, with photo ID;
 - Person listed on the Emergency Information card, with photo ID;
 - A law enforcement officer, or
 - An authorized worker from the Department of Children and Families.
3. **IT IS IMPERATIVE THAT THE SCHOOL HAVE A CURRENT TELEPHONE NUMBER WHERE PARENTS MAY BE REACHED AT ANY TIME DURING THE DAY. THE SCHOOL SHOULD BE IMMEDIATELY NOTIFIED AS CHANGES OCCUR. AN EMERGENCY NUMBER MUST BE ON FILE IN THE SCHOOL OFFICE.**

700.04 Field Trips

1. Field trips are an integral part of education at Legacy Preparatory Academy. It is the school's policy to use field trips to enhance the curriculum being taught to scholars throughout the year.
2. Field trips are considered **privileges** that must be earned by the scholars. That means that scholars whose grades are not what they should be or those who have not exhibited exemplary behavior, may not be allowed to go on field trips. The Principal or designee has the authority to exclude a scholar from participating in school related activities if the scholar's conduct, at school or outside of school, is deemed unacceptable.
3. Parents may have to pay a fee in order for a scholar to participate in a field trip. Field trips shall not be of a prohibitive cost to a scholar. **Any money that is paid toward a field trip is non-refundable. This includes scholars who are suspended and/or not permitted to attend due to behavioral issues. There will be no exceptions.** Reservations for field trips are made based on a good faith estimate of the number of scholars going and costs are considered accordingly; therefore, additional costs due to cancellations will not be incurred by the remaining scholars going on the field trip or incurred by the school.

4. Parents or guardians shall be notified prior to any field trip. Such notice shall state the place to be visited, the date of the trip, time of departure, time of return to the school and any costs. Any scholar making a trip shall present a note from his/her parent or guardian giving permission to make the trip. The field trip form is to be completed by the parent/guardian giving permission.

5. Scholars who are ill the day of the field trip or who have not been free of a fever for at least 24 hours shall not attend the field trip. This is in the best interest of the scholar. If a scholar becomes ill during the field trip, the teacher will contact the parent so the parent can pick up the scholar.

6. Scholars are required to wear the school logo shirt on school-sponsored field trips, unless waived by the principal.

The Administration requires all field trips, and any and all other school related events and activities which require scholar transportation to be provided by Legacy Preparatory Academy or a commercial bus service.

700.05 Exclusion From Participation in School Related Activities

The principal has the authority to exclude a scholar from participating in school related activities if the scholar's conduct at school, or outside of school, is deemed unacceptable.

700.06 Wellness Policy

Legacy Preparatory Academy aims to teach, encourage, and engage in nutrition education that promotes healthy eating by scholars, health education and physical activity beyond physical education (s. 1003.453 F.S.). The educational setting provides scholars and staff the ability to learn and succeed by embracing wellness, good nutrition, and regular physical activity as part of the total learning environment. The Legacy Preparatory Academy Wellness Policy can be found online at <http://www.legacyprepacademy.org/files/LPAWellnessPolicy.pdf>

700.07 Food Policy

Scholars are not allowed to eat or drink in the classroom that includes but is not limited to the following: food, gum, candy, sunflower seeds, snack foods, can drinks, plastic, or glass containers. Scholars who bring their lunch should keep their food in a closed container, for example a lunchbox or mini cooler. **School employees are not allowed to heat food for scholars.** Scholars violating the food policy will receive disciplinary actions as listed in the Code of Scholar Conduct.

700.08 Scholar Safety and Usage of Restrooms and Changing Rooms

Legacy Preparatory Academy provides, within its resources, a safe, secure and wholesome environment anywhere on campus. When a scholar uses a school restroom and/or changing room for physical education or other classes, the scholar shall, at all times, be courteous and respectful of others present, be respectful of the restroom/changing room facility making sure to keep it clean and free of trash, non-related items, and graffiti. A scholar who violates another scholar's rights while using the restrooms/changing rooms, regardless of the level and the nature of the infraction, and/or inflicts damage to the property through any action, by any means, shall be adjudicated through the Discipline Matrix.

In the event of such infractions, the Principal may remove the access of that facility for the scholar and assign a specific restroom/changing room for designated access only. Furthermore, the scholar may face financial remuneration for the cost of damage, and even suspension from school for any violation.

700.09 Health Issues and Medication

1. Scholars too ill to remain in class must request permission from their course teacher to report to the office. Parent or guardian shall be contacted and the determination made whether the scholar shall go home or return to class. Whenever possible, medication schedules should be

arranged so all medication is given at home. Scholars bringing medicine to school must have on file a parental authorization.

2. Only prescription medication shall be administered at school. All medications must be brought to school by the parent or guardian.
3. Medication must be delivered to school in the container in which it was purchased (dispensed).
4. A separate supply of medication must be kept at school. Medication shall not be transported between home and school on a daily or weekly basis.
5. The medication label must indicate the scholar's name, name of medication, physician's name, dosage (amount) and time (frequency).
6. If the medication requires equipment for administration (cup, spoon or dropper), the parent is responsible for supplying the articles labeled with the scholar's name.
7. Special arrangements must be made if a scholar is self-medicating (s. 1002.20 (3) F.S.).
8. School Health Services Program conducts health screening activities at various times during a scholar's school experience. Screening activities occur on a schedule, dependent on guidelines established by the Florida Department of Children and Families and local school health personnel. Health screenings may include the following activities: vision screening, hearing screening, measurement of height and weight, dental screening, scoliosis screening, and screening for hypertension (high blood pressure). Parents or guardians must inform the school in writing if they do not wish their scholar to participate in any portion of this program.
9. Scholars with symptoms indicating the possible presence of a communicable disease shall be isolated from other scholars. The parent or guardian shall be contacted and asked to take the scholar home. The scholar shall be readmitted with a written statement from a licensed physician and/or when in the principal's or designee's judgment, the scholar meets the criteria for readmission.

700.10 Media Fines

1. Fines for media materials kept beyond the due date shall be exacted as follows:
 - five cents per day per item;
 - not to exceed cost of the book.
2. The condition and copyright date of the book do not affect the cost of the book.

700.11 Parent Teacher Conferences

Parent-teacher conferences are mandatory. Regular conferences between teacher and parent improve communication between the parent and the teacher for the benefit of the scholar. Parents are required to attend school wide conferences each grading period.

700.12 Parent Teacher Scholar Organization

The Legacy Preparatory Academy Parent Teacher Scholar Organization (PTSO) brings parents, school staff, scholars, and the community together to share thoughts and ideas about activities that benefit the entire school. The purpose of this organization is to provide scholar and family orientated activities and to raise funds to benefit the scholars of Legacy Preparatory Academy.

All parents are required to participate in PTSO. Membership is \$10 per household. Parents are required to attend PTSO meetings.

700.13 Parent Volunteerism

Parents are required to volunteer 20 hours per year. Volunteer hours include but are not limited to the following: participate in PTSO, help with school mailings, help with on-site school functions, help with fundraisers, help in the office, help in the classroom, and help with field trips.

All families are asked to fully support this very important component of being a member of the community. Legacy Preparatory Academy shall maintain the highest level of parental and community support as this positively impacts learning and achievement for all children.

A scholar whose parent or parents do not elect to support this requirement may be subject to placement status review by the Board of Directors.

700.14 Personal Property Insurance

1. Legacy Preparatory Academy does not provide any insurance coverage for damage to or theft of scholars' property for example, bicycles, electronics, textbooks, etc.
2. Scholars have the responsibility of securing their personal property.

700.15 Telephones

1. Telephones shall not be used by scholars except in emergency cases. **No scholar shall request permission to use the phone to ask a parent to bring lunch, his/her forgotten assignments, books, or projects.**
2. Only emergency messages shall be taken for scholars.
3. Scholars shall not be called from class to the telephone except in case of an emergency.

700.16 Textbooks

1. Scholars are expected to take good care of textbooks and all scholars must assume full responsibility for the care of books issued to them.
2. Books are issued by the subject teacher and must be returned to the same subject teacher upon completion of the school year or upon withdrawal from school.
3. Responsibility for textbooks rests with the scholar to whom the textbook is issued.
4. Lost books are no excuse for not doing class assignments.
5. The full purchase price shall be collected for lost, destroyed, or unnecessarily-damaged textbooks unless the book has been in use more than one year; in that instance, a sum ranging from 50% to 75% of the purchase price of the book shall be collected. Collection should never be less than 50% of the purchase price.
6. Failure on the part of any pupil to make good shall deprive the scholar of further issuance of free textbooks.
7. Loss of books due to theft or other circumstances shall not be accepted as an excuse for non-payment. If the book is found and returned, the scholar shall receive a refund.

700.16.1 Textbook Maintenance

1. Scholars shall not damage a textbook in any manner. This includes:
 - a. Writing or marking in the textbook,
 - b. Defacing the textbook in any other manner,
 - c. Physical damage to the textbook.
2. Textbooks damaged by scholars beyond normal wear shall be charged:
New (N) - 100% Very Good (VG) - 75% Good (G) - 50% Fair (F) - 25%
3. If a scholar transfers or withdraws from the school, any fees owed by the scholar shall be paid before the withdrawal forms are signed by the principal.
4. If a scholar fails to pay for a lost or damaged book, the withdrawal form will not be signed by the principal.

700.17 Visitors

1. Visitors to the campus must sign-in with the receptionist in the office. **Visitors must show photo ID.** Any individual considered a non-scholar must obtain administrative clearance. A pass shall be issued to those persons who have legitimate business with the school. Persons without a pass are subject to trespass violation and possible arrest.

2. Scholars who are enrolled in any Hillsborough County public school shall not visit any other school without the permission of the administrative personnel at the visiting school. Any scholar found in violation of this policy shall be subject to school disciplinary action.
3. Visitors must have arranged a date and time with the teacher or teachers at least two days in advance and receive approval from the Principal in order to observe classroom(s).
4. Visitors cannot stop or interrupt classroom activities or instruction, nor may they approach scholars in the hallway or breezeway (area between the two buildings) without first having signed in at the front desk.
5. Teachers cannot stop classroom activities to hold parent conference with visitors.
6. Scholars cannot arrange for their friends or relatives from other schools to visit the school at any time. Any scholar found in violation of this policy shall be subject to school disciplinary action.

700.18 Background Screening of Volunteers

Search of registration information regarding sexual predators and sexual offenders required prior to appointment or employments. Florida Statute 943.04351 requires a state agency or governmental subdivision, prior to making any decision to appoint or employ a person to work, whether for compensation or as a volunteer, at any park, playground day care center, or other place where children regularly congregate, must conduct a search of that person's name or other identifying information against the registration information regarding sexual predators and sexual offenders maintained by the Department of Law Enforcement under s. 943.043. The agency or governmental subdivision may conduct the search using the Internet site maintained by the Department of Law Enforcement. This section does not apply to those positions or appointments within a state agency or governmental subdivision for which a state and national criminal history background check is conducted.

As a result of this statute, schools are required to screen all volunteers against the Florida Department of Law Enforcement Sexual Offender/Predator website before they begin working in a school.

- Prior to the beginning of each school year, all parents or community members who wish to participate in school-related functions will be required to complete an online form from Volunteer Services.
- A member of the community who is not related to a scholar (i.e., guest speaker) does not need to provide the name of a scholar but should write the name of the event for which he/she is volunteering in that space (i.e., Legacy Preparatory Academy Teach-In, workshop, assembly, etc.).
- The Community Volunteer Coordinator (CVC) will manage the school's volunteer programs.
- All parents who chaperone on overnight trips must be fingerprinted and cleared through Volunteer Services. Please check with the Trip Coordinator, who will give you instructions. This should be completed two weeks prior to the scheduled overnight event. Failure to comply may result in barring parent/guardian from chaperoning the event.
- This policy will also apply to anyone who enters the school in order to deliver goods. The Hillsborough County School District has an approved list of vendors who have undergone the background checks.

It is required by the Volunteer Services office that, when completing their application, the parent or community member's social security number and date of birth must be provided on the form. These are vital pieces of information for processing the background check.

A new form must be completed each school year the child is enrolled at Legacy Preparatory Academy.

700.19 Interview/Conference of a Legacy Preparatory Academy Scholar by a Non-Legacy Preparatory Academy Person(s) while Scholar is on Campus

Rationale: Safety and Security Protection of Legacy Preparatory Academy Scholar and Disruption to Scholar's Right to a Peaceful, Safe and Productive Learning Environment as set by SBE Regulations.

Exclusive of child abuse allegations, which, by statute require intervention by local and/or state law enforcement or other agencies, a Legacy Preparatory Academy scholar is not permitted to be interviewed and/or be in conference with any non-Legacy Preparatory Academy person(s) unless the following has been satisfied and then approved by the Principal.

- Parent or guardian has given approval for such interview or conference in writing or verbally, with verification and logged by Legacy Preparatory Academy
- A Legacy Preparatory Academy teacher or administrator is present during the duration of the interview/conference.
- Interviewer provides identification and purpose for interview in writing; and,
- Final approval is given by the Principal.

SECTION 800 TRANSPORTATION AND GENERAL SAFETY

800.01 General

1. Legacy Preparatory Academy provides bus transportation for scholars who live two miles or more from school.
2. Only scholars and adults who are authorized may ride a school bus. Parents requesting permission to ride the bus must contact the school in advance.

800.02 Scholar Responsibilities

1. Scholars must obey and be courteous to the driver.
2. Scholars must be courteous to other scholars.
3. Scholars must be at the bus stop at least 15 minutes prior to the scheduled bus arrival time and shall wait at least 15 minutes for a bus that may be late. The bus cannot wait for late scholars since the bus schedule must be maintained.
4. Scholars shall walk on sidewalks when available. When sidewalks are not available, scholars shall walk on the shoulder of the road away from traffic.
5. Scholars must remain seated in the seat assigned by the driver. **Scholars must remain seated at all times the bus is moving.** When seated, scholars must sit all the way down and back.
6. Cell phone **usage is not permitted on school buses**. If a scholar is found using a cell phone, the cell phone will be confiscated and turned into the main office.
7. Scholars must wait until the bus and traffic come to a complete stop, until the bus door is open and until the driver gives the clear signal to cross the road and board the bus. Scholars boarding the bus from the driver side must pass in front of the bus at a distance of ten to twelve feet.
8. Scholars shall refrain from running while at the bus stop or while attempting to board the bus.
9. Scholars shall use the handrail when boarding the bus.
10. Scholars shall not carry onto the bus any glass items, reptiles, insects, pets, weapons or sharp instruments.
11. Scholars shall keep the aisles of the bus clear at all times.
12. Scholars shall hold all books and personal belongings in their laps.
13. Scholars shall arrange for all large or heavy articles that cannot be properly held or stored on the bus to be transported to school by parents.
14. Scholars shall be silent at all railroad crossings and when requested by driver.
15. Scholars shall not throw objects in the bus or out the bus window.

16. Scholars shall keep arms and head inside the bus at all times.
17. Scholars shall not tamper with the emergency doors.
18. Scholars shall not eat, smoke or drink on the bus.
19. Scholars shall exit the bus only at the designated stop, unless the school principal or designee grants prior written approval.
20. Scholars shall report all injuries, illnesses, dangers or behavior infractions to the bus driver.
21. Scholars shall cooperate with all appointed bus patrols (if applicable) and provide assistance when requested.
22. Scholars shall be prepared for rainy days, since it is safer to maintain designated stops than to adjust stops on rainy days.
23. Scholars requesting transportation to a bus stop other than their assigned bus stop must present to the driver a written request from the scholar's parent/guardian that has been authorized by the school administrator for this request.

800.03 Parent Responsibilities

1. Parents are encouraged to walk with their children to and from bus stops.
2. Parents must ensure that their children arrive at the bus stop in the morning at least ten minutes prior to scheduled pick-up time.
3. Parents are responsible for their children's safety and well being on the way to and from the bus stops and while at the bus stops.
4. Parents are responsible for the proper conduct of their children on the way to and from the bus stops and while at the bus stops.
5. Parents are responsible for the conduct of their children while the children are on the bus.
6. Parents are expected to cooperate with school personnel regarding the effective and safe transport of their children.
7. Parents are encouraged to contact the school when they observe unsafe conditions.
8. Parents are to refrain from boarding school buses or attempting conferences with the bus driver at school bus stops.

800.04 Discipline

1. Scholars who do not follow acceptable standards of conduct on the bus receive similar disciplinary actions as those administered for classroom or school misconduct.
2. When a driver observes or suspects a scholar's misconduct, the driver shall submit a written referral to the school principal.
3. The principal shall determine the type and extent of punishment if a scholar violates these rules.
 - first offense - the bus driver will submit a written referral to the principal.
 - second offense - the scholar may be suspended from the bus for a maximum of three (3) school days.
 - third offense - the scholar may be suspended from the bus for a minimum of 5 school days.
 - Repeated offenses will result in suspension of bus privileges, a minimum of ten (10) days up to the remainder of the school year.
 - In case of serious offenses affecting the safety of the school bus and its occupants, the scholar may lose his/her school bus privileges for the remainder of the school year.

800.05 Safety

1. Parents are expected to obey all traffic signs on and around school grounds. Do not block driveways, streets or bus loading zones.

2. Scholars who ride bicycles to school must be responsible for the safe operation of their bicycles. They should know and abide by the traffic rules, which apply to the use of bicycles. The school cannot be responsible for lost or stolen bicycles. Bicycles should be securely locked at school.

GLOSSARY OF TERMS

AGGRAVATED BATTERY: When a person intentionally, knowingly, and without permission, causes great bodily harm or permanent disfigurement, or uses a weapon

ALCOHOL: The violation of board policy prohibiting the possession, sale, transfer, distribution or use (or under the Influence) of alcoholic beverages of any amount, including, but not limited to, beer, wine or wine coolers and liquor

ARSON: Setting a fire, which causes damage on or in school property

ASSAULT: An intentional, unlawful threat by word or act to do violence to the person of another, coupled with an apparent ability to do so, and doing some act, which creates a well-founded fear in such other person that such violence is imminent

BATTERY: An actual and intentional touching or striking of another person without their permission

BOMB/EXPLOSIVE: Any chemical compound, mixture or device, the primary purpose which is to function by explosion. The term "explosion" is defined as a rapid buildup of gases that overcome the structural or material resistance of its container and a blast

BREAKING/ENTERING: Entering or remaining in a structure or conveyance with the intent to commit a separate crime therein

BULLYING: Is a form of aggression and occurs when a person(s) willfully subjects another person (victim), whoever he or she may be, to intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed (stress, injury, discomfort) at any school site activity or event. Scholars who engage in such conduct shall be subject to a range of punishment to include verbal or written reprimand, in-school or out-of-school suspension, change of placement and/or expulsion.

CHEATING: The act of or the intent to fraudulently deceive

COMPUTER (TECHNOLOGY) MISUSE: Inappropriate use including, but not limited to, modifying files without permission, illegally copying software and entering or distributing inappropriate or unauthorized files (for example, pornographic files); vandalism of computer equipment

CONTINUOUS DISRUPTIVE BEHAVIOR: Behavior that disrupts a classroom or school; continually engaging in behavior that jeopardizes the health, safety and welfare of others on campus, or school-sponsored transportation. When a pattern of disruptive behavior has been documented by a third out-of-school suspension, further out-of-school suspensions may result in a referral for change of placement or expulsion.

CONTROLLED SUBSTANCE: Any medication, drug or substance that is regulated by law. Prescribed medications must be registered and distributed by school personnel.

COPYRIGHT: exclusive rights that regulate the use of an idea or expression

CYBERBULLYING: the act of using information and communication technologies such as e-mail, cell phone, text messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, hostile behavior by an individual or group, that is intended to harm others.

DATING VIOLENCE OR ABUSE: a pattern of emotional, verbal, sexual, or physical abuse or threat of abuse used by one scholar in a current or past dating relationship to exert power and control over another scholar. Abuse may include insults, coercion, social sabotage, sexual harassment, stalking, threats and/or acts of physical or sexual abuse. The abusive partner uses this pattern of violent and/or coercive behavior to gain power and maintain control over the dating partner. This may also include abuse, harassment, and stalking via electronic devices such as cell phones and computers, and harassment through a third party, and may be physical, mental, or both.

DEFIANCE: Blatant refusal to follow legitimate and reasonable directive

DISMISSAL: the removal of the right and obligation of a scholar to attend Legacy Preparatory Academy

DISRESPECT: Gross display of a lack of respect, regard or esteem toward a school board employee or agent

DISORDERLY CONDUCT: Any act which substantially disrupts the orderly conduct of a school function, behavior substantially disrupting the orderly learning environment or poses a threat to the health, safety and/or welfare of scholars and/or staff

DRUGS (excluding alcohol): Prohibition of the possession, sale, transfer, distribution, use or being under the influence of controlled substances excluding alcohol: drugs which require a physician's prescription or the possession of which is prohibited by law, or those classified as "designer drugs" under Florida Statutes. Also prohibited is the sale or distribution of any substance represented by the scholar to be a controlled substance, the use of any legal substance to attain a mood-altering effect and the possession of any equipment or device for preparing or taking drugs

ELECTRONIC DEVICES: radios, iPads, Kindles, tablets, mp3 players, iPods, cell phones, tape players, CD players, digital recorders, beepers, laser pointers, electronic games, battery-operated games, or any unnecessary devices deemed potentially disruptive shall not be allowed at school. Scholars bringing any of these for a class project must make arrangements with the teacher for safekeeping. The school shall not accept the responsibility for personal property.

EXPULSION OR CHANGE OF PLACEMENT: The removal of the right and obligation of a scholar to attend a public school for a period of time not to exceed the remainder of the term or school year and one additional year of attendance. Expulsions may be imposed with or without continuing educational services.

FALSE FIRE ALARMS AND BOMB THREATS: Any scholar found guilty of intentionally activating a false fire alarm or who turns in a false bomb threat automatically shall be recommended to the Board for expulsion from the School District of Hillsborough County.

FERPA - The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records. When a scholar turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the scholar ("eligible scholar").

FIGHTING: A physical altercation between two or more scholars where contact is made.

FIREARMS: A firearm is anything which expels a projectile by the action of an explosive.

FORGERY: The making of a false or misleading document with the intent to deceive or defraud.

GAMBLING: any participation in games (or activities) of chance for money and/or other things of value.

GANG-RELATED ACTIVITY: any activity or behavior that indicates involvement with a gang (for instance, hand signals, graffiti, gang attire, wearing of colors).

HARASSMENT: any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a scholar or school employee that places a scholar or school employee in reasonable fear of harm to his/her person or damage to his/her property, has the effect of substantially interfering with a scholar's educational performance, opportunities, or benefits; or has the effect of substantially disrupting the orderly operation of a school.

IN-SCHOOL SUSPENSION: The temporary removal of a scholar from the scholar's regular school program and placement in an alternative program for a period not to exceed ten school days

KIDNAPPING: the unlawful seizure, transportation, and/or detention of a person against his/her will, or of a minor without the consent of his/her custodial parent(s) or legal guardian(s).

MOTOR VEHICLE THEFT: the theft or attempted theft of a motor vehicle, including, but not limited to, cars, trucks, motorcycles, and mopeds.

NUTRITION: the study of food as it relates to the relationship between diet and states of health and disease. Absence of adequate nutrients can cause certain diseases to take hold that can potentially result in death.

OUT-OF-SCHOOL SUSPENSION: The temporary removal of a scholar from all classes of instruction on public school grounds and all other school-sponsored activities for a period not to exceed ten school days

PLAGIARISM: An act of stealing or passing off the ideas or words of another as one's own; the use of a created production without crediting the source; literary theft; present as new and original an idea or product derived from existing source.

PROFANITY: Disrespectful language or gestures that are deemed vile, vulgar or demeaning

RESTITUTION: Restoring or paying for damaged or stolen property

ROBBERY/EXTORTION (using force): the taking or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force, or by threat of force or violence, and/or by putting the victim in fear.

SEXTING: when a minor knowingly uses a computer or other device to electronically transmit or distribute to another minor any photograph or video of any person which depicts nudity; consequences can begin with a noncriminal violation and progress to a third degree felony

SEXUAL BATTERY (includes attempted): Any sexual act directed against another person, forcibly and/or against the person's will.

SEXUAL OFFENSES: Sexual behavior or conduct includes, but is not limited to, consensual sexual acts, indecent exposure, obscenity and the possession or distribution of pornographic materials.

SEXUAL HARASSMENT: Contact of a sexual nature when such conduct substantially interferes with a scholar's academic performance or creates an intimidating, hostile or offensive school environment. It includes, but is not limited to, verbal harassment or abuse, pressure for sexual activity, repeated remarks to a person with sexual or demeaning implication, unwelcome or inappropriate touching or suggesting or demanding sexual involvement accompanied by implied or explicit threats.

SKIPPING: Unexcused absence(s) from class period(s) or unexcused absence(s) for school days

SMOKING TOBACCO: The use, possession, distribution and sale of tobacco products on school property, at school functions, on school sponsored transportation or at extra-curricular activities

SUSPENSION: The temporary removal of a scholar from instruction at a public school and all school sponsored activities for a period of time not to exceed ten days and the remanding of the scholar to parental custody. In-school Suspension: removal of a scholar from the regular school program for placement in an alternative setting for a period of time not to exceed ten school days.

TARDY: Late for school or class

THEFT/LARCENY (Personal or school property): The unlawful taking of property from the victim with the intent to permanently or temporarily deprive the victim of the property or any benefit from it. This is including, but not limited to, pocket-picking, purse or backpack snatching and theft of bicycles.

THREAT/INTIMIDATION: Forcing another to do something, preventing another from doing something by threatening, bullying or making him or her afraid, or making statements or acts of threat that place scholars, staff or facilities at risks

TRESPASSING: To enter or remain on public school property without the authorization or invitation and with no lawful purpose for entry, including scholar under suspension or expulsion

TRUANCY: The absence of a scholar from school without prior knowledge or justifiable consent of the parent or legal guardian. The absence is recorded as unexcused. Habitual truancy occurs when a scholar has fifteen unexcused absences within ninety calendar days with or without the knowledge or justifiable consent of the scholar's parent or legal guardian. This scholar, parent, or legal guardian is then subject to compulsory school attendance requirements under Section 1003.24 of Florida State Statutes and cannot be exempt by state law or rules of the State Board of Education.

VANDALISM: The willful and/or malicious destruction, damage or defacement of public or private property without the consent of the owner or the person having custody or control of it including, but not limited to, graffiti.

WEAPONS (other than firearms): Violation of the board's prohibition of any pointed, sharp or blunt instrument which has no legitimate educational purpose for the scholar at school and items that closely resemble weapons (look-a-likes) or operate similarly, such as pellet guns, BB guns and starter pistols. Toy guns, water pistols, facsimiles or gun look-a-likes that are used in a threatening or disruptive manner shall be considered weapons. **Also prohibited is the use of any article or substance not normally considered to be a weapon**, for instance, rocks, pens, pencils, scissors, laser pointers. (See Firearms) Examples of other illegal weapons on campus are any knife, dirk, metallic knuckles, slingshot, billie, tear gas gun, chemical weapon or device, sword, sword cane, electric weapon or device.

WILLFUL DISOBEDIENCE: Deliberate failure to follow directions given by a school board employee, agent, or established rules and regulations of a school

WORK DETAIL: Supervised activities related to the upkeep and maintenance of school facilities as an alternative to other disciplinary responses

Appendix 1 Public Notice on Scholar Records

PUBLIC NOTICE

Scholar Records Maintained by the Hillsborough County School System

Adopted by the School Board, April 18, 1978

Updated and Revised in Accordance with the Family Educational Rights and Privacy Act (FERPA)

Federal Register, November 21, 1996

WHAT ARE EDUCATION RECORDS?

Education records are records that are directly related to a scholar and that are maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution. These records include but are not limited to grades, transcripts, class lists, scholar course schedules, health records (at the K-12 level), scholar financial information (at the postsecondary level), and scholar discipline files. The information may be recorded in any way, including, but not limited to, handwriting, print, computer media, videotape, audiotape, film, microfilm, microfiche, and e-mail. [Source: FERPA regulations 34 CFR § 99.2]

WHY MAINTAIN SCHOLAR RECORDS?

Florida Statutes mandate that each Principal maintains a permanent cumulative record for each scholar enrolled in a public school. Such record shall be maintained as prescribed by regulations of the State Board of Education. Scholar records are used for planning instructional programs, for guidance of scholars, for preparation of State and Federal reports, and for research.

WHAT INFORMATION IS IN A SCHOLAR'S RECORD?

Education records are maintained in accordance with policies of the School Board of Hillsborough County and contain identifying data (scholar and parent name, address, birth date, sex, race), academic record, standardized test results, attendance records, and health data. The record may also contain family background information, verified reports of serious recurrent behavior patterns, record of extracurricular participation and participation in special programs, psychological reports, and anecdotal records of professional staff. The Principal may maintain a separate disciplinary file for scholars involved in misconduct to include, but not limited to, description of misconduct, suspension notice(s), record of disciplinary action(s) taken. These records are updated annually and information no longer pertinent is removed.

WHO HAS ACCESS TO SCHOLAR RECORDS?

The following persons can access a scholar's records: parent, eligible scholar over the age of eighteen, school officials, a party with the written permission of the parent or eligible scholar, certain state and local officials who are part of the juvenile justice system, federal grand jury or other law enforcement agency issuing a subpoena directing information to a particular party. Note: Court may order nondisclosure of a subpoena or information provided in response to a subpoena. Footnote: A release of information without parent or scholar (over the age of eighteen) consent can be made to school officials with a legitimate educational interest. A school official is considered to have a legitimate educational interest if the official needs to review a scholar record in order to fulfill his/her professional responsibility. A school official is a person employed by Legacy Preparatory Academy, such as an administrator, teacher or support staff (including health and medical staff), a person serving on the Legacy Preparatory Academy Board, a person or company with whom the school has contracted to perform a certain task (such as an attorney, auditor, consultant, or therapist), or a parent or scholar on an official committee, such as disciplinary or grievance committee, or another school official performing his/her professional responsibility.

WHAT ARE THE RIGHTS OF A PARENT?

Parents or eligible scholars over the age of eighteen have the right to inspect and review all education records. A parent's or eligible scholar's request to inspect and review a scholar's education records must be in writing. The request shall be granted within a reasonable period of

time, not to exceed thirty days. The inspection and review of records shall be held in the presence of an official of the school system. A parent or eligible scholar has the right to a response to reasonable requests for explanations and interpretations of the records. A parent or eligible scholar has the right to obtain copies of the education records of a scholar. The schedule of fees for copies is on file with the Principal. No fee for copying may be charged to any parent if it would effectively prevent that parent from exercising his/her right to inspect and review the records. A parent or eligible scholar who believes that information contained in the education records of a scholar is inaccurate, misleading, or violating the privacy or the rights of the scholar, may request in writing an informal conference with the Principal for the purpose of amending the records. The Principal shall decide whether to amend the education records within a reasonable period of time. If the Principal refuses to amend the records, he or she shall inform the parent or eligible scholar of that refusal, and advise the parent or eligible scholar of the right to file a grievance (refer to Grievance Procedure). Parents or eligible scholars have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the school to comply with the requirements of FERPA. (see address below). Whatever rights are vested in the parent shall pass to the scholar whenever the scholar has attained eighteen years of age or is attending an institution of post-secondary education. (Parents shall have access to their dependent children's records regardless of age and shall have the right of signing for the release of dependent children's records.

WHAT INFORMATION IS RELEASED WITHOUT PARENT PERMISSION?

Copies of a scholar record may be sent to a school outside the Hillsborough County Public School System upon receipt of a written official school request. Parents or eligible scholars are to be notified of such transfers. Requests for records from all other sources require *written* permission of the parent or eligible scholar. Schools reserve the right to release "directory information" without prior permission of the parent or eligible scholar for school publications, yearbooks, programs for school events, handbills, rosters, and news releases. Such information shall be limited to name, grade level, age, participation in school sponsored activities, height and weight of athletic team members, graduation dates, and awards and honors received. Parents objecting to this use of directory information must notify the Principal no later than ten days after receipt of this Handbook. Schools shall furnish data to state agencies when an agreement between the said agency and the school existed prior to November 19, 1974. Such information may include "directory information" plus address, telephone number, date and place of birth, dates of attendance, and former schools attended. In the preparation of cases for prosecution under the Compulsory School Attendance: Child Welfare Law, the school is authorized to release pertinent school data in interpretative form to the State Attorney's Office, to the Office of Youth Services, and to the Circuit Court, Juvenile Division, without parent consent. It is not necessary for parents and scholars (over the age of eighteen) to be notified if information from the scholar record is requested by subpoena from a federal grand jury. In addition, if a court or other agency with the power to issue a subpoena does so for law enforcement purposes and orders the school not to disclose the existence or the contents of the subpoena, the school is not required to notify the parent or scholar before compliance with the subpoena. In cases of child abuse, school officials are authorized and mandated by Florida Statute to report the same to the Department of Children and Families and to provide them with the necessary information to pursue such complaints.

WHERE CAN COPIES OF POLICY BE OBTAINED?

Parents of scholars or eligible scholars may obtain copies of Hillsborough County School Board policies at any public school location.

ADDRESS:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520
Phone: (1-800-872-5327)*

Grievance Procedure

A grievance is another name for a complaint. A grievance exists when a student/parent believes that he/she has been treated unfairly or has not been afforded due process. A grievant wishing to register a grievance must do so within 30 calendar days of the alleged infraction.

While the Board encourages resolutions of complaints through informal means, it recognizes that, at times, a formal process may be necessary for certain types of complaints or if the informal process was not satisfactory. This policy provides a complaint procedure that may be used as described below.

- A. The grievant may ask the teacher or person(s) who allegedly treated the student unfairly to schedule a conference for the purpose of discussing the complaint.
- B. If the above conferences have not resolved the complaint, the grievant may talk with a school administrator such as an assistant principal for student affairs.
- C. Most grievances can be resolved at the school level through informal conferences with teachers or other school personnel.
- D. If efforts to resolve the grievance, with school administrators fails, the grievant may file a Formal Grievance with the principal, requesting a written explanation detailing the reason(s) for the decision.
- E. If the grievant is dissatisfied with the principal's decision, the grievant may appeal the decision to the Legacy Governing Board of Directors. The appeal must be made in writing within five days of receiving the principal's decision.
- F. The board will provide a final written decision within 30 days of receiving the appeal, unless further investigation necessitates that more time be taken to respond.

Legacy Preparatory Academy



Home of the Pumas

Scholar Handbook
2018-2019

Revised: July 6, 2017