



Student/Parent Handbook

LEGION COLLEGIATE ACADEMY

Student Parent Handbook

Principal

Dr. Julie Marshall

Athletic Director

Rich Posipanko

Assistant Principal

Dr. Melanie Gallman

LCA BOARD MEMBERS

Stephanie Burton-Chair

Julie Paquette-Vice Chair

Jason Handschumacher

Robert Baker

Judge Collier

Andy Jackson

Cicely Brown

Legion Collegiate Academy does not discriminate based on race, color, national origin, sex, disability, age, religion, or immigrant status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For questions pertaining to Section 504 and Title IX, contact the Coordinator of Special Services and the Director of Accountability and Compliance.

MISSION STATEMENT

Legion Collegiate Academy (LCA) will serve high school students in a small, safe, and family-centered environment who seeks the opportunity and challenge of a rigorous academic curriculum with high standards, and elite athletics while earning up to two years of college credit while in high school.

MESSAGE FROM PRINCIPAL

- Dr. Julie Marshall

Dear Students and Parents,

Welcome to Legion Collegiate Academy, Home of the Lancers! It is a tremendous honor to serve as your principal. It is a privilege to be a Lancer, and I am proud to be part of the Lancer family. I am humbled to work with our star-studded staff and stellar students who call this campus home. On behalf of our faculty, coaches, and staff—I reaffirm our commitment to the mission: a small safe school setting, rigorous curriculum, high academic standards, and outstanding athletics. Our goal is to grow and develop well-balanced, successful, happy students who are willing and confident in taking the risks needed to lead a highly successful life. At the same time, we want to instill a sense of responsibility and an awareness that the world is bigger than any one person.

LCA offers an accelerated academic dual enrollment program in which students are challenged mentally and physically to excel in their various career interests and athletic preferences. We focus on the whole child and offer rigorous curriculum integrating athletics, honors academics, and student life activities. Our gradual release model begins with unlimited support through our Freshman Academy. As students progress from year to year, they are provided more academic freedom with increased responsibility through our partnership with York Technical College. By the end of their senior year, they are ready to pursue higher education or career opportunities.

LCA students are intrinsically motivated to excel in the classroom and in their chosen athletic arena. The collegiate model is designed for an independent, goal-oriented student. The LCA graduate will possess a strong sense of community, sportsmanship, responsibility, teamwork, and academic confidence.

We are excited to have chosen to be a part of our family and look forward to being a part of your growth and success. You have chosen a different academic and athletic experience. As a faculty and staff, we take that responsibility seriously as each of us have made the same choice. With our family centered learning environment, we will take your high school experience to a new level. Every day is a great day to be a Lancer. Join me as we hold our 'Swords UP' and ride into the 2022-23 school year!

Onward Lancers!

Dr. Julie G. Marshall

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IT'S NOT COLLEGE PREP...IT'S COLLEGE!

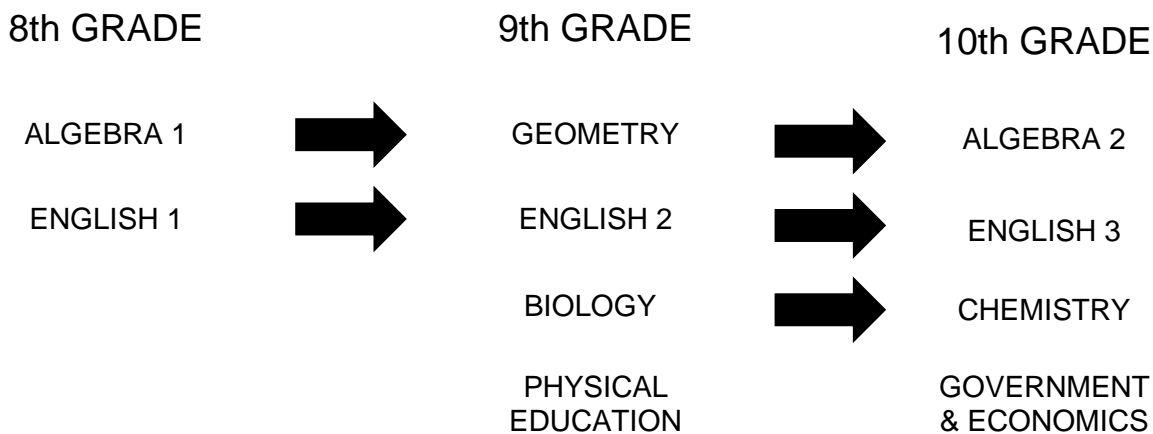
Legion Collegiate Academy is a public charter high school based on a collegiate dual enrollment model with a modified day, which gives students the time to work on activities during the school day such as practicing a sport or hobby they are passionate about, working on one or more internships, holding down a job, or taking care of other family responsibilities.

Lancer families are responsible for getting their students to and from school, and because students are not on campus a full day, we will not have a lunch period scheduled during the day.

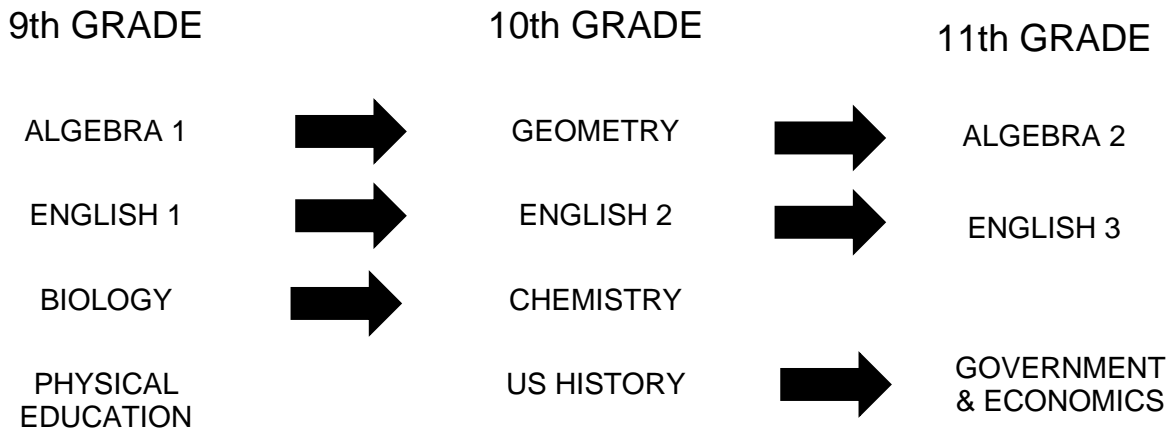
Student classes are scheduled based on LCA Athletics practice schedule. Please keep in mind that for the school to function at its full effectiveness, we have students scheduled in classes throughout the school day.

Students who enter ninth grade with Algebra I and English I will be placed in the necessary coursework to get them working on their high school diploma as well as prepare them to take up to two dual enrollment courses as early as tenth grade. Ninth graders who do not enter with Algebra I and English I will be placed in dual enrollment beginning fall semester of Junior year. Ninth graders will also attend full year courses. When a student enters their third year of high school, they will become full time college students if they meet qualifiers. Many of our dual enrollment students are taking classes on LCA campus taught by York Technical College vetted adjunct professors during the school day and some are taking courses on York Technical College campus. Juniors and Seniors who do not meet qualifiers for college course work are taking their high school curriculum online and face to face for each area/course the student is taking.

DUAL ENROLLMENT BY 10th GRADE 2nd SEMESTER



DUAL ENROLLMENT BY 11th GRADE 2nd SEMESTER



*Coursework can be doubled up or taken over summer in order to meet eligibility sooner.

All students enrolled at LCA are mandated to take one Career and Technology (CATE) credit online each year they are enrolled at LCA.

General Information

Academic Calendar/Academic Calendar

Activities Calendar will be posted and updated on school's website. Academic Calendar must be approved by school board and SC Charter School District every year. Calendar is posted on Legion's webpage at www.Legioncollegiateacademy.org

Athletic Calendar

Posted and updated on school's website <https://legioncollegiateathletics.com/>

Advertising on School Grounds

All materials posted or distributed on school grounds must be submitted to the office for formal approval before posting or distributing. All items approved must be so noted via a method approved by the Principal. Any unapproved materials will be removed or confiscated.

Celebrations/Special Activities

Celebrating student birthdays – Flowers, balloons, and gifts of any type are not permitted.

Deliveries

Deliveries to students at school—No deliveries of any kind addressed to students will be accepted at school. Please do not send balloons, flowers, or any other type of deliveries to the school for a student.

Dress Code at LCA Includes:

- Boys must wear shirts with sleeves
- No open back shirts or shirts which have holes in the back.
- No stomach or midriff exposed
- No pajamas
- No head gear (to include hoods of shirts) – Hoodies can be on shirt but not on head.
- No sunglasses may be worn in the school buildings at any time.
- Proper shoes must be worn at all times. No bedroom shoes or slippers allowed.
- Pants and shorts must be worn high enough not to show undergarments
- Leggings must be worn with long shirts at least to cover hip area
- Skirts, dresses, and shorts should be of an acceptable length (at least 4-inch inseam for shorts and no more than 5 inches above the knee for dresses).
- No jeans or pants with holes in places higher than 6 inches above the knee
- No vulgar, obscene or otherwise inappropriate symbols, language or wording will be permitted on clothing or accessories.
- Clothing or accessories, i.e., bookbags, jewelry, hats, etc., that display sexual suggestions, alcohol, tobacco, or other drug symbols are not permitted.
- Gang attire, gang colors or gang symbols are also not permitted to be worn or displayed on accessories.
- Face Coverings: Appropriate face coverings (i.e. medical style mask, buff, etc.) may be worn to prevent the spread of any related pandemic issues mandated by law, etc. Halloween masks, ski masks, and kerchiefs are not approved items.

Drop Off and Pick-Up Procedures

Parents dropping and picking up students must adhere to the signs displayed upon entering the parking lot.

Field Trips

Guidelines for Field Trips

The guidelines are listed below:

- All field trips must be approved by the principal or designee.
- All field trips must have curricular relevance and are considered part of the school day.
- The school faculty or staff member (i.e. the trip director) designated to be in charge of a field trip has the responsibility to enforce compliance with school policy by all persons participating in the field trip.
- The trip director is responsible for ensuring that all students are accounted for on departure, arrival at destination(s) and on return.
- The parent or guardian of each student participant must sign a Field Trip Permission Slip.
- No student is allowed to leave before the termination of the field trip without notifying the director first.
- When a bus is required, all students must ride on the school bus.

Health and Safety

Parents/guardians should ensure that information on file is correct and complete (please include cell phone numbers) to enable the school to reach you in case your child is hurt or ill. Prescribed medication may be distributed by authorized school staff as outlined below and in the policy section.

Hall Pass Policy

Students who are not present in their designated classes during class time must have in their possession a valid hall pass. Teachers shall maintain a log of students who leave the room during class. Students who choose to violate this guideline will be considered skipping and subject to disciplinary action.

Immunizations

A record of current immunizations on SC DHEC Form 2740 or 4024 is required by law for all students within 30 days of enrollment at LCA. Failure to present this record will result in the student's suspension until the record is presented to the school. A schedule of required immunizations can be obtained at the SC DHEC website as well as the Health Department or your health care provider.

Parking on Campus

Parking permits are required for students to park on campus. Students are permitted to park on campus in the designated parking spaces. Also, parking can be revoked at the discretion of the administrators. Parking permits must be purchased each year.

Progress/Mid-Term Reports and Report Cards

LCA students will receive weekly updates via the portal system. All grades can be seen in PowerSchool at any time. Final and end of quarter grades can be seen in PowerSchool 7 to 10 days after the end of the quarter.

Tobacco

Smoking, Vaping, E-cigarettes, along with all tobacco or nicotine products of any kind, are prohibited on school property and ALL school events, including any event sponsored by the school and all off-campus activities. This includes while on school property for drop-off and pick-up. Students found to be in possession of tobacco products/vapes, etc. as mentioned above at school or during school related activities will be subject to the discipline code.

Students with Severe Allergies or Other Conditions

Severe allergies or other health conditions can be life threatening. These guidelines minimize the risks and provide a safe educational environment for students with food allergies and other health conditions. It is impossible to create a peanut-free or allergen-free environment. To create the illusion that the school environment is free of allergens would be misleading and potentially harmful. We would like, most importantly, that our school is an Allergy Aware school: A place that students and parents with food allergies, or other dietary restrictions, can feel safe. These guidelines have been designed to increase awareness and communication, to prevent possible exposure to known allergens, and to create an emergency procedure for allergic reactions.

Teacher Conferences

Parents with concerns that require the input and advisement of faculty and staff are invited to contact the school. If the issue involves an academic problem or a class, **the parent should contact the teacher first**. All faculty emails are listed on the school website. If possible, a phone conference is recommended; however, when several teachers must be involved, conferences will be set up through the Guidance Office.

Textbooks/Laptops

Chromebooks/Laptops will be issued to each student; there is a \$50.00 technology/insurance fee paid at the beginning of the year as part of the required fees. Students are not allowed to use their own personal devices (iPhone, iPad, laptops, MacBooks... etc.) for assignments while on campus and are not allowed to connect to the school Wi-Fi from these devices. Chromebooks/Laptops are expected to be returned in the same condition as issued, less normal wear.

Students are encouraged to place a protective cover on each textbook issued. Some academic courses will require calculators. Students need to purchase their own calculators (please refer to each course's required supply/materials list) and book bags. Reimbursement for lost or damaged textbooks, computer software, library books, or other school property is charged to the student using current replacement costs. The year-end report card will be withheld until the school's business office receives reimbursement monies. Fines will be charged for lost and/or damaged Chromebook up to purchase price.

Visitors

Visitors must go directly to the Main Office to state their business and present a government issued picture ID to obtain a visitor's badge. Visitors who do not report to the Main Office are subject to arrest. Visitors may not interrupt class instruction in any way. Students may not have visitors on campus without prior principal approval.

Volunteers/Volunteer Statement

LCA welcomes parent and community volunteers. Parents may volunteer for committees and numerous other activities. Interested parents should contact the school office or teacher in order to be put in contact with the appropriate person. All volunteers must sign-in each time they come on campus to volunteer. A driver's license is required. Volunteers must also sign a volunteer agreement, including Code of Conduct, prior to volunteering. Younger siblings or non-LCA students may not accompany volunteers in the classroom during instruction time.

Administration of Medicine Policy

LCA does **not** have a fulltime nurse on staff. LCA's main office staff members will have first aid kits and will be your health center point of contact. The primary responsibility for the administration of medication rests with the parent/guardian, student and medical professional. Medication will be administered during school hours only if determined by a physician to be necessary. Designated school personnel will keep records of medication administered at the school with the assistance of school personnel per the instructions of physicians, as applicable. All medication will be kept in a secure and appropriate storage location and administered per physician's instructions by designated staff.

Medication

Medicine should be given at home. If medication must be administered at school, a signed parent request and Physician's order form must be completed in order for any medications, prescription, over-the-counter, or vitamins, to be administered at school. Medications must be sent to school in a sealed, original container labeled with the following information.

- Student's name and grade
- Name of the medication.
- Amount of the medication to be taken.

Medication will be administered by authorized school staff only. Students are responsible for going to the office at the appropriate time to receive his/her medication.

Prescription Medicines

All prescription medications must be in the original prescription bottle and labeled with the student's name, date, name of medicine, dose and time it is to be given. A parent/guardian must bring the medicine to school and sign a form authorizing the staff to administer the medication. If a student is found with prescription medicine on their person, the medication will be confiscated and held in the office until a parent or guardian can pick up the medication or sign a permission form for the medicine to be dispensed at school. The student may not carry controlled substances such as prescription pain medicine, Ritalin, Adderall and others to school. Parents must bring these to the front office and sign permission for these to be given. There are serious legal consequences for students who are carrying these kinds of medications at school. A doctor's written authorization may be required for the following:

- Prescription medication that is to be given daily on a long-term basis
- Emergency medication such as bee sting kits or epi-pens
- Self-administration of certain medications (such as an inhaler for asthma)

In order for a student to be assisted by designated school personnel in taking prescription medication, including insulin shots, parents/guardians must provide LCA with: (1) a written and signed statement from a physician detailing the name of the medication, method, amount, and time schedule by which the medication is to be taken and (2) a written statement from the parent, foster parent, or guardian of the student indicating the desire that the school assist the pupil with the administration of the medicine. These statements must be updated at least annually. Designated staff members will establish emergency procedures for specific medical conditions that require an immediate response (i.e. allergies, asthma, and diabetes), consistent with instructions from the parents/guardians/physicians. Certain medications may be carried by students as noted below:

Students may keep inhalers for asthma conditions, so long as prescribed by a doctor, and certain over-the-counter medicines (i.e. Tylenol, Motrin, etc. and supplements like glucose tablets) in their possession. Students are prohibited from sharing any medications, whether prescribed or over-the-counter, with any other students. LCA will not be responsible for any adverse reactions to medications self-administered by students without the knowledge of LCA staff, faculty or administration. In order for a student to carry and self-administer

prescription auto-injectable epinephrine ("EpiPen"), parents/ guardians must provide LCA with: (1) a written and signed statement from a physician detailing the name of the medication, method, amount, circumstances during which the medication should be administered, a confirmation that the pupil is able to self-administer auto-injectable epinephrine, and (2) releasing LCA and school personnel from civil liability if the self-administering student suffers an adverse reaction as a result of self-administering medication. These statements must be updated at least annually.

Over-the-Counter Medications

The parent/guardian must bring the medication to the office and sign a form authorizing a staff member to administer the medicine.

- All medication must be in the original package with the full label intact
- Only the dose listed on the package, as appropriate, will be given
- A doctor's authorization may be required

Students found to be in possession of medication at school will be subject to the discipline code. Parents should complete and return the health update sheet as soon as possible. A new update should be filled out each year. Please call the school if your child's health changes during the school year.

Attendance Policy

Daily attendance and active participation in each class are critical parts of the learning process. Policies and procedures established at Legion Collegiate Academy are designed to help students learn responsibility and to increase their potential for success. A significant role in today's school is to help students learn to understand and to appreciate the importance of punctuality and regular attendance. Evidence shows that regular school attendance has a positive carry-over to the world of work. Attendance is primarily the responsibility of the students and parents/guardians.

Attendance Requirement for Promotion and/or Credit

All absences are defined as lawful (excused) or unlawful (unexcused). Students having a lawful absence shall be permitted to make up work missed during the absence. Absences determined as unlawful will not entitle a student to make up work missed during the time of the absence. Principals may use discretion in permitting students to make up work. Students will be counted absent for a full period if they miss 25 percent (20 minutes) or more of the class period.

In order to receive credit for a one-unit class, a student must attend 120 hours per course. Students will not receive credit in classes if the 120-hour requirement is not met, regardless of the reason for the absence.

Lawful Absences (excused) shall include but are not limited to:

- Absences caused by a student's own illness and whose attendance in school would endanger his or her health and the health of others
- Absences due to an illness or death in the student's immediate family; the principal shall require a physician's certificate from the parent/legal guardian of a student reported continuously absent for illness.
- Absences due to a recognized religious holiday of the student's faith
- Absences due to activities that are approved in advance by the principal

Approved activities include the following:

- state and national competitions
- ceremonies honoring outstanding students
- Work approved or sponsored by the school, the school district or the state department of education, accepted by the associate superintendent or school principal or designee as reason for excusing the student
 - out of school suspension
 - field trips approved by the principal or designee
- Absences for students whose parent/legal guardian (a) is an active duty member of the uniformed services, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, upon presentation of appropriate military orders - student will be granted up to five days of excused absences to visit with his/her parents/legal guardians upon principal approval.

Unlawful Absences (unexcused) include but are not limited to:

- Absences of a student without the knowledge of his or her parents
- Absences of a student without acceptable cause with the knowledge of his or her parents
- Absences due to out of town trips/vacations

WRITTEN EXCUSES FOR ABSENCES

Students must submit to the Attendance Office a written excuse from a parent, guardian, or health practitioner for all absences other than those approved by the principal ahead of time or for school-sponsored activities. Excuses must be received within three (3) days of the student's return to school. A valid excuse must include:

- Date
- Student's full name
- Date(s) of absence(s)
- Specific reason for absence(s)
- Phone number and signature of parent/guardian or doctor

Excuses must be turned in to the Attendance Office within 3 days of a student's returning to school; otherwise these absences will be recorded as unexcused/unlawful.

Parental excuses for illness may be written for up to 3 days each year.

Medical excuses should be turned in for any day a student is "written out of school" for illness by a physician.

Students attending a funeral of an immediate family member. A copy of a funeral program or an obituary should be submitted for a bereavement day missed due to a death in a family.

Documentation on college stationery should be provided for college visits. Juniors and seniors are allowed two each year.

Students participating in a recognized religious holiday of their faith.

EARLY DISMISSAL FROM SCHOOL

Students must have the school administration's permission to leave campus before the end of the school day once they arrive on school grounds unless prior written notice has been submitted the Attendance Office before the school day begins.

A parent or guardian may submit a list of individuals authorized to obtain the release of his/her student from school at the time of enrollment. This list may be amended in writing at any time by the parent or guardian. Certified copies of any court orders of divorce decrees provided by the custodial guardian, which restrict another parent's access to the student, shall also be maintained by the Administrative office. Anyone seeking the release of a student from school, must report to the office and present satisfactory identification. Students that transport themselves to and from school and require an early dismissal, **must have a written and signed parent/guardian note or parent/guardian may email Trish Shipman in the administrative office at tshipman@legionlancers.org.**

Students with written excuses, from parents/guardians verified in PowerSchool, who desire to be dismissed early will present such excuses to the Attendance Clerk upon arrival at school in order for the excuses to be verified. The only time early dismissal notes will be accepted in the Attendance Office will be before school. *These written requests should include the following: date, student's name, reason for the dismissal, parent or guardian's phone number for verification, and parent or guardian's signature.* Once the request is verified by the Attendance Clerk, the student will receive a written dismissal notice they should show to their teachers at the appropriate time.

Only those parents and emergency persons listed in PowerSchool will be allowed to pick up students for early dismissal. The school needs to be informed, in a timely manner, of any changes that may occur during the academic year in the information provided to the school. In case of student emergencies occurring at school, the Attendance Clerk will notify the parents by telephone.

Students must always sign out with the Attendance Office before leaving campus. This applies whether the student brought an early dismissal note or was notified by Attendance during the day that he or she was to be

dismissed early. Failure to sign out or failure to leave the campus immediately upon signing out will result in disciplinary action.

Due to the difficulty of verifying called-in requests for dismissal, telephone dismissal requests are not accepted. If there is a family emergency and the student needs to be dismissed early, we ask the parent or guardian to come to the Attendance Office to sign out their student or send an email to tshipman@legionlancers.org. Only those parents, guardians, and emergency persons listed on the student contact page in PowerSchool will be allowed to sign out and/or pick up students early.

LATE ARRIVAL TO SCHOOL

All students who arrive to school late should report directly to the Attendance Office to sign in and receive an admittance pass before reporting to class. This includes students who arrive during class change times. Failure to sign in at the Attendance Office may result in a discipline referral.

When a student fails to sign in, his/her absence is not changed to reflect attendance in school. This can pose a serious problem for students and their parents, in terms of being awarded credit for classes taken, in determining if make up work can be submitted, and accuracy of reports needed by parents or officials for legal purposes. Due to these reasons, failure to comply with this rule will be taken as a serious offense.

TARDY POLICY

It is the desire of Legion Collegiate Academy's administration and faculty to put an end to tardiness to school in the morning and afternoon as well as to classes during the school day. Tardy students disrupt the learning of all students when they enter a classroom. Tardiness causes a loss of valuable instruction time. Tardiness is also evidence of a lack of self-discipline and should never be tolerated as habitual behavior. Tardy to class/school is defined as not being seated in the classroom ready to work when the tardy bell rings

All students who arrive to school late should report directly to the Attendance Office to sign in and receive an admittance pass before reporting to class. This includes students who arrive during class change times. Failure to sign in at the Attendance Office may result in a discipline referral. If a student is tardy to school, he/she must have their parent/guardian sign them in at the attendance office. If the student drives to school, he/she must sign in at the attendance office and call their parent/guardian.

When a student fails to sign in, his/her absence is not changed to reflect attendance in school. This can pose a serious problem for students and their parents, in terms of being awarded credit for classes taken, in determining if make up work can be submitted, and accuracy of reports needed by parents or officials for legal purposes. Due to these reasons, failure to comply with this rule will be taken as a serious offense.

Please note that tardiness due to traffic, running out of gas, oversleeping, flat tires, loss of electrical power, bad weather, etc., are not excused tardiness. Excuses for tardiness should be submitted to the Attendance Office. Tardiness to class will result in disciplinary action. Students must attend 75 percent of the class to be counted present. If a student is more than 20 minutes late, they will be marked absent.

TARDY CONSEQUENCES

6th	Tardy	1 Hour Friday Detention
7th	Tardy	2 Hour Friday Detention
8th	Tardy	3 Hour Friday Detention
9th	Tardy	Two 2 Hour Friday Detentions
10th	Tardy	1 Day OSS

SUPERVISION OF STUDENTS

Once they have arrived, students are not permitted to leave school property until the regular school closing time, unless they have administrative approval. Supervision will be provided in designated areas for a reasonable length of time before and after regular school time for classes or for an extracurricular activity.

During this COVID-19 public health emergency, we ask for students to be dropped off as close to possible to their class time and picked up when they are done with class. We are trying to keep the number of people in the building to a minimum.

Truancy

In accordance with state law, all children between the ages of 5 and 17 are required to attend public or private school. Parents or guardians who do not wish to enroll their five-year-old child in kindergarten can sign a waiver. A child 5 to 17 years meets the definition of a truant when the child has three consecutive unlawful absences or a total of five unlawful absences.

TRUANCY: THREE LEVELS

Truant: A child, at least 6 but not yet 17 years old, who has accumulated three (3) consecutive unlawful absences or a total of five (5) unlawful absences.

Habitual Truant: A child, at least 12 but not yet 17 years old, who (1) fails to comply with the intervention plan developed by the school, the child, and the parent or guardians, and (2) accumulates two (2) or more additional unlawful absences.

Chronic Truant: A child, at least 12 but not yet 17 years old, who (1) has been through the school intervention process; (2) has reached the level of a habitual truant and has been referred to family court and placed under an order to attend school; and (3) continues to accumulate unlawful absences.

TRUANCY INTERVENTION PROCEDURES

1. The school will communicate positive attendance challenges to the parent/guardian beginning with the first unlawful absence and will notify the parent/guardian by telephone or mail.
2. When a student accumulates three (3) consecutive or a total of five (5) unlawful absences the school designee will complete a truancy investigation.
 - A. A conference is required with student and parent or guardian to develop a truancy intervention plan designed to improve student attendance and eliminate unlawful absences.
 - B. A written truancy intervention and attendance plan and contract should be signed by all participants and a copy provided to the parent/guardian and student.
3. When a student accumulates two (2) or more unlawful absences, or a total of seven (7) unlawful absences, the school will update the truancy intervention plan, indicate why the plan was unsuccessful, and make amendments.
4. The student's absences will continue to be monitored and consequences given for truancy. 5. If the student continues to accumulate unlawful absences, and after exhaustive interventions, a referral will be made to either (1) Department of Social Services for Educational Neglect; (2) Ninth Judicial Circuit Solicitor's Office for participation in Family Court, or other interventions.

For the purposes of the above "Educational Neglect" occurs when a parent, guardian, or other person responsible for the child's welfare fails to cooperate with the school's efforts to bring about the child's attendance.

Exceptions:

Students who have recurring absences due to a serious illness or medical condition may be eligible for intermittent or regular homebound services. Applications should be picked up promptly in the Counseling Office, filled out by a physician, and turned in at the Counseling Office to determine eligibility for homebound services.

If a student has missed school due to extenuating circumstances or hardship, an appeal must be presented in writing to the principal.

Students who participate in extracurricular activities, such as athletics must be in attendance at least one-half of each school day of the event.

Withdrawal from School

Students must follow withdrawal procedures through the Administrative office. Computer and power cord must be turned in and all fees must be paid.

Withdrawing from a Course

Withdrawing from a Course With the first day of enrollment in the course as the baseline, students who withdraw from a course within three days in a 45-day course, five days in a 90-day course, or ten days in a 180-day course will do so without penalty.

Students who withdraw from a course after the specified time of three days in a 45-day course, five days in a 90-day course, or ten days in a 180-day course shall be assigned a WF, and the F (as a 61) will be calculated in the student's overall grade point average.

The three-, five-, and ten-day limitations for withdrawing from a course without penalty do not apply to course or course-level changes approved by the administration of a school. Withdrawal limitations for distance learning courses will be established by local districts.

Students who drop out of school or are expelled after the allowed period for withdrawal but before the end of the grading period will be assigned grades in accordance with the following policies:

- The student will receive a WP if he or she was passing the course. The grade of WP will carry no Carnegie units and no quality points to be factored into the student's GPA.
- The student will receive a WF if he or she was failing the course. The grade of WF will carry no Carnegie units but will be factored into the student's GPA as a 51.

If a student fails a course due to excessive absences, an FA will be recorded on his or her transcript. The grade of FA will carry no Carnegie units but will be factored into the student's GPA as a 51.

Withdraw from Online Courses

If a student withdraws from or transfers out of an online class that he/she has not completed any work for he/she will be withdrawn with a course grade of 45 percent.

BEHAVIOR POLICY

LCA expects appropriate behavior, good manners, respect for self and others, appreciation for property, honesty, appropriate use of social media, and responsibility from all students in order for the learning process to take place within the classrooms and the walls of LCA. There is a zero-tolerance policy adopted by LCA

In order to deter classroom disruption, we have the following discipline code in place:

Day to day application of this policy will be the responsibility of Dr. Julie Marshall. The dress code will be enforced using the Board approved guidelines and consequences.

The Discipline Policy Tiers as follows:

Tier I: The following offenses will result in Friday Detention which will take place each Friday from 10:50-11:35 am. If assigned Friday Detention, a student will be given written notice on the date and time for which to attend. Failure to attend without notification to the Discipline Administrator will result in an additional Friday Detention.

- Repeated tardiness to class.
- Littering and/or defacing school property to include class sets of textbooks.
- Dress Code Violation (Second Offense)
- Not telling the truth to a teacher or staff member and/or deliberately deceiving a teacher or staff member.
- Verbal or physical altercation between students and/or staff members
- Leaving designated areas without the teacher's or staff member's permission.
- Repeated cell phone violations
- Leaving school grounds without permission.
- Inappropriate public display of affection.
- Loitering in halls, bathrooms, athletic building, parking lot.
- Being disrespectful to any teacher, coach or faculty member
- Use of inappropriate language and/or obscene gestures.

Tier II: OSS- Out of School Suspension. If a student is assigned OSS, it will be documented on the disciplinary slip and an attempt to contact the parent by email and/or phone call to communicate OSS and the date it is to be served.

- Stealing or possessing stolen property.
- Use of inappropriate language, hostility, defiance toward teacher/administrator
- Repeated phone violations after a Tier I consequence.
- Fighting in class or on campus or at any school sponsored event. Fighting of a high dynamic could result into Tier 3 disciplinary action.
- Knowingly possessing and/or using tobacco/nicotine products or other illegal substance alike in class or on the campus to include e-cigarettes (vapes).
- Skipping class and leaving campus without permission.
- Touching, hitting, or violating the private space of another student or staff.
- Fighting in class and/or on campus/school sponsored event.
- Vandalizing school property through inscription, writing, drawing, marking, or design that is painted, sprayed, etched, scratched, or otherwise placed on school property owned products or walls.

Tier III: Recommendation of Expulsion to the Board. If a student is recommended for expulsion, the Board Chairperson will immediately be contacted, and a decision will be made by the Board within two days. Student

will have OSS until the Board decision is made. Upon that decision, the student and parent will be contacted.

- “Bullying” another student as defined in the Bullying Attachment.
- Fighting for the 2nd time in an academic school year.
- Touching any student or staff member (unwanted inappropriately).
- Possessing and/or using any item in a dangerous manner or as a weapon to harm oneself or others.
- Committing any act in violation of local laws and ordinances.
- Possessing and/or using illegal narcotic and related paraphernal.
- Possessing and/or using prescription or non-prescription drugs. Note: Prescription drugs must be administered by a staff member and kept in the front office with a designated staff member. A prescribed epi-pen will be permitted to keep on your person.
- Possessing and/or using alcoholic beverages, nicotine, or any other substance that are considered illegal or not properly used.
- Inappropriate use of any social media with any pictures and/or comments related to illegal drugs and/or inappropriate and/or illegal activities. This includes but is not limited to pictures or comments referring to LCA or on LCA property.
- Failure to comply with the mandated Sexual Harassment Policy.
- Habitual infractions from Tier I and Tier II.

A zero-tolerance policy is adopted in LCA, in which there is **a strict enforcement of regulations and bans against behaviors or the possession of items deemed undesirable by the school.**

It is at the discretion of the administrators to evoke Tier III if incidents occur, which are not listed, that will endanger the safety of another student, staff member, and/or school visitor.

Please use common sense when driving and parking your vehicle on campus. Any reckless behavior in a vehicle will result in losing your privilege to park on our school campus. Students are to display the school assigned parking permit. Dual-enrolled students are asked to park on the grass along the perimeter of the lot. All other students are asked to park in the designated parking spaces in the lot.

Safe Harbor

Any student who inadvertently possesses or finds a weapon or substance, which may subject the student to a possible expulsion, may or may not be recommended for these sanctions if the student voluntarily surrenders the property to a school staff person prior to discovery by another person. This should be done as soon as the student realizes that he/she is in possession of or has knowledge about the weapon or substance.

Searches

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities may inspect and search school property and equipment owned or controlled by the school (such as, laptops/Chrome books, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. This applies to student vehicles parked on school property as well.

IDEA

Students eligible for protections under IDEA and Section 504 are subject to the same disciplinary procedures as their non-disabled peers in accordance with the regulations specified by IDEA and Section 504 of the Rehabilitation Act.

Sexual Harassment and Bullying

LCA prohibits unlawful sexual harassment of any student or other person. Prohibited sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including but not limited to insulting or degrading sexual remarks or conduct and inappropriate touching. LCA believes bullying is a form of harassment. "Bullying" is defined as the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse or through attacks on the property of another. It may include but is not limited to actions such as verbal taunts, name-calling and put-downs, extortion of money or possessions, and exclusion from peer groups within school. The above allegations are to be reported to the teacher and/or the guidance counselor. All allegations are then investigated and reported to the proper authorities including but not limited to parents and local law enforcement. Retaliation for the reporting of sexual harassment or bullying will be met with additional disciplinary consequences.

Cell Phone Policy

Cell phones are allowed before school, after school or during class changes. Cell phone use is not allowed during class. It is imperative that cell phones are not used during class time unless the teacher gives permission. Students are to place their cell phone in the organizer upon entering each classroom. Students will pick up their cell phone at the end of class

Suspension and Expulsion as Disciplinary Actions

LCA will regard suspension and expulsion as a last resort. Criteria for suspension and expulsion of students will be consistent with all applicable federal and state statutes and constitutional provisions. Students will be afforded due process, including a hearing and right of appeal, as described below. A student identified as an individual with disabilities or for whom there is a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Act ("IDEA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to regular education students except when federal law or special education local plan area ("SELPA") policies require additional or different procedures.

Communication Policy

Communication Portfolio

Communication between school staff and parent/students is crucial for overall school success. LCA uses a parent portal system and all parents are encouraged to visit their student's site daily.

Announcements are presented via SwiftK12, intercom, and Legion's Website:

<https://www.legioncollegiateacademy.org/> as well as social media: Facebook, Twitter, and Instagram.

POWERSCHOOL PARENT PORTAL

PowerSchool Parent Portal provides access to student grades and attendance through the Internet. A password is needed to access this site. Returning LCA students have access to their existing PowerSchool portal usernames/passwords. New LCA students will receive their PowerSchool usernames and passwords the first week of school. In addition, their parents will receive the unique access ID codes required to create their own parent portal accounts.

You may access this website by visiting www.legioncollegiateacademy.org and selecting the PowerSchool Parent Portal link under the "Parent Information" section.

Electronic Use Policy

LCA offers access to our own electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment, and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world.

LCA's electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities, including homework. LCA's electronic network has not been established as a public access service or a public forum. LCA has the right to place reasonable restrictions on material that is accessed or posted throughout the network.

Parent/guardian permission is required for all students under the age of 18. Access is a privilege — not a right. It is presumed that students will honor this agreement they and their parent/guardian have signed. LCA is not responsible for the actions of students who violate these beyond the clarification of standards outlined in this policy.

The school reserves the right to monitor all activity on this electronic network. Students will indemnify the school for any damage that is caused by students' inappropriate use of the network. Students are expected to follow the same rules, good manners, and common-sense guidelines that are used with other daily school activities as well as the law in the use of the Legion Collegiate Academy electronic network.

The consequences for violations of this policy shall be determined by the school administrators. The Director, or designee, and the Board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

Children's Internet Protection Act

It is the policy of Legion Collegiate Academy to: (a) prevent users of its computer network, access to or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors and (d) comply with the

Children's Internet Protection Act [Pub. L. No. 106-554 and 47USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

Access to Inappropriate Material

To practical extent, technology protection measures (or Internet filters) will be used to block or to filter the access to inappropriate information from Internet or other forms of electronic communications. Specifically, as required by the Children's Internet Protection Act, blocking will be applied to visual depictions of material deemed to be obscene, or to be child pornography, or to any material deemed to

be harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To practical extent, steps will be taken to promote the safety and security of users of the LCA's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes (a) unauthorized access, including so-called "hacking" and other unlawful activities; and (b) unauthorized disclosure, use and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the Legion Collegiate Academy staff to educate, to supervise and to monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Information Technology or designated representatives.

General Unacceptable Behavior

While utilizing any portion of the Legion Collegiate Academy electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not play games, use IM, email, listen to music or any other activities, applications, or functions during class time, unless expressly approved by a teacher for the educational goals of that particular course and during that particular class.
- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, he or she must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates school rules.
- Students will not abuse network resources such as sending chain letters or "spamming."
- Students will not display, access or send offensive messages or pictures.
- Students will not use the LCA electronic network for commercial purposes. Students will not offer, provide, or purchase products or services through this network.
- Students will not use the LCA electronic network for political lobbying. Students may use the system to communicate with elected representatives and to express their opinions on political issues.
- Students will not attempt to access non-instructional school systems, such as student information systems

or business systems.

- Students will not use of any wired or wireless network (including third-party internet service providers) with equipment brought from home. Example: The use of a home computer on the network or accessing the internet from any device not owned by the school.
- Students will not use school equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
- Students will not use the equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Students will not tamper, alter, or delete any of the software that LCA installs on the student's computer
- Students will not mark, deface, or place stickers on the laptop.
- Students will not reveal or post identifying personal information, files or communications to unknown persons through email or the Internet.
- Students will not attempt to override, bypass or otherwise change the Internet filtering software, device settings, or network configurations.
- Students will not attempt access to networks and other technologies beyond their authorized access. "This includes attempts to use another person's account and/or password or access secured wireless networks.
- Students will not share passwords or attempt to discover passwords. Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
- Students will not download and/or install any programs, files, or games from the Internet or other sources onto any school owned technology. "This includes the intentional introduction of computer viruses and other malicious software.
- Students will not download and/or install multimedia content (music, movies, etc.) that is not related to the research or completion of classroom assignments. music, language, video or other materials. The criteria for acceptability are demonstrated in the types of material made available to students by administrators and teachers.

Despite these restrictions, students sometimes choose to tamper with the security and software settings on their devices. In addition to the workload placed on staff to repair or restore these devices, this misbehavior directly impacts student learning, as students who tamper with their devices are often unable to do assigned classwork both in the classroom and at home. As a result, a \$25.00 fee will be assessed per incident to a student who has tampered with the security settings or restrictions on any 1:1 device.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of school-provided technology. In order to keep laptops secure and damage-free, please follow these additional guidelines:

- Do not loan your 1:1 device or charger and cords to anyone else.
- Do not leave the 1:1 device in a vehicle or leave it unattended at any time.
- Do not eat or drink while using the 1:1 device or have food or drinks in proximity.
- Keep your 1:1 device away from locations like table edges, floors, seats or pets.
- Do not stack objects on top of your 1:1 device, leave it outside, or use near water.
- Despite these safeguards, we understand there is always a risk that 1:1 technology may be damaged, lost or stolen.

All students receiving 1:1 technology is mandated to participate in an insurance program, which is mandated in order to limit family liability for fines that may be imposed if damage or loss does occur.

An insurance enrollment/waiver form must be submitted before 1:1 technology is issued to a student.

E-Mail

- Students may be provided with e-mail accounts for specific educational projects or activities.

- Students will not establish or access Web-based e-mail accounts on commercial services through the school network unless such accounts have been approved for use by the individual school.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

World Wide Web

Access to information for students on the Web generally will be provided through prescreened sites and in a manner prescribed by LCA administration and staff.

Real-time, Interactive Communication Areas

Students may not use chat or instant messaging unless under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the Principal.

Web Sites

Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Material placed on student Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.

Material (graphics, text, sound, etc.) that is the ownership of someone other than the student may not be used on Web sites unless formal permission has been obtained. All student Web pages should have a link back to the home page of the classroom, or school, as appropriate.

Personal Safety While on the Internet

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Students will not disclose personal contact information, except to education institutes for educational purposes, companies, or other entities for career development purposes, or without specific building administrative approval.
- Students will not agree to meet with someone they have met online.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use these. Under no conditions should students provide their password to another person.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Legion Collegiate Academy electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by school policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

Software and File

Software is available to students to be used as an educational resource. No student may install, upload, or

download software without permission from the school technology department. A student's account may be limited or terminated if a student intentionally misuses software on any school-owned equipment.

Files stored on the network and on individual computers are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the LCA electronic network may

lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on school servers are private.

Technology Hardware

Hardware and peripherals are provided as tools for students for educational purposes. Students are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the school technology department.

Vandalism

Any malicious attempt to harm or to destroy data, the network, other network components connected to the network backbone, hardware, or software will result in cancellation of network privileges. Disciplinary measures in compliance with the school's discipline code and policies will be enforced.

Student Rights

Students' right to free speech applies to communication on the Internet. LCA electronic network is considered a limited forum, similar to the school newspaper. Therefore, the school may restrict a student's speech for valid educational reasons. The school will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed. An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network. In the event there is an allegation that a student has violated the school acceptable use policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code). Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action. If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

The school makes no guarantee that the functions or the services provided by or through the school network will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. The school will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of computer use, loss of access as well as other disciplinary or legal action. Students' violations of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Use of school network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The consequences for violations of this policy shall be determined by the school administrators. The Director or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

COMPUTER ACCEPTABLE USE POLICY

Use of LCA's computer network shall be in support of education and research that is consistent with the mission of the school. Network use is limited to those students who have a specific educational objective to research. When conducting research on the Internet or on the school's network, I understand that access to the Internet is a privilege, not a right, and I:

- Will use the Internet for legitimate instructional or educational purposes.
- Will send E-mail only at the direction of my teacher.
- Will not register the name, home address, or telephone number of myself or anyone else in any location on the Internet.
- Will not attempt to download or save files on the computer hard drive or to a disk without teacher permission
- Will not search for, download, or print any material that violates LCA's or school handbook policies regarding possession or display of inappropriate, offensive or vulgar material, nor assist any other student in such activities.
- Will not use Telnet, Internet Relay Chats, or other interactive exchanges (i.e. Instant messaging or messaging within or without the LAN) or chatrooms unless I have permission of the teacher;
- Will not vandalize any computer system. (Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or any other computers connected to this network. This includes, but is not limited to, the uploading or creation of computer viruses);
- Will not engage in "hacking" the system
- Will not damage or alter computers, computer systems, or computer networks. No peripheral technology devices may be attached to LCA equipment without prior permission from administration.
- Will not violate copyright laws.
- Will report any security problem to the system administrator.
- Understand that any user identified as a security risk or determined to be using LCA's computer technology inappropriately or illegally may be denied access to LCA's computer network, and the Internet.

- Will not trespass in another's folders, work or files.
- Will not use the school's Internet accounts for financial gain.
- Will be responsible for any unauthorized costs incurred by use of the Internet.
- Will always follow the instructions of staff members.
- Will not perform any other action that may be deemed inappropriate by LCA.
- Will not use VPNs on the computer.

By signing this policy, you agree to abide by the conditions listed above and assume responsibility for the care and proper use of LCA technology. You understand that should you fail to honor all the terms of this Policy, access to 1:1 technology, the Internet, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in this Student Code of Conduct. As the parent/guardian, my signature indicates I have read and understand this policy and give my permission for my child to have access to and use a school-issued laptop. My child has permission to conduct independent research on the Internet under the terms of the LCA Computer Acceptable Use Policy.

Academic Integrity

LCA students, united in a spirit of mutual trust and fellowship, mindful of the values of a true education and the challenges posed by the world, agree to accept the responsibilities for honorable behavior in all academic activities, to assist one another in maintaining and promoting personal integrity, and to follow the principles and procedures in this Code of Academic Integrity.

Violations of the Code of Academic Integrity may take several forms: Plagiarism and cheating are two examples of violations of the Code of Academic Integrity. Plagiarism is typically described as duplication of another's work without full acknowledgment of the debt to the original source, however, it also includes any of the following:

- Direct duplication by copying (or allowing to be copied) another's work, whether from a book, article, web site, another student's assignment, etc. Duplication in any manner of another's work during an exam.
- Paraphrasing of another's work closely, with minor changes but with the essential meaning, from and/or progression of ideas maintained.
- Piecing together sections of the work of others into a new assignment.
- Submitting one's own work which has already been submitted for assessment purposes in another subject; and/or, producing assignments in conjunction with other people (e.g. another student, tutor), which should be your own independent work.
- Submitting other students work as your own.
- Allowing other students to submit your work as their own.

Cheating results in a loss of integrity on the part of the individual committing the act and on the educational process that is undermined by the act of cheating. It is a violation of the Code of Academic Integrity for any student to attempt to gain an unfair advantage over another student by unfair or dishonest means.

If you are unclear about an assignment, the methodology, or the permissible bounds of assistance for completing your work please speak to your teacher(s) and ask for clarification. Consequences for not following the academic code of conduct may include receiving a zero on the assignment, failing the course, disciplinary action--including the possibility of suspension and/or expulsion from school.

Plagiarism and Copyright Infringement

Students will not plagiarize works found on the Internet (Plagiarism is taking the ideas or writings of others and presenting them as if they were the students). School policies on copyright will govern the use of material accessed and used through the school system. Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

Student Rights

Student's right to free speech applies to communication on the Internet. LCA electronic network is considered a limited forum. Therefore, the school may restrict a student's speech for valid educational reasons. The school will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed. An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

Due Process

The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network. In the event there is an allegation that a student has violated the school acceptable use policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code). Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action. If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

Limitation of Liability

The school makes no guarantee that the functions or the services provided by or through the school network will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. The school will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable use Policy

Violations of this policy may result in loss of computer use, loss of access as well as other disciplinary or legal action. Students' violations of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Use of school network only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities
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The consequences for violations of this policy shall be determined by the school administrators. The Director of designee and the board shall determine when expulsion and/or legal action or actions by the authorities are the appropriate course of action.

Safety Policies

EMERGENCY PROCEDURES

LCA staff receives training in order to provide for the safety of students, staff and visitors during times of emergency. Emergency preparedness includes fire and earthquake drills which happen at regular times during the school year. All alarms are treated as real at LCA. In the event of an emergency drill, all staff, students and visitors are required to complete an orderly and safe evacuation of the classrooms and building. Staff and students will meet in pre-assigned areas and will remain there until all students are accounted for and instructed to return to the building or move to a safer area.

Failure to follow emergency procedures or the willful attempt to compromise emergency preparedness at LCA is grounds for severe consequences, including possible suspension and expulsion. In the case of a major emergency (such as a significant earthquake or fire), parents/guardians and families should contact the main phone number for LCA. During such an emergency LCA staff will be focused on ensuring that all students are safe and accounted for. Students and parents/guardians are asked to do their part by not having a student leave the premises without signing proper releases.

Emergency numbers are kept on file in the Administrative Office.

Emergency Evacuation

In the event of an emergency or emergency drill, students will evacuate buildings under the direction of their teacher, line-up for roll call, and then be given further instructions. Fire and crisis drills help prevent injuries and deaths in case of an emergency evacuation.

Inclement Weather and Emergency School Closing

If school is closed for inclement weather or any emergency, listen to local radio stations or check the [school website](#). The Executive Director must authorize school closings. The safety of our students and staff is the most important. When in doubt, please stay home.

EVACUATION

The decision to do a Level III Evacuation is made by the Director or his designee in conjunction with Local Law Enforcement Agencies. The school will be evacuated (Level III) if:

- There is a serious/dangerous incident at the school or the community that justifies the evacuation.
- There is an order from Government Authorities to evacuate.

In a Level III Evacuation:

An announcement will be made, or someone will come to classrooms or to our Level II evacuation location. **STUDENTS AND STAFF ARE NOT TO USE CELL PHONES.** Staff and students will leave the campus by bus and authorized staff vehicles to go to an assigned evacuation site. Teachers will be told

what bus to have their class board. There may be a need to have staff use their vehicles to transport students.

Teachers will take their staff notebooks, roll book, and student information sheets. They will keep students with them.

Homework, Makeup Work, and Grading Policy

Homework

Homework's immediate educational purpose is:

- To reinforce skills and concepts learned in class
- To develop study skills and habits
- To practice skills and knowledge in ways not readily accomplished in the classroom
- To inform parents of what is being taught in the classroom

Homework assignments should be expected Monday through Friday of each week and on some weekends. The amount of time required to complete homework assignments will be based on the student's ability and the instructor's curriculum timeline. Teachers will inform students what is expected for their grade level. As cited in A Nation at Risk, "the single most important factor for determining whether children will go to college is being properly prepared." Going to college is the destination for LCA students and becoming a life-long learner to ensure success throughout one's lifetime is the ultimate goal.

LCA is proud to have a challenging, rigorous curriculum. This is one of the many things that makes LCA a great school. With such a rich and rigorous curriculum, the students need time to work at home. We are aware that the student is involved with other interests and activities outside of school. The staff and administration will attempt to coordinate their schedules and calendars, so the students are not inundated with work on the same day. It is understood that homework will be given and will vary depending on the work assigned on a given day, the student's organizational skills and study habits, and the nature of the assignments. Students are expected to learn how to use their free time effectively to complete the required work at each grade level. Parents are expected to support their children in this endeavor. The Collegiate Academy classes may require additional homework time.

Make-Up Work

Students must be allowed to make up missing assignments and/or homework due to absences, whether excused or unexcused. It is the student's responsibility to obtain the assignments from his or her teacher. The timeframe for allowing this work to be completed is at the teacher's discretion.

Excused Absences

Students whose absence is deemed "excused" by LCA administration will have the minimum of total excused days absent to complete/turn in any work missed during that absence. The teacher may give more than the minimum of total absent at his/her discretion.

Unexcused Absences

Students whose absence is deemed "unexcused" by LCA administration will be expected to turn in/complete any assignments upon returning to school. The student will receive a 10% penalty on each assignment for each day the assignment is not turned in/completed after the return date.

Progress/Mid-Term Reports and Report Cards

LCA students will receive Student Report Cards at the end of each quarter. They will be sent home with students. Final Report Cards for all grades will be mailed home approximately one week after school is out.

Grades

LCA students will earn numerical grades. A student's numerical average is determined by considering each Unit grade along with semester and/or final exams and projects as a certain percentage of the overall course grade. Following are performance levels of LCA's grading scale:

- A 90% and above excellent progress
- B 80%-89% above average progress
- C 70%-79% average progress
- D 60%-69% below average progress
- F Below 60% unsatisfactory progress

To receive credit for a course, a student must complete instructional requirements in a satisfactory manner and must be compliant to the attendance policy. A student who fails to comply will not receive credit for the course.

Final Exams

All high school teachers are required to administer a final exam which will count for 20% of the overall course grade. Courses which administer a South Carolina End of Course Examination must count the EOC as the final exam. Otherwise, the exam must be given at the day/time assigned by the LCA Administration unless approved by the Principal.

Incomplete

A teacher may give a grade of "incomplete" during the school year if, in the teacher's professional judgment, an extension of the time to complete course expectations is appropriate due to extenuating circumstances such as a documented long-term illness or a death in the immediate family.

The teacher, student and parent will develop and sign a contract for completion of the course which will not extend beyond the end of the next semester or the conclusion of the school year. The principal must approve the contract and it is at the principal's discretion to approve any extension of the contract. Student's incomplete grade will be reported as an "I". Once the work has been completed, the teacher will authorize the appropriate change in grade. If the work is not completed within the agreed upon time, the incomplete grade will be changed to a zero and averaged accordingly.

ACADEMIC ATHLETIC ELIGIBILITY

To be eligible to participate in interscholastic athletic activities in grades 9-12, you must achieve an overall passing average in addition to the following:

- A. To be eligible in the first semester, a student must pass a minimum of five (3) Carnegie Units applicable toward a high school diploma during the previous year. At least two (2) units must have been passed during the second semester.
- B. To be eligible during the second semester, the student must meet one of the two following conditions:
 - a. If the student met first semester eligibility requirements, then he/she must pass the equivalent of four (4), ½ units during the first semester
 - b. If the student did not meet first semester eligibility requirements, then he/she must pass the equivalent of five (5), LO units during the first semester.
 - c. For year-long, online classes, at the end of first semester-students must be completed with 50% of the course with a passing grade, to earn LO credit equivalents.

A maximum of two (2) credit recovery units may be used toward eligibility. Credit recovery /incompletes must be completed by the second Monday in August for first semester eligibility and by the second Monday in March for second semester eligibility.

- C. Due to our high academic standards and as an attempt to maintain our 100% graduation rate, we do NOT reclass athletes for ANY reason. Students are assigned a 9GR when they enter 9th grade wherever they are in school. They have 4 and only 4 years to complete high school. If they do not, it goes against the school's graduation rate. We are committed to maintaining that level of academic integrity.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

SEARCH OF STUDENT POSSESSIONS

LCA reserves the right to examine and/or search all student possessions when, in the judgment of LCA administrators and officials, there is reasonable suspicion that the student may be in possession of alcohol, drugs, weapons, stolen goods, or any other materials that may be harmful or disruptive to the school community or in violation of any school policy, rule or law. Any student who refuses will face possible expulsion.

High School Courses and Requirements

South Carolina Board of Education (SBE) Regulation 43-234 lists course requirements for public high school students to graduate with a South Carolina High School Diploma. Links are provided below to SBE Regulation 43-234: Defined Program for Grades 9–12; the Uniform Grading Policy; the Request for Additional Dual Enrollment Activity Code form and who to request to receive the Activity Coding System Manual can be found below. Requirements for Earning a South Carolina High School Diploma (Grades 9-12) The student must earn a total of twenty-four (24) units of credit as follows:

Subject Area	Units
English/language arts	4.0
Mathematics	4.0
Science	3.0
U.S. History and Constitution	1.0
Economics	0.5
U.S. Government	0.5
Other social studies course(s)	1.0
Physical education or Junior ROTC	1.0
Computer science (including keyboarding)	1.0
Foreign language or career and technology education	1.0
Electives	7.0
TOTAL	24.0

[For a complete explanation of all graduation requirements, provisions for granting high school credit and dual credit, please refer to SBE Regulation 43-234: Defined Program Grades 9-12 and Graduation Requirements.](#)

Parent/Student Signature of Understanding and Acknowledgement

(Please print this page, sign and return to the front office.)

I acknowledge that I have read, understand and will comply with the Legion Collegiate Academy Handbook policies and procedures and will seek clarification from the school administration should I have any questions or need further explanation.

Parent Name (Print)	Parent Signature	Date
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Student Name (Print)	Student Signature	Date
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Electronic Policy

I have read and understand the above LCA Electronic Use policy and will obey it in full.

Student Name (Print)	Student Signature	Date
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I have read and understand the above LCA Electronic Use policy and will help my student adhere to it in full.

Parent Name (Print)	Parent Signature	Date
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