

Family & Scholar Handbook

2024-2025



1500 Daniel Payne Drive
Birmingham, AL 35214



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Dr. Reneta Johnson | Head of School/Executive Director

For over twenty years, Dr. Johnson has spent her career working for social justice and educational equality for underserved scholars. Prior to accepting the Head of School position, Dr. Johnson worked as the Alabama Reading Initiative's (ARI) Regional Literacy Leadership Specialist at the Alabama State Department of Education. There, she supported School Leaders and leaders throughout the state with Literacy components.

Over the course of her career, she has held positions such as instructional coach, assistant School Leader, School Leader, international school leader and leadership coach

LaShundra D. Richmond | K-8 School Leader

As a transformational Educational Leader, Principal Richmond is a highly-motivated and purposely driven Practitioner with a passionate commitment to student development and the learning experience; skilled in the design of challenging, enriching and innovative activities that address the diverse interests and needs of students; possess outstanding communication skills; presenting information in various facets, collaborating with team members and establishing productive & efficient relationships with students, parents, and all other stakeholders. For over fifteen years, Principal Richmond has served in varying capacities across the United States such as classroom teacher, community organizer, policy leader, school administrator, curriculum designer and international academic officer.

School Board Directory

Ruqayyah Abdullah- Board Chair- *

Desire Crumb- Vice Chair

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Reginald Chapple- Board Member

Prince Cleveland- Board Member

Email- Board@legacyprepal.org



Mission, Vision, Core Values

This Family & Scholar Handbook has been developed to help you become familiar with the various rules, policies, procedures and information necessary for the smooth and efficient operation of our school. It is hoped that the contents will provide the answers to many of your questions and that it will serve as a guide for you throughout the school year. It is felt that no one can become too familiar with the administrative policies of the organization; therefore, you should look through this handbook often and gauge your behavior and actions in regard to what is expected. The policies set forth herein are to be adhered to by each of you. Please keep your copy so that it may be available as the need arises.

Shared Mission

Legacy Prep's mission is to educate and empower our scholars to embrace their identity, lead lives of choice and opportunity, and impact their communities as the next generation of socially-conscious leaders.

Shared Vision

We envision an exceptional educational experience in our scholars' lives that prepares them to establish their legacy, and prepares and inspires them to create a life full of opportunity, choice, connection and meaning.

We believe that every child should graduate from high school equipped with the skills, knowledge, and habits to lead a fulfilled life; one that is led with freedom, good choice, financial independence, community engagement, strong relationships, and health. We believe that for adults to thrive and live such a life, they need to have a sense of purpose, which involves self-knowledge, the ability to set and meet goals, and the critical skill of persisting in the face of inevitable challenges.

We believe that scholars from all backgrounds, nationalities, ethnicities, races, and sexes have the same potential for success. We also believe in, and celebrate, the individual differences young people bring to an educational environment; learners vary in the pace at which they learn, in the subjects and topics they find interesting, and in the types of strong materials that they find engaging. We believe in the principles of restorative justice as a way to build a community and an academic culture. We believe that education can be the most powerful mechanism of social change.


We also hold a set of beliefs around key partners in the educational process; namely, guides and families. We believe that we must position guides for success with sufficient support, time, tools, and learning opportunities. We believe that parents and guardians are critical partners in ensuring each scholar's success.




VALUES

Legacy life is focused on helping scholars cultivate seven strengths to support success: in zest, grit, self-control, optimism, gratitude, social intelligence, and curiosity. These are connected to each one of Legacy Prep's values; values will build on each other to increase independence as scholars mature.


Scholars will be introduced to all values. Love is our foundational value. In order to love and support others, you must first love yourself. Like academic content, the values will spiral so that scholars will continue to grow and develop in their (character).. By spiraling content, scholars new to Legacy Prep will also be afforded the same opportunity to learn and grow as their peers.

	<p>We believe "I am not my brother's keeper. I am my brother."</p>	<ul style="list-style-type: none"> • Compassion • Kindness • Empathy • Social Intelligence • Optimism • Gratitude • Community • Affirmed • Humility • Invested • Trust • Unity • Respect <ul style="list-style-type: none"> • Inclusive and belonging—we honor, welcome, and celebrate all identities in our school community. • We extend unconditional love and grace to ourselves and others. • We treat one another as we would want to be treated, with kindness, grace, and empathy. • We practice gratitude. • We freely admit mistakes • We possess an intrinsic pride in ourselves and who we are to become. We know that we are beautiful and capable people. • We celebrate ourselves and others when we soar. • We love what we do. • We work together to accomplish our goals. • We respect and take ownership over our words and actions.


<p>Excellence</p> 	<p>"We approach new situations with excitement, effort, and energy and do them well!"</p>	<ul style="list-style-type: none"> • Respect • Excellence • Ownership • Leadership • Responsibility • Initiative • Accountability • High expectations <ul style="list-style-type: none"> • We are authentic. • We deeply feel our shared responsibility to make our community and world better. • When things don't go as planned, we remain motivated and think about how to make it better next time. We hold ourselves and others accountable. • We are committed to go above and beyond. • We believe that high expectations and continuous learning are the
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		<p>responsibility of everyone in our school.</p> <ul style="list-style-type: none"> • We believe it is every child's fundamental right to have an excellent education experience. • All scholars learn and achieve at high levels.
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<p>Boldness</p> 	<p>"We believe If not us, who? And if not now, when?"</p> <p>"We are the right people, for the right time."</p>	<ul style="list-style-type: none"> • Courage • Bravery • Integrity • Self-control • Pride • Confident • Risk-taker • Impact • Collaborate • Revolutionary • Radical • Unstoppable <ul style="list-style-type: none"> • We value mistakes because they improve outcomes and allow us to learn from our failures. • What we do matters. • We have a strong sense of pride in ourselves and our roots. • We are innovative—we stay relevant. • We will leave a generational legacy. • We do the right thing when no one is looking • We embrace difficult conversations.
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- We possess a sense of urgency and move beyond the status quo.

<p>Perseverance</p> 	<p>"Courage is not the absence of fear, but the ability to persevere in the face of fear."</p>	<ul style="list-style-type: none"> ● Self-control ● Optimism ● Hope ● Grit(Persistence + Resilience) ● Resilient ● Justice ● Growth mindset ● Intellectual risk-taking <ul style="list-style-type: none"> ● We foster growth and space where others can grow. ● We defy odds and expectations. ● We challenge norms ● We never give up on ourselves. ● We never give up on ourselves. ● We are not afraid to fail. When we do, we pick ourselves up. When others do, we lift them up. ● We empower everyone to have a seat at the table. ● We use our voices to make an impact. ● We understand and embrace the fact that learning is messy.
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<p>Wonder</p> 	<p>"We believe that loving learning, asking questions, and thinking critically make ourselves and the world better."</p>	<ul style="list-style-type: none"> ● Zest ● Grow ● Passionate ● Enthusiasm ● Creativity ● Intellectual curiosity <ul style="list-style-type: none"> ● We exude joy. ● We have a growth mindset: <i>We empower scholars to learn that intelligence is not "fixed" but rather they can be in charge of their learning and can get better and do better with intentional effort.</i> ● We hold ourselves and others accountable. ● We seek equity and justice in all we do.
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		<ul style="list-style-type: none"> ● We find learning to be exciting, joyful, and adventurous. ● We are creative critical-thinkers and problem solvers. ● We strive to understand one another's perspectives in order to deepen relationships and
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IT'S THE LAW! Parental Notification of Civil Liabilities and Criminal Penalties

The following laws relate to civil liabilities and criminal penalties for violence or other misbehavior by scholars on school property or against school employees: Attendance and Conduct (Act 94-782) Each parent/guardian or other person having control or custody of a child required to attend school who fails to require the child to enroll, to regularly attend school, or to compel the child to properly conduct himself/herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education shall be guilty of a misdemeanor (may be fined up to \$100 and may be sentenced to hard labor for up to 90 days).

Teacher Assault (Act 94-794) A person commits the crime of assault in the second degree (Class C felony) if the person assaults with intent to cause serious physical injury to a teacher or to an employee of a public educational institution during or as a result of the performance of his or her duty.

Drug Dealing (Act 94-783) A person who unlawfully sells, furnishes, or gives a controlled substance to a minor may be liable for injury or damage or both suffered by a third person caused by or resulting from the use of the controlled substance by the minor if the sale, furnishing, or giving of the controlled substance is the proximate cause of the injury or damage.

Drugs, Alcohol, Weapons, Physical Harm, or Threatened Physical Harm (Act 94-784) The school School Leader shall notify appropriate law enforcement officials when a person violates local board of education policies concerning drugs, alcohol, weapons, physical harm to a person, or threatened physical harm to a person. If any criminal charge is warranted, the School Leader is authorized to sign the appropriate warrant. If that person is a scholar, the local school system shall immediately suspend that person from attending regular classes and schedule a hearing within five school days. If a person is found to have violated a local board of education policy concerning drugs, alcohol, weapons, physical harm to a person or threatened physical harm to a person, the person may not be readmitted to the public schools until criminal charges, if any, have been disposed of by appropriate authorities and the person has satisfied all other requirements imposed by the local board of education as a condition for readmission.



Weapons in Schools (Act 94-817) No person shall knowingly with intent to do bodily harm carry or possess a deadly weapon on the premises of a public school. Possession of a deadly weapon with the intent to do bodily harm on the premises of a public school or school bus is a Class C felony. (Note: The term "deadly weapon" means a firearm or anything manifestly designed,

made, or adapted for the purpose of inflicting death or serious physical injury, and such term includes, but is not limited to, a bazooka, hand grenade, missile, or explosive or incendiary device; a pistol, rifle, or shotgun; or a switch-blade knife, gravity knife, stiletto, sword, or dagger; or any club, baton, billy, blackjack, bludgeon, or metal knuckles.)

General Policies and Guidelines

ATTENDANCE:

RESPONSIBILITY OF PARENT FOR ATTENDANCE AND BEHAVIOR

Alabama Code Section 16-28-12 Person in loco parentis responsible for child's school attendance and behavior; noncompliance; local boards to promulgate written behavior policy, contents, annual distribution, receipt to be documented; school officials required to report noncompliance; failure to report suspected violation; district attorneys vigorously to enforce provisions.

A. Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100.00) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the School Leader teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

B. Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall

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be a copy of this section. The signature of the scholar and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

C. Any parent, guardian, or other person having control or custody of any child enrolled in

public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the School Leader to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report suspected violations to the district attorney within ten (10) days. Any School Leader or superintendent of education or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

(School Code 1927, §305; Code 1940, T. 52, §302; Acts 1993, No. 93-672, p. 1213, §1; Acts 1994, 1st Ex. Sess., No. 94-782, p. 70, §1.)

SCHOOL ATTENDANCE

Regular and punctual attendance is essential to a scholar's academic success and is required by state law. School attendance is the responsibility of both the parent and scholar. Regular and punctual attendance at school includes arriving at school on time and remaining for the entire school day unless an excuse is provided to school officials. Scholars who are engaged in remote or virtual instruction are expected to attend classes, actively engage in instructional activities, and complete all assignments. Legacy Schools, like all public schools in the state of Alabama, are evaluated, in part, on scholar attendance. Each school is assessed by the number of scholars who are chronically absent under the current state definition. Accordingly, scholars should be present at school each day except when absence is absolutely necessary.

Makeup Work

A scholar may only make up work that is missed due to an excused absence. Makeup work must be completed as soon as possible after the scholar returns to school but not later than three (3) days after returning unless specific arrangements have been made by the teacher. When a scholar is out for an extended length of time, the scholar should collect, complete, and turn in work weekly unless the nature of the absence prevents the scholar from doing schoolwork during that time. It shall be the responsibility of the scholar or scholar's parent(s) or custodian(s)



to arrange with each teacher to make up work. A teacher may require the scholar to do makeup work after school hours, in which case advanced notice will be given to allow the scholar to arrange necessary transportation.

Attendance and Participation in Extracurricular Activities/ Sports

A scholar may not participate in extracurricular activities, including but not limited to athletic events, that occur on a school day unless the scholar is present at school for at least half of the scholar's scheduled school day, except in emergency or necessary situations as determined by the School Leader.

Permissible Absences

1. Scholar illness;
2. Inclement weather which make it dangerous to attend school;
3. Legal quarantine;
4. Death in the immediate family;
5. Emergency conditions as determined by the School Leader or superintendent; 6. Observance of a traditional religious holiday of local, national, or international origin when verified by the scholar's minister or religious leader.

Any other absence not falling into the categories listed above or otherwise excused by the School Leader or superintendent or his or her designee will be deemed unexcused.

For each absence, a parent or custodian must provide an excuse within three (3) days of return to school following the absence. Failure to furnish such an excuse results in the child being considered truant for each day of the absence **(Alabama Administrative Code, §290-3-1-.02(7)(c))**.

An excuse must include a signed, written statement from the parent or physician stating the reason for the absence and must include the scholar's name and the date(s) of the absence(s). An absence will be considered unexcused under any of the following circumstances: • Failure to provide an excuse based on a reason described above within three (3) days of return to school. For purposes of this three (3) day period, the day the scholar returns to school will count as the first (1 st) day.

- Absence for any reason other than the excusable absences as listed above except in special circumstances as determined by the School Leader, superintendent, or his or her designee. • Absences for any reason as explained in a parent note after seven (7) days have been excused by parent note during the school year. Only seven (7) days per school year may be excused by parent note. Any absences thereafter will be unexcused unless excused by a physician's note or by permission of the School Leader.



Twenty excessive absences from school or from a class may subject a scholar to retention in the same grade for the succeeding school year or the denial of credit in a course. Any scholar who

has been chronically absent by the state's current definition in a class or course lasting an entire academic year, may be denied credit in the course or retained in a grade. For semester-length courses, failure due to excessive absences is based on missing fifty percent (50%) or more of the current state definition of chronic absenteeism. The state currently defines chronic absenteeism as eighteen (18) or more absences. The denial of credit may result if a scholar has eighteen (18) or more absences from a class or course lasting an entire academic year or nine (9) or more absences from a semester-length course.

Early Warning Court

Early Warning and Referral to the Jefferson County Family Court Under Alabama law, **(Alabama Administrative Code, §290-3-1-.02(7) (c)**, seven (7) unexcused absences within a school year results in the scholar being considered truant for purposes of filing a petition with the court. Prior to the filing of a petition against a scholar or parent/custodian, the scholar will be referred to the Early Warning Program. Early Warning is a joint effort between the Jefferson County Family Court Truancy Intervention Program and **Legacy Schools** to inform and advise parents and their children of the attendance laws in the state of Alabama and the manner in which they will be enforced in Jefferson County.

Should attendance issues continue when a scholar has already been referred to Early Warning at any time in any year, whether or not the family attended the session, the next step in court is the filing of a petition against either the scholar or parent(s)/custodian(s). The Jefferson County Family Court takes the filing of a petition for truancy seriously and is committed to holding parents and scholars accountable for school attendance. If a petition is filed, the scholar and parent will have a court date set and the judge will determine what conditions or consequences are to be given. Among other consequences, the court may place a scholar or parent on probation and may require drug screening, a curfew for the scholar, attendance at parenting classes, a fine or jail for the parent, or any other consequence the judge believes is appropriate.

Tardies

Being tardy to school greatly affects scholar success and routine. Tardies include late arrivals to school and early checkouts. The school may impose disciplinary procedures for excessive tardies as detailed in this code. A parent may excuse up to seven (7) tardies per year for the same reasons an absence may be excused. Any tardy after seven (7) have been excused by parent note will be unexcused unless excused by a physician or the School Leader. While checkouts from school are discouraged by the Board, necessary checkouts must be processed through the school's office by the parent. The Board encourages that appointments not of a critical nature be scheduled for times and days when school is not in session. Checkouts are considered



excused for the same reasons as excused absences. An unexcused checkout will be treated as tardy. **A scholar may not make up work that is missed due to an unexcused tardy, check-in or check-out.**

RESPONSIBILITIES OF PARENTS OF SCHOLARS IN LEGACY SCHOOLS

To enroll children between the ages of six (6) and seventeen (17) in either a public, private, or church school or to have the child instructed by a private tutor;

- To require any child enrolled to regularly attend school or to be regularly instructed by a tutor
- To compel the child to properly conduct himself or herself as a pupil and
- To be responsible for giving accurate and up-to-date information regarding legal addresses and contact information to school officials. Giving false information to Public Officials in the performance of their duty is a violation of the Criminal Code of Alabama **§13A-10-109(a)**.

MEDICAL AND NURSE INFORMATION

PARENT INFORMATION:

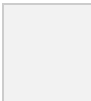
Legacy Prep provides a school nurse for scholars who require a variety of specialized procedures. This requires that the parent or guardian of those scholars supply the school nurse with the scholar's diagnosis, current physician's orders, and all supplies required to treat the scholar during school hours. Failure to provide current physician orders, prescriptions, and or all supplies required for the prescribed care can create a health and safety issue for the scholar and the parent may be asked to take the child home until the parent is able to provide the needed medical information and or medical supplies. **Any medications (both prescription and non- prescription) must be delivered to the school and returned home by an adult, parent or guardian. Scholars should never transport medications.**We are dedicated to providing safe effective care to scholars. For questions or concerns please contact the school nurse and or the School Leader.

Medications

- **The correct School Medication Prescriber/Parent Authorization (PPA) form must be used. This form is dated 9/11/07. According to the Alabama State Department of Education, this is the only form the school can accept. Please communicate this information to your physician.**

Medication Prescriber/Parent Authorization 2019 English
Medication Prescriber/Parent Authorization 2019 Spanish

- All prescription medication/special procedure physician orders must be delivered to the school nurse on the scholar's first day of school.
- The school nurse will not administer any special procedure(s) without a physician's order.



- The nurse will administer medications according to regulations of the State of Alabama. ● If the orders are not brought to the school, the parent will be responsible to come to the school and administer their child's medication/special procedure each day until the orders are received by the school nurse. This also applies to self-administration medications.
- Scholars shall not be permitted to take medication while at school unless it is administered by the school nurse, School Leader or his/her designee, acting under the specific request of the parent/guardian. Self-administration of some specific medications requires a physician's order.

Whenever possible, medication should be taken before and/or after school hours under direct supervision of the child's parent/guardian. Prescription medication, on school property, must be in the original container and properly labeled by a pharmacy with the following information:

- Scholar's name
- Physician's name
- Date of Prescription
- Name of Medication
- Dosage amount and requirements

Parents/guardians may bring non-prescription medication to the school nurse and sign a Medication Prescriber/Parent Authorization form for medications that are to be given for 2 weeks or less. Non-prescription medication, on school property, must be in the original container, unopened, with the label and dosage clearly visible.

Guidelines for Treatment

A scholar with a fever of 100.0F or higher, should not come to school. If a scholar comes to school with a fever of 100.0F or higher, the scholar will be sent home. A scholar should be fever free for at least 24 hours, without the use of fever-reducing medication, such as Tylenol or Motrin, before returning to school.

When a scholar is assessed by the nurse to be vomiting, the Scholar will be sent home. The Scholar should not return to school unless it has been at least 12-24 hours since nausea/vomiting or diarrhea has occurred.

Any rash assessed by the nurse to be potentially contagious, must be covered by clothing, a dressing or bandage and should be evaluated by a healthcare provider.

A 911 call may be made when the school nurse or school staff determines a scholar has



a medical condition that requires immediate treatment. A scholar may be transported to a local ER in order not to delay medical treatment.

HEALTH CARE SERVICES ADMINISTRATION OF MEDICATIONS AT SCHOOL

Requirements of medication procedures should a scholar require Prescription or Over-the-Counter (OTC) medications while attending school or school activities are as follows: • All medications, whether Prescription or Over-the-Counter (OTC), must be hand delivered to the school nurse/office by the scholar's parent/guardian or other responsible adult. All medications must have a School Medication Prescriber/Parent Authorization form properly completed or medications will not be accepted at the school.

- No scholar will be permitted to carry or possess any type of medications, whether Prescription or OTC, on his/her person at any time (except emergency medications and approved medications prescribed for self –administration and/or carry-on-person due to a “chronic illness” such as diabetes, asthma, etc. **A valid medication authorization form** must be on file at the school that indicates permission from the physician and parent for a scholar to self administer and /or carry-on- person. The scholar must be able to demonstrate proper administration of the medication and the parent and scholar signature is required on the self administration/self carry contract . Scholars found possessing unauthorized medications will be subject to disciplinary action

- Controlled Substances cannot be approved for self-administration or carry-on-person by a licensed prescriber. The quantity of medication acceptable to keep at school may be restricted and must be counted upon receiving.

- Over-the-Counter (OTC) medications require completion of a **School Medication Prescriber/Parent Authorization form** including the parent/guardian signature. **The form is valid for a two-week period.** OTC medication is required for longer than a two-week period requires a physician's signature. The reason for administering must be complaint specific. • For Over-the-Counter (OTC-including cough drops, ointments, vitamins, chapstick) medications, an unexpired, unopened, age appropriate, original manufacturer's container is required and all manufacturers' labeling must be clearly legible. The scholar's name must be written on the

container.

- Sunscreen: scholars can possess and use FDA regulated over-the-counter sunscreen at school and school-based events without the need for parent or doctor's permission if the scholar is able to self-apply the sunscreen. Any scholar, parent, or guardian requesting that a school board



employee apply sunscreen to a scholar shall present to the nurse a Parent Prescriber Authorization Form (PPA) containing a parent or custodian signature. A physician signature or physician order shall not be required.

ACT NO: 2017-278 (Effective May 16, 2017). ● School personnel will not administer natural remedies, herbs and/or nutritional supplements without the explicit order of an authorized prescriber, parent authorization, verification that the product is safe to administer to children in the prescribed dosage and reasonable information regarding therapeutic and negative effects.

- Prescription medication will require a **School Medication Prescriber/Parent Authorization form** with the prescribing physician and parent /guardian signature. A physician must complete all applicable parts on the form. All instructions regarding administration must be specific and not dependent on the judgment or discretion of the school staff.
- If the Prescription medication order or dosage is changed during the school year, a new authorization form is required and both the physician and parent/guardians must sign. ● For Prescription medications, a current pharmacy labeled container is required which includes the scholar's name, physician name, name of medication, strength, dosage, time interval, and route. This includes inhalers and epi-pens.
- Each parent/guardian is responsible for maintaining a record of the date and quantity of medication provided to the school and for replenishing the school's supply when needed. ● The first dose on any NEW medication should NOT be given at school.
- The schools will not supply any Prescription or OTC medication to staff or scholars. ● All unused medications not picked up by parent/guardian by the last day of each school year or date indicated by the local school nurse will be discarded according to appropriate disposal guidelines.
- Any scholar requiring medical procedures such as tube-feeding, diabetic care, urinary catheterizations, etc., must have the appropriate Prescriber/Parent Authorization form on file with the school nurse. If a scholar has a medical diagnosis requiring nursing care, please contact the local school nurse.
 - When a scholar will be attending an alternative school, it is the parent's responsibility to notify the alternative school if their scholar requires medication at school and to transport the scholar's medication and paperwork to and from the scholar's base school to and from the alternative school.
 - If your scholar has any food allergies that require diet modifications or substitutions, a

“Diet Prescription for Meals at School” form will need to be completed and signed by both the physician and parent and turned into the school nurse. These medication procedures are developed with the scholar’s safety in mind. If you have any questions or concerns, please contact your local school nurse.



SCHOLAR EXCLUSION DUE TO ILLNESS

Legacy Schools follows the Exclusion and Readmission Criteria for Communicable Diseases in Schools and Childcare Centers set forth by the Alabama Department of Public Health which can be found at the following website:

<https://www.alabamapublichealth.gov/infectiousdiseases/assets/CountySchoolsInfection2pg.11.17.15.pdf>.

Legacy Schools follows the Alabama Department of Public Health issued guidelines regarding Covid-19 in the Back to School toolkit that can be found on the following link:

<https://www.alabamapublichealth.gov/covid19/schools.html>.

In addition, without documentation of a defined illness the following chart details criteria for when a scholar should be excluded from school. Should a scholar develop any contagious signs or symptoms while at school or the local school nurse or administrator deem a scholar too ill to remain at school, school personnel will contact the parent/guardian or authorized adult and require that the scholar be taken home.

SYMPTOM LEGACY SCHOOLS EXCLUSION PERIOD

Diarrhea/Vomiting Until 24 hours after the last episode of diarrhea/vomiting or until the individual provides medical documentation that the cause is not infectious.

Fever (100° degrees or higher) Until 24 hours after the last episode of fever without anti-fever medication

Rash Your child should not attend school until the rash has been diagnosed and treated for 24 hours.

Pink Eye Until treated for 24 hours

Head Lice Until treatment and there are no live bugs present on scalp

CERTIFICATE OF IMMUNIZATION

Parents of Legacy Schools scholars are required to provide an up-to-date Certificate of Immunization ("Blue Card") detailing proof of immunization or a Certificate of Exemption issued by the Alabama Department of Health before attending school and throughout the scholar's scholastic career, as appropriate. Immunization certificates are available from the



Jefferson County Department of Health

1400 Sixth Avenue South
Birmingham, AL 35233
205-933-9110

and from local physicians or military clinics. Please visit the Alabama Department of Public Health's website for the immunizations required to enter school, the link to the website is as follows:

<https://www.alabamapublichealth.gov/immunization/schedules.html>

MENINGOCOCCAL DISEASE

Meningococcal disease is any illness caused by the bacteria *Neisseria meningitidis*. It is the leading cause of bacterial meningitis in children two (2) – eighteen (18) years of age in the U.S. Meningococcal disease can be very serious, even life threatening in forty-eight hours or less. Symptoms of meningococcal disease are similar to influenza (flu) and may include: sudden onset of a high fever, increased sensitivity to light, headache, rash, stiff neck, confusion, nausea, vomiting, severe aches and pain in the muscles, joints, chest or belly. Meningococcal disease is spread person to person by sharing respiratory secretions, through kissing or coughing, close or lengthy contact, and among people who share a room or live in the same household. Adolescents eleven (11) through eighteen (18) years of age are routinely recommended for two (2) doses of meningococcal conjugate vaccine (MCV4). Preteens should get the first dose of MCV4 at their eleven (11) – twelve (12) years of age check-up and a booster dose of MCV4 is recommended at sixteen (16) years of age. Teenagers who missed a dose and are heading off to college as a freshman living in a residence hall. Ask your doctor about getting the vaccine now. For more information on this and other vaccine recommendations go to: www.adph.org/immunization

IMPACT OF HEAVY BACKPACKS

Carrying too heavy a backpack may affect children's health and have long term effects. Research shows that children carrying more than 10% of their body weight are damaging to their spinal and postural health.

For more information visit the website at:

<http://www.bacsupport.com> 2022-2023



DRESS POLICIES

DRESS AND GROOMING GUIDELINES

Legacy Schools dress and grooming guidelines are intended to promote and foster an appropriate educational environment by minimizing unnecessary distractions and permitting scholars to focus on academic progress.

The following mandatory guidelines are designed to further that intent:

1. Hats, caps, hair picks, bandanas, visors, and sunglasses must be removed and placed in the locker or designated area and remain during the school day. Scholars may not wear a hood during the school day.
2. Earrings may be worn. Except for the normal piercing of the ears and wearing of earrings that do not distract or draw unnecessary attention, the wearing of other body piercing jewelry is not allowed, including but not limited to the tongue, nose, or eyebrow. Band-Aids may not be worn to conceal unauthorized jewelry. Materials such as plastic or wooden sticks or clear loops may not be worn to keep new piercings open during the school day. If it is determined by a school School Leader or designee that allowable earrings or jewelry worn by a scholar may become a safety hazard in an activity such as physical education, science laboratory, athletics, etc., the scholar shall remove such ornamentation.
3. Scholars are to wear clothing in the manner for which it is designed. Pants must be worn at the waist. Shirts are to be tucked in.
4. Sun dresses and backless dresses or tops will be worn with a jacket or appropriate covering. (Jacket or covering may not be sheer or mesh).
5. Cutoff tops, tank tops, and mesh tops can be worn if a T-shirt with sleeves is worn underneath or another shirt is worn over the top. (Cover shirt or undershirt may not be sheer or mesh).
6. Back, chest, and midriff must be covered.

7. Bracelets, belts, and other clothing and accessories with spikes, studs, or chains are not allowed.

8. Insignias, buttons, clothing, backpacks, or other articles of personal property, which are suggestive of alcohol, tobacco, vulgarities and violence, are drug-related, or are demeaning to other persons are not allowed at school or during school-sponsored events.

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9. No open holes or shreds in pants. Pantsworn **must** be the designated colors. **Black, Blue, Khaki.** Jeans are only allowed on **Fridays** with a Legacy prep logo shirt, positive affirmations or college t-shirt.

10. Clothing must be worn over leggings/jeggings or tights and must be of appropriate length (no shorter than mid-thigh).

11. Articles of clothing must be appropriate for school wear. Skirts, dresses, and shorts may be no shorter than four inches above the top of the knee, except that scholars in Grades K-3 may wear shorts appropriate for school.

Slits in skirts must meet the four inches above the knee regulation.

12. Shoes appropriate to the school setting, with scholar safety the primary concern, must be worn at all times. No bright colors. Dark shoes such as brown, black, dark blue. Absolutely no sandals, slides or crocs should be worn on any day.

13. Book bags/backpacks and athletic bags must be placed in the locker or designated area and remain there during the school day unless approved otherwise by an administrator. Backpacks/book bags may not have wheels unless written approval is given by a physician due to medical reasons or by permission of the school administrator as deemed necessary as described in this **handbook in Healthcare Services.**

SPECIAL EDUCATION

GIFTED EDUCATION IN ALABAMA

HOW IS “GIFTED” DEFINED IN ALABAMA? Intellectually gifted children and youth are those who perform or who have demonstrated the potential to perform at high levels in academic or creative fields when compared with others of their age, experience, or environment. These

children and youth require services not ordinarily provided by the regular school program. Children and youth possessing these abilities can be found in all populations, across all economic strata, and in all areas of human endeavor. . Alabama Administrative Code, §290-8-9-.12(1).

HOW DO WE IDENTIFY GIFTED scholarS IN ALABAMA? A scholar may be referred for consideration for gifted services by teachers, counselors, administrators, parents or guardians, peers, self, or

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any other individuals with knowledge of the scholar's abilities. Additionally, all second grade scholars will be observed as potential gifted referrals using a gifted behavior checklist. For each scholar referred, information is gathered in the following three areas: • Aptitude - Aptitude should be assessed through an individual or group test of intelligence or creativity.

- Performance - At least three indicators of performance at a gifted level must be submitted. These may include, but are not limited to, achievement test scores, grades, products, work samples, and/or portfolios.
- Characteristics - A behavior rating scale designed to assess gifted behaviors is completed by a classroom teacher. The scores from the assessments/items used are entered on a matrix where points are assigned according to established criteria. The total number of points earned determines if the scholar qualifies for gifted services.

HOW ARE GIFTED SCHOLARS SERVED IN LEGACY SCHOOLS?

In accordance with the Alabama Administrative Code, gifted scholars in Jefferson County are served as follows:

- Grades K-2: Accommodations are made in the general education classroom with assistance from the gifted specialist as necessary.
- Grades 3-5/6: Gifted scholars are pulled from the regular classroom to attend the gifted resource room for three (3) to five (5) hours per week.
- Grades 6/7-8: Gifted scholars are enrolled in at least one advanced core content course. For more information- Alabama State Department of Education – (www.alsde.edu) Special Education Services

P. O. Box 302101
Montgomery, AL 36130-2101
334-242-8114 or 1-800-392-8020

NOTIFICATION OF PARENTS AND SCHOLAR RIGHTS -FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and scholars who are 18 years of age or older ("eligible scholars") certain rights with respect to the scholar's education records.

These rights are:

1. The right to inspect and review the scholar's education records within 45 days after the day the school receives a request for access. Parents or eligible scholars who wish to inspect their child's or their education records should submit to the school School Leader a written request that identifies the records they wish to inspect. The School Leader will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.

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2. The right to request the amendment of the scholar's education records that the parent or eligible scholar believes are inaccurate, misleading, or otherwise in violation of the scholar's privacy rights under FERPA. Parents or eligible scholars who wish to ask the school to amend their child's or their education record should write to the school School Leader, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible scholar, the school will notify the parent or eligible scholar of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the scholar's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or scholar volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, scholar, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a scholar seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the scholar's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Legacy Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: scholar Privacy Policy Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

COMPLAINT/GRIEVANCE

Subject to the limitations set forth in the Legacy Schools handbook, any employee or member of the public may present to the Board a concern, complaint, grievance, or request for corrective

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action regarding any aspect of school system operations. Before requesting corrective action or relief from the Head of Schools or the Board, persons with such complaints, grievances, or requests should present them for resolution to the employee, supervisor, or administrator at the lowest administrative level who has the authority and ability to address the problem or to implement the requested action.

RESPONSIBILITIES OF PARENTS OF SCHOLARS IN LEGACY SCHOOLS

- To enroll children between the ages of six (6) and seventeen (17) in either a public, private, or church school or to have the child instructed by a private tutor
- To require any child enrolled to regularly attend school or to be regularly instructed by a tutor
- To compel the child to properly conduct himself or herself as a pupil
- To be responsible for giving accurate and up-to-date information regarding legal addresses and contact information to school officials. Giving false information to Public Officials in the performance of their duty is a violation of the **Criminal Code of Alabama §13A-10-109(a)**.

SAFE AND DRUG-FREE SCHOOLS

Legacy School is committed to providing a learning environment free from alcohol, drugs, controlled substances, and weapons. This Scholar and Parent Handbook includes serious consequences for those who violate its provisions relating to drugs, alcohol, controlled substances, and weapons. The Board is sympathetic to assisting parents with the dispensing of both prescription and non-prescription/over-the-counter medications. Specific instructions concerning the dispensing of medications are available at the local schools. Failure to follow the local school directives can result in the scholar being disciplined under the Tier III section of the Scholar and Parent Handbook. The possession, use, sale, attempted sale, attempted possession, or any other involvement with tobacco, drugs, alcohol, controlled substances, or dangerous instruments will not be tolerated and will subject the violating individual to immediate disciplinary action up to and including expulsion for scholars, termination for employees, and other lawful sanctions for the general public.

Violation of Board and State policies, rules and regulations involving tobacco, drugs, alcohol, controlled substances, weapons, dangerous instruments, or physical harm to persons may

subject the scholar, parent, or other individual to criminal charges and a restriction from entering the public schools of the State of Alabama.

In accordance with state law, the Legacy Schools also strictly prohibits its employees, parents, visitors, agents, or any other person other than appropriate law enforcement personnel from possessing guns or firearms of any sort, deadly weapons, or other dangerous instruments on Board-owned or controlled premises or at any Board or school-related activity. Such prohibition applies not only to firearms, guns, deadly weapons or dangerous instruments carried by a person, but extends also to said prohibited items in automobiles, in personal items such as purses or backpacks, or otherwise in the actual or constructive possession of any person. Any violation



regarding firearms will result in involvement by appropriate law enforcement authorities and may also result in expulsion from the school system. See Code of Conduct for consequences in the event scholars do not adhere to this policy.

COMMUNICATIONS

Legacy Schools and its employees may notify parents/custodians, and scholars of information through electronic or written communications. Although Legacy Schools may elect to use various methods of providing those communications to parents and custodians, it is the ultimate responsibility of each scholar to notify his or her parent or custodian of all communications provided to him or her by the Board or a school. A failure to do so may result in disciplinary action against the scholar.

RESPONSIBILITIES OF SCHOLARS AND SCHOLARS RIGHTS

- Scholars are entitled to exercise rights secured to them under the First Amendment to the United States Constitution, including the right to freedom of speech, religious expression, and assembly, subject to the imposition of reasonable restrictions on the time, manner, and place of such activities.
- Scholars are expected and required to know and follow the rules and procedures as set forth in this scholar & Parent Handbook; to show respect for the person, property, and rights of fellow scholars, faculty, and staff, and other persons with whom they come into contact as scholars, and to attend school in accordance with state law and Board policy.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are organized and supervised activities conducted under the auspices of the school system, the local school, or an element thereof, which primarily involve scholars in other than a classroom situation and for which no credit separate from an approved course shall be given toward graduation. By way of example, extracurricular activities may include, but are not limited to, athletics, school clubs and associations, career technical scholar organizations, some academic and scholastic teams, after-school musical activities, theatrical activities, scholar government, scholar publications, field trips, and other activities. Participation

in extracurricular activities is a privilege for scholars and is not a matter of right. scholar participation in extracurricular activities may be restricted for any reason in accordance with state, federal and local law

TECHNOLOGY

LEGACY SCHOOLS ACCEPTABLE USE AGREEMENT

The Acceptable Use Agreement (AUA) applies to all technology resources owned, leased, operated, or maintained by Legacy Schools, regardless of the physical location of the resource

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or the user. It also applies to scholar use of all personally owned devices and technology resources (regardless of ownership) brought onto school grounds or to school activities during school hours or at school functions. The AUA applies to all technology resources for remote learner use or virtual school use. Violations of the AUA and/or Board policy may result in suspension or termination of network or computer privileges, disciplinary action, and/or appropriate legal action. Each scholar and his or her parent or custodian will be solely responsible for unauthorized use of Legacy Schools technology resources, **and will bear any cost resulting from or associated with such unauthorized use or misuse including, but not limited to, any and all damages**, restitution, liabilities, and costs of defense incurred by Legacy Schools. In exchange for access to and use of the Legacy Schools technology resources, scholars agree to abide by the Acceptable Use Agreement and all Legacy School policies, rules, and regulations regarding the use of technology.

Signature(s) on the Notice of Receipt page for school registration indicates receipt, understanding and agreement to all of the following terms, conditions and requirements: Access Legacy Schools technology resources are made available to users for bona fide educational and school-related purposes. All technology resources are the property of Legacy Schools, and any use is by permission only.

A. The use of all Legacy School technology resources is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Suspected inappropriate use may result in cancellation of privileges, pending investigation. The district Technology Coordinator and/or school system administrators will determine when inappropriate use has occurred and may deny, revoke, or suspend specific user privileges and accounts accordingly.

B. Individuals may only use accounts, files, software, and technology resources that are assigned to, provided, or approved for him/her. Individuals may not attempt to log in to the network as another person or use a computer that is logged on as another person.

C. Individuals may not reduce the efficiency of use for others or attempt to modify technology

resources, utilities, and configurations, change the restrictions associated with his/her accounts, or attempt to breach any technology resource security system, either with or without malicious intent. Individuals identified as a real or suspected security risk may be denied access.

D. A user may not copy software, programs, source code, data, or any other computer resource for unauthorized or unlicensed use. A user may not modify or delete computer data or information of another user or the school.



E. Modification or alteration of Legacy Schools resources without authorization of the technology director is strictly prohibited. Users may not modify system settings or install software without specific authorization from the technology director.

F. Users are not permitted to connect or install any computer hardware, components, or software, without prior approval from the district technology director.

Internet

A. All school rules and guidelines for appropriate technology usage shall apply to Internet usage.

B. Users may not access, capture/record, view, download, transmit or attempt to access, capture/record, view download, or transmit profane, lewd, obscene, pornographic, abusive, objectionable, illegal, or otherwise prohibited content on the Board's computer system or through any of its other technology resources or on personally owned devices. C. scholar access to the Internet will be restricted in compliance with Children's Internet Protection Act (CIPA) regulations and Board policies. Legacy Schools has implemented filtering software and other security measures designed to block and prohibit access to inappropriate materials based on CIPA guidelines. Legacy Schools may also utilize monitoring software to control and monitor access to its system and the Internet and to further the safety and security of its users. Any attempt to disable, modify or circumvent this software or other limiting device is strictly prohibited.

Privacy and Personal Safety

A. There is no right or expectation of privacy in any Legacy School technology resource, and the Board will monitor Internet use, network use, electronic mail, or any other use of its technology resources without limitation. All computers, devices or other components of Legacy School may be inspected by the Technology Coordinator or its designee at any time.

B. The school district may collect and examine any personal device at any time for the purpose

of enforcing the terms of this agreement, investigating scholar discipline issues, or for any other school-related purpose. Personal devices are subject to immediate inspection when there is a reasonable suspicion that the contents or recent utilization of the device is in violation of any of the Board's policies, rules or regulations.

C. Legacy Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.



D. scholar data will only be collected with district approved data collection resources to protect minors from unauthorized disclosure, use, and dissemination of personal data in compliance with FERPA (Family Educational Rights and Privacy Act).

E. Scholars shall not reveal or post any personal or contact information about themselves or other people on websites and/or social media sites while utilizing Legacy Schools technology resources. Personal information includes, but is not limited to, names, addresses, telephone numbers, photos or likenesses, video, ages, dates of birth, grade levels, social security numbers, or any other information by which a person might be identified.

F. Any online message, comment, image, or anything else that causes a scholar to be concerned for his/her personal safety, should be brought to the attention of an adult. scholars should immediately bring any threatening or unwelcome communications to the attention of school personnel.

G. All passwords are required to be kept private.

Devices

A. Personally owned devices will not be allowed to access the Internet via the Legacy Schools network. Personal hotspot/wifi access is not allowed while on school property for personally-owned or district devices.

B. Personally owned or district devices may not be used to record, transmit or post photographs, images, or video of a person or persons on campus during school activities and/or during school hours unless assigned or authorized by the school administration.

C. The school or district assumes no responsibility for personal devices.

D. Technical support will not be provided for personal devices.

E. scholars are not allowed to loan, trade, or sell devices. Violations of Acceptable Use Agreement Violations of this agreement or other Legacy School directives regarding use of technology may have disciplinary repercussions, including, but not limited to, the following:

- Suspension or termination of network, technology, or computer privileges
- Loss of privilege of bringing personally-owned technology devices to school
- Notification of and/or conference with parents
- Disciplinary actions as authorized by Legacy School scholar & Parent Handbook
- Financial accountability for damage or loss

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- Legal action and/or prosecution

Care of Devices

A. The device is the property of Legacy Schools and all users should follow the procedures outlined in the Legacy Schools Acceptable Use Agreement.

B. Scholars are responsible for the care of the device(s) assigned to

them. C. Adding stickers, markings, or other cosmetic alterations is

prohibited.

D. Identifying information on the device added by the school or manufacturer may not be removed.

E. Scholars should only use the device(s) assigned to them.

F. Damaged or malfunctioning devices must be turned in to the school for evaluation and/or repair as soon as the damage or malfunction is discovered.

G. Cords and cables should be inserted carefully into the device to prevent

damage. H. Devices should not be left unattended, in an unlocked locker, or in a

vehicle.

I. scholars should protect the device from extreme heat or cold, food or liquids, small children, and pets.

J. In case of theft, the school must be notified immediately so a police report can be filed.

K. Deliberate damage to a device and/or device accessories, including but not limited to, cases, cords, and headphones, as determined by the school administrator or Technology Coordinator may result in disciplinary action in accordance with the scholar & Parent Handbook and restitution may be required.

CELL PHONE AND PERSONAL DEVICE POSSESSION AND USE

Legacy School permits scholars to bring cellphones to school as authorized by the local school administration. Cell phone or personal device possession or use in an inappropriate manner which does not follow the scholar Devices guidelines, will result in the following. The device will be taken from the scholar, and placed in an appropriate location until the parent reclaims it. A

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parent may reclaim any device so taken during the hours specified by the school administrator. The school system, which includes the school, administrator, teacher or staff member, shall not assume responsibility for theft, loss, or damage to any personal/wireless communication device, even for devices that are taken. If the device is suspected to contain illegal or inappropriate material, the administrator has the right to inspect the contents of the device.

Any illegal or inappropriate material found on the device may lead to further disciplinary action. Violation of the rules regarding cell phone and personal device possession may result in disciplinary action. Please review the section on disciplinary actions for details. The use of cell phones, personal hotspots, and personal computers is prohibited during the school day.

Personal devices brought to school must be stored appropriately, either in the scholar's backpack, locker, personal vehicle, and/or a designated place assigned by the administrator. Personal device use is prohibited during the school day (which is usually the time scholars arrive at school until dismissal) and anytime scholars are being transported on a school bus unless specific permission is given by the local school administrator.

Cyberbullying

A. Cyberbullying will not be tolerated. Engaging in these behaviors may result in disciplinary actions and/or loss of privileges.

B. Examples of cyberbullying include but are not limited to

- Harassment

- Intimidation
- Threats
- Impersonation
- Insult
- Displaying offensive pictures
- Lewd behavior.

ALABAMA STATE DEPARTMENT OF EDUCATION POLICY USE OF DIGITAL DEVICE DURING THE ADMINISTRATION OF A SECURE TEST

Scholar Policy

The possession of digital devices (including, but not limited to, cell phones, Apple watches with cell phones, MP3 players, cameras, or other telecommunication devices capable of capturing or relaying information) is strictly prohibited during the administration of a secure test. If a scholar is observed in possession of a digital device during the administration of a secure test the device will be confiscated.

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If a scholar is observed using a digital device during the administration of a secure test, testing for the scholar will cease, the device will be confiscated and is subject to search, the scholar will be dismissed from testing, and the scholar's test will be invalidated. Additional disciplinary action may be taken by the LEA.

MEDIA AND WEB RELEASE

Legacy School may publish the image and/or intellectual property of scholars in order to enhance individual, group, school, or system-wide accomplishments. Intellectual property includes, but is not limited to, photographs, audio/video productions, and other written and graphic works. These reproductions can be used to publicize/promote the child's school or the school district through the commercial print or television media and through its own media productions. This also includes school yearbooks, school newspapers, and programs for school events such as athletics, choral, and band. Unless parents notify the school in writing that they do not grant Legacy School the right and permission to publish their child's image and/or intellectual property, these images and/or intellectual property may be used for publication, broadcast, or reproduction without limitations, or reservation, or any fee. Notification must be made within 15 days of enrollment.

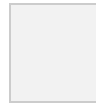
Web Release

A guide, the school, and/or the school district may publish the image and/or intellectual property of scholars to various official websites operated by the district, including official online school newspapers and/or social media pages. Intellectual property includes, but is not limited to, photographs, audio/video productions, and other written and graphic works. The intent of

such postings is to report school or district news and to enhance individual, group, school, or system-wide accomplishments. In addition, many teachers now use blogs or other online learning management programs as a means of having scholars submit comments and intellectual property as a modern-day method of engaging scholars in learning. In some cases, the work that scholars submit to these blogs is readable by the general public. scholars are instructed never to use their full name in such postings. Unless parents notify the school in writing that they do not grant Legacy Schools the right and permission to publish their child's image and/or intellectual property on its various official websites, online school newspapers, official social media pages, and official teacher blogs, then these images and/or intellectual property may be used in web publications without limitations, or reservation, or any fee. Notification must be made within 15 days of enrollment.

Legacy Schools Notification of Parent and Scholar Rights Under the Family Educational Rights and Privacy Act (FERPA) & Protection of Pupil Rights Amendment (PPRA): Notification of Rights Under FERPA The Family Educational Rights and Privacy Act (FERPA) affords parents and scholars who are 18 years of age or older ("eligible scholars") certain rights with respect to the scholar's

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education records. These rights are: 1. The right to inspect and review the scholar's education records within 45 days after the day the school receives a request for access. Parents or eligible scholars who wish to inspect their child's or their education records should submit to the school School Leader a written request that identifies the records they wish to inspect. The School Leader will make arrangements for access and notify the parent or eligible scholar of the time and place where the records may be inspected.

2. The right to request the amendment of the scholar's education records that the parent or eligible scholar believes are inaccurate, misleading, or otherwise in violation of the scholar's privacy rights under FERPA. Parents or eligible scholars who wish to ask the school to amend their child's or their education record should write to the school School Leader, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible scholar, the school will notify the parent or eligible scholar of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible scholar when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the scholar's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator,

supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or scholar volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, scholar, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school or school district in which a scholar seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the scholar's enrollment or transfer. 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Jefferson County Board of Education to comply with the requirements of FERPA. The name and address of the Office that



administers FERPA are: scholar Privacy Policy Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

Notice for Directory Information Under FERPA The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the school system, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school system may disclose appropriately designated "directory information" without written consent, unless you have advised the school system to the contrary in accordance with the school system's procedures. The primary purpose of directory information is to allow the school system to include information from your child's education records in certain school publications. Examples include: • A playbill, showing your scholar's role in a drama production; • The annual yearbook; • Honor roll or other recognition lists; • Graduation programs; and • Sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have

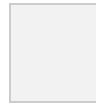
notified the school School Leader in writing no later than fifteen (15) days of the beginning of the school year or within (15) days after enrollment in school, whichever is later that they do not

want their scholar's information disclosed without their prior written consent.

If you do not want Legacy Schools to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the school School Leader in writing no later than fifteen (15) days of the beginning of the school year or within (15) days after enrollment in school, whichever is later. Legacy Schools has designated the following information as directory information:

- Scholar's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance

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- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Scholar ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user • A scholar ID number or other unique personal identifier that is displayed on a scholar ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) PPRA affords parents of elementary and secondary scholars certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:
 - Consent before scholars are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the scholar or scholar's parent
2. Mental or psychological problems of the scholar or scholar's family
3. Sex behavior or attitudes

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; 7. Religious practices, affiliations, or beliefs of the scholar or scholar's parent 8. Income, other than as required by law to determine program eligibility. ·Receive notice and an opportunity to opt a scholar out of – 1. Any other protected information survey, regardless of funding;

Discipline

Legacy Schools may take all necessary action to ensure that its facilities are safe and secure and that this Code of Conduct is enforced. Such action may include the inspection and search of Board facilities and property brought onto Board facilities. The driver of the vehicle is

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responsible for any inappropriate item that is found in a vehicle on Legacy Schools property. Personal property, including but not limited to, vehicles, purses, wallets, gym bags, book bags, cell phones, personal items, clothing, and computers may be searched by authorized school officials when reasonable suspicion exists that the property contains prohibited materials, illegal substances, weapons, or other items that are reasonably deemed to present a risk to the safety or welfare of the school. Board property may be entered, inspected and searched for any lawful purpose by Board officials or their designees at any time. Board owned or controlled property includes but is not limited to offices, desks, file cabinets, lockers, computers, files, documents, data, and devices.

It shall be the policy of Legacy Schools to permit law enforcement agencies to make periodic visits to Legacy Schools for the purpose of detecting the presence of illegal drugs. Such visits shall be unannounced except to the superintendent of schools and School Leaders of the individual schools that are subject to visitation. **Legacy Schools will also utilize a narcotic detection dog to deter individuals from bringing illegal narcotics on school property.** The dog will be utilized to conduct routine random searches on school property including, but not limited to, school lockers, school classrooms, and school parking areas. Anything on or in Legacy Schools is subject to inspection by the Board to enforce this scholar and Parent Handbook and to effectuate its purposes, subject only to any restrictions which may be imposed by federal, state, or local law.

Violations of Legacy Schools scholar and Parent Handbook are generally grouped into three (3) classes — Minor, Classroom Managed Behaviors

- Tier I
- Tier II incidents,

- Tier III infractions

The disciplinary procedures for each reflect a system of graduated and matched consequences depending on the intensity and frequency of a problem behavior.

All Tier I behaviors will be handled by the classroom teacher without the scholar being sent to the administrator. All Tier II incidents are major violations and are subject to scholar suspension. Commission of a Tier III offense by any scholar is punishable by suspension to the scholar Services Department. scholars should be aware that the hearing officer may recommend expulsion from the Jefferson County School System for a Class III offense

When a scholar is referred to the School Leader or his or her designee, the School Leader will then have the discretion to determine the nature and classification of the infraction committed by the scholar according to the Code of Conduct. Each scholar will be allowed to provide an explanation, to admit or refute any charges, and to provide a statement and the names of witnesses to the incident prior to any final disciplinary action taken.

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For any infraction for which an in-school parental conference is required, it is the parent's or custodian's responsibility to make arrangements for the conference within forty-eight (48) hours of being notified of the problem.

For infractions which are being investigated as a Class III infraction, a disciplinary hearing will be held and the scholar will be notified of the hearing. It should be noted that any statement the scholar makes may be used to prove the scholar's culpability regarding the charge. Any incidents involving alcohol, drugs, weapons, physical violence, or a suspected crime may result in intervention by law enforcement authorities or the Department of Human Resources. Any items of a dangerous or illegal nature may be confiscated and turned over to law enforcement authorities immediately.

If the School Leader or his or her designee believes the scholar to have committed a Class III Infraction, the scholar will be suspended, pending a hearing with the Jefferson County Board of Education's scholar Services Department. This suspension is often called a "*Suspension to the scholar Services Department*". The administrative hearing with the scholar Services Department is to determine both whether a scholar committed the charged infractions and if so, the appropriate disciplinary action which should be taken. Only the parent having primary physical custody, or the parent listed on the birth certificate, or the court appointed legal guardian will be allowed to attend the Class III Hearing.

All suspensions subject to an administrative hearing will remain in full force and effect until either an administrative hearing is held or the scholar is expelled. The local school administration will set up a time for the parent, scholar, and school administrator to meet for an administrative hearing

with a scholar Services supervisor. School officials should forward a copy of the Due Process Referral Form for Class III Infractions and other pertinent information to the office of the Director of scholar Services.

DISCIPLINARY ACTION DEFINITIONS

This Scholar and Parent Handbook prescribes that certain disciplinary action may be taken in response to scholar problem behavior. The following descriptions should provide explicit explanations of ways discipline may be applied.

- **Required In-School Parental Conference:** A required in-school parental conference is a meeting at the school with the School Leader or his or her designee, parent(s), or custodian and scholar to resolve the disciplinary problem. After notification of the problem, it's the parent(s)' or custodian(s)' responsibility to make arrangements for the conference within forty-eight (48) hours.

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- **Detention:** Assignment to a designated room on a school campus, either outside the regular school day or during the regular school day, for a specified period of time. A failure to comply with school detention procedures will result in additional disciplinary action.

- **Suspension:** Suspension is a temporary removal of a scholar from his or her regular program and from the school. **When suspended, a scholar is prohibited from entering into any Legacy Schools property and from attending or participating in school or Board-related activities (for example, athletic events, cheerleading, plays, concerts, practices, etc.) even if the activity is held off school grounds. Violation of this rule will result in additional charges of trespassing against the scholar. The number of all out of school suspensions are noted on the annual SIR report (Alabama School Incident report) that each system is required to submit to the State Department of Education. School suspensions that occur anytime during the school year are noted on this report. Local school suspensions will affect a scholar's opportunity to participate in certain school activities and exemptions from exams throughout the school year.**

- **School Bus Suspension:** School bus suspension is the denial of the privilege of being allowed to ride a school bus, based on conduct generally occurring while a scholar is riding, preparing to ride, waiting to ride or traveling to ride a public school bus.

- **Off-Campus Educational Programs:**

Scholars are subject to expulsion on any Class III infraction; however, at the Board

hearing, a scholar may receive a REACH assignment as a discipline consequence as an alternative to being expelled. The REACH program is located at the Jefferson County Learning and Counseling Center in Ketona. A scholar may likewise be assigned to short-term detention at a regional site. REACH is a short-term program with an academic focus designed to allow scholars to catch up on class work while working on behavioral issues. Any scholar assigned to the Board's off campus programs will be prohibited from entering onto any Board property other than the location to which the scholar is assigned, and from attending or participating in any local school or Board activities which are not made a part of the scholar's assignment in the program, whether on or off school or Board grounds. Any assignment to an off-campus educational program must be served at the assigned campus and may not be served remotely in lieu of reporting to the assigned campus.

Consequences for Tier III infractions are carried over from year to year and school to school within Legacy Schools. A scholar who seeks to enroll with pending disciplinary consequences from another school or system is subject to the consequences assigned

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by the school or board and will be required to satisfy those consequences prior to attending a Jefferson County School .

- **Expulsion:** Expulsion is the removal of a scholar from Legacy Schools school system. An expelled scholar shall not attend an Legacy School, enter onto **any** Legacy Schools property, or attend or participate in any school or Board-related activities, regardless of the nature or location of the activity. Any scholar removed from the school system who is found in violation of the above will be considered trespassing.

Discipline - Exceptional Education: For scholars with disabilities as defined by law, the procedures and consequences specified in this Scholar and Parent Handbook may be modified on a case-by-case basis based upon the unique circumstances, the scholar's disability, the scholar's IEP, or the requirements of federal or state law. In all cases, this Scholar and Parent Handbook will be construed and applied so as to comport with applicable laws and regulations governing the discipline of scholars with disabilities. Suspensions of scholars with disabilities shall conform to generally applicable substantive and procedural criteria. However, suspensions that exceed ten (10) consecutive school days or otherwise constitute a change of placement shall not be implemented without prior consultation with the Exceptional Education Department. Disciplinary action resulting in permanent or indefinite cessation of educational services for a scholar with disabilities should not be approved without prior consultation with the Exceptional Education Department. Refer to "Discipline of the Exceptional Education scholar" compiled by the Exceptional Education Department.

All Guides are following our Assertive Discipline Plane. Here are the steps Guides are following

when there is a discipline issue.

- 1st Offense: Verbal Reminder
- 2nd Offense: 10 Minutes Disconnect (In Class/Reflection Sheet)
- 3rd Offense: Parent Contact/ Documented and Contact logged (Date_____)
- 4th Offense: 20 Minutes Disconnect (Out of Class)
- 5th Offense: See Counselor (Date_____)
- 6th Parent Contact/ Documented and Contact logged (Date_____)
- 7th Offense: Parent Meeting (**Administrator required**) (Date_____)

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Responding to Scholar Behavior



Tier 1 - Tier 3 Behavior Management System

If a Guide observes a behavior that is not in line with Legacy Prep's beliefs or a behavior that is a classroom distraction, Guides must decide if the behavior can be **classroom managed** or **School Leader and Culture Coordinator Managed**.

Tier 1 Behaviors

Definition: Behaviors that require reminders and communication with families (in addition to the logical redirections).

- Not following directions
- Talking during instruction or silent work time
- Calling out (Deliberate calling out; if a scholar is overly excited and calls out, this a different behavior)
- Being off-task
- Inappropriate voice level
- Refusing to participate in partner or group work
- Misuse of materials
- Partially completing an assignment
- Touching another scholar's belongings
- Cutting in line/out of line spot
- Failure to accept a consequence (head down, moving slowly on purpose, etc.)
- Failure to follow a direction immediately after a countdown
- Getting out of seat
- Being unprepared
- Refusing to wait a turn

- Disrespect: making a face at a teacher, sucking teeth, rolling eyes, stomping, talking back •
- Refusal to follow directions/do work after countdown (PREP, return to seat, etc.) •
- Lying/dishonesty
- Laughing at a classmate or teacher (disrespectfully/making fun)
- Teasing
- Name-calling
- Crying excessively without noise and NOT completing work
- Horseplay (non-contact)
- Throwing (not at someone)
- Tantrum (loud crying, loud noises, stomping feet, flailing, screaming)
- Throwing something at someone (pencil, crayon, etc.) but not making contact (Unintentionally) •
- Physical contact during horseplay (hitting, kicking, pushing, touching, etc.)

(1st Tier 1 Behavior) Flow: Reminder→Reminder+Intervention (Calm Corner for no more than 5 minutes)

(After logging the first Tier 1 Behavior) Flow: Reminder→Intervention (Thinking Chair and Reflection Sheet)

Narrate the reminder: “Scholar, the expectation is _____. This will serve as your reminder. I believe that you can turn this around.”

2nd reminder: “Scholar, the expectation is _____. This is your 2nd reminder.” **36**



Intervention: “Scholar, the expectation is _____. Now, it’s time to reflect on your behavior. Go to the thinking chair and use the reflection sheet to reflect on your behavior.”

Note: If a scholar continues the behavior after (4) Tier 1 interventions (calm corner, thinking chair + reflection, Parent should be contacted and notified of behavior.

Tier 2 Behaviors

Definition: Behaviors that are escalated and scholars are unable to respond to clear, behavioral instruction.

For the following **Buddy Classroom Behaviors**. Guides should send scholars to a Buddy Room for these behaviors. Scholars will complete a reflection sheet to be returned to the Guide(s).

Note: Two Buddy Room behaviors that happen in one day will result in a referral. Parents should be contacted and the School Leader or Dean of Culture will follow up..

Tier 2 Behaviors: **Classroom Managed** **Buddy Classroom Behaviors**

- Inappropriate touching
- Prolonged tantrum/disruption
- Disrupting learning [verbally, physically]
- Walking out of and away from the classroom
- Indecent exposure (accidentally)
- Climb on furniture
- Continuous disrespect: making a face at a teacher, sucking teeth, rolling eyes, stomping, talking back •
- Repeated Tier 1 behaviors

Intervention: “Scholar, the expectation is _____. Now, it’s time to reflect on your behavior. You will be going to Mr./Mrs. _____’s classroom to reflect on your behavior. Use the reflection sheet to reflect on your behavior. I still believe in you and I know that you can turn this around. We

will have a restorative conversation later today.”

Tier 2 Behaviors: **School Leader and Culture Coordinator Managed**

Buddy Classroom Behaviors

For the following behaviors, the scholar's will be removed by a leadership team member and escorted to a buddy classroom. A structured day will be assigned to scholar(s) who have exhibited these behaviors. The length of the structured day (½ day or full day) and number of days will be determined by the School Leader and Coordinator of Culture.

- Biting (intentionally to hurt someone)
- Inappropriate touching (any intentional touch in a private area)
- Throwing or destroying desks, chairs, computers, etc.
- Leaving school property
- Stealing
- Vandalism (can be easily clean up)
- Destruction of school property (can be easily clean up)
- Running from an adult after being asked to stop multiple times
- Intentionally physical harm to another scholar/adult
- Intentionally spitting on somebody
- Throw, push, kick objects and hitting someone
- Attempt to run out of the building

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- Tear apart the room
- Tearing down bulletin boards and refusing to clean up
- Inappropriate language
- Use of cell phone on school property
- Disrespect of Guide or Staff member
- Bullying

Parent Intervention Conferences

According to the Assertive Discipline checklist, Scholars who make it to their 5th offense Parents will be notified to schedule a Conference. The purpose of a Parent Intervention Conference is to provide an opportunity for all stakeholders to show solidarity and to collaborate to develop a plan of action. Administration, along with the scholar(s)' Guides, will attend this meeting. During the meeting, the team will discuss behavior interventions that will be implemented to assist the scholar with support needed to be successful academically and behaviorally.

If the behavior continues after the Parent Intervention Conference, parents will have to do the following:

- Shadow the scholar for ½ day (Any village member who is 21 years or older) with administration.

Tier 3 Behaviors: **School Leader and Culture Coordinator Managed**

Definition: Behaviors that require immediate support/removal

The following behaviors are considered referral behaviors or **School Leader and Culture Coordinator**. These are categorized as referral categories. For the following behaviors, the scholar(s) will be removed from the classroom by a leadership team member and a suspension will be issued. A Scholar Incident Form must be filled out and turned in.. The length of the suspension will be determined by the School Leader and Culture Coordinator. If a scholar exhibits more than one behavior, please type the other behaviors in the description box of the referral.

- Intentionally making dangerous contact with another scholar (closes fist hit, open hand)
- Fighting (pushing, kicking, shoving, wrestling, fight that isn't horseplay)

- Major stealing
- Scholars are in danger of becoming physically hurt by another scholar
- The scholar that got hurt needs medical attention- bleeding, bruises
- Scholar is unable to make a rational decision- scholar is picking up items in the room and throwing them at scholars, kicking furniture, walls, desks,
- Scholar is threatening to harm himself or others
- Harassment or violent threats, including bullying and cyberbullying
- Physical harm or assault of a teacher, staff member, or other adult at school
- Willfully causing or attempting to cause defacement or substantial damage to school property; • Possessing, using, or dispensing illegal substances such as drugs, alcohol, cigarettes or firecrackers (Any illegal substances will also be reported to the police, as required by law.);
- Possessing or using an object that may cause harm, such as a knife or cigarette lighter; •
- Accruing many discipline referrals;
- Engaging in sexual activity or inappropriate touching or exposure of undergarments or body parts; •
- Willfully causing defamation of another scholar's character
- Continued Disrespect of Guide or Staff member
- Using Profanity around or towards a Guide or staff member
- Threatening a teacher
- Filming fights or school activity with cell phones or other recording devices
- Sexual verbal abuse of another scholar



- **ANY OTHER OFFENSE THAT THE School Leader (OR DESIGNEE), IN CONSULTATION WITH THE HEAD OF SCHOOLS, MAY REASONABLY DEEM TO CAUSE GREAT HARM TO PERSON OR PROPERTY OR SERIOUSLY DISRUPT THE EDUCATIONAL PROCESS.**

Consequences

Scholar Behavior Consequence Chart

Verbal/Written Warning	Parent/Teacher	Parent/Teacher	School	OSS	Expulsion
	Contact	Conference	Leader/Culture Coordinator		
✓	✓ ✓				
✓	✓ ✓				
✓	✓ ✓				
✓	✓ ✓				

✓	✓ ✓		
✓	✓ ✓		
✓	✓ ✓		
✓	✓ ✓		
Verbal/Written Warning	Parent/Teacher Contact Parent/Teacher Conference School Leader/Culture Coordinator	OSS	Expulsion
✓		✓ ✓ ✓	
✓		✓ ✓ ✓	
✓		✓ ✓ ✓	
✓		✓ ✓ ✓	

**Tier 1
(Examples)**

Not following directions

Getting out of seat

Refusing to wait a turn

Lying/dishonesty

Laughing at a classmate or teacher (disrespectfully/making fun)

Name-calling

Being off task

Failure to follow a direction immediately after a countdown

**Tier 2
Classroom Managed
(Examples)**

Prolonged
tantrum/disruption

Climb on furniture

Inappropriate touching

Indecent exposure
(accidentally)



**Tier 2
School Leader/Dean of Culture Managed (Examples)**

Biting (intentionally to hurt someone)

Attempt to run out of the building

Intentionally spitting on somebody

Inappropriate language

Destruction of school property (can be easily clean up)

Intentionally physical harm to another
scholar/adult

**Tier 3
School Leader/Dean of Culture Managed (Examples)**

Intentionally making dangerous contact with another scholar (closes
fist hit, open hand)


Physical harm or
assault of a teacher, staff member, or other adult at school

Threatening a teacher

Possessing or using an object that may cause harm, such as a knife
or cigarette lighter;

Willfully causing or attempting to cause

Verbal/Written Warning	Parent/Teacher Contact	Parent/Teacher Conference
		✓
		✓
		✓
		✓

Verbal/Written Warning	
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	Parent/Teacher Contact
	Pa
	defacement or substantial damage to school property;
	Accruing many discipline referrals
	

DISCIPLINARY ACTIONS

TIER I VIOLATIONS – MINOR OFFENSES

Elementary Scholars

- **First Offense:** In-school conference and parental contact when warranted
- **Second Offense:** Parental contact and/or disciplinary action.
- **Subsequent Offenses:** In-school disciplinary action as probation, detention, extra academic assignments, work assignments, punishment, or suspension at the discretion of the School Leader or designee. Special circumstances may warrant a recommendation to the Superintendent for disciplinary hearing.

Secondary Scholars

- **First Offense:** In-school conference and parental contact when warranted. Specific circumstances may warrant disciplinary action as outlined under subsequent offenses.
- **Subsequent Offenses:** In-school disciplinary action as probation, detention, extra academic assignments, work assignments, punishment, or suspension at the discretion of the School Leader or designee. Special circumstances may warrant a recommendation to the Superintendent for disciplinary hearing.

TIER II VIOLATIONS – INTERMEDIATE OFFENSES

Elementary Scholars

- **First Offense:** Confiscation of phone, parental contact, and disciplinary action
- **Second Offense:** Parental contact and/or disciplinary action.
- **Subsequent Offenses:** In-school disciplinary action as probation, detention, extra academic assignments,

work assignments, punishment, or suspension at the discretion of the School Leader or designee. Special circumstances may warrant a recommendation to the Superintendent for disciplinary hearing.

Secondary Scholars

- **First Offense:** In-school conference and parental contact when warranted. Specific circumstances may warrant disciplinary action as outlined under subsequent offenses.
- **Subsequent Offenses:** In-school disciplinary action as probation, detention, extra academic assignments, work assignments, punishment, or suspension at the discretion of the School Leader or designee. Special circumstances may warrant a recommendation to the Superintendent for disciplinary hearing.

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Secondary Scholars - Cell Phone Policy

- **First Offense:** Confiscate phone, contact parent, parents will have to pick up phone and a contract will be entered into by the parent, the Scholar and the school, return phone to parent.
- **Second Offense:** School/parent contract will be made on the 2nd offense
- **Third Offense:** Confiscate phone, return phone to parent in 30 – 45 school days, Scholar will be sent to ISS for 3 Days.
- **Fourth Offense:** Confiscate phone, return phone to parent in no more or less than 90 school days. Develop a contract between parent and school to ensure the phone is left at home.

TIER III VIOLATIONS – Grades K-12

Commission of a Tier III Offense shall be reported immediately by the School Leader or Coordinator of Culture to the following:

- The Scholar's parent or legal guardian
- Head of Schools

If serious bodily injury, property damage, drugs and/or firearms are involved, or in other cases deemed sufficiently serious, contact 911 for assistance. All drugs and/or firearms found or confiscated on school premises must be immediately turned over to police officers. Other unauthorized objects found in the possession of Scholars may be returned to the parent upon a written request to the School Leader by the parent(s).

Note: In an emergency or if immediate police assistance is needed, dial 911 before following normal notification procedures. The normal disciplinary punishment for the commission of a Tier III offense is removal from school for the remainder of the school year or, if the offense occurs within the last 20 days of the school year, removal from the Scholar's parent school for the rest of the school year and the next school year. The School Leader or Coordinator of Culture, after reviewing the allegations and evidence against a Scholar and giving the Scholar the opportunity to respond to the allegations, is initially responsible for deciding that a Tier III offense has been committed. Once that determination has been made the School Leader or Coordinator of Culture, will give the Scholar a suspension notice containing a written statement of charges (and a statement of mitigating or extenuating circumstances, if any) and shall refer the Scholar to the Truancy/Hearing Officer. The School Leader or Coordinator of Culture shall also MAIL a suspension notice to the parent(s) or legal guardian and notify the Truancy/Hearing Officer.

If the Hearing Officer decides, based on the facts developed at the hearing, that the scholar committed a Tier III offense, the scholar shall be subject to expulsion. If, however, there are mitigating or extenuating circumstances, the Hearing Officer shall separately state those circumstances and may consider them in deciding the appropriate disciplinary action. Mitigating or extenuating circumstances include, but are not limited to, the absence of severe personal injury, the absence of extensive property damage, identified disabilities, interventions at the local school level, and no prior record of Tier III offense.

- When a scholar with a disability is alleged to have committed a Tier III violation, the School Leader shall determine whether the scholar committed the violation, identify the proper classification of the offense; and whether severe personal injury or extensive property damage was involved.
- If the School Leader declares the offense to be Class III offense and refers to the Hearing Officer, the program committee for the Scholar (IEP Team (IDEA) or 504 team (Section 504), shall conduct a manifestation determination IEP/PEP meeting within three (3) days. Within ten (10) days of the suspension, the Hearing Officer will conduct a hearing.



- The Hearing Officer and the IEP/PEP Team will collaborate to determine the consequence(s) of the offense. Any change in the Scholar's educational program or change in the placement must be decided by the program committee.
- Absent a dangerous weapon, drugs, or a "direct threat" to self or others, a Scholar with disabilities must not be excluded from school in excess of ten (10) school days a calendar year. A Scholar with a disability (IDEA), who is found to be in possession of a dangerous weapon or drugs, or who is considered a "direct threat" to self or others, may be placed in an interim alternative educational setting (Greene County Learning Center, other school supported programs) for up to 45 calendar days by the Hearing Officer or his/her designee.
- Please Note: The ten (10) school day exclusion does not apply to Scholars who have been arrested and incarcerated for a violation(s) of State or Federal Laws/Ordinances. Scholars who are detained by law enforcement officers are under the jurisdiction of the law enforcement agency.
- If a Scholar remains in a youth or adult detention facility, the school-based committee should forward a copy of the Scholar's Educational Plan to the facility upon request from the facility.

Procedures for Administration of Formal Disciplinary Action

Documentation of Tier III Offenses

The conclusion of the Truancy/Hearing Officer shall be based on the documented facts concerning the incident. The School Leader (or designee) is responsible for assembling appropriate documentation of the offense for use at the hearing. Documentation shall include all information available, including but not limited to, the following:

- Specific definition of the offense(s) committed and supporting facts.
- Names of all persons involved in the incident; suspect(s), victim(s), and witness(es). ● Signed and dated statement(s) of persons referred above may be used instead of testimony presented at the hearing.
- List of special program(s), if any, in which a scholar is enrolled or being considered for enrollment. ● Past disciplinary records of scholars involved.
- Academic record of scholars which includes current grades, attendance, report card and front and back of the cumulative record, high school scholars should also have a current transcript.
- Extenuating circumstances
- Actions taken at the school level before suspending for repeated disruptive behavior. ● IEP for previous incidents and Current IEP or 504 plans.
- IEP/504 plans are to include functional behavior analysis, behavioral intervention plan, and manifestation on determination documentation.

The Truancy/Hearing Officer shall include, or refer to, the documentation in the hearing decision. If extenuating or mitigating circumstances exist, the Hearing Officer shall document the extenuating or mitigating circumstances and decide the appropriate disciplinary action to be taken.

Procedures for Due Process Hearings

A School Leader (or designee) may suspend a scholar for a Tier III offense by complying with the procedures for suspension by the School Leader (or designee) and also by notifying the parent(s) or legal guardian(s) that the scholar is suspended to a Truancy/Hearing Officer. Class III suspensions are to be faxed to the Truancy/Hearing Officer's office. Upon receipt on the suspension notice, the Truancy/Hearing Officer shall comply with the following procedures in scheduling and conducting a hearing:

1. The Truancy/Hearing Officer shall give the scholar and the scholar's parent(s) or legal guardian(s) oral or written

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notice of the charge or charges against the scholar at least forty-eight (48) hours before a hearing. The Truancy/Hearing Officer will normally conduct a hearing within five (5) days (or less) from the date of the suspension unless the scholar and scholar's parent(s) or legal guardian(s) request additional time or fail to cooperate.

2. At the hearing, the Truancy/Hearing Officer shall give the scholar an opportunity to admit or deny the charge or charges.

3. If the scholar denies the charge or charges, he/she will be given an explanation of the evidence on which they are based and an opportunity to explain his/her version of the facts.

4. The Truancy/Hearing Officer may summon the accusers or witnesses to the disciplinary hearing and allow an examination by the scholar and/or permit the scholar to present his/he own witnesses. The Truancy/Hearing Officer is not required to call or allow any accusers or witnesses to be present and the decision to do so shall rest in the discretion of the Truancy/Hearing Officer.

5. After following the above procedure the Truancy/Hearing Officer, based on all facts presented, shall decide what offense, if any, was committed and what the punishment, if any, should be. The Truancy/Hearing Officer shall prepare a written decision that shall include the charge or charges against the scholar; the time, date and location of the hearing; a summary of the evidence presented at the hearing; the conclusions drawn from the evidence and the disposition of the scholar.

6. The Truancy/Hearing Officer shall send a copy of the decision to the following persons:

- The scholar
- The scholar's parent(s) or legal guardian(s)
- The School Leader or Coordinator of Culture
- And all appropriate individuals. Minutes of the hearing shall be kept in the office of the Truancy/Hearing Officer for no more than one year from the date of the hearing.

NOTE: scholars eligible for special education services must be served in an interim alternative education setting (IAES) when total days of suspension exceed ten (10) days per school year. The scholar's IEP team must meet to develop an appropriate educational program. The IEP team must refer the scholar to Truancy/Hearing Officer or designee for assignment to an appropriate site. NOTE: The Board will hear all proposed expulsion hearings.

Procedures for Appeal of Hearing Decision

If the parent(s) or legal guardian(s) are dissatisfied with the decision of the Truancy/Hearing Officer, the parent(s) or legal guardian may file an appeal with the Supervisor of the Truancy/Hearing Officer. The appeal procedures are as follows:

- The scholar or the scholar's parent(s) or legal guardian(s) must file a written request for an appeal. • The written request for an appeal must be addressed to and mailed to the Supervisor of the Truancy/Hearing Officer, Head of Schools.
- The written request for an appeal must be postmarked on a date no more than seven (7) calendar days after

the date of the Hearing Decision or delivered to the Supervisor of the Truancy/Hearing Officer or Head of Schools no more than nine (9) calendar days after the date of the Hearing Decision. If the written request for an appeal is not made on time, the Hearing decision will be final.

- The Supervisor of the Truancy/Hearing Officer or Head of Schools upon receipt of a timely filed written request for an appeal, will schedule an appeal hearing.
- The Supervisor of the Truancy/Hearing Officer will arrange for an appeal hearing following the same procedures provided for the hearing.
- Within two (2) school days after the appeal hearing, the Supervisor of the Truancy/Hearing Officer shall submit to the Superintendent written findings, conclusions, and recommendations made based on the evidence and matters presented at the appeal hearing.
- The Supervisor of the Truancy/Hearing Officer finding shall be supported by substantial evidence. 44



- The Supervisor of the Truancy/Hearing Officer shall send a copy of the recommended finding and conclusions to the following persons:
 - The scholar's parent(s) or legal guardian(s)
 - The School Leader or Coordinator of Culture of the school that scholar attends
 - The School Leader or Coordinator of Culture in which the incident occurred
 - The School Leader/Coordinator of Culture providing the scholar is referred)
 - All other appropriate individuals

Administrative responses for TIER III VIOLATIONS include but are not limited to:

- Out-of-school suspension not to exceed 10 days(not exceed a cumulative total of 10 days per semester for non-special education scholars and 10 days per academic year for special education scholars)
- Expulsion
- Legal action

NOTE: Due to the serious nature of Tier III violations, it may be necessary to remove a scholar immediately from school property. In such an event, procedures in the out-of-school suspension policy should be followed.

EXPULSION

Expulsion is defined as any denial of school attendance for a period longer than 10 days (defined as 10 days per semester for non- special education students and 10 days per year for special education students). The authority to expel a student is vested only in the Board. The Board shall have the duty to review the evidence advanced by the Head of School, other school system personnel, and other interested parties in support of the recommendation for an expulsion and to hear and review any rebuttal advanced by the student, parent(s) or guardian(s), or representative.

Expulsion may be for the remainder of the school year or for a definite period of time extending beyond the remainder of the school year, or it may be permanent.

The Board may require that at the end of an expulsion period, the student and his or her parents or guardians appear before the Superintendent and/or Board to determine if changes in behavior on the part of the student have occurred which indicate a willingness and ability to function in the school setting. Moreover, the Board may require that the expelled student participate in activities, which would reasonably be assumed to change their behavior in a positive direction as a condition for re-admittance to school.

THE ALTERNATIVE PROGRAM

The Alternative Program is designed primarily as an alternative-learning placement for students who exhibit disruptive behavior and/or problems associated with Tier III Violations. The major goal of the Alternative Program is to provide a curriculum designed to meet the individual needs, abilities, and interests of students referred for alternative placement.

The Alternative Program is staffed with certified personnel and support staff. Students may be referred to the Alternative Program in grades 6-12 or based on extenuating circumstances. Acceptance to the Alternative Program is based upon the recommendation of the Truancy Officer and Head of Schools.

Parents are responsible for providing daily transportation for students admitted to the Alternative Program. A waiver may be obtained for special students with documented hardships.



Upon successfully completing placement in the Alternative program, the students are placed back into the regular school setting and monitored for progress.

All students placed in the Alternative Program must abide by the policies of the Legacy Schools Board of Education including the rules listed in the Student Code of Conduct and additional rules developed specifically to facilitate a speedy transition back to the parent school.

INTERROGATIONS BY LAW ENFORCEMENT OFFICIALS (AT THE REQUEST OF SCHOOL OFFICIALS)

When the Head of School or Coordinator of Culture has evidence and/or reasonable cause to believe that a crime has been committed on-campus by one or more students, law enforcement officials, to include juvenile authorities, may be requested to come to the school to investigate the incident.

Such investigations may include interrogation of students. In the event a student is to be interrogated about a crime committed on-campus, the law enforcement official must read the Miranda rights pertaining to the student being interviewed. The juvenile Miranda rights are distinguished from the adult Miranda Rights based on the student's right to contact a parent or guardian through the provided reasonable means. The decision to contact a parent or guardian is solely up to the student to be interviewed. A waiver of the Miranda rights is available to the student who agrees to an immediate interview.

School officials have no duty to notify the parent or guardian of any student to be interviewed. If the parent/guardian cannot be contacted by the student through reasonable means or cannot be present with reasonable time, the law enforcement official may proceed with the interview in the absence of the parent (Attorney General Ruling, December 9, 1974) on the ground that the parent cannot be reached. A school official must be present at the interview, but cannot refuse law enforcement officer permission to conduct the interview.

AT THE REQUEST OF LAW ENFORCEMENT OFFICIALS

When law enforcement officers make it known that they wish to talk to a student concerning an off-campus crime while under the supervision of the school, the student will be called to the office of the Head of School. The law enforcement officer must read the student the juvenile Miranda rights from which the student becomes aware of the distinguished right to notify a parent or guardian of the impending investigation. Neither the law enforcement officer nor the school Head of School nor his or her designees have the duty to contact the student's parent/guardian. The decision to communicate with a parent/guardian is a decision to be made only by the student to be interviewed. The student may exercise the right to communicate with a parent or guardian through provided reasonable means. If the parent/guardian cannot be contacted through the provided reasonable means or cannot be present with a reasonable time, the law enforcement officials may proceed with the interview (Attorney General Ruling, December 9, 1974). The student may sign a waiver to the Miranda rights

and agree to an immediate interview with a law enforcement officer. If the parent wants to be present, then the law enforcement officer can take the student in custody and conduct the interview with the parents present.

SCHOOL BUS CODE

1. The School Bus Code has been adopted to enhance safety for all scholars, board staff, and the general public. The school bus and bus stop are considered an extension of the classroom and all Legacy Prep Schools rules apply while being transported and while waiting at the bus stops. **The violation of any school bus rule may result in suspension**

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from the bus concurrent with and in addition to any other disciplinary action prescribed in this handbook.

2. Transportation services are a privilege, not a right.
3. Transportation is available to all Legacy Prep scholars that live beyond the legally prescribed two (2) mile walking distance from their zoned school.
4. Scholars will be assigned to a particular school bus by the appropriate transportation personnel. Scholars are **not** permitted to ride any bus other than their regularly assigned bus without written permission from a school administrator.
5. Each scholar will ordinarily be transported to or from a bus stop in proximity to his or her residence. If a scholar is to be transported from school to an address other than his/her residence, he/she must go to the same address every day.
6. There will be **no** transportation provided for scholars wishing to go to another address for occasional visits, parties, extracurricular activities or other social events, except upon written request by the scholar's parent or guardian and specific written permission from a school administrator.
7. The location of bus stops shall be determined at the sole discretion of the Transportation Department. All requests for a new/changed bus stop location must be made in writing to the school School Leader and then forwarded to the Transportation Department. The Transportation Department will make the final decision after conferring with the local school School Leader.
8. Only scholars living along a bus route will be assigned to the bus serving that route. Other scholars will **not** be allowed to ride unless written permission is obtained from the appropriate transportation personnel.
9. If a scholar misses the bus at their assigned stop, they should find other means of transportation to school on that occasion and never chase a bus down to another stop. This creates a very dangerous situation for the scholar which could result in serious injury. Chasing a bus down to board at another stop may result in a bus suspension.
10. In emergency situations, the Transportation Department reserves the right to change bus routes in order to get all the scholars home in a timely and safe manner. This may include

combining double-run routes into single-run routes which could result in elementary and middle school scholars riding the bus together in these instances.

11. In situations deemed as emergencies by the Head of Schools, scholars may be transported by a school bus from their school to another location.

12. BUS EXPECTATIONS:

A. Walk on the left, facing traffic, to the bus stop and stay off the roadway at all times while waiting for a bus.

B. Be at your stop ahead of the scheduled bus arrival time and prepared to board the bus.

C. Wait until the bus comes to a **COMPLETE** stop and a signal from the driver before attempting to get on or off.

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D. Cross the roadway, if necessary after leaving a bus, in the following manner:

a. Make certain that the bus is stationary.

b. Upon alighting from the bus, stand on the side of the road at a point ten (10) feet in front of the bus and wait for the proper signal to cross.

c. Upon signal from the driver, look to both the right and left and proceed across the roadway in front of the bus. Never cross behind the bus!

E. Stay seated in your assigned seat at all times.

F. No food or drink on the bus.

G. No talking during railroad crossings

H. Voice level should remain at a level 1 or quieter.

Video cameras may be placed on school buses to be used as a tool for school personnel to monitor behavior, and shall not limit the bus driver's authority or the discretion of school officials in implementing and enforcing the provisions of the Code of Conduct and this School Bus Code.

Any carry-on equipment (i.e., book bags, band instruments or uniforms, sports equipment, science projects, school fundraiser items, etc.) must be held by the scholar owner or placed under the seat and must not interfere with either the seating or the safety of other scholars on the bus.

DISCIPLINARY INCIDENT DEFINITIONS

FOR TRANSPORTED SCHOLARS

Every scholar who utilizes transportation services is subject to the Legacy School's scholar and Parent Handbook.

Failure to comply with the following rules may result in an office referral and may result in permanent removal from the bus. Generally, there is no appeal of disciplinary actions for minor bus infractions. However, if a scholar is to be removed from the bus for more than four (4) weeks, parents may request a meeting with the school School Leader or his or her designee.

CLASS I - MINOR SCHOOL BUS INFRACTIONS

1.01 Bringing prohibited items aboard the bus including, but not limited to, gum, candy, drinks, audio and/or video

devices, laser pointers, or other similar devices.

1.05 Incidental use of profane or indecent language.

1.07 Failure to follow proper procedure at bus stops.



1.07 Changing seats or standing while the bus is in motion. Removing seat belts before coming to a complete stop on buses for handicapped scholars.

1.07 Moving from a scholar's assigned seat.

1.07 Yelling or speaking in a loud or disruptive manner.

1.07 Speaking when approaching or crossing railroad tracks.

1.07 Blocking, restricting, or otherwise placing objects on or in the aisles, steps, or emergency exits.

1.07 Failing to secure all items within book bags, backpacks or cases. No items should hang from bags, cases or backpacks as it constitutes a safety hazard, (i.e., key chains, toys, scarves).

CLASS I DISCIPLINARY ACTIONS FOR

MINOR SCHOOL BUS INFRACTIONS

1st BUS INFRACTION:	Conference with scholar, warning, parent notification
2nd BUS INFRACTION:	Conference with scholar, up to ONE (1) day bus suspension, parent contact required.

3rd BUS INFRACTION:	Conference with scholar, up to TWO (2) day bus suspension, parent conference required.
4th BUS INFRACTION:	Conference with scholars, up to THREE (3) day bus suspension, and in-school conference with parents required.

MORE THAN FOUR CLASS I BUS INFRACTIONS WILL BE CONSIDERED A CLASS II INFRACTION (SEE BELOW)

Class I Bus Infractions may not be appealed beyond the local school.



Exceptional Education and Section 504 scholars will be disciplined according to current policies for scholars with disabilities.

TIER II - INTERMEDIATE SCHOOL BUS INFRACTIONS

2.00 Intentionally hitting, pushing, kicking, or otherwise being physically aggressive with another scholar.

2.03 Cutting, scratching, writing on, or otherwise defacing any part of the bus. Restitution will be required before the scholar rides the bus again.

2.04 Defiance of Authority- Refusing the direct, explicit instruction given by a school board employee or other adult in the school in an official capacity such as a School Resource Officer or substitute teacher.

2.07

his/her own safety;

C. uses any form of written or electronic communication in a manner likely to harass or cause alarm;

D. uses speech or other expression intended to insult or stigmatize others on the basis of their sex, race, color,

With intent to harass, annoy, intimidate, or alarm whether socially, physically, or emotionally, a scholar:

- directs abusive or obscene language or makes an obscene gesture towards another

scholar;

- makes a threat, verbal or non-verbal, that will cause the scholar who is the target of the threat to fear for

E. handicap, religion, sexual orientation or national origin; or touches another with sexual connotations or makes written or verbal propositions to engage in sexual acts.

See Anti-Harassment Policy and Reporting Form.

2.08 Entering or exiting before the bus has come to a stop; or entering or exiting a bus through an emergency exit, window, or by any means other than the front door, except in the case of a *bona fide* emergency. May be deemed a Class III if the act has potential to cause great harm to passengers (including the scholar committing the infraction), the driver, or property surrounding the bus.



2.08 Throwing or expelling anything including, but not limited to, objects, liquids, paper, or any other material, in or out of the bus at any time could be considered a Class III Infraction – (3.06, 3.16)

2.08 Failing to keep head and hands inside the bus windows at all times.

2.08 Entering or leaving the bus without the consent of the driver.

2.08 Tampering with door handles and other safety equipment at any time unless directed to do so by the driver or the aide.

2.08 More than FOUR Tier I's bus violations in one school year constitutes a Class II bus violation

2.10 Bringing prohibited objects onto the bus.

2.12 Using tobacco in any form on the bus.

TIER II DISCIPLINARY ACTIONS FOR INTERMEDIATE SCHOOL BUS INFRACTIONS

1st INTERMEDIATE BUS INFRACTION	Conference with scholar, up to five (5) days bus suspension, parent will be contacted.
2nd INTERMEDIATE BUS INFRACTION	Conference with scholar, up to seven (7) days bus suspension, parent conference required.

3rd INTERMEDIATE BUS INFRACTION

4th INTERMEDIATE BUS INFRACTION

Conference with scholar, up to ten (10) days bus suspension, parent conference required.

Conference with scholar, removal from bus for remainder of year, parent conference

Tier II Bus Infractions may not be appealed beyond the local school.

Exceptional Education and Section 504 scholars will be disciplined according to current policies for scholars with disabilities.

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TIER III DISCIPLINARY ACTIONS FOR MAJOR SCHOOL BUS INFRACTIONS

3.00-3.25- Any Class III offense occurring on a bus or at a bus stop will be considered a major bus infraction. Scholars referred to the school administrator for offenses listed under Class III Major Infractions will be disciplined according to the scholar & Parent Handbook and may be removed permanently from the school bus in addition to other consequences as determined at the disciplinary hearing. Exceptional Education and Section 504 scholars will be disciplined according to current policies for scholars with disabilities.

RESPONSIBILITY OF PARENT FOR ATTENDANCE AND BEHAVIOR

Alabama Code Section 16-28-12

Person in loco parentis responsible for child's school attendance and behavior; noncompliance; local boards to promulgate written behavior policy, contents, annual distribution, receipt to be documented; school officials required to report noncompliance; failure to report suspected violation; district attorneys vigorously to enforce provisions.

- Each parent, guardian, or other person having control or custody of any child required to attend school or receive regular instruction by a private tutor who fails to have the child enrolled in school or who fails to send the child to school, or have him or her instructed by a private tutor during the time the child is required to attend a public school, private school, church school, denominational school, or parochial school, or be instructed by a private tutor, or fails to require the child to regularly attend the school or tutor, or fails to

compel the child to properly conduct himself or herself as a pupil in any public school in accordance with the written policy on school behavior adopted by the local board of education pursuant to this section and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be guilty of a misdemeanor and, upon conviction, shall be fined not more than one hundred dollars (\$100.00) and may also be sentenced to hard labor for the county for not more than 90 days. The absence of a child without the consent of the School Leader teacher of the public school he or she attends or should attend, or of the tutor who instructs or should instruct the child, shall be prima facie evidence of the violation of this section.

- Each local public board of education shall adopt a written policy for its standards on school behavior. Each local public school superintendent shall provide at the commencement of each academic year a copy of the written policy on school behavior to each parent, guardian, or other person having care or control of a child who is enrolled. Included in the written policy shall be a copy of this section. The signature of

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the scholar and the parent, guardian, or other person having control or custody of the child shall document receipt of the policy.

- Any parent, guardian, or other person having control or custody of any child enrolled in public school who fails to require the child to regularly attend the school or tutor, or fails to compel the child to properly conduct himself or herself as a pupil in accordance with the written policy on school behavior adopted by the local board of education and documented by the appropriate school official which conduct may result in the suspension of the pupil, shall be reported by the School Leader to the superintendent of education of the school system in which the suspected violation occurred. The superintendent of education or his or her designee shall report suspected violations to the district attorney within ten (10) days. Any School Leader or superintendent of education or his or her designee intentionally failing to report a suspected violation shall be guilty of a Class C misdemeanor. The district attorney shall vigorously enforce this section to ensure proper conduct and required attendance by any child enrolled in public school.

(School Code 1927, §305; Code 1940, T. 52, §302; Acts 1993, No. 93-672, p. 1213, §1; Acts 1994, 1st Ex. Sess., No. 94-782, p. 70, §1.)

Firearms (16-1-24.3, Ala. Code, 1975)

Local school boards are required to implement policies providing for the expulsion of scholars who possess firearms at school. (Note: "Firearm" has the same definition as in Section 921 of Title 18 of the United States Code and includes, but is not limited to, any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; a firearm muffler or silencer; other destructive device,

including an explosive, bomb, grenade, missile, mine or similar device; or any combination of parts designed or intended for use in converting any device into a destructive device and from which such a destructive device may be readily assembled.) See 18 U.S.C. §921. Vandalism (Act 94-819)

The parents, guardian, or other person having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court costs, caused by intentional, willful, or malicious act of the minor.

Pistol Possession/Driver's License (Act 94-820) Any person over the age of 14 who is convicted of the crime of possession of a pistol on the premises of a public school or a public school bus, shall be denied issuance of a driver's permit or license to operate a motor vehicle for 180 days from the date the person is eligible and applies for a permit or license. If a person over age 14



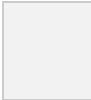
possesses a driver's license on the date of conviction the driver's license will be suspended for 180 days.

Legacy Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person(s) have been designated to handle inquiries regarding the non-discriminatory policies: Reneta Johnson- Head of Schools rjohnson@legacyprepal.org



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NOTICE OF RECEIPT

Please Print Legibly.

(Name of Scholar) _____ enrolled in LEGACY PREP &
Name of Parent/Custodian(s) _____ hereby
acknowledge by our signatures that we have received and read, or had read to us, the
local school's handbook and the Legacy Schools scholar and Parent Handbook, which
contains a copy of "It's the Law." We understand that these policies apply to all scholars
and parents in the public schools; to school campuses, the immediate vicinity of the
school, school buses or other school-owned vehicles; and to school-related activities
and events. We further acknowledge by our signature that we have read, or had read
to us, the sections on Truancy and Attendance, the section on Digital Learning, and the
section on the Family Educational Rights and Privacy Act which allows schools to
disclose directory information that is not considered harmful or invasive unless parents
have advised the school that they do not want their scholar's information disclosed
without their prior consent. This page will be signed electronically through the online
registration process.

(Signature of Scholar) _____ (Date) _____
(Signature of Parent/Guardian) _____ (Date) _____
(Signature of Parent/Guardian) _____ (Date) _____

NOTE: The scholar is to sign the above statement. If the scholar lives with both parents or
custodians, both are to sign the statement. If the scholar lives with only one parent or
custodian, only one is to sign.

A separate statement is to be signed for each scholar in a given household.

Guide: _____

K-8 School Leader: *LaShundra D. Richmond*