



*Legion Preparatory Academy*

*Handbook*

## ***Educational Philosophy and Mission Statement***

At Legion Preparatory Academy, our philosophy of education centers around one central mission statement: LPA partners with parents to provide a college preparatory education where students are allowed to develop their natural given talents and virtues further and become productive citizens. At Legion Preparatory Academy, our mission is to encourage students to engage in non-traditional quality education by emphasizing academics, athletics, and arts. Our focus is to develop the whole student academically, mentally, socially, and physically.

# ***LEGION PREPARATORY ACADEMY***

Legion Preparatory Academy offers instructional programs for grades pre-kindergarten through the twelfth grade. Legion Preparatory Academy maintains educational excellence in an atmosphere conducive to education and development.

Legion Preparatory Academy develops character and positive attitudes in each of its students. Students wear uniforms, which help teach self-control and discipline, neatness, and modesty in dress, which the student can carry with them all through life.

AVERAGE STUDENT/TEACHER RATIO .....8

MEMBER: Edgenuity

ATHLETICS (when enrolment allows): Basketball, football, track, and volleyball.

COURSE OFFERINGS

Vocational Education, General Academic, College Preparatory, Honor

MASCOT

BULLDOGS

SCHOOL COLORS

TEAL, BLACK, SILVER

## **INTRODUCTION**

The objective of this Handbook is to acquaint parents, students, and teachers with various policies of Legion Preparatory Academy. The contents of this Handbook will be discussed with prospective students and their parents at the time of interview for admission to the Academy. This is to answer any questions concerning general school policy, purpose and philosophy of education, manner of discipline, standards, and other matters of interest to parents and their children.

Our goal at the LPA is to maintain an academic excellence atmosphere. This Handbook is a method of coordinating the efforts of parents, teachers, and students. It does not attempt to spell out the rules for every occasion. Common sense, good judgment, and principles. These policies are intended to provide for an orderly relationship among the parents, students, and school.

The administration may change this handbook at any time it deems necessary. Handouts during a given year will update said changes, until they may be printed in a newly revised handbook.

Students of the LPA are expected to refrain from engaging in/or talking about: cheating, swearing, any use of tobacco, un-godly music, dancing, drinking alcoholic beverages, and using narcotics. Any student who participates in or talks about such activities is subject to immediate suspension. They should not discuss television, un-godly music, or secular movies while at school.

Legion Preparatory Academy students are expected to act in an orderly and respectful manner, always careful to maintain good standards of courtesy, kindness, clean language, morality, and trustworthiness. Each student must sign a “Standard of Conduct Form”, agreeing to strive toward an unquestionable character in the areas of conduct, speech, modesty, and attitude. These standards are to be upheld at all times, in and out of school.

Any student observing questionable activities or overhearing conversations, which are contrary to the policies of this Academy should immediately discuss the matter with the administration.

Each student and parent must understand that enrollment at Legion Preparatory Academy is a privilege. Therefore, at any time a student is subject to suspension, expulsion, or non-re-enrolment based on the student’s behavior and/or academic performance.

## **ENROLLMENT**

The Academy is committed to a plan of controlled, yet continuous, enrollment of new students. Information will be provided to all interested parents. Application forms will be provided upon request, accompanied by a copy of this Handbook. In order for parents to apply for admission for their children, a non-refundable application fee must accompany each child's application. Copies of the child's birth certificate, last year's report card, any standardized tests, immunization record, and any other form specified in this handbook must accompany the application in order for it to be considered complete.

Upon receipt of a completed application, an interview with the parents and child(ren) will be arranged. The Headmaster will discuss with the parents and each prospective student the purposes and standards of the Academy. Parents and prospective students will be given adequate time to have their questions about the Academy answered. The parents will sign a form releasing the permanent records of the prospective student. An appointment for student testing will be arranged. If available, space in the Academy will be reserved for the student. If space is not available, the student will be assigned a position on the waiting list based on (1) the date that his completed application was received, and (2) the date that his interview process was successfully completed. Parents will be invited to enroll their children as openings occur according to the chronological waiting list. The results of standardized testing and consultation among the parents, teacher(s), and the Headmaster will determine the final grade placement.

## **PARENTAL INVOLVEMENT**

All parents are expected to attend parent orientation on the first of each year. This enables the administration and parents to become better acquainted and familiarize the administration with the parents and needs of the child.

All parents are expected to participate in activities that undergird the Academy such as financial support, fundraising, volunteer labor, and supervision of field trips and extracurricular activities.

## **EXPLANATION OF COST**

### **TESTING FEE (APPLICATION FEE)**

At the time an application for enrollment is submitted to the Academy, a non-refundable application fee must accompany each application. This fee will be used to fund scholastic testing and set up academic projections.

## **TUITION & FEES**

A schedule describing total tuition and fees will be provided to parents prior to the acceptance of students into the Academy. A fee may be charged at the end of the year for awards and trophies.

## **SCHOOL CALENDAR**

A school calendar will be provided to each student prior to the beginning of the school year, or upon enrollment. This calendar will be essentially the same as that of the local public school system. The Academy's grading system is on a quarterly basis.

## **ACADEMY HOURS**

Grades 6 – 12\*

9:00am-2:00pm Monday and Wednesday

9:00am - 12noon Friday

\*Availability and/or hours may be adjusted according to enrollment.

## **STUDENT ARRIVAL AND PICKUP**

The Academy is not responsible for students dropped off before 8:45 a.m. Students must also be picked up before 2:15pm.

## **STUDENT DRESS**

Students are encouraged to come to school well groomed and inappropriate attire. School shirts may be purchased through LPA store online.

- Clothing that is oversized, too baggy, too short, too tight, or too revealing
- Clothing with inappropriate or indecent words, pictures or slogans, including cigarette, alcohol, and drug-related advertisements
- Clothing or accessories in gang-related colors or styles
- Clothing that is torn, ripped, ragged or has holes in it
- Short shorts, halter or midriff tops, tank tops, spaghetti straps, and clothing made from transparent material
- Any type of facial piercing
- Visible tattoos
- Non-prescription sunglasses and hats may not be worn indoors unless special permission is given by staff
- Bare feet or flip flops

### **BOYS:**

- Any bottom pant
- Must be worn at the waist (no oversized or baggy pants)
- Must be in good condition.
- Must be worn as intended. Socks

### **GIRLS:**

- Any bottom pants or skirt
- Must be mid-thigh or longer

### **BOYS AND GIRLS:**

Outer Garments

Caps and Head Wear:

- No headwear may be worn in the building Club Shirts: Class, Club, Team or Organization shirts or may be worn on Fridays.

#### Team Shirts:

- Team shirts must receive prior approval from the Dean's Office.
- To promote an upcoming game, students in a given sport may wear their team shirt while the sport is in season and once per week as determined by the Dean of Students and the head coach.

### **ENFORCEMENT**

Enforcement of the dress code will be at the discretion of the Head Master or supervising teacher. The question of hair length, dress length, or if the student is dressed in a proper uniform will be the sole decision of the principal or supervising teacher. Students in violation of the dress code will be subject to disciplinary action, which could include expulsion until the violation is remedied.

### **ATTENDANCE POLICY**

Attendance will be cut off at 10am.

If your child is not at school, he/she will be counted absent. If your child completes his/her work at home that day, it will help him or her to get complete at the end of the year.

### **BAD WEATHER DAYS**

At the discretion of the Head Master, school will be closed because of inclement weather. Usually, but not always, if public school is closed for bad weather, the Academy will be closed also.

### **DISMISSAL FOR EXTRACURRICULAR ACTIVITIES**

Students may not be excused during school hours without special permission.

### **REPORT CARDS AND CONFERENCES**

Report cards will be sent out at the end of each nine-week period. Conferences with parents can be held if requested by parents or staff.

### **VISITS BY PARENTS**

Parents are welcome and encouraged to visit the school at any time as long as the visit is not disruptive to the students or staff. Parents should be dressed in an appropriate manner in accordance with the dress code.

## **TELEPHONE**

Students must have special permission to use the phone. This includes cell phones, which will be checked in with the LPA staff at the beginning of each day. If a student needs to use his/her cell phone, special permission will be required. In most cases cell phones are not allowed at school.

## **COMPUTER AND INTERNET ACCESS**

Legion Preparatory Academy utilizes the technology available in today's world through the use of computers. With the ever-increasing amount of unwholesome content on the Internet, students will not be allowed Internet access without permission and/or supervision. Also, students wishing to access an email account from the school computers must have written permission on file from their parents.

The staff will be the final judge as to whether a website is appropriate for viewing by a student. As a general rule, any website that contains, promotes, or discusses immoral actions, inappropriate language, or any worldly pursuits, which are against Christian values will be considered inappropriate for viewing.

## **EMERGENCIES, ILLNESS, AND MEDICATION**

### **Emergencies**

A parent who needs to reach his child due to an emergency should contact the school. In case of an accident at school, an attempt will be made to reach the parents.

### **Excuse from Physical Education**

Students will only be excused from participation in physical education with a doctor's permit. If your child does not have the proper P.E. uniform, he/she will be set in detention.

### **Illness**

If a student becomes ill, the parents will be contacted, and the child sent home. Parents will also be notified if there are contagious diseases or parasites.

### **Medication**

If a student must take a prescription medication during school hours, written authorization from the parent and/or physician must be on file in the school office. Medications are to be delivered to and kept in the school office. Prescriptions must be sent to school in their original

containers and may be administered only to the student named thereon and according to the directions. This authorization must be renewed each school year.

### **Responsibility for Injuries**

Students in attendance at the Legion Preparatory Academy must assume any and all responsibility for injuries received at school or any school function or event. The Academy is not responsible for any damages resulting from injuries, which occur as a result of misconduct of the student.

### **LUNCHESES**

No lunches are provided on a regular basis at or by the Academy. Each student is responsible for bringing his/her lunch daily.

### **PARTIES**

The Head Master must approve any and all parties in advance. Details of refreshments and decorations must be submitted for approval.

### **BANQUETS**

At banquets and any other non-uniform event, girls are required to adhere to standards of modesty as set out in school dress code, with respect to dress length, makeup, and jewelry, etc. Boys should wear slacks, dress shirts, sport or suit coats, and tie with dress shoes or boots. Parents and guests should also dress in an appropriate manner in conformance with the dress code.

### **GRIEVANCES**

If a parent becomes dissatisfied with the Academy in any respect, he should first seek to resolve the matter with the person or persons involved rather than spreading criticism or maintaining a negative attitude. The faculty and staff of the Academy act as the parent's representatives to their children, therefore; they are the parent's authority in the parent's absence. In order to protect and strengthen this relationship, parents are encouraged to maintain objectivity when they or their children have a grievance against a member of the faculty and staff or the policies of the Academy.

### **NON-DISCRIMINATION**

Legion Preparatory Academy does not discriminate on the basis of race, color, or national origin with regard to students, faculty, or staff.

## DISCIPLINE

Legion Preparatory Academy's authority for determining right from wrong, and distinguishing virtue from vice. The Academy has adopted a pattern of discipline that is set forth in the Academy, believing that effective discipline of children is both formative and corrective. The Academy will endeavor to form the character of a child by surrounding him with an environment of unconditional love and letting him know that he is accepted by the Academy. In order to form the character of a child in a way that pleases, parents and teachers must be alert and ready to commend good behavior and correct bad behavior.

Some aspects of the discipline are to be practiced constantly in a formative way. The following sequence will be used in the process of correction.

### 1. Instruction

We will teach our students what is expected of them, both morally and academically. This begins on the first day and continues throughout the school year.

### 2. Commendation

We will praise and enforce good behavior and any sign of progress. We will endeavor to identify the student's positive characteristics in order to build his confidence.

### 3. Reproof

When a student fails to fulfill a responsibility, misbehaves, or breaks a rule, we will identify the offense and its consequences. We will attempt to determine if the child understands what is expected of him.

### 4. Correction

In order to correct habitual or rebellious behavior, the teacher will take action in keeping with the offense that will best lead the child to repentance.

- a. Parent-teacher consultation;
- b. Restitution (in cases involving property that can be restored or replaced);
- c. **Corporal correction with parent consent.**

Any exemption granted for one does not constitute policy for everyone but is given only to that individual or individuals for that particular offense at that particular time.

Additionally, it is the desire of the staff, faculty, and administration of Legion Preparatory Academy to have each student travel in a direction that would be successful. Legion Preparatory Academy expects full cooperation from both students and parents in the educational process. If at any time the academy feels that this cooperation is lacking, the student may be requested to transfer out. Enrollment at Legion Preparatory Academy is a privilege, not a right. Even though a student has not broken any specific rule or regulation, we expect him/her to abide by the spirit of the law, as well as to abide by the letter of the law. If at any time, a student manifests a detrimental influence or spirit of controversy at the academy or displays a spirit contrary to the purpose and principles for which the academy stands, he/she is subject to expulsion.

The strategy for discipline is the demerit system, which is designed to give students and parents another objective picture of the student's general attitude and behavior.

Legion Preparatory Academy is not meant to be a correctional institution. It is designed to work with the home. LPA exists not only to give the student the academic tools to make a living but to teach them how to live.

**Complaining will not be tolerated! If your child does come home complaining about a policy, rule, or discipline – please follow this procedure:**

1. Give the staff the benefit of the doubt.
2. Realize that all children report from an emotional bias and usually do not include all of the information.
3. Understand that the academy has reasons for every rule, that the rules are enforced without partiality or favor, and that when there is no longer a need for a certain rule – that rule will cease to exist.
4. Fully support the administration, and **PLEASE** contact the academy office for all the facts.

The paramount rule is “Do Right!” Demerits are earned for disturbances or broken rules. Two or more demerits in one day result on Friday's being taken away. Students serve detentions by sitting in their office quietly and doing nothing or completing an assignment prescribed by the principal.

Detentions are earned as follows:

2 demerits = 1 day of Friday or Field Trip Taken away (Parent Conference)

4 demerits = No Birthday Celebration & No Field Trip (Participation)

5 demerits = Suspended for 3 days or Corporal correction (with the parent consent).

**Most common infractions include but are not limited to:**

**1 Demerit**

- Out of seat without permission
- Disturbance: at lunch or breaks, in Learning Center (office, score station, testing table, computer center, etc.), in rest room, hallways and/or stairs.
- Not ready for homework stamp or slip
- Vocabulary not said before Self Test
- Sitting on a table
- Throwing objects

- Gum chewing
- Littering
- Not working on prescribed work
- Failure to follow written or oral instructions
- Running in buildings (including L.C.)
- Using office equipment without permission
- Scoring violations (1-6 demerits; usually, but not always 1 demerit for every 3 violations)
- Repeat offenses continue to increase demerits

### **2 Demerits**

- In unsupervised or off limits area without permission
- Defacing school property, school materials, or other student's property
- Gripping
- Speaking unkindly to others
- Name calling
- Talking at testing table
- Turning around at office
- Detention slip not returned or not signed
- Walking up to staff without permission

### **3 Demerits**

- Inappropriate language – staff discretion
- Using telephone without permission
- Computer left at home
- Incomplete homework (This includes Math work, Word Building words, and all related assignments to homework pages.)
- Cheating (3-6 demerits)

### **4 Demerits**

- Direct disobedience to staff member
- “Back talking” to a staff member
- Any act or gesture of disrespect to a staff member, parent, other student or visitor

### **5 Demerits**

- Hands on Staff
- Fighting or provoking another to fight
- Bad language (2<sup>nd</sup> offense – 1 day suspension) (staff discretion)
- Stealing
- Cheating on test (6 demerits – possible suspension)

### **All repeated offenses are worthy of double demerits.**

- “Next Day” notes do not excuse the demerits.
- All school rules apply at all school functions: Field trips, sporting events, PE, Student Conventions, etc.

## **Suspension Policy**

The following behavior will receive an automatic one to three-day **out-of-school** suspension:

1. Breaking into, vandalizing, or damaging the campus or property on campus (students or their parents are required to pay for repairs).
2. Bringing or threatening to bring weapons to school – such as knives, martial arts paraphernalia, firearms or fireworks.
3. Possession of pornographic, lewd, immodest or inappropriate material on campus.
4. Possession or use of alcoholic beverages on or off campus.
5. Possession or use of tobacco products.
6. Any physical contact with the opposite sex that the administration deems inappropriate.
7. Second offense is using bad language.
8. Continual disrespect and/or disobedience to **any** staff member.
9. Forging of parent or staff signature or initials.

## **Expulsion Policy**

The following behavior will result in consideration for expulsion:

1. Bringing a gun to school.
2. Acts of immorality or immodesty, on or off campus.
3. Possession or use of drugs, on or off campus.
4. Striking a teacher or staff member.
5. Arrest or involvement in crimes, other than minor traffic tickets.

## **THINGS NOT PERMITTED ON CAMPUS**

Tobacco

Skateboards, roller skates or blades

Firearms

Weapons (i.e. knives, brass knuckles, etc.)

Alcohol

Narcotics

Radios

Fireworks

Cassette, CD players or MP3 players (except those used in I.S.C. competition)

Secular magazines, books, or catalogs

Video Games (except those provided by school for educational purposes)

Toy guns or weapons of any kind (except those used for props in I.S.C. competition)

TV or video monitors (except those provided by the school for educational purposes)

No DVD or VCR movies except those approved for educational purposes.

## **SEARCHES and SCREENINGS**

The staff and/or administration reserves the right to search anytime and anywhere they think appropriate, for illegal or unauthorized materials or items. This search includes but is not limited to:

1. Any automobile
2. Backpacks, purses, wallets, pockets, etc.
3. Lockers & desks
4. Persons

Drug screening will be required as deemed necessary by the administration of SSCA by a doctor of SSCA's choice, at the student's expense.

## **RECORD RELEASE POLICY**

Upon transfer or dismissal, a student's records will be transferred only if the student is in good standing with the academy as defined partially, but not entirely, by a current balance of the student's tuition.

## **General Comments for Parents and Students**

1. NO GUM at school, on field trips, or any school activity.
2. ALL students should keep hands off other students. The "six-inch" rule is the standard. No horseplay.
3. Guns, knives, matches, lighters, radios, personal tapes, tape players, CD's, CD players, MP3 players and electronic games are not permitted on campus.
4. Students are not to be in the Learning Center or any off-limits areas without staff.
5. Parties are not school-sponsored unless parents receive **written** notification from the principal or the academy office.
6. The school phone is reserved for official academy business and emergencies. Students desiring to place emergency calls (to parents or guardians only) will fill out a Phone Request form which will be taken to the school secretary, who will place the call. This includes cell phone use.
7. Outside (secular) books or magazines must be approved, in writing, by the parent and approved by the Supervisor upon arrival at the academy.
8. No running or rough play in the building or on the property at any time.
9. Restrooms and water are available only on breaks. (1 demerit to use either facility between breaks.)
10. Sharpening pencils should be done at break times. Throwing trash away may be done at break time or on the way to the score station. Do not raise your flag to ask permission for these activities.
11. Students may wear a watch, therefore, students are not to ask for the time.
12. Students must secure the Supervisor's approval of a book for an E-privilege report, in advance.
13. No student should be lying on the floor or tables. Students should sit on chairs unless otherwise instructed by staff

14. No student should be on the academy property after school hours without direct adult supervision. Students should not arrive more than 30 minutes before the activity. Playground equipment is for supervised activity only.
15. Students are to move quickly from place to place when arriving at the academy and changing classes.
16. Students are not under the responsible care of the staff before 8:45 AM.
17. A student who has not been present for at least 3 hours of academy time/class time is not permitted to participate in academy functions or activities that day or evening.
18. The staff of Legion Preparatory Academy works closely with each home in meeting responsibilities. It is recommended, therefore, that all school-age children from the family attend the academy.
19. The communication envelope, homework, and detention slips are used for effective parent-staff relations. The correspondence should be signed indicating that the parent received the correspondence. The parent may include any notes to the staff or office and school payments when returning the envelope to the academy.
20. Legion Preparatory Academy offers "Home School " or correspondence classes through the summer for students who are enrolled in LPA, and who will be returning to LPA the following year. Students will follow guidelines set out by the Headmaster.

### **Automobile Guidelines**

1. Students must stay out of and off vehicles from arrival time until departure. Only licensed drivers are permitted to drive automobiles to the academy. Parked cars and parking lots are off-limits.
2. Students may not leave the Academy grounds during school hours without permission. Also, students must have written permission from their parents to go home with another student. If an emergency arises during the day in which the parent needs their child to go home with someone else, the parent should contact the school office to let the staff know. Students may not leave the campus to get a forgotten lunch. A parent will be notified and may make arrangements for lunch.
3. Students "carpooling" must be approved, in writing, by both parents and the administration.
4. If students are speeding or driving recklessly on school property they may not be allowed to drive to school.

### **Lunchroom Guidelines**

1. Lunch boxes, sacks, and lunch containers must be labeled with the student's first and last name.
2. A microwave is provided for student lunches. A student is to bring his own utensils and bowls or plates.

3. No sharing of food at lunch or breaks.
4. Special meals for groups are welcome. Please notify the school in advance.
5. Students are not allowed to go out to eat lunch unless it is with their parent(s) or grandparent(s). This lunch should not be longer than 40 minutes.

## **FINANCIAL POLICY**

1. At the beginning of each academic year there will be a \$540.00 curriculum or re-enrolment fee per student. (\$600.00 if not paid by August 15th.) This is a non-refundable fee that covers the maintenance and upkeep for the Academy's score keys and general operations.

2. The total charge for tuition and fees is \$3825 .00 per year for middle school and \$5825 per year for high school. Payment is due on the first of each month.

3. The Academy does not operate with a large cash reserve; therefore to be efficient, we must adopt the following financial policy.

a. Any account not paid by the 3rd will stop the issuance of new curriculum to your child, and a \$25.00 late fee will be added.

b. Any account not paid by the 30th, will cause immediate dismissal of your child.

c. All records (report cards & records for transfer and graduation) will be blocked for all past due accounts.

4. A non-refundable application fee of \$100.00 will be required of all new students. This fee will be submitted with the student's application for admission.

5. PSAT/NMST; SAT; CAT Tests require an additional fee which varies with each test and are paid by the student.

6. Paces in stock are the property of Legion Preparatory Academy until they are issued to a student.

7. Any and all monies paid to Legion Preparatory Academy Through tuition, donations for fundraisers are the Academy's. LPA has no duty or obligation to return any of said monies at any time for any reason, and the money can be used in any manner the administration deems necessary.

8. Early withdrawal or expulsion does not constitute the need for any type of refund, partial or total. Also, the parent still has the obligation to pay the remainder of the year's tuition.

9. An exception granted to one does not constitute policy for anyone else, but only applies to that individual at that time and that circumstance.

10. **Scholarships** may be applied for and will be granted when funds are available and when the student meets all qualifications.

11. Eligible students are expected to attend student conventions. The costs related to the attendance of student conventions are the responsibility

of the parent. A convention fee schedule will be provided to each student. His/her costs may be offset through participation in fundraisers.

12. **A charge of \$1.00 per minute will be assessed for every minute after the allowed pick up time.**

## **GRADUATION FEES FOR EACH GRADUATE**

### I. Cap & Gown

- A. Ordered by school
- B. Cost- approx. \$25.00

### II. Invitations

- A. Ordered by school
- B. Cost- approx. \$75.00

### III. Programs

- A. Ordered by school
- B. Cost- approx. \$75.00

### IV. Speaker

- A. Chosen by the administrator or Headmaster
- B. Cost – variable (\$200-\$500); paid by parents or graduates

### Reception

- A. Parental involvement with staff assistance
- B. Cost- variable; paid by graduate's family

### V. Diploma

- A. Ordered by school
- B. Cost- \$15.00

VI. All costs are only estimates and are paid by graduates or their families.

## **TUITION PAYMENT PLANS**

### **PLAN I**

Registration Fee for all students: \$540

Garland Campus: Monday, Wednesday, Friday Grade: 6th- 12th

Online Student: \$1500

This does not include lunch

Athletic fee is included

Does not include travel supply such as: toiletries, extra food expenses and other items that may occur.

When is tuition due?

There are four payment options available: one-time payment (lump sum), two semester payments, quarterly installments or monthly installments. The first payment for the 2022-2023 academic year is due, no later than July 12th.

## **ATHLETIC POLICY**

When enrollment allows, Legion Preparatory Academy participates in boy's flag football, boy's and girls' volleyball, boy's and girl's basketball, and track. Although the Academy understands that physical fitness is important to the overall development of children, great importance is not placed on athletic competition. It is the opinion of the administration of Legion Preparatory Academy that enjoying the games and fellowship with other Christian schools is the primary goal of the athletic events, not the emphasis on winning.

Necessary uniforms for each sport will be required for that respective sport and will be supplied by the student. A student cannot participate in an actual game without the required uniform.

Also, the Academy will require a student to be in good academic standing each week in order to be eligible for each game (no pass - no play). Rules to define good academic standing are determined by the principal.

Athletic fee is required for each sport.

## **STUDENT CONTRACT and COMMITMENT FORM**

All students will sign a Student Contract and Commitment Form for attendance, conduct (including dress code) and schoolwork.

Students thirteen years of age and older are required to have a Church Attendance Form completed each week.

## **PARENT CONTRACT and COMMITMENT FORM**

All parents will sign a Parent Contract and Commitment Form for cooperation with the school for their child's attendance, conduct (including dress code) and schoolwork.

## Procedures Manual

- A. Our school should not have the following:
  - 1. Students who lack character.
  - 2. A secular atmosphere (secular youth activities, TV talk or language, lewd body movements)
  - 3. Negative attitudes
  - 4. Critical spirits
- B. Our school should have the following:
  - 1. A clean and uncluttered environment
  - 2. Positive and up-lifting attitudes
- C. Advantages of wearing uniforms
  - 1. Uniforms contribute to higher academics. Students are less concerned for their dress & concentrate more on academics.
  - 2. Uniforms contribute to greater self-control in students. A sharp-looking, neat student will tend to act that way; a sloppy appearance tends to foster undisciplined character.
  - 3. Uniforms reduce clothing cost & make it easy for students to know what to wear each day. Quality uniforms can be worn from one to three (or more) years.
  - 4. Uniforms build school spirit.
  - 5. Uniforms eliminate competition in dress. Peer pressure regarding clothing is minimized.
  - 6. Sharp uniforms command respect.
  - 7. Sharp uniforms can help to improve a student's self-image & give him a sense of personal worth.
  - 8. Uniforms standardize the dress code. They eliminate conflict over what students can & cannot wear.
  - 9. Modest uniforms help students learn to dress appropriately, preventing immodest apparel & slovenly appearance at school.
  - 10. Uniforms help establish a pattern of life whereby students may select other appropriate clothing throughout life. They can help build convictions on what kind of clothing is modest, conservative, & appropriate.



LEGION PREPARATORY ACADEMY  
**Grading Rubric**

All grades

Engaging in work	Using work as a prop	Choosing work	Receiving help	Wandering/ interrupting	Behaving disruptively
engaging in age appropriate and concentrated work independently or in presentation	not engaging with material in front of him/her	in process of selecting and/or setting up work	consulting with or receiving direction from a teacher in class	moving aimlessly or conversing without focus	yelling, defiant, leaving room, obvious misuse of materials
Mastered	Developed	Developing	Emerging	Intervention and support needed	Intervention and support needed
A	B	C	C-	D	F
90-100	80-89	75-79	70-75	60-69	0-59

Framework from

[:https://www.public-montessori.org/wp-content/uploads/2016/12/NCMPS-Elementary-Observation-Rubric](https://www.public-montessori.org/wp-content/uploads/2016/12/NCMPS-Elementary-Observation-Rubric)

Other interpretation by: Evangelina Morales M. Ed

Intended use: For Nishia Walker Director of Legion Prep Academy to assist with grading, evaluation and assessment, to create assessment theorems, ideologies and guidelines designed specifically for Legion Prep Academy and its mission, vision and philosophy for educating students

## RECOMMENDED & HONORS COURSE OF STUDY

SUBJECT	MINIMUM CREDITS REQUIRED	RECOMMENED	HONORS
BIBLE		2	3
New Testament Survey			
Old Testament Survey			

Life of Christ		
New Testament Church History		
ENGLISH	4	4
English I		
English II		
English III		
English IV		
MATH	3	3
Algebra I		
Algebra II		
Geometry		
College Math		
SOCIAL STUDIES	4	4
World Geography		
World History		
American History		
Civics		
Economics		
Texas History		
SCIENCE	3	3
Biology		
Physical Science		
Chemistry		
Physics		
Creation vs. Evolution		
ETYMOLOGY	1	1
TYPING	1	1
COMPUTER LITERACY	1	1
SPEECH	1/2	1/2
MUSIC	1/2	1/2
FOREIGN LANGUAGE	1	2
PHYSICAL EDUCATION	2	2
ELECTIVES (as needed)	?	?
MINIMUM TOTAL CREDITS	25	27

# GENERAL & VOCATIONAL COURSES OF STUDY

SUBJECT	MINIMUM CREDITS REQUIRED	GENERAL	VOCATIONAL
BIBLE			2
New Testament Survey			2
Old Testament Survey			
Life of Christ			
New Testament Church History			
ENGLISH	4	4	
English I			(Remedial
English II			Courses
English III			As
English IV			Needed)
MATH	2	4	
Algebra I			(Remedial
Geometry			Courses
			As Needed)
SOCIAL STUDIES	4	4	
World Geography			(Remedial
World History			Courses
American History			As
Civics			Needed)
Economics			
Texas History			
SCIENCE	2	4	
Biology			(Remedial
Physical Science			Courses
Creation vs. Evolution			As Needed)
ETYMOLOGY	1		Remedial
TYPING	1		1
COMPUTER LITERACY	1		1
SPEECH	1/2		N/A
MUSIC	1/2		N/A
PHYSICAL EDUCATION	2		2
ELECTIVES (as needed)	?		?
MINIMUM TOTAL CREDITS	22		22

Only students who have completed at least the recommended course of study will be eligible for early graduation.

# PARENT & STUDENT COMMITMENT

Student's Name \_\_\_\_\_

Parent's Name

Mother \_\_\_\_\_

Father \_\_\_\_\_

I have read the Student Handbook and completely understand its contents. I agree to abide by the rules stated within the handbook and other rules put forth, as deemed necessary, by the Administration of Legion Preparatory Academy. I further understand that expulsion from Legion Preparatory Academy may be necessary based on academic performance and/or behavioral issues.

Signatures

Date \_\_\_\_\_

Student \_\_\_\_\_

Father \_\_\_\_\_

Mother \_\_\_\_\_