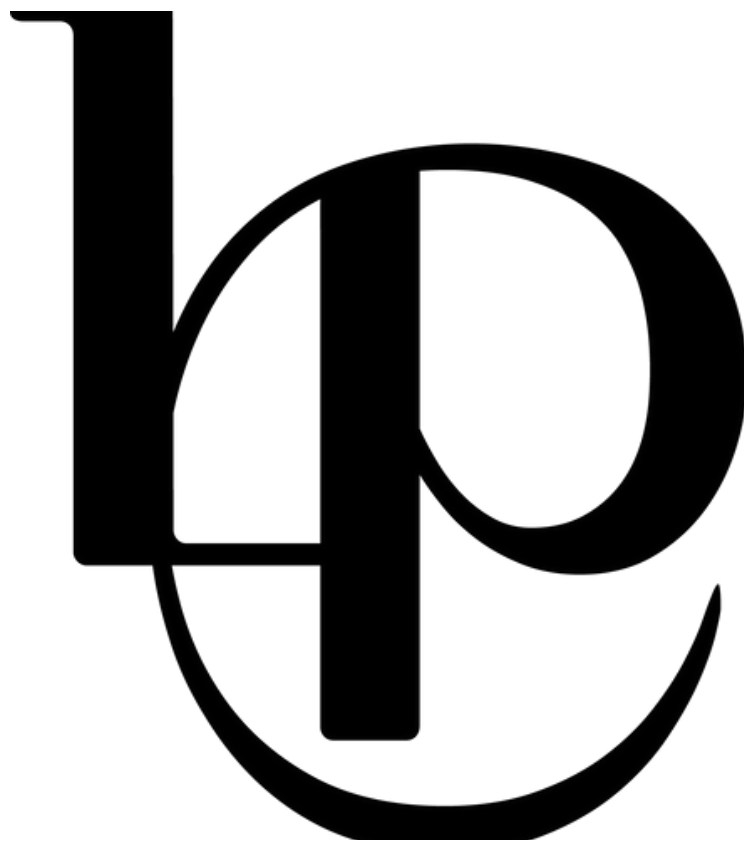


# LEGION PREP HANDBOOK

A student handbook is a document that provides students with important information about their school, including academic policies, school rules and regulations, expectations for behavior, and resources available to them. It is a guide that outlines the rights and responsibilities of students and helps them navigate their educational experience. The handbook may also include information about extracurricular activities, support services, and contact information for school staff.



**PARENT & STUDENT COMMITMENT**

**Student Signature:**

**Parent Signature:**

\_\_\_\_\_

\_\_\_\_\_

**DD/MM/YYYY**

\_\_\_\_\_

\_\_\_\_\_

**DD/MM/YYYY**

Failure to comply with the Handbook as set forth in this document may result in disciplinary action.



This handbook is for our students and parents to have access to information about Legion Prep Academy and to help answer questions that may arise throughout the season. If at any time you need more information or have questions, please contact [info@legionprep.org](mailto:info@legionprep.org) or call 1.800.200.0829.

You can always find up to date and valuable information at our website: [www.legionprep.org](http://www.legionprep.org)

### **Legion Prep Mission Statement**

Our mission is to provide our students with non- traditional quality education by emphasizing academics, athletics, and arts. Our coaches and administrative staff strive to provide a safe, positive, encouraging and rewarding environment while maintaining an emphasis in areas of hard work, mental and physical strength, commitment, sportsmanship, teamwork and character development.

## Coaching Staff

One of our goals at Legion Prep is to provide experienced, quality coaches for our programs. We will strive to match coaches with teams based on experience, knowledge, abilities, and personality.

## Registration and Eligibility

Students and Parents must complete/sign the Handbook and attending a formal interview before attending Legion Prep Academy.

## Financial Commitment

Below is the tuition plan. Please choose plan that will work best with your family. Fees go towards paying curriculum gym and facility rentals, speed and agility training, uniforms and equipment costs, tournament fees, and ext.

	<b>Homeschool</b> LPA doesnt provide curriculm	<b>Full - time Student</b> LPA provide NCAA certified curriculum 4812912	<b>LPA student only</b> LPA provide NCAA certified curriculum 4812912
<b>Tuition/Curriculum</b>	X	\$2500 - \$3250	\$2750 - \$3550
<b>Athletic fee</b>	\$1000	\$1000	X
<b>Travel</b>	\$1000	\$1000	X
<b>Housing &amp; Meal Plan</b> <small>(only breakfast &amp; dinner)</small>	X	X	X
<b>Total Yearly Cost</b>	<b>\$2000</b>	<b>\$4500 - \$5250</b>	<b>\$2750 - \$3550</b>

Note: Outline the budget for the Academy including all anticipated expenses. The timeline of the program spans the school year, starting from September and concluding in May, aligning with the academic calendar. Deposit includes registration fee: \$300 due Aug 2nd. Other expense may apply depending on Coaches requirements.

Payment options available: one-time payment (lump sum), two semester payments, quarterly installments or monthly installments. Additional fees may apply if you want payment plan. The first payment is due Fall academic year, no later than, Sept 1st.

In order for Legion Prep Academy to execute their annual plan, we must adhere to our budget. Once you sign your contract and pay your down payment, you are committed to the

year with Legion Prep Academy. Should you withdraw before the year is over; you will not be entitled to any refunds of money already paid.

Tuition Refund Program (TRP) is designed to protect the tuition investment of those families who have enrolled and paid a partial tuition, but find themselves unable to attend Legion Preparatory Academy for either of the following reasons:

1. The family is moving more than 50 miles away from LPA; or
2. The student is unable to attend LPA due to medical reasons.

Failure to complete the payment schedule as agreed upon by the student and parent contract can render the athlete ineligible to compete with Legion Prep Academy until the balance is paid in full.

## **Fees**

Late fees \$25 will apply on the 5th day of the month.

If a need arises, and special payment arrangements become necessary, Legion Prep Academy will do everything possible to assist in such arrangements. If a special payment arrangement is needed, please send a request, in writing, to the Admin Office explaining the specific installment amounts and dates of payment.

The Admin Office will send a written response with an addendum contract to be signed by the applicant if such payment structure request is approved.

## **Scholarships:**

Scholarships will be awarded at the discretion of the coach, based on the student's performance and dedication to the team. The coach will have the authority to continue or discontinue the scholarship each academic year, based on the student's ongoing commitment and contribution to the team. This approach ensures that the scholarship is awarded to students who demonstrate consistent effort and excellence in their athletic pursuits.

## **Travel**

Travel expenses are the responsibility of each family. If travelling out of area (Dallas) more than 2 hour we will provide transportation(vans only). For trips or tournaments 4 or more hours, we will provide team lodging(State and National Tournament only).

Upon arrival at the hotel, coaches will establish a curfew time for players. It is the responsibility of parents and chaperones to assist in enforcing these curfews.

Players will not leave the hotel without a chaperone and must adhere to the coach's set curfew time.

Violation of any of these travel policies may result in expulsion from the academy. Legion Prep may, at their discretion, send a player home at the expense of the parent or guardian for violation of any club policy or rule.

## **Field Trip/Transportation Permission Form**

I grant permission to Legion Prep Academy (LPA) and its officers, employees, representatives and/or agents for my child(ren) to ride in vehicles driven approved by the school to and from the playground for recess or on school-sanctioned field trips. I understand that my child(ren) will be safely secured in either a passenger safety system - as required by law - or with a standard seatbelt; and that the vehicle(s) license, inspection and liability insurance will be current. Driver(s) will possess a current driver license.

## **Students Expectations**

Students are expected to adhere to all City, County, State and Federal Laws as well as all Legion Prep Academy rules and regulations. Violations of these laws or rules/regulations may result in expulsion from the Legion Prep Academy.

Additionally, players are expected to:

- Be a team player; the team comes first, always and no matter what.
- Have a positive attitude at all times; encourage and support your teammates to the best of your ability whether you are on the court or on the sidelines.
- Demonstrate strong club/team spirit and pride.
- Be a leader on and off the court.
- Stay focused, mindful, and display a strong work ethic at every practice and tournament.
- Always show respect to all teammates, parents, coaches and officials.
- Do not provide, use, or condone the use of tobacco products, alcoholic beverages, or recreational drugs. Do not remain in a location where this kind of activity is taking place.
- The use of any illegal substance will not be tolerated.
- Clean up after yourself (gyms, cars, hotels, restaurants, schools, etc.).
- Be the kind of teammate you would like to have beside you. Find ways to make your teammates better at every opportunity and celebrate team successes.

Legion Prep Academy reserve the right to place a student on probation or suspension for violation of any rules or regulations. Probation results in the ability of the student to practice in any school activity.

## **Parent Code of Conduct**

Parent participation is essential for the success of the teams and individual athletes. Active and responsible parents also contribute to the positive image of Legion Prep Academy within

the community.

Legion Prep is responsible for the actions of their players, coaches, parents, and spectators.

Please adhere to the following guidelines etiquette:

- **Respect:** Please be respectful to all players, coaches, officials, linesman, scorekeepers, other teams, parents, etc. In the case of repeated negative behavior, Legion Prep reserves the right to restrict the attendance of spectators. If parents do not cooperate, Legion Prep may have no other choice but to dismiss the player from the team.
- **Cheer:** Cheer for your team and its players! Do not be negative about the players, the coach, or the other team at any time.
- **Don't Coach from the sidelines:** There is a big difference between cheering for the team and attempting to coach from the bleachers. Leave the coaching to the coach.
- **Don't approach the officials:** Please do not ever approach, or yell at any of the officials, lines persons, or scorekeepers at a tournament. If a discrepancy occurs, let the coach deal with the problem.
- **Communicate with the coach at appropriate times:** You should always feel free to talk to the coach. But please remember that there is an appropriate time and place to discuss an issue with the coach.

## **Social Media and Electronic Communications**

Communications involving minor participants should be appropriate, productive and transparent, as part of Legion Prep Academy emphasis on participant safety.

Communications concerning travel, practice or competition schedules and administrative issues among coaches, administrators and players and their families is critical. However, the use of mobile devices, web-based applications, social media and other forms of electronic communications increases the possibility for improprieties and misunderstandings, and also provides potential offenders with unsupervised and potentially inappropriate access to participants.

The improper use of mobile devices and electronic communications can result in misconduct

## **Grievance Procedures**

Competitive team athletics, by its very nature, creates an environment where athletes, parents and/or coaches may not be in agreement with all decisions made. Knowing when and how to communicate with the Coach or Athletic Director is a concern for almost every parent at some time during the season. Most often the concern is how to inquire about issues.

Athletes are encouraged to communicate with their coaches. Athletes are expected to discuss any issues concerning playing time or any other related subject with their coaches' first before escalation is needed.

Parents are encouraged to communicate with the Athletic Director only after exhausting all the recourses to resolve the problem.

Coaches are not required to defend his/her thought process or conclusions at any time during the season. Coaches are instructed not to engage in controversial discussions during tournaments. If a coach is approached during a tournament, he/she has been instructed to: politely decline to discuss any controversial matter or to refer the parent to a Athletic Director.

**Parents and athletes are to adhere to the following grievance process:**

1. The athlete meets with the coach to discuss the matter. If the matter is not resolved or the athlete has a reasonable concern about speaking to the coach, please proceed to step two.
2. The parent meets with the coach to discuss the matter. If the matter is not resolved or the parent has reasonable concern about speaking to the coach, please proceed to step three.
3. The parent meets with the Club Director. In certain situations, the Club Director may ask either the coach or athlete (or both) to attend the meeting.
4. All decisions and recommendations by Legion Prep Academy and the Athletic Director are final and not subject to appeal.

The recommended time for a parent and/or athlete to meet with a coach is immediately after a scheduled practice or by appointment.

It is inappropriate for an athlete or a parent to approach other Legion Prep members about a problem the athlete or a parent is having with a Coach, about objections to coaching, or administrative decisions. For the health of the teams and the Legion Prep Academy as a whole, grievances must be handled via the grievance process outline above.

Legion Prep Academy strongly promotes fairness and believes in open communication. All issues and concerns are immediately addressed with the athlete's well-being in mind.

Legion Prep Academy is dedicated to keeping an open line of communication between all involved. We want the players/parents to feel comfortable with our staff. We are here to make this season enjoyable as well as a great learning and growing experience for your athlete.

**Insurance Coverage**

It is the responsibility of parents to ensure that their athlete is covered by medical insurance. Basketball is like any other sport - the risk of accidental injuries is inherent in the nature of these activities. These risks include, but are not limited to, the potential for injury, accidents

or illness while traveling to and from competition sites, while participating in the various program activities, and while playing basketball.

We attempt to minimize the existing risks through use of proper sports equipment, proper facilities, and sound safety practices.

Participants must obtain a physical exam in order to participate. A copy of your current year's school physical is sufficient and will need to be turned in prior to the first practice.

### **Physical**

Students must maintain a physical each school year if they are participating in sports.

### **Medical Waiver**

Participating in any sport requires an acceptance of risk of injury. Legion Prep Academy Inc. has taken reasonable precautions to minimize the risk of significant injury by providing competent coaching, well maintained facilities and proper conditioning. The chances of a basketball sustaining a catastrophic sports injury are extremely remote yet understand that serious injuries can happen to anyone. With this understanding, the undersigned does hereby waive and release Legion Prep Academy Inc. organization, coach(es) and staff from all liability that may occur while trying out or participating in our sports program.

I/We give my/our consent and approval to the participation of our child in the Legion Prep Academy Inc. organization's sports program. I/We submit that my/our child is physically fit and has my/our permission to partake in the Legion Prep Academy sports team. I/We hereby discharge, waive, and release Legion Prep Academy Inc. organization, its coach(es), staff, facility and sponsor(s), from all liabilities. I/We also release all practice and game sites, including its employees and agents, person transporting my/our child to or from practices, games, or activities, from all liability or claims in case of accident, injury or death. I/We carry personal medical insurance for my/our child in case of accident, injury or illness.

### **Media Release**

I, hereby authorize Legion Prep Academy to publish the photograph(s), video(s), and name(s) of me or my junior player(s), for use in the Legion Prep Academy website [www.legionprep.org](http://www.legionprep.org)

I further agree that the use of the media in any publication on the website produced by Legion Prep confers no rights of ownership whatsoever. I also release Legion Prep Academy, and its employees from any liability or claims by me or any third party in connection with the publications of myself or the undersigned minor child(ren).

I acknowledge that my participation is voluntary and, I will receive no financial compensation. I am also aware that the use of the media is for the sole purpose of recognizing the Legion



Prep Academy members, parents, players, and community.

I have the authority to authorize Legion Prep Academy the use of the photograph(s), video(s), and name(s).

If for any reason you would like an image removed from the Legion Prep Academy website(s), X, or Instagram please sending an E-mail requesting to [info@legionprep.org](mailto:info@legionprep.org)

## **Academic Information**

Legion Preparatory Academy college preparatory curriculum offers a wide range of subjects and subject levels. Students are placed in the level found appropriate to skill and preparation so that each student has the opportunity to excel.

### **Academics**

If a student is failing or has Incompletes in two or more courses at the end of a quarter, he/she is considered ineligible and remains ineligible until progress report time of the following quarter. Students may regain eligibility at progress report time of the following quarter if the student is passing all classes according to the records of the Assistant Principal of Academic Affairs. In the case of Incomplete(s), once a student fulfills all completion requirements that Incomplete will be considered corrected. If the student is failing one or more classes at progress report time in the quarter following a failure, the student will remain ineligible for the duration of the quarter. Eligibility for the third quarter will be determined by a student's semester grades.

### **Dropping Course**

On rare occasions it may be necessary and, in the student's, best interest to drop a course from the student's schedule if the course is not required for graduation. Approval to drop a course is gained through a request to the Assistant Principal of Academic Affairs. A —WF|| (Withdrew Failing) may be entered on the transcript and a —69|| calculated into the student's cumulative grade average. At the discretion of the Assistant Principal of Academic Affairs a course may be dropped for non-academic reasons.

### **Grades and Reporting Grades**

Course grades are updated daily on website. Parents will receive their website password and instructions for use during the first two weeks of school. Students are required to maintain an 83 or better in all academic classes.

### **Progress Reports**

Progress reports are sent via email the 3rd, 6th, and 9th week of each quarter. You are encouraged to discuss any questions or concerns with your child's teacher as soon as they

arise. Teachers will request a conference if they have concerns about your child's progress.

### **Report Cards**

Report cards are a record of a student's academic performance, conduct and attendance. Report cards for students in grades 6-12 will be emailed home via website at the end of the semester. Please notify the front office if you wish to pick up a hard copy of the report card.

### **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.

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.

Thank you in advance for your support and dedication Legion Preparatory Academy

