



# Student Handbook for Summer 2017

## Legend College Preparatory

CEEB code: 054732

21050 McClellan Rd, Cupertino, CA 95014

Fully Accredited by the Accrediting Commission For Schools,  
Western Association of Schools and Colleges [WASC]

## General Policy

### Attendance, Workload, & Pace

Ten-credit academic courses require consistent attendance of a minimum of 38.5 out of 42 scheduled instructional hours, while 5-credit courses require consistent attendance of all 21 scheduled instructional hours. Because courses move at an accelerated pace, students should be prepared to invest a considerable amount of time to complete all readings, writings, assignments, and group discussion preparation through guided learning and/or independent studies. Additionally, students must be present for the final on the last day of each semester. Any student exceeding the maximum allowable absences will be required to immediately arrange for a make-up session.

### Dates, Step-up Sessions, and Friday Clinic

The first 2017 summer school session is six weeks long and begins the week of **June 12**. The second session is three weeks long and begins **July 24**. First Session classes meet two times a week (either Monday and Wednesday or Tuesday and Thursday) for 3.5 hours per day. Second Session classes meet four times a week (Monday through Thursday) for 3.5 hours per day. Students taking step-up math courses attend 3 extra Friday sessions. Free optional Clinics are drop-in sessions available on Friday mornings, where teachers are available to answer questions. We encourage students to participate and take the advantage of this resource as much as possible and parents to take this into considerations when they plan for the summer.

### Absences and Make-up Sessions

Students who expect to have minor schedule conflict have the option to substitute missed sessions with make-up sessions. As we only operate on a first-come-first-serve basis and do not guarantee availability, we encourage you to make request as soon as you know of your schedule and before the summer starts. These make-up sessions could be scheduled at the beginning or end of the term for an additional fee (see table below). You could report your absence and request for make-up sessions by filling out the [online request form](#) here. Please be reminded that requests of make-up sessions after the summer has started usually have trouble getting that fulfilled, if not impossible. As such, we advise you against making any additional plan that conflict with your class(es) once you have enrolled and when the summer draws close. We encourage all students to keep up their attendance to the best of their abilities and notify teachers of unexpected absences, such as sickness or family emergency.

No. of Weeks Missed	Make-up Hours Needed	Division 1 Course	Division 2/Pre-AP	AP Course	Capstone Prep
1	3	\$150	\$165	\$180	\$180
2	6	\$300	\$330	\$360	\$360
3	9	\$450	\$495	\$540	\$540

Absences in Independent Study or tutoring must be reported with 24-hour advance notice in order to have the class time scheduled for a makeup. Otherwise, the class time for that session is considered forfeit and will not be refunded. Tardiness for Independent Study or tutoring hours will not be refunded or made-up.

### Sickness

If a student has a fever, a rash, any discharge or other contagious diseases, Legend will contact parents and request that the student be picked up as soon as possible. We ask that parents also allow 24 hours to make sure that the student is clear from the fever after taken off from medication and fully recovered before returning to class. Classes which are missed due to sickness are generally not made-up, unless they are a part of an Independent Study course arrangement. Students should immediately ask for class content when they are better so that they do not fall behind schedule.

### Test Retakes

In all classes, students have the option to retake tests to achieve the best results. For those who take this option, final grades would be calculated based on the higher score between regular final and retake. That is, there is no loss on the student's part if they want to attempt higher. However, we also want to ask students to try their absolute best to do well in the regular final and see this retake option just as a back-up.

The dates of Retake Finals are listed below:

- Session I: Fri, 8/4, 9:00 or Mon, 8/7, 5:00
- Session II: Fri, 8/25, 4:00 or Mon, 8/28, 4:00
- Personalized schedule request is available at \$150. All retakes must be completed by 8/28, 2017.

Students who decide to participate must submit an online request by 7/31 for SI and 8/21 for SII.

### Transcripts

Upon completion of the summer course, each student will receive an unofficial transcript and may make request for a formal transcript with letter grades for his/her summer course. Continuing students will have a transcript showing all course work at Legend. Official transcripts incur a fee of \$10 each and request could be made by filling out the [Transcript Request Form](#).

### Application and Student Record

For formal student record purposes, new students are required to fill out a packet of **student application and record**. Parents will receive this form in digital format via email once when the students have enrolled. If you do not receive it in a week, please reach out to [office@legendcp.com](mailto:office@legendcp.com) to make a request.



## **AP Enrollment Policy**

Legend College Preparatory opens its AP courses to all students on basis of merit and readiness. Pre-AP courses are also offered to prepare students for effectiveness within its AP curriculum. This is done to ensure a path towards fulfilling prerequisites for AP course access.

### **Expectations**

To maintain the quality of AP courses, we expect that students engage in rigorous study to keep up. It is up to each student to:

- Honestly gauge the amount of work needed, on an individual level, to attain the desired level of performance.
- Proactively participate in class by asking questions, contributing constructive comments, and finishing homework in a timely manner.
- Attend classes punctually.
- Seek help on their own initiative where necessary.

### **Homework and Study**

We expect each student to diligently keep up with homework and reading for AP courses. Students should expect a **minimum** 7 hours of study, free of distraction, on a weekly basis to keep up with course content. This includes thorough review of past material and access to resources recommended by teachers. Students should be prepared to initiate their own study process and seek help for understanding concepts.

### **Friday Clinic**

We encourage students to participate and take the advantage of this free resource as much as possible and parents to take this into considerations when they plan for the summer.



## Payments

### Late Payments

Payment is due at the time of enrollment. Seats in a class are not guaranteed until payment is received in full. Late payment surcharges will be billed at \$25/full week. If payment is not received by the end of the first month of the semester for the class, the student will be dropped from the class, and late surcharges will continue to accrue. Transcripts are **withheld** if there is tuition or other fees which remain unpaid.

### Lab Fees

Lab Fees for classes with a lab component are \$135/semester. These are automatically billed in addition to the tuition paid for the course.

### Assessment Fees

New students at Legend may be required to take an assessment test to enroll in certain courses. Assessment fees are \$65 per course.

### Change of Schedule, Withdrawals, & Refunds

Tuition can be refunded in full if the withdrawal takes place at least 30 days before a class begins. A small processing fee may be charged (\$75).

Our refund policies for tuition will be paid in smaller proportions as the first day of class draws closer. In the situation when you decide to withdraw:

- 30+ days before 6/12/2017: 100% tuition
- 29-14 days before 6/12/2017: 75% tuition
- 13-1 day(s) before 6/12/2017: 50% tuition
- After the first or second class: 25% tuition
- After the third class: No refunds

If you wish to claim credit towards the tuition of another class, we will credit your account as follows:

- 14+ days before 6/12/2017: 100% credit
- 13-1 day(s) before 6/12/2017: 75% credit
- After the first or second class: 50% credit
- Between the third and fourth class: 25% credit
- After the fourth class: No tuition credited

There are no refunds for dropped students after the 3rd session, regardless of the number of school days remaining. Legend doesn't encourage dropping a class because the student finds it too hard or boring. Our teaching goal is to enable a student to succeed, and we strive to use different teaching methods to fit different learning styles. It is our belief that learning often comes from perseverance.



### **On-site Credit Card Payment**

If a credit card is physically swiped through Square, on-site, there will be an additional fee equal to 2.75% of the payment.

If only a credit card number is provided for on-site payment there will be an additional fee equal to 3.5% of the payment, plus 15 cents.

## **Other Policies**

### **Release of liability**

By enrolling their child(ren) in Legend College Preparatory, they agree to release and hold Legend College Preparatory, its staff and teachers harmless from any claim, demand or cause of action for injury to the above-named participant(s) of Legend's programs or damage to his or her personal property which arises out of or is in any way connected with programs of Legend and any travel in connection with such programs. Legend will not be held responsible in case of accident, illness or property damage.

### **Termination of Contract**

1. Legend reserves the right to terminate services with immediate effect if tuition or other appropriate fees are overdue for more than 30 days.
2. Legend reserves the right to terminate services as a result of disciplinary action, or if Legend's administration deems a student to be displaying signs of maladjustment to the program. These include, but are not limited to, dangerous and aggressive behaviors, and extreme emotional distress. In such situations, Legend will set a terminate date agreeable with the parents and refund tuition accordingly.
3. Legend reserves the right to terminate services with immediate effect in cases of extremely disruptive, threatening, destructive, or felonious behaviors displayed or committed by a student, including, but not limited to:
  - a. Bringing a weapon to any of Legend's program activities
  - b. Displays of seriously aggressive behavior towards others, even if it occurs online
  - c. Intentional vandalism to Legend's or others' property
  - d. Involvement in robbery or theft

### **Media Usage**

Parents, by default, agree to allow any pictures and videos taken during class time or activities relevant to Legend's programs to be used in brochure, websites, or other promotional materials, even if their child's image is included in these materials.

However, parents can choose to opt out with proper indication in the student registration packet.

**Absence Report Form**

Student Name: \_\_\_\_\_

Term: \_\_ Course & Class Meeting Time: \_\_\_\_\_

I will be absent for the following classes:

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_ Date: \_\_\_\_\_

Please check ONE of the following:

\_\_\_\_\_ Yes, I would like to request a make-up class, which I understand will entail an extra cost based on LCP's policies if the make-up class takes place. I also realize that availability is not guaranteed, but will do myself to make myself as available as I can to accommodate as such.

\_\_\_\_\_ No thanks, I can catch up on my own. Please let me know if there's any homework or class materials that I need to access. I will check Moodle if appropriate.

*\*\*The absence report form helps set expectations for teachers so they can best direct you during absences that you know will happen in the near future. Excessive absences result in a high chance of negatively impacting your child's learning experience. We expect all students to make maximum effort to show up to their classes and avoid scheduling other activities which cause conflict with class time.*