

Legacy Academy Handbook 2010-2011



Legacy Academy
PO Box 409
321 Gilson Ave.
De Queen, AR 71832
Office: 870-642-8937 Fax: 866-925-4549
www.legacyacademyonline.com

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I. Introduction to Legacy Academy

Welcome to Legacy Academy (LA). To better assist you this school year, we offer this LA Handbook that explains many of the things we do. If you have any questions or concerns after reading this guide, please feel free to contact your student's teacher or the school office.

- a. *Governance* – Legacy Academy is a church governed private school. LA is a ministry of The Legacy Center, which is a 501 (c) 3 organization incorporated in the State of Arkansas as a not for profit entity. The Legacy Center provides complete oversight for all things pertaining to the school.
- b. *State Licensing* - The childcare services of LA are licensed and governed by the Arkansas Department of Human Services. State inspection reports are available upon request.
- c. *Address and Contact Information* – Legacy Academy is located in Downtown De Queen on 321 Gilson Ave. Office hours are 7:50 a.m. - 4:00 p.m. Monday-Friday. Our office can be reached at 870-642-8937 and our fax number is 866-925-4549.

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II. Enrollment

- a. *Enrollment* – If a child's application is approved by Legacy Academy, a registration form must be filled out and turned in to the Legacy Academy office. The registration form must be submitted by August 15th, 2010. Following the approval of this form, the child will be enrolled as a student at Legacy Academy.
- b. *Re-Enrollment* – Students in good standing with the school (academic as well as behavioral standing) are invited to re-enroll. Early in the second semester, re-enrollment contracts are issued. A signed contract must be received by the deadline indicated to ensure a place for the student for the following year. Shortly after the re-enrollment deadline, LA begins accepting new students for the following school year. To ensure a place for a student for the next year, an enrollment contract must be signed at registration time by the party financially responsible for the education of the student. Contracts must be entered into carefully as a signed and returned contract obliges the signer to pay the full tuition without exception.
 - i. Students not considered in good standing face the possibility of not being invited back, or having the decision delayed until the end of the school year.

III. Tuition

- a. *Tuition Information* - Tuition payments are due the first business day of every month. The School fully expects all parents to stay current with their tuition and fee responsibilities, and to honor financial commitments made with the School. All questions about finances should be directed to the LA Office.
- b. *Payment Plans*
 - i. Tuition payments may be made through a 9-month plan (September 1st – May 1st) or 12month plan.

c. *Terms and Conditions*

- i. All tuition payments are due on the 1st business day of each month. All monthly payments will be given a 10-day grace period. Payments are considered delinquent if they are received after the 10-day grace period and a late fee of \$15 will be assessed.
 - ii. It is the policy of LA School Administration that tuition 60 days past due will jeopardize the enrollment status of your student(s).
 - iii. If an account becomes 60 days overdue, students will not be allowed to attend school until the account is brought current. Exceptions and extenuating circumstances are subject to approval by the School Administration. If a student withdraws, written notice must be given and tuition will be due for the full semester of withdrawal unless otherwise approved by the school administration.
 - iv. In the occurrence of an overdue account, students may not attend classes until their tuition is made current.
 - v. LA bases its tuition upon the total number of teaching days that students are scheduled to attend. Tuition refunds or credits are not given for student absences. If students are out of school for an extended period of time, tuition must be paid in order to hold class position. In cases of late entry, tuition is due for the full month of entrance. Unless written notice of withdrawal is given, tuition charges continue whether or not students attend classes.
 - vi. Full and part-time preschool students must give 2 weeks notice for withdrawal or reduction of scheduled days.
 - vii. Rates and policies are subject to change.
- d. *Financial Assistance*- LA offers financial assistance to families with students in good standing and with a demonstrated financial need. Such financial assistance is granted on a year-by-year basis and is based upon availability. Families seeking financial assistance must apply each year for consideration. Applications for financial assistance can be obtained from the LA Office and are due by the deadline published on the website during the Fall semester. All information required for demonstration of financial need is held by the school in strict confidence and is viewed only by the Administration.

IV. Curriculum and Academic Philosophy

a. *Teaching Philosophy*

Legacy Academy aims to train and equip young men and women through a challenging, yet enriching academic and spiritual environment. Our educational philosophy is three-fold: to give children a Christian education, to teach using classical methods, and to utilize student recognition, global and local resources, and principle-based discipline.

Legacy Academy (LA) is not just a concept for a school, it is an icon for Legacy to speak to and offer value to the youth of the nations. The LA process seeks to engineer a quality-learning environment that goes far beyond an academic experience. LA provides students with the knowledge and experience that will endure throughout their lives. The LA student must be drawn by a clear picture of a preferred future and not necessarily shaped by the past or present circumstances.

To build this strong future we rely upon time-tested principles, values, and methods.

LA is built upon a value-based system of education and development as outlined by the Word of God. This system is especially relevant in the environment of the 21st century, which is global, technological, fast paced, and very challenging. LA provides an environment and culture that is able to provide not only academic excellence but also develops students of integrity, character, and confidence who are aware of their individual purpose, worth, and societal responsibility. LA students will emerge well prepared and thoroughly equipped for any mandate or purpose that may be upon their individual lives.

LA focuses on the holistic development of each child. Students will be developed in an environment that focuses on academics, spiritual, social, as well as physical development. Education is a tool for human development and it must shape the understanding and mentalities of students. It is a journey from ignorance to knowledge, depravity to understanding, and folly to wisdom. It is a deliberate move from self-centeredness to community-mindedness.

Classical Education

Legacy Academy employs the classical approach to education. It is a time-tested method, which can vigorously prepare our students for life. It provides for intellectual development, academic achievement, and moral stability.

At its core this method is an approach to learning. We believe it is essential that children not only gather information for passing exams, but that each student learns to learn. This approach to education provides children the educational tools needed to both learn and think for themselves.

The time honored teaching method employed at Legacy is known as the trivium, which imparts the basic tools of learning to the student.

What is the Trivium?

The Trivium is shorthand for the three foundational academic categories: grammar, logic and rhetoric. It is an approach to learning, an approach to subjects, and a set of various subjects. The Trivium is applied to every academic discipline, meaning every subject has its grammar, logic, and rhetoric. Becoming educated in any subject involves knowing its basic facts and principles (grammar), reasoning clearly concerning it (logic), and articulating it clearly and effectively (rhetoric). This three-phase model corresponds to the natural stages in child development, a classical model that for centuries has produced men and women of extraordinary achievement and intellect.

The Trivium corresponds to three basic, progressing stages in the development of a child: Kindergarten-Sixth grade is the grammar stage; the junior high years are the logic stage; and the high school years are the rhetoric stage. With grammar, the student learns to accurately receive knowledge; with logic, to critically analyze and understand; with rhetoric, to wisely and effectively express himself. The Trivium is nothing more than a proven and very practical approach to education. It is an instructional model that (1) is a common sense way of looking at subjects, (2) approaches the study of subjects in a way that naturally fits with

how we learn, and (3) tailors curriculum content to a child's cognitive development.

The Trivium approaches the study of subjects in a way that fits naturally with how we learn. The Trivium tailors curriculum content to a child's cognitive development by utilizing methods and subject matter that are appropriate to the age of the student. Children in the Grammar stage (K-6th grade) tend to think in concrete terms and have an amazing ability for memorizing many facts. Children in the Logic stage (7th-9th grade) are naturally developing reasoning and analytical thinking abilities. As they mature to high school (10th-12th grade) or Rhetoric stage, they are able to think in very abstract terms and have greater interests in being creative, expressing themselves, and communicating their ideas. The classical method plays to these age-related tendencies.

While LA will serve only as a Grammar School at this time, understanding the Trivium allows you to put into context our educational philosophy and how we will approach each child's education beginning at the preschool level.

b. *Grading Philosophy*

i. The purpose of grades is to convey accurate information regarding student performance. As such:

1. It is important to resist grade inflation, which, over time, inaccurately reports students as performing at a higher level than they actually are.
2. It is important that parents understand the information conveyed by grades.
3. It is important that parents, students, and teachers accept and value truthful information over inaccurate, inflated grades.
4. It is important that higher-level grades be reserved for performance that is significantly above expectations and requirements for grade level advancement. Performance that is acceptable but not significantly above expectations should not receive higher-level grades.
5. A low "B" and high "C" level grades should reflect performance that meets but does not exceed expectations. These should therefore be accepted but not admired within the LA community.

Accordingly, LA assigns grades that generally reflect the following levels of subject matter mastery. Please note that these are very broad descriptions and it remains within the discretion of each teacher to interpret these guidelines as appropriate for the subject matter and grade level involved.

- c. *Reporting for Preschool* – Preschool students will receive quarterly assessments of skills and behavior for parental review.
- d. *Reporting for Kindergarten* – Kindergarten students receive quarterly assessments of skills and do not receive numerical progress reports grades. In ^{1st} grade and above, students receive reports using the scales listed in the following section.
- e. *Grammar School Grading Range* (applicable to Grades 1 and up)– The grading scale to be used in Grammar School for all subjects that receive A through F letter grades:

90-100 A - Excellent
80-89 B - Surpassing

70-79 C - Satisfactory

60-69 D - Unsatisfactory (failing)

59 and below F - Unacceptable (failing)

- f. *Behavioral Evaluation* - The “G, E, M, N, U” scale is an alternative scale that is used for behavioral evaluation. LA places a high emphasis on the behavior of students and their efforts to learn and apply biblical standards. It is important to evaluate students and convey information to parents regarding behavioral aspects of their student’s growth. Students receive marks in these areas according to the following scale:

G (greatly exceeds expectations) - reserved for student behavior that is significantly above the classroom expectations.

E (exceeds expectations) - reserved for students whose behavior has clearly exceeded expectations. This is not given to students who need to improve their behavior in any way.

M (meets expectations) - given to students whose behavior meets but does not significantly exceed the classroom expectations.

N (near expectations) - given to any student whose behavior falls slightly short of expectations and whose behavior calls for increased effort and improvement.

U (unsatisfactory) - given to any student whose behavior has a significant negative impact on the classroom, the other students, or upon the student’s own academic performance.

- g. *Fine Arts and Physical Education Evaluation* - The “G, E, M, N, U” scale is also used for assessing student performance in fine arts and physical education classes. In Fine Arts and P.E. evaluations, this scale is interpreted as follows:

G (greatly exceeds expectations) - reserved for students who greatly exceed the instructor’s expectations and directions and participate with enthusiasm and a respectful attitude.

E (exceeds expectations) - given to students who clearly exceed expectations and do not need to improve in any area.

M (meets expectations) - given to students who follow instructions and meet the curriculum expectations.

N (near expectations) - given to students who do not fully meet the instructor’s expectations, are reluctant in following the instructor’s directions, or are not fully respectful in their demeanor.

U (unsatisfactory) - reserved for students whose work and/or behavior exhibits serious lack of effort or care.

- h. *Homework* - LA recognizes that students need homework so that they can practice their work and reach their full academic potential. Homework is also an essential tool in teaching personal responsibility and diligence. However, LA also places great value on family time. We strongly encourage parents to review current classroom work with their child and read with their child. However, with the exception of reading and some large projects, teachers are discouraged from assigning homework. Homework will very rarely be assigned at the Grammar school level.

At LA, homework is generally assigned for one of four reasons:

1. Students often need some amount of extra practice with new concepts, skills, or facts.

2. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study. Daily homework allows for these short periods of study.
3. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely or work at a slower pace.
4. Homework is also given as a means to encourage parent participation in the student's education. Such participation keeps the parent informed as to the current topics of study in the class.

The amount of homework varies from grade to grade and from student to student. In the early grades (K 2nd-3rd), homework consists of math, reading, and studying for tests. Parents are encouraged to read with their students and work on mastery of appropriate math facts.

V. Student Dress Code

- a. *Pre-K & Grammar School Dress Code* – Girls must have regular uniforms described below to be worn daily and one (1) formal uniform.
 - i. Girls' Grammar School Regular Uniform:
 1. Khaki skirts, culottes or shorts that extend to the knee or khaki pants each day.
 2. Short or long sleeve white, sky blue or navy blue polo.
 3. Solid white or navy socks (bobbie or knee-hi) must be long enough to be visible above shoes and without logos or contrasting trim
 4. Solid white tennis shoes should be worn with regular uniforms.
 5. Students must have at least 3 school shirts in good repair.
 6. Girls may:
 - a. Wear navy and/or white hair accessories (no other colors allowed)
 - b. Wear a small pair of earrings and/or a small necklace
 - c. Wear a watch with no audible alarms
 7. Girls may not:
 - a. Wear undergarments that show through uniforms
 - b. Wear bracelets, wristbands, anklets or other accessories
 - c. Dye their hair unnatural colors or wear cosmetics
 - ii. Girls' Formal Uniform:
 1. Girls must have one (1) formal uniform for school performances, special ceremonies and other memorable days.
 2. Formal uniform shall consist of a white dress shirt and a navy pleated skirt. (see office for sample)
 3. Solid white or solid navy tights with formal uniform
 4. Navy and white saddle shoes (hard or soft soled)
 - iii. Boys' Grammar School Regular Uniform
 1. Short-sleeved or long sleeved white, sky blue or navy blue polo. Khaki pants or shorts (to the knee in length)
 2. Dark brown leather belt
 3. Solid white or solid navy socks, long enough to be visible above shoes and without logos or contrasting trim
 4. Solid white tennis shoes

5. Boys may:
 - a. Wear a watch with no audible alarms
6. Boys may not:
 - a. Wear earrings, bracelets, wristbands, anklets, necklaces or other accessories
 - b. Dye their hair unnatural colors or wear cosmetics
- iv. Boys' Formal Uniform—for formal dress days boys should have a minimum of:
 1. one long sleeve button up white oxford dress shirt
 2. solid navy pants

VI. **Student Conduct at School**

a. *Student Discipline* –

No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it. – Hebrews 12:11

The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline. - Proverbs 1:7

LA upholds the biblical understanding that all persons (even young children) were originally created in the image of God. In Adam's sin, however, humanity was alienated from God and it is now man's nature to be disobedient to God. The things students say and do are a reflection of the abundance of their hearts, and are symptoms of the deeper human struggle against God's authority in our lives. Therefore, correction and discipline must address heart issues and must be designed to guide students toward their need for God's grace in Jesus Christ. Maintaining an orderly atmosphere in the school and the classroom is critical to the learning process and more importantly, it is reflective of the principles and absolutes of Scripture. As in all other areas of education at LA, love and forgiveness are integral parts of the discipline of a student.

The administration determines the appropriate consequences needed for instilling discipline in school. Disciplinary measures are administered in light of the individual student's problem and attitude. All discipline is based on biblical principles; e.g., restitution, seeking forgiveness (public and private), restoration of fellowship, no lingering attitudes, and so forth.

Corporal Punishment- LA does not administer corporal punishment. All biblical passages calling for corporal discipline of children are directed to parents alone. These passages are based on the uniqueness of the parent-child relationship. Because of this, the school does not operate in the place of the parent in corporal discipline.

Ultimately, we understand that correction is a beautiful gift from God to all of us. It is a path to perfection. It is key to develop a teachable and correctable heart at an early age. This will serve your child throughout their entire life. We ask parents to help us in creating correctable children and together we can train them to be corrected by God all of their days.

- b. *Disciplinary Problems* - If a child's behavior presents a danger to him/her or to others, or otherwise becomes a serious problem, parents will be asked to come to

school during class hours to take disciplinary measures or to take the child home for the remainder of the day. When deemed that it is in the best interests of the school or the student, the administration of the school reserves the right to deny admission to, or dismiss at any time, a student whose behavior is deemed inappropriate or unacceptable. Denial of admission or student dismissal may also be invoked because of an unsuccessful working relationship between parents and the school.

- c. *Student Rules* - Students are expected to honor and obey authority and to respect one another at all times.

Students should:

- i. Think of others as more important than themselves.
- ii. Address elders and peers with courtesy.
- iii. Raise hands in class when wishing to speak.
- iv. Respond when greeted.
- v. Take care of personal belongings and those of the school.
- vi. Walk calmly and quietly.
- vii. Demonstrate a respectful attitude towards adults and classmates.
- viii. Exhibit appropriate eye contact with adults.
- ix. Use appropriate etiquette at all times (i.e., boys holding doors and offering their chairs to girls and ladies).
- x. Conduct themselves on field trips with the same high level of behavior as in the classroom.
- xi. Compete with honor and treat their opponent with dignity.

- d. *Grammar School Disciplinary Action* - There are four levels of disciplinary action in Grammar School:

- i. Level One: Classroom Discipline. The vast majority of everyday discipline problems are dealt with at the classroom level. Teachers may use charts with stickers and stamps as a way to track and reinforce daily responsibility and accountability for a student's behavior and character. Teachers may write names on the board to make students aware of a behavior problem and place checks by the name if the problem is not resolved. Time may be subtracted from recess for each infraction. In Kindergarten, teachers may use clips as a visual reminder for students rather than write names on the board. Details are given by teachers at the start of each school year.
- ii. Level Two: Office Visits. A student's continued inability to adhere to the LA standards warrants a visit to the school office. In addition, there are five basic behaviors that automatically necessitate discipline from the administration instead of the student's teacher. These behaviors are:
 1. Disrespect shown to any staff member. The staff member is the judge of whether or not disrespect has been shown.
 2. Dishonesty in any situation while at school, including lying, cheating, and stealing.
 3. Rebellion, i.e. outright disobedience in response to instruction or correction.
 4. Fighting, or any physical force used with the intention to harm or intimidate another student or staff member.
 5. Obscene language, including taking the name of the Lord in vain.

All referrals to the office result in the student calling his or her parent, preferably the father, to discuss the reason for the visit and non-corporal disciplinary action (for example: community service or writing lines). The administration may choose to send the student home for the remainder of the day. An instance of cheating results in a zero for the assignment.

- iii. Level Three: Parental Involvement. If the actions outlined above do not resolve the problem, the student's parent(s) are asked to come to school to handle the on-going problem that has resulted in multiple office visits. The school supports the parents' efforts to deal with the problem and to understand their student's behavior in the classroom. The administration may choose to send the student home for the remainder of the day or for a period of time not to exceed three days to give the student and parent(s) time to correct the matter.
- iv. Level Four: Suspension and Expulsion. In the unusual event that efforts to give instruction and direction to a student fail and parents are unable to correct disobedient or disruptive behavior, expulsion is considered. The steps toward expulsion are as follows:
 - 1. The administration schedules a meeting with the student (when appropriate), teacher(s), and the student's parents to discuss the student's behavior and to create a behavior plan to solve the problem.
 - 2. A further incident of disobedience or disruptive behavior (either outlined in the behavior plan or violating another school guideline) carries a three day suspension. The next incident results in a one week suspension.
 - 3. Any further incident after a one week suspension results in a meeting with the student's parents to formally expel the student. No tuition is refunded and the parents are not released from any tuition contract in effect.
 - 4. An expelled student is not eligible to return to school until the Fall of the following year. The administration and classroom teacher have complete discretion over re-admission.
- e. *Playground Guidelines* - Grammar School students have recess at least once and often twice each day. Recess is necessary to allow students to enjoy fresh air and have a little "down time" between lessons. Research and experience support the belief that students who have regular breaks as well as physical activity throughout the day do better with such important skills as attention, concentration, and use of time.

For all students, recess or down time is by definition not as structured as the classroom. It is often during such times that conflicts arise between students. For this reason, guidelines for recess are important and are conveyed to students repeatedly throughout the year. The guidelines for the playground are as follows:

- i. Students may play only in designated areas.
- ii. For the safety of all, students may not push, hit, wrestle, kick, pull, or participate in any fighting-type activities.
- iii. Students may swing forward and backward while sitting or may twist on their stomachs on the swings. Students may not grab on to the poles, stand on the swings, jump out of the swings, or crash the swings into each other.

- iv. Students may not stand on or jump off the playground equipment.
 - v. All rocks, sticks, bark, and dirt must remain on the ground.
 - vi. When recess is over, a teacher or lunch parent will announce this to the students. Students are to line up quietly.
 - vii. A student's failure to obey these rules results in his or her losing playtime for a period determined by the teacher or playground monitor.
- f. *Recess Supervision* - Recess and lunchtime are supervised by teachers and volunteers. Volunteers are needed to allow teachers to have some time to eat, plan, and fellowship with one another. Volunteers and teachers on duty must attend to the safety and needs of the students during this critical time. Therefore, they are asked to refrain from in-depth conversations while monitoring the students.

VII. Student Attendance

- a. *Daily Schedule*
 Doors Open 7:30am
 Student Arrival by 7:55 a.m.
 Classes begin 8:05 a.m.
 Pick-up begins 3:00 p.m.
 Final student pick-up 3:30 p.m.
 Charge for late pick-up begins 3:30 p.m. unless your student is enrolled in Extended Care (Applicable to Pre-K only). 3 – 4:30 pm
- b. *Arrival* - Upon arrival, students are to report to the cafeteria and be seated until their teacher takes the entire class to the classroom.
- c. *Tardiness* - Most students are dependent on parents for arriving at school on time. Parents are asked to be punctual. Doing so sets a good example for students and demonstrates the importance of education. In Grammar School, a student is considered tardy when he or she arrives between 8:01 and 10:30 a.m. If a student arrives to the classroom after 10:30 a.m. the student is counted absent.
- When a student has been tardy three times during a semester, a call is made from the school office to the parents of the students to inform them of the situation. Parents are expected to remedy the situation. In severe cases where tardiness is habitual, LA reserves the right to suspend, expel, or refuse re-admittance.
- d. *Grammar School Attendance* - Regular school attendance is necessary to a student's progress in school. During each day, students are exposed to various types of instruction. Because each class period should contribute significantly to the curriculum objectives of LA, and because the instructional program is progressive and sequential, student attendance in all prescribed classes is critical. Students on class field trips are considered present even though not physically on campus. A parent must come to the school office to sign a student out before taking the student off campus prior to 3:00 p.m.
- i. If a student is absent, parents are required to call the school office and give a reason for the absence.
 - ii. Excused absences are those absences that occur for the following reasons: personal illness, death in the family, family emergency, or absences approved in advance.
 - iii. Securing the missed assignments is the student and parents' responsibility. If the teacher(s) schedule(s) allow, daily work assignments and books are

prepared for parents to pick up in the school office by 3:00 p.m. Students are responsible for returning missed work in the time set by the teacher. If there is a medical reason preventing the student from completing the assignment in the time allocated by the teacher, it is the parents' responsibility to notify the teacher in writing prior to the due date of the work.

- iv. A record of attendance for each student is kept. The total number of days absent and days present is recorded on the student's quarterly report card.
- v. Parents are asked to keep in mind these facts as they consider family trips that lead to absences:
 1. Students can rarely be absent without a negative effect on their progress.
 2. Asking the teacher to help a student catch up on missed work creates an additional burden on teachers.
 3. If a family trip is planned, please notify the school office and the teacher in writing at least five days in advance. The teacher can save all work missed in class. Parents are responsible for ensuring that all class work and homework is completed within the time-frame set by the teacher.

- e. *School Closings* - If De Queen Public Schools close due to inclement weather, Legacy Academy is also closed. Radio and T.V. stations usually broadcast these closings by 7:00 a.m.

In the event of questionable weather on a day that LA is scheduled to hold classes but De Queen Public Schools is on holiday, a school-wide email is sent out and a message regarding school closure is posted on the school's voice mail (870) 642-8937. These closings are also posted with radio and T.V. stations.

- f. *Dismissals* - Weather permitting, all students are lined up for drop-off/pick-up zone at 3:00 p.m. **Due to the need to clear the fire lane quickly in case of an emergency, parents must not leave their cars, even briefly, in the drop-off/pick-up zones.** Parents may park in the parking lot behind the building. Parents arriving late (after 3:30 p.m.) because of an emergency must notify the school. Students who have not been picked up by 3:30 p.m. are placed in extended care. Late parents are charged the standard extended care fees as listed in the fee schedule when late more than twice in a semester. This fee is billed to parents on a monthly basis. Occasionally, everyone is delayed by an unanticipated event. Therefore, parents are not charged the first two times their student is picked up late. If a carpool forms, the student's teacher must be notified in writing. Any deviation from the student's regular means of transportation must be communicated to his or her teacher in writing. This is for the safety of all of our students. In the case of a last minute change requiring a student to be picked up by another parent or someone not in the normal carpool, parents must notify the office no later than 3:00 p.m. Notification to the staff once the dismissal routine has begun delays the process for all involved and is therefore not permitted. If such notification has not occurred by the determined time, drivers are required to park and wait until the end of the dismissal period after which the staff can properly attend to the situation.

VIII. Student Procedures

- a. *Transportation* - Legacy Academy does not provide transportation to or from school.
- b. *Morning Procedures* - Students need to be here by 7:55 a.m. Opening exercises in each class begin the day on a positive note. If your child misses this time, he/she may miss a very important activity. Please leave children quickly; most of the time, the child's crying and clinging will end as soon as Mom and Dad are out of sight. Please observe the "No Parking" and "Slow" signs posted in the parking lot.
- c. *Drop Off/ Pick Up Procedures*
 - i. Children can be picked up by a parent or acceptable adult listed on the student's authorized pick-up form. Parents may come inside to pick-up your child but must park in the parking lot to do so. To pick up your child without leaving your car, parents must enter through the parking lot and into the alley behind the building and circle through alley. Children will be lined up and the worker on duty in the alley will bring you your children. **Do NOT get out of your car in the alley. This will block other parents and the flow of traffic. If you see that you need to get out of your vehicle please circle around and park in the parking lot behind the church building.** Pre-K and Grammar school students are to be picked up promptly at 3:00 p.m. when school is over unless they are in extended care. Extended care students must be picked up promptly at 4:30pm or be assessed a late fee of \$15 for each violation upon the 3rd violation.
- d. *Siblings on Campus* - Due to safety and space concerns, siblings may not accompany parents volunteering on campus or attending class parties and events, unless special arrangements have been made previously with the classroom teacher. Siblings are generally invited to any public event held at Legacy Academy but must be under adult supervision at all times.
- e. *Contacting the School* - During the school year the office is open from 7:50 a.m. to 4:00 p.m. Monday through Friday. At other times, people calling the school may be connected to a voice mail system through which a message can be left. Parents wishing to speak with individual teachers may leave a message with the school secretary. Teachers will return phone calls as soon as their schedules permit (usually within 24 hours). Parents are asked to refrain from phoning teachers at home.
- f. *Messages and Deliveries* - Only in the case of emergency are classes interrupted to deliver messages from home. In such cases, parents may call the office to have the message delivered to their student. In the event that a parent needs to deliver an item to a student, the parent must leave the item in the school office.
- g. *Lost and Found* - Articles found on campus are turned in to the lost and found bin located on the Northeast Entrance foyer to the Cafeteria. Please check these bins periodically for any missing items. Items left more than one month are donated or discarded. All clothing, student-owned books, book bags, etc. must be clearly marked with the student's name.

IX. School Day Protocol

- a. *Lunches and Snacks* - Parents may provide a lunch (including a drink) for their student every day. LA serves hot lunches Monday-Friday but must know in advance which weeks or days your children will be eating the hot lunch. Lunches must be paid for at least one month in advance. Lunch cost is \$2 per meal for

Grammar School students and must be brought to the LA office on or before the Friday of the previous month. **Parents need to log on to the website www.legacyacademyonline.com by the 25th of each month to select which days your child will be eating the school prepared lunch.** Eligible families must qualify for a free or reduced lunch price determined by family income. Lunch is included in the tuition paid for Preschool students.

- b. *Preschool Lunches and Snacks* - Parents may pack a balanced lunch for their child each day, including milk or 100% fruit juice. Lunches are refrigerated. Standard size lunch containers should be used, as our storage bins are small. The school provides a hot lunch. The school provides snacks, both morning and afternoon for preschoolers, with the cost already included in tuition charges. Sodas and junk food are not permissible.
- c. *Food, Chewing Gum, and Drinks* - Students are not allowed to chew gum on campus. Other food and drink may be consumed only at lunch or at an appropriate snack time designated by the teacher. Parents are asked to send a healthy, substantial mid-morning snack for their Grammar School student(s). Also, Grammar School students should bring a water bottle with a pop-up spout every day.
- d. *Toys* - Please do not allow children to bring toys to school except on “Show ‘n Tell” days. We cannot be responsible for the loss or breakage of these items.
- e. *Outside Literature* - Students are not allowed to bring literature to school to pass out to other students. Also, LA does not distribute materials from third party organizations unless that material has a distinct connection to the school curriculum.
- f. *Money and Electronics at School* - Students may not bring money to school except otherwise advised in advance in writing for specific school events. Students may not bring small electronics such as game players or iPods to school. A student may bring a cell phone to school only if the parents authorize it and only if the cell phone remains turned off between 8:00 a.m. and 3:00 p.m. A student may bring a camera to school for special school projects if the teacher and parents both allow the student to do so. No other electronic equipment may be brought on campus unless permission is granted by the administration in advance. Students may not bring small electronics on field trips. The only exceptions to this rule are cameras, for which the student is solely responsible, and cell phones, which may only be used by the student to contact a parent.
- g. *Recess and Physical Education* - Involvement in outdoor activities is an integral part of education at LA for all students. The school seeks to train the body, as well as the mind, soul, and spirit. Students participate in a variety of outdoor programs. Students are excused from outdoor activities for health reasons only if the student has a dated note to his or her teacher signed by the parent or guardian indicating the specific reason for not participating. Those students who are excused from participating either observe class or act as scorers or timekeepers. Exceptions may be made depending on the nature of the illness and weather conditions. If there are medical reasons for restricting a student’s involvement in outdoor activities, parents must provide a doctor’s statement indicating the reason. Participation in non-LA extra-curricular activities is not accepted as a valid reason for a student to be excused from physical education.
- h. *Holiday Observances* - Teachers and students are not to criticize parents or families for their private choices regarding holidays. Likewise, parents may not

impose or promote their views on specific holidays to other students by snacks, gifts, or other materials distributed to students in the classroom. Class parties are not mandatory and are always subject to the discretion of the teacher.

- i. Halloween—LA does not celebrate Halloween. Parents may not send their student to school dressed in a costume or send candy or other Halloween related items.
 - ii. Thanksgiving—Each Grammar School class may celebrate the time for giving thanks by planning a Thanksgiving Party.
 - iii. Christmas—The LA community rejoices and gives thanks in the birth of Christ during the Christmas season, as we should throughout the year. Each class may have a party. The school also celebrates with a school-wide program listed on the school calendar.
 - iv. Easter—As with Christmas, it is appropriate to remember an aspect of God’s grace during a special time of the year. Therefore, during Easter season, the truths of Jesus’ death and resurrection for the salvation of his people are taught. Each class may have a class party. Room Moms should consult with the teachers involved and each other prior to planning any party.
- i. *Birthdays* - A meaningful way to celebrate a student’s birthday is to donate a book to the student’s classroom in the student’s name and read to the class from the donated book. If parents wish to donate a book, please check with the school office for a list of suggestions.
Parents may also provide a snack for their student’s class on that day during their normal snack/lunch time or at another time convenient for the teacher. If a parent wishes to provide a simple snack (cupcakes or cookies) and drink, they are asked to notify the teacher in advance. The parent is solely responsible for set-up and complete clean-up. Where applicable, the party may be in honor of several students, possibly by the week or month.
 - j. *Invitations* - Invitations to a student party may be distributed in class only if the student is inviting the entire class. If he or she is not inviting all students in the class, then parents must mail the invitations.
 - k. *Other In-Class Parties* - Parties may be used to celebrate an accomplishment of the class. The teacher is responsible for all activities related to an in-class party, even if the students do the planning. This is to be coordinated with a Room Mom.
 - l. *Library* - The school encourages donations of quality, unabridged and appropriate literature in accordance with the guidelines of the LA. Trips to the public library will occur regularly. A list can be provided for your use if you would like to purchase a book to donate to the developing school library for each classroom.
 - m. *Field Trips* - All learning does not take place in the classroom. Field trips are an important part of LA’s educational program. They not only enrich the curriculum but also involve parents in the teaching and learning process beyond the campus. Each class participates in a number of field trips each year. These excursions are supervised by faculty members and parent volunteers. Transportation is provided by volunteer parents in private cars unless special group transportation has been arranged by the school. Parents are required to sign a Parental Authorization Release Form at the beginning of the year granting permission for their student(s) to attend field trips. Appropriate attire is required on all field trips.
 - i. Parental involvement is needed to make these experiences possible and successful. The teachers need parents to assist as chaperones, drivers,

facilitators, etc. to ensure these experiences are safe and affordable. Basic guidelines for field trips are as follows:

1. Siblings are not permitted on school-sponsored trips.
 2. Admission and other costs for drivers and chaperones are not covered by the school (exceptions must be approved by LA administration).
 3. A minimum of two adults in every vehicle is required for carrying students.
 4. In order to determine the suitability for volunteering and/or mentoring in a school setting, LA screens all employees and volunteers for any criminal history record information. This may include a search of local, state and/or federal law enforcement agency records. Those wishing to participate must complete criminal history check forms required by LA and return to the school office.
- n. *School-Sanctioned Events* - All school-sanctioned events must meet the same standards of conduct as are required during school hours. School-sanctioned events are those events that are organized by a faculty or staff member acting in his or her official capacity, are approved by the administration, and have either been encouraged in school communications or received financial support from the school. School-sanctioned events should be consistent with the mission and philosophy of the school.
- i. School-sanctioned events require the attendance of a faculty or staff member or designated parent.
 - ii. School-sanctioned activities are generally limited to students who are currently enrolled at the school. The administration may grant exceptions.
 - iii. School-sanctioned activities should be communicated to students and families in a timely manner.
 - iv. School-sanctioned activities held off campus must have a signed written waiver by the parents releasing the school from any liability. When appropriate, the statement should authorize medical treatment in case of injury. This may be covered by a general waiver signed at the beginning of the school year.
 - v. Only school-sanctioned events will be placed on the school calendar and will receive support from the school.
 - vi. The administration must approve all proposed activities, determine the number of chaperones required, and approve a date for the event.

X. **Parents' Relationship to Legacy Academy**

- a. *In Loco Parentis* – Parents carry the God-given responsibility for educating their children. Enrolling a child in LA does not release parents from this responsibility. The school serves as a means to assist parents in their life-long duty of instruction. The role of a parent requires time-consuming, daily, diligent, and caring interaction that results in a lasting influence. *In loco parentis* is Latin for “in the place of the parents.” At LA, authority over students is understood as delegated authority. God has given children to their parents. He has given parents the responsibility of raising and educating their children and the authority to do that task. During the school day, the faculty and staff stand *in loco parentis*. Many scriptures could be cited to prove this point. For example:
Hear, O Israel: the LORD our God, the LORD is one! You shall love the Lord your God with all your heart, with all your soul, and with all your strength. And

these words that I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. – Deuteronomy 6:4-7

And you, fathers, do not provoke your children to wrath, but bring them up in the nurture and admonition of the Lord. – Ephesians 6:4

- b. *Parental Commitments to Legacy Academy* - By enrolling students at LA, parents commit to support the school and its mission. In order to do this, parents must:
- i. Support the school in its fulfillment of its purposes, commitments and principles, especially in the education of all students classically and in accordance with the Mission and Vision statements of the school as well as this guide.
 - ii. Review the Parental Commitment form.
 - iii. Pray for God’s wisdom for the leaders of LA and His blessings on the school.
 - iv. Parents are required to volunteer a minimum of 4 hours a semester.
 - v. Accept the biblical responsibility for the education of their students by:
 1. Ensuring that their students have the time, place, and parental support needed to complete their homework and studies;
 2. Ensuring that their students arrive and are picked up on time;
 3. Ensuring that when their students arrive they are properly prepared for the day with:
 - a. Appropriate meal(s);
 - b. Proper attire;
 - c. Necessary supplies; and
 - d. A good night’s rest.
 4. Encouraging students to comply with the spirit and the letter of all LA rules and policies with appropriately respectful attitudes in accordance with biblical teaching;
 5. Demonstrating acceptance of personal responsibility by fulfilling their volunteer commitment of four hours a month per family and attending all mandatory events, including but not limited to parent orientation and parent-teacher conferences;
 6. If necessary, securing additional tutoring, testing, or assistance for their students, especially when suggested by the LA administration;
 7. Setting an appropriate example to their students and all other students when on campus or at LA related events by:
 - a. Always refraining from inappropriate language;
 - b. Observing all school rules and policies with an appropriately respectful attitude;
 - c. Modeling appropriate conflict resolution in accordance with Matthew 18;
 - d. Relating to all faculty and staff members with courtesy and respect, at all times, including when a conflict or disagreement arises;
 - e. Refraining from gossip, which is unbiblical and destructive to any Christian community;

- f. Demonstrating courtesy and respect to all other adults, including teachers, staff, and parents and
 - g. Dressing appropriately (with modesty) when visiting offices and classrooms or attending school related events.
 - h. Demonstrate a love of learning and a desire to apply biblical principles to all areas of their lives.
- c. *Volunteering at Legacy Academy* - As a support and extension of the family unit, LA considers the family to be of first importance to a student. Through His Word, God indicates that the family is one of the most important human institutions He designed and He compares it to the relationship believers have with Christ. The school is continually seeking ways to actively involve the parents, siblings, and grandparents of students in the programs and activities of the school. Here are just a few of the ways this can be done:
 - i. Through teacher notes and student papers sent home;
 - ii. Through open classrooms where parents may visit the school/class at any time. (Please note, though, that frequent interruptions can be a deterrent to a productive classroom day);
 - iii. By encouraging parents to assist in the classroom, regularly or infrequently (arrangements should be made with the teacher or room mom);
 - iv. Through participation on field trips in which parents are expected to act as drivers and chaperones;
 - v. With story-reading, music, or art display opportunities in Grammar School;
 - vi. By offering opportunities for parents to share experiences, expertise, education, or career;
 - vii. Through annual events and other large events, which rely on assistance from parent volunteers;
 - viii. In-class parties at which parents are invited to volunteer or attend as guests.
- d. *Parents on Campus* - Parents are welcomed and encouraged to visit Legacy Academy. Whenever visiting classrooms or volunteering during the school day (after 8:00 a.m. and before 3:00 p.m.), all parents must enter through the double doors on Fourth Street and sign-in at the main office. Those who do not sign in will be directed to the school office to correct the matter. Classrooms have been constructed to allow parental observation without class interruption. However, actual classroom visits must be prearranged with the classroom teacher.
- e. *Conflict Resolution* - In Matthew 18, the Lord gives instruction concerning the manner in which Christians should settle disagreements. The process has three steps. The first and crucial step is going to the offending party personally. Should this not resolve the matter, then the second step consists of going to the person and bringing another Christian along to serve as a witness. Should this action prove futile toward bringing about an acceptable resolution to the matter, then the final step consists of bringing the dispute before the authority of the organization for a final ruling.
 - i. This process has but one goal: restoration of the relationship between Christian brothers. All who are in the school community – whether parents, administrators, teachers, or students – must never lose sight of this goal. It is important to note that Christ provided a process that settled

disputes quietly. In most cases, problems can be worked out in a one-on-one manner, and no one in the broader community needs to know.

- ii. Gossip is a sin that can prevent the attainment of the goal of restoration and unity. Talking about a dispute or problem behind another's back goes against Christ's intention that disputes be handled quietly and graciously. Gossip drags others into a dispute that they are not part of and harms the reputation of another without giving him any chance to defend himself. For these reasons, Christians must refuse to resort to this type of destructive behavior and refuse to listen to others who would delve into this sin.
- iii. LA is committed to handling disputes and disagreements in the biblical manner as articulated in Matthew 18. Disagreements and disputes are inevitable. As parents who serve as instructors and examples of godliness to their children, all must model the biblical method of dispute resolution and demand that their children also handle disputes properly. The principle is simple: if one has a problem with another – whether it is a board member, administrator, teacher, parent, or student – they should go directly to him or her and talk about it (if parents have a problem with a student, they should contact the student's parents and not confront the student him or herself). This sort of action takes courage, but it is an action that the Lord requires of His children. Generally, relationships are mended when things are handled in a one-to-one approach. Sometimes, however, the problem cannot be solved at this level.
- iv. If a parent has a concern about his student's class, instead of calling the administration, the first person to call is the teacher. If the situation cannot be resolved with the teacher, then the parent needs to make an appointment for a meeting with administration. At this meeting, both the parents and the teacher should be there to discuss the problem. Hopefully, resolution and restoration occur as a result of this meeting. If not, then the disputing parties, along with the administrator, meet with the church eldership, which provides leadership over LA.
- f. *Reverence in Speech* - In keeping with its mission, LA places a high value on the development of Christian character. One way in which this is developed is in the area of speech. Students and parents alike are expected to honor this. Foul, demeaning, upsetting or any other inappropriate language will not be tolerated at LA.
- g. *Staying Informed* – The LA faculty and administration have several means by which they seek to keep parents informed as to lesson plans, homework assignments, school events and such. Parents are encouraged to keep themselves current on all LA news and activities through regular perusal of the various mediums. Newsletters, website, Weekly Teacher Letter, etc.

XI. **Room Moms**

Every Grammar School class has a Room Mom. Volunteers are asked to serve in this capacity by the classroom teacher at the beginning of each school year. The Room Moms strive to assist the classroom teacher in order to make the class run more smoothly and efficiently, according to the provisions of the LA Handbook and established LA rules and standards.

- a. *Room Moms' responsibilities:*
 - i. Assisting with planning student activities.
 - ii. Encouraging volunteering among other parents.
 - iii. Coordinating and maintaining regular helpers for the teacher. Helpers perform such duties as copying, occasional grading, typing, cutting, reading, etc. as the teacher needs. Helpers are required on a regular basis.
 - iv. Instructing parents regarding the activities of in-class birthday parties:
 - 1. Parents may bring a drink and cookie or cupcake.
 - 2. In-class birthday parties are to be kept low-key (cakes, candles, balloons, presents, etc. must be saved for home).
 - 3. In-class birthdays must take place during the normal class recess time or at another time determined by the teacher.
 - 4. A good way to honor a student's birthday is to donate a book to the student's classroom. Parents should check with the classroom teacher before making a selection.
 - 5. Parents are encouraged to read the donated book to the class while the students are enjoying the birthday treat.
 - v. Ensuring the teacher appreciation luncheon for the school is coordinated.
 - vi. Once a quarter a class/grade is responsible for providing lunch for the teachers and staff.
 - vii. Luncheons are held at school on a pre-assigned day each quarter. Room Moms are notified in advance of the date and theme.
 - viii. Overseeing class parties:
 - 1. The room mom should send a letter home to parents letting them know the day and time of the class party, and
 - 2. Encourage participation from all families.
 - 3. Remind parents to arrange for the care of their other children, as they are not allowed at class parties and field trips.
 - ix. Besides the parties celebrating Christian and national holidays, three additional parties may be given (but are not required). Class parties should always be initiated by the teacher.
 - x. Room Moms should be intimately familiar with the LA Handbook and be able to answer other parents' questions about the stated rules and procedures.

XII. Emergencies

- a. *Emergency Procedures* - Should an emergency arise involving a child, school staff will first call 911 (if appropriate) for assistance, render whatever aid is deemed necessary, and then attempt to reach parents through information supplied on the emergency card. If, in the opinion of school personnel, a child requires emergency room treatment, he/she will be transported to the nearest hospital (at the discretion of school personnel). Although the school provides accident insurance, the school policy is secondary to any medical insurance parents may already have, and may have deductibles and certain exclusions. Parents are ultimately responsible for any financial obligations associated with treatment, including ambulance service.
- b. *Fire Drills, Tornado Drills, and Disaster Drills* - In accordance with state regulations and safety precautions, the school conducts fire drills, tornado drills, and disaster drills on a regular basis during the school year. Those in school

buildings when the emergency alarm sounds must exit the buildings and follow the evacuation routes indicated in each classroom

- c. *Illness or Accident During the Day* - If a student becomes ill or is injured at school, he or she is sent to the school office. The office will contact the parent(s) or the adult designated on the Student Information/Release Form. Calls are placed by the LA staff. Sick students remain in the LA office until a parent or authorized person can pick them up from school. For a serious illness or accident requiring a trip to the hospital, parents or guardian are notified immediately. A school staff member accompanies the student to the hospital. If a student has had fever, vomiting or diarrhea within the 24-hour period prior to the school day, he or she should not attend school. Should a student contract chicken pox or other contagious illnesses, the parents must notify the school as soon as possible so that the school representatives may contact other students who may have been exposed.
- d. *Liability Insurance* - Legacy Academy is a ministry of The Legacy Center, which carries liability insurance. This insurance extends only to accidents that occur on the school's campus and is secondary to any and all insurance through the child's legal guardians. Parents sign a release form accepting all financial responsibility for medical expenses. School insurance will not be utilized unless the accident was a result of the school violating a school policy or state regulation or the parents' out of pocket expenses after insurance exceed \$5,000.

XIII. Medical

- a. *Immunizations* - Each student must have a copy of his or her immunization record on file in the school office showing that he or she is up-to-date with all required immunizations. Immunization records are required at the time of original enrollment and each annual re-enrollment. Students without complete immunizations records or a notarized exemption form on file are not permitted to attend class.

Immunizations- To view a complete list of required immunizations for your child, please visit
www.healthyarkansas.com/rules_regs/educational_requirements.pdf

 - i. *Preschool Immunizations* - All preschool students must be immunized against: Polio, Diphtheria, Tetanus, Pertussis, Red (rubella) measles, Rubella, Mumps, *Haemophilus influenza type b*, Hepatitis B, Pneumococcal disease, and Varicella (chickenpox). Immunizations must be kept current, including all required boosters. The school office must have an official copy of each child's immunization record on file before the student may attend class. School records must also be kept up-to-date as additional immunizations are given.
 - ii. *Kindergarten Immunizations* - All kindergarten students must be immunized against: Polio, Diphtheria, Tetanus, Pertussis, Red (rubella) Measles, Rubella, Mumps, Hepatitis B, and Varicella (chickenpox) as evidenced by a certificate of a licensed physician or a public health department acknowledging the immunization.
- b. *Medication* - A note from a doctor or parent must accompany all medication. All medication must be in their original containers and must be clearly labeled with

the student's name and sent to the school office. All medication, including over-the-counter medicine, is kept in the LA office. A Medication Dispersion Log is kept to document medicines given to students. Only medication provided by the parent is dispensed to his or her student.

