



Established in 1979

Elementary School Family Handbook

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Christ...Curriculum...Character

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MISSION AND VISION

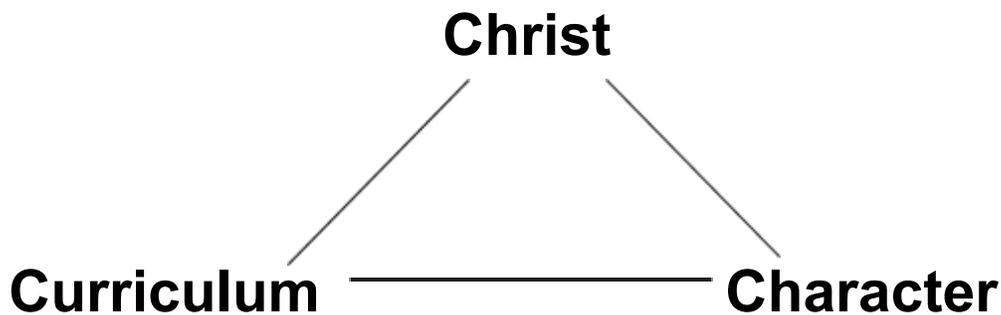
Mission

Legacy Christian Academy provides a Christ-centered, college preparatory culture of educational excellence wherein young men and women are trained spiritually, academically, physically, and artistically to reach their God-given destinies.

Vision

Legacy Christian Academy is committed to equip servant leaders to impact their world and all eternity for Jesus Christ. Our vision includes a passion to assist and partner with families in helping prepare children to impact their world for Christ.

The mission and vision of Legacy Christian Academy can be captured with three critical words:



Parent Participation Partnership

The primary responsibility and authority for the training of a child Biblically lies with parents. However, Legacy Christian Academy is willing to be a minority partner in that duty. Common goals in raising youth in ways that are Christ-like, in teaching academics to the highest learning level of a student, and in developing a character of integrity and noble deeds can best be done with a partnership of parents and school.

Parents' participation in every aspect of school is important to achieve the stated common goals. Please, become part of the family Parent_Teacher_Fellowship_(PTF). Join the Booster Club. Participate in the extra-curricular activities of each child. Give in cash or kind to the support of school fundraisers, student_scholarships, and resource development. Be a part of special events and activities sponsored by Legacy. Stay informed by monitoring FACTS for the academic progress, homework assignments, and teacher comments concerning your student. Demonstrate interest and encourage your student in doing their homework, studying for tests, and completing special assignments. Above all, pray for the blessing and favor of the Lord to surround Legacy as a school in partnership with parents teaching and training the leaders of our great country's next generation.

Enrollment Terms and Conditions

1. Enrollment of your student does not become official and is not binding on Legacy Christian Academy (the school) until parent/guardian completes the Online Enrollment and pays the Enrollment Fee in full.
2. Amounts paid as Enrollment Fees will not be accepted as such if a balance exists in the student's account. In such a case, the amount will be applied to the balance.
3. All families are expected to make tuition payments in one of three manners and the tuition amount varies with each method of payment:
4. Full Payment of the entire tuition amount is paid directly to the school on or before August 1 for the upcoming school year.
 - Semester Payments are paid one-half (1/2) of the tuition balance by August 1 for the upcoming school year. The remaining one-half (1/2) of the tuition balance is due by December 1. Payments should be made directly to the school.
 - Monthly payments are made in ten (10) monthly installments (August-May). This method requires the family to enroll with FACTS, the tuition collection service chosen by the school. The payments will be collected through automatic bank drafts and parents are responsible for the FACTS Annual Fee. Enroll at <https://online.factsmgt.com/signin/4J2GV>.
5. Tuition includes costs such as tuition, selected social activities, the use of school books and technology.

6. Late payments:

- It is the family's responsibility to inform the school of situations which arise which may affect their ability to meet tuition payments or the payment schedule.
- If full tuition payment is not made by the first day of classes, the family will be required to enroll in the monthly payment plan as outlined above.
- Monthly payments which are missed will incur a missed payment fee collected by the tuition collection company and may also incur a fee from the family's banking institution. The student(s) from a family who miss two monthly payments and has not made acceptable arrangements with the business manager within fourteen (14) calendar days of the second missed payment will be suspended from school attendance.
- **A \$30 fee will be charged by FACTS if a payment is returned as insufficient. Late charges may also be applied to past due accounts by the Legacy Business Office.**
- If tuition is delinquent before school begins the student will not be admitted until amount due payment is made. Do not embarrass your student by having to hold them out of class.
- If tuition is delinquent prior to semester exams, the student will not be allowed to take semester exams, will be given a grade of "Incomplete" on the report card, and will not be admitted to the next semester.
- If semester payment due on December 1 is delinquent, the student will not be admitted beginning the first school day in January.

- If tuition is delinquent as spring break begins, the student will not be admitted beginning the first school day after spring break.
- All tuition from previous years must be paid in full by August 1 for the student to be readmitted for the next school year.
- If a student's account is delinquent, the student's records/transcripts will not be released to another school/college until such time that the delinquency is resolved.
- During the course of the school year, the School may change or amend the Family Handbook and this contract includes any such changes.

7. **Proration for Early Withdrawal:** When Legacy admits a student, it dedicates the personnel and resources for that student for the entire year. This requires that the enrollment and tuition contract that covers the entire school year be honored by the family of our students. Legacy reserves the right, in its sole discretion, to provide prorated refunds based upon events beyond the control of families. Disciplinary problems that result in expulsion are not considered beyond the control of families and, in such events, refunds will not be issued for such expulsion or withdrawal of the student.

8. **Behavioral Breach of Enrollment Contract:** The School may, in its sole discretion and/or pursuant to its established procedures, dismiss, suspend, or refuse to re-enroll the student at any time because of the student's failure to conform to the various rules, regulations, policies and standards of academic and social behavior as established by the School. Since such behavior may be considered a breach of this enrollment contract, the student may be dismissed, suspended, or denied re-enrollment. If the student is expelled or withdraws due to behavior issues, tuition and fees are not refundable.

9. **Conflict Resolution:** "The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of the Rules is available at from the school offices or downloadable at www.Peacemaker.net). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses. Each party also agrees to waive any right of recovery of attorney fees and litigation expenses regardless of outcome."

EDUCATIONAL PHILOSOPHY

Legacy Christian Academy adopts the historic Christian view of life as presented in the Bible. Since God created and sustains everything through His Son, Jesus Christ, the world and life are God-centered and cannot in this condition glorify or know God. He can do this only by being recreated in God's image through committing his life to Jesus Christ as Lord and Savior. The total process of education, therefore, must seek this restoration of the student to the position of true knowledge, righteousness, and holiness in Christ by developing and relating the whole person to God spiritually, academically, socially, and physically. It must present all truth as God's truth and must be interpreted and integrated with God's Word. Such education is primarily the parent's responsibility and the school's function is an extension of the home to aid the parents in giving this education.

Educational Objectives

Legacy Christian Academy intends to implement its stated Vision, Mission and Philosophy by working with the home and church to achieve the following objectives that will provide an atmosphere in which the whole child may grow to realize his God-given destiny.

A. *Spiritual Growth*

1. The student will understand that the Bible is the inerrant Word of God, the source of doctrine, and the guide for daily living. *2 Timothy 3:16,17; John 1:1,2*
2. The student will know the basic tenets of the Christian Faith. *2 Peter 3:2*
3. The student will be encouraged to make a personal commitment to Jesus Christ, honor Him as Lord and Savior, and seek to know and do the will of God. *Romans 10:9,10*
4. The student will formulate a personal Christian world/life view which will be integrated in every area of life. *John 14:6,7*

B. *Intellectual Growth*

1. The student will learn the skills for effective, critical thinking; comprehension; communication; and computation. *Proverbs 27:23-27, 2 Corinthians 9:6-11, Psalm 33:9, Deuteronomy 32:3-4*
2. The student will develop creative thinking and abilities toward an aesthetic appreciation of the arts and sciences. *Philippians 4:8*
3. The student will understand the integration of Biblical principles as seen in all areas of study in the development of a Christian world/life view. *Psalm 31:5, Hebrews 13:8*
4. The student will appreciate and understand the principles and values upon which our country was founded and the importance of preserving those values. *Matthew 26:27-29, Job 12:23, Deuteronomy 5:15*

C. *Physical Development*

1. The student will understand that the body is the temple of God; therefore, it is necessary to eat proper food, exercise, rest, and abstain from harmful substances. *1 Corinthians 6:19*
2. The student will learn to apply Biblical principles in sportsmanship and in all athletic endeavors. *Proverbs 1:3*
3. The student will understand the qualities of loyalty, enthusiasm, and discipline in building an effective team/group endeavor. *Ephesians 4:25*
4. The student will develop physical coordination and skillful use of the body.
1 Corinthians 6:20

D. *Emotional Growth*

1. The student will learn to apply Biblical principles in handling failure, success, stress, and strong emotions. *James 5:16*
2. The student will know that each individual is a unique person of worth because each is a special creation of God and recipient of His love. *Genesis 1:26*
3. The student will learn to apply Biblical principles in developing and accepting a realistic, wholesome self-image (soul). *Psalms 119:73*

E. *Social Growth*

1. The student will exhibit proper attitudes, and show respect for authority and for other people's rights and feelings. *James 1:27*
2. The student will develop self-discipline and responsibility based on submission to God and those in authority over him. *Romans 13:1-3*
3. The student will develop a love of family, good citizenship, and patriotism, assuming responsibility for home, church, community, and country.
Romans 12:10-13

Office Hours

Office hours are from 7:30 a.m. until 4:00 p.m. All visitors to the elementary campus should check in at the school office, located in Building 301.

Attendance Policies

A student is expected to attend school and meet all scheduled classes, chapels, and activities unless properly excused. Students must remain on campus until officially excused or officially dismissed.

	<i>Arrival</i>	<i>Departure</i>
K4 – 5 th grade	7:50 a.m.	2:50 p.m.
Tardy for School	7:55 a.m.	
Before School Drop Off	7:30 a.m.	
After School Pick Up	2:50 p.m.	3:10 p.m.
After School Program	3:20 p.m.	6:00 p.m.

All students K4-5 arriving between 7:30 and 7:50 a.m. should report to the Elementary Recreational Building. **NO ONE IS ALLOWED IN OTHER LOCATIONS BEFORE 7:30 AM.** Students must be off campus by 3:10 p.m. unless accompanied by a teacher, parent, or staff member, or unless participating in school sponsored activities. Students will not have access to buildings after office hours. Students not leaving campus by 3:10 p.m. will be placed in the After School Program at the parent’s expense. Fees will be assessed for late pickup as follows:

Fees for after school hold-over:

3:20 – 4:00	\$10.00
4:00 – 4:30	\$15.00
4:30 – 5:00	\$20.00
5:00 – 5:30	\$25.00
5:30 – 6:00	\$30.00

Excessive Absences

Irregular attendance is disruptive to the student’s academic progress. Parents are asked to see that absences are held to a minimum and are due to legitimate, unavoidable circumstances. Attendance is essential for academic growth. If a student misses more than five days in a semester for excused, discretionary days, or unexcused reasons or a combination thereof, the school will take action. Such action might include, but is not limited to, loss of privileges, such as field trip participation or possible loss of academic credit. The administration reserves the right to address each case individually and act appropriately. In the case of prolonged, recurring illness, of more than (5) days, the school will require a medical explanation from the physician. In cases where the school decides that excessive absences are detrimental, because the student has missed excessive days of teacher instruction, a conference between school administration, teachers, and parents will take place to determine whether the student has mastered the objectives needed for promotion to the next grade level. Legacy is accredited by AdvancED and must be in compliance with the Texas Education Agency State Laws. Students will be allowed to make up work missed during an extended absence in a reasonable amount of time, but

unexcused absences will result in a zero on assignments missed including tests, papers, and projects.

Excused Absences

Absence from school will be excused for:

1. Illness
2. Emergency family matters
3. Death in the family
4. Dental or medical appointment - a note is required
5. Court appearance
6. Religious observance
7. Funeral
8. Graduation or wedding of family member
9. School sponsored or school sanctioned event
10. Family discretionary days

If the student is ill, the parent must contact the main office at (409) 924-0500 by 8:30 a.m. The day the student returns to school, one of the parents must send a note with the student that will be turned in to the main office to confirm the period of absence.

Family Discretionary Days

Students will be allowed a maximum of five days of excused absences per semester and are limited in their scope and purpose to such things as family and/or educational trips. These days may not be taken during exams or standardized testing. All missed assignments will be due the day the student returns to campus. When using a Family Discretionary Day, students must make arrangements with their teachers to make up any missed tests, quizzes, or other in class assignments. Students will receive a zero for any missed assignments not made up according to this procedure.

Planned Absences

If a student has a pre-planned engagement or is planning to miss a day of school, the following steps must occur no later than two weeks prior to the absence:

1. The student must submit a letter written by one of their parents stating the reason behind the request and the exact days of the absence.
2. The letter must be signed by the Principal indicating approval.
3. Assignments are to be completed and turned in the day the student returns to school.

Make-up Work Due to Absence

Work authorized to be made-up shall be completed and designated as “MAKE-UP WORK”. A student will have one day for an excused absence in which to make-up the work missed. The student will be responsible for any test or project previously announced.

Tardiness

Preparing students for success in the competitive world of work and college goes beyond academics. Teaching personal responsibility, self-discipline, and respect for other people's time are equally important. So, this tardy rule is designed to both provide some flexibility but to establish firm guidelines for students to follow. Students are considered tardy to the first class if reporting to class at 7:55 a.m. or later.

On the *fifth* excused tardy per nine weeks, parents will be contacted by the principal.

Special Needs Programs and Activities

Section 504 of the Rehabilitation Act of 1973 protects the rights of persons with handicaps in programs and activities that receive Federal financial assistance. Legacy Christian Academy does not receive Federal financial assistance and cannot provide specific programs to service students with 504 accommodations or curriculum modifications.

EMERGENCY PROCEDURES

In the event of an emergency during the office hours of 7:30 a.m. to 4 p.m., contact the school office by calling (409) 924-0500. If your phone number has changed, or you believe your number is missing from our list, please notify the Elementary Office with your updated information.

Fire/Tornado Drills

Fire and/or tornado drills will be conducted periodically throughout the year. Students should remain calm and orderly and follow directions from faculty members.

Severe Weather and School Closings

In the event of inclement weather, parents and students should tune to the appropriate television and radio stations. School officials will make every effort to have an announcement on KFDM TV Channel 6, KBMT TV Channel 12 and KBTB Channel 4 by 6:30 a.m. Announcements may also be made on radio AM 560 KLVI, Magic 102.5, and AM 1340 KOLE. Please listen carefully for instructions about whether the school will open at the regular time, open late, or be closed. RenWeb notices may also be available depending on circumstances.

Nurse's Office

Legacy employs a nurse. She provides or arranges for hearing, vision and spinal screening according to guidelines provided by the State of Texas. She also seeks to educate our staff and

student body on current health-related issues, sometimes spending time in the classroom. The services available to your student in the nurse's office include basic first aid for injuries sustained while attending school, assistance with medication administration as directed by parent/MD and physical assessment/ comfort measures when a child feels ill while at school. You will be called to take your child home in the event that he/she has a fever of 99.5 degrees or higher, or in the case of vomiting or repeated diarrhea. Students must be fever free for twenty-four hours without the use of medication before being allowed to return to school.

Medication Policy

Whenever possible, it is preferred that medications not be used during school hours. If a condition necessitates use of prescription medication during school hours or if non-prescription medication is to be kept in the nurse's office to be used by the student as needed, please observe the following policy:

For school administration of prescription medication, the following will be required:

The Prescription Medication Permission Request form filled out and signed by the parent, guardian or physician

OR

Note from the physician indicating the name of medication, amount/time to be administered, and duration if known

For school administration of non-prescription medication, the following will be required:

Over-the-Counter Medication Permission Request form

OR

Note from the parent indicating the name of medication, amount/time to be administered and duration if known.

- Students are not allowed to have medication in their possession on school grounds.
- Narcotic pain medication may not be used during school hours and is not permitted on school grounds.
- Medication will only be administered with written permission from the parent and/or physician (per these policy requirements).
- Medications must be brought to the school in the container in which they were dispensed by the pharmacist or the physician. Over-the-counter medication must be in a brand new, unopened container.
- Anytime there is a change of prescription, (i.e. how it is to be taken or a change in dosage) a form stating the changes is required.
- All medication is kept in a securely locked cabinet in the nurse's office.

- Medications will only be given as instructed on the prescription label or on the non-prescription container.
- At the end of the school year, parents must pick-up the unused portion of their student's medication. The medication must be picked up within five business days following the last school day. All medication not picked up within five business days will be discarded.

Return to School Following an Illness

Chicken Pox – Students may return after six (6) days with a signed physician release or ten (10) days without a release. Exclude until the lesions become dry or if lesions are not vesicular, until twenty-four hours passed with no lesions occurring.

Concussion or Head Injury – Requires signed physician release which includes any limitations placed on student's participation in PE class, athletic team sports or recess activities.

Conjunctivitis (Pink Eye) – Following medical treatment for twenty-four hours, students may not return to school until permission and/or permit is issued by a physician or local authority or until symptom free.

Fever – Students with a temperature of 99.5° F should remain home. Following illness, students may return IF there is NO FEVER FOR TWENTY-FOUR HOURS DURING WHICH NO FEVER REDUCING MEDICATION IS GIVEN.

Vomiting – Students must be fever free and have not vomited for twenty-four hours without the use of medication before being allowed to return to school.

Fifth Disease – Once the rash appears, children are no longer contagious. Students with fever must remain home until FEVER FREE FOR TWENTY-FOUR HOURS DURING WHICH NO FEVER REDUCING MEDICATION IS GIVEN.

Viral Gastroenteritis – Student may not return to school until diarrhea free for twenty four hours without the use of diarrhea suppressing medications.

Head Lice – Readmission after one medicated shampoo has been given. Second treatment has to be given in seven days. The student must be completely free of all nits and evaluated by the nurse before readmission.

Hepatitis, Viral, Type A – Readmission with signed physician release.

Impetigo – Readmission after treatment has been given for twenty-four hours and upon providing a signed physician release that student is no longer contagious. Remaining lesions must be covered while in school.

Infectious Mononucleosis – Fever free for twenty-four hours during which no fever reducing medication is given and have physician clearance.

Influenza – Exclude until fever free for twenty-four hours without the use of fever suppressing medications and a signed physician release.

Meningitis, Bacterial – Physician signed release plus FEVER FREE FOR TWENTY-FOUR HOURS DURING WHICH NO FEVER REDUCING MEDICATION IS GIVEN.

Meningitis, Viral – FEVER FREE FOR TWENTY-FOUR HOURS DURING WHICH NO FEVER REDUCING MEDICATION IS GIVEN and have physician clearance.

Pinworms – Following medical treatment for twenty-four hours plus signed physician release.

Ringworm of Body or Scalp – Student may attend school if infected area can be completely covered by clothing or a bandage, otherwise exclude until treatment has begun.

Scabies – Following medical treatment for twenty-four hours and have physician release.

Sinus Infection – Students with significant, persistent nasal drainage which is green or yellow in color will not be allowed to remain in school. Such conditions indicate possible infection and need evaluation by a physician. There may be infection present even without fever. Students may return to school after medical treatment has been given for twenty-four hours or student has been FEVER FREE FOR TWENTY-FOUR HOURS DURING WHICH NO FEVER REDUCING MEDICATION IS GIVEN.

Sprain/Fracture – Requires signed physician release stating the student may attend school and includes any limitations placed on student participation in PE class, athletic team sports, or recess activities.

Streptococcal Sore Throat (Without Scarlet Fever Rash) – readmission after twenty-four hours from time antibiotic therapy is started and student is FEVER FREE FOR TWENTY-FOUR HOURS DURING WHICH NO FEVER REDUCING MEDICATION IS GIVEN. NOTE: If you take your child to the physician and a throat culture is done for which results will be available the next day – keep your student home until you get results from physician’s office. If the culture is negative, students may return to school that day, if fever free. If the culture is positive, student may return after antibiotics have been given for twenty-four hours, if FEVER FREE.

Physical Examination Policy

All new students must have a completed Physical Examination Form on record at the school by the first day of classes. The physical examination must have been made within twelve months prior to the beginning of the school year. Immunization records must be provided and complete

according to Texas state requirements prior to the first day of school. Legacy does not require an annual medical examination by a physician for students every year, but the school recommends that such an examination be given every couple of years to insure adequate medical attention to the physical growth and development which changes rapidly among the age groups served by Legacy Christian Academy.

UNIFORM POLICY AND DRESS CODE

A uniform dress code was selected for PK4 through fifth grade for the following reasons:

1. More convenient and economical
2. Eliminates extremes in dress and competition among students
3. Encourages positive behavior
4. Creates a distinctive school identity and promotes school spirit

PK4 – Fifth Grade Chapel Day Dress (Wednesday)

Girls: Legacy plaid jumper* with a solid white Peter Pan collared blouse*.

Minimum length for jumper is no more than two inches above the knee. Navy shorts must be worn underneath the jumper and navy leggings are permitted during the winter

Boys: Khaki full-length pants with light blue button-down dress shirt. A belt must be worn with the pants for students in Grades 3-5.

No cargo pants, colored jeans, or khaki jeans. Dress shirts must be tucked in.

Chapel uniform must be worn all day long on Chapel day.

STUDENTS NOT IN CHAPEL DRESS ON CHAPEL DAYS WILL BE SENT TO THE OFFICE TO CALL THEIR PARENT TO BRING REQUIRED ATTIRE.

PK4 – Fifth Grade Regular School Wear Options for Days Other Than Chapel

Girls: *Skort/Jumper*

Traditional beige colored khaki full-length pants

Traditional beige colored khaki shorts—no more than two inches above the knee

Plaid Legacy skort—no more than two inches above the knee

No capris are allowed except for Friday dress

Leggings only in navy or white are allowed in cold weather

Plaid Legacy jumper with navy shorts underneath

Blouses:

Polo knit shirt—red or gray only (Shirts do not have to be tucked in.)

White blouse with Peter Pan collar to be worn with jumper

Outerwear: While in the school building or gym, students must wear designated monogrammed outerwear. If inclement weather requires heavier coats or jackets, they will only be worn outdoors and must conform to Biblical principles of modesty and morality.

Legacy red waterproof jacket with a hood.

Gray fleece jacket

Gray sweatshirt—Must have a uniform blouse/shirt underneath

Red or gray sweater

With regard to Legacy plaid jumpers, please take notice that during the school year students may grow as much as two inches in height. Therefore, the jumper may not be in regulation as the school year progresses, and may need to be replaced with one that is in regulation.

Boys: *Pants/Shorts:*

Traditional beige colored khaki pants

Traditional beige colored khaki shorts—worn to the knee

Pants with pockets on the outside are not to be worn.

No cargo pants or shorts

Shirts:

Only white undershirts can be worn under the uniform.

Polo knit shirt—red or gray only. Shirts do not have to be tucked in.

Gray sweatshirt—Must have a uniform shirt underneath

Outerwear: While in the school building or gym, students must wear designated monogrammed outerwear. If inclement weather requires heavier coats or jackets, they may be only worn outdoors and must conform to Biblical principles of modesty and morality.

Gray fleece jacket

Gray sweatshirt—Must have a uniform blouse/shirt underneath

Legacy red waterproof jacket with a hood

Red or gray sweater

Uniforms can be purchased from Lands' End. Go to landsend.com/school and create or sign in to your account. Include your student and school information in MY Account (or find our School using the Preferred School Number Search: 900189218). You may also order by phone (1-800-469-222). Please reference our Preferred School Number, grade level and gender of your child.

All Students M-F

- All students grades PK4-5th must have Legacy logo blouses, shirts, sweatshirts, sweaters and fleece jackets. Lands' End will be able to do the logo.
- Uniform boy's shorts/girl's skorts may be worn any time of the year except on chapel day. During periods of cooler weather, jackets may be worn by students in the classroom. This jacket is the only jacket to be worn inside and outside of the classroom.
- Regular oxfords (loafer-type or lace-up) or tennis shoes may be worn by both boys and girls. Shoes must be closed-toed and have a back. No cleats or shoes with soles which will mark floors will be permitted. Shoes with rollers on the bottom are not permitted. No crocs are allowed for safety reasons. Socks, (solid white, red, navy blue, and black only) that coordinate with the uniform must be worn with shoes.
- Only rubber soled shoes are allowed on the playground.
- Belts that coordinate with the uniform must be worn with pants or shorts. Belts are required on chapel days for students in 3rd through 5th grades.
- Cargo pants, colored jeans or shorts are not acceptable.
- Shirts with inappropriate logos or messages are not permitted. Girls are not to wear halter tops or tops that reveal midriff.
- All clothing (including uniforms) should be permanently and plainly marked on the inside with student's name to prevent loss.
- All hair should be well groomed, neat, and held back out of the eyes. Painted or excessively dyed hair is not acceptable. Hair with bright colored streaks like pink, purple, or blue are not permitted with boys or girls.
- Boys' hair:
 - On the side of the head should not exceed the bottom of the ear;
 - On the back of the head should not touch the top of the collar;
 - On the front of the head should not extend below the eyebrows or hang in the eyes;
 - No pony-tails or boy-buns;
 - No hairstyle involving shaving of the scalp will be allowed;
 - No hair accessories except on special dress up days.
- No hats or caps are to be worn in the buildings.
- No athletic wear is allowed.
- No cosmetics/makeup.
- No facial piercings.
- Boys: No earrings. Girls: Stud earrings only, no dangles.

Uniforms are to be worn Monday through Thursday. Occasionally, Legacy Elementary will have a “Dress-Up Day” of some type. Examples include – Spirit Days, Book Character, Pep Rallies, Homecoming week, Thanksgiving, Christmas, Valentine’s, Texas Day, Easter or on Awards Day at the end of the school year. On these days, it is important to remember the spirit of the uniform code at Legacy Elementary. Our goal is modesty in all things and to keep our focus on Christian character of the individual. In order to maintain these goals, we ask that any outfit chosen for wear on these days conform to the same high standards as the daily uniforms. Jumpers, dresses, shorts, or skorts must meet the usual minimum length requirements. This applies also to any specially required evening or off-campus functions at which students are representing Legacy Christian Academy.

The uniform and dress policy will be enforced by the principal or designee who reserves the right to make the final determination in all matters of judgment regarding dress.

Casual Wear Fridays:

Parents/students are free to make independent clothing choices which conform to the following guidelines:

1. Modesty: All clothing must follow Biblical guidelines for modesty.
2. Shirts: Any Legacy or Christian themed shirts including field trip t-shirt.
 - No tank tops or halter tops may be worn.
 - Tops must be modest and show no open back, underwear, or midriff at any time. Shirts cannot be sheer or see-through.
 - No shirt can have logos or designs which violate Biblical morality standards. Examples of inappropriate logos are skulls, inappropriate comics, ungodly lifestyle—which includes people/ groups/organizations, etc.
3. Pants:
 - Pant and jean styles can be any color, with or without pockets. No leggings or jeggings.
 - All pants must be appropriately sized for waist and length and worn at the waist.
 - No pants with holes, slits, rips, tears, intentional cuts, or manufactured cuts/holes or excessive fraying or “distressing” can be worn to school.
4. Shorts/Skirts/Skorts:
 - Shorts/skirts/skorts can be any color, with or without pockets. Navy shorts must be worn under skirts.
 - At no time can underwear or top of buttocks show out of top of shorts or bottom hem of shorts.
 - All shorts/skirts/skorts must be appropriately sized for waist, hips and length, and must be worn at the waist. Short length must adhere to dress code - no more than 2 inches above the knee.

- No shorts/skirts/skortis with holes, rips, slits, tears, intentional cuts, or manufactured cuts/holes or excessive fraying or distressing can be worn to school.

**PARENTS MUST EMPHASIZE ADHERENCE TO THE UNIFORM POLICY AND
DRESS CODE STANDARDS.**

We kindly ask that our parents also follow the policy of modesty when visiting our campus or participating in Legacy sponsored activities.

Physical Education Absence

A student must have a note signed by a parent or a doctor stating the reason the student may not participate in a PE class. If the student cannot participate for more than one day, the note should indicate approximately when the student may return to full participation. The note should also list the possible moderate activities in which the student might be able to participate. Under some circumstances, students will be required to complete written assignments to take the place of physical activities missed.

HOMEWORK GUIDELINES

Homework generally has different purposes at different grade levels. For younger students, it should foster positive attitudes, habits, and character traits. For older students, it facilitates knowledge acquisition in specific topics. Homework provides an additional opportunity for parents and their child to bond. Some homework will be necessary for classroom participation.

All assignments must be complete, on time, and written properly. It is left to the discretion of the teacher as to how to make up any unfinished homework. Homework should not be assigned unless it is to be inspected. Teachers may count homework as a daily grade. Homework is important and parents are encouraged to provide the necessary home supervision for students to complete this part of their academic education.

Assignments are made on a daily, weekly, and a longer period of time. Fourth and fifth grade students write assignments in a school provided agenda. Parents should review these with their students on a regular basis to determine homework requirements. Assignments are also available for parents to see on FACTS.

As a guide, the average student can be expected to spend the following amounts of time on their homework:

1st grade – 120 minutes per week

2nd grade – 140 minutes per week

3rd grade – 160 minutes per week

4th grade – 180 minutes per week

5th grade – 200 minutes per week

This does NOT include unfinished classwork.

It is the school board policy to make every effort to leave Wednesday evenings free for church activities.

Encouraging homework to be completed every evening will reduce the number of hours students will have to spend preparing the night before a major report, project, or test is due. Parents can assist students who tend to procrastinate by monitoring and assisting in setting priorities for nightly homework.

If your child is struggling, or seems to have more homework than is outlined in this guide, please contact the teacher of that subject for a consultation. The teacher is the one who knows the most about the situation and can provide the best information. The school Principal is available for academic discussions as well.

Make-Up Work

When a student has been absent, it is the responsibility of the student and parent to secure books and assignments to be ready to participate on the day he/she returns to school. Students will be given one day for every excused day absent to make up their work. The assignments for makeup will be made available for pick up after 3:30 p.m. the same day of the absence. It is the responsibility of the parent/student to request makeup work for an absence.

In the event a student misses work due to suspension, makeup work will not be allowed.

LATE ASSIGNMENT POLICIES

Kindergarten

Kindergarten does not have a “points deducted” policy. Homework is mainly oral reading to parents. This oral reading assignment must be signed and returned the following day. Homework is given on Tuesday and Thursday nights, and failure to do the reading will result in either time out at recess or not being allowed to participate in Show and Tell on Friday. Failure to do the assigned work will also result in a lower grade in “responsibility” on the report card. Continuous failure in this area could result in a conference with the parent.

First Grade

Incomplete daily homework assignments are to be completed in class after classroom assignments are completed and before the student can participate in extra activities. If incomplete homework assignments continue to be a problem, a conference with the parent is scheduled.

Second / Third

The student has three chances to turn in his/her completed assignment. Five points is deducted for each day that the assignment is late (five points for the first day, ten points for the second day, and fifteen points for the third day). After the third day, late assignments are not accepted unless a valid note from a parent stating the reason for not completing the assignment on time has been received. Continuous failure in this area could result in a conference with the parent.

Fourth / Fifth

A student's work is accepted one day late. Ten points are typically deducted for late work. The deduction is posted in FACTS so parents can see that it has not been turned in. The only exception is parent communication with the teacher as to the reason why the child's work was not finished; the teacher has the authority to approve late work. If it is not turned in after that, it remains a zero. Some work is accepted late for special circumstances. Continuous failure in this area will result in a conference with the parent.

ENROLLMENT

Students enrolling in K4 and K5 must be 4 or 5 respectively by September 1.

K4—must be 4 by September 1

K5—must be 5 by September 1

GRADING SCALE

Grade Weight First through Fifth Grade

Daily 50%

Test 50%

Kindergarten

E+, E, E- = Excellent

G+, G, G- = Good

F = Fair

N = Needs Improvement

Grades 1-5

A = 90-100

B = 80-89

C = 70-79

F = 69 – Below

Conduct grades will be shown by:

E – Excellent

G - Good

S – Satisfactory

N – Needs Improvement

U – Unsatisfactory

A “U” conduct grade appearing on the report card will result in a parent conference. To receive credit for a course, a student must maintain an average of 70 or above.

Grading Periods

Progress reports will be sent to all parents of students at the four and one half interval of each nine-week period. Conferences needed to address concerns should be arranged with teachers to set up appointments.

If a student receives an “F” in a grading period, they will automatically be placed on “academic probation” until the next progress reporting period (four and a half weeks). Continuing failure will result in loss of credit for the course and recommendation in a parent-teacher conference that the student be placed in another school that would better suit the student’s needs.

See the school calendar for grading periods and dates when progress reports and report cards will be e-mailed to parents.

FACTS Computer Information System

Legacy Christian Academy’s management database (FACTS) has the ability to send emails progress reports from teachers to one or both parents. In addition, you can access your child’s daily assignments on the internet with our Parents’ Web Site!

To access the Parents’ Web Site:

1. Go to Internet Explorer and type in the address www.factsmgmt.com
2. Click on Logins at the top right, then click Parents Web Login.
3. Click on FACTS Family Online (Parents Web)
4. Log in as follows: District Code is LCA-TX then, type in the email address that you provided to the school.
5. Click “Create New Parents Web Account” if you have not logged into FACTS before.
6. You will be emailed a new password within 3 minutes (to the email address you typed in, which must be the same email you provided for the school).
7. Go back to the first screen and type in your password to log in.
8. Select “Continue”.
9. To access grades/schedules, etc., click “Student Information”.
10. This will bring up all the classes that each of your children are enrolled at the school.

11. You will be able to find other school information available about your child on this site as well as the ability to email the teachers directly!

FACTS Symbols in Gradebook

- E=** Excused. The student does not have to do this assignment. Notation could indicate the reason it is excused; for example, for absence, extended illness, or the student enrolled after background material for a lesson was learned and is not expected to “catch up” on this material
- P=** Pending. The assignment has been received from the student but not yet graded. It is “pending assignment” if you will. The student has done his work, and the teacher is now accountable to the student.
- I=** Incomplete. The assignment was not submitted or was done in part, and RenWeb will treat an “I” as a zero until and unless the student completes the work as prescribed by the teacher (the notation could indicate the final due date). The student has not done his work in full, so the teacher cannot judge the quality of the assignment.
- A=** Absent. An “A” is used when the student has an extended absence. Notation could indicate the final day for make-up once the student returns to class. If the assignment is a major grade, and an ample period of time was given to the entire class when the assignment and the due date were given, the teacher has the option to count the assignment as “late” or even as a “zero” if the student is absent on the due date. This penalty is intended to keep students from devising ways to stay away from class on the day a major assignment is due and expect to turn it in late for full credit. This also encourages students to not procrastinate when given a larger project to do. It further discourages students from waiting until seeing other students’ work, then accomplishing their own, and expecting to earn full credit. We encourage parents to communicate with teachers when a student has an extended illness.

DISCIPLINE CODE

Parents should read and discuss the following discipline code with their children and be certain that the discipline requirements are known, understood, and accepted. This discipline code also applies to all field trips or activities off campus when students are representing our school. Legacy Elementary believes that its’ discipline policies are firm but fair. The school seeks to cooperate with the parents to develop the following characteristics in the students: (Galatians 5:22-23).

1. Cheerful obedience to all in authority; *Romans 13:1-4; I Peter 2:13-17; Hebrews 13:17.*
2. Responsibility in doing assigned or expected tasks, *Matthew 25:14-30; I Corinthians 3:8-15; II Timothy 2:15.*
3. Cooperation with others in and outside the classroom, *Romans 15:1-3; I Thessalonians 5:12,13; Matthew 7:12.*
4. Courtesy and respect for others; such as, being quiet in class, raising hands to speak, not interrupting others, walking to the right quietly in line and not running in the buildings, and eating with proper manners, *Leviticus 19:18,34; Romans 12:10; I Corinthians 14:40.*
5. Cleanliness in person and property such as: putting trash in trash cans, picking up paper on the floor, in desks, on the grounds, and keeping personally clean and neatly dressed, *Psalms 119:9; Ezekiel 36:25.*
6. Internal as well as external cleanliness, *Numbers 8:6-7; Matthew 23:26.*
7. Truthfulness and honesty in work and life, *Proverbs 12:22; Ephesians 4:25.*
8. Respect for the property of Legacy Christian Academy and other people, *Ephesians 4:28; Deuteronomy 22:1-3; Matthew 7:12.*
9. Promptness in attendance and completing assignments, *Proverbs 6:6-11; Matthew 25:1-13.*
10. Morally good conduct in respect to recreation, social relationships, and language, *Philippians 4:8; I Corinthians 10:31-33; II Timothy 2:16.*

Level 1 – Acts of Misconduct

The following acts of misconduct include those student behaviors which interfere with the orderly educational process in the classroom and at school. These include, but are not limited to such behavior as:

- Running and/or making excessive noise in halls or buildings
- Refusal to participate in class activities
- Chewing gum
- Eating outside of designated areas
- Failure to bring required classroom materials and assigned work to class
- Failure to cooperate with teachers and school officials
- Not following teacher/classroom/school rules
- Violation of uniform/dress code
- Use or possession of audio visual/electronic equipment—radios, iPods, iPads, CD players, video games, iPhones, iWatches —not authorized by administration

Level 1 – Disciplinary Action

Disciplinary actions consistent with Level 1 include, but are not limited to:

- Teacher/student conference
- In-class disciplinary action
- Parent/teacher conference
- Administrator/student conference
- Parent/administrator conference

Level 2 – Acts of Misconduct

Level 2 acts of misconduct include, but are not limited to:

- Any repeated or chronic misbehavior as defined in Level 1
- Being in restricted areas before or after school
- Failure to abide by rules regarding field trips
- Fighting or any other action that might cause injury
- Obscene, profane, or vulgar language that is written, spoken, or expressed by symbols or gestures
- Intentional misuse and/or damage of school or other property
- Cutting class/truancy
- Display of disrespect toward school personnel
- Public display of affection
- Leaving the classroom or school grounds without permission
- Altering school documents, or signing parent's name on school documents
- Lying, cheating, or stealing

Level 2 – Disciplinary Action

Disciplinary actions consistent with level 2 include, but are not limited to:

- Teacher/student conference
- Administrator/teacher/student conference
- Parent/administrator conference
- Detention
- Suspension
- Corporal Punishment (parent)

Level 3 – Acts of Misconduct

Level 3 acts of misconduct include, but are not limited to such behavior as:

- Any chronic misbehavior—three or more referrals—as defined in level 2
- Possession of fireworks, firearms, and/or other lethal weapon, or conspiring to conceal such weapon or aid anyone in doing so
- Possession, use, or being under the influence of drugs or alcohol or tobacco products
- Any type of solicitation to purchase or use drugs or alcohol or tobacco products
- Defiance of the authority of school personnel
- Theft of major items
- Gambling, which is defined as participating in games of chance for money and/or other things of value
- Any behavior or display of attitude in opposition to the basic principles and purposes of Legacy Christian Academy, or which restrict the spiritual or academic atmosphere of the school as determined by the administration
- Terroristic threats of weapons, bodily harm to others or self

Level 3 – Disciplinary Action

Disciplinary actions consistent with level 3 include, but are not limited to:

- Teacher/student conference
- Administrator/teacher/parent conference
- Parent/administrator conference
- Detention
- Suspension
- Expulsion
- Notification of law enforcement agencies (when applicable)
- Corporal Punishment (parent)

Detention

All detention will be implemented at school during regular school hours. Detention may include no recess or free time. Detention periods of thirty minutes to one hour or more will be determined by the administration. Parents of students will be notified at least one day before the assigned detention is scheduled. Students must report to detention promptly and have the necessary materials to begin required assignments (written assignments). Students must follow the rules of detention. Detention is mandatory and not negotiable. Failure to comply with detention regulations or failure to complete detention can result in further disciplinary action by the principal.

Suspension

Suspension may be internal (an in-school suspension where the student is removed from class but stays on the Legacy Christian Academy campus and under the supervision of school personnel) or external suspension (an out-of-school suspension where the student is the parents' total responsibility). A policy of one to three days suspension will be followed. Excessive suspensions may result in a recommendation for dismissal from the school.

Expulsion

A student that is expelled from Legacy Christian Academy is subject to possible denial of readmission as determined by the school board and/or director.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones and electronic devices are not allowed to be used during school hours. During school hours students are to leave personal cell phones in a secure designated location in the classroom. Teachers will return phones to students at the end of the school day. A student found using a phone or electronic device will have the device taken up and examined. It will be kept in the office until a parent can pick it up and pay \$75. Cell phones needed for after school use must be turned off and kept out of sight during school hours, and are the owner's sole responsibility. All electronic devices other than calculators, are prohibited on campus, (i.e. CD players, iPods, radios, games, any listening or watching device, video cameras).

GENERAL CAMPUS INFORMATION

Kindergarten

Bible
Language Arts
Phonics & Reading
Manuscript Writing
Language Development
Arithmetic
Music/Art/PE
Science/Social Studies
Character Development
Health/Safety/Manners
Computer

First & Second Grade

Bible
Language Arts
Phonics & Reading
Manuscript/Cursive Writing
Language
Science
Arithmetic
History/Geography
Health/Safety/Manners
Music/Art/PE
Computer

Third Grade

Bible
Language Arts
Phonics & Reading
Cursive Writing
Spelling
Arithmetic
History/Geography
Health/Safety/Manners
Music/Art/PE
Science
Computer

Fourth & Fifth Grade

Bible
Language Arts
Phonics & Reading
Penmanship & Writing
Spelling
Arithmetic
Science
History/Geography
Health
Music/Art/PE
Computer

Promotion

Promotion in Kindergarten and First grade is based upon satisfactory completion of courses of study and teacher recommendation. In grades 2-5 a student that fails two or more core subjects (language arts, mathematics, social studies, and science) with a 69 or less overall grade average will be a candidate for retention.

Library

The school library is a tremendous resource center for all Legacy students. K-First grade students may check out one library book at a time and keep it for a period of one week. Second through Fifth grade students may check out two library books at a time and keep them for a period of two weeks. Students may return books early and check out new books. Students may also renew their books one time if they would like to keep them longer. Students are responsible for all library materials borrowed. When a book is lost or damaged, students/parents will be responsible for the cost of the book plus a \$5.00 processing fee. Late books will be assessed fines. If a lost book is found within 30 days and it is in good condition, the price paid for the book will be returned minus the late fee. A student who has library obligations (late books or fines) may not be issued their report card until the book or fine is cleared. Upon clearing library obligations, the student will receive a library clearance from the librarian which must be presented to the office for report card issuance.

Campus Visitation

Office hours are from 7:30 a.m. until 4:00 p.m. All visitors to the campus should sign in at the school office, located in Building P301.

Parents and grandparents are welcome at Legacy Elementary. We encourage parents to visit our school and classrooms; however, to minimize confusion, we ask that the following be observed:

1. All visitors to the school should report to the school office to obtain a visitor's name tag. This will help identify our school visitors for the safety of our students. Visitors need to adhere to school policies.
2. Teachers are instructed to not open their doors to anyone except school personnel during school hours.
3. Parent observation in the classroom should be pre-arranged with the principal.
4. If a parent or guardian is bringing a forgotten item (lunch, money, books, homework, etc.), it should be taken to the office and not the classroom.
5. We have a "closed" campus, which means only students enrolled at Legacy Christian Academy are to be on campus during school hours. Exceptions may be made at the principal's discretion.

Pick-Up and Drop-Off of Students

Delivery and pick-up of elementary students will be in front of the Elementary Recreational Building for grades K4-5.

A NOTE, EMAIL OR PHONE CALL TO THE SCHOOL OFFICE IS REQUIRED FOR ANY CHANGE IN PICKING UP YOUR CHILD WHETHER THEY ARE IN THE AFTER SCHOOL PROGRAM OR NOT. STUDENTS WILL NOT BE RELEASED UNLESS THE OFFICE IS NOTIFIED BY THE PARENT OR GUARDIAN OF ANY CHANGE IN THE STUDENT(S) ROUTINE PICK UP.

Lost and Found

The school does not assume responsibility for articles which a student may lose. However, any material—books, shoes, purses, clothing, etc.—left overnight will be turned in to the "Lost and Found". Clothing and articles left in "Lost and Found" may be given to a charitable organization at the end of each nine-week period. Parents may check "Lost and Found" in search of their child's belongings. Lost and Found is located in the Rec Center.

If money or valuables are lost, the loss should be reported to the school office immediately. Students who find lost articles are to take them to the office.

All clothing and articles should be clearly marked in permanent ink to insure student's identification.

Students are responsible for their team uniforms and all other issued equipment. If it is lost, the student will be required to replace it.

Textbooks

Most textbooks will be furnished by Legacy Christian Academy. Students are required to protect and cover their textbooks. Books must be covered at all times. Parents will provide the book covers for textbooks.

Students will be charged full replacement price (including shipping/ mailing expense) for textbooks that are lost or damaged beyond practical use. Textbooks for some electives may be required to be purchased by the parents.

The student will be expected to have proper books to participate in all classes and will need to report to class with correct supplies and books daily in order to be admitted to class.

At the end of the year, report cards will be withheld until textbooks are returned, replaced and/or replacement costs have been paid.

Lunchtime Rules and Ordering Information

Rules governing lunchtime conduct will be enforced from the time the students go to lunch until regular classroom activities begin after lunch.

1. All students will eat their lunches in the Elementary Recreational Building unless alternate plans are approved by the principal.
2. Student conduct in the Recreational Building shall be in accordance with standards of good eating, table manners, and self-discipline.
3. All students are responsible for placing all refuse in the receptacles provided and leaving their tables clean.
4. Students must finish eating before they leave the table.
5. Students must remain in the cafeteria until dismissed by their teacher.
6. Failure to adhere to simple rules of courtesy and cleanliness may result in disciplinary measures.

Lunch is \$4.00 (CASH ONLY – NO CHECKS ACCEPTED) and can be purchased daily from 7:35 a.m. – 8:05 a.m. in the Elementary Recreation Building. Lunch is sold by the day, week, or month. Please feel free to “brown bag it” on any or all days. **STUDENT PRE-ORDERED LUNCHES ARE NOT AUTOMATICALLY CANCELLED IF A STUDENT IS ABSENT.** Please call the Elementary School Office @ 924-0500 (prompt #1) by 8:30 a.m. in order to cancel and receive a refund or credit.

Telephone

Students are asked not to use the school office telephone during school hours unless it is an emergency. A student must obtain permission from the office before placing a call. Parents should not ask for telephone messages to be delivered unless it is an emergency.

Field Trips

Field trips may be taken as an extension of the curriculum. These trips will be approved by the administration for educational soundness. Parents will be notified beforehand as to details concerning the trip. Fees may be charged to cover expenses. Students will be asked to adhere to a certain dress code on field trips. Parents should read and discuss the discipline code with their children and be certain that the discipline requirements are known, understood, and accepted prior to all field trips. Permission slips will be issued for each field trip.

Students who have a “U” in conduct MAY NOT be allowed to go on field trips unless accompanied by a parent.

Withdrawals

A two week notice of withdrawal should be sent to the school office in advance of the PLANNED withdrawal date. Parents should allow seventy-two hours from the actual withdrawal date and time for the teachers to calculate and post the student’s grades to the withdrawal forms.

NOTE: Students attending one day or more days of a month will owe the full month’s tuition payment.

Parent-Teacher Conferences

Conferences are recommended for once a semester. Conferences may be scheduled following each report card period. Parents should request a conference with the teacher and/or administrator at any time they feel it necessary. Teachers will also request a parent/teacher conference when they deem it necessary for a parent to consult with the school concerning their child.

Appointments may be scheduled by contacting the school office at 924-0500. Teachers will confirm or return the call for a conference during their preparation period. **Please utilize the website and FACTS to correspond or obtain updates on your student's academic progress.** Go to www.legacychristianacademy.org

Conflict Resolution

Legacy follows the precepts of Matthew 18:15 when conflict occurs between parents, faculty, and administration. We recognize that, as with all things of this world, questions or conflicts arise that need to be addressed. Knowing whom to go to with these questions and conflicts helps facilitate resolution. These steps are required whenever issues arise:

1. The parents and students **MUST** first physically meet with the teacher to facilitate a resolution.
2. If a satisfactory solution is not found, then the parents can request a second meeting with the department head. The department head will not meet or discuss the issue with the parents without the first meeting having occurred and will meet only with the teacher present.
3. If no satisfactory solution is found, then the parents can request a meeting with the administration. The Administrator will not meet or discuss the issue with the parents without the first two meetings occurring, and will meet only with the teacher and department head present.
4. Decisions made at the Administrator level are final.
5. The School Board does not hear individual appeals and will only consider extraordinary issues of broad policy impact upon Legacy.

Committed to Success

Legacy has a strong commitment to partner with parents and students to prepare every child to further their education after graduating from LCA, impact this world, and leave a trail of good deeds as evidence that each student made a difference in life. We do this, in part, by keeping focused on three critical words: **Christ...Curriculum...Character** so that your children can and will reach their full God-given potential.