



**Legacy Christian School**

**at**

**Crossroads Church**

**Parent-Student Handbook**

**2020-21**

1101 Auburn Ravine Rd., Auburn, CA 95603

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## **Welcome!**

What a testimony of God's faithfulness that we are at this historic point in what we believe will be a long and exciting adventure for Legacy Christian School. We are so thrilled that God has led each and every one of you to Legacy Christian School at Crossroads Church and welcome you to the Legacy school family! We are so excited about what God will do in the lives of your children at Legacy!

You and your children are all so important and of great value to our loving Heavenly Father! We are here to encourage and support you in any way that we can so that your children can become all that God has created them to be. We are in this together as a team and as a family.

We also need to be armed and equipped in the power of God's might to fight against an enemy who is out to defeat us. As we are faithful, we will see God do amazing things building a legacy through us and this school in the lives of our students!

Our desire is to get to know you and your children well so that we can better minister to you and your family. We hope your desire is the same. Please let us know if you have any questions or concerns as well as anything we can be praying about for your family. Any of us will be happy to speak with you about anything on your hearts or minds.

**The School Administrative Team**

## **Legacy's Commitment To You**

We value the trust you have placed in us for the education of your children and take that responsibility very seriously. Education is a partnership, and as such we commit to:

1. Fulfil our vision, mission, purpose and philosophy to the best of our ability, serving wholeheartedly, as though we are serving the Lord, not men (Ephesians 6:7).
2. Genuinely love your children with the love of Jesus, caring for their needs in a positive, nurturing, safe and encouraging manner and environment, through the power of the Holy Spirit (Mark 10:14-16; Zechariah 4:6).
3. Model a godly attitude and lifestyle for your children, with the help and grace of God, encouraging them to follow Christ's example (I Corinthians 10:31-11:1).
4. Prayerfully ask God's guidance in selecting loving, qualified teachers.
5. Partner together with you in the growth, development and discipleship of your children.
6. Provide an excellent and well-balanced, education for your children, helping them maximize their success and experience fulfillment in the process.
7. Clarify to all students, as consistently as possible, what we expect of them without prejudice or favoritism.
8. Lovingly commend, counsel, and correct as appropriate and necessary.
9. Communicate with you regularly concerning the accomplishments, needs and concerns of your children.
10. Listen to your cares, concerns and questions in a genuine, loving and caring manner diligently working to address these successfully without compromising our vision, mission, purpose or philosophy.
11. Work hard to make the overall experience of your children at Legacy Christian School challenging, fulfilling, safe, and enjoyable.

**Legacy Christian School at Crossroads Church School Administrative Team**

## **Your Commitment To Legacy Christian School**

As parents/guardians of children attending Legacy Christian School at Crossroads Church we recognize that a successful partnership must exist between the home and the school to maximize our children's educational experience. Just as the school has stated their commitment to us in this effort, we commit and agree to the following:

1. That we have made sufficient investigation of all aspects of the school and pledge our support and uphold the school in all aspects of the education and discipleship of our child while in attendance.
2. That the school has the full responsibility for the grade placement of our child.
3. To support Legacy Christian School at Crossroads Church in its role "in loco parentis" on behalf of our child, as explained in its Principles of Education. This is to include (a) the discipline of our child as deemed wise and expedient for our child (Proverbs 19:18a, 29:17; Hebrews 12:11) (b) Biblical counsel for and discipleship of our child (Deuteronomy 6:1-7) (c) being counseled Biblically when matters of our child's well-being arise (Proverbs 22:6; Ephesians 6:1-4).
4. That a student who persists in conduct or attitude inconsistent with school standards will not be permitted to remain in school and, if necessary, we will willingly remove our child at the request of the administration.
5. That charges will be assessed to cover damage by our child to school property and/or to the facility leased by the school.
6. To pay the established tuition and fees in a timely manner as established by school policy. If unable to do so, we agree to contact the school office immediately to request consideration of alternate arrangements, or voluntarily remove our child from the school and make arrangements to bring all accounts current. We understand that the school may require us to remove our child if delinquent accounts are not brought current or approved alternative arrangements are not kept.
7. That we are applying for admission to Legacy Christian School at Crossroads Church with no outstanding delinquent accounts at another school.
8. To provide our child with any additional academic help deemed necessary and cooperate with the academic goals of the school.
9. To give the school permission to provide or obtain appropriate medical assistance in the case of an emergency or if routine basic first aid care is needed, understanding the school's commitment to contact us as soon as possible if such an event occurs.
10. To abstain from gossip (Proverbs 11:13) and complaining (Ephesians 4:29-32) about teachers, the Administrative Team, students, other parents, or any aspect of the

school's program, philosophy, or policies, and agree to speak directly with those involved in any grievance or complaint (Matthew 5:23-24; 18:15).

11. To attempt to resolve any school-related differences or conflicts by following the biblical pattern of first addressing the conflict in private with the involved parties consistent with Matthew 5:23-24 and Matthew 18:15. Should the issue remain unresolved, I agree to speak with the School Administration in an attempt to resolve these issues positively, biblically and within the Christian community consistent with Matthew 18:16-20 and I Corinthians 6:1-8.

### **Our Statement of Faith**

Legacy Christian School is a ministry of Crossroads Church and the following Statement of Faith reflects the foundational beliefs upon which Crossroads Church functions and Legacy Christian School is founded. These will not be compromised in any way:

- A. **Doctrine of God**  
We believe there is only one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. Each distinct from the Other, and Each is fully God, yet They are perfectly harmonized in Their Triune Being.
- B. **Jesus Christ**  
We believe in the deity of our Lord, Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His future return to this earth in power and glory, and His present life for us as High Priest and Advocate.
- C. **The Holy Spirit**  
We believe in the threefold work of the Holy Spirit: that He seeks out and brings the lost to salvation; that He sanctifies the believer; and that He baptizes the believer into the body of Christ, giving spiritual gifts to the Christian for service. We believe the continuance of gifts as found in 1 Corinthians 12:4-11. We believe that the Holy Spirit is our Comforter, Teacher, and guarantee of our inheritance.
- D. **The Bible**  
We believe the Bible to be the inspired and only infallible and authoritative Word of God. We believe the Scriptures of the Old and New Testament as being verbally and completely inerrant in the original writings and of supreme and final authority in faith and 2 life. We believe that God has not added to, deleted from, or altered the canon of the Bible with subsequent writings and revelations.
- E. **Salvation**  
We believe that the lost and sinful man must be saved, and that man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God. We believe that the Lord Jesus Christ died for our sins according to the Scripture as a representative and substitutionary sacrifice, and that all who have faith in Him are redeemed and justified on the grounds of His shed blood. We believe that salvation is by grace, through faith, and is a free gift from God. It is not attained by our own works.

Therefore, it cannot be earned by good works apart from faith. We believe that regeneration by the Holy Spirit is absolutely essential for personal salvation.

F. Spiritual Gifts

We believe that God utilizes ALL the spiritual gifts as given in Scripture, in accordance with His perfect will. We believe each Christian is endowed with both general gifts and specific gifts. Each believer is unique unto the Lord, and each is uniquely gifted. It is our job as believers to discover our gifts and use them in our service both to God and to each other. We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. We believe that the filling of the Holy Spirit is a baptism of power and is given to all believers who ask for it. The primary, initial characteristic of the filling of the Holy Spirit is a release of LOVE in and through the life of the believer. Other signs may accompany this, but Love is the essential one.

G. Resurrection

We believe in the bodily resurrection of both the just and the unjust; the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost along with Satan and his fallen angels.

H. Unity

We believe in the spiritual unity of all true believers in our Lord Jesus Christ.

I. Eschatology

We believe in the blessed hope, which is the rapture of the church at Christ's coming in the air. We believe that Christ will return to the earth physically to setup His kingdom before the millennium begins.

J. Man

We believe that man was created in the image of God; that man sinned and thereby incurred not only physical death but also spiritual death (separation from God) and that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed.

K. Healing

We believe that the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer, yet only in accordance with God's perfect will.

L. Satan and Demons

We believe in a literal devil and his host of fallen angels, and that he is at work in the world today. We believe that Satan is a created being, and as such he is limited in presence and power. We believe that Satan has no power over true believers. He can affect his confusion on Christians only as permitted by God, through which we are to be tested and found true, and by which we are to grow in faith and wisdom, to the praise and glory of our LORD.

M. Human sexuality

Legitimate sexual relations are exercised solely within marriage. Hence, sexual activities outside of marriage (referred to in the New Testament as "porneia") including

but not limited to, adultery, premarital sex, homosexuality, and pedophilia are inconsistent with the teaching of the Bible and the Church. Further, lascivious conduct, transgender behavior, and the creation and/or distribution and/or viewing of pornography, are incompatible with the biblical witness.

**N. Marriage**

Marriage has been ordained by God. This school defines “marriage” as the exclusive covenantal union of one naturally born man and one naturally born woman in which such union is a lifetime commitment. A civil government’s sanction of a union will be recognized as a legitimate marriage only to the extent that it is consistent with the definition of “marriage” found in these Articles.

# **Our Vision, Mission, Philosophy, Standards**

## **What is Our Vision**

Our vision is for every student to reach their God-given potential in every area of their lives.

## **What is Our Mission**

Our mission is:

1. To provide a loving and biblically-based educational experience with a Christian worldview, maximizing every student's God-given style of learning.
2. To love and disciple them so that they become the individual God had in mind when He created them.

## **Who Are We?**

Legacy Christian School is:

1. An evangelical, financially independent, Christian school serving families from Auburn and surrounding communities.
2. A ministry of Crossroads Church as an extension of the children's ministry.
3. A non-profit 501(c)(3) corporation and financially independent from Crossroads Church

## **What Are Our Core Beliefs?**

1. Students are more than just "students." They are your children, loved and valued by Jesus. As such, they are to be loved and valued by us as well. This is central to everything we do.
2. The home, church and the school should complement each other: promoting your child's spiritual, intellectual, emotional, social and physical growth.
3. Parents have a God-given responsibility for the education of their child. Our staff shares this responsibility as "*in loco parentis*" when you enroll your child at Legacy.
4. The discipleship of your child is an intentional commitment to living, modeling, and applying God's Word for them on a daily basis rather than an academic pursuit.
5. The instruction and education the students at Legacy receive must be in accordance with the Word of God.
6. Children thrive and learn best in an environment where they feel safe, valued, and are unconditionally loved; our priority is to provide such an environment.
7. Learning should be fun, multi-sensory, engaging and active as well as challenging.

8. God has given differing abilities and styles of learning to every child. It is our teacher's responsibility to challenge and teach them according to their academic ability and style of learning.
9. Students at all grade levels must go beyond just acquiring knowledge and reciting facts. They must be challenged to think reasonably, critically, and creatively.
10. Children should be engaged in intensive learning while at school and "homework" kept to a minimum. Homework should be primarily for review and reinforcement, age-appropriate, and purposeful.
11. Providing enrichment opportunities in academics, the arts and sports play an important role in your child's education.
12. Our teachers possess a genuine love for their students that is demonstrated daily in every type of interaction and classroom activity.
13. Our teachers must be well-trained and gifted by God to teach, nurture, and disciple their students spiritually, intellectually, emotionally, socially and physically.
14. All those ministering at Legacy Christian School are to be transformed by the renewing work of Jesus Christ in their lives rather than conformed to the world and its values. They must recognize their responsibility to exemplify a Christian lifestyle to our students and their parents in our society.

### **General Admissions Standards**

Legacy Christian School is committed to a Biblical philosophy of education which integrates Christian principles and Scriptural truths in all areas of student life. Our commitment is to provide a school atmosphere that is loving, nurturing, and conducive to discipling students and maximizing their learning experiences. We love and value children as gifts from God, and we believe it is important for every student to experience growth and success in every area of their lives while in school. Every step of the application and admissions process has been carefully designed to assist us in providing this type of environment for your children.

Admission is selective and based upon the following standards:

1. A family's commitment to upholding Biblical truth within their lives and the lives of their children.
2. Student's academic standing is satisfactory based on report cards, standardized tests, and any other relevant information.
3. Students with diagnosed special needs will be considered on a case by case basis.

### **Kindergarten Admission Standards**

The age guideline we adhere to is that a child's 5<sup>th</sup> birthday must fall on or before September 1<sup>st</sup> of the year they are entering kindergarten. However, we also believe the developmental

readiness of a prospective kindergartner may be more relevant than their chronological age. In some cases, a child that meets the age requirements may need some additional preparation for kindergarten readiness. Therefore, to better understand and identify a child's developmental readiness and assist parents with effectively preparing their child for kindergarten, a brief readiness assessment will be given to all incoming kindergartners. This will take place in a comfortable and low-key environment at a scheduled time after the student has been admitted.

### **Non-Discriminatory Statement**

Legacy Christian School at Crossroads Church admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, financial aid program, athletic and other school-administered programs. We do reserve the right to select students on the basis of commitment to Biblical truth, academic performance, lifestyle choices, and personal qualifications including willingness to cooperate with the school administration and abide by its policies.

### **Ministry of Teaching Statement**

Teachers and school administrators of Legacy Christian School are called by God to help raise up children and young people in the ways of faith. Jesus was also a teacher. He gathered His disciples and others around Him and taught with such conviction and truth that the “many who heard him were amazed. ‘Where did this man get all these things?’ they asked. ‘What’s this wisdom that has been given him, that he even does miracles!’” (Mark 6:2). His apostles were also teachers, and they gave witness “with great power,” through their words and their deeds, and “continued to testify to the resurrection of the Lord Jesus, and much grace was upon them all” (Acts 4:33).

The ministry of teaching obligates teachers to assist their students in understanding not only the subject matter, such as mathematics and science, but how the order and discipline of that subject matter reveal the mind of God. It obligates teachers not only to instruct in geography and history, but also to inculcate the faith by helping their students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them, and to learn that human discoveries, empires, conflicts, and social movements are measured by the divinely ordained order. The ministry of teaching requires teachers to help their students not only to acquire skill in spelling, reading, grammar, and writing, but to understand that human language is a primary means by which students might explore the wonders of poetry and narrative and sacred Scripture itself—all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers minister to their students by helping them follow Paul's admonition:

Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things. Whatever you have learned or received or

heard from me or seen in me—put it into practice. And the God of peace will be with you. (Philippians 4:8–9)

Teachers in a Christian school must be ever mindful that they instruct not only through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, they teach the faith by modeling the faith and by modeling faithfulness. This is why all teachers, even before their first meeting with students, must subscribe to the school's statement of faith. This is why teachers are required to give a godly example, both at school and away. Teachers must teach truth and avoid falsehood. "Therefore, each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.... Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen" (Ephesians 4:25–29).

Teachers minister to their students by providing them with faith experiences. They lead by example in prayer, praise, and mercy. Paul urged Christians to "get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you" (Ephesians 4:31–32). Teachers also model the Christian life by being active in their own church community and by serving as an intermediary that assists their students in becoming active in their respective church communities so that those students might be further nurtured in faith with their friends and family around them. (Adapted from the Ministry of Teaching Statement by L. Martin Nussbaum, ACSI Personnel Resources)

# General Information

## **Acknowledgement & Support**

This Handbook is to acquaint you with the policies and procedures and other information affecting your enrollment at Legacy Christian School and contains vitally important information. It is our desire that you find this handbook helpful and ask that you refer to its contents first regarding any questions you might have regarding school policies or procedures. Any of us on the administrative team are happy to clarify any questions that you may have.

If we determine the need to make any changes to the contents of this handbook over the course of the school year, we will communicate those changes prior to implementing them to the degree we are able to do so.

## **Contributing to Legacy**

Legacy Christian School is a 501(c)(3) non-profit corporation; therefore, all contributions are tax-deductible inasmuch as the IRS allows. Our commitment is for tuition to be as reasonable and affordable as possible. In addition, to fulfill the mission of Legacy Christian School we strive to keep class sizes small to accommodate the personal attention and discipling emphasis, which limits tuition income. Continued gifts from those supporting our vision make this possible.

Gifts-in-Kind: While we do accept gifts-in-kind, it is our desire to provide our staff and students with quality items that may not necessarily be new, but are not old and outdated. Therefore, all such items will be evaluated as to their usefulness prior to being accepted.

Volunteers: We value the involvement of parent/guardian and community volunteers. If you are interested in sharing your time, talents, and passions with our students and staff, please contact a member of the School Administrative Team. Based on the level of involvement with students, there are basic requirements that must be met for all volunteers, and a brief application that must be submitted prior to approving the involvement of any volunteers. Contact the school office for more information.

## **Governance Structure**

Legacy Christian School at Crossroads Church is registered in the State of California as an independent, non-profit 501.c.3 corporation. We are financially independent from Crossroads Church, yet a ministry of the church as an extension of the Children's Ministry. As such, while our School Board and governance structure is primarily independent from the church's, there is definitely crossover and a connection to the leadership of Crossroads Church in the following areas:

1. We come under the spiritual leadership of the Lead Pastor of Crossroads Church,
2. We have adopted Crossroads Church's Statement of Faith as our own,
3. Our School Administrator, who is a member of the School Administrative Team, is the Crossroads Church Children's Pastor and the official liaison between the school

and the church. He is a member of the Crossroads Church Pastoral Team, and as such, falls under the authority and leadership of the Lead Pastor.

Our School Board is comprised of two teams, the School Administrative Team and the Financial Review Team, each with distinct and different roles. The School Administrative Team members are the corporate officers and are responsible for developing, adopting and implementing the school's mission, vision, purpose and philosophy, principles of education, educational goals and objectives, all school policies and procedures that are not financial in nature, and to oversee every aspect of the school's day to day operations.

The School Administrative Team members are also members of the Financial Review Team. This team of seven members provides the financial oversight, approval for all school budgets, policies and procedures that are financial in nature and accountability for the handling of school funds.

### **School & Office Hours**

School hours are Monday through Thursday from 8:30-2:30 and Fridays from 8:30-12:00, unless otherwise notified. Office hours are from 8:00-3:30 Monday through Thursday and Fridays from 8:00-2:00.

Summer office hours will generally be more limited. Summer office hours will generally be Monday through Thursday from 9:00-3:00. Appointments may be made beyond these hours with advance request.

### **Student Transportation**

All student transportation to and from school must be arranged by each student's parents or guardians. There are no bus or carpool arrangements options available through the school.

# **School Policies & Procedures**

## Allergies

While we recognize the reality of students having severe, life-threatening allergies to food or other items and the risks associated with these allergies. As a school we cannot guarantee the safety of students with such allergies. We will take the necessary precautions of reducing those risks to the best of our ability and communicating appropriate steps and precautions to all those involved.

1. Parents/guardians of students with severe allergies are required to provide documentation from their health care provider specifying the specific allergies, level of severity, signs and symptoms and treatment in the event of an allergic reaction.
2. Parents/guardians must also complete and submit the Severe Allergy Notification & Liability Release form to the school office prior to their student attending school.

## Attendance

Regular attendance is required by law and essential to good academic progress. Students run the risk of damaging academic progress through even minimal absences. We understand that absences for reason of illness or family emergency are unavoidable, yet even these “excused” absences can put a child behind.

**To help us start school on time, promptness is critical. Classes begin promptly at 8:30 a.m.** Tardiness not only negatively affects the tardy child, but also the rest of the class.

1. Teachers are in their rooms and ready for students to arrive at 8:15 a.m., but not before.
2. Please make every effort to have your child at school no later than 8:25 a.m. This allows them only five minutes to get to class and prepare before class begins.
3. Students arriving prior to 8:15 a.m. **must** be registered in the Before School program and report directly to that room. See Before & After School Care for more information.

Late Arrivals or Early Departures: Any student arriving **after 8:30 a.m. must sign in at the school office before going to class.** Any student leaving school while it is still in session **must be signed out by a parent, guardian, or authorized individual before leaving school.** Following these steps help us with the security of your children.

1. A phone call to the office on any late-developing appointments or late arrivals would be very helpful.
2. Excessive late arrivals, or tardies, as well as excessive early departures disrupt your child’s educational experience as well as the class as a whole. This may result in a conference with the teacher and/or School Administrative Team to discuss the issue and strategies and expectations for resolving it.

## **Absences & Missed Work**

Unplanned Absences: In the event of an unplanned absence due to illness or a family emergency, please contact the school office as soon as you know your child will not be at school.

1. Contact after these absences must be made with the teacher by either the parent or student to determine what academic work was missed and facilitate a plan to make up any work missed. Contact may be made via email, phone, or in person.
2. In grades 5 and above students must become increasingly involved in initiating this contact. Learning responsibility in this area is very important as the student becomes older.
3. Upon returning to school from an absence, the student must bring the teacher a note from their parent or guardian explaining the absence.

Absence Due to an Illness: Please note that a student may not be sent to school with a temperature of 99 degrees or above, if they are contagious, or have any communicable disease. If your child has contracted a communicable disease, please notify the school office as soon as possible so that we can properly inform staff and parents/guardians of other students who may be affected.

1. They must remain at home until their temperature has returned to normal for a period of 24 hours and/or all signs of contagion are gone.
2. Parents or guardians will be called and required to pick their child up from school immediately upon determining their child has come to school with a temperature of 99 degrees or above, are contagious, or that they may have a communicable disease.

Pre-planned Absences: Please contact the school office via email, phone call, or in person if you know in advance that your child will be absent from school for either a partial or full day.

1. Absences for medical appointments or other reasons known in advance should be pre-arranged with the office.
2. If your child will be absent for more than one full day, please obtain a Pre-Planned Absence Form from the office or website and submit it to the school office via email or in person prior to the absence.
3. The teacher will then return the form to you with the work your child will be missing, when it is due, and any special instructions.
4. As much as possible students should try and complete the work to be missed in advance.

Excessive Absences: We have not set a predetermined number of absences before considering them excessive. Each student's ability to stay on track academically and progress successfully may be different. Initially your child's teacher will contact you if they are concerned with a pattern of absences and their impact on your child's success. At some point as it is deemed necessary, a conference may then be scheduled with members of the School

Administrative Team to discuss the issue further and develop strategies and expectations for improvement.

Missed Work: Student work, including any tests, quizzes, or assignments, missed due to absence must be made up unless the teacher indicates otherwise. The school office staff can arrange for assignments and any materials necessary to be picked up at the office during regular office hours. If the parent calls first thing in the morning assignments can be picked up in the office at the end of the day, otherwise assignments can be picked up the next day if the child is going to be absent multiple days

1. A general rule for making up missed work due to absences is that a student will receive one day for every day absent due to illness or family emergency to make up work.
2. If a student is absent on the day of a test, they generally must take the test on the day they return if that was the only day that they were absent, and the test was announced in advance.
3. It is the responsibility of the parent to contact the teacher to find out what work must be made up **before** a pre-planned absence occurs.
4. Please recognize that it generally places your child at a disadvantage to have them out of school for extended periods of time, and instruction missed is often impossible to duplicate upon returning.
5. The teacher is also limited in the time they can spend with your child upon returning, so please limit time away from school to our scheduled vacation slots as much as possible.

If you know in advance that your child will be gone from school for more than one day, please follow the procedures described under pre-planned absences. As much as possible, except for extended illness, students should try and begin working on the assignments to be missed in advance, and unless other arrangements are made in advance, it is expected that all assignments be completed and turned in immediately upon returning to school.

### **Before & After School Care**

We are committed to providing a Before & After School Care program for those parents needing it as long as we are able to cover our costs for the program. A Before & After School Care Agreement is available in the school office or on our website.

1. The Before-School Care program hours are 7:30-8:15 A.M. every Monday-Thursday and every Friday that school is in session.
2. The After-School Program hours are 2:45-5:30 P.M. every Monday-Thursday only.
3. There are differing rates for those registered for the program and those who are drop-ins.

4. All students on school grounds prior to 8:15 A.M. must be registered for the Before-School Care program and under its supervision, which begins at 7:30 A.M.
5. Any student arriving at school prior to 8:15 A.M. who is not registered for this program must report to the designated location and will be charged the predetermine rate for drop-in students.
6. No student may be dropped off prior to 7:30 A.M.
7. All students on school grounds after 2:45 P.M. must be registered for the After-School Care program and under its supervision.
8. Any students who are not picked up after school by 2:45 P.M. will be checked into the After-School Care program and charged the pre-determined hourly rate for drop-in students until they are picked up.
9. All students must be picked up no later than 5:30 P.M. Any student remaining after 5:35 P.M. will be charged the established late fee.

#### Student Behavioral Expectations:

1. All students must treat the Before & After School Care Supervisors with the same respect and obedience expected for their teachers.
2. Student behavior or attitude issues will be reported to the classroom teacher if it occurs during before-school care, and directly to the parent or guardian when they are picked up if it occurs during after-school care.
3. If reported to the classroom teacher they will contact the parent regarding the issue.
4. Depending on the severity of the issue, the student may be required to report to the school office if office or administrative staff are available, or the parent may be called and required to come pick them up immediately.
5. Students may be denied continued admittance to the program based on the level or consistency of inappropriate behaviors or attitudes, or late payment of fees.

### **Behavioral Expectations**

Student Behavior: All students should be kind, courteous, responsible, safe, and respectful at all times with everyone they interact with. All school employees should be addressed as Mr., Mrs., or Miss and their last name. Their behavior in the classroom as well as in any other setting should be controlled with the noise level appropriate for the setting. They should walk while in the classroom, passing from one place to another and while lining up after recesses. They should also pass by other classrooms quietly so as to not disturb classes in progress.

Our expectation of students' behavior and attitude is that while things will be said and done on occasion that are not in accordance with God's Word, that this type of behavior would be an exception rather than the rule. Our anticipation is that all students would generally live

their lives in accordance with biblical principles like those taught in Romans 12, I Peter 1: 13-17, as well as other places in God's Word. Some examples of these principles are as follows:

1. Conform to God's values rather than the world's values.
2. Recognize that God values each and every student and therefore every student has something valuable and positive to contribute to our school.
3. Hate things that God's Word says are evil and cling to things that are good.
4. Let your words be kind and gracious.
5. Respond to all school employees and parent volunteers with respect and obedience.
6. Be kind, respectful, and encouraging to all those around you.
7. Be diligent and prepared to do your best rather than lazy.
8. Be friendly to all students, not just a select few.
9. As much as it depends on you, live peaceably with all those around you.
10. Solve your problems with others biblically. Follow the guidelines in Matthew 5:23,24 and Matthew 18: 15-16.
  - a. First try to settle it privately between you and those involved. Do not talk to those who are not involved in the problem. This only enlarges the problem.
  - b. If the problem is not solved, those involved should go to a teacher for help in solving the problem.
  - c. Do not repay evil for evil, but forgive those who sin against you or have offended you.
11. Respect and properly care for all things - whether they belong to you or someone else.
12. All behavioral expectations are to be adhered to at all school-sponsored activities.

Remember, God wants us to be doers of His Word, not just hearers (James 1:22). Each day before you come to school ask God to help you to be a "doer" of His Word!

Parent/Guardian Behavior: Our expectation of parent behavior and attitude is that while, as with students, things may be said and done on occasion that are not in accordance with God's Word, that this type of behavior would be an exception rather than the rule and that parents and guardians would be setting an example for their children to follow. Our anticipation is that all parents and guardians would generally live their lives in accordance with biblical principles like those taught in Romans 12, I Peter 1: 13-17, as well as other places in God's Word.

Some examples of these principles are as follows:

1. Conform to God's values rather than the world's values.
2. Respond to all school employees, students, other parents and parent volunteers with respect, kindness, and grace.
3. Hate things that God's Word says are evil and cling to things that are good.
4. Let your words be kind and gracious.
5. Be kind, respectful, and encouraging to all those around you.
6. As much as it depends on you, live peaceably with all those around you.
7. Solve your problems with others biblically. Follow the guidelines in Matthew 5:23,24 and Matthew 18:15-16.
  - a. First try to settle it privately between you and those involved. Do not talk to those who are not involved in the problem. This only enlarges the problem.
  - b. If the problem is not solved, those involved should go to the next level of authority for help in solving the problem.
  - c. Do not repay evil for evil, but forgive those who sin against you or have offended you.
8. Be supportive of your child's teacher and the school in general.
9. All behavioral expectations are to be adhered to at all school-sponsored activities.

Remember parents, God wants us to be doers of His Word too, not just hearers (James 1:22).

## **Bullying**

This is a synopsis of the policy on Bullying. The complete policy is found in the Appendix.

A safe environment requires not only the elimination of threats of violence or weapons, but also requires respect and support for all the school's students. Therefore, we have a zero-tolerance policy for the bullying of students at Legacy Christian School.

Definition: Bullying is any deliberate, hostile physical, psychological, or verbal activity intended to harm, induce fear, and create terror. Typically, bullying is not a onetime act, but rather repeated harassment involving an imbalance of power.

Bullying includes "Cyberbullying," which occurs when electronic means such as e-mails, texts, social media, etc. are used intentionally to harass, intimidate, shame, and hurt others. Legacy Christian School has a zero-tolerance policy Cyberbullying, and the same consequences outlined in this policy apply.

In a case where the suspicion of bullying is present, or bullying is reported:

1. Care will be taken to investigate and corroborate the story,

2. We will assess the level of maturity of the student being reported for bullying,
3. We will deal with it swiftly and appropriately.

The School Administrative Team has the authority to determine the level of discipline based on the maturity level of the students and the severity and/or consistency of the bullying. Progressive discipline will generally be used unless the severity of the bullying warrants immediate dismissal.

The School Administrative Team will provide training materials for teachers. Teachers will:

1. Communicate the policy of bullying to their students so that they understand it
2. Communicate the consequences of bullying,
3. Train them in how to avoid and respond to it.

We also rely on the support of parents or guardians by reinforcing this policy at home and ensuring your children understand that bullying of any type is not acceptable. Parents will be informed of all allegations of bullying that have been witnessed by school personnel, or are considered serious enough to warrant an investigation. It is our policy to investigate all allegations seriously and sensitively. As much as possible the identity of those reporting bullying will be protected to minimize the possibility of retaliation.

## **Campus Safety**

We take the safety and well-being of your children very seriously and are committed to providing a safe and healthy school facility and environment for your children. Please be assured that we are very proactive in looking for and taking care of known and observed safety and health concerns or violations and any potentially unsafe conditions. We also have protocols and strategies in place to ensure a safe and secure campus.

We ask all employees, students, and parents on the campus to report all threats of violence and any suspicious or unauthorized individuals on the school grounds to the school office as soon as possible.

Employees and students receive training on recognizing and reporting all threats of violence and any suspicious or unauthorized individuals on the school grounds as soon as possible.

1. As appropriate, based on the severity of the threat 911 will be called immediately and the school office notified.
2. As appropriate all parents or guardians will also be notified of any threats involving their children or the school as a whole.
3. All emergency protocols and procedures will be followed in the event of any emergency or threatening situation including earthquake, fire, active shooter, or school lockdown.
4. All employees and volunteers are instructed to cooperate fully with security personnel, law enforcement, and medical personnel that respond after a call for help.

5. All school employees who have any interaction with students are required to be first aid and CPR certified. These employees may render first-aid/CPR assistance to those in need until the proper medical personnel arrive. See additional information under First Aid in this section.

Weapons & Concealed Carry: No weapons of any kind are allowed on the school grounds. As a school, we are considered a no-carry and gun-free zone. Therefore, no firearms may be on campus at any time by anyone other than a full-time peace officer, even if you have a current concealed-carry permit. Weapons other than guns prohibited on campus, or any school-related activity, include but are not limited to, any weapons illegal in the State of CA such as switchblades, as well as the following:

1. Knives
2. BB guns of all types
3. Ice pics
4. Straight razors
5. Box cutters
6. Paintball guns and similar
7. Tasers
8. Stun guns

Violating this policy could result in being required to withdraw your student from school.

## **Chapels**

Chapels will generally be held weekly on a day specified by the School Administrative Team. All students are expected to attend chapels. Kindergarten students will generally not attend chapel unless the chapel presentation is deemed age-appropriate. As it becomes practical to do so, separate chapel sessions may be held for our younger and older students based on student enrollment in order to provide for a more age-appropriate experience.

1. Our desire is for chapels to be an extension of our overall discipleship-based vision and an experience that will not only teach students Bible facts and truths, but provide opportunities to learn how to apply them to their own lives as well as experience the love and goodness of the Lord Jesus Christ in personal and meaningful ways.
2. Teachers, School Administrative Team members, Crossroads pastors, pastors from other churches in the community, and other guest speakers will provide the age-appropriate lessons.
3. Classes may also lead a chapel time for the other students in attendance.
4. Parents, guardians, grandparents, or other family members or friends may also talk with School Administrative Team members about contributing to student chapels if there is interest. This could be in the areas of leading worship, puppets, dramas, teaching a lesson, etc.

## **Class Size**

While we have not established absolute numbers for maximum class sizes, we are committed to providing class sizes that are small enough to enable quality and effective instruction and student-teacher interaction. Our commitment to focus on student discipleship and identifying the God-given styles of learning for each student while providing instructional opportunities for them to learn based on these styles necessitates smaller class sizes.

1. As we are able to cover our costs our desire is for class sizes to be no larger than 16-18 students.
2. Grades K-4 will generally be limited to no more than 20 students, while grades 5 and up will generally be limited to no more than 22 students.
3. The School Administrative Team is committed to prayerfully seeking God's direction and discernment in how increasing the class sizes beyond these stated maximums might negatively impact the success of the class before making any such decision.

## **Communication**

We are committed to providing regular and consistent communication regarding all school events, changes in policies or procedures, updates and requests for prayer, and the progress and well-being of the children you have placed in our care.

Our commitment is to provide positive feedback in regard to your children as well as any concerns that may arise. Communication from you in regard to your children's health, well-being, success, and/or any issues they be having at home that may be impacting them while at school or at school that we may not be aware of is also vital.

Depending on the type of information to be communicated and the timeframe necessary to communicate it, we may utilize any or all of the following tools: email, phone calls, the website, scheduled face-to-face meetings, notes sent home with your student, classroom and school-wide newsletters, mailed letter, as well as other tools that may be available over the course of the school year.

We ask that you advise your student's teacher if you are opposed to, or are not able to receive emails in regard to teachers making contact with you regarding your child. Teachers are generally required to send home weekly newsletters communicating a variety of classroom activities. Most of the same tools are all viable options for you to communicate with us as well.

## **Concern/Complaint/Dispute Procedures**

Our desire is that all of us as teachers, administrators, and parents or guardians are unified and moving the same direction in regard to the education and discipleship of your children. Having said that, we also realize that there may be times when there may be differing opinions on how things are handled or decisions that are made. The School Administrative Team and teachers of Legacy Christian School want to hear any concerns and/or complaints

that you might have regarding any facet of the school or specific situations involving your children. We are committed to listening to your cares, concerns and questions in a genuine, loving and caring manner, diligently working to address these successfully without compromising our vision, mission, purpose or philosophy.

Please follow the steps below:

1. We ask that you communicate any concerns you have early on.
2. If it is a classroom issue, or something that directly involves the teacher or another student in your child's classroom please speak with the teacher before involving the School Administrative Team.
3. If you believe that the matter has not been resolved after doing so then request a meeting with one or more members of the School Administrative Team.
4. If it is a matter of a more general school-related situation, please communicate directly to a member of the School Administrative Team or the Team as a whole.

### **Arbitration of Disputes**

Our commitment is to do everything possible to resolve all conflicts or disputes internally without external, legal intervention. However, if external, legal intervention is required we believe in and are committed to a biblically-based mediation/binding arbitration process which is consistent with keeping this process within the Christian community as spoken of in the Parental Commitments. The complete Mediation and Binding Arbitration Policy the school has adopted for the resolution of disputes requiring external and legal intervention is included in the Appendix at the back of this handbook.

### **Contacting School Personnel**

All employees of Legacy Christian School are here because of a calling from God to serve you and your children. We are all committed to being available for your questions, concerns, and any information you deem important regarding your student and their experience at school. We ask, however, that appropriate consideration and procedures be followed for contacting them. Arrangements for contacting school personnel can be made by visiting the school office in person, via email, or telephone call.

Contacting Teachers: Teachers are happy to speak with you regarding your child and any concerns or questions you might have. However, when contacting teachers, we ask that you keep the following guidelines in mind:

1. Please meet with them in advance rather than just dropping in, especially before school.
  - a. They have a responsibility to meet and greet their students and parents every morning as they arrive for the day.

- b. Knowing in advance what to expect each day goes a long way in planning their day and what must be accomplished.
  - c. It is imperative that class begins on time.
  - d. While dropping in after school is permissible, please keep in mind that they have supervision responsibilities.
2. **Under no circumstances should a teacher be interrupted during their class time.** Class time is valuable and any interruptions should be kept to a minimum. Please call, email, or leave a note in the office if you need to speak with a teacher during school hours.
  3. While teachers may check their school email after hours there is no guarantee or expectation they do so.
  4. Feel free to contact the teacher at home only if it is necessary that you do so. Please remember teachers do have a life after school, and may also have a family that God has given them responsibilities for, so be sensitive as to the necessity of calling them at home. If it can wait or be done in another manner, then please do not call.
  5. If calling at home, please be mindful not to call too late in the evening or too early in the morning and to keep the call as brief as possible.
  6. Under no circumstance is it acceptable to show up at any school employee's residence unannounced or uninvited.

**Contacting School Administrative Team members:** Members of the School Administrative Team are happy to speak with you regarding your child and any concerns or questions you might have. However, when contacting them, as with teachers, we ask that you keep the following guidelines in mind:

1. The School Principal is full-time and generally on campus all day Monday through Friday. While scheduled appointments are preferred to ensure availability, drop-in visits are always welcome when available. Appointments, or contact can be made via an email or phone call directly, or by contacting the school office.
2. The School Administrator is also the Children's Pastor at Crossroads Church and will not be on the school campus every day. So, while impromptu drop-in visits may not always be possible, appointments can be scheduled in advance through the school office or an email may be sent to their school email addresses.
3. The Assistant Principal is part-time and will not be on campus every day. So, while impromptu drop-in visits may not always be possible, appointments can be scheduled in advance through the school office or an email may be sent to their school email addresses.
4. Drop-in appointments right before or after school are more difficult as, when on campus, they are also out meeting and greeting students and parents and assisting with overall supervision during this time.

5. While administrators may check their school email after hours there is no guarantee or expectation they do so.
6. Feel free to contact an administrative team member at home only if it is necessary that you do so. Please remember they do have a life after school, and may also have a family that God has given them responsibilities for, so be sensitive as to the necessity of calling them at home. If it can wait or be done in another manner, then please do not call.
7. If calling at home, please be mindful not to call too late in the evening or too early in the morning and to keep the call as brief as possible.
8. Under no circumstance is it ok to show up at any School Administrative Team member's residence unannounced or uninvited.

### **Damage of School Property**

In the event your student damages or destroys school property, you may be held liable for its repair or replacement, whether accidental or purposeful. Either instance may also warrant student disciplinary actions be taken, depending on the situation.

### **Disciplinary Procedures**

Discipline is positive training in the right direction. As Proverbs 22:6 points out, "Train up a child in the way he should go and when he is old, he will not depart from it." The emphasis on discipline will always be on the grace and love the Lord Jesus Christ, balanced with the truths of the Biblical standards for right living before God and men. Our desire is that each child know that he or she is loved by God as well as the staff of Legacy Christian School and that they will be held accountable for their attitude and behavior from a foundation of love. Our commitment is to prayerfully and positively work with each child and their parents to correct and change not only their behavior, but also the child's heart. While each child and their situations can be unique and may require different tactics, the sections below describe our routines in responding to and dealing with discipline and the processes we generally follow.

1. Each teacher will use a system of motivation with regard to an individual and class level appropriateness.
2. This plan may consist of verbal and written praise, awards, privileges, etc.
3. The purpose is to encourage and recognize proper attitude and behavior in all students.
4. An important lesson for any student to learn is how to properly respond to authority.
5. Students are to be guided toward a proper response to their parents, teachers, and to God.
6. While there will be general disciplinary processes and procedures that will be followed fairly, consistently, and lovingly, they are not rigid or inflexible. It is understood that due

to differences that naturally exist between students processes and procedures may vary in an effort to achieve the maximum results from student to student.

Corrective Discipline: In every classroom, there are different personalities with different needs. The teacher and parent must rely closely on the wisdom and insight the Lord gives in specific situations. Since the teacher works closely with the children during class time when parents are not present, they will need to handle situations when a child displays inappropriate behavior. The types of attitude and behavior that could lead to discipline include but are not limited to the following:

1. Dishonesty
2. Disobedience
3. Disruption
4. Disrespect
5. Destruction of property
6. Inappropriate touching – could include such things as hitting, kicking, pushing, tripping, touching inappropriate and private places on the body, etc.
7. Inappropriate language – could include such things as rudeness, anger, disrespect, cursing or foul language, teasing, etc.
8. Being uncooperative
9. Bringing inappropriate items to school

The teacher recognizes that the parents delegate to the school the responsibility of discipline while they are at school. It is important that parent and teacher work together in this area and that the teachers are supported in matters of discipline. Legacy Christian School does not administer corporal punishment. The following procedures will generally be followed in regard to discipline problems that arise:

1. In any area of student life, if a problem arises, the teacher is normally the first person to intervene and address the situation, and except for small situations that are easily handled by the teacher, parents will be notified so appropriate strategies can be discussed and implemented by the teacher and reinforced at home.
2. If a situation arises that it cannot quickly be addressed or resolved in the classroom, or a child's attitude does not show signs of true repentance and inappropriate conduct continues, a member of the School Administrative Team may be notified to assist with certain situations, or the child may be sent to the office for counsel based on biblical principles, and a note will be sent home or a call made.
3. For offenses such as; fighting, bullying, cursing, vandalism or other malicious or severe behavior, the child will be sent to the office immediately for discipline and a call to a parent or guardian will be made.
4. If necessary, a parent or guardian may be contacted to immediately come to the school to assist with discipline or take their child home.

5. If problems continue or there are major offenses, the teacher will contact parents for a conference and the principal will be notified.
6. If the parent-teacher conference does not result in a satisfactory change, as necessary additional conferences will be called with the parent, student, School Administrative Team and the teacher. Based on the nature and/or severity of the issue, a specific Behavior Contract, which the student must strictly follow, may be drawn up for a specific time period, after which will follow another conference to discuss the results and determine if any further action is necessary. If this occurs, it must be agreed to by all parties and signed by the parents or guardians, as well as the student as age-appropriate, in order to continue attending school.
7. If a student's behavior or attitude has not satisfactorily changed after these actions have been taken, a final meeting with the parents, student (if age-appropriate), teacher, and the School Administrative Team will be scheduled to discuss next steps. At some point, the student's privilege of attending Legacy Christian School may be revoked, which may require the mandatory withdrawal of the student by the parents.
8. Students can be also suspended immediately for severe situations and if the infraction is serious enough the parents or guardians may be required to withdraw their child from the school.
9. As corporate officers and school board members with sole oversight of all aspects of the school other than finances, the School Administrative Team is the ultimate authority and has the final decision regarding all discipline, suspension and mandatory withdrawal decisions. All decisions must be by unanimous vote of the Team.
10. If parents are required to withdraw their student, tuition due at the date of withdrawal will be calculated based on the daily tuition rate multiplied by the number of days school has been in session, including holidays to the withdrawal date. Any excess tuition paid will be refunded. Any tuition owing will be due no later than the next regular payment date.

### **Divorce & Student Issues Surrounding It**

It is the policy of Legacy Christian School not to serve as a "referee" between parents divorcing or who are divorced. Our role is to provide an education in a Christian environment and endeavor to do what is best for the student. It is our policy to remain neutral and not take sides in the matter. We can only follow what the court order provides, when determining who has custody, when there is visitation and who directs the education of the child. It is our policy that a copy of the court order and/or separation agreement that details the respective rights of the parents must be submitted to the school office and be kept on file. It is the responsibility of the parents or guardian to provide copies of any changes or updates to such documentation. We respectfully ask parents to not involve the school in custody or any other divorce-related issues involving the student.

## Dress & Appearance Philosophy & Standards

Our desire at Legacy Christian School is to bring honor and glory to our Lord Jesus Christ in all we do and say. In regard to our dress and appearance standards, while we want to allow for individuality, it is also our desire to reflect the biblical truths found in I Peter 3:3, 4 and I Corinthians 10:31.

*“Let not yours be the [merely] external adornment with [elaborate] interweaving of the hair, the wearing of jewelry, or changes of clothes; but let it be the inward adorning and beauty of the hidden person of the heart, with the incorruptible and unfading charm of a gentle and peaceful spirit, which (is not anxious or wrought up, but) is very precious in the sight of God.”*

(I Peter 3:3, 4 – Amplified Bible)

*“So, whether you eat or drink or whatever you do, do it all to the glory of God.”*

(I Corinthians 10:31 – NIV)

These verses clearly state it is our inner character that is of primary importance to God rather than our outward appearance, and that in all we do, which includes our dress and appearance, we are to bring glory to God. We do not want to focus unnecessarily on our outward appearance, which can lead to inappropriate judgmental attitudes; nor do we want the way one dresses to become offensive, counterproductive to the ability of students to focus on their work, or negatively affect their attitude or behavior. There are many important tasks to be accomplished while at school and we want to focus student energies and attentions on these tasks and avoid potential distractions, which may at times include the way they dress.

Therefore, the general standards of school dress reflect overriding principles of school-appropriateness, neatness, modesty, and safety for **all** school activities. As clothing styles and trends come and go, it is our desire to establish an unchanging policy based on the directives of God’s Word in particular with issues of the heart. Believing that God has given the responsibility for the nurture and care of children to their parents, clothing selection as long as they are within the guidelines stated below, are up to each child’s parents. Please adhere to the following dress and appearance standards, which apply to all clothing worn to school or school-related activities:

### General Overall Appearance:

1. Clothes should be worn that are clean, in good repair, and neat in appearance.
2. A student’s overall grooming practices should be in keeping with general health and sanitary standards so they do not distract from a positive and healthy classroom environment.
3. Students should come dressed in a manner that would help, not hinder their ability to concentrate and do their best in class. While shorts and other casual attire is allowed, please be careful not to dress your child too casually as it may hinder their ability to work hard and take school seriously.

### Athletic Attire:

1. Some athletic attire is acceptable during school hours.
2. Shorts (must be deemed modest by the school), warm-up or sweat pants, and sleeved jerseys that meet the overall general guidelines, are acceptable.
3. Sports jerseys are acceptable for school attire, as long as they meet the general standards of school dress stated above.
4. Sweatshirts are acceptable for school attire, as long as they meet the general standards of school dress stated above.
5. In striving to find the balance between clothing that is comfortable and in style, yet not too casual and still appropriate for school, the school retains the right to deem the appropriateness of any athletic attire.

### Logos:

1. Clothing with logos, text and/or pictures must be in good taste, and not in opposition to biblical values.
2. Please avoid anything connected with violence, impurity, disrespectful or inappropriate attitudes or behavior.

### Footwear:

1. Footwear should be chosen that will ensure safety and comfort both in the classroom and outside and must remain on the feet at all times. Open shoes (sandals) or “flip-flops” may be worn to school, but may not be appropriate for PE depending on the activity.
2. Therefore, if requested by the teacher, comfortable, well-fitting tennis shoes should be worn on PE days.

### Hair Styles:

1. Generally, there are no hair style or length guidelines for boys or girls other than it must not cover the student’s eyes.
2. Legacy Christian School’s School Administrative Team reserves the right to be the sole determiner of what is appropriate.

### Hats and Headgear:

1. Headgear is acceptable on campus but is not to be worn inside the classroom or to chapel.
2. This includes, but is not limited to, baseball caps, bandanas, berets, hats, etc.

### Shorts:

1. Shorts are allowed but must be modest. Parents please use discretion.
2. They must meet the general guidelines of modesty, clean, in good repair, and neat in appearance.

### Miscellaneous:

1. If necessary, belts should be worn to keep pants from inadvertently falling down.
2. While we do want to respect individual differences in regard to styles of dress and appearance, we also are committed to maintaining biblical values in regard to gender distinctions of male and female. Therefore, our stance is that our dress and appearance not compromise a biblically-based distinction between males and females.

**Additional Guidelines for Girls:** We believe it is important to begin instructing girls in regard to modesty at a young age. Therefore, all girls' clothing must follow these guidelines:

Tops:

1. Bare midriffs and exposed torsos are not acceptable.
2. If sleeveless tops are worn, they must not be revealing. They must fit snugly around the shoulder and underarm.
3. No clothing may expose undergarments, or in any other way be considered immodest or revealing

Shorts, Skirts & Dresses:

1. As girls grow and become older, what is considered to be modest in regard to shorts, hemlines, and/or slits in skirts or dresses will change. Rather than establishing arbitrary and rigid length standards, our focus remains on the overarching standard of modesty regardless of whether the student's position is standing, sitting, bending, etc.
2. An administrative opinion or decision will be given if desired or needed.

Miscellaneous:

1. Excessively tight-fitting clothing as students become older and begin to develop physically is not acceptable. This is somewhat subjective so the administration retains the right to make a final decision in the matter.
2. Full-length tights, leggings, or spandex are allowed, but only if worn under a dress or skirt that meets the modesty standard.
3. Earrings are allowed but they must meet the guidelines of moderation and safety.
4. While wearing make-up is allowed, if worn, care should be given to its appropriateness and should be worn in moderation.
5. As previously stated, as girls begin maturing physically, additional discretion should be used in avoiding clothing that is:
  - a. Excessively loose or tight fitting, short, or low-cut.
  - b. Is in any other way considered immodest or revealing.

If necessary, parents will be called to discuss a dress or appearance concern, and, if deemed necessary by the School Administrative Team, asked to bring a change of clothing for the student.

If in doubt about an item, please ask first before sending it on your child to school. Our goal in these standards is to allow for individuality, yet reflect what we consider to be biblical standards of modesty, purity, and appropriateness. We want to reflect the biblical truth that it is our inner character that is of primary importance to God rather than our outward appearance. Thank you for your help and cooperation.

### **Emergency Contacts & Contact Information**

A Student Release & Emergency Form must be completed and on file in the school office before your child begins school. Any change to this form must be updated with the school office. For the safety and well-being of your child, only those listed on this form will be contacted if unable to reach you, allowed to pick up your children from school, or be given any relevant information. This form is available in the school office or on our website.

For your benefit, as well as the benefit of your children, please keep the school office informed of any changes to your contact information such as your address, phone number, email, or work contact information.

### **Emergency Closures & Delays**

In the event of a school closure or delay due to any emergency, facility or weather-related event, you will be contacted with instructions as soon as the appropriate information is determined. Contact will be made via text or email by your classroom teacher or the school office. Weather-related closures or delays will be communicated shortly after 6:00 A.M.

### **Emergency Drills/ Procedures**

Following state law, it is our policy to hold regular fire and earthquake drills. Active shooter and school lockdown procedures will also be occasionally discussed and practiced in a manner that does not cause emotional trauma or stress on students. All school employees and parent volunteers working with students are required to know and follow all emergency procedures. Teachers will properly instruct and practice these procedures with their students. As determined by the School Administrative Team, additional emergency drills/procedures may also be implemented.

School-wide emergency and evacuation drills are practiced monthly by all classrooms. Fire extinguishers and alarms are located throughout the facility for the protection of persons and property. These are not to be tampered with or removed except in the case of an emergency. In case of an emergency evacuation or fire drill, follow the escape routes posted in the classroom, or any other room you may be in, when the alarm sounds or instructions are given.

## Field Trips

Field trips are considered excellent opportunities to enhance students' education and teachers are expected to take at least one field trip each trimester in conjunction with a unit of study. More may be taken although care will be taken to appropriately balance classroom time for academics and the benefits of field trips.

1. As much as possible, field trips will be planned on Fridays and will be communicated well in advance with all applicable information, generally at least 2 weeks, but no later than one week, prior to a field trip.
2. Since field trips are an extension and enhancement of instruction, it is expected that all students, who would normally be at school on the day of the field trip, attend field trips unless their parents or guardians are concerned for their health, safety or well-being. If this is the case a Parent Request for Field Trip Non-Attendance must be completed and submitted to the teacher prior to the date of the field trip.
3. Parent helpers and drivers are always needed on field trips. As with all parent volunteers, any parent wishing to drive or otherwise supervise students other than their own on the field trip must first follow the established protocol for submitting their fingerprints for a background check prior to the field trip. A photocopy of driver's license and proof of insurance must also be on file in the school office before leaving on any field trip. Parents choosing to drive only their children and not be in a supervisory role for other students do not need to follow the established background check protocols.
4. Please contact your child's teacher in advance if you would like to accompany the class on a field trip.
5. **If a student requires prescription medication be dispensed during the field trip, a parent or guardian must accompany the student on the field trip.**
6. Student permission slips will be sent home by your child's teacher, which must be completely filled out and returned prior leaving on any field trip. These are also available in the school office and on our website.

## First Aid/CPR

The safety and well-being of our students are of utmost importance. Administrative, office, and teaching staff are trained and certified in first-aid and CPR. They must also keep such certification current. First Aid supplies are kept in the school office. In case of student injury, the office staff will be notified immediately, the appropriate forms completed and turned in, and the appropriate action taken. Parents or guardians will be notified in the event their child is treated for an injury.

## Grading & Report Cards

Teachers will keep neat, accurate, and current records of all student work that is graded. You and students will be regularly informed of deficiencies and given sufficient notice of potential failure or sub-par work well in advance of the report card being issued. A low grade on a report card should never be a surprise to a student or you as a parent. Fair and objective viewpoints will be maintained in grading and reporting. Teachers will also be consistently mindful of student learning differences and provide appropriate variety in the types of student assessments used.

We are on a trimester system of grading and distributing report cards three times per year, which is about every twelve weeks. Report cards will be given to parents or guardians at parent-teacher conferences at the end of the first two trimesters and sent home with the student at the end of the year.

The following effort assessment scale will be used for all grade levels:

Excellent: **+**          Satisfactory: **S**          Needs Improvement: **-**

The following academic assessment scale will be used for grades K-3:

Possesses thorough understanding and application: **4**

Possesses adequate understanding and application: **3**

Possesses partial understanding and application: **2**

Possesses minimal understanding and application: **1**

The following academic grading scale will be used for grades 4-8:

97-100	A+		
93 - 96	A	73 - 76	C
90 - 92	A-	70 - 72	C-
87 - 89	B+	67 - 69	D+
83 - 86	B	63 - 66	D
80 - 82	B-	60 - 62	D-
77 - 79	C+	Below 60	F

Progress Reports: Mid-trimester progress reports will be sent home about halfway through each trimester. These need to be signed and returned by the parents or guardians within a few days after receiving them.

## **Harassment, Discrimination & Retaliation**

Legacy Christian School at Crossroads Church is committed to providing a school environment in which everyone is valued for who they are as a unique creation of God, and treated with Christ-like love, courtesy, dignity, and respect. We are also committed to providing a school environment free from all forms of intimidation, exploitation and harassment, including sexual harassment. By law, as a non-profit Christian School ministry, we can and do discriminate in our hiring practices on the basis of religion and an individual's declaration of moral integrity and lifestyle choices based on our Statement of Faith and biblical principles. We also reserve the right to deny enrollment at Legacy Christian School at Crossroads Church based on our Statement of Faith and biblical principles. We do not discriminate, however, on the basis of a person's race, color, national origin, sex, disability, or age in our hiring practices or race, color, national and ethnic origin in our enrollment practices.

We have a zero-tolerance policy for intimidating, humiliating, harassing, or sabotaging others, whether students, employees, volunteers, or parents while at school or any school activity. The School Administrative Team is prepared to take action against any and all such violations. All behavior identified as such will be addressed seriously and appropriate corrective action taken by the School Administrative Team. Any employee or volunteer violating this policy will be subject to disciplinary action, up to and including dismissal. Any student or parent violating this policy may be required to withdraw from Legacy Christian School.

## **Homework, Classwork, Assignment Standards**

It is the commitment of Legacy Christian School to thoughtfully regulate the amount of homework given by the teacher. Homework is designed to be purposeful for practice, extension, and review rather than sent home to finish what the teacher ran out of time to complete in the classroom. In the event your child is wasting class time or is a slow worker, your child's teacher will contact you to discuss the situation and develop suitable strategies to bring resolution.

The amount and type of homework also needs to be grade-appropriate. In grades K-2 homework may simply consist of simply asking you and your child to read together, practice basic math facts, spelling words, or a memory verse. As students get older it could include the writing of a paper, working on an extended project, or answering some review questions from a lesson that day. Homework will not be assigned over a weekend or a school holiday. In any event, the time spent doing homework should be reasonable and follow some basic guidelines.

1. Students in grades K-3 shouldn't be spending more than 30 minutes a night and none over a weekend.
2. Students in grades 4-6 shouldn't be spending more than 45 minutes a night and rarely over a weekend.
3. Students in grades 7-8 shouldn't be spending more than 60-75 minutes a night and occasionally over a weekend.

In the event your child is consistently spending more time doing homework than the general guidelines above, please contact their teacher.

Classwork: It is imperative that class assignments and any homework given be completed and turned in on time. It is also extremely important that every student do their very best on every assignment given. It is the responsibility of each teacher to set assignments for their classes and to allow sufficient teacher-supervised work time during class.

1. Students are expected to utilize any available class time to work on assignments.
2. Teachers are available during this time if any clarifications are needed.
3. Any student turning in work that is of unacceptable quality will be asked to redo the assignment.
4. Teachers will make available to each student and parent a list of their expected standards.
5. It is imperative that class assignments and any homework given be completed and turned in on time.
6. Students will also be held accountable for every assignment given and, in most cases, late work will be graded down or some consequence will be given.
7. If any questions or concerns arise please contact your child's teacher first rather than a member of the School Administrative Team.
8. Every attempt will be made to keep homework assignments within reason.
9. Again, if questions or concern arise please contact your child's teacher. They will be open to listening to your input, questions, and/or concerns.

Assignment Standards: In an effort to hold to consistent standards of high quality in all that is done we have developed the following lists as they apply to various grade levels. Please go over these carefully with your child and help support these standards with your children. Please also check the appropriate grade level student supply list for the necessary supplies for your student. Please replenish these supplies as they run low, so that your child always has the supplies they need.

All Grades:

1. Colored, lined paper may be used for assignments at the teacher's discretion.
2. All writing for final assignments must stay within the margins, unless otherwise directed by the teacher for special assignments.
3. Spiral bound paper may not be torn out and used for assignments to be handed in.
4. Students will be asked to meet individual grade-level penmanship standards in regard to the appropriate letter formation, style, legibility, and neatness. Special circumstances that may prohibit these standards from being met must be discussed

with the teacher for consideration. Once students reach the 5th grade more latitude may be given in regard to individual penmanship style.

5. Students will always be encouraged in a positive way to do their best in meeting the standards. Assignments to be turned in must be neat and clearly legible, as well as free of smears, tears, torn out holes, and an overall crumpled appearance. In the event these standards are not met each teacher will use their discretion as to whether unacceptable assignments can be adequately fixed, need to be redone, or whether points will be deducted from the assignment.
6. Ink may not be used for math assignments.
7. Teachers may require that graph paper be used for math assignments if it assists in neatness and straight columns of numbers.
8. A high standard of overall neatness and legibility should always be expected.
9. Individual teachers may add additional standards that are grade-appropriate, but will not detract from the previously stated standards without permission from the School Administrative Team.

#### Additional Standards for Grades 2-3:

1. Beginning at the second grade, words may not be crossed out on **final** drafts being turned in, unless the teacher deems it appropriate due to the nature of the assignment. First graders will also be encouraged to work toward these standards as the year progresses.
2. Wide-ruled paper will be used for all assignments.
3. No ink pens will be used in grades 1-2 for assignments unless the teacher gives specific instructions to do so for special assignments. More latitude may be given in grade 3 at the teacher's discretion.

#### Additional Standards for Grades 4-8:

1. Generally, ink pens will be required for many final assignments. When ink is required for assignments, only blue or black ink is to be used (other colors may be used for special assignments at the teacher's discretion.)
2. Whiteout may be used with moderation at the teacher's discretion.
3. College-ruled paper must be used for all assignments in grades 5-8 unless stated otherwise by the teacher for special assignments. The 4th grade will generally be required to use wide-ruled paper for assignments, but may also use college-ruled paper at the teacher's discretion.

## **Inappropriate Items at School**

We do not allow any personal items at school that will distract the student during class. Any personal items brought to school to be used during recess must be appropriate and in good taste. The school will not take responsibility for any item that is lost or broken.

The following items are not permitted without **advance** teacher approval:

1. Any personal electronic devices other than personal cell phones
2. Any water device

The following items are never permitted at school:

1. Weapons of any type, including but not limited to guns of any type, knives or sharp/dangerous objects
2. Tobacco, vaping, alcohol or other drugs
3. Pornography, or any type of impure or inappropriate material in any form

Inappropriate items will be confiscated and parents will be called. If in doubt concerning the appropriateness of an item, ask before bringing it.

## **Interaction & Communication with Students**

All employees of Legacy Christian School are held to a higher standard by parents, students, colleagues, and members of the public. Ultimately, they are authority figures, not friends to students. Employees of the school are representatives of the school both onsite and offsite. Legacy Christian School supports and endorses a strict policy of respect toward students and expect employees to act at all times as adult role models.

In addition, students typically respond better to school staff and evidence greater levels of respect when appropriate expectations are established right from the beginning of the relationship. Therefore, all school employees should not engage in any interaction or communication that may reflect even the appearance of impropriety or make students feel uncomfortable in their presence.

In an effort to fully communicate our position and policy regarding this matter with school employees, we have included our policy in appendix of this handbook. While items on the list of inappropriate interactions and communications in the policy may appear to be unrelated to the age-group of students attending Legacy Christian School, we have determined them to be examples of inappropriate interactions and communications with students of any age or grade level.

Every aspect of this policy is also in effect for all volunteers who have any contact with students of Legacy Christian School. Volunteers who violate this policy will be removed from their volunteer role immediately, and if parents or guardians attending Legacy, may be required to remove their students from school.

## **Interpersonal Relationships**

We believe that students up through 8th grade are too young to begin developing “romantic” relationships. Therefore, we do not allow the following at school or at any school functions:

1. Couples may not pair off and separate from the main flow of students or activities.
2. Physical contact of any kind that could be interpreted as having an affectionate or romantic intent is not allowed.
3. “Dating” will not be allowed at school or any school-related functions.

## **Leaving Campus**

No student will be permitted to leave school with anyone other than their parent, guardian, or those adults whose names are on file in the office. This includes departure at the end of the day. If for any reason your child is to leave with someone else, please call the office in advance or send a note with your child. When leaving before the conclusion of the school day, the adult taking the child must come to the office first and sign the student out. Do not go directly to the classroom. Parents must pick up their student from the school office rather than the classroom. As much as possible, please notify the teacher in advance of your child’s need for early dismissal.

## **Lost & Found**

A “lost and found” box is located in the school office and is cleaned out regularly. Items that are unclaimed will be donated to a local charity. Notification will be sent home prior to donating any items.

## **Mandated Reporting**

All employees of Legacy Christian School at Crossroads Church are legally considered mandated reporters of any suspected child abuse or neglect. By law we are required to file a report of any such suspected incident to the appropriate authorities. Any reports filed by Legacy staff are kept strictly confidential and no information, including confirmation or denial of a report being made, will be provided to anyone other than the law enforcement or supporting agencies responding to such a report.

## **Parent Conferences**

Parent-teacher conferences are scheduled at the end of the first two trimesters. These conferences are scheduled on Fridays as much as possible primarily during the day, and we ask that both parents attend if at all possible. We will make every effort within reason to schedule a time that is convenient for you.

Additional conferences may be requested at other times during the school year as deemed necessary by teachers or the parents. We commit to communicate the progress of your

student to you throughout the year in a variety of ways. Please communicate with us also any concerns or questions you might have.

### **Payment of Tuition & Fees**

Payment of all tuition and fees due must be timely based on the agreed upon schedule and payment plan. Unless otherwise indicated by the School Administrative Team, all registration fees must be paid in full before a student is fully registered and placed on the class list.

Tuition payment is considered due on the 1<sup>st</sup> of each month unless another agreement has been made with the School Administrative Team. Our desire is to provide a variety of payment options. We always accept checks, and while cash is accepted for fees, we do not accept cash for tuition. Parents are also welcome to set up payment through their bank, Bill Pay system as well. Additional approved methods of payments will be communicated by our school office staff as we solidify these.

Tuition is considered delinquent if not paid within 10 days of the due date and late fees may be imposed. Tuition that is more than 60 days past due (from the established due date) may result in mandatory withdrawal from school until it is current.

### **Phones & Electronic Devices**

Legacy Christian School at Crossroads Church has a strict policy regarding the use of personal cell phones and other electronic devices and the school office phone while on campus.

Personal Cell Phones & Electronic Devices: While personal cell phones are allowed on campus with parent or guardian permission, it is not advised.

1. No other personal electronic devices such as iPads, tablets, or computers are allowed on school grounds without prior permission from the classroom teacher for a specific class-related assignment or project.
2. Students are not allowed to use their personal cell phone for any type of communication, internet or email use, or the taking of pictures while on campus without prior permission by school personnel.
3. All student cell phones must be turned off and left in the student's backpack while at school. This includes time spent in Before and After School Care, and any point in time they are on campus before school actually begins or while waiting to be picked up after school is out.
4. Should a student be found using their cell phone, or even having it out of their backpack, a warning will be given requiring the student to return their phone to their backpack. In the event this happens a second time, the phone will be confiscated by the teacher and returned at the end of the school day. Parents/guardians will be notified and the student may lose the privilege of bringing their phone to school.

5. Any student that uses their cell phone while at school is subject to having their phone confiscated by a member of the School Administrative Team. Once confiscated, the phone may be examined if there is suspicion that evidence is on the phone regarding a violation of the school's rules or policies, and to determine appropriate disciplinary measures based on the severity of the infraction.
6. If a phone is confiscated by the School Administrative Team, parents/guardians will be notified and a meeting will be scheduled to discuss the infraction. The phone will be returned to the parents/guardians and the student may lose the privilege of bringing their phone to school.
7. The school is not liable for any lost or damaged cell phones.

School Office Phone: Parents needing to contact their child while at school must call the school office phone. Before and After School Care personnel will also have a school phone on them at all times enabling communication between you and your child as necessary.

1. We ask that phone calls to or for your student be kept to a minimum.
2. If a parent or guardian needs to speak with or get a message to their student during school hours, a note will be delivered to the classroom at a time determined appropriate so as not to disrupt the class.
3. In the event of an emergency or other unforeseen circumstance that warrants it, office personnel will notify the student immediately.
4. Students must be given permission by their teacher before going to the office to use the phone. Permission will only be given as it is determined necessary by their teacher.

### **Playground & Gym Guiding Principles**

We are committed to providing a safe and positive experience for your children during recesses. As with every other aspect of school, students are expected to be kind, courteous, responsible, safe, and respectful while at recess. Classroom teachers will talk with their students about these guiding principles on a regular basis and how to apply them during recess.

### **Privacy Rights**

It is important to know and understand school policy regarding information that is confidential and who it can be shared with, if anyone. The information below are guidelines in assisting you in understanding these rights, but is not an all-inclusive or exhaustive list. If you come across situations that are not covered below, or you are unsure of, speak with a member of the School Administrative Team for guidance and clarification.

1. Medical information, family or personal information, and academic information: Any such information will not be shared with other students, parents, or individuals not employed by Legacy Christian School at Crossroads Church. Any information shared with school employees will only be shared on a need to know basis for the safety and well-being of your student, if legally mandated to do so as a mandated reporter (see information under Mandated Reporting requirements), or deemed appropriate by the School Administrative Team.
2. Concerns, disputes, or disagreements: Any information shared by you regarding concerns, disputes, or disagreements with the school, church, or any church or school employee will not be shared with students, other parents or other individuals. Prior to sharing this information with any school or church employee, the appropriateness and necessity of sharing such information will be prayerfully determined by the School Administrative Team. No information will be shared that isn't determined appropriate or necessary and will only be shared on a need to know basis.
3. Search and Seizure: Legacy Christian School at Crossroads Church values and respects the right to personal privacy of its students. However, the classroom teacher or members of the School Administrative Team reserves the right to search any school property or a student's personal belongings if the school suspects a violation of school rules or policies that would warrant such a search. Every effort will be made to respectfully and appropriately give the student the opportunity to voluntarily comply prior to initiating any search. Please see the Appendix for the complete policies.

No promise of confidentiality of any information shared by a parent or student will be made without first determining the legality, validity and appropriateness regarding who should and should not be made aware of such information.

### **Restroom Use**

1. No employee, or any adult, is allowed to use a restroom that is designated for student use.
2. No student is to use the restrooms without prior permission from whomever is directly supervising them.
3. Students are generally allowed to use the restroom when asked, within reason.
4. If the frequency or duration of their use seems unreasonable, contact will be made with the parent or guardian to determine if there are legitimate medical reasons for the frequency or duration.
5. As much as possible, based on the availability of additional restrooms, students in grades 5 and up will use different restrooms than younger students. In the case where this is not possible, every precaution will be used, as in every case, to ensure the safety and well-being of every student using the restrooms.

## **Retention/Promotion**

Promotion and retention of students will be decided by Legacy Christian School teachers and administrators. Promotion is to be viewed and determined on two levels: academic performance as well as emotional and social readiness. Students who show decided and documented deficiencies in both academic and social areas should be considered as prime candidates for retention, unless a conditional promotion with a modified program is agreed upon.

If a teacher is considering a retention, the parents and School Administrative Team should be informed as soon as possible - but in any case, not later than the end of the second trimester. Notification should be made in writing as well as verbally during conferences. The school reserves the right to determine the final placement of any student.

## **Student Scholarships**

Student scholarships for tuition assistance are available to those enrolled at Legacy Christian School. Scholarships are reviewed by a qualified third-party vendor (FAST/Powered by ism) who recommends financial aid awards to the School Administrative Team. These scholarships are awarded each year based on need, and are on a one-year basis only. Scholarships awarded to any student who withdraws or is dismissed prior to the end of the year will be adjusted accordingly based on the tuition already paid and still outstanding.

## **Sick Child Policy**

Please note that a student may not be sent to school with a temperature of 100.4 degrees or above, if they are contagious, or have any communicable disease. If your child has contracted a communicable disease, please notify the school office as soon as possible so that we can properly inform staff and parents/guardians of other students who may be affected.

1. They must remain at home until their temperature has returned to normal for a period of 24 hours and/or all signs of contagion are gone.
2. Parents or guardians will be called and required to pick their child up from school immediately upon determining their child has come to school with a temperature of 99 degrees or above, are contagious, or that they may have a communicable disease.

## **Solicitation & Distribution**

Legacy Christian School at Crossroads Church does not allow its employees, student, or parents to solicit and/or distribute any personal, political, fundraising, or any other non-school related materials on school property without prior approval from the School Administrative Team.

## **Student Drop-off & Pick-up**

A routine process for dropping off and picking up your students both before and after school will be sent home prior to school starting. As necessary, this process may change throughout the course of the year, but will be communicated in advance. We ask all those driving on campus before, during, and after school hours to do so slowly, carefully and cautiously for the safety of all those on campus. All students are required to remain in the designated area after school while waiting to be picked up until they are dismissed for after-school care.

## **Student Immunizations**

All students are required by state law to meet California immunization requirements prior to their admission to school. Please contact the school office for more information.

## **Student Medications**

School policy, and the California education code, provides statutory authority for designated and authorized school personnel to distribute student medication prescribed by a physician if:

1. The school receives a detailed, written statement from the physician detailing the method, amount, and time schedules the medication is to be taken, and
2. If the school received a written statement from the parent or legal guardian indicating the desire for the school to assist the student in the matters stated in the physician's statement.
3. No teacher, or any other employee or volunteer, is to administer any medication to any student at any time.
4. A faxed statement by the physician is acceptable as long as it meets all of the written requirements stated above and is clear and legible.
5. Telephone authorization is not an acceptable form of authorization.

Over-the-counter (OTC) medications: There is no law expressly governing the distribution of OTC medications to students. However, the school will carefully, responsibly, and cautiously follow the three stipulations stated below in the distribution of OTC medication to our students.

1. OTC medications are only allowed to be distributed by the designated and authorized school personnel.
2. Parents must have a signed OTC Consent Form on file in the school office before any OTC medications will be distributed.
3. The school reserves the right to refuse the administration of OTC medications to students, regardless of parent consent, if they have any concerns that by doing so it would not be in the best interest of the student.

The Student Prescription and/or Non-Prescription Medication Release Forms must be fully completed, signed by both parents or guardians, and returned to the school office prior to any medication being distributed to a student.

## **Student/Parent Photographs**

No student or parent photographs will be used in any public advertising or the website without parent or guardian permission and a waiver stating such permission is on file in the school office. Otherwise, student photographs may be used only for in-school purposes or class newsletters, etc. that is for school use and viewing only.

## **Student Records**

All student records are kept in the school office in a locked, fire-proof file cabinet. These records are confidential and are only shared with the appropriate school personnel. Your child's records are kept by the school until such time as you withdraw them or they graduate from 8<sup>th</sup> grade, at which time you are to notify the school office regarding the school your child will be attending so that their records may be forwarded. It is the responsibility of the new school to formally request, in writing, the transfer of these records.

## **Student Supervision**

All students will be supervised at all times while on the school grounds by a designated school employee or authorized parent volunteer. The only exception to this policy is if the student is dismissed to use the restroom, in which case they must return within the expected time frame or a school employee or authorized parent volunteer will check on them.

The school only assumes supervision responsibility during school hours, which are generally 8:15-2:45 Monday-Thursday; Friday from 8:15-12:00; and when students are in the School Care Program, which are generally from 7:30-8:15 A.M. and 2:45-5:30 P.M. Monday-Thursday and Friday from 7:30-8:15 A.M. when school is in session.

## **Student/Parent Threats of Violence**

Legacy Christian School at Crossroads Church has a zero-tolerance policy involving threats or perceived threats of violence by students or parents, including the use of social media to make such threats. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously.

Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately expel the student. Parents are advised that the school will contact local police or appropriate authorities, and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. As a school, we are a gun-free zone and no guns are permitted on the school grounds. Possession includes, but is not necessarily limited to, having a weapon in a locker, bookbag, purse, or vehicle (see the list of weapons prohibited under Campus Safety).

All credible student threats must be reported immediately to the School Administrative Team. Regardless of any doubt or uncertainty the threat should be reported. Our first concern must

be to protect the students and staff, not just to minister to the offending student. In determining how to respond to a threat, school personnel must first determine whether or not the threat is credible. In determining whether the threat is credible, the School Administrative Team will:

1. Consider whether the student is capable of carrying out the threat.
2. Then interview the offending student, and
3. Investigate the circumstances to determine whether the threat was specific; that is, directed toward certain individuals.
4. Also consider the severity of the threat.
5. If the threat is credible, take decisive action.

For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of the School Administrative Team, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the school will report the threat to the student, their parents or guardians, and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be immediately suspended until the completion of the investigation.

The student's permanent record will reflect either the suspension or the expulsion for making a threat of violence. Even in those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation.

The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professionals agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger. The school also reserves the right to view a student's text messages, emails, Facebook posts, snapchat or other social media.

### **Student Withdrawal**

Should you make a decision to withdraw your child from school for any reason, the school office must be notified. A Student Withdrawal Form must be filled out prior to withdrawal and is available in the school office or on our website.

Tuition due at the date of withdrawal will be calculated based on the daily tuition rate multiplied by the number of days school has been in session, including holidays to the withdrawal date. Any excess tuition paid will be refunded. Any tuition owing will be due no later than the next regular payment date.

## **Visitors**

All visitors, including parents, guardians, other family members, and parent volunteers must check in at the school office and receive a Visitor's Badge immediately upon arriving on the school campus. The Visitor's Badge must be worn in plain sight at all times until checking out at the school office. Students from other schools wishing to visit the campus must be interested in attending Legacy, and receive prior permission from the School Administrative Team.

# Appendix

# Policies

## Bullying Policy

A safe environment requires not only the elimination of threats of violence or weapons, but also requires respect and support for all the school's students. Therefore, there is a zero-tolerance policy for the bullying of students at Legacy Christian School at Crossroads Church.

Definition: Bullying is any deliberate, hostile physical, psychological, or verbal activity intended to harm, induce fear, and create terror. Typically, bullying is not a onetime act, but rather repeated harassment involving an imbalance of power.

Bullying includes "Cyberbullying," which occurs when electronic means such as e-mails, texts, social media, etc. are used intentionally to harass, intimidate, shame, and hurt others. Legacy Christian School at Crossroads Church has a zero-tolerance policy Cyberbullying, and the same consequences outlined in this policy apply.

In a case where the suspicion of bullying is present, or bullying is reported:

1. Care will be taken to investigate and corroborate the story,
2. The School Administrative Team and the teacher will assess the level of maturity of the student being reported for bullying,
3. As a school, we will deal with it swiftly and appropriately.

The level of maturity of the student and whether or not they are capable of understanding the significance of their behavior will play a role in determining the level of discipline. For example, there is a difference between a first-grader who teases another student as opposed to the actions of an older student who understands what they are doing. While some form of discipline would be appropriate in the younger student's case, it would generally be less restrictive and more designed to educate the student as to the inappropriateness of the conduct.

Examples of bullying include, but are not limited to, persistent tormenting, utilizing habitually cruel or overbearing comments, making fun of or spreading rumors, mocking, belittling, or encouraging exclusion and teasing.

The school administrative Team has the authority to determine the level of discipline based on the maturity level of the students and the severity and/or consistency of the bullying. Progressive discipline will generally be used unless the severity of the bullying warrants immediate dismissal. The severity of the bullying may also determine which step of progressive discipline the process begins. Routinely the steps include:

1. Immediate removal from the situation, classroom discipline by the teacher, and communication to the parent and School Administrative Team.
2. A meeting with the School Administrative Team, teacher, parent and student outlining next steps if the behavior doesn't change.
3. A one to three-day suspension from school.
4. Mandatory withdrawal from school.

The School Administrative Team will provide training materials for teachers. Teachers will:

1. Communicate the policy of bullying to their students so that they understand it

2. Communicate the consequences of bullying,
3. Train them in how to avoid and respond to it.

As a school, we also rely on the support of parents or guardians by reinforcing this policy at home and ensuring their children understand that bullying of any type is not acceptable. Parents will be informed of all allegations of bullying that have been witnessed by school personnel, or are considered serious enough to warrant an investigation. It is our policy to investigate all allegations seriously and sensitively. As much as possible the identity of those reporting bullying will be protected to minimize the possibility of retaliation.

### **Interaction & Communication with Students Policy**

All employees of Legacy Christian School are held to a higher standard by parents, students, colleagues, and members of the public. Ultimately, we are authority figures, not friends to students. As employees of the school we are representatives of the school both onsite and offsite. Legacy Christian School supports and endorses a strict policy of respect toward students and expect employees to act at all times as adult role models. In addition, students typically respond better to faculty and administrators and evidence greater levels of respect when appropriate expectations are established right from the beginning of the relationship. Therefore, all employees should ensure that they do not engage in any interaction or communication that may reflect even the appearance of impropriety or make students feel uncomfortable in your presence. If you are not sure whether a particular comment or action may be appropriate, it is far better to avoid the behavior than risk negative consequences.

The following are examples of inappropriate interactions and communications with students. This list is not all inclusive, and other, similar activities should also be avoided:

1. Calling students on their cell or at home for non-school related matters;
2. Encouraging or allowing students to call them by an inappropriate nickname;
3. Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression, in frustration, or when they are highly emotional;
4. Giving their phone number or asking for other students' phone numbers for use in situations other than for legitimate school reasons;
5. Making too personal comments to students (about their clothing, hair, nail polish, personal habits, etc.);
6. Being alone with a student in a vehicle unless absolutely necessary and without parental permission;
7. Permitting or inviting students to sit on their lap;
8. Sending e-mails, texts, or writing notes to students of a personal nature;
9. Giving students rides, except in emergency situations;
10. Engaging students to complete personal errands for them;
11. Discussing the personal affairs of other students or their colleagues;

12. Speaking with innuendo to suggest a relationship or sexual subjects;
13. Using the boys' or girls' restrooms;
14. Flirting;
15. Visiting students to "hang out" in their hotel rooms when on out-of-town field trips or sporting events;
16. Swearing, making inappropriate sexual or racial/ethnic comments;
17. Communicating with students on a social networking site;
18. Telling off-color jokes; and
19. Dating or engaging in consensual relationships with students.

In addition, employees should never physically move, grab, or touch a student, or grab something from a student, with aggression or because of frustration. You should never treat a student with anything less than respect and dignity. If a student does not follow directions as expected, you should communicate clearly your instructions, and, if the student does not listen or respond appropriately, you should take appropriate action, which could include any number of responses, such as separating the student from the group; walking up to the student and ensuring that the student clearly sees you communicate with him/her; removing the student from the activity; communicating with the parent after the event; following approved and appropriate classroom disciplinary actions; sending them to the office escorted by an approved adult supervisor; etc.).

Moreover, if you are an employee who is also a parent of a student at Legacy, you are expected to address perceived problems or alleged inequities by other students (bullying, etc.) in the same way all other parents are to address such actions. Report the problem to the School Administrative Team. Do not take personal action to address the situation.

We certainly encourage close relationships between staff and students. However, **all** after-school and away-from-campus contact with students (including transporting students in a staff member's vehicle, babysitting, going to dinner, etc.) must first be cleared with the School Administrative Team in each specific instance.

All employees are responsible for the welfare of our students. If you observe any employee engaging in any type of inappropriate or questionable behavior with a student, or violating any aspect of this policy, please report the information immediately to any member of the School Administrative Team. Also, if any employee is experiencing a student who is initiating inappropriate actions or behavior toward them, they are to involve the School Administrative Team immediately for assistance and direction in resolving the issue and parents will be notified.

Any employee who engages in behavior that violates this policy or who fails to report such activity by others will be subject to disciplinary action, up to and including termination of employment.

## Mediation & Binding Arbitration Policy

The School Administrative Team, who are also the corporate officers, of Legacy Christian School at Crossroads Church are Christians who 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 community in conformity with the biblical injunctions of 1 Corinthians 6:1–8, Matthew 5:23–24, and Matthew 18:15–20. Therefore, the policy of Legacy Christian School at Crossroads Church is that all disputes, whether employment-related or student enrollment-related, that cannot be settled internally, and that require external and legal intervention be settled by biblically-based mediation. If resolution of the dispute and reconciliation do not result from mediation, the parties involved agree to utilize binding Christian arbitration as the sole and exclusive means to resolve all disputes or claims against Legacy Christian School at Crossroads Church or any of its employees, officers, directors, agents or volunteers. The arbitrator for such binding arbitration shall be independent, objective, and neutral.

The arbitration process shall be conducted in accordance with the “Rules of Procedure for Christian Conciliation” (“Rules”) of the Institute for Christian Conciliation contained in the booklet *Guidelines for Christian Conciliation*. A copy of the “Rules” may be obtained at the website for the Institute for Christian Conciliation ([www.iccpeace.com](http://www.iccpeace.com)). Consistent with these “Rules,” each party involved shall agree to the selection of the arbitrator. The parties agree that if there is an impasse in the selection of the arbitrator, the Institute for Christian Conciliation shall be asked to provide the name of a qualified person who will serve in that capacity. Resolution of all disputes shall be based upon any local, state, or federal law or regulation governing the claims and defenses. Consistent with the “Rules,” the arbitrator shall issue a written opinion, with findings of facts and law and consistent with the “Rules,” within a reasonable time.

The parties involved in such a process acknowledge that the resolving of conflicts requires time and financial resources. In an effort to fully encourage and implement a biblically faithful process, Legacy Christian School at Crossroads Church agrees to pay all fees and expenses which may be required by the mediator, case administrator, and/or arbitrator related to such proceeding. The issue of final responsibility for such costs will be an agreed issue for consideration or determination in the mediation or arbitration. The parties agree they will endeavor to exchange information with each other and present the same at any mediation or arbitration pursuant to the “Rules” with the intent to minimize costs and delays to the parties. They will seek to cooperate with one another and may request the mediator, case administrator, and/or arbitrator to direct and guide the preparation process so as to reasonably limit the amount of fact-finding, investigation, and discovery by the parties to that which is reasonably necessary for the parties to understand each other’s issues and positions, and to prepare the matter for submission to the mediator and/or arbitrator to inform the mediator and/or arbitrator. In addition, the parties agree that in the event of arbitration, they will use a single arbitrator who is experienced in the relevant area of law and familiar with biblical principles of resolving conflict.

The parties agree that these methods shall be the **sole remedy** for any controversy or claim arising out of the relationship or this agreement and **expressly waive** their right to file a lawsuit against one another in any civil court for such disputes, including any class action proceeding, except to enforce a legally binding arbitration decision, and this waiver will be

equally binding on any person who represents or seeks to represent the parties in a lawsuit against the other in any court of law. The parties involved acknowledge that by waiving their legal rights to file a lawsuit to resolve any dispute between them, they are not waiving their right to employ legal counsel at their own expense to assist them in any phase of the process.

### **Search & Seizure Policy**

To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, Legacy Christian School at Crossroads Church has the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. Any member of the School Administrative Team or a classroom teacher may search a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks, or other school property under the conditions described below.

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the School Administrative Team, subject to legal impoundment.

To maintain overall school safety and security, Legacy Christian School at Crossroads Church has the right to perform random and blanket searches of lockers, desks, and other school property to review student possessions for health and safety compliance.

### **Personal Searches Policy**

A student's person or personal effects (e.g., backpack, purse, pockets) may be searched by a staff member to determine whether the student is in possession of contraband. Searches may be performed without notice, without consent, and without a search warrant.

All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A member of the School Administrative Team of the same sex will conduct the search in private, with another adult witness of the same sex present. The student's parents will be notified of the search as soon as reasonably possible. No clothing item will be removed, or asked to be removed, that would cause any inappropriate exposure of that student. Under no circumstances will a body cavity or strip search be permitted unless conducted by law enforcement personnel.

## **Locker Searches Policy**

A student's locker or desk is the property of Legacy Christian School at Crossroads Church and is at all times under the control of the school. School authorities may perform general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant. Students are not permitted to lock or otherwise impede access to any locker except with a lock provided by or approved by the school. Unapproved locks will be removed and destroyed.

The Search and Seizure Policy and Procedures Statement will be disseminated to students and their parents or guardians annually.

# Forms



## Before & After School Care Registration & Agreement

**I understand and agree to the following:**

1. The fees for Before & After-School Care are charged in full hour increments.

Before Care Only-Per Student	After Care Only-Per Student	Before & After-Per Student
Scheduled weekly - \$5.00 per morning	Scheduled weekly - \$12.00 per day	Scheduled weekly - \$14.00 per day
Drop in - \$7.00 per morning	Drop in - \$7.00 per hour	Drop in - \$7.00 per hour

\*If you register your child for a consistent, ongoing day(s) of the week, you will be charged the discount rate identified above for "scheduled weekly."

2. Before School Care hours are 7:30-8:15 AM. After School Care hours are 2:45-5:30 PM.
3. My child(ren) will be dropped off no earlier than 7:30 A.M. for Before-School Care, and picked up no later than 5:30 P.M. for After-School Care.
4. I understand I am to check my child(ren) into Before-School Care and not just drop them off.
5. I understand I am to check my child(ren) out of After-School Care before they will be released.
6. There will be a late fee of \$1.00 per minute after 5:35 P.M. per school time.
7. Invoices will be emailed the first of each month for the prior month's use and are due no later than the 10<sup>th</sup>. Payments made after the 10<sup>th</sup> are considered late, and a late fee may be charged.
8. Occasional and unexpected users must first inquire if there is space available.
9. My child(ren) must be obedient and respectful of all adults in charge, as well as kind and considerate to other students in the program. All school behavioral expectations apply.
10. I understand, and agree, that I may be required to withdraw my child(ren) from the program if there are consistent or severe attitude or behavioral issues, and may be called to come pick up my child(ren) depending on the severity of the issue.
11. No one other than myself, or someone listed on the Student Release & Emergency Treatment Form may pick up my child(ren). If someone other than yourself is picking up your child(ren) without prior notice, please call the school as soon as you are aware.

12. I understand that there is no Before of After-School Care provided when school is not in session, and that no After-School Care is provided on Fridays.

**I understand and agree to follow all of the information stated on this form.**

Father/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Registration is on the back of this form.**

**Before-School Care Registration – Monday-Friday 7:30-8:15**

Days Registering:     Monday     Tuesday     Wednesday     Thursday     Friday

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

Comments: \_\_\_\_\_  
\_\_\_\_\_

.....  
**After-School Care Registration – Monday-Thursday 2:45-5:30**

Days Registering:                       Monday     Tuesday     Wednesday     Thursday

Expected time of pick up:                                               

(does not affect billing)

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

Comments: \_\_\_\_\_  
\_\_\_\_\_

Please complete and return the entire form to the school office. Thank you!



## General Field Trip Permission, Waiver, Release & Indemnity Agreement

Field Trip To: **[Teacher fill in Name/Place]** Field Trip Date: **[Teacher fill in date]**

Teacher's Name: **[Teacher fill in Name]** Student Name: \_\_\_\_\_

In consideration for permitting my student named above to participate in the field trip also named above with Legacy Christian School, the undersigned, parent(s), or legal guardian(s) of the Student, on behalf of their heirs, executors, administrators and assigns, and on behalf of the Student, hereby agree to the following terms and conditions of this agreement:

**Parent/Guardian Permission:** I give permission for my student to participate in the field trip named above.

**Student Conduct:** I understand that my student is expected to abide by all school rules and regulations, including those in the Student Handbook, during the course of this field trip.

**Acknowledgement of Risk:** My student may participate in all of the activities during this field trip, as there are no activities or risks out of the ordinary for an average, normal school field trip. I understand and agree that not all risk can be eliminated, and that the school and the leaders of this field trip cannot foresee every possible contingency or completely eliminate all risk. I have had the opportunity to discuss this field trip with my student's teacher.

**Assumption of Risk:** I understand and acknowledge that certain risks are inherent in field trips and assume responsibility for any such risks associated with participation in this field trip. I understand that these risks include, but are not limited to, the transportation to and from the location of this field trip. I understand that injuries, or even death, may arise from my student's or other's actions, inaction or negligence, conditions related to travel, or the condition of the field trip's location. Nonetheless, I acknowledge and expressly assume all risks and dangers associated with all field trip activities whether described above, known or unknown, and inherent or otherwise. I take full responsibility for any injury or loss, including death, which my student may suffer, arising in whole or in part from my student's participation in the activities of this field trip.

**Voluntary Release of All Claims:** I voluntarily release, discharge, waive and relinquish all claims against the School, its officers, trustees, directors, employees, volunteers, insurers, agents and representatives (collectively the "Released Parties") arising out of ordinary negligence that are in any way related to or arising from this field trip, including but not limited to, claims for bodily injury, personal injury, emotional distress, property damage or wrongful death. This release, discharge, waiver and relinquishment also pertains to any instruction or supervision related to this field trip or on the part of the School, its officers, directors, trustees, employees and agents. It is the intent to relieve the Released Parties from negligence to the greatest extent permitted by law.

**Release from Third-Party Liability:** I understand that the School is not an agent of, and has no responsibility for, any third-party, including without limitation any sponsor or entity that may provide

any services, hospitality, public and/or private transportation, equipment, training or activities associated with this field trip. I hereby relieve the Released Parties from any and all claims arising out of such third-party liability, events, acts, or omissions.

**Indemnification/Hold Harmless:** As a parent(s) or legal guardian(s) of my student, I may be held liable and responsible for any injury or death to another person or injury to property of another caused by my student. I hereby agree to indemnify (meaning to defend, and to satisfy by payment or reimbursement, including costs and attorney's fees) and hold harmless the Released Parties with respect to any claims of injury, death or other loss or damage to person or property suffered by any person arising in whole or in part from the conduct of my student while enrolled or participating in this field trip.

**Medical Care:** In the event of my absence or I am unable to be contacted, any adult accompanying my student on this field trip may consent to the administration of medical or dental care to my student as deemed appropriate. They may also transport to the nearest emergency hospital, and/or call 911 if determined necessary. I understand that the school does not carry or maintain health, medical or disability insurance coverage for my student, and I therefore agree to assume the responsibility for such insurance coverage for my student.

**Entire Agreement:** This Agreement constitutes a single, integrated contract expressing the entire Agreement of the parties with regard to the subject matter addressed in this Agreement. There are no other agreements, written or oral, express or implied, between the parties concerning the subject matter of this Agreement. This Agreement may be modified or superseded only in a written instrument to this Agreement that specifically references the Agreement and is executed by all parties.

**I agree that this release is intended to be as broad and inclusive as is permitted by law in the State of California and that if any part of this release is deemed to be invalid, the remaining terms shall continue in full force and effect.**

**I understand however, that through this Agreement, I am not releasing the Released Parties from any injury my student suffers as a direct result of the Released Parties intentional misconduct or gross negligence.**

**I have taken steps to become informed about this field trip and certify that I am satisfied with the nature and quality of the field trip. I have read this Permission, Waiver, Release, and Indemnity Agreement and fully understand its terms. I understand that signing this agreement is required in order for my student to attend this field trip, and that I have been given the opportunity to seek legal counsel and to question the School before signing this binding document. I understand that my student will be excused from this field trip without penalty if I refuse to sign this document.**

**I understand that my signature below authorizes my student to participate in this field trip, subject to the terms and conditions stated in this Agreement.**

**Unless one parent has had his/her parental rights terminated by court order, both living parents or guardians must sign this Agreement.**

Father/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Special Field Trip Permission, Waiver, Release & Indemnity Agreement

Field Trip To: [Teacher fill in Name/Place]      Field Trip Date: [Teacher fill in date]

Teacher's Name: [Teacher fill in Name]      Student Name: \_\_\_\_\_

**Special Field Trip Activities Include:** [Teacher, fill in the special activities, i.e. swimming, hiking, zip line, etc.]

In consideration for permitting my student named above to participate in the field trip also named above with Legacy Christian School, the undersigned, parent(s), or legal guardian(s) of the Student, on behalf of their heirs, executors, administrators and assigns, and on behalf of the Student, hereby agree to the following terms and conditions of this agreement:

**Parent/Guardian Permission:** I give permission for my student to participate in the field trip named above.

**Student Conduct:** I understand that my student is expected to abide by all school rules and regulations, including those in the Student Handbook, during the course of this field trip.

**Acknowledgement of Risk:** I understand that this is a special field trip that includes the activities listed above. I understand and agree that not all risk can be eliminated, and that the school and the leaders of this field trip cannot foresee every possible contingency or completely eliminate all risk. I have had the opportunity to discuss this field trip with my student's teacher.

My student may participate in all of the activities during this field trip.

My student may participate in all of the activities **except the following:** \_\_\_\_\_

**Assumption of Risk:** I understand and acknowledge that certain risks are inherent in field trips and assume responsibility for any such risks associated with participation in this field trip. I understand that these risks include, but are not limited to, the transportation to and from the location of this field trip. I understand that injuries, or even death, may arise from my student's or other's actions, inaction or negligence, conditions related to travel, or the condition of the field trip's location. Nonetheless, I acknowledge and expressly assume all risks and dangers associated with all field trip activities whether described above, known or unknown, and inherent or otherwise. I take full responsibility for any injury or loss, including death, which my student may suffer, arising in whole or in part from my student's participation in the activities of this field trip.

**Voluntary Release of All Claims:** I voluntarily release, discharge, waive and relinquish all claims against the School, its officers, trustees, directors, employees, volunteers, insurers, agents and representatives (collectively the "Released Parties") arising out of ordinary negligence that are in any way related to or arising from this field trip, including but not limited to, claims for bodily injury, personal injury, emotional distress, property damage or wrongful death. This release, discharge, waiver and relinquishment also pertains to any instruction or supervision related to this field trip or on the part of the School, its officers, directors, trustees, employees and agents. It is the intent to relieve the Released Parties from negligence to the greatest extent permitted by law.

**Release from Third-Party Liability:** I understand that the School is not an agent of, and has no responsibility for, any third-party, including without limitation any sponsor or entity that may provide any services, hospitality, public and/or private transportation, equipment, training or activities associated with this field trip. I hereby relieve the Released Parties from any and all claims arising out of such third-party liability, events, acts, or omissions.

**Indemnification/Hold Harmless:** As a parent(s) or legal guardian(s) of my student, I may be held liable and responsible for any injury or death to another person or injury to property of another caused by my student. I hereby agree to indemnify (meaning to defend, and to satisfy by payment or reimbursement, including costs and attorney's fees) and hold harmless the Released Parties with respect to any claims of injury, death or other loss or damage to person or property suffered by any person arising in whole or in part from the conduct of my student while enrolled or participating in this field trip.

**Medical Care:** In the event of my absence or I am unable to be contacted, any adult accompanying my student on this field trip may consent to the administration of medical or dental care to my student as deemed appropriate. They may also transport to the nearest emergency hospital, and/or call 911 if determined necessary. I understand that the school does not carry or maintain health, medical or disability insurance coverage for my student, and I therefore agree to assume the responsibility for such insurance coverage for my student.

**Entire Agreement:** This Agreement constitutes a single, integrated contract expressing the entire Agreement of the parties with regard to the subject matter addressed in this Agreement. There are no other agreements, written or oral, express or implied, between the parties concerning the subject matter of this Agreement. This Agreement may be modified or superseded only in a written instrument to this Agreement that specifically references the Agreement and is executed by all parties.

**I agree that this release is intended to be as broad and inclusive as is permitted by law in the State of California and that if any part of this release is deemed to be invalid, the remaining terms shall continue in full force and effect.**

**I understand however, that through this Agreement, I am not releasing the Released Parties from any injury my student suffers as a direct result of the Released Parties intentional misconduct or gross negligence.**

**I have taken steps to become informed about this field trip and certify that I am satisfied with the nature and quality of the field trip. I have read this Permission,**

**Waiver, Release, and Indemnity Agreement and fully understand its terms. I understand that signing this agreement is required in order for my student to attend this field trip, and that I have been given the opportunity to seek legal counsel and to question the School before signing this binding document. I understand that my student will be excused from this field trip without penalty if I refuse to sign this document.**

**I understand that my signature below authorizes my student to participate in this field trip, subject to the terms and conditions stated in this Agreement.**

**Unless one parent has had his/her parental rights terminated by court order, both living parents or guardians must sign this Agreement.**

Father/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Parent Request for Field Trip Non-Attendance

If you are concerned for your child's health, safety, or well-being by attending this field trip, please fill this form out completely and submit it to your child's teacher at least 3 days prior to the field trip. If approved, your child's teacher will provide an alternate assignment, if applicable, to make an appropriate educational connection.

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

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Field Trip Location: \_\_\_\_\_ Field Trip Date: \_\_\_\_\_

Please briefly describe your concerns regarding your child attending this field trip:

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Teacher Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Office Acknowledgement: \_\_\_\_\_ Date: \_\_\_\_\_



## Student Non-Prescription Medication Release

1. Prior to administration of any nonprescription medication by the school or self-administration by the student, this form must be completed and filed in the office.
2. The school's policy on self-administration is that **no student** may self-administrate any non-prescription medication. **All students** must come to the school office and be given only the non-prescription medication listed on this form, and only in the dosages listed.
3. The school does not permit students to carry any non-prescription medications with them. All non-prescription medication requires storage in the office with the student retrieving and using medication on request.

My student may be given the following **non-prescription medications** in the following dosage:

Medication #1: \_\_\_\_\_ Dosage: \_\_\_\_\_

Medication #2: \_\_\_\_\_ Dosage: \_\_\_\_\_

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

Address \_\_\_\_\_

Father/Guardian's Name \_\_\_\_\_

Personal Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Mother/Guardian's Name \_\_\_\_\_

Personal Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Emergency Contact Information \_\_\_\_\_

To the fullest extent permitted by law in the State of California, I voluntarily release and covenant not to sue Legacy Christian School at Crossroads Church, its trustees, officers, directors, employees, agents, representatives, or insurers from any and all claims and liabilities that arise out of, or relate to, the administration of non-prescription medications to my student consistent with the terms of this release. I understand however, that through this release, I am not releasing the School or any of its employees from any injury my student suffers as a direct result of their intentional misconduct or gross negligence.

\_\_\_\_\_  
Father/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Mother/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_



## Student Prescription Medication Release

In order to comply with California Education Code Section 49423 for administering medication in California schools, Legacy Christian School at Crossroads Church requires the following for each child and each separate medication:

1. A written statement from your child's health care provider detailing the method, amount, and time schedules by which such medication is to be taken.
2. A written statement from the parent or guardian of the student indicating the desire that the school assist the student in the matters set forth in the health care provider's statement.
3. Parents or guardian provide the necessary medication, supplies, and equipment.
4. Parents or guardians must notify the school office if there is a change in the student's medication, health status, or authorized health care provider.
5. Parents or guardians notify the school immediately and provide new consent for any changes in the authorized health care provider's authorizations.

### Our policies and procedures for administering prescription medications are:

1. Prior to administration of any medication by the school, both the **Physician Statement of Need** and this form must be completed and filed in the offices.
2. A separate set of forms (physician and parent) must be completed for each administration of a medication and whenever changes are made in the medication, dose, or child's reaction. It is the parent's responsibility to assure that these forms are current and complete.
3. New forms (physician and parent) must be submitted at least once a year.
4. All medications will be stored in the school office in a locked area or an area that is not accessible to students.
5. Medications must be brought to school in their *original* containers and stored according to physician request.
6. The school has the right to prohibit the administration of any drugs or procedures that appear to be beyond the ability of unlicensed school personnel (e.g., injections).
7. Each administration of medication will be recorded on a **Medication Administration Log** sheet at, or immediately following, the time of its administration by the individual who gave the medication.
8. A small, recent photo of the student must be provided to the school office. It will be attached to the student's medication administration log.
9. Any emergency medications (e.g., epi-pens) will be stored in a location that is well-documented, known to school employees, and easily accessible for retrieval.

10. Emergency medications may be carried by the student when both the Physician Statement of Need and Parental Request for Medication Administration have been completed and indicate the need for the student to have medication on his/her person at all times.

11. Medication used infrequently (not daily) or sent to the school in a large quantity will be checked for expiration dates at least once each semester.

The following information on this form must be completed and submitted to the school office prior to any **student prescription medication** being administered.

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

Address \_\_\_\_\_

Father/Guardian's Name \_\_\_\_\_

Personal Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Mother/Guardian's Name \_\_\_\_\_

Personal Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Emergency Contact Information \_\_\_\_\_

Medication to be administered \_\_\_\_\_

Dosage to be administered \_\_\_\_\_

Time or interval at which each dosage is to be administered \_\_\_\_\_

Name of physician authorizing administration \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Date to begin administration \_\_\_\_\_

Date to cease administration \_\_\_\_\_

I request that Legacy Christian School at Crossroads Church administer the above medication to my child in accordance with my request and the physician's Statement of Need. I agree to notify the school in writing of any changes in my child's condition with respect to the administration of medication or with any changes to the information provided on the form. I understand that it is my responsibility to send an appropriate supply of medication to school in its original container. Medication provided to the school in any container other than the original will not be accepted. I understand that the school will have limited liability while administering medication to my child in accordance with a Physician's Statement of Need. The school agrees to keep a written log of medication administered to my child in school throughout the current school year.

To the fullest extent permitted by law in the State of California, I voluntarily release and covenant not to sue Legacy Christian School at Crossroads Church, its trustees, officers, directors, employees, agents, representatives, or insurers from any and all claims and liabilities that arise out of, or relate to,

the administration of prescription medications to my student consistent with the terms of this release. I understand however, that through this release, I am not releasing the School or any of its employees from any injury my student suffers as a direct result of their intentional misconduct or gross negligence.

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Father/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

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Mother/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_



## Physician Statement of Need for Medication Administration at School

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

Student's Address \_\_\_\_\_

School Legacy Christian School at Crossroads Church Grade \_\_\_\_\_

Medication to be administered \_\_\_\_\_

Generic name of medication if one \_\_\_\_\_

Dosage to be administered \_\_\_\_\_

Time or interval at which each dosage is to be administered \_\_\_\_\_

Date to begin administration \_\_\_\_\_

Date to cease administration \_\_\_\_\_

Possible adverse reactions \_\_\_\_\_

\_\_\_\_\_

List of severe reactions that should be reported to the physician \_\_\_\_\_

\_\_\_\_\_

Special instructions for storage of medication \_\_\_\_\_

\_\_\_\_\_

Special instructions for administration of medication \_\_\_\_\_

\_\_\_\_\_

Physician's name \_\_\_\_\_

Physician's address \_\_\_\_\_

Physician's phone number \_\_\_\_\_

Emergency contact information for physician \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Physician's Signature

Date



## Pre-Planned Absence Notification

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

Parent/Guardian Name: \_\_\_\_\_

Dates of Planned Absence: \_\_\_\_\_

If Only Partial Day; Time of Absence: \_\_\_\_\_

Reason for Planned Absence: \_\_\_\_\_

I request the teacher return this form to me:

Via email      My email address is \_\_\_\_\_

In Person      I will pick up this form from the school office on \_\_\_\_\_

Via My Child      Please send the completed form home with my child

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parents:

1. This form should be used for medical appointments or other reasons known in advance and should be pre-arranged with the office.
2. If your child will be absent for more than one full day, please use this form and submit it to the school office via email or in person prior to the absence.
3. The teacher will then return the form to you with the work your child will be missing, when it is due, and any special instructions.
4. As much as possible students should try and complete the work to be missed in advance.
5. Teacher response is on the back of this form.

**Teacher:**

Please attach or indicate below the student work that will be missed during this absence and return this form to the parent via the method designated by the parent prior to the student's pre-planned absence. Please make **two copies** of this form prior to returning to the parent. Once copy is for the office, the other is for your records.

**The attached, or the following indicated below, is the work that will be missed while the student is out. If not completed prior to their absence due dates are as attached or indicated below.**



## Parent & Student Photograph & Work Publication Release & Agreement

During the school year of **2020-2021**, Legacy Christian School at Crossroads Church parents, students, and/or student work, projects, etc., are occasionally photographed, videotaped, or voice-recorded in the classroom, at school, or engaging in other school-related activities. On occasion the School may wish to use these items in its internal publications, as well as external advertising purposes in publications, flyers, the website, etc., that will be viewed by the public. If student names are used it will only be for internal publications and only the first name will be used. No names will be used for any external publications.

By signing below, you agree that the School may use, without further consent or compensation, you and your child's image, likeness, voice, photograph, live performance, schoolwork and projects, on any of the following listed below:

- Our image, likeness, voice, or photograph as parents/guardians
- Any **internal** school publications that will be distributed only to students and school families
- Any **external** promotional and/or advertising school publications including, but not limited to, its website, flyers, brochures, admissions materials, videos, radio advertising, posters, etc.
  - I agree to the above external promotional publications except \_\_\_\_\_
  
- Our child's image, likeness, voice, photograph, live performance, schoolwork and projects
- Any **internal** school publications that will be distributed only to students and school families
- Any **external** promotional and/or advertising school publications including, but not limited to, its website, flyers, brochures, admissions materials, videos, radio advertising, posters, etc.
  - I agree to the above external promotional publications except \_\_\_\_\_

I understand that my child's grades or evaluation of any kind will not be affected by my decision to sign or not to sign this release and agreement. I also understand that if I wish to rescind this agreement and release, I may do so at any time by providing written notice to the school office.

### Agreement and Release

I hereby acknowledge that I have received and signed this release and agreement, and irrevocably grant the School the right to record my child's likeness on any medium including, but not limited to, videotapes, moving pictures, digital pictures, audio recordings, and/or photographs (all of which are

herein called "Photographs"), as well as any student work or project (all of which are herein called "Works"), except as indicated above.

I consent to and authorize the School to use my child's Photographs and Works in any School publication that is internal or promotion of a marketing or public relations nature, such as newsletters, brochures, flyers, posters, videos, voice recordings, including website entries, except as indicated above. I acknowledge that neither my child or my family will be compensated for any such use.

I hereby authorize Legacy Christian School at Crossroads Church to edit, copy, alter, exhibit, publish or distribute the Photographs and Works in connection with a School publication or promotion of a marketing or public relations nature except as indicated above. I waive the right to inspect or approve the finished product, including written or electronic copy, wherein the photo appears.

I release, discharge and acquit the School from any claims, demands or causes of actions that I, my child, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate may have by reason of this authorization or Legacy Christian School at Crossroads Church's use of my child's Photograph and Works.

I agree that, should any part of this authorization and release be determined to be unenforceable by a court of law, that part of the agreement shall be severable and the remainder of the authorization and release shall remain in full force and effect.

Child's Name (Print full name): \_\_\_\_\_

Father/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mother/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Student Severe Allergy Notification & Liability Release

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

Father/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_ Work: \_\_\_\_\_

The substances my student is allergic to are: \_\_\_\_\_

Severity of allergy: \_\_\_\_\_

Symptoms include: \_\_\_\_\_

Preventative measures that can be taken: \_\_\_\_\_

Treatment in the event of an allergic reaction: \_\_\_\_\_

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### Statement of Agreement, Understanding, and Release of Liability:

I agree to provide documentation from our health care provider specifying the specific allergies, level of severity, signs and symptoms, and treatment in the event of an allergic reaction. I understand such documentation and this completed form must be submitted to the school office prior to my student attending school. If treatment includes the administration of medication, whether prescription or Over-The-Counter, I understand I must also complete and submit the appropriate forms for the administration of such medication. I also give my permission for the school to communicate either directly, or through my student's classroom teacher, information regarding the specific allergies of my student and request that such items not be sent to school. I understand that this may not include a school-wide request and that there is no guarantee of compliance associated with this request.

I understand that there is a very real risk for my student regarding the severity of their allergies. I understand that the school cannot guarantee my student's health and safety regarding such allergies, nor do they promise to eliminate risk associated with such allergies in connection with my student's enrollment. To the fullest extent permitted by law in the State of California, I voluntarily release and covenant not to sue Legacy Christian School at Crossroads Church, its trustees, officers, directors, employees, agents, representatives, or insurers from any and all claims and liabilities that arise out of, or relate to, my student's allergies or any administration of related prescription or non-prescription medications to my student consistent with the terms of this release. I understand however, that through this release, I am not releasing the School or any of its employees from any injury as a direct result of their intentional misconduct or gross negligence.

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Father/Guardian Signature:

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Date

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Mother/Guardian Signature:

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Date



## Student Release & Emergency Treatment Form

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

Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Gender: \_\_\_\_\_ Ethnic Origin: (optional) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Father/Guardian's Information:

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address (If different): \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

### Mother/Guardian's Information:

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address (If different): \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

Parents are:  Married  Divorced  Separate  Widowed  Single

Student lives with:  Both Parents  Father  Mother  Guardian

A copy of court documentation **must** be provided to the school office if any court order exists preventing a parent, or any other person, from being on school property, picking up their child, or any other action involving the school, or the child while under the school's care.

List names of individuals, other than parent/guardian, authorized to take student from school or called in the event of an emergency. In the event of an emergency, your student will only be released to the persons authorized on this form if we are unable to reach you. Individuals must be 18 years of age or older.

**Contact #1:**

**Contact #2:**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

**Physicians to be called in the event of an emergency:**

**Doctor:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Insurance:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_

**Policy #:** \_\_\_\_\_

**Group #:** \_\_\_\_\_

**Dentist:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Insurance:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_

**Policy #:** \_\_\_\_\_

**Group #:** \_\_\_\_\_

**Allergies or other medical limitations:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Authorization of Consent for Medical Treatment**

**Special Power of Attorney**

KNOW BY ALL MEN BY THESE PRESENT, THAT I, \_\_\_\_\_, do hereby make, constitute and appoint LEGACY CHRISTIAN SCHOOL AT CROSSROADS CHURCH, or an authorized agent, as my true and lawful attorney for me and in my name, place and stead to procure medical care, diagnosis or hospitalization or emergency dental care for my child, \_\_\_\_\_, the same as I might or would do if personally present, under any of the following circumstances:

1. During the school day, in the event of an emergency and when neither of the parents can be contacted;

2. During any school activity away from the Auburn, CA area, when medical care or treatment appears to the agent of Legacy Christian School to be reasonably required for the student's care, protection or comfort.

In case of an accident or an emergency, if I am unable to be reached, I authorize Legacy Christian School at Crossroads Church, or an authorized agent, to call 911, if determined necessary, or notify one of the contacts above to take my child to the above-named physician or to the nearest emergency hospital for such emergency treatment and measures as are deemed necessary for the safety and protection of my child, at my expense.

Medical care, diagnosis or hospitalization as used herein is temporary and shall be in effect only so long as the child is in the care of Legacy Christian School and then only so long as one of the parents is not personally present. This authorization and appointment shall cease immediately upon a parent being present or when a parent becomes in such a position that the parent can personally act upon the immediate problem.

My attorney in fact hereunder is empowered to do any and all acts that in said attorney's judgment shall deem to be in the best interest of said child the same as I might or could do and I hereby ratify and confirm all that said attorney in fact shall lawfully do or cause to be done by virtue of these present.

As long as a parent is not personally present, a care provider is authorized to release the child to the agent of Legacy Christian School upon completion of treatment.

\_\_\_\_\_  
Signature of Father/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Mother/Guardian

\_\_\_\_\_  
Date



## Student Withdrawal Form

This form must be completed, signed and returned to the school office for each student withdrawing in order for your child's transfer to be official and for us to formally withdraw your child from Legacy Christian School.

Student Withdrawing: \_\_\_\_\_

Date of Withdrawal: \_\_\_\_\_ Reason for Withdrawal: \_\_\_\_\_

New School: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

I understand that all books must be returned or I will be charged for their replacement. I also understand that all tuition and fees must be current. I understand that tuition due at the date of withdrawal will be calculated based on the daily tuition rate multiplied by the number of days school has been in session, including holidays to the withdrawal date. Any excess tuition paid will be refunded. Any tuition owing will be due no later than the next regular payment date.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

Tuition/Fees Due: \_\_\_\_\_ Book Replacement Fee Due: \_\_\_\_\_ Tuition Refunded: \_\_\_\_\_

Books Missing: \_\_\_\_\_

Amount Paid: \_\_\_\_\_ Payment Method: \_\_\_\_\_ Initial: \_\_\_\_\_