



Legacy Christian School

Parent-Student Handbook

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Welcome!

What a testimony of God's faithfulness thus far 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 us 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 them 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.

Acknowledgement & Support

We've divided our Handbook into four sections in an effort to make the information more readily accessible. At Legacy, we recognize that a successful partnership must exist between the home and the school to maximize your children's educational experience while at school. The information contained within the various sections of our Handbook are there to acquaint you with all of the information important for you and your children to know while enrolled at Legacy Christian School. 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 information, policies or procedures. Any of us on the administrative team are happy to clarify questions that you may have.

Section 1: Review & Introduction This section contains Legacy's commitments to you, your commitments to Legacy, our Statement of Faith, Vision, Mission, who we are, our core beliefs, and our Philosophy of Teaching.

Section 2: General Information This section contains all of the general information that you may want or need to reference over the course of the school year.

Section 3: School Policies This section contains all of the school-related policies that you should be aware of and refer to if you have any questions or concerns. Other classroom policies may be sent home by your classroom teacher that are not contained within this section.

Section 4: Pertinent Information & Procedures This section contains the pertinent information and procedures that you should be aware of and refer to throughout the course of

the school year. Other classroom procedures may be sent home by your children's classroom teacher that are not contained within this section.

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.

The School Administrative Team

Section 1 – Review & Introduction

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 Administrative Team

Your Commitment to Legacy

As parents/guardians of children attending Legacy Christian School 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 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 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 Confluence Church and the following Statement of Faith reflects the foundational beliefs upon which Confluence 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 to 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 who's 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.

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 Confluence Church as an extension of the children’s ministry.
3. A non-profit 501(c)(3) corporation and financially independent from Confluence 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.

What is Our Ministry of Teaching Philosophy?

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)

Section 2 - General Information

Chapels

Age-appropriate chapels will be held generally once or twice per month. All students are expected to attend chapels. Due to our size and the extent of our grade span, separate chapel sessions will be held for our young and older students 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 and are appropriate for the size of the classroom. In some cases, for older grades, a class size of 20 may be approved, but generally class sizes will be limited to 18 or less. Our commitment to focus on student discipleship and ministry, providing a learning environment with engaging, multi-sensory, and interactive lessons, and a commitment to ensure students of all abilities are appropriately challenged, all necessitates smaller class sizes.

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.

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.

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.

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.

First Aid/CPR

The safety and well-being of our students are of utmost importance. School employees who supervise students are trained and certified in first-aid and CPR. First Aid supplies are kept in the school office. In case of student injury, the office staff will be notified immediately, the appropriate action taken, and, if necessary, appropriate forms will be completed and turned in. Parents or guardians will be notified in the event their child is treated for anything other than a minor injury.

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 agreement and support for Legacy teaching their children according to the biblical values and Statement of Faith we adhere to and model, regardless of whether they are in full agreement with them or not.
2. A student's academic and behavioral 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.

Governance Structure

Legacy Christian School is registered in the State of California as an independent, non-profit 501.c.3 corporation. We are financially independent from Confluence 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 Confluence Church in the following areas:

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

Kindergarten Admission Standards

The age guideline we adhere to is that a child's 5th birthday must fall on or before September 1st 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.

Lost & Found

The school does not have a "lost and found" area to collect items left on the playground, in the gym, etc. Please label any items brought from home (coats, sweatshirts, water bottles, etc.) with your child's name using something permanent. Every effort will be made on a daily basis to reconnect items with their owner, but after reasonable effort has been made the items will be disposed of appropriately.

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.

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 arrangement options available through the school.

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.

Section 3 - School Policies

The policies outlined within this section are important for you to be aware of and follow not only for the benefit of you and your children, but for others attending Legacy as well.

Therefore, we ask for your commitment in both proactively following and communicating these to your children, where appropriate, **before** the first day of school.

You know your children much better than we do, so we ask for your assistance with them in regard to their academics, attitudes and behaviors. We desire your openness, support, and respect in our communication with you and will respond in kind with you as we partner together in determining what is best for your children.

We encourage you keep these handy to review as necessary. Please also review and support any additional policies communicated by your children's teacher or the school administration throughout the course of the school year.

Bullying

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.

Definition: **Not all inappropriate behavior toward another student is bullying, and it is important that school staff, students and parents understand this.** 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 for 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 appropriate level of discipline.

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.

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, corrective discipline by, and communication to the parent from a member of the School Administrative Team. This may also include removal from school until a parent meeting can be scheduled and assurances can be made that the behavior will change.
2. A meeting with the School Administrative Team, any pertinent staff member, parent and student outlining next steps if the behavior doesn't change.
3. Mandatory withdrawal from school.

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.

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.
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, shelter-in-place, school lockdown, or active shooter.
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.

Emergency Drills/ Procedures

Following state law, it is our policy to hold regular fire and earthquake drills. Teachers will properly instruct and practice these procedures with their students. All school employees will also be trained in other emergency procedures, such as shelter-in-place, school lockdown, and active shooter procedures.

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.

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 are 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.

Concerns/Complaints/Disputes

Our desire is that as Legacy staff 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 are differing opinions on how things are handled or decisions that are made. The School Administrative Team and Legacy staff 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 speak 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.

Disputes & Their Resolution

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.

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.

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. 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 are legally obligated to follow what the court order states regarding custody-related issues as they pertain to parental access to their children while at school, school/teacher communication-related issues to and from the school, and which parent makes the decisions regarding the school placement and the ongoing educational decisions of the child during the school year. We respectfully ask parents to not involve the school in custody or any other divorce-related issues involving the student.

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 without a call to the school office by a parent or guardian indicating otherwise, or be given any relevant information. This form is available in the school office.

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.

Harassment, Discrimination & Retaliation

Legacy Christian School 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 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.

Inappropriate Items at School

We ask that students not bring personal items to school that are not requested or required by the school or the classroom teacher as these items can distract the student during class, may be lost, broken, or cause hurt feelings for a variety of reasons. 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
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 of any type.
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.

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.

Locker/Desk Searches

A student's locker or desk is the property of Legacy Christian School 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.

Mediation & Binding Arbitration

The School Administrative Team, who are also the corporate officers, of Legacy Christian School 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 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 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). 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 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.

Mandated Reporting

All employees of Legacy Christian School 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.

Non-Discriminatory Statement

Legacy Christian School 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.

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 and School Care payments are considered due on the 1st of each month unless another agreement has been made with the School Administrative Team. Our desire is to provide a variety of payment options. Other than Zelle and Bill Pay, which parents are

welcome to set up through their bank, no other electronic payment options are available at this time. We always accept checks, cash, money orders. Additional approved methods of payments will be communicated by our school office staff as we solidify these.

Tuition and School Care fees is considered delinquent if not paid by the 10th of the month and late fees will 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 has a strict policy regarding the use of personal cell phones and other electronic devices and the school office phone while on campus.

Personal Electronic Devices: While personal cell phones and smart watches are allowed on campus with parent or guardian permission, it is not advised.

1. No other personal electronic devices such as iPads, tablets, games, 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 or smart watches 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 any personal electronic device without prior permission or improperly, a warning will be given requiring the student to stop and/or return any personal electronic device to their backpack. In the event this happens a second time, the electronic device 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 it to school.
5. Any student that uses any personal electronic device without prior permission while at school is also subject to having it confiscated by a member of the School Administrative Team. Once confiscated, the item 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 personal electronic device is confiscated by the School Administrative Team, parents/guardians will be notified and a meeting may be scheduled to discuss the infraction. The item will be returned to the parents/guardians and the student may lose the privilege of bringing it to school.
7. The school is not liable for any lost or damaged personal electronic devices.

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.

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. 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 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. While it is very important that students are academically ready to move on to the next grade, retention is not an option we quickly consider for a number of reasons. Prior to even communicating retention as an option, there will be consistent advanced communication by the classroom teacher of severe academic concerns, as well as meetings scheduled with school administrative team members to discuss the situations and available options.

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. The school reserves the right to determine the final placement of any student.

Search & Seizure

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 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.

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.

Solicitation & Distribution

Legacy Christian School 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 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. All medication is to be administered from the school office by authorized school personnel, unless otherwise authorized.
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 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. All parents will be required to fill out and return the **Parent & Student Photograph & Work Release & Agreement Form**. 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 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 8th 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. Parents/legal guardians have the right to request access to or copies of their child's cumulative folder. As a courtesy, we do ask that any request be made in advance so the office staff have sufficient time to accommodate such request.

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

Student/Parent Threats of Violence

Legacy Christian School does not tolerate 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 the school becomes aware that a student has a weapon at school, or at a school function, the school will immediately investigate and take appropriate actions, which could include mandatory withdrawal from Legacy Christian School. Parents are advised that, if appropriate based on the scenario, 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 individual. 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 students' parents or guardians, and/or staff members threatened. The school will also report the threat to appropriate authorities. Students making such credible 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 may suspend the student pending a parent meeting. These include all cases in which the student indicates they were "just joking." If circumstances warrant, the school may conduct further investigation. The school also reserves the right to view a student's text messages, emails, Facebook posts, snapchat or other social media if applicable.

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.

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 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.

Section 4 - Pertinent Information & Procedures

The pertinent information and procedures contained within this section are important for you to be aware of and follow not only for the benefit of you and your children, but for others attending Legacy as well. Therefore, we ask for your commitment in both proactively following and communicating these to your children, where appropriate, before the first day of school.

You know your children much better than we do, so, we ask for your assistance with them in regard to their academics, attitudes and behaviors. We desire your openness, support, and respect in our communication with you and will respond in kind with you as we partner together in determining what is best for your children.

We encourage you keep these handy to review as necessary. Please also review and support any additional procedures communicated by your children's teacher, school office, or administration throughout the course of the school year.

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. While we understand that absences for reason of illness or family emergency are unavoidable, please be aware that even these “excused” absences can put a child behind.

Classes begin promptly at 8:30 a.m. and promptness is critical not only for your child’s benefit, but for the benefit of the class as well. When your child is tardy it negatively impacts their ability to begin the day on time and on a positive note. It is also disruptive and interrupts the regular flow 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 at least 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 check 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 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 after school hours.
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.

Absence Due to an Illness: Please note that a student may not be sent to school with a temperature of 99.6 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 99.6 degrees or above, are contagious, or that they may have a communicable disease.

Pre-planned Absences: Please contact your child's teacher 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. If your child will be absent for more than one full day, please obtain a Pre-Planned Absence Form from the teacher or office and submit it to the teacher via email or in person ideally one week or more prior to the absence.
2. 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.
3. 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. Either contact the teacher directly or call the school office to make arrangements to pick up missing work. If the parent calls first thing in the morning, we will do our best to provide missing work to be picked up in the office at the end of the school day. However, please know that teachers are very busy throughout the school day and may not have time to gather missing assignments before the end of the school day. In such cases, assignments can be picked up between 3:00-3:30 or the next day.

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 for reasons other than illness, 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.

1. The Before-School Care program hours are 7:15-8:15 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. 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 7:15 A.M.

4. Any student arriving at school prior to 8:15 A.M. who is not registered for this program must report to the designated Before-School Care location and will be charged the normal fee.
5. All students attending Before-School Care must be signed in by their parent or guardian.
6. No student may arrive on campus prior to 7:15 A.M.
7. No student may remain on school grounds unsupervised by a parent or other authorized adult after 2:45 P.M. They must be in the After-School Care program and will be charged the normal fee.
8. All students must be signed out of After-School Care by their parent or guardian.
9. All students must be picked up from After Care 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 or school administration 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 or school administration, 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.

Classwork Expectations & Assignment Standards

What is Our Philosophy of Homework?

It is the commitment of Legacy Christian School to thoughtfully regulate the amount of homework given by every 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 a student is wasting class time or is a slow worker, unfinished work may be sent home. In the event this becomes a pattern, teachers will inform you and discuss the situation to 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 asking the parent and 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 these basic guidelines:

1. Students in grades K-3 shouldn't be spending more than 20-30 minutes a night and none over a weekend.
2. Students in grades 4-5 shouldn't be spending more than 45 minutes a night and none over a weekend except long-term projects that a student may choose to work on.
3. Students in grades 6-7 shouldn't be spending more than 45-60 minutes a night and none over a weekend except long-term projects that a student may choose to work on.

In the event your child is consistently spending more time doing homework than the general guidelines above, please contact their teacher. **Classwork Expectations:** 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 final 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, as well as time for the teacher to provide individual and small-group assistance and re-teaching.

1. Students are expected to utilize any available class time wisely to work on assignments.
2. Teachers are available during this time if any clarifications, assistance, and re-teaching are needed.
3. Teachers will use discretion requiring students to redo assignments turned in that are unacceptable. Generally speaking, students should not consistently be allowed to turn in assignments that are of unacceptable quality.
4. Teachers will make available a list of their expected standards to parents and each student in grades 3-8.
5. It is imperative that class assignments and any homework given be completed and turned in on time, unless approved modifications/accommodations are in place.
6. Students will also be held accountable for every assignment given unless approved modifications/accommodations are in place.
7. If any questions or concerns arise, parents are to contact the teacher first rather than a member of the School Administrative Team.
8. Every attempt must be made to keep homework assignments within reason.
9. Again, if parent questions or concern arise, teachers will be open to listening to your input, questions, and/or concerns. If you still have concerns after speaking with the teacher, please contact a member of the School Administrative Team.

Late or Missing Assignments:

4. Not Due to Absences:

- i. These will be communicated to students who may be required to finish the work during recess or at home. However, every attempt will be made to not overuse utilizing recess time, as it is important for students to regularly have that time.
- ii. Teachers will provide a reasonable time frame, generally no longer than 1 week, to turn in late assignments before no credit is given. Prior to no credit being issued, communication will be sent home to parents.
- iii. Late work will not be graded down up through 4th grade as it tends to distort accurate assessment of a student's academic progress and grasp of the concepts being taught. However, students in grades 5 and above may have work graded down up to 10% of the grade as seen appropriate by the teacher.
- iv. Patterns of late or missing work is, however, considered a bad work/study habit and will be so will be communicated to parents and noted on progress reports and report cards.

5. Due to Absences: 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, teachers will do their best to arrange for assignments to 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.

- a. 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.
- b. 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.
- c. 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.
- d. 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.

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. Teachers will go over these carefully with your students. However, it is also good for you to review these with your child as well. Teachers will also ensure that the appropriate grade level student supply lists have been sent home, and ask parents to replenish these supplies as needed.

All Grades:

1. Colored paper may be used for assignments at the teacher's discretion.

2. It is expected that all final writing assignments stay within the margins, and follow the prescribed format 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 in grades K-4 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 by the teacher with parents and the administration 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. Final assignments that are 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 be used at the teacher's discretion. However, 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 3-8:

1. Ink pens may be required for some 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.

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 in regard to the methods and time of day 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 schedule a meeting with them in advance rather than just dropping in, especially before school.
 - a. Generally, teachers are not to meet with parents during our scheduled morning prayer time, or between 8:00-8:30. They have numerous responsibilities before school begins and are expected to meet and greet their students and parents at the classroom door 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 until 2:45 and may also already have meetings or other responsibilities scheduled.
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 either email them, or call and speak with someone in the office if you need to get a message to them during school hours. Please do not text teachers during school hours.
3. Feel free to contact the teacher at home if you have questions or need information regarding your child that cannot wait until the next school day. 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 contacting them at home. If it can wait or be done via email when a reply that evening is not necessary, then please do so. While we do expect them to provide reasonable access, they are not on call 24/7 or during unreasonable hours.
4. While teachers may check their school email after hours there is no guarantee or expectation they do so. Therefore, if it is important that you communicate and receive a response from them before the next school day, please text or call them.
5. If calling or texting them at home, please be mindful not to call or text too late in the evening or too early in the morning. Teachers will be asked to communicate their available time boundaries to parents in one of their initial parent emails and/or newsletters.
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 by contacting the school office.
2. The School Administrator is also the full-time Children's Pastor at Confluence Church and is not generally available or on the school campus. If you wish to speak with him rather than the School Principal or Assistant Principal, please contact the school office and request to schedule a meeting.
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 her school email address.
4. Drop-in appointments right before or after school may be possible, but 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. Feel free to contact an administrative team member at home if you have questions or need information that cannot wait until the next school day. 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 contacting them at home. They will do their best to contact you as soon as they are able. If it can wait or be done in another manner, then please do so.
6. If calling or texting 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.
7. Under no circumstance is it ok to show up at any School Administrative Team member's residence unannounced or uninvited.

What is Our Philosophy of Student Dress & Appearance?

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.

Dress & Appearance Standards

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.
4. In all cases of appropriate dress and appearance, members of the school administrative team reserve the right to be the sole determiner of what is appropriate.

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, 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.

Tops:

1. Bare midriffs and exposed torsos are not acceptable.

Shorts:

1. Shorts are allowed but must be modest. For boys and girls, short length should be approximately mid-thigh. Parents, please use discretion.

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

Skirts & Dresses:

1. Length should be no shorter than the top of the knee.

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. While wearing make-up is allowed, if worn, care should be given to its appropriateness and should be worn in moderation.

*Please keep in mind that when students are at recess and engaged in multiple forms of play that the above modesty guidelines still apply.

If necessary, parents will be called to discuss a dress or appearance concern, and, if deemed necessary by members of the school administration, 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.

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 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 may be asked to 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.

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 assessment scale will be used for all grade levels for effort, attitude and behavior:

Excellent: **E** Satisfactory: **S** Needs Improvement: **NI**

The following academic assessment scale will be used for grades K-4:

Exceeding expectations: **4**

Meeting expectations: **3**

Approaching expectations: **2**

Below expectations: **1**

The following academic grading scale will be used for grades 5-8:

93 - 100	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.

Hot Lunch Alternative

Hot lunch alternatives will be provided several days a week as long as there are sufficient parent volunteers to provide the necessary assistance. We do need volunteers to pick up orders from some

restaurants and help distribute lunches to the classrooms. Menus will be sent home in advance via email and payment may be provided via any of the approved payment options. Specific information regarding this service will be sent home by the school office.

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, without advance notification by a parent or guardian of an exception. This includes departure at the end of the day. If for any reason your child is to leave with someone else, please notify the office and their teacher in advance. 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.

Parent Conferences

Parent-teacher conferences are scheduled at the end of the first two trimesters. These conferences are scheduled in advance on predetermined days within a week or two after the conclusion of the trimester. We ask that parents select an available time during one of the predetermined days. If a situation occurs where it is impossible to schedule during this time, please notify your child's teacher to request an alternate time to meet. At least one parent is required to attend the conference.

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.

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 8:00-12:30.

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

Sick Children

Please note that a student may not be sent to school with a temperature of 99.6 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 a temperature of 99.6 degrees or above, are contagious, or that they may have a communicable disease.

Student Discipline- What is Our Philosophy?

Simply stated, 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." Our emphasis on discipline will always be first and foremost focusing on and recognizing positive character and behavior and regularly communicating these to both you and your child. Our heartfelt desire is for more than behavior modification through the implementation of rules and expectations accompanied with a system of consequences and rewards. It is that every student not only receive the Lord Jesus Christ as their personal Savior and Lord, but because of their love for Him, and their growth and maturity, their attitudes and behavior will grow and improve as well.

It is through a genuine commitment to the Lord Jesus connected with consistent discipling that a journey of genuine transformation and growth begins and is maintained. Our commitment, which we hope is yours as well, is to teach and train our students in a manner consistent with God's Word. Our goal is for their attitudes and behaviors to become a natural byproduct of the Holy Spirit's transforming work and that the fruit of the Spirit spoken of in Galatians 5:22-23 (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control) begins to take root and become more and more evident on a daily basis.

When administering correction, we will do so with the grace and love of 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 they are loved by God as well as every employee of Legacy Christian School. Students will be both recognized for their positive attitudes and behavior, as well as held accountable with appropriate consequences for their inappropriate attitude and behavior from a foundation of love.

We also commit to prayerfully and positively work with each child and their parents to correct and change not only their behavior, but also their character and issues of the heart. Much of the negative behavior that arises is simply childish behavior that is generally associated with the immaturity and a lack of self-control that can be somewhat normal for children this age. More serious or consistent patterns of inappropriate attitudes and behaviors may be due to attitudes and issues of the heart that need to change, and the corrective discipline administered will generally be different and more severe than for childish behavior.

Student Behavior & Disciplinary Procedures

Please carefully talk through with your child the basic and foundational behavioral expectations found within the contents of this section before school begins, and

review these with them as necessary throughout the year. While the school is committed to the teaching and training process of your child while at school, and will initiate any necessary corrective measures, we do rely on you as the parents or guardians to lay the foundation when it comes to your child's attitudes and behaviors at school. There may be times when either your child's teacher or a member of the school administration reaches out to you and ask for your assistance and support in the disciplinary process of your child when they are not responding appropriately to our input and expectations. You know your child much better than we do, so, when necessary, your input and assistance will be greatly appreciated.

Our General Expectations:

It is our expectation that all students should be kind, courteous, responsible, safe, and respectful at all times with everyone they interact with. While we know that things will be said and done on occasion that are not appropriate or in line with God's Word regardless of whether they have a genuine relationship with the Lord Jesus or not, these should be the exception rather than the rule. There are 14 biblically-based character traits listed below that will be our primary focus, in both the recognition of them in our students and the correction of their corresponding negative traits. Every teacher will focus on these as well as teaching and reinforcing basic, common courtesy and etiquette behaviors such as saying please and thank you, addressing school employees as Mr., Mrs. Ms., Miss and the last name, etc.

1. Honor – "Give preference to one another." (Rom 12:10)
2. Obedience – "Obey...for this is right." (Eph 6:1)
3. Diligence – "Whatever your task, work at it heartily." (Col 3:23)
4. Wisdom – "Who among you is wise? Let him show it by his good behavior." (James 3:13)
5. Kindness – "Be kind, tenderhearted, and forgiving." (Eph 4:32)
6. Self-Control – "Be quick to hear, slow to speak, and slow to anger." (James 1:19)
7. Orderliness – "Let things be done decently and in order." (I Cor 14:40)
8. Service – "Serve one another on love." (Gal 5:13)
9. Attentiveness – "Hear and increase in learning." (Prov 1:5)
10. Cooperation – "Look beyond your own interests and consider others." (Philip 2:4)
11. Initiative – "Be doers of the Word, and not hearers only." (James 1:22)
12. Honesty – "Delight the Lord with truthful ways." (Prov 12:22)
13. Forgiveness – "Do not pay back wrong for wrong." I Thess. 5:15)
14. Responsibility – "Each of us will give an account of himself." Rom 14:12)

Our General Disciplinary Procedures:

While each child and their situations can be unique and may require different tactics, the sections below describe our general school-wide procedures in response to student behavior issues.

1. Each teacher, as well as our support staff, are responsible for teaching, discipling, and consistently holding students accountable to appropriate etiquette and Christ-like attitudes and behaviors.
2. Teachers will proactively begin training students in our expectations by first focusing on the positive behaviors and attitudes expected, looking for daily opportunities to recognize and communicate these to their students as well as to their parents.

3. Each teacher will communicate and utilize an age-appropriate behavioral plan for both the reinforcement of positive character traits as well as those that need correcting to students and parents.
4. Students will be guided toward a proper response toward each other, their parents, teachers, all Legacy staff, and God.
5. While there will be general disciplinary processes and procedures that will be followed fairly, consistently, and lovingly, they will also not be rigid or inflexible. We believe that students differ from one another in a myriad of ways, and that in order to be as effective and equitable as we can in understanding and responding to these differences, disciplinary processes and procedures may need to vary from time to time.
6. As appropriate, teachers and the School Administrative Team will partner with parents throughout the disciplinary process to ensure both the school and the home are moving in the same direction and consistent in expectations.

Corrective Discipline: On any given day, we acknowledge that there are different environments as well as different personalities with different needs while students are at school. The school and parents must both rely closely on the wisdom and insight the Lord gives in specific situations. Since the school works closely with students at school when parents are not present, they will need to handle situations when a child displays inappropriate attitudes and behavior.

While we are committed to working with and discipling students toward growth, maturity, and genuine heart change, we are also committed to maintaining a positive, nurturing, respectful, and cooperative atmosphere in our classrooms and overall school family.

Both parents and the school must recognize that parents delegate the responsibility of discipline to the school while their children are at school. It is important that parent and school work together in this area and that the school is 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 smaller and infrequent situations that are easily handled by the teacher, parents will be notified so that appropriate strategies can be discussed and then implemented by the teacher as well as reinforced at home.
2. If a situation arises that cannot quickly and easily be addressed or resolved in the classroom, or a child's attitude demonstrates outright willful disobedience and rebellion with no immediate signs of true repentance, or inappropriate conduct consistently continues, the principal or assistant principal may be notified to assist with certain situations, or the child may be sent to the office. If this occurs, at some point during the same day, either the teacher, the principal, or assistant principal, depending on the nature or severity of the offense, will contact the parents to communicate the situation, how it was handled, and ask for parental follow-up at home.
3. For offenses such as; fighting, bullying, vandalism or other malicious, severe, or other extremely inappropriate 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 and assistant principal will be notified. If the conference does not result in a satisfactory change, as necessary, additional conferences will be called with the parent, student, principal and/or assistant principal, and the teacher.
6. 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, the parents or guardians must sign the Behavior Contract agreeing to its content, in order for their child to continue attending school. If determined to be age-appropriate by the school administration, the student may also be required to sign agreeing to its content.
7. At any point throughout the disciplinary process, students can also be immediately removed from school for a specified period of time for severe situations. If the infraction is serious enough, the parents or guardians may be required to withdraw their child from the school. The School Administrative Team also reserves the right to require that the parent withdraws their child from Legacy Christian School if the child remains unrepentant, behaviors and or attitudes fail to change, and/or it is determined that the health, safety, or well-being of other students are being compromised.
8. 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 agreement of the Team.
9. 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.

Bullying: Not all inappropriate behavior toward another student is bullying, and it is important that school staff, students and parents understand this. However, if we determine that the inappropriate behavior is actually bullying, the information in this section will come into play. This is only a synopsis of the policy on Bullying. Please refer to the complete policy found in the School Policies portion of the Handbook.

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.