



Student Handbook 2018-2019

Table of Contents

Introduction to Legacy Academy	6
Governance	6
State Licensing	6
Address and Contact Information	6
Enrollment	7
First-Time Enrollment	7
Re-Enrollment	7
Tuition	7
Tuition Information	7
Payment Plans	7
Terms and Conditions	7
Financial Assistance	8
Donations	8
Curriculum and Academic Philosophy	9
Teaching Philosophy	9
Classical Education and the Trivium	10
Grading Philosophy	11
Behavioral Evaluation	11
Grammar Grading Range	12
Logic and Rhetoric Grading Range	12
Preschool Reporting	13
Kindergarten Reporting	13
Grammar Fine Arts and Physical Education Evaluation	13
Logic and Rhetoric Fine Arts and Physical Education Evaluation	13

Homework	14
Student Conduct	15
Student Rules	15
Student Discipline	15
Disciplinary Action	16
Level One: Classroom Discipline	16
Level Two: Office Visits	16
Level Three: Parental Involvement	17
Level Four: Suspension and Expulsion	17
Corporal Punishment	18
Serious Behavioral Problems	18
Student Dress Code	18
Grooming Habits	19
Girls' School Uniforms	19
Boys' School Uniforms	20
Athletic Uniforms	21
Student Belongings	21
Food, Chewing Gum, and Drinks	21
Toys	21
Outside Literature	22
Money	22
Cell Phones and Other Electronics	22
Lost and Found	22
Student Attendance and Participation	23
Absences	23
Tardiness	24

Early Check Out	24
Make-Up Work	24
Recess and Physical Education	25
Required Events	25
School Closings and Snow/Ice Days	26
Student Arrival and Dismissal	26
Transportation	26
Schedule	26
Drop-Off Procedures	26
Pick-Up Procedures	27
Food and Recess	28
Snacks	28
Lunch	28
Recess Guidelines	28
Special Events	30
Holiday Observances	30
Birthdays	30
Invitations	30
Other In-Class Parties	31
Field Trips	31
Field Day	32
Professional Days	32
School-Sanctioned Events	32
Parents' Relationship to Legacy Academy	33
In Loco Parentis	33
Parental Commitments to Legacy Academy	33

Volunteering at Legacy Academy	35
Non-Student Siblings on Campus	35
Parents on Campus	36
Parent Leaders	36
Conflict Resolution	36
Staying Informed	37
Contacting the School	38
Emergencies	38
Messages and Deliveries	38
Emergency Procedures	38
Fire Drills, Tornado Drills, and Disaster Drills	38
Illness or Accident During the Day	39
24-Hour Stay Home Rule	39
Contagious Illnesses	39
Liability Insurance	39
Medical	39
Student Immunizations	39
Preschool Immunizations	40
Student Immunizations	40
Medication	40

Introduction to Legacy Academy

Welcome to Legacy Academy. To better assist parents and students, we offer this Student Handbook. If you have any questions or concerns after reading this guide, please feel free to contact the school office.

Governance

Legacy Academy is a church-governed private school. Legacy Academy is a ministry of The Legacy Center, which is a 501 (c) 3 organization incorporated in the State of Arkansas as a not-for-profit entity. The Legacy Center provides complete oversight for all things pertaining to the school.

State Licensing

The child care services of Legacy Academy are licensed and governed by the Arkansas Department of Human Services. State inspection reports are available upon request.

Address and Contact Information

Office Hours

8:00 a.m. - 5:00 p.m. Monday-Friday

Office Phone Number

870-642-8937

Office Fax Number

866-925-4549

Address

Legacy Academy
314 Gilson Avenue
De Queen, AR 71832

Enrollment

First-Time Enrollment

If a student's application is approved by Legacy Academy, a registration form must be filled out and turned in to the Legacy Academy office. The registration form must be submitted by August 15th of the enrolling school year. Following the approval of this form, the child will be enrolled as a student at Legacy Academy. The registration form must be signed by the party financially responsible for the education of the student.

Re-Enrollment

Students in good standing with the school are invited in the second semester, to re-enroll for the next school year. Parents are encouraged to re-enroll their students early to ensure a place for a student for the next year. The Intent to Re-Enroll Form should be signed by the party financially responsible for the education of the student.

Students not in good standing face the possibility of not being invited back.

Tuition

Tuition Information

Tuition payments are due the fifth business day of every month. Tuition for every student must be paid through bank auto-draft or monthly credit card charge unless tuition is pre-paid for the semester. Legacy Academy fully expects all parents to stay current with tuition and fee responsibilities, and to honor financial commitments made with the School. All questions about finances should be directed to the Legacy Academy office.

Payment Plans

Tuition payment plans may be arranged through the school office.

Terms and Conditions

As stated above, all tuition payments are due on the fifth business day of each month. All monthly payments will be given a 10-day grace period. Payments are considered

delinquent if they are received after the fifteenth of the month, and a late fee of \$15 will be assessed. Insufficient drafts or checks will be charged a \$35 insufficient funds fee.

Tuition 60 days past due will jeopardize the enrollment status of the student(s).

If an account becomes 60 days overdue, students will not be allowed to attend school until the account is brought current. Exceptions and extenuating circumstances are subject to approval by the administration. If a student withdraws, written notice must be given, and tuition will be due for the full semester of withdrawal unless otherwise approved by Legacy Academy administration.

Legacy Academy bases its tuition upon the total number of teaching days that students are scheduled to attend. Tuition refunds or credits are not given for student absences. If students are out of school for an extended period of time, tuition must be paid in order to hold class position. In cases of late entry, tuition is due for the full month of entrance. Unless written notice of withdrawal is given, tuition charges continue whether or not students attend classes.

Rates and policies are subject to change.

Financial Assistance

Legacy Academy offers financial assistance to families with students in good standing and with a demonstrated financial need. Such financial assistance is granted on a year-by-year basis and is based upon availability. Families seeking financial assistance must apply each year for consideration. Applications for financial assistance can be obtained from the Legacy Academy office and are due by the deadline published on the website. All information required for demonstration of financial need is held by the school in strict confidence and is viewed only by the administration.

Donations

Recognizing that tuition is a sacrifice for many parents, we also recognize the generosity and investment of many who are willing to go above and beyond what is required of them to assist Legacy Academy. For those who are interested in donating to the school please contact the office first to get approval from the administration. Donations may include, but are not limited to, items such as the following:

- Tax refund income
- Cash donations
- Love offerings

- Charitable tax write-offs
- Grants
- Materials for construction projects
- Playground equipment
- Furniture
- iTunes gift cards
- School supplies
- MacBooks
- iPads

The school also encourages donations of quality, unabridged and appropriate literature in accordance with the guidelines of Legacy Academy. A list can be provided for your use if you would like to purchase a book to donate to the developing school library for each classroom.

Curriculum and Academic Philosophy

Teaching Philosophy

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

Legacy Academy is not only a concept for a school, it is also an icon for Legacy to speak to and offer value to the next generation. The Legacy Academy process seeks to engineer a quality learning environment that goes far beyond an academic experience. Legacy Academy provides students with the knowledge and experience that will endure throughout their lives. The Legacy Academy student must be drawn by a clear picture of a preferred future and not necessarily shaped by past or present circumstances. To build this strong future, we rely upon time-tested principles, values, and methods.

Legacy Academy is built upon a value-based system of education and development as outlined by the Word of God. This system is especially relevant in the environment of the 21st century, which is global, technological, fast-paced, and very challenging. Legacy Academy provides an environment and culture that is able to not only provide academic excellence but also to develop students of integrity, character, and confidence

who are aware of their individual purpose, worth, and societal responsibility. Legacy Academy students will emerge well prepared and thoroughly equipped for any mandate or purpose that may be upon their individual lives.

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

Classical Education and the Trivium

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

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

The time-honored teaching method employed at Legacy Academy is known as the Trivium. The Trivium imparts the basic tools of learning to the student.

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

The Trivium corresponds to three basic, progressing stages in the development of a child: kindergarten-sixth grade is the grammar stage; the junior high years are the logic stage; and the high school years are the rhetoric stage.

The Trivium approaches the study of subjects in a way that fits with how we naturally learn. The Trivium tailors curriculum content to a child's cognitive development by utilizing methods and subject matter that are appropriate to the age of the student.

Children in the Grammar stage (K-6th) think in concrete terms and have an amazing ability for memorizing many facts. Children in the Logic stage (7th-9th) are naturally developing reasoning and analytical thinking abilities. As they mature to high school (10th-12th grade) or Rhetoric stage, they are able to think in very abstract terms and have greater interests in being creative, expressing themselves, and communicating their ideas. The classical method plays to these age-related tendencies.

Understanding the Trivium allows one to put into context our educational philosophy and how Legacy Academy will approach each child's education beginning at the preschool level.

Grading Philosophy

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

- It is important to resist grade inflation, which, over time, inaccurately reports students as performing at a higher level than they actually are.
- It is important that parents understand the information conveyed by grades.
- It is important that parents, students, and teachers accept and value truthful information over inaccurate, inflated grades.
- It is important that higher-level grades be reserved for performance that is significantly above expectations and requirements for grade level advancement. Performance that is acceptable but not significantly above expectations should not receive higher-level grades.
- A low "B" and high "C" level grade should reflect performance that meets but does not exceed expectations.
- Grading primarily measures mastery, as that is our goal in teaching.

The following several sections explain how we evaluate and grade. Please note that these are very broad descriptions and it remains within the discretion of each teacher to interpret these guidelines as appropriate for the subject matter and grade level involved.

Behavioral Evaluation

The "G, E, M, N, U" scale is an alternative scale that is used for behavioral evaluation. Legacy Academy places a high emphasis on the behavior of students and their efforts to learn and apply biblical standards. It is important to evaluate students and convey

information to parents regarding behavioral aspects of their student's growth. Students receive marks in these areas according to the following scale:

- G (greatly exceeds expectations) - reserved for student behavior that is significantly above the classroom expectations.
- E (exceeds expectations) - reserved for students whose behavior has clearly exceeded expectations. This is not given to students who need to improve their behavior in any way.
- M (meets expectations) - given to students whose behavior meets but does not significantly exceed the classroom expectations.
- N (near expectations) - given to any student whose behavior falls slightly short of expectations and whose behavior calls for increased effort and improvement.
- U (unsatisfactory) - given to any student whose behavior has a significant negative impact on the classroom, the other students, or upon the student's own academic performance.

Grammar Grading Range

The grading scale to be used in grammar school (1st-6th) for all subjects that receive A through F letter grades:

- 90-100 A - Excellent
- 80-89 B - Surpassing
- 70-79 C - Satisfactory
- 60-69 D - Unsatisfactory (failing)
- 59 and below F - Unacceptable (failing)

Logic and Rhetoric Grading Range

The grading scale to be used in the logic and rhetoric schools (7th-12th) for all subjects that receive percentage grades:

- 90-100 - Excellent
- 80-89 - Surpassing
- 70-79 - Satisfactory
- 60-69 - Unsatisfactory (failing)
- 59 and below - Unacceptable (failing)

Preschool Reporting

Preschool students will receive quarterly assessments of skills and behavior for parental review.

Kindergarten Reporting

Kindergarten students receive quarterly assessments of skills and do not receive numerical progress reports or grades.

Grammar Fine Arts and Physical Education Evaluation

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

- G (greatly exceeds expectations) - reserved for students who greatly exceed the instructor’s expectations and directions and participate with enthusiasm and a respectful attitude.
- E (exceeds expectations) - given to students who clearly exceed expectations and do not need to improve in any area.
- M (meets expectations) - given to students who follow instructions and meet the curriculum expectations.
- N (near expectations) - given to students who do not fully meet the instructor’s expectations, are reluctant to follow the instructor’s directions, or are not fully respectful in their demeanor.
- U (unsatisfactory) - reserved for students whose work and/or behavior exhibits serious lack of effort or care.

Logic and Rhetoric Fine Arts and Physical Education Evaluation

The “G, E, M, N, U” scale is used for assessing student performance in fine arts and physical education classes. However, for logic and rhetoric students these convert to a percentage grade for transcripts. In Fine Arts and P.E. evaluations, this scale is interpreted as follows:

- 100 G (greatly exceeds expectations) - reserved for students who greatly exceed the instructor’s expectations and directions and participate with enthusiasm and a respectful attitude.
- 90 E (exceeds expectations) - given to students who clearly exceed expectations and do not need to improve in any area.

- 80 M (meets expectations) - given to students who follow instructions and meet the curriculum expectations.
- 75 N (near expectations) - given to students who do not fully meet the instructor's expectations, are reluctant to follow the instructor's directions, or are not fully respectful in their demeanor.
- 65 U (unsatisfactory) - reserved for students whose work and/or behavior exhibits serious lack of effort or care.

Homework

Legacy Academy recognizes that at times students need homework so they can practice their work and reach their full academic potential. Homework is also an essential tool in teaching personal responsibility and diligence. However, Legacy Academy also places great value on family time. We strongly encourage parents to review current classroom work with their child and read with their child. However, with the exception of reading and some large projects, teachers in the lower grammar level are discouraged from assigning homework. Upper grammar level students will begin to have an increase in homework; logic level and rhetoric level students should expect to have homework most school nights.

At Legacy Academy, homework is generally assigned for the following reasons:

- Students often need some amount of extra practice with new concepts, skills, or facts.
- Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study. Daily homework allows for these short periods of study.
- Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely or worked at a slower pace.
- Homework is also given as a means to encourage parent participation in the student's education. Such participation keeps the parent informed as to the current topics of study in the classroom.
- In the logic and rhetoric levels, homework is assigned in order to complete the volume of work necessary to earn high school credits; class time can only cover part of this requirement.

The amount of homework varies from level to level and from student to student. In the early levels, homework consists of math, reading, and studying for tests. Parents are encouraged to read with their students and work on mastery of appropriate math facts.

Parents of upper level students are expected to provide an appropriate amount of independent study time each school night for their student(s).

Student Conduct

Student Rules

Students are expected to honor and obey authority and to respect one another at all times.

Students should:

- Think of others as more important than themselves.
- Address elders and peers with courtesy.
- Raise hands in class when wishing to speak.
- Respond when greeted.
- Take care of personal belongings and those of the school.
- Walk calmly and quietly.
- Demonstrate a respectful attitude towards adults and classmates.
- Exhibit appropriate eye contact with adults.
- Use appropriate etiquette at all times (i.e. boys holding doors and offering their chairs to girls and ladies).
- Conduct themselves on field trips with the same high level of behavior as in the classroom.
- Compete with honor and treat their opponent(s) with dignity.
- Refrain from any romantic relationship at school (dating, “boyfriends,” “girlfriends,” etc.). Such relationships are a distraction to the learning environment and are prohibited at Legacy Academy.

Student Discipline

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

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

Legacy Academy upholds the Biblical understanding that all persons (even young children) were originally created in the image of God. In Adam’s sin, however,

humanity was alienated from God, and it is now man's nature to be disobedient to God. The things students say and do are a reflection of the abundance of their hearts and are symptoms of the deeper human struggle against God's authority in our lives. Therefore, correction and discipline must address heart issues and must be designed to guide students toward their need for God's grace in Jesus Christ. Maintaining an orderly atmosphere in the school and the classroom is critical to the learning process, and, more importantly, it is reflective of the principles and absolutes of Scripture. As in all other areas of education at Legacy Academy, love and forgiveness are integral parts of the discipline of a student. Discipline should always be an act of redemption.

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

Disciplinary Action

There are four levels of disciplinary action at Legacy Academy:

Level One: Classroom Discipline

The vast majority of everyday discipline problems are dealt with at the classroom level. Teachers may use systems they deem appropriate for classroom discipline. Time may be subtracted from recess for each infraction. Teachers at the start of each school year give details on individual classroom discipline.

Level Two: Office Visits

A student's continued inability to adhere to the Legacy Academy standards warrants a visit to the school office. In addition, there are five basic behaviors that automatically necessitate discipline from the administration instead of from the student's teacher.

These behaviors are the following:

- Disrespect shown to any staff member. The staff member is the judge of whether or not disrespect has been shown.
- Dishonesty in any situation while at school, including lying, cheating, and stealing.
- Rebellion, i.e. outright disobedience in response to instruction or correction.
- Fighting or any physical force used with the intention to harm or intimidate another student or staff member.

- Obscene language, including taking the name of the Lord in vain.

Referrals to the office may result in the student calling his or her parent to discuss the reason for the visit and non-corporal disciplinary action (such as community service). The administration may choose to send the student home for the remainder of the day. In instances of cheating students will be required to complete the assignment for the purposes of mastery, but will be given reduced credit or a zero for the assignment.

Level Three: Parental Involvement

If the actions outlined above do not resolve the problem, the student's parent(s) are asked to come to school to handle the on-going problem that has persisted in spite of multiple school efforts. The school supports the parents' efforts to deal with the problem and to understand their student's behavior in the classroom. The administration may choose to send the student home for the remainder of the day or for a period of time not to exceed three days to give the student and parent(s) time to correct the matter.

Level Four: Suspension and Expulsion

In the unusual event that efforts to give instruction and direction to a student fail and parents are unable to correct disobedient or disruptive behavior, expulsion is considered. The steps toward expulsion are as follows:

The administration schedules a meeting with the student (when appropriate), teacher(s), and the student's parents to discuss the student's behavior and to create a behavior plan to solve the problem.

A further incident of disobedience or disruptive behavior (either outlined in the behavior plan or violating another school guideline) carries a 1-3 day suspension. The next incident results in a one week suspension.

Any further incident after a one-week suspension results in a meeting with the student's parents to formally expel the student. No tuition is refunded and the parents are not released from any tuition contract in effect.

An expelled student is not eligible to return to school until the fall of the following year. The administration and classroom teacher have complete discretion over re-admission.

Corporal Punishment

Legacy Academy does not normally administer corporal punishment. All Biblical passages calling for corporal discipline of children are directed to parents. These

passages are based on the uniqueness of the parent-child relationship. Because of this, the school does not operate in the place of the parent in corporal discipline, although we hope that parents will take every appropriate disciplinary measure in order to aid their child in maturation and development.

On a case-by-case basis, when deemed appropriate by both the parents and the administrators, Legacy Academy will use corporal punishment. This is rare and will only happen after a plan has been developed, documented, and agreed on by the administration and parent(s).

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

Serious Behavioral Problems

If a child's behavior presents a danger to himself or to others, or otherwise becomes a serious problem, parents will be asked to come to school during class hours to take disciplinary measures or to take the child home for the remainder of the day. When deemed that it is in the best interests of the school or the student, the administration of the school reserves the right to deny admission to, or dismiss at any time, a student whose behavior is deemed inappropriate or unacceptable. Students who continually disrupt the learning environment and/or refuse to submit to authority will not be allowed to continue in such behavior. Denial of admission or student dismissal may also be invoked because of an unsuccessful working relationship between parents and the school.

Student Dress Code

Because Legacy Academy is a Christian school founded and rooted deeply in the Christian faith and authority of scriptures, the school strives to instruct students in matters of faith aligned with the Bible. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:36-37). Consequently, students must dress in conformance with their individual biological sex; be referred to with gender pronouns in conformance with their individual biological sex; and use restrooms, locker rooms, and changing facilities conforming with their individual biological sex.

Uniforms should be purchased online at www.frenchtoast.com. Enter Legacy Academy's school code QS5UQNB to browse school uniforms. Every uniform purchased helps the school earn money.

Grooming Habits

Students at Legacy Academy are expected to be well groomed. This includes laundered uniforms, but also regular bathing and proper hygiene. This is especially important, as body odor can be distracting and embarrassing. Parents are responsible to ensure their student is properly dressed and groomed each day.

Girls' School Uniforms

Girls must have:

- Regular uniforms to be worn daily including a minimum of three school shirts in good repair
- One polo with the Legacy Academy logo to wear on field trips
- One formal uniform for school performances, special ceremonies and other memorable days

Girls' regular uniform:

- Short-sleeved or long-sleeved white or navy blue polo or oxford shirt
- Khaki or navy skirts, skorts, or shorts that extend to the knee; or pants (pants, skorts, and shorts should be loose and not tight or form fitting)
- Solid white or solid navy socks, long enough to be visible above shoes and without logos or contrasting trim
- Shoes with a non-marking sole that are predominantly the following colors: white, brown, navy, black, gray (Examples: conservative athletic shoes, canvas shoes, soft-soled leather shoes, deck shoes such as Sperrys)

Girls' formal uniform:

- A nice, solid colored dress; or a solid colored blouse with a solid colored skirt; or a solid colored blouse with a solid colored jumper. The dress uniform should extend to the knee or below.
- White or black dress shoes

Girls may:

- Wear navy or blue tights under a dress or skirt

- Wear a small pair of earrings and/or a small necklace
- Wear a basic watch with no audible alarms
- Wear age-appropriate cosmetics in 7th grade and up

Girls may not:

- Wear “smart” watches that receive communication of any kind or have the ability to access the internet
- Wear undergarments that show through uniforms
- Wear bracelets, wristbands, anklets or other accessories
- Dye their hair unnatural colors

Boys’ School Uniforms

Boys must have:

- Regular uniforms to be worn daily including a minimum of three school shirts in good repair
- One polo with the Legacy Academy logo to wear on field trips
- One formal uniform for school performances, special ceremonies, and other memorable days

Boys’ Regular Uniform:

- Short-sleeved or long-sleeved white or navy blue polo.
- Khaki or navy pants or shorts (to the knee in length)
- Solid-white or solid-navy socks, long enough to be visible above shoes and without logos or contrasting trim
- Shoes with a non-marking sole that are predominantly the following colors: white, brown, navy, black, gray (Examples: conservative athletic shoes, canvas shoes, soft-soled leather shoes, deck shoes such as Sperrys)

Boys’ Formal Uniform:

- Solid white or light blue Oxford buttoned shirt with a collar
- Solid navy, black, or grey dress pants
- A tie (optional; mandatory on “Professional Days” for logic and rhetoric level students)

Boys may:

- Wear a basic watch with no audible alarms

Boys may not:

- Wear “smart” watches that receive communication of any kind or have the ability to access the internet
- Wear earrings, bracelets, wristbands, anklets, necklaces or other accessories
- Dye their hair unnatural colors or wear cosmetics

Students may not wear “hoodies” during school hours over their school uniforms. Jackets and coats may be worn when outside.

Navy or white sweaters may be worn in class.

Students who arrive to school in violation of the dress code will be sent to the office, and the parents will be contacted. Students will not be permitted to return to class until the violation has been remedied.

Athletic Uniforms

Students in logic and rhetoric will change clothes for Athletics and Physical Education courses. Students may wear navy athletic shorts (not tight or form fitting) and an Athletic T-shirt, which can be obtained from the office.

Student Athletes on organized sports teams will be provided uniform details each season.

Student Belongings

Food, Chewing Gum, and Drinks

Students are not allowed to chew gum on campus. Other food and drink may be consumed only at lunch or at an appropriate snack time designated by the teacher. Students should bring a water bottle every day. To avoid spills, we encourage the use of pop-up spouts.

Toys

Please do not allow children to bring toys to school except on “Show and Tell” days. We cannot be responsible for the loss or breakage of these items. Toys can also become a cause of conflict and covetousness between small children.

Outside Literature

Students are not allowed to bring literature to school to distribute to other students. Also, Legacy Academy does not distribute materials from third party organizations unless that material has a distinct connection to the school curriculum.

Money

Grammar students may not bring money to school unless they have been granted prior permission for a specific purpose. Logic and rhetoric students may bring money to school so that they may eat off campus and for scheduled off-campus lunches such as Professional Day. Students are discouraged from bringing money to school to purchase random items from each other.

Cell Phones and Other Electronics

A student may bring a cell phone to school and on field trips only if the parents authorize it and only if the cell phone remains turned off between 8:00 a.m. and 3:00 p.m. The phone must stay in the student's locker and should not be taken out during school hours. The school reserves the right to confiscate cell phones and to create new rules and policies for them – including banning them, if necessary.

A student may bring a camera to school for special school projects or for field trips if the teacher and parents both allow the student to do so.

Students may not bring small electronics such as game players or iPods to school or on field trips.

It is recommended, but not required, for students in 9th grade and above to have their own iPad or MacBook for use for in-class assignments.

Lost and Found

Personal articles found on campus are turned in to the office periodically. Please check with the office for a missing item. Items left more than one month are donated or discarded. All clothing, student-owned books, book bags, etc., must be clearly marked with the student's name.

Student Attendance and Participation

Regular school attendance is necessary to a student's progress in school. During each day, students are exposed to various types of instruction. Because each class period should contribute significantly to the curriculum objectives of Legacy Academy, and because the instructional program is progressive and sequential, student attendance in all prescribed classes is critical.

Absences

If a student is going to be absent on a particular day, parents are required to call the school office by 7:55 a.m. and give a reason for the absence. Parents should not call or email the teacher during class time with notification of absence, tardiness, or requests for make-up work.

A record of attendance for each student is kept. The total number of days absent and days present is recorded on the student's quarterly report card. Legacy Academy is required to report truancy violations to the State of Arkansas.

Excused absences are those absences that occur for the following reasons: personal illness, death in the family, family emergency, or absences approved in advance. Other absences are considered unexcused absences. More than three (3) unexcused absences will require a parent meeting with a school administrator. Unexcused absences and excessive absences of any kind are subject to Arkansas truancy reporting.

Parents are asked to keep in mind these facts as they consider family trips that lead to absences:

- Students can rarely be absent without a negative effect on their progress.
- The school office and the teacher must be notified, in writing, at least five days in advance of upcoming trips.
- Asking the teacher to help a student catch up on missed work creates an additional burden on teachers.
- Parents are responsible for ensuring that all class work and homework is completed within the time frame set by the teacher.
- You may arrange in advance with the teacher(s) to have this work completed before, during, or after your family trip.

For all absences, securing the missed assignments is the student's and parents' responsibility.

Tardiness

Most students are dependent on parents for arriving at school on time. Parents are therefore asked to be punctual. Doing so sets a good example for students and demonstrates the importance of both education and promptness. A student is considered tardy when he or she arrives after 8:01 a.m.

Tardy students must be brought to the office and checked in. Parents must park and accompany their tardy students into the office to be checked in. Teachers are not allowed to interrupt class to let a tardy student into the school.

When a student has been tardy three times during a semester, a call is made from the school office to the parents of the students to inform them of the situation. Parents are expected to remedy the situation. Arkansas does have state truancy laws and Legacy Academy is required to comply with and report violations of such laws. In severe cases where tardiness is habitual, Legacy Academy reserves the right to suspend, expel, or refuse re-admittance.

Early Check Out

If your child has to be checked out of school early for a medical appointment or other reason, please notify the office as far in advance as possible. The office may then notify the teacher so she/he can plan class accordingly. When you pick up your child earlier than 3:00 p.m. for such appointments, you must go to the office, not to the student's classroom. You will officially sign-out the student, and an office staff member will accompany you to the student's classroom and check out the student. Please plan your travel time with this in mind.

Students 16 years and older may check themselves out if a parent has given written authorization at the office for this student to do so for the academic school year. If students are **checked out early**, it is the student's and the parent's responsibility to ensure any missed work is made up. Parents may inquire with the office to review if their students 16 or older have checked themselves out.

Make-Up Work

Whenever possible, advance warning of absences, tardiness, and early check-outs should be given to the school office. This will minimize difficulties for the student and for the teacher. Absences, tardies, and early check-outs should be avoided as much as possible.

Parents should contact the office to arrange to obtain make-up work for an absent student. Parents should give the expected duration of the absence. The office will relay the information to the teacher(s) as soon as possible. As feasible, teachers will compile work assignments and books for parents to pick up in the school office at a designated time. Students are responsible for returning missed work in the time frame set by the teacher.

If there is a medical reason preventing the student from completing the assignment in the time allocated by the teacher, it is the parents' responsibility to notify the office in writing prior to the due date of the work. The office will then coordinate with the teacher(s) to achieve an arrangement mutually acceptable to parents and teacher(s).

Recess and Physical Education

Involvement in outdoor physical activities is an integral part of education at Legacy Academy for all students. The school seeks to train the body, as well as the mind, soul, and spirit. Students participate in a variety of outdoor programs.

Students are temporarily excused from outdoor activities for health reasons only if the student has a dated note submitted to the office signed by the parent or guardian indicating the specific reason for non-participation. If there are medical reasons for restricting a student's involvement in outdoor activities, parents must provide a doctor's statement indicating the reason. Students excused from participating will either observe class or act as scorers or timekeepers. Exceptions may be made depending on the nature of the illness and weather conditions.

Participation in non-Legacy Academy extra-curricular sport-type activities is not accepted as a valid reason for a student to be excused from physical education, unless the student has prior permission from administration.

Required Events

Participation in certain events like field trips and field day are mandatory. Although normal academic activities are suspended on these days, they are still an important part of developing relationships and school culture, and can be excellent learning opportunities for students.

School Closings and Snow/Ice Days

Legacy Academy may close from time to time because of inclement weather. The administration will make a case-by-case decision each time. The school may be open

even if other schools are closed or closed even if another school is open. Radio and T.V. stations usually broadcast these closings by 7:00 a.m. Please sign up at the office to receive email and text message alerts. Such alerts will be sent out to notify parents of school closing or a delayed opening. You may also check the school's Facebook page and website www.legacyacademyonline.com.

Student Arrival and Dismissal

Transportation

Legacy Academy does not provide transportation to or from school.

Students who drive themselves to school may park in the teachers' parking spaces on either Gilson (between 3rd and 4th Streets) or 3rd Street (between Gilson and Stilwell's). Having a car on campus is a privilege and the school reserves the right to revoke this privilege if deemed appropriate. Student vehicles may be subject to search while on campus, if the school deems doing so necessary. Students wishing to have a vehicle at school must provide the office a copy of their driver's license, along with the make, model, year, color and license plate of the vehicle.

Schedule

- Students may begin arriving at 7:30 a.m.
- Classrooms open at 7:50 a.m.
- Students must be in their classrooms by 7:55 a.m.
- Classes begin sharply at 8:00 a.m.
- Pick-up is at 3:00 p.m. when school is dismissed.

Arrival Procedures

Students may be dropped off at school in the morning by one of two ways: a) students may be brought by vehicle through the alley, entering on South 4th Street and exiting on Gilson Avenue, or b) students may be dropped off in front of the school on Gilson Avenue. When utilizing this second option, parents should ensure that students are safely escorted into the alley school entrance and into the custody of the on-duty teacher. Students the age of 10 and under must be accompanied by an adult and not allowed to run across the street or down the alley unescorted.

Students may begin arriving at 7:30 a.m. A teacher will be in charge either on the blacktop or in the cafeteria. If it is raining or if the temperature is below freezing, the teacher and students will spend the time in the cafeteria. Students may play on the blacktop; students will sit quietly in the cafeteria. In either case, students must obey the supervising teacher or any assisting teacher. Parents with young reluctant children are advised to leave children kindly but quickly; most of the time, the child's crying and clinging will end as soon as Mom and Dad are out of sight.

Students walking along the alley to the blacktop are to walk, not run, under the covered area and to keep to the left of oncoming traffic. Drivers, please watch for small pedestrians and observe the "No Parking" and "Slow" signs posted in the alley.

Students arriving at or after 7:50 a.m. may go directly to the classroom of their first class. Students must be in their classrooms no later than 7:55 a.m. Classes begin sharply at 8:00 a.m. Students need the five to ten minutes before 8:00 a.m. to visit the restroom, put up coats and lunches, stow backpacks and retrieve books and homework. Parents, please plan your travel time accordingly.

Dismissal Procedures

Students will not be released to anyone other than the parent or adult(s) authorized on the registration form. On the registration form, the parent will have provided a list of those authorized to pick up the student. This list is strictly adhered to for the safety of all of our students. Any deviation must be communicated to the office. Teachers can and will ask for identity verification of adults unfamiliar to them.

In the case of a last-minute change requiring a student to be picked up by an unauthorized adult, parents must notify the office no later than 3:00 p.m. The office will then notify the teacher(s) on duty for pick-up. If such notification has not been received by 3:00 p.m., drivers are required to park either on Gilson or in the off-street parking spaces near the office and wait until the end of the dismissal period, after which the office staff can properly attend to the situation. Notification directly to teacher on pick-up duty once the dismissal routine has begun is not permitted.

To pick up a child without leaving your car, drivers must enter through the gate on South 4th Street, and circle through the alley behind the main building. Children will be lined up and the worker on duty in the alley will bring you your children in order. **Do NOT get out of your car while in the alley.** This will block other parents and inhibit the flow of traffic. If you see that you need to get out of your vehicle, please pull through and park on Gilson.

If your student is being dismissed later than 3:00 p.m., please park on Gilson or at the off-street office parking spaces to wait for your child. The teacher keeping your student late will escort the student to you at your vehicle.

Parents arriving late (after 3:10 p.m.) because of an emergency must notify the school as soon as possible. Occasionally, everyone is delayed by an unanticipated event. Therefore, parents are not charged the first two times they pick up their student after 3:10 p.m.. The child will be held until the parent arrives. Beginning with the third late pick-up however, the parent will be charged a late pick-up fee of \$15. This fee will be billed monthly.

Food and Recess

Snacks

The school provides snacks, both morning and afternoon, for preschoolers only, with the cost already included in tuition charges.

Students are encouraged to eat a healthy, substantial breakfast, as 1st - 12th grade students are not offered a snack before lunch.

Unauthorized snacks between classes on breaks are not allowed.

Lunch

Students may eat a cafeteria lunch every day at Legacy. Legacy Academy serves hot lunches Monday-Thursday and a brown bag lunch on Friday. The cost of this lunch is included in the annual tuition. A monthly lunch menu is sent home at the beginning of each month. A lunch count is taken each day at 8:00 a.m. This information is then sent to cafeteria personnel.

As an alternative, the student may bring his own lunch to school. This should be in a sealed container, with cold pack insert if necessary. Students should not bring candy, junk food, or sodas in their lunches. Students are not to share food with students other than siblings. Leftovers should be disposed of properly and taken home each afternoon.

A third alternative for upper level students in 7th grade and above is to take lunch off campus. The student must be accompanied by a teacher or parent when taking advantage of this option. The student must also arrange to pay for his lunch expenses himself. If he brings food back to school, he must dispose of the paper trash and leftover

food and drink appropriately. He may not keep open containers of food or drink in his locker, his backpack, or in the classroom during the afternoon. For a student to be permitted to take advantage of the open campus lunch policy, a parent must sign a permission slip to be placed in the student's file.

Recess Guidelines

Pre-K and kindergarten students have recess(es) each day. All other students have a short recess following lunch each day. Recess is necessary to allow students to enjoy fresh air and have a little "down-time" between lessons. Research and experience support the belief that students who have regular breaks as well as physical activity throughout the day do better with such important skills as attention, concentration, and time management.

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

- Students may play only in designated areas.
- For the safety of all, students may not push, hit, wrestle, kick, pull, or participate in any fighting-type activities.
- Students should refrain from placing their hands on one another.
- Students may swing forward and backward while sitting on the swings. Students may not grab on to the swingset poles, stand on the swings, jump out of the swings, or crash the swings into each other.
- Students will be prohibited from continuing in a game if they cannot play the game without causing inappropriate disruptions.
- Students may not dangerously stand on, or jump off, the playground equipment.
- All rocks, sticks, bark, and dirt must remain on the ground.
- Students are encouraged to take turns and be kind during games.
- Students playing a running-type game must take care not to injure stationary students playing a different game nearby.
- Students should consider the feelings of others during games.
- Students should do justly, love mercy, and act humbly during recess as far as they are able!
- Students should display good sportsmanship and refrain from arguments.
- Students should cheerfully comply with decisions made by referees.
- Students should take every precaution to refrain from hitting another student with a ball.

- Students should take special care to ensure that balls and frisbees do not go over the fence.
- When recess is over, a teacher will announce this to the students. Students are to line up immediately and quietly.
- A student's failure to obey these rules results in his or her losing playtime for a period determined by the teacher or playground monitor.

Special Events

Holiday Observances

Teachers and students are not to criticize parents or families for their private choices regarding holidays. Likewise, parents may not impose or promote their views on specific holidays to other students by snacks, gifts, or other materials distributed to students in the classroom. Class parties are not mandatory and are always subject to the discretion of the teacher.

- Halloween—Legacy Academy does not celebrate Halloween. Parents may not send their student to school dressed in a costume or send candy or other Halloween-related items.
- Thanksgiving—The Legacy Academy community will organize a special event for Thanksgiving that families are invited to participate in.
- Christmas—The Legacy Academy community rejoices and gives thanks in the birth of Christ during the Christmas season, as we should throughout the year. The school will celebrate with a program listed on the school calendar.
- Easter—As with Christmas, it is appropriate to remember an aspect of God's grace during a special time of the year. Therefore, during Easter season, the truths of Jesus' death and resurrection for the salvation of his people are taught. Easter is honored school-wide by closing on Good Friday.

Birthdays

A meaningful way to celebrate a student's birthday is to donate a book to the student's classroom in the student's name and read to the class from the donated book. If you wish to donate a book, please check with the school office for a list of suggestions. Also, pre-arrange with the office and teacher if you wish to offer a reading event to your child's class. A birthday celebration is held each month, school-wide for all students

with a birthday in that month. This is observed the final Friday of each month with cupcakes donated by the parents of children whose birthdays fell in the month.

Invitations

Invitations to a student party may be distributed in class only if the student is inviting the entire class. If he or she is not inviting all students in the class, then parents must mail the invitations.

Other In-Class Parties

Parties may be used to celebrate an accomplishment of the class at the teacher's discretion.

Field Trips

All learning does not take place in the classroom. Field trips are an important part of Legacy Academy's educational program. They not only enrich the curriculum but also involve parents in the teaching and learning process beyond the campus. Faculty members and parent volunteers supervise these excursions. Volunteer parents and teachers in private cars provide transportation unless the school has arranged special group transportation. Parents are required to sign a Parental Authorization Release Form granting permission for their student(s) to attend field trips. Appropriate attire is required on all field trips, and details will be sent out by memo in advance.

Parental involvement is needed to make these experiences possible and successful. The teachers need parents to assist as chaperones, drivers, facilitators, etc., to ensure these experiences are safe and affordable. Basic guidelines for field trips are as follows:

- Siblings are not permitted on school-sponsored trips.
- Admission and other costs for drivers and chaperones are not covered by the school. (Exceptions must be approved by Legacy Academy administration).

Field Day

Field day is scheduled usually on the last day of school in May. This day has become a fun, non-academic day at Legacy, which your student will not want to miss. Students get practical experience engaging in informal social time and recreational games on this occasion. It is a memorable day to sign yearbooks and wish others a happy summer

vacation. Parents are encouraged to arrange vacation schedules so that students will not miss field day.

Professional Days

About once a month, logic and rhetoric students will participate in a “Professional Day.” Professional Days will be announced through a memo sent home to parents monthly. Professional Days are provided so that students may consciously think about working in a professional setting. Professional Days usually include lunch, special guests, programs, activities, and duties designed to give students exposure to various professions. Students participating in Professional Day must wear their formal uniforms, including a tie for the boys. Each student must also bring enough money for his own lunch at Stilwell’s or another area restaurant. Students will either walk to Stilwell’s, accompanied by an adult staff member, or be transported to an area restaurant or business by teachers, parents, and/or staff members.

School-Sanctioned Events

All school-sanctioned events require that students must meet the same standards of conduct as are required during school hours. School-sanctioned events are those events that are organized by a teacher or staff member acting in his or her official capacity, are approved by the administration, and have either been encouraged in school communications or received financial support from the school. Sports events, other student gatherings, and competitions, whether they are held at Legacy’s campus or elsewhere, are examples of school sanctioned events.

School-sanctioned events should be consistent with the mission and philosophy of the school.

School-sanctioned events require the attendance of a faculty or staff member or designated parent.

School-sanctioned activities are generally limited to students who are currently enrolled at the school. The administration may grant exceptions.

School-sanctioned activities will be communicated to students and families in a timely manner.

School-sanctioned activities held off campus require a waiver signed by the parents releasing the school from any liability. When appropriate, the statement should

authorize medical treatment in case of injury. This may be covered by a general waiver signed at the beginning of the school year.

Only school-sanctioned events will be placed on the school calendar and will receive support from the school.

The administration must approve all proposed activities, determine the number of chaperones required, and approve a date for the event.

Parents' Relationship to Legacy Academy

In Loco Parentis

Parents carry the God-given responsibility for educating their children. Enrolling a child in Legacy Academy does not release parents from this responsibility. The school serves as a means to assist parents in their lifelong duty of instruction. The role of a parent requires time-consuming, daily, diligent, and caring interaction that results in a lasting influence. *In loco parentis* is Latin for "in the place of the parents." At Legacy Academy, authority over students is understood as delegated authority. God has given children to their parents. He has given parents the responsibility of raising and educating their children and the authority to do that task. During the school day, the faculty and staff stand *in loco parentis*. Many scriptures could be cited to support this point. For example:

Hear, O Israel: the LORD our God, the LORD is one! You shall love the Lord your God with all your heart, with all your soul, and with all your strength. And these words that I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up. – Deuteronomy 6:4-7 (NKJV)

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

Parental Commitments to Legacy Academy

By enrolling students at Legacy Academy, parents commit to support the school and its mission. In order to do this, parents must comply with the following:

- Support the school in its fulfillment of its purposes, commitments and principles, especially in the education of all students classically and in accordance with the Mission and Vision statements of the school as well as this guide
- Review the Parental Commitment form
- Pray for God's wisdom for the leaders of Legacy Academy and His blessings on the school
- Volunteer a minimum of six hours a semester (This is an important part of each family helping to establish and operate the school, and it is not optional.)

Parents must also accept the biblical responsibility for the education of their students by complying with the following:

- Ensure that their students have the time, place, and parental support needed to complete their homework and studies
- Ensure that their students arrive and are picked up on time
- Ensure that when their students arrive they are properly prepared for the day with:
 - A good night's rest
 - A proper breakfast
 - Proper attire
 - Necessary supplies
 - Appropriate meal(s)
- Encourage students to comply with the spirit and the letter of all Legacy Academy rules and policies with appropriately respectful attitudes in accordance with biblical teaching
- Demonstrate acceptance of personal responsibility by fulfilling their volunteer commitment of six hours a semester per family and attending all mandatory events, including but not limited to, parent orientation and parent-teacher conferences
- If necessary, secure additional tutoring, testing, or assistance for their students, especially when suggested by the Legacy Academy administration

While on campus or at Legacy Academy related events, parents must set an appropriate example to their students and all other students by complying with the following:

- Always refraining from inappropriate language
- Honoring the no-tobacco policy on campus and in front of our students.
- Observing all school rules and policies with an appropriately respectful attitude;
- Modeling appropriate conflict resolution in accordance with Matthew 18

- Relating to all faculty and staff members with courtesy and respect, at all times, including when a conflict or disagreement arises
- Refraining from gossip, which is unbiblical and destructive to any Christian community
- Demonstrating courtesy and respect to all other adults, including teachers, staff, and parents
- Dressing appropriately (with modesty) when visiting offices and classrooms or attending school-related events
- Demonstrating a love of learning and a desire to apply biblical principles to all areas of their lives

Volunteering at Legacy Academy

As a support and extension of the family unit, Legacy Academy considers the family to be of first importance to a student. Through His Word, God indicates that the family is one of the most important human institutions He designed, and He compares it to the relationship believers have with Christ. The school is continually seeking ways to actively involve the parents, siblings, and grandparents of students in the programs and activities of the school. Here are just a few of the ways this can be done:

- Through teacher notes and student papers sent home
- Through open classrooms where parents may visit the school/class at any time (Please note, though, that frequent interruptions can be a deterrent to a productive classroom day.)
- By encouraging parents to assist in the classroom, regularly or infrequently (Arrangements should be made through the office.)
- Through participation on field trips in which parents are expected to act as drivers and chaperones
- With story-reading, music, or art-display opportunities, etc.
- By offering opportunities for parents to share experiences, expertise, education, or career
- Through annual events and other large events, which rely on assistance from parent volunteers
- In-class parties at which parents are invited to volunteer or attend as guests

In order to determine the suitability for volunteering and/or mentoring for those who wish to do so in a school setting with direct interaction with the students, Legacy Academy screens all employees and regular volunteers for any criminal history record information. This may include a search of local, state and/or federal law enforcement agency records. Those wishing to participate must complete criminal history check

forms required by Legacy Academy and return them to the school office. This process takes several weeks. If you wish to volunteer regularly at the school during school hours or in working with students, you must register with the office at the beginning of the school year.

Volunteers may not smoke or use tobacco in any form on a school trip. Volunteers may not use profanity on a school trip.

Non-Student Siblings on Campus

Due to safety and space concerns, siblings may not accompany parents volunteering on campus or attending class parties and events, unless special arrangements have been made previously with the classroom teacher. Siblings are generally invited to any public event held at Legacy Academy but must be under adult supervision at all times.

Parents on Campus

Parents are welcomed and encouraged to visit Legacy Academy. Whenever visiting classrooms or volunteering during the school day (after 8:00 a.m. and before 3:00 p.m.), all parents must sign-in at the main office. Those who do not sign in will be directed to the school office to correct the matter. Actual classroom visits must be pre-arranged with the classroom teacher.

Parent Leaders

Parents who indicate that they are willing to volunteer at Legacy Academy, may be given a leadership role to help with school projects, events, or coordinating other volunteers. Parent Leaders should be intimately familiar with the Legacy Academy Student Handbook and be able to answer other parents' questions about the stated rules and procedures. Parent Leaders' responsibilities may include the following:

- Assisting with planning student activities
- Encouraging volunteering among other parents
- Coordinating and maintaining regular helpers for the teacher (Helpers perform such duties as copying, occasional grading, typing, cutting, reading, etc., as the teacher needs.)
- Ensuring the teacher appreciation luncheon for the school is coordinated
- Assisting Teachers with class events and parties
- Assisting in other special school events and programs
- Encouraging volunteers to assist in school projects

Conflict Resolution

In Matthew 18, the Lord gives instruction concerning the manner in which Christians should settle disagreements. The process has three steps. The first and crucial step is going to the offending party personally. Should this not resolve the matter, the second step consists of going to the person and bringing another Christian along to serve as a witness. Should this action prove futile toward bringing about an acceptable resolution to the matter, the final step consists of bringing the dispute before the authority of the organization for a final ruling.

This process has but one goal: restoration of the relationship between Christian brothers. All who are in the school community – whether parents, administrators, teachers, or students – must never lose sight of this goal. It is important to note that Christ provided a process that settled disputes quietly. In most cases, problems can be worked out in a one-on-one manner, and no one in the broader community needs to know.

Gossip is a sin that can prevent the attainment of the goal of restoration and unity. Talking about a dispute or problem behind another's back goes against Christ's intention that disputes be handled quietly and graciously. Gossip drags others into a dispute of which they are not a party and harms the reputation of another without giving him any chance to defend himself. For these reasons, Christians must refuse to resort to this type of destructive behavior and refuse to listen to others who would delve into this sin.

Legacy Academy is committed to handling disputes and disagreements in the biblical manner as articulated in Matthew 18. Disagreements and disputes are inevitable. As parents who serve as instructors and examples of godliness to their children, all must model the biblical method of dispute resolution and demand that their children also handle disputes properly. The principle is simple: if one has a problem with another – whether it is an administrator, teacher, parent, or student – he should go directly to him or her and talk about it (if parents have a problem with a student, they should contact the student's parents and not confront the student alone). This sort of action takes courage, but it is an action that the Lord requires of His children. Generally, relationships are mended when things are handled in a one-to-one approach. Sometimes, however, the problem cannot be solved at this level.

If a parent has a concern about his student's class, instead of calling the administration, the first person to call is the teacher. If the situation cannot be resolved with the teacher, then the parent needs to make an appointment for a meeting with administration. At

this meeting, both the parents and the teacher should be present to discuss the problem. Hopefully, resolution and restoration occur as a result of this meeting. If not, then the disputing parties, along with the administrator, meet with the church eldership, which provides leadership over Legacy Academy.

Staying Informed

The Legacy Academy faculty and administration have several means by which they seek to keep parents informed as to lesson plans, homework assignments, school events and such. Parents are encouraged to keep themselves current on all Legacy Academy news and activities through regular perusal of the school's media, including newsletters, website, social media, and memos, etc.

Contacting the School

During the school year the office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. At other times, people calling the school may be connected to a voice mail system through which a message can be left. Parents wishing to speak with individual teachers may leave a message with the school office. Teachers will return phone calls as soon as their schedules permit (usually within 24 hours). Parents are asked to refrain from phoning teachers at home. Teachers may also be emailed at the following format for email addresses: firstname.lastname@legacymail.org.

Emergencies

Messages and Deliveries

Only in the case of an emergency are classes interrupted to deliver messages from home. In such cases, parents may call the office to have the message delivered to their student. In the event that a parent needs to deliver an item to a student, the parent must leave the item in the school office. This includes money for a Stilwell's lunch and/or a change of clothes for Professional Day or dress code violation.

Emergency Procedures

Should an emergency arise involving a child, school staff will first call 911 (if appropriate) for assistance, render whatever aid is deemed necessary, and then attempt to reach parents through information supplied on the emergency card. If, in the opinion of school personnel, a child requires emergency room treatment, he/she will be

transported to the nearest hospital (at the discretion of school personnel). Although the school provides accident insurance, the school policy is secondary to any medical insurance parents may already have, and may have deductibles and certain exclusions. Parents are ultimately responsible for any financial obligations associated with treatment, including ambulance service.

Fire Drills, Tornado Drills, and Disaster Drills

In accordance with state regulations and safety precautions, the school conducts fire drills, tornado drills, and disaster drills on a regular basis during the school year. Those in school buildings when instructed to do so must exit the buildings and follow the evacuation routes indicated in each classroom.

Illness or Accident During the Day

If a student becomes ill or is injured at school, he or she is sent to the school office. The office will contact the parent(s) or the adult designated on the Student Information/Release Form. Calls are placed by the Legacy Academy staff. Sick students remain in the Legacy Academy office until a parent or authorized person can pick them up from school. For a serious illness or accident requiring a trip to the hospital, parents or guardians are notified immediately. A school staff member accompanies the student to the hospital.

24-Hour Stay Home Rule

If a student has had fever, vomiting, or diarrhea within the 24-hour period prior to the school day, he or she should not attend school.

Contagious Illnesses

Should a student contract lice, chicken pox, or other contagious illnesses, the parents must notify the school as soon as possible so that the school representatives may contact other students who may have been exposed.

Liability Insurance

Legacy Academy is a ministry of The Legacy Center, which carries liability insurance. This insurance extends only to accidents that occur on the school's campus and is secondary to any and all insurance through the child's legal guardians. Parents sign a release form accepting all financial responsibility for medical expenses. School

insurance will not be utilized unless the accident was a result of the school's violating a school policy or state regulation, or the parents' out of pocket expenses after insurance, exceeds \$5,000.

Medical

Student Immunizations

Each student must have a copy of his or her immunization record on file in the school office showing that he or she is up-to-date with all required immunizations.

Immunization records are required at the time of enrollment and annually thereafter. Students without complete immunizations records or a notarized exemption form on file are not permitted to attend class. Parents wishing to be exempt from providing an immunization record must request such an exemption in writing.

To view a complete list of required immunizations for your child, please visit www.arkansased.gov and search for "immunizations for school-aged children."

Immunizations

Arkansas law requires that all preschool students must be immunized against the following: Polio, Diphtheria, Tetanus, Pertussis, Red (rubella) measles, Rubella, Mumps, Haemophilus influenza type b, Hepatitis B, Pneumococcal disease, and Varicella (chickenpox). Immunizations must be kept current, including all required boosters. The school office must have an official copy of each child's immunization record on file before the student may attend class.

All students enrolling in any grade K-12 must provide records of the above immunizations. School records must also be kept up-to-date as additional immunizations are given.

Medication

A note from a doctor or parent must accompany all medication. All medication must be in its original container and must be clearly labeled with the student's name and sent to the school office. All medication, including over-the-counter medicine, is kept by teachers only, except asthma inhalers, which students may keep on their person if a prescription or medical note has been provided to the school. A Medication Dispersion

Log is kept to document medicines given to students. Only medication provided by the parent is dispensed to his or her student.

Legacy Academy is committed to partnering with parents and guardians to provide the best possible Biblically-based educational experience for your child. Please contact the office with additional concerns.