

Legacy Christian School Parent/Student Handbook



Love • Commitment • Service

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School Direction

Vision Statement

We at Legacy Christian School are committed to insuring that Biblical principles are the foundation of every aspect of our program through Christian based curriculum, Spirit-filled staff, weekly chapels, daily devotions, prayer and worship, peer discipleship, and serving the community through evangelism. We envision an environment where students experience the freedom to carry out the Legacy of Christ.

Mission Statement

To provide a unique educational program for students to excel academically while recognizing, with confidence, who they are destined to be in Christ through...

L_{ove}

“Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: ‘Love your neighbor as yourself.’ There is no commandment greater than these.” Mark 12:30-31

C_{ommitment}

“Commit your actions to the LORD, and your plans will succeed”. Proverbs 16:3

S_{ervice}

“The greatest among you will be your servant. For those who exalt themselves will be humbled, and those who humble themselves will be exalted”. Matthew 23:11-12

Philosophy of Education

We recognize that students learn best in a safe, structured, and loving environment where their unique God-given personalities and abilities are cherished and challenged, so that they may fulfill God’s total purpose for their lives both personally and universally. By faith, we strive to view our students in the way that God sees them, for with Him nothing is impossible, (Luke 1:37). We view it as a necessity for students to interact with, be encouraged by, and be taught through parent, teacher and peer role models. We recognize that it is important for students to live and work in Christian unity at home, in the church, and in changing secular society, being able to effectively communicate and relate with others, (1 Cor. 12:12). We also see it as our duty to train our students to give their lives in love and service to God and to others for the sake of spreading the Gospel of Jesus Christ and growing the Kingdom of God, (Mark 16:15).

Legacy Christian School Logo and School Colors

LCS Logo



School Mascot: Lion

Definition of School Colors

Purple: Royalty, Kingdom Authority, Promises of God, Inheritance

Black: Formal, Expertise, A Unifying Color

Silver: Word of God, Strength, Faith

White: Salvation, Peace, Victory

Admission Philosophy, Policies, and Procedures

Legacy Christian School is open to anyone interested in securing a Christian education, from Kindergarten through 8th grade, whom the school finds qualified for admission and who agrees, along with the parents, that he/she shall abide by Legacy Christian School rules and mission. It must always be understood that attendance at Legacy Christian School is a privilege and not a right. This privilege will be forfeited by any student/family who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.

There must be evidence that students want to attend Legacy Christian School and agree to honestly and wholeheartedly apply themselves to “study to show [themselves] approved unto God”, (2 Timothy 2:15, KJV). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Legacy Christian School admits students of any race, color, national and ethnic origins 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 and ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Legacy Christian School reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with Legacy Christian School administration and to abide by its policies.

Students

As a prerequisite for attendance and continued enrollment, students shall be in good standing and affirm their agreement with the Statement of Faith and Mission and shall conduct themselves in a manner that is consistent therewith.

Parents

1. At least one parent or guardian:
 - a. Must be a Christian who is in agreement with the school's Statement of Faith and Mission and is a member, or regularly attending, a local Christian church.
 - b. Is not participating in practices that are in known violation of law, or are inconsistent with the school's Statement of Faith.

Academic Standards and Procedures

Legacy Christian School is a part of a private Christian school system, from Kindergarten through 8th grade.

Kindergarten-Fifth (5th) Grade

Elementary curriculum and academic standards are designed to prepare students for junior high school.

Junior High

Junior High curriculum and academic standards are designed to prepare students for high school.

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

Academic Awards

Academic certificates will be given to students at the end of each quarter.

1st-8th Grade	3.00-3.49 GPA	Honor Roll
	3.50-4.00 GPA	High Honor Roll
Kindergarten	Excellent Achievement	Lion Award
	Consistent Effort	
	Dedication and Hard Work	

Academic Deficits

Recognizing the need for one to do his/her very best work, (1 Cor. 10:31), Legacy Christian School requires that a student work at his/her potential and maintain at least a "C", (2.0) average in his/her academic classes. Subjects not considered academic include penmanship and enrichment classes. Bible will be considered an academic class. Students who are not maintaining an appropriate level of academic performance will need to have an Academic Deficit Form completed by teachers and parents by the end of each quarter as necessary. An academic deficit is defined as a "D" or an "F" in any core subject on the report card.

By the end of the first quarter teachers who have documented students who are academically performing severely below grade level, must have parents sign an At Risk of Retention form during their parent/teacher conference. Teachers must facilitate an Academic Achievement Plan with parents as partners along with a parent/teacher conference for each quarter, as needed.

Students entering Legacy Christian School with a valid previous Individualized Educational Plan (IEP) must continue to show academic growth/achievement. In the event that academic achievement fails to progress, an Academic Achievement Plan must be facilitated by teacher.

Retention Policy

Elementary

Students do best in school when they are placed in a grade with other students of their maturity level, or the same chronological age, and promotion is annual. However, it may be necessary for a student to be placed in a grade below the actual chronological age, (retention).

Primary consideration for retention is determined when the student fails to master the basic grade level expectancies. Other considerations are: past records of nationally standardized tests indicating low achievement, attendance, ability, maturity, health, background problems, or other contributing factors that may signal problems with the student's performance at school.

An additional factor would include the student's grade level reading ability. This ability is determined by placement tests, standardized tests, teacher-made tests, and teacher observations of student's progress.

Junior High

Students must pass each subject, (achieving at least 60%) for **both** semesters in an academic year or he/she will fail that subject for the year.

Students who fail an academic subject **must** attend summer school, at the parent's expense, and receive a passing grade in order to earn credit for the previously failed class.

Academic subjects include English, math, history, science, and Bible.

Retention Procedure

In the event of students falling behind grade level they will be considered "at-risk" of retention. Parents will be notified of their child's needs at Parent/Teacher conferences. Parents will be required to sign an At Risk of Retention form. Teachers and parents will then be responsible for drawing up a focused intervention plan, (Academic Achievement Plan) that targets the academic areas in which the student is not meeting grade-level standards. Regular assessments will be made of the student's progress and will be communicated to families through informal parent/teacher contact, progress reports, and report cards. Both families and teachers will be responsible for the student's intervention process.

Student progress will be documented throughout the year. Teachers will recommend retention or promotion within the last three months of the school year and will provide documentation of student achievement level. Parents whose children are recommended for retention must sign a retention form by the end of the school year.

In the event that the parents disagree with a teacher's recommendation for retention, the recommendation will be taken to the Administration and teacher from the grade level that the student would be advancing to. Both the teachers and parents views will be taken into consideration, along with the academic achievement documentation provided. The Principal will make the ultimate decision to retain or promote.

Exclusion

Students who have an identifiable/documentated learning disability and/or an Individualized Education Program are exempt from retention if the (IEP) states exemption.

The administration may make additional demands on families/students whose grades are below standard in one or more subjects in order for them to be promoted to the next grade level.

Dismissal

Legacy Christian School expects family members to form a close, active partnership with their children's teacher. This is an "absolute must" in order for academic assimilation into our rigorous program to happen.

Research shows that while student's backgrounds, abilities, and progress are different, a general rule is that the fastest pace at which one should expect a student to assimilate is one additional grade level per year. In order to keep our academic integrity throughout the year, if we observe that either the student is failing to keep pace with the rule of growth, and/or the family members are not meeting the terms of partnership, Legacy Christian School will move to dismiss the student from enrollment without refund of the tuition and fees accrued for the months during which the student was enrolled.

Cheating

Cheating is a serious offense. Students will be given direct instruction on avoiding cheating prior to the first test, project or home assignment. Direct instruction and reminders will take place regularly throughout the school year.

Cheating includes not only cheating on a test (taking or receiving answers); it also encompasses copying homework answers, excessive amounts of parent/tutor participation in student assignments or plagiarism on reports, essays and research related writing.

Students who are seen doing the following: revealing answers to other students, turning around in their seat to look at answers, passing notes or papers during a test, using "cheat sheets", or making hand or mouth communications will be given a zero for the test.

Students who are caught cheating will automatically serve a lunch or after school detention. A parent/guardian will be immediately notified. Continued cheating will result in a parent/teacher conference. Teachers will partner with parents to create a Behavior Modification Plan.

Persistent cheating will result with a parent/school administrator meeting to review school policies and discuss necessary negative consequences action.

Negative consequences may include but are not limited to:

Loss of Merits

Loss of activity privileges

Inability for student to participate in study trip activities

Detention

Suspension

Expulsion

Conferences

Official Parent/Teacher Conferences will be held once a year in November for both Elementary and Jr. High students. However, Parent/Teacher Conferences for Jr. High students will only be required if students earn a C- or below in any academic subject. Parents and/or teacher may request a conference with each other to discuss student's progress.

Extra Credit

Legacy Christian School academic program is suitable to prove student achievement without extra credit. Students who are academically responsible will achieve the grades that they earn. Students are not allowed to do extra credit work in order to enhance grades from missing work or lack of studying.

Teachers may provide students who are academic achievers with challenge work. This challenge work is not considered extra credit. Teachers may also provide students who have academic deficits with intervention work. This intervention work is not considered extra credit.

Grading Scale (1st - 8th)

A+	100%	B+	87-89%	C+	77-79%	D+	67-69%	F	59% And below
A	94-99%	B	84-86%	C	74-76%	D	64-66%		
A-	90-93%	B-	80-83%	C-	70-73%	D-	60-63%		

Homework (Kindergarten through 8th Grade)

The homework philosophy at Legacy Christian School is to continue student independent practice outside the classroom. All assignments should align with the current class learning objectives.

Policy

We desire to promote family quality and worship time as well as to insure that students continue independent practice at home, below are LCS homework policies:

1. Reading homework may be given every night.
2. If your child does not complete the homework within the allotted time for their grade level on a consistent basis, as described below, a conference will need to be scheduled by the teacher or parent to set up a homework plan. Students are not expected to spend more than twenty-minutes over the allotted time on homework.
3. Kindergarten through 2nd grade teachers will provide weekly homework packets.
 - The cover page outlines each day of the week identifying the assignments the student is responsible for completing.
 - All homework sheets must be attached upon submission.
 - Homework packets will be passed out by Friday afternoon. Homework assignments must be completed and turned in the following Friday.
 - Parents are to review homework for accuracy. After reviewing the homework, parents are required to sign the homework packet.
5. Students in 3rd grade through 8th grade are to keep a homework planner. Teachers at these grade levels will assign homework nightly.

All students work at different levels and paces. Below is an *estimated* amount of time that the student should be working on all homework assigned per night for the average worker. It is understood that the homework provided may be too much for some students, just enough for others, and not enough for others. Students should have homework every night. In addition to assigned homework, incomplete class work may also be sent home and due the following day.

Grade	Estimated Time
Kindergarten	30 minutes
1 st - 2 nd Grade	30-45 minutes
3 rd - 5 th Grade	45-60 Minutes
6 th - 8 th Grade	60-120 Minutes

Unless students have academic deficits, homework will not be assigned over national holidays, Thanksgiving, Christmas, and Easter breaks. Teachers may provide enrichment work during these times. It is not considered homework and will not be factored into grading.

Incomplete Grades on Report Cards

Students will receive an (I) incomplete on their report card for subjects with missing work/projects/assignments/quizzes/tests. Only when a student accrues three (3) or more excused absences during one (1) week before the end of a grading period.

Students will be given the amount of days absent, not to exceed one (1) week, after the end of a grading period to complete all work/projects/assignments/quizzes/tests for a grade.

All work/projects/assignments/quizzes/tests that are not completed after that time will receive "0". Scores will be averaged into quarter grades.

Incomplete Assignments

All work/homework/projects/assignments/quizzes/tests are considered complete when they are submitted on time and all the work is done.

Kindergarten through 2nd Grade

- Students who do not bring in their completed assignments including homework will lose five (5) merits until the assignments/homework is completed and returned to school.
- Students who chronically fail to complete work will have a parent/teacher conference scheduled. Teachers will partner with parents to draw up an Academic Achievement Plan to ensure student success.

3rd - 5th Grade

- Students who do not bring in their completed assignments/homework will lose five (5) merits and five (5) points for each subject matter assigned.
- Students will have one (1) day to complete the assignments/homework. Work will not be accepted after that for credit. Students will still be responsible for completing the work during recess the next day, but will not receive credit.
- Students who chronically fail to complete work will have a parent/teacher conference scheduled. Teachers will partner with parents to draw up an Academic Achievement Plan to ensure student success.

Junior High

- Students who do not bring in their completed assignments/homework in each class period will have their work deducted by five (5) points and will also lose five (5) merits.
- Students will have one (1) day to complete the assignments/homework. Work will not be accepted after that for credit. Students will still be responsible for completing the work, but will not receive credit.
- After every three incomplete assignments/homework per quarter students will serve a lunch or after school detention.
- Students who chronically fail to complete work will have a parent/teacher conference scheduled. Teachers will partner with parents to draw up a Behavior Modification Plan to ensure student success.

Makeup Work

Students will be allowed to make-up work for full credit in the event of Excused Absences. (See Attendance Policies for Excused Absence Definition).

- Students will have the amount of days absent, after the student returns to school, in order to submit completed work for full credit.
- Tests and quizzes must be rescheduled with the teacher during recess, lunch or breaks. Tests and quizzes must be taken within the same amount of days that the student was absent, after the student returns to school. In the event that a student is **only** absent on the day of a test and/or quiz, the student will be expected to take the test and/or quiz upon their return to school.
- Projects that had been previously assigned are still due on the due date. Parents/guardians will be responsible for ensuring that projects are submitted to the teacher by the due date.

Report Cards and Progress Reports

Kindergarten-Fifth (5th) Grading

- Elementary academic year is divided into four (4) quarters with grades given in each subject at the end of every quarter.
- Progress reports will be provided as needed.

Junior High

- Jr. High academic year is divided into four (4) quarters with grades given in each subject at the end of every quarter and semester grades given at the end of the 2nd and 4th quarters.
- Progress reports will be provided as needed.

Mid-Term and Final Exams (Junior High Only)

- Mid-Term and Final Exams will be given the week before the end of each semester.
- Exam scores will be included in students' final grades.

Standardized Testing

Students in grades K–8th grade will participate in standardized testing each year. Testing is usually conducted in the beginning of May. All test scores will be entered into student cumulative records. Copies of student scores will also be sent to families each year.

Absent Policies and Procedures

Attendance

In order for students to receive complete instruction, they must be present. Absences and tardies present disruption to the free-flow of teaching and learning. In order to maximize student attendance, the following standards have been set. Families are encouraged to schedule appointments, time-off, vacations, and all other familiar business during times other than school hours.

Regular attendance is a critical component for success in school. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. Absences in the following categories will be handled as indicated:

Excused Absences

- Excused absences will be issued to students who have a physical illness or malady, an appearance in court, or have a death in the family.
- Students will be excused for the day when a parent/guardian contacts the school with information of illness/malady. **Communication must be made before 10:00 a.m.**
- Students with illnesses/maladies will not be excused beyond three days (consecutively or non-consecutively) for the same illness/malady without written doctor communication on official medical/dental practice letterhead. If unable to obtain communication from a doctor, a written note or typed e-mail to the student's teacher from parent/guardian explaining the illness/malady will serve as verification when approved by LCS Administration.
- Students who experience a death in the family will be excused for their absence no longer than three days to attend funeral services and family functions.

- In the event that students need to spend longer periods of time in absence of school, parents must contact administration.
- Students who have need of long term excused absences must notify school administration.

Unexcused Absences

Unexcused absences will be issued to students who miss school for any other reason than listed above including, but not limited to: tiredness, avoidance of academic/school responsibilities, caring for siblings/family members, appointments of siblings/family members, illness/malady of siblings/family members, and family vacations/time off.

Students who miss school work due to unexcused absences should not expect to receive credit for the time missed, nor should they expect to take any missed tests or quizzes for credit, but the final decision will rest with LCS administration, which may make allowances for mitigating circumstances. These unexcused absences include but are not limited to tardies, early check out and vacation days that exceed the allotted time in the Family Vacation policy. (See below)

Excessive Absences

- After 5 absences Call/Note from the teacher
- After 9 absences Letter from the Principal
- After 13 absences Mandatory Meeting with Administration
- After 15 absences Meeting with Administration to discuss dismissal

Family Vacation Days

Each student will receive five (5) excused absences per school year for families to designate as family time. These days are provided for families in order to purposefully plan activities that foster parent/child relationships. Parents must submit a Family Time Absence form, no later than one week prior to the absence/s. In order to receive an excused absence, teachers/administration must approve the requested days after receiving the Family Time Absence form. Reasons for disapproval include testing and project submittal dates, the student’s academic progress, and/or planned activities that fail to foster parent/child relationships.

Delivery and Pickup of Students

Arrival Procedures

K-5th Grade

Students are expected to stand in line procedures and wait.

- Students may arrive to school as early as 8:15 a.m. If students are dropped off prior to 8:15 a.m., they will be required to pay the extended care hourly fee.

- Students are expected to control their voices and bodies
- All elementary teachers will greet their students, at the arrival area, each day at 8:25 a.m.
- Teachers will walk their students into the campus from the line up area.
- Students are expected to walk in line procedures.
- Instruction begins at 8:30 a.m.
- Parents who wish to join the class must make arrangements with their child's teacher prior to visiting.

Junior High

Students are expected to arrive and go immediately to Junior High passing area.

- Students may arrive to school as early as 8:00 a.m. They are not to be on campus unsupervised before this time.
- Students are expected to control their voices and bodies and remain in passing area only.
- Students are expected to gather the necessary materials from their lockers and be in their seats ready to begin before the class start time.
- Teachers will facilitate students remaining in passing area.
- Instruction begins promptly at 8:15 a.m.

During inclement weather (rain, extreme cold, extreme wind), teachers are expected to open their classroom for students for arrival. Teachers are expected to be present in the classroom and supervise their students during the time before instruction begins.

Late Arrivals or Early Dismissals

To avoid an absence, a student must be in school at least four hours of the school day. If your child arrives five (5) minutes after school begins, he/she is considered tardy.

Picking Up a Child Early

In order to minimize disruptions to the classroom and ensure that students receive a full day's instruction, the following policy will be enforced:

- If a student is checked-out of school early (before the official end of the school day) the office will note the early checkout.
- Parents/guardians are to go to the office and sign child/ren out. The office will contact your child's teacher to release your child.
- If you return your child to school before the end of the day, it is necessary to stop by the office and sign your child in before he/she returns to class. Please provide us with a note from the doctor or dentist's office the following day to receive an excused early release. If unable to obtain communication from a doctor, a written note or typed e-mail to the student's teacher from parent/guardian explaining the nature of the

appointment, will serve as verification when approved by LCS Administration.

An unexcused early check-out includes but not limited to: avoidance of academic/school responsibilities, severe emotional reactions of student, caring for siblings/family members, appointments of siblings/family, illness/malady of siblings/family members, family vacations/time off, etc.

Policy	Action
After 5 unexcused early check-out	Call/Note from the teacher
After 9 unexcused early check-out	Letter from the Principal
After 13 unexcused early check-out	Mandatory Meeting with Administration
After 15 unexcused early check-out	Meeting with Administration to discuss dismissal

Only a parent/legal guardian or person/s on the student's pick-up list form may pick up students. Should you wish to have the student(s) picked up by anyone else, the school must have written authorization. You must send a special dated note, e-mail the school office and child's teacher, or have that person's name previously noted on your child's pick-up list form by calling the school office.

Tardy Policy

Kindergarten –5th Grade

Attendance will be taken once a day upon arrival. Tardies will be issued to students who arrive 5 minutes after school begins.

Junior High

Attendance will be taken each period. Tardies will be issued to students who are not sitting in their seat, with all necessary materials and supplies at the time class is scheduled to begin.

Excused Tardy

- Excused tardies will be issued to students who miss school due to medical/dental appointments only.
- Students will be excused only for the portion of time missed due to a medical/dental appointment when these procedures are adhered to:
 1. Verification of appointment on official medical/dental practice letterhead
 2. A written note or e-mail from parent/guardian explaining the nature of the appointment *when communication from a doctor cannot be obtained.*

Unexcused Tardy

Unexcused tardies will be issued to students who are late to school for any other reason than listed above including but not limited to: running late, traffic, tiredness, avoidance of academic/school responsibilities, disorganization of personal needs, severe emotional reactions of student, caring for siblings/family members, appointments of siblings/family, illness/malady of siblings/family members, family vacations/time off, etc.

Students will lose five (5) merits for each unexcused tardy.

Students who are chronically tardy will be required to have a parent/teacher conference to discuss tardiness.

Continued tardiness will result with a parent/school administrator meeting to review school policies and discuss necessary negative consequences action.

School administration preserves the right to make the decision of appropriate negative consequences. Families who choose to not follow through with the policies and procedures of Legacy Christian School may be moved to the dismissal process.

Student Behavior, Policies, and Procedures

Family and School Behavior Covenant

According to the Bible, parents are responsible for the training of their children and modeling Christ-like behavior. Legacy Christian School serves as partners with parents in providing an excellent education, consistent with Biblical truth. Harmony between home and school provides the best environment for Godly training to take place. We seek to nurture development of the following essential character skills, exemplified by Christ, in the lives of our staff, students, and their families.

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities, as well as the time they are away from school. Expectations for conduct in particular areas are as stated in each category below:

Discipline Guidelines and Consequence System

The following discipline guidelines apply to students when they are on campus or at school sponsored functions. We also recognize that students' behavior outside of school affects their overall behavior while in school. The implementation of discipline rests with all levels of our faculty team and our administrators, in partnership with parents. All of our guidelines adhere to the biblical principles in Hebrews 12:5-11 and Galatians 5:16-23. Students are held accountable for their behavior, attendance, punctuality, work habits, and citizenship. Those who do and do not meet LCS's expectations will be subject to a multi-level consequence system as outlined on the following pages.

Positive Behavior		
Observance	Action	Positive Reinforcement
Student is recognized following school rules, displaying the Fruit(s) of the Spirit, and Acts of Service	<ul style="list-style-type: none"> • Verbal praise • Use of positive body language • Students begin each week (Thursday-Wednesday) with 100 Merits. They have the opportunity to earn additional Merits by displaying Positive Behaviors. 	<p>Any of the following:</p> <ul style="list-style-type: none"> • Compliment • Thumbs-up • High five • Students will receive Free dress on Thursday of each week if they maintain at least 100 Merits
Excellence in following The Fruit(s) of the Spirit and displaying acts of service		
Student is observed exemplifying Fruit(s) of the Spirit and Service consistently over the course of one month	Student is recognized with a Fruit(s) of the Spirit and/or Service Award at the end of the month	<ul style="list-style-type: none"> • Student receives certificate determined by grade level and/or classroom
Student shows excellence in all Fruit(s) of the Spirit consistently over the course of the school year	Student is recognized with a Fruit of the Spirit Award for the year	Student receives a special award per grade level department
Student shows excellence in Serving others as unto the Lord consistently over the course of the school year	Student is recognized with a Servanthood Award for the year	Student receives a special award per grade level department
Student is at school every day, all day, on time over the course of the entire school year	Student is recognized with a Perfect Attendance Award	Student receives a special award

Negative Behavior		
Observance	Action	Consequence
<p>Minor Infractions Not following established class and/or school rules including but not limited to Tardies, Missing/Incomplete Assignments (first infraction)</p>	<p>Verbal warning</p> <p>Use of negative body language</p>	<p>Any of the following:</p> <ul style="list-style-type: none"> • Eye contact • Up-held hand or index finger • Counseling/Warning • Parent Contact
<p>Continued Infractions of any of the above: Missing class supplies/materials</p> <p>Dress Code Violation</p> <p>Incomplete/Missing Homework</p> <p>Tardiness</p> <p>Excessive Talking, Disobedience, Not following directions, etc.</p> <p>Removed from class due to disruption</p>	<p style="text-align: center;"><u>Loss of Merits:</u></p> <p>Loss of 3 Merits</p> <p>Loss of 3 Merits</p> <p>Loss of 5 Merits</p> <p>Loss of 5 Merits</p> <p>Loss of 10-20 Merits</p> <p>Loss of 25 Merits</p>	<ul style="list-style-type: none"> • Loss of Merits for the week • Parent Contact through Behavior Update Form given every Wednesday <p><i>*If students earn 69-60 merits on any given week, they will lose 1 lunch recess or serve 1 lunch detention</i></p> <p><i>**If students earn 59 merits or below on any given week, they will lose 3 lunch recesses or serve 3 lunch detentions</i></p> <p>If behavior continues one or more of the following will be implemented:</p> <ul style="list-style-type: none"> • Behavior Modification Plan made with parent and teacher • Meeting with administration, parent, and student • Counseling (C.O.R.E)

<p>Serious Conduct Infractions</p> <ul style="list-style-type: none"> • Willful harm or injury to self or another person • Disrespectful or abusive language or using • Obscene gestures includes frequent or derogatory remarks • Bringing a weapon <i>of any form</i> to school • Vandalism of school property • Other infractions of a similar nature 	<p>Disciplinary Referral</p>	<p>Any of the following:</p> <ul style="list-style-type: none"> • Loss of 30 or more Merits • Counseling (C.O.R.E) • Written apology • Loss of privileges • Loss of Recess or Lunch Detention • Suspension • Monetary restitution • Recommendation for disciplinary probation <p>*Parents will be contacted</p>
<p>Disciplinary Probation</p> <ul style="list-style-type: none"> • Chronic misbehavior or rebellious attitude • Threats, harassment, and/or intimidation of faculty, staff and/or students • Deliberately harming a staff member 	<p>Notice of Probation</p> <ul style="list-style-type: none"> • Parent conference with administration and teacher; create a behavior modification plan • Notice of probation delineates the specific behaviors/attitudes to be corrected within a specific time period, usually 6 weeks. • On the last day of each week during the probation period, the teacher will evaluate the student against the specific behavior/attitude to be corrected 	<p>One of the following:</p> <ul style="list-style-type: none"> • End of probation-behavior corrected • Continue probation-behavior only • Dismissal from LCS - behavior clearly not improved
<p>Dismissal</p> <ul style="list-style-type: none"> • Failure of all reasonable measures and steps of correction • Failure to adhere to the terms of Disciplinary Probation • Severe discipline issues which endanger other students/staff 	<p>Letter of Dismissal</p> <ul style="list-style-type: none"> • Parent conference with the Principal and teacher • Letter of dismissal presented by the Administration to the parents • Dismissal finalized 	<p>No further attendance or participation in school classes or activities.</p>

Suspensions and Expulsions

Our school teaches respect for authority, property, and the rights and privileges of others. Although most discipline situations are handled by the teacher in charge, serious discipline problems are sent to the Principal or Assistant Principal who will administer necessary corrective measures. Disobedience and disrespect are dealt with promptly and firmly.

We want to promote and secure the development of a positive and healthy self-esteem. Teachers will demonstrate kind and loving reinforcement techniques. Our desire is to correct attitudes and stimulate good behavior, not punish the student. The discipline system, however, contains some negative consequences. Positive reinforcement techniques are regularly utilized to assist with the desired change in behavior. “Corporal punishment” is not an option.

In some cases of serious behavior problems, the student may be suspended from school for one or more days. If suspended, the student will receive a “zero” on all homework and quizzes/tests on the day(s) he/she was absent. All homework is still expected to be made-up and turned in within one day after the suspension, so that the teacher will be assured the student is continuing to keep up with their academics overall.

Suspensions

For an out-of-school suspension, the parent will be notified and expected to come and pick-up their student from the office immediately. Students who have been suspended may not come on campus for the duration of the time for which they have been suspended.

Expulsions

In some circumstances, where repeated discipline has been given and the behavior for which the student has been disciplined has not changed, an expulsion may be the last option. If expelled, the student will be dismissed from school immediately and all outstanding fees, tuition, etc. are to be paid in full. All textbooks and school materials shall be returned immediately or an invoice will be sent to the parent to cover the missing material.

If, in the opinion of the administration, a student’s continued presence is undermining the mission, purpose, or philosophy of Legacy Christian School, the parents may be asked to withdrawal their student in lieu of expulsion.

Student Relationships

Students are expected to treat each other with respect. This includes, the way that they communicate with/about each other, touch each other and their attitude toward each other.

Students are expected to use appropriate language without gossip, slander, profanity and coarse joking.

Students are also expected to refrain from willful physical aggression and any acts of offensive violence.

Students are to keep unity with other students and staff with their attitudes.

Students are expected to refrain from kissing, hand-holding, full-body hugs or any other prolonged touches.

Boyfriend/Girlfriend relationships are not recognized by LCS staff for our elementary students.

For our Junior High we understand that as students begin to mature they begin to explore dating relationships. It is our desire to assist students and families with navigating through the feelings of adolescents and teens, based on God's word towards right living before Him and others. We encourage our young people to talk to teachers and families about their relationships and hope to partner with families to help keep our young people properly advised and accountable in their dating relationships. If/when teachers/staff are informed of student dating relationships they will contact families to begin the partnership. Teachers/staff will work with families to clarify family guidelines about dating and will strategize with families on protecting students' minds, heart and bodies for purity. If/when families become informed of student dating relationships, we ask you to notify their classroom/homeroom teacher to begin the partnership.

Students that behave in a way that is dishonoring to God, themselves, their parents, and the school will be disciplined whether the act was committed during and/or outside of school hours. If/when teachers/staff are informed of student behavior that is dishonoring to God, they will contact families to begin the partnership. Teachers/staff will work with families to clarify family guidelines about such behavior and will strategize with families on protecting students' minds, heart and bodies for righteousness.

Student Personal Belongings

Toys/Sports Equipment/Personal Items/Electronic Devices

Students are prohibited to use or display toys, sports equipment, personal items, cell phones, pagers, mp3 players, personal radios, tape players, CD players, Game Boys, or any portable electronic equipment or the like on campus, including extended care, or school trips.

In the event that students bring such items, such items will be confiscated by teachers/staff. Teachers/staff will apprehend devices until a parent/guardian is able to pick-up the device from the teacher/staff. Teachers/staff are not required to remain on campus past their work day in order to ensure a parent/guardian can pick up a device on the same day in which it has been confiscated.

Teachers/staff are responsible to immediately communicate confiscation of prohibited items to parent/guardians.

Students who continue to bring prohibited items will result with a parent/school administrator meeting to review school policies and discuss necessary negative consequences action.

Negative consequences may include but are not limited to:

- Loss of activity privileges
- Inability for student to participate in field trip activities
- Detention
- Campus Clean-Up
- Suspension
- Expulsion

School administration preserves the right to make the decision of appropriate negative consequences. Families who choose to not follow through with the policies and procedures of Legacy Christian School may be moved to the dismissal process.

Exception

The only exception to the rule is when items are brought on campus in order to fulfill a teacher's assignment and/or student IEPs. Teachers who wish to have a "sharing time" must schedule it on Fridays. Students must contain all such items in their backpack during the entirety of the school day and extended care times. They may only retrieve them when instructed by the teacher to do so.

Student Search/Seizure

Legacy Christian School teachers/staff and administration reserves the right to search and seize student belongings upon probable suspicion that a student is in possession of prohibited and/or illegal items. Search may include but is not limited to pockets, backpacks, purses, cases, cubbies, lockers, shoes, hats. All searches must be done with the witness of at least 2 or 3 other teachers/staff present. All searches must be communicated to parents/guardians immediately.

LCS Employees On-Campus Children

Families working and learning together are a great strength for our school. We encourage LCS employees' who have children to make them a part of our school community. In order to provide a safe, structured environment, we have set up guidelines for LCS employees' interaction with their on-campus children during work hours.

Uniform Guidelines

Elementary (K-5th) Daily Uniform:

Girls:

Polo: White
Heather Gray
Deep Purple (i.e.-Land's End, Walmart)
3-4 button polos only

No black polo shirts may be worn

Blouse: White
Button up only

Pants: Khaki or Black
Docker style only

*Jeans: Medium to dark blue dye, straight leg
or boot cut **ONLY**

Shorts or Capris: Khaki or Black
Pleated or flat front type only

Skirts: Khaki or black

Skorts: Khaki
Black (Old Navy)

Jumpers: Khaki
Black (French Toast)

Uniform type/style only

Boys:

Polo: White
Heather Gray
Deep Purple (i.e.-Land's End, Walmart)
3-4 button polos only

No black polo shirts may be worn

Shirt: White
Button up only

Pants: Khaki or Black
Docker style only
Black or brown belt if worn

**Jeans: Medium to dark blue dye, straight
leg, or boot cut **ONLY**

Shorts: Khaki or Black
Pleated or flat front style only

Ties: Should be school colors and on
chapel days only

Uniform type/style only

Girls and Boys:

Socks: Solid school colors only (free of designs)

Leggings: Solid school colors only, footed or footless
Girls only (free of designs)

Shoes: Athletic shoe with support
Must tie or Velcro-no slip-on shoes
No rain boots

Sweaters: Cardigan, Crew, V-Neck, or Vest
Solid school colors only: White, Heather Gray, Black,
and Deep Purple (i.e.-Land's End)

Sweatshirts: Solid school colors only: White,
Heather Gray, Black, and Deep Purple (i.e.-Land's End)
LCS Logo or Plain w/o logo

**Sweater and sweatshirt types above may be
worn in the classroom.**

* Jeans need to have minimal stitching with no embellishments on the pockets. Jeans may not be faded, frayed or torn, and must fit properly (no baggie or tight fitting jeans, i.e. skinny jeans).

**No carpenter style. Jeans may not be faded, frayed or torn, and must fit properly (no baggie or tight fitting jeans, i.e. skinny jeans).

Elementary (K-5th) Chapel Uniform:

Girls:

Polo: White
Heather Gray
Deep Purple (i.e.-Land's End, Walmart)
3-4 button polos only

No black polo shirts may be worn

Blouse: White
Button up only

Pants: Khaki or Black
Docker style only

Skirts: Khaki or black

Skorts: Khaki
Black (Old Navy)

Jumpers: Khaki
Black (French Toast)

Uniform type/style only

No jeans or shorts may be worn

Boys:

Polo: White
Heather Gray
Deep Purple (i.e.-Land's End, Walmart)
3-4 button polos only

No black polo shirts may be worn

Shirt: White
Button up only

Pants: Khaki or Black
Docker style only

Ties: Optional-School colors only

Black or brown belt if worn

Uniform type/style only

No jeans or shorts may be worn

Girls and Boys:

Socks: Solid school colors only (free of designs)

Leggings: Solid school colors only, footed or footless
Girls only (free of designs)

Shoes: Athletic shoe with support

Must tie or Velcro-no slip-on shoes

No rain boots

Sweaters: Cardigan, Crew, V-Neck, or Vest
Solid school colors only: White, Heather Gray, Black,
and Deep Purple (i.e.-Land's End)

Sweatshirts: Solid school colors only: White,
Heather Gray, Black, and Deep Purple (i.e.-Land's End)
LCS Logo or Plain w/o logo

**Sweater and sweatshirt types above may be
worn in the classroom.**

Final decisions in interpretation of the dress standards reside with the school administration.

Chapel is on Mondays at 8:45 a.m.

Uniform Guidelines

Junior High (6th-8th) Daily Uniform:

<u>Girls:</u>	
Polo:	Black Deep Purple (i.e.-Land's End, Walmart) 3-4 button polos only
Blouse:	White Button up only
Pants:	Khaki Docker style only
*Jeans:	Medium to dark blue dye, straight leg or boot cut ONLY
Shorts or Capris:	Khaki Pleated or flat front type only
Skirts:	Khaki
Skorts:	Khaki
<u>Uniform type/style only</u>	

<u>Boys:</u>	
Polo:	Black Deep Purple (i.e.-Land's End, Walmart) 3-4 button polos only
Shirt:	White Button up only
Pants:	Khaki Docker style only
**Jeans:	Medium to dark blue dye, straight leg, or boot cut, 5 pocket ONLY
Shorts or Capris:	Khaki Pleated or flat front style only
Ties:	Should be school colors and on chapel days only
<u>Uniform type/style only</u>	

<u>Girls and Boys:</u>	
<p>Socks: Solid school colors only (free of designs)</p> <p>Leggings: Solid school colors only, footed or footless Girls only (free of designs)</p> <p>Shoes: Athletic shoes or closed-toe shoes <u>No open-toe shoes, flip flops, sandals, or rain boots may be worn</u></p>	<p>Sweaters: Cardigan, Crew, V-Neck, or Vest Solid school colors only: White, Heather Gray, Black, and Deep Purple (i.e.-Land's End)</p> <p>Sweatshirts: Solid school colors only: White, Heather Gray, Black, and Deep Purple (i.e.-Land's End) LCS Logo or Plain w/o logo</p> <p><u>Sweater and sweatshirt types above may be worn in the classroom.</u></p>

* Jeans need to have minimal stitching with no embellishments on the pockets. Jeans may not be faded, frayed or torn, and must fit properly (no baggie or tight fitting jeans, i.e. skinny jeans).

**No carpenter style. Jeans may not be faded, frayed or torn, and must fit properly (no baggie or tight fitting jeans, i.e. skinny jeans).

Junior High (6th-8th) Chapel Uniform:

<u>Girls:</u>	<u>Boys:</u>
Polo: Black Deep Purple (i.e.-Land's End, Walmart) <u>3-4 button polos only</u>	Polo: Black Deep Purple (i.e.-Land's End, Walmart) <u>3-4 button polos only</u>
Blouse: White <u>Button up only</u>	Shirt: White <u>Button up only</u>
Pants: Khaki <u>Docker style only</u>	Shirt: White <u>Button up only</u>
Skirts: Khaki	Pants: Khaki <u>Docker style only</u>
Skorts: Khaki	Ties: Optional-School colors only
<u>Uniform type/style only</u> <i>No jeans or shorts may be worn</i>	<u>Black or brown belt to be worn with pants</u> <u>Uniform type/style only</u> <i>No jeans or shorts may be worn</i>
<u>Girls and Boys:</u>	
Socks: Solid school colors only (free of designs)	Sweaters: Cardigan, Crew, V-Neck, or Vest Solid school colors only: White, Heather Gray, Black, and Deep Purple (i.e.-Land's End)
Leggings: Solid school colors only, footed or footless Girls only (free of designs)	Sweatshirts: Solid school colors only: White, Heather Gray, Black, and Deep Purple (i.e.-Land's End) LCS Logo or Plain w/o logo
Shoes: Athletic shoes or closed-toe shoes <u>No open-toe shoes, flip flops, sandals, or rain boots may be worn</u>	<u>Sweater and sweatshirt types above may be worn in the classroom.</u>

Final decisions in interpretation of the dress standards reside with the school administration.

Chapel is on Mondays at 8:45 a.m.

All School Dress Code Policy

Jackets/Coats: Any style, but must be free of inappropriate pictures, logos, characters and/or words. *Not to be worn in the classroom.*

Undergarments: Appropriate undergarments must be worn, yet *should not be visible through, below or above school uniforms*, including girls' tank tops or t-shirts.

Junior High PE Uniform Only: Plain gray or white t-Shirts and plain black shorts. *Students should not come to school dressed in PE uniform, but will dress out for PE.*

Personal Grooming Standards

Students should appear clean and neat at all times. Students should practice good personal hygiene.

Clothes

*Clean

*Ironed

*Free from excessive tightness/looseness

Boys/Young Men

Hair

*Kept brushed

*Kept above the collar

*Natural colors-*Use of temporary colored hair sprays, glitter sprays, or coloring of any kind will not be allowed.*

*Should not be of unusual styles (i.e. Mohawk haircuts, unusual shavings, large afro)

*Should be kept out of the eyes

Make-Up/Tattoos/Nails

*Free from make-up

*Free from tattoos (even temporary)

*Free from nail polish

Jewelry/Accessories

*One watch

*One ring on each hand

*Free from piercings

*One necklace-minimal pendant

*Black or brown belt only

*Sunglasses outside only

*Hats outside only

*Free from spikes and/or industrial chains

Girls/Young Ladies

Hair

- *Kept brushed
- *Natural colors-*Use of temporary colored hair sprays, glitter sprays, or coloring of any kind will not be allowed.*
- *Should not be of unusual styles (i.e....Mohawk haircuts, unusual shavings, large afro)
- *Should be kept out of the eyes
- *Free from excessive or large hair accessories

Make-Up/Tattoos/Nails

- *Elementary Students-Free from make-up * Jr. High School Students-Natural looking make-up
- *Free from tattoos (even temporary)
- *Moderate nail length and color

Jewelry/Accessories

- *One watch
- *One ring on each hand
- *Free from piercings other than reasonable earrings
 - Only two earrings per ear can be worn.
 - Second ear piercing must be a small stud only.
- *One necklace-minimal pendant
- *Sunglasses outside only
- *Hats outside only
- *Free from spikes and/or industrial chains
- *Black or brown belt only

No personal accessories, attire, or grooming habits of a disruptive nature will be permitted.

LCS administration reserves the right to determine what constitutes disruptive/unusual.

In order for our school's policy to work, all involved parties must make it a priority to uphold the appearance standards that have been established. It is the responsibility of the parent/guardian to ensure that their child is properly dressed for the school day. Non-compliance with our dress code will be handled in the following manner:

- In the event of a Dress Code Violation, the student(s) will be sent to the office to wait for a parent to be called. They will receive demerits for this violation. The parent will be required to bring appropriate clothing, and the student will wait in the office until the appropriate clothing arrives.

- In the event of a Personal Grooming Violation, students will be sent to the office. They will receive demerits for this violation. If a student is able to change grooming, in order to comply with the standards stated, students will be given that opportunity. A parent will be contacted. If the student is unable or not willing to make the necessary changes, parent/guardian will be contacted to come and take the student home. Students will not be re-admitted until they are in compliance with the Personal Grooming Standards.
- Continued and persistent violations will result in detentions, and/or suspension from school.

Health and Safety Issues

Communicable Diseases

Legacy Christian School follows the recommended procedures for avoiding disease outbreaks. Some of these diseases include, but are not limited to the following:

Illness	Symptoms	When To Return to School
Chicken Pox	<ul style="list-style-type: none"> • Sudden onset of slight fever, fatigue, loss of appetite • Rashes that start as red pimples then turn into itchy blisters; rashes begin in the trunk then spread to the face, hands and legs • Lesions in the mucous membranes 	Exclude infected children from school, public places until all rashes have crusted, usually 5 days after they appear.
Common Cold	<ul style="list-style-type: none"> • Stuffy nose with green mucous, sneezing, sore throat, cough • Rarely headache • Slight fever 	Exclude children from school 24 hours after no sign of fever or green mucous.
Diarrhea	<ul style="list-style-type: none"> • Stomach cramps • Loose stool 	Exclude children from school 24 hours after no sign of diarrhea.
Fifth's Disease	<ul style="list-style-type: none"> • Red rash on the face that looks like slapped cheeks • Lace-like rash on the trunk, arms and legs, buttocks that fades and may reappear depending on the temperature or exposure to sunlight • Low grade fever 	Exclude children from school 24 hours after no sign of fever.

Head Lice	<ul style="list-style-type: none"> • Itching of the scalp, neck and behind the ears • Evidence of eggs (nits) and actual insect (lice) in hair 	<p>Your child may return to school once they have been treated with medicated shampoos that contain permethrin or pyrethrin. Be sure to follow product directions.</p>
Impetigo	<ul style="list-style-type: none"> • Itchy rash that looks red, round and may be oozing • Rash often appears on face but can spread to other places on skin 	<p>Exclude infected children from school until 24 hours after the start of treatment.</p>
Influenza (Flu)	<ul style="list-style-type: none"> • Fever, lasts 3-4 days, chills • Sore throat, stuffy or runny nose, cough • Headache and body aches • Fatigue, weakness • Children may have nausea, vomiting or diarrhea 	<p>Exclude infected children from school until 24 hours after no sign of fever, vomiting or diarrhea.</p>
Pink Eye (Conjunctivitis)	<ul style="list-style-type: none"> • Redness in the whites of the eye • Swollen, itchy eyes. • Clear or yellow discharge that makes eyelids stick together during sleep • Teary eyes 	<p>Exclude symptomatic children from school until 24 hours after the start of treatment and there is no more discharge from the eyes.</p>

Whooping Cough (Pertussis)	<ul style="list-style-type: none"> • Illness starts out like the common cold. Low fever, runny nose, mild cough which increases in severity 	<p>Up to three weeks after the onset of severe coughing.</p>
Strep Throat (Streptococcal Bacteria)	<ul style="list-style-type: none"> • Sore throat without coughing, sneezing, or other cold symptoms • Pain or difficulty with swallowing • Fever over 101 • Swollen tonsils or lymph nodes in the neck • White or yellow spots or coating on the throat and tonsils • Bright red throat or dark spots on the roof of the mouth at the back near the throat 	<p>Exclude infected children from school until 24 hours after the start of antibiotics.</p>
Ringworm	<ul style="list-style-type: none"> • Ringworm of the scalp and hair: red, scaly patches on the scalp that may be blister-like; brittle hair that breaks off easily • Ringworm of the skin: itchy, ring-shaped patches that have edges that are red and blister-like 	<p>Exclude infected children from school until treatment has started.</p>
Scabies	<ul style="list-style-type: none"> • Skin rash that is caused by mites that go under the skin and lay eggs • Itchy rash that has red bumps or small blisters that form a line 	<p>Exclude children from school until 24 hours after starting treatment.</p>

All students need to be free from fever, diarrhea, and/or vomiting for at least 24 before returning to school. No exceptions.

Parents are required to promptly report any communicable diseases to the school office. Some common examples are Chicken Pox, Head Lice, Impetigo, Measles, Mumps, Pink Eye, and Ringworm. The California State Law requires that “the Principal or other person in charge of a public, private, or Sunday School exclude any student or person affected with a disease presumably communicable, until the expiration of the prescribed period of isolation for the particular communicable disease.”

We are committed to providing a strong, instructional program. Students admitted to Legacy Christian School shall be protected from influence negatively affecting their well-being and educational progress. Students with communicable disease could affect classmates adversely, if such pupils are allowed to attend classes. Therefore, we will exclude student applicants who are currently infected with live (active) viruses of illnesses of a communicable disease.

Distribution and Consumption of Medication

Faculty/Staff will not dispense any medication (including Tylenol, cough drops, etc.) to any child unless an authorized parent brings in the required medication and fills out an Over-the-Counter Medication Form instructing the school officials on all specifics. Over-the-counter or prescription drugs to be administered on a regular basis, need to be accompanied by a doctor’s note.

If a student is receiving any prescribed medication, it may be given at school only under the following circumstances:

- It must be prescribed medication in the original container
- The exact time the dosage is to be administered is stated in writing
- Written permission from the parent or guardian is given on the Prescribed Medication Form

Medications of any kind (including Tylenol) can be dispensed by the student. All medications must be turned into the office and are not permitted outside the office at any time.

In the event that students have need of immediate, on-hand medication (such as...epi-pen) a Prescribed Medication Form must be filled out. Students must also demonstrate to LCS administration that they are trained, able to self administer and able to self-manage medication.

Cough drops must be reported to teacher by parents.

Injury/Illness at School

Students who communicate illness/injury to their teacher will be referred to the school office. The illness/injury will be documented and will be communicated with a parent/guardian. A parent/guardian will be required to pick-up or arrange pick-up for their child in a reasonable amount of time, if the illness/injury is untreatable by the office or if the child’s illness is contagious.

In the event we are unable to reach the parent/guardian, we will then contact someone who is designated on the child's Emergency Contact form.

In the event of serious injury or illness, the school will contact 911 first. A parent/guardian will then be contacted and informed of event.

Important State Regulations/Information

Birth Certificates

LCS students are required to have a copy of their birth certificate on file in the school office before the first day of class.

Immunization Requirements

To enter into public and private elementary and secondary schools (grades Kindergarten through 12th), children under age 18 years must have the following immunizations:

Polio	4 doses at any age, but... 3 doses meet requirement for ages 4–6 years if at least one was given on or after the 4th birthday; 3 doses meet requirement for ages 7–17 years if at least one was given on or after the 2nd birthday.
Diphtheria, Tetanus, and Pertussis	Age 6 years and under: DTP, DTaP or any combination of DTP or DTaP with DT (diphtheria and tetanus) 5 doses at any age, but... 4 doses meet requirements for ages 4–6 years if at least one was on or after the 4th birthday. Age 7 years and older: Tdap, Td, or DTP, DTaP or any combination of these 4 doses at any age, but... 3 doses meet requirement for ages 7–17 years if at least one was on or after the 2nd birthday. If last dose was given before the 2nd birthday, one more (Tdap) dose is required.
Measles, Mumps, Rubella (MMR)	Kindergarten: 2 doses both on or after 1st birthday. 7th grade: 2 doses both on or after 1st birthday. Grades 1–6 and 8–12: 1 dose on or after 1st birthday.
Hepatitis B	Kindergarten: 3 doses at any age
Varicella	1 dose
Tdap Booster (Tetanus, reduced diphtheria, and pertussis)	7th grade: 1 dose on or after 7th birthday

Not Meeting Immunization Requirements

All immunizations must be current. In order to update your child's file, the immunization record from your doctor must be returned to the school office upon enrollment. Students who lack one or more required vaccine doses that are not currently due may be admitted on condition that they receive the remaining doses when due.

Health/Oral Assessment

Legacy Christian School must receive a Health Examination Form and an Oral Health Assessment Form for each student entering Kindergarten. These forms are available on our school website. A medical/dental professional will assist you in completing these forms.

Laws Regulating Child Services

Students needing reasonable accommodations for special physiological, physical, and/or behavior needs must have a Reasonable Accommodation Form filled out and signed by LCS Administration. Legacy Christian School will provide reasonable accommodations to the best of their ability depending on staff, cost, and facility.

Mandated Reporting

Due to the fact that we are a private Christian school, all alleged abuse will first be reported to LCS administration immediately upon notice.

LCS administration will advise action to be taken by the reporting staff member. In the event that reporting needs to take place with families and/or Child Protective Services, the reporting staff member will be responsible to do the actual report. LCS administration will support faculty/staff member in event of official reporting.

Sexual Harassment Policy

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

Definition of Sexual Harassment

“Sexual Harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress.
- Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or if creating an intimidating, hostile, or offensive educational environment.
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive, or obscene letters, notes, or invitations.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.

Employee-student sexual harassment is prohibited.

What to do if you experience or observe Sexual Harassment

Students who feel they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the Principal or Assistant Principal.

Students who observe conducts of a sexually harassing nature are also encouraged to report the matter to the Principal or Assistant Principal. All complaints will be promptly investigated.

Where to report Sexual Harassment

LCS Administration is authorized to receive complaints and to respond to questions regarding sexual harassment. Please contact the office at 925-439-2552.

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstance warrants.

Protection against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

Procedure for Investigation of the Complaint and for Taking Corrective Action

When LCS Administration receives a complaint, an investigation will be conducted. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassment shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to the appropriate disciplinary action up to and including expulsion or termination from Legacy Christian School. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Important Federal Regulations

FERPA Regulations

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Internet User Policy

When necessary, Internet access is available to the students of Legacy Christian School. We believe in the educational value this tool can offer to curriculum, research, and learning. In our effort to protect students and teachers from objectionable material and content, we have instituted the following Internet use policy:

1. It is understood that Internet access for students is a privilege, not a right. All users of the Internet agree to adhere to the following Code of Ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a positive example to fellow students and others I communicate with on the Internet. I agree to follow Legacy Christian School's Internet Use Policy; I also understand that any and all violations of this policy must be reported to the supervising teacher immediately. Furthermore, I will strive to apply Philippians 4:8 to my electronic communications:

**"Finally, brethren, whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, let your mind dwell on these things."
Philippians 4:8-9**

2. The Internet user is held responsible for his/her actions whenever using the Internet. Unacceptable uses of the Internet will result in the suspension or revoking of these privileges. Examples of unacceptable use include but are not limited to the following:

- Using the Internet for any illegal activity
- Degrading or disrupting system performance
- Vandalizing the data of another user
- Wasteful misuse of finite resources (ink, paper, etc.)
- Posting rude or inappropriate messages or images
- Posting information not meant to be made public, (home addresses, personal phone numbers or other personal information)
- Downloading viruses or attempting to circumvent virus protection programs
- Internet chatting, Instant Messaging, or the use of social networking sites when not curriculum based
- Violating the spirit of Legacy Christian School's philosophy and mission

School/Home Communication

Student Information Envelope

Kindergarten-2nd Grade

Every Wednesday students will be sent home with an envelope containing all school-home communications, including but not limited to the Behavior Update Form. Classroom teachers are responsible for ensuring that all applicable communications are inserted into the envelopes and dispersed to students by dismissal on Wednesday. Teachers are responsible for ensuring that all envelopes are signed and returned on Thursday morning. Teachers are also responsible for any communication that is returned from home and inserted back into the envelopes. Since student information envelopes are an important communication tool, merits will be taken away if students do not return their envelopes by Thursday of each week.

3rd - 8th Grade

- Parents can expect all school communications to be sent home on Wednesday.
- Students are responsible for delivery of all papers.
- Students are responsible for acquiring parent signatures on academic papers, tests/quizzes, forms (i.e. Behavior Update Form) as needed.
- Students are responsible for return of all papers/tests/quizzes and forms (i.e. Behavior Update Form) that require parent signatures.
- Students are responsible for managing their Wednesday envelope and papers.

- Since student information envelopes are an important communication tool, merits will be taken away if students do not return their envelopes by Thursday of each week.

Parents are responsible for checking in with their children every Wednesday for school-home communications.

General and Miscellaneous Information

Birthday Parties

If you wish to celebrate your child's birthday with the class, please contact your child's teacher in advance. Your child's teacher will inform you of the best time to celebrate your child's birthday.

Campus Visitors

All visitors to the school grounds must follow proper check-in procedures. To make arrangements for a visitor to come on campus, visitors must call the school with notification. All visitors must sign-in in the office and receive a visitor badge. Badges must be worn the entire time of visitation. Visitors may only occupy areas on campus which they have designated for their visitation. Visitors must sign out at the time of departure. Classroom visitations must be pre-scheduled with teachers and/or administration.

Change of Address and Contact Information

When families move during the course of a school year, change their phone number, or e-mail address, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year, please contact the school office to fill out new forms with current family information.

Chapel

All students will attend chapel on a weekly basis. Kindergarten- 8th grade students attend chapel every Monday. Chapel provides opportunities for students to participate in praise and worship and study God's word. Classes are responsible for a chapel presentation one time during each school year. Speakers at chapel also include local pastors, teachers, administrators, missionaries, and others.

This chapel time builds unity in the school as well as being a time of corporate worship unto the Lord. Parents are always welcome to attend chapel.

Lost and Found

Articles found by the teachers and students should be turned into the "Lost and Found". Check with office for the specific location. We will dispose/donate any articles not retrieved within a reasonable period of time.

Lunch

Students should be provided with a nutritional lunch daily. Teachers and staff will not be able to heat up food for students.

LCS offers a hot lunch program on designated days of the week. An order form is sent home monthly in your child's student information envelope.

LCS prohibits candy and soda during snack and lunch times. If a child brings candy or soda to school, it will be taken away and the soda will be replaced with water.

Messages

Students can receive messages at school by calling or e-mailing the school office. Office personnel will inform classroom teachers of the message. Messages will then be communicated to students.

Parking

Families may utilize the turnaround for quick drop-off and pick-up. Parents may not leave their car while in the drop off/pick up loop. If you need to leave your car please park in a designated parking spot. Junior High students will go directly to class no earlier than 8:00 a.m. Elementary teachers will be at the arrival area promptly at 8:25 a.m. to pick up students and escort them to their classrooms. Junior High classroom instruction will begin at 8:15 a.m. Elementary classroom instruction will begin at 8:30 a.m.

To expedite the morning and afternoon arrival and departure of students please adhere to the following guidelines.

- Please make sure your child has all his/her belongings together before entering the turnaround
- Parents are to remain in their vehicles; a staff member will assist your child/ren's entrance or exit.
- Drivers in the drop off/pick up loop are to remain in their vehicles.
- Parents are welcome to walk students to/from their line. Please park in the designated parking spots.

Publicity Release

From time to time the school will use photos/video clips of students taken during class, on the playground, or participating in various school functions for publicity purposes. Publicity Release is optional; whereas Parent/Guardian has the right to exclude their child from the above mentioned publicity options.

Volunteerism

Chaperoning

Parents/Guardians are always desired on our trips and events as chaperones. All chaperones must be on the child's emergency form, an adult (18+), and willing to help/supervise all students on the trip. In order to enhance supervision, chaperones may not bring siblings to events/trips. Chaperones are responsible for covering their own personal costs while on trips. Chaperones are expected to exemplify Christian living standards while on the trips/events. While we welcome innovative ideas chaperones are to respect and respond to LCS directions.

Classroom Activities

Parents/Guardians are always desired in our classes to assist with projects and activities. All classroom helpers must be on the child's emergency card, an adult (18+), and willing to help all students in the classroom. Parents are expected to exemplify Christian living standards while on the trips/events. While we welcome innovative ideas chaperones are to respect and respond to LCS directions.

Parents/Guardians may join their child's classroom in order to assist the teacher. Parents must arrange assisting days with teacher and check in with the school office to pick up a visitor badge before entering a classroom. Parent assistants must not disrupt the classroom environment and/or instructional time.

Event Planning and Facilitation

Parents/Guardians are always needed to help plan and facilitate school-wide events. These events foster unity between our faculty/staff, other families and the community. Planning will occur during our Parent Family Partnership meetings. Parents/Guardians are integral in acquiring the necessary provisions for the events, setting up, facilitating and reorganizing after events. Parents help to provide the heart and hands for the events that make our school a great place to learn.

Student Supervision

Parents/Guardians are always welcome to help facilitate student supervision on campus during the day. Student supervision opportunities include: recess/break supervision, lunch supervision, arrival supervision and departure supervision. Parents are integral in helping to teach and mentor our children's ideas about themselves and others during their time on campus- outside of the classroom. Parents/Guardians have the great opportunity to help the students learn to effectively communicate with each other, make good choices about what to do with their free time, foster good friendships, and be productive.