



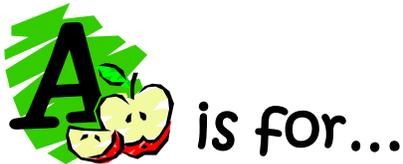
Legacy Leadership Academy

STUDENT/PARENT HANDBOOK 2016-2017

Honor Code

1. Be respectful of one another, property and self.
2. Be kind in all that you do.
3. Be responsible and accountable for your actions and choices.

Ashley Sofsian, Head of School



Absences

Students are expected to be in school each day unless ill or unable to attend due to an unavoidable circumstance. When a child is absent for any reason, the parent or guardian should notify the school of the reason for the absence or send a note explaining the expected absence. In order to code an absence as excused, the school is required to have a note from home within two days of the child's return to school. An absence of more than 3 consecutive school days due to illness will require a note from a physician in order to be considered excused.

The note should contain the following:

- Date(s) of absence(s)
- Specific reasons matching "lawful, excused absences"
- Signature of the parent/guardian

PLEASE NOTE: A written note from a parent does not automatically result in an excused absence.

Excused absences are: illness of student, death in the immediate family, quarantine, observance of a religious holiday, court or administrative proceeding.

Unexcused absences include, but are not limited to, oversleeping, car trouble, lack of water, heat, or electricity, inclement weather, babysitting, trips, etc. Five or more unexcused absences will result in a call from the Head of School.

Accidents

Parents will be notified of accidents needing medical or immediate attention. Parents must ensure that teachers and the office always have current emergency contact information.

After-School Enrichment Program

The Lions' Den (After-School program) provides programming for kindergarten-eighth grade students beyond the regular school day. The program offers a safe, nurturing, and enriching environment with a relaxed atmosphere and activity choices. Programming is designed to further the growth of children's social skills and to support academic achievement. Activities are planned daily to reinforce reading and math skills. There is time for talking with friends, playing games of strategy, physical and recreational activities, and reading. You may enroll in the ASLP by contacting our director, Juliana Angel, at jangel.legacylkn@gmail.com

Arrival Procedures

If you do provide transportation in the morning, carpool begins at 8:10. Please do not go to your child's classroom. Please remain in your car and let your child out of the car at the designated site. The arrival procedure will keep the traffic flowing in the morning. Selected staff members will be on duty to assist with the arrival procedures to ensure the safety of all students. Please have your child to school by 8:25.

Attendance

There is strong evidence of a direct correlation between good attendance and student achievement. Parents and guardians are responsible for seeing that their children attend school each day it is in session. Students are counted present if they remain in school until 11:45 a.m. or if they enter school by 11:45 a.m. and stay for the remainder of the day.



Birthday Celebrations

Birthday snacks or treats are permitted in the classrooms during lunchtime only and must be facilitated by the parent or guardian. Only store-bought/bakery cupcakes that include ingredient lists are allowed to be served to whole classes. We realize that social occasions occur and students want to extend invitations to their friends; however, party invitations will only be distributed if the entire class receives invitations.

Book bags

Please note that rolling book bags are not permitted at Legacy Leadership Academy for safety and storage reasons.



Classroom Cafe Expectations

We expect our classroom cafes to be a reflection of proper manners and courtesies taught and practiced at home. Because of the classroom café model, students are expected to display polite manners, use quiet indoor voices, and follow all cafe rules. Parents are welcome to enjoy lunch with their child in the classroom as long as it is scheduled according to the classroom teachers' requirements. **Please remember that anyone coming to eat lunch with his/her child must have supervised volunteer status.**

Student lunchboxes: No canned or bottled soft drinks are allowed.

Calendar

Your child's teacher may elect to use a shared class calendar as well.

Care of School Property

Students are expected to take good care of school property and to use supplies appropriately. Students will also have the opportunity to engage in the upkeep of our property through our environmental teams such as "Flower Power" and "Dumpster Dudes". Other teams may be formed as we grow and other needs emerge.

Cell Phones

All adult cell phone ringers should be turned off upon entering the school building or classrooms. To help ensure safety, please refrain from **cell phone use in the morning and afternoon carpool line**. Please see the section on **Technology Usage** for our student cell phone policy.

Change in Address or Phone

Please notify the office **and** your child's teacher if you move or change your telephone number during the year.

This is important information for us to have in order to keep emergency cards updated.

Change in Transportation

Parents are required to submit a transportation form (provided) to the school at the beginning of the year to indicate their child's morning and afternoon mode of transportation. Whatever method you choose, we ask that you keep it the same to avoid confusion for your child, teacher, and office staff. If you have a special circumstance that necessitates a change, please send a signed, dated, note with your child that day. **We cannot change a child's transportation without written notice from the parent.** An administrator must process all temporary changes to a student's mode of transportation. Always inform the office of any permanent change in your child's transportation.

Checking In and Out

It is very important that students remain in class for a full daily schedule. Tardiness and early dismissals interrupt the instructional time of all of our students. A student is tardy after 8:30 a.m. At that time, a parent or guardian **MUST** accompany the child to the office to sign in for the day and obtain a tardy slip. If a student must check out during the day, a parent or guardian must come to the school office to sign our register and we will then contact the classroom teacher to release the student. Please do not call and ask that a child wait for you in the office. Continued early dismissals will be referred to the school administrators. Children will only be released to individuals who are listed on the emergency locator card and can provide a valid form of identification. Please be sure to list the names of all relatives or friends who have permission to pick up your child.

NOTE: If early dismissal is necessary, we encourage pickup before 2:30 p.m. Carpoolers must be picked up by 3:20 p.m.

Child Custody

If there are special custody agreements for a child, the parent(s) should notify the child's teacher and principal by providing official court documentation. Otherwise, the school considers both parents to have equal access to children.

Communication Folders

Communication folders are sent home each Tuesday with important school information (student work samples, classroom newsletters, principal newsletters, PTA information, calendars, forms that may need your attention, etc.). Please take time to review these folders each Tuesday and return them promptly the following day with any required paperwork.

Common Core Standards

At Legacy Leadership Academy, students in kindergarten through eighth grade receive instruction in reading, writing, math, science/health, social studies, and the arts. The Common Core Standards (CCS) outline the competencies and objectives students should master at each grade level and are based on a philosophy of teaching and learning that is consistent with current research, exemplary practices, and national standards. The

Common Core State Standards are a set of standards that will be met through the Core Knowledge Language Arts and Core Knowledge Sequence programs. The Singapore Math/Math in Focus curriculum will meet the mathematical portion of the curriculum.

Computers

Students are allowed to “bring their own technology” to school provided it is in accordance with the school use policy.

Concerns

If you have questions that are specific to your child's progress or a classroom issue, please approach your child's teacher or appropriate staff member directly before bringing the concern to school administration. It is important to keep the lines of communication between parents and teachers open in order to ensure the best education for your child.

Conferences

Parent-Teacher conferences are an important component of your child's success in school. Specific conference days will be set aside during the school year for you to have private one on one time with your child's teacher to discuss progress, achievement and areas of concern. Our teachers work very diligently to make these conference times informative and productive. Please make every effort to attend and actively participate in this conference. Additional conferences may be scheduled by parents or teachers for students with special areas of concern or need.



Delayed Opening, Early Dismissal, or Cancellation of School

The Head of School and/or the Board of Education may suspend the operation of the school for particular days or portions of days in the event of emergency, hazardous weather conditions, or other conditions requiring the cancellation of classes. Notification will be available by 5:30 a.m. via media announcements – television and radio stations, the LLA website www.legacylkn.org, our Facebook page and email blasts. Parents are encouraged to listen to the television and radio reports if they anticipate the closing of school. In the event of cancellation, all afterschool programs for students will be cancelled. If weather conditions worsen during the day after children have arrived at school, local radio stations will make an announcement regarding early dismissal and you will receive notification from your child's teacher or Head of School informing you of Legacy's plan for early dismissal and/or cancellation of planned after school events.

Deliveries

Please have all packages, flower or balloon arrangements, or other items delivered to the front office in the main building of our campus with ATTENTION: LEGACY LEADERSHIP ACADEMY clearly marked. The office staff will then make sure it is delivered to the appropriate classroom. We occupy many different spaces on campus and for the safety and security of our staff and students all doors are to remain locked. Your child's teacher WILL NOT be able to allow a delivery person access to a classroom at any point of the day.

Discipline

The Legacy Leadership staff is committed to creating a positive school climate that is conducive to effective teaching and learning. Behavior and discipline are shared responsibilities of the home and the school. Our discipline model is aligned with the *Leader in Me philosophy of self-discipline and core handbook of expectations*. In addition, consequences for inappropriate behavior are clearly spelled out. **All students and parents should read and understand the discipline and code of conduct set forth by LLA administration and sign the pledge form in the back of the handbook agreeing to adhere to the guidelines established within, and return the form to the school.**

Dress Code

Students are expected to adhere to the standards of cleanliness and dress that are compatible with the requirements of a productive and safe school environment. A student's appearance, mode of dress, or condition of personal hygiene will not be permitted to disrupt the educational process or constitute a threat to the health or safety of others. Therefore, the following is included in our student dress policy:

- All students will report to school in the required school uniform unless otherwise specified by the Head of School.
- School uniform shirts can be purchased online via the school website and khaki and navy bottoms can be purchased from any vendor as long as they adhere to additional dress code policy. Jeans are only permitted on specified non-uniform dress down days.
- Students who choose to wear skirts, leggings/tights/socks should adhere to solid colors that coordinate with our school colors. (Navy, White, Gray, Burgundy)
- Short dresses, short skirts, or short shorts will not be allowed. Shorts and skirts must be fingertip length.
- Pants or shorts must be worn at the waistline. No underwear shall be revealed.
- Headgear, hats, or sunglasses are not to be worn on campus except for medical and/or safety reasons.
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Friday Dress-Down Days

Every Friday will be a "dress-down" day. The first Friday of the first school week will mark the "dress-down" procedures. First Friday of school jeans and a Legacy t-shirt can be worn. The second Friday of school will be our first "Dollar Dress Down Day." Students can pay \$1 and wear the outfit of their choosing. All proceeds from Dollar Dress Down days will be used for instructional materials for teachers' classrooms. These days will be on a rotating schedule.



Emergency Drills

Fire Drill: Fire evacuation drills are conducted once a month to provide building evacuation practice. Students are expected to follow their teachers' directions and quietly exit the building. Detailed exit directions are posted in every classroom.

Lockdown Drill: Lockdown drills are held several times throughout the year as practice for emergency conditions. Children are instructed to maintain an orderly environment in the event of a security threat.

Tornado Drill: Tornado drills are held in the spring. During the tornado drill, all students housed in mobile units are brought to a pre-designated area inside the building.

Students will receive specific instruction in all of these drill procedures prior to our first practice. Students will also receive instruction related to emergency situation procedures for areas outside of their traditional classroom; specifically, the playground, outside areas and special areas classroom. Evidence of campus practices will be kept in a log in the main office and are available for inspection upon request.

Emergency Locator Cards

The school annually updates all contact information on the Emergency Locator Cards. It is important that the information be accurate since time and accuracy are essential in emergency situations. Please be sure to complete all information on the front and back of the registration card. **The school can only release a student to individuals authorized by the parent/guardian on the emergency card.** Please list multiple names so that in the event of an emergency, we have a number of ways to help get your child the attention they require.



Field Trips

Field trips are a direct outgrowth of the instructional program. A [Field Trip Permission Form](#) must be signed in order for your child to participate in any off campus learning experiences. Please note, this is a blanket form covering every trip planned at Legacy. It allows your child to travel by Legacy bus, private contracted transportation or in a private vehicle with another parent or teacher to and from the event. Should you choose for your child to abstain from a particular event, you must notify your child's teacher and the Head of School in writing prior to the event so that appropriate arrangements can be made for an alternate activity for your student during the scheduled event. All fees for field trips will be covered through the \$140 Activity Fee collected at the beginning of the school year. All students are required to travel and remain with their class on field trips. The classroom teacher will notify parents when chaperones are needed for field trips. Younger siblings may not accompany parent chaperones on field trips. Unless otherwise instructed by the teacher, dress for field trips will be navy shorts and the white Legacy t-shirt.

Food Policy

Recent changes in society and our environment necessitate that we use foods in the classroom with a measure of caution. Increases in food-borne pathogens that can cause severe illness and a great increase in the number of children with potentially lethal food allergies dictate that care be taken with foods brought from home and eaten in school. The following cautions are to be followed in all schools in order to protect the health and safety of children and staff:

- Any food shared in the classrooms during the administration approved parties must be from an inspected commercial facility and must be labeled with its contents (Ex: Harris Teeter cupcakes, with a printed list of ingredients from the HT Bakery).
- Otherwise, only cupcakes purchased from outside vendors can be shared.
- Fresh fruit and vegetables may be shared, but must be thoroughly washed.
- Avoid using a knife that has been used to cut sandwiches with peanut butter, cheese, or meat, to cut anything else. Cross contamination could lead to allergic reactions or food poisoning.
- Products such as milk, cheese or fruit juice, which have not been pasteurized, may not be shared in the classroom or at school activities.

It is the parents' responsibility to provide information regarding food allergies to the teacher.

Formative Assessments

Formative Assessments are required for all students. Formative Assessments are designed to provide teachers with diagnostic information about students' mastery of objectives in the *Common Core Standards* (CCS) and to drive planning and instruction. These tests are designed by the LLA staff and are given to all students. These assessments are given on a more informal basis but are also used to plan for instruction.



Health

If your child has a chronic health problem (i.e. diabetes, seizures, asthma, etc.), please be sure to make the teacher and office staff aware of his/her special needs. Parents will be contacted by the classroom teacher if there is an accident at school or if a child has an elevated temperature. If, for medical reasons, it is inadvisable for a student to take part in physical education classes, games, or play outside during recess, written notification should be sent to the classroom teacher. As a general rule, we assume if students are well enough to attend school, then they are well enough to participate in these activities.

Homework

The primary consistent homework for students at Legacy Leadership Academy is sustained reading (30 minutes each night). Teachers will also assign mastered material for re-looping and opportunities to build upon their learning within the core subject areas. The total time spent on homework for kindergarten- third graders will be 30 minutes and 6th- 8th graders will spend no more than 60 minutes total on sustained reading and written assignments.



Illness

In the event of an illness, the parent or guardian should notify the school by phone. If you suspect your child has a communicable disease, please note that at the time of your call. If an illness occurs during the school day and a student must go home, a staff member will contact the parents first and then the emergency contact person. Any student leaving campus must be picked up in the office and the individual taking the student must sign the log book. If a child has an accident on campus, every effort is made to contact a parent to arrange for transportation home for further medical treatment unless a call for emergency services is warranted.

Instructional Schedule

Assessment information is consistently used to differentiate instruction in math and reading to provide curriculum that is academically challenging and appropriate for each child. Students participate in two hours of literacy instruction and approximately 90 minutes of math instruction daily. Teachers utilize thematic units and structured center activities to integrate science and social studies concepts. A variety of instructional strategies (including tiered assignments, anchor activities, and differentiated planning) are utilized by teachers to enhance the overall quality of instruction while

challenging students at appropriate levels. Students receive direct instruction in art, music, foreign language and physical education from special area teachers on a weekly basis.



Lost and Found

The Lost and Found area is located in the front office. Please clearly write your child's name on all personal belongings and uniforms. Sweaters, coats, hats, and lunch boxes are items that are frequently lost. These items are periodically displayed so students and/or parents can claim their belongings. Items not claimed at the end of the trimester are donated to a charitable organization.

Lunch Program

Students may either pack lunch from home or purchase through the hot lunch program. Parents will order hot lunches directly from vendor-provided site and they will be delivered to school each day. We do not provide utensils, napkins, or additional snacks and drinks. Please be thorough when packing so students aren't in need of items we cannot supply on-site.



Medication Policy

As a general policy, the school recommends that children receive medication at home whenever possible. If your child must have medication of **any** type given during school hours, **including over-the-counter medication**, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate time.
2. You may discuss with your doctor the possibility of giving your child the medication outside of school hours (before or after school).
3. You may take a *Medication Authorization* form to your child's doctor and have him/her complete the form. The doctor and the parent must sign it. **This form must be completed by the physician for both prescription and over-the-counter medications.** Prescription medicines **must** be brought to school in a pharmacy-labeled bottle which contains instructions on how and when the medication is to be given. When dosage or times change, a new pharmacy-labeled bottle must be obtained. Over-the-counter medications must be received in the original container and will be administered according to the doctor's written instructions. Please instruct your child regarding his/her responsibility in taking medication at school. All medications **must** be brought in by the parent or designee... Students **may not** bring their own medication to school.
4. School personnel will not administer any medication to students unless:
 - A Medication Authorization is properly completed.
 - The medication is in a properly labeled container.

To ensure that medications are given to students in the safest and most effective manner, there will be no exceptions to this policy.

Messages to Students

Necessary plans should be made with children before they leave home in the morning. In case of an emergency, call the school office and messages will be relayed to students during the school day.

Mid-Trimester Progress Reports

Students are on a twelve-week grading schedule. *Mid-Quarter Progress Reports* are issued midway through each twelve-week grading period to inform parents of their child's academic progress before final grades are issued. We encourage you to talk with your child and the teacher if problems are indicated on the report. Progress reports are to be signed and returned promptly. You will be provided with a signed copy of your child's report to keep for your records.



Newsletters

The *Lion's Ledger* is published weekly to provide school updates, outline upcoming events, share important information, and celebrate successes. It contains important news, volunteer opportunities, and student spotlights. Please make sure you are reading this each week to stay in touch with all the great things happening on our campus. Any supplemental items such as picture order forms, fundraiser packets and student work will be sent home via the Tuesday folder.

Nurse

There will not be a nurse on site to serve students at Legacy Leadership Academy. We will recruit parent volunteers to help assist our Office Manager with student health needs.



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Observing in Classrooms

Parents are welcome to observe an instructional activity in their child's classroom. Observations of classroom instruction must be prearranged with the classroom teacher and the Head of School. As a professional courtesy, all teachers are notified of observation times. A school administrator will accompany parents during the time of the observation to respond to questions related to instruction, daily routines, grade-level expectations, etc. While visiting, please remember that an observation visit is not the time to talk to teachers. If you wish to discuss a matter with your child's teacher, a conference should be scheduled.



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Parent Involvement

Parents are always welcome at Legacy Leadership Academy! We greatly appreciate the support and services that our parents provide. There are many ways to be involved both on and off campus. Please coordinate with your child's teacher or our Parent Ambassadors if you are interested in volunteering or have a special talent you would like to lend to Legacy.

Parking

Visitor parking is available in the grassy area beside our cottages. Please come to the front office after you park to sign in and receive your visitor's badge. You will not be allowed in a classroom without a badge. Safety and security are a top priority for us at Legacy! If you are only checking a child in or out of school, you may park in a space in front of the main building. **Please do not block the fire lane.**

Parties

Instructional time is valuable and is to be protected. Class parents that wish to "surprise" a teacher or class with a party or gift in honor of a special occasion will need to make a written request to the Head of School.

Physical Education Guidelines

Attire for participation in physical education consists of appropriate dress for safety, health, and motivational reasons. Elementary physical education requires students to have tennis shoes ("sneakers"-closed toe and heel). Slip-ons, heels, boots, and sandals (even sport-type sandals) are not safe and should not be worn on these days. Please dress your student in pants or shorts on physical education days.



Report Cards

Standard report cards are issued three times during the school year. You are encouraged to attend our fall conferences to meet with your child's teacher. You are asked to promptly sign and return the report. You will be provided with a signed copy of the report for your records.



School Spirit Day

Several themed spirit days will be scheduled throughout the year. All students and parents are encouraged to show their support!

School Supplies

A list of required student supplies is available in the front office. Parents are encouraged to replenish school supplies as needed to ensure that students are prepared for class. **Please note that rolling book bags are not permitted at LLA for safety and storage reasons.**

Snacks

Whenever foods are brought to school for personal snacks, choices that are low in sugar and fat content should be considered. The following are some healthy snack suggestions: pretzels, graham crackers, vanilla wafers, ginger snaps, carrot sticks, dried fruit, apple or banana slices, and cheese crackers.

Student Transfer

Please notify office personnel as soon as possible if your child will be transferring to another school. The teacher needs at least one day's notice to prepare transfer papers. All books and materials owned by the school should be returned.



Tardy Policy

Students will be marked late if they arrive after 8:30 a.m. Parents are strongly encouraged to make sure their children arrive in their classrooms by 8:25 a.m. By making sure your child arrives promptly for school, you are helping your child to develop a future work ethic that is also important in the work place. Legacy Leadership Academy **requires** that a parent accompany children who arrive after 8:30 a.m. to the office to sign in and receive a tardy slip. Tardy students will not be admitted to class without a tardy slip. Teachers are required to keep a record of tardiness. Five tardies constitutes one unexcused absence. Consistent tardiness will be referred to the Head of School. Guidelines for monitoring tardiness are aligned with the attendance policy.

Technology

The most current technology and software are available for student use and support in developing word processing skills, research skills, Internet use, and multi-media presentations. Our goal is to integrate technology into the curriculum to provide authentic learning experiences for all students.

Telephone Usage

Please bear in mind that the office telephone is primarily for school business. Students will not be permitted to use school telephones to ask parents to bring school supplies, homework, or money.



Visitors

Visitors are always welcome at Legacy. For the safety of our students, all visitors must report to the office upon arrival to sign in on the volunteer [log](#) and obtain a visitor's badge.

Volunteers

Volunteers are an invaluable component of our overall school success. Please consider a volunteer opportunity at Legacy that suits your schedule and comfort level. If you have an idea for a volunteer position you would like to fill, please send it to our Parent Ambassador Team so they can formulate a plan to see your idea implemented. All volunteers must register as such with LLA. The form only takes a few minutes to complete. Please note, this form will need to be completed EACH YEAR. Thank you in advance for sharing your time and your talents with our students and teachers. You are appreciated. Be on the lookout for a form from our Parent Ambassadors, Erica Mastay & Marcy Autrey.



Web page – School

Our school's webmaster frequently updates our school Web page. Our Web page includes current events, calendars, relevant links, staff and student resources and accomplishments, the Principal's newsletters, and other useful resources.

