

Legacy Academy  
Parent and Student  
2009-2010 Handbook

Kindergarten  
through  
Eighth Grade



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## I. WELCOME TO LEGACY ACADEMY

Welcome to Legacy Academy, a charter school developed under the “Charter School Act” (CRS 22-30.5-101) of the 1993 Colorado State Legislature. This act permits a school district to contract with individuals and organizations for the operation of a school within the school district. The school is part of the school district, but control of the day-to-day operations is given to the charter school staff, under the philosophy set forth by the Legacy Academy board of directors. This handbook is approved by the Legacy Academy board of directors to acquaint you with the educational philosophy and practices of Legacy Academy as well as to give you basic operational information that will be used throughout the year.

### **Mission**

**The mission of Legacy Academy is to guide students in the development of their character and academic potential through an academically rigorous, content-rich educational environment.**

Our mission is accomplished through a strong partnership with parents to create an environment which addresses the following four cornerstones – character, academic standards, life skills, and educational environment.

**Character** - Character education is an integral part of the Legacy Academy curriculum, woven daily into lessons and reflected in behavior expectations.

- There is a continual focus on Core Virtues, a Core Knowledge literature-based character education program. The Core Virtues taught includes (but not limited to) compassion, courage, honesty, respect and responsibility.
- The formal discipline program supported by classroom management plans promotes good citizenship and democratic social values. Students are expected to exhibit honor and integrity in personal behavior. Students are also expected to respect authority, accept responsibility, respect the rights of others, take care of their own property and be careful with the property of others. No student will be allowed to disrupt the education of others.
- Extracurricular options at Legacy promote character development, leadership, self-motivation, perseverance and service.

**Academic Standards** - Legacy Academy promotes student growth and excellence in order to achieve the highest academic standards.

- Trained and highly motivated staff utilize best teaching practices to maximize each student’s ability to comprehend, retain, and apply the curriculum and to develop analytical and critical thinking skills.
- The content-rich curriculum is structured to provide knowledge and skills in all academic areas so that learning builds on itself systematically from year to year. The Core Knowledge (K-8) curriculum provides an explicit sequence of grade-specific content that spirals through the grade levels becoming more sophisticated and detailed each successive year. (see ‘What is the Core Knowledge Sequence?’ below)
- The “back-to-basic” solid core curriculum includes mastery of basic skills in Language Arts (phonics based reading and spelling, grammar, composition, and penmanship), Literature, Mathematics (emphasis on math facts, computation, and problem solving), Geography, History, Science, World Language, Computer, Physical Education and Fine Arts (music and visual).

- The comprehensive curriculum programs used are Core Knowledge (K-8), Open Court, Shurley Grammar, Spalding, D'Nealian Handwriting, DOL, Saxon Math, and Step-Up to Writing.
- Legacy exceeds all State/District standards by challenging all students to work at their potential. Legacy maintains strict adherence to high expectations for all students. Legacy uses measurements, assessments, and data to drive instruction.

**Life Skills** - Legacy Academy promotes the development of life skills including communication skills, study skills, time management, passion for learning, analytical thinking, and academic focus.

- Students of all ages and abilities are brought together in the spirit of collaborative inquiry which provides our students with a concrete lesson on the benefits of working hard and achieving goals.
- Older students gain a sense of pride and accomplishment through their work as role models.

**Environment** - Legacy Academy promotes a safe environment that facilitates focused learning.

- There is a defined code of conduct and a safe physical environment.
- There is a defined standard of appearance and a regulated campus.
- Positive student/parent/teacher relationships are fostered.
- Extra-curricular activities are encouraged.
- Success in our rigorous academic program is dependent upon consistent student effort and completion of assignments.
- The faculty is a unified group of caring professionals focused on student achievement.

### **What is the Core Knowledge Sequence?**

The Core Knowledge sequence is a content specific, solid foundational curriculum that provides a detailed, explicit, and systematic sequence of grade-specific content that can be taught consistently year after year. The Core Knowledge sequence was developed by Dr. E. D. Hirsch to provide students with a rich vocabulary and broad knowledge base on which future instruction can build, broaden, and deepen. This core content is organized to spiral through the grade levels becoming more sophisticated and detailed in each successive grade. Teaching a common core of knowledge, such as that articulated in the Core Knowledge Sequence, is compatible with a variety of instructional methods and additional subject matters. The ultimate goal is to ensure that all children are given access to a complete knowledge base that assures later educational success, and makes them “culturally literate”. Core Knowledge supports the mission and purpose of Legacy Academy.

### **Curriculum Goals**

#### ***Academic.....to help each child:***

- Develop communication skills in language arts: listening, speaking, reading, reading comprehension, and writing
- Develop a strong foundation of the sciences and mathematics
- Develop an appreciation and knowledge of world history and American history and our country's heritage
- Develop an appreciation of his/her physical environment
- Develop good study habits
- Achieve his/her full learning potential and understand his/her personal learning style

#### ***Physical.....to help each child:***

- Develop habits of personal hygiene and healthful nutrition
- Develop coordination skills
- Develop an appreciation of sports through observation and participation
- Develop safety awareness

### ***Artistic.....to help each child:***

- Develop an understanding and enjoyment of art and its materials
- Develop a knowledge and enjoyment of a variety of musical expressions
- Enjoy creative expression through drama, musicals and interpretive readings
- Enjoy and participate in artistic experiences in the community

### ***Emotional and Social.....to help each child:***

- Recognize sense of self-worth
- Develop appreciation, compassion, respect, and courtesy towards others
- Experience success in group participation as a leader and follower
- Develop self-discipline, self-motivation, and responsibility as a way of life
- Develop the ability to meet change, uncertainty, and complexity with confidence
- Prepare for intelligent, responsible citizenship
- Respect property
- Develop problem solving and conflict resolution skills

### **Parent Involvement**

By enrolling your child at Legacy Academy, you have chosen to participate in a unique educational experience that actively involves both you and your child. Our school was established on the belief that parents are an important element in a child's education and that parent involvement is necessary for the success of both the children and Legacy Academy. The opportunities for your involvement in the school are abundant as well as diverse. Although we recognize that time is at a premium for every family in today's world, we ask the following from our entire parent population in order to ensure the continual success of Legacy Academy. The *Legacy Parent Participation Agreement* reads:

### ***I will demonstrate my commitment to Legacy Academy by.....***

- Ensuring my child will attend school on a regular basis. He/she will attend school unless he/she is unable to function at school due to illness. (Legacy's attendance goal is 95%). If my child must be absent, I will notify the office that morning.
- Scheduling vacation in conjunction with school breaks and holidays.
- Ensuring my child will be on time to school each day. Being on time is critical to minimizing interruptions to instruction and learning time for all children in a class.
- Providing my child with the necessary materials and time to complete assignments requiring library references, computer access and other research materials.
- Making sure my child has a quiet place to study at home and monitor homework assignments as needed.
- Seeing that my child is dressed properly in adherence to the uniform policy/dress code.
- Seeing that my child is dressed properly for the weather conditions during outside physical education classes, school activities, recesses, and field trips.
- Attending all conferences and communicating with my child's teacher(s) to monitor progress and to address questions and concerns as they occur.
- Arranging meetings with my child's teacher(s) at a convenient time to allow full focus on my individual concern. (Emailing is also a convenient method of communication with the teacher.)
- Reading and returning, on time, as requested, all informational materials sent home by the school and classroom teacher in order to ensure good communications.
- Cooperating with all school policies, especially in the areas of dress, discipline and academics.
- Attending at least one Governing Board meeting or PTO meeting per year.

### **Volunteer Policy**

Legacy Academy relies on parental involvement to ensure smooth daily operations.

- The school's charter expects each family to donate a minimum of 40 hours of volunteer time per year (4 hours per month); single parents, a minimum of 20 hours per year (2 hours per month).

Each family also has the option of giving \$10 to the school in lieu of one volunteer hour. Volunteer hours will be prorated for those families enrolling during the school year.

- Volunteers must stop in the school office before proceeding to their volunteer assignment. Volunteers will be given a volunteer badge.
- The PTO (Parent Teacher Organization) maintains the records of a family's volunteer hours. Forms to record hours are available through the PTO or the school office. Parents are encouraged to complete a form as they accrue hours and turn it into the school office. This should be done regularly throughout the school year.
- A variety of volunteer possibilities exist. Parents may also ask teachers for work that may be completed at home in order to meet the time expectations. Questions regarding committees and volunteer possibilities may be directed to the PTO or the school office. It is the parent's responsibility to seek out volunteer opportunities and it is the school's responsibility to make volunteer opportunities available and accessible. Participation in the following activities count as volunteer hours: Board meetings, PTO meetings, fundraisers, coffees and committee work. Siblings should not accompany volunteers in the classrooms, lunch room, or Library.

### **Parent Grievances**

Any and all parent concerns and grievances should be brought to the attention of the teacher. If, after consultation and discussion with the teacher, the parent feels the matter has not been satisfactorily settled, the parent may bring the matter to the attention of the Principal. If, after consultation and discussion with the Principal, the parent feels the matter has still not been satisfactorily settled the parent may make a written appeal to the Legacy Academy Board of Directors, requesting a hearing. The Board will respond in writing informing the parent if and when the hearing of the grievance will take place. Please be aware that the Legacy Academy Board members are in their official capacity when and only when they meet formally as a group. Individually (in the hallways, at games, telephone, etc) they are parents and discussing school business of a grievance nature with any parent is inappropriate.

### **Governing Board and Committees**

- Board meetings are held at the school on the second Tuesday of the month; agenda and time will be posted at the front door. It is here that the business of the school is discussed and school policies are formulated. These meetings are open and parent participation is encouraged. Board "work sessions" are held as needed; parents may observe work sessions but may not participate.
- Various committees are in operation as determined by the Governing Board; Meetings are scheduled by committee chairs. (Accountability, PTO, Future Planning, Fund Raising, etc.) Parents are urged to participate as committee members with the understanding that these committees serve as advisors to the Board or Principal, not as formal policy makers.

### **Publication/Communication – LEGACY LEDGER**

Legacy Academy will communicate with the school community weekly via the Legacy Ledger and the Communication Board next to the Office.

- School activities, meeting and other school related events will be published in the Ledger. Parents are asked to access the Ledger through the school website; a Ledger paper copy will be sent home only after the request form has been completed.
- No non-school event will be featured in the Legacy Ledger. However, the newsletter can highlight that there is information on a non-school event available on the Communication Board.
- All non-school related materials must be approved by the principal before posting on the bulletin board and will be dated and removed at the end of a two-week period. The office staff can be contacted to post such information.

Parents may communicate with the Board through their group email where all board members will see it at once. The address is: [legacyacademyBOD@gmail.com](mailto:legacyacademyBOD@gmail.com) You may expect an answer / response within 24 hours.

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## II. ENROLL / WITHDRAW PROCEDURES

### **Enrollment**

Parents who are interested in their students attending Legacy Academy should fill out a Letter of Intent. This places the students on our wait list. When an opening becomes available, that opening is filled using the following priorities.

1. Founding board member children
2. Staff children (admitted even if enrollment is full)
3. Siblings of current Legacy Academy students who reside inside Elizabeth C-1 district
4. Siblings of current Legacy Academy students who reside outside Elizabeth C-1 district
5. New students who reside inside Elizabeth C-1 school district
6. New students who reside outside Elizabeth C-1 school district
7. From March 1<sup>st</sup> through October 1<sup>st</sup> of each year, students will be accepted by Letter of Intent date **only** and be added to the bottom of the waitlist as they come in.
8. Legacy Academy reserves the right not to enroll new students during the spring enrollment process for the following school year.
9. Maximum class enrollment for grades K-8 is 48 students.

Within each of these priorities, students will have a secondary ranking by Letter of Intent date, with the earlier date given first opportunity to accept the position.

*Hold status* – When the parents of a student are notified that their child is being offered a slot, they must accept that slot within two business days if offered during the school year. Parents will have a week if notified during open enrollment time in spring for a position the next year. If a parent does not want the slot now, but wants to be on hold, the Letter of Intent date will be changed to the date they declined enrollment which effectively moves them to the bottom of the list.

*Sibling Status* - To qualify for the “Sibling Status” category, students on the waitlist must have a sibling that is currently attending Legacy Academy. Kindergarten students that have submitted a Letter of Commitment for the up-coming year do not qualify as an attending sibling until they are physically attending school.

### **Enrollment Information**

The school office keeps up-to-date enrollment information on each child. It is very important that we have correct contact numbers (parents’ cell, home, work, emergency numbers). In the event the school cannot reach a parent, we must have on file another phone number of an additional emergency contact.

Please notify the school immediately if you change your address, telephone or place of employment. This information is critical in the case of an emergency.

### **Non-discriminatory Enrollment**

Legacy Academy shall not discriminate in its admissions based on a student’s race, creed, sex, national origin, religion, ancestry, disability or need for special education services.

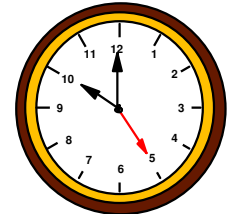
### **Withdraw Procedures**

Students being withdrawn from Legacy Academy must be checked out through the school office. If possible, please notify the school office in advance of a pending withdrawal. A *Letter of Withdrawal* form, available in the school office, must be completed before school records/grades can be released. Bills owed the school must be paid and all school property returned or the student may experience delays in record transfers.

### III. CARPOOL and ATTENDANCE

#### Office Hours and Arrival Times

- The school office will be open from **7:45 AM to 3:45 PM** Monday through Friday unless it is a school holiday, in-service day or half (minimal) day.
- Students are not allowed to arrive at the facility any earlier than 7:30 AM unless accompanied by an adult
- Elementary students arriving between 7:30 - 7:55 AM are to report directly to the cafeteria.
- Secondary students are to report to the east hallway before 7:55 AM.
- The elementary gate will open at 7:55 AM at which time parents and students may report directly to the classroom.
- School begins promptly at 8:00 AM.



#### Tardies

Tardiness is a form of absence and does interfere with a student's learning. Two or more tardies will result in the loss of the next dress of choice day. When tardiness occurs due to appointments, the office must be notified. Tardy students must check in the office to get a tardy slip to give to their classroom teacher and notify the office of lunch preference.

#### Early Departure

For security reasons students must be signed out by a parent or guardian before early departure from the school campus. Parents are encouraged to schedule appointments (medical, dental, etc.) outside of regular school hours.

In order to maximize end-of-day classroom instruction, we discourage parents from checking their children out of school 5-15 minutes prior to end of school. We work hard to ensure that even the last few minutes of school are used for meaningful instructional purposes. Additionally, early checkouts often disrupt the flow of afternoon carpool.

#### Pick-Up Times

Students must be picked up no later than **3:45 PM**. Those students in after-school tutorials or extra activities must be picked up at the completion of the activity. Siblings of students with after school obligations must be picked up by **3:45 PM** and may not remain on campus unattended. Consideration will be made for bad weather and road conditions. Documentation will be sent home and recorded in the school office as violations occur. **Continual disregard of this policy will be considered abandonment and proper authorities will be contacted.** Using the Before/After School Program should be considered.

#### Before and After School Program

Legacy Academy offers a Before / After School program for a nominal fee. The morning session will cost \$8 and the afternoon session will cost \$10. The program will run 6:30 to 8:00AM and 3:30 to 6:00PM. The program will provide a mix of structured and unstructured time for children before and after school. Detailed information about this program will be in the program handbook and the enrollment process will be completed with the program director. Contact the school for more information.

## **Carpools and Transportation**

Legacy Academy has no official responsibility for transporting children to and from school. For those who wish to have help in carpooling, the school has contracted with RideArrangers for carpool needs and availabilities. Employees are not allowed to transport children to and from school unless it is an arranged carpool situation before and after school.

All cars will receive a carpool number. The carpool number will be designated to each carpool group and will be used during student drop off and pick up. If there are two or more families belonging to one carpool group, and each family uses two different vehicles for student pick up, then the school will provide all vehicles with the same number card to be placed on the dashboard of your vehicles. The number should be placed on the dashboard so that the number is visible from the outside.

When a car arrives at dismissal time, that car's number will be communicated by walkie-talkie to the office; the office will use the phone intercom system to communicate the number to the classroom. In turn, the student hearing the number should move to the assigned location for car loading. Your child must listen carefully for his/her number and be ready to leave so that he/she does not hold up the line. Likewise, parents must be ready to "receive" the children. The line cannot be held up if, for example, a child gets in the car and realizes he/she has forgotten something. The car should continue through the line and park to take care of the concern.

Parents should be extremely careful and alert in the pick-up/drop-off lane. Be courteous and follow the directions of the staff as they direct you through the traffic pattern. ***DRIVE SLOWLY.*** Parents must know the drop-off and pick-up traffic patterns and follow the instructions of Legacy Academy "carpool personnel". Parents may not park in front of the school during carpool times.

## **Late Start and School Closure Procedures**

The automatic call system will be used to notify parents of a delayed start. Television and radio stations will also announce a 9:00 AM start for Legacy Academy. Please do not drop off your child until **8:45 AM**. There will not be staff available for supervision and Legacy Academy can not be responsible for unattended students dropped off on a late start or a school closure day.

During severe weather the automated call system will be used. You may also keep your radio or TV on for announcements regarding emergency school closings or delayed openings. Announcements are made on 850 KOA and the major Denver television stations and their associated web-sites. The first broadcast is made between 6:00AM and 6:30AM and periodically thereafter until 9:00 AM. Legacy Academy will be listed separate from Elizabeth C-1 Schools.

## **Attendance**

Legacy's attendance goal is 95% which equates to missing no more than eight days of school a year. Attendance will be monitored monthly; if your child's attendance rate falls below 90% you will be contacted by the school. The school may require a doctor's note for excessive absences. We want to assist you in improving your child's attendance. Absences and tardies can impede the learning program for the absent student as well as the rest of the class. If the student's attendance rate does not improve or falls below 85%, the school will set up a meeting with the student and parents to establish an Attendance Contract with the family, which will create a plan to assist the child in improving attendance.

Regular attendance is important to ensure achievement in school. We discourage vacations, trips, doctor appointments, etc., when school is in session; traveling out of town and missing school days is also discouraged unless there are special circumstances warranting the absence. When an absence is unavoidable, the student is responsible for any makeup work during the absence. Parents must submit a written notice to the principal (and teacher) two weeks prior to an extended absence. (see *Extended Absences* below)

In most cases, make-up work will only be provided following a student's absence, NOT BEFORE, as it is difficult to organize work before it is assigned. However, it is helpful to both the student and the teacher to make arrangements prior to the absence regarding the details for the completion of make up work. Final exams, tests, and quizzes will only be administered after the student returns to class. (see *Makeup Work* below)

Students absent from school the day of a scheduled after-school or evening sponsored activity/event will not be allowed to participate in that activity/event.

### **PE Attendance**

If a student is to be excused from the PE program for short periods of time due to illness or injury, a note of explanation should be sent to the teacher. If a student is to be excused from a PE program for an extended period of time (two days or more) due to illness or injury, a doctor's note of explanation is required.

### **Notification of Absences**

Please call the school office to report absences. If your child is going to be absent more than one day, you may make note of that on the first day's call. If you anticipate only one day's absence and it turns out to be longer, you should call the office each successive day. When an absence has been called in, it is not necessary to send a note upon the student's return to school. Please do not have your child or a sibling call to report the absence. The parent or guardian must make the absence call. An absence is unexcused until a parent or guardian calls. All calls should be made within 24 hours to enable the office staff to effectively record attendance.

Please give the following information when you call: **(303-646-2636)**



1. Month and day of absence being reported
2. Student's full name
3. Student's grade
4. Reason for absence
5. Person reporting the absence

Parents are asked to request make-up work by **9:00 AM** for Elementary students. The office will then inform the teachers to send the absent child's work to the office by **3:00 PM**.

Middle school students must be absent for 3 consecutive days before requesting homework through the office. Makeup work from short term absences may be obtained from a fellow student or by contacting the teacher via email.

### **Excused, Unexcused, and Extended Absences**

- *Excused Absences* are those absences resulting from temporary or extended illness, injury, or physical, mental, or emotional disability; family emergencies; absences excused by the principal through prior written requests made by parents or guardians; and absences which occur when a student is in the custody of a court or law enforcement authority.
- *Unexcused Absences* include those resulting from truancy, disciplinary action, suspensions and expulsions, or unexcused by the parent and/or principal.

- *Extended Absences* due to family excursions, etc., should be discussed with the principal and the child's classroom teacher(s) well in advance. Make-up work and alternative assignments, and the schedule for their completion upon the child's return can be devised to minimize negative effects on academic learning. Extended absences should be communicated to the principal's office in writing a minimum of two weeks prior to the planned absence.

### **Makeup Work**

- For all excused absences, makeup work must be done within two days for every one day missed. Each day late thereafter work will be penalized before it is graded as follows: 10% off each day for grades K-5 and 25% off each day for grades 6-8.
- Students with unexcused absences are responsible for work missed. Make-up work will receive the grade of N/C (No Credit) if the teacher determines the quality of the work reflects satisfactory effort. (N/C will not adversely affect the student's grade.) Students who fail to meet the satisfactory conditions for an N/C grade or who choose not to complete the missed work will receive zeros which **will** adversely affect the grade.

## IV. GENERAL POLICIES

### Pledge of Allegiance

The *Pledge of Allegiance* will be recited school wide on a daily basis.

### Fire and Emergency Drills

Fire and emergency drills will be conducted throughout the year to prepare students in case of an emergency. These drills are conducted in conjunction with the local authorities. Detailed evacuation procedures are outlined in the staff handbook.

### No-Rescue Policy

Legacy Academy works to train and educate our students towards self-reliance. Thus, we do not allow students to call home and ask parents to bring in homework, projects, and calm upset feelings or arrange sleepovers, etc. Because we value the educational time entrusted to us, teachers will **release students to the office to ask to use the phone only in emergency situations.**

During the school day, the need for a student to use the office telephone will be assessed using the following procedures:

- The teacher will ask the student why he or she wants to use the phone. Care will be given to assess the student's issue.
- If it is determined that the student should work through the issue without calling home, the teacher will discuss what resources are available at school to help the student.
- When it is determined that the student is able to manage the issue, the student will work through the issue without calling home.
- If it becomes clear that the student will not be able to function at school, the call can be made. From experience, however, it is not expected that this will be the typical result.

### Monday Folders – Weekly Papers and Monthly Communication

Every classroom teacher, including specials, and ability-group teachers in all grades are expected to send home graded papers each week in the Monday Folder organized by the classroom teacher for grades K-5.

Teachers are encouraged to use the following weekly plan for Monday folders:

- Papers are graded (according to completion, correctness, improvement, participation, etc.) as soon as possible after the work is completed. Rarely, if ever, should graded work be returned to the student "outside" the week it is assigned and completed.
- Graded papers are returned to the student and reviewed. Teachers may require students to correct their work to improve the student's understanding of what they missed.
- On Monday, all papers for the previous week will be placed in the student's folder to be sent home that day. Teachers may wish to have parents sign that they have seen the papers.
- Teachers may use this weekly opportunity to communicate in writing individual concerns or highlights. To minimize time, it is recommended that the teacher draft a brief form/checklist for this purpose, complete it, and staple it on top of the stack of graded papers.
- Specials and ability group teachers should arrange a system with classroom teachers to "feed" their students' graded work into the Monday Folder.
- On the first Monday of the month each kindergarten through fifth grade teacher is to send home a newsletter in the Monday Folder. (Secondary teachers can publish "news" and in the Legacy Ledger.) The purpose of the classroom newsletter is to communicate on a regular basis, academic (test dates, spelling lists, assignment expectations, deadlines) and social information regarding the classroom.

## **Lockers and Backpacks**

A locker will be assigned to students in grades 6-8 at the beginning of the year. Lockers should be used to store only **necessary** supplies, textbooks, and personal items. All items should be organized to fit into the locker with the door completely closed and with a lock securing the door. A combination lock must be used to secure belongings in the locker during class time. The combination or a second key must be given to the office to prevent the need to cut a lock off a locker.

No student may use or tamper with any locker that is not assigned to him/her. The lockers are the property of Legacy Academy and may be inspected at any time. Any improper use of lockers may also result in strikes or other disciplinary action.

Due to space limitations in the hallways and in the classrooms, backpacks are not allowed to be carried to and from classes. Students may use backpacks to bring books and other supplies to and from school. Backpacks must be left in the student's assigned locker during school hours. Only a small gym bag may be left on the tops of lockers. Any other personal items left on the tops of lockers may be discarded at any time. Backpacks with wheels are no longer allowed at school for this reason.

It is the student's responsibility to maintain the organization of his/her assigned locker. Everything necessary for school should fit into the locker. If you are having difficulty fitting your belongings into your locker, please see a teacher for assistance.

Locker maintenance recommendations:

- Line books vertically on the bottom of the locker as you would on a book shelf. (Horizontal stacking causes books to fall out)
- For students with several books, a locker shelf can be used for extra book space.
- Backpacks, coats and other belongings can be hung above the books.
- A pencil case is recommended for storing pencils, pens, erasers, calculators, rulers, and other supplies. Many pencil cases are designed to be kept in a three ring binder.
- Do not store excess supplies such as reams of notebook paper or note cards in the locker. Store it at home and replenish your supply only when you run out.
- Locker decoration is not a priority. We value student expression, but the locker's first priority is for storing supplies.

## **Messages for Students**

The school will be happy to get a message to your child as long as it is received no later than 2:45 PM. The school asks, however, that messages to children be limited to those considered an emergency. Please be aware that the office staff and volunteers are completing end-of-the-day tasks beginning at 2:45 PM and may be unable to deliver messages received after that time.

## **Parents Out of Town**

If you will be out of the area and leaving your child (ren) with another person, please send a note to the school office giving the name, address and phone numbers for the temporary guardian. Also include permission for this person to check your student out of school. Please note the length of time you will be out of town. The school office will hold all information in confidence.

## **Parents and Visitors on Campus**

Legacy Academy is a closed campus. Visitors/Parents must check in at the school office. Parents who regularly walk their child to the classroom in the morning and/or pick their child up at the classroom door after school will need a parent badge. This badge will help ensure

that only parents are entering the building and increase the safety of Legacy Academy students. In addition, parents wearing badges will not need to sign in during the drop off and pick up time.

Friends and/or relatives may not attend school for the day, unless approved in advance by the principal. These types of visits can become disruptive to the educational process and are generally discouraged.

Parents of Legacy Academy are invited to visit their children's classes at any time, though it is recommended the parent communicate with the classroom teacher in advance. Teachers can then make arrangements for parent participation or notify the parent if there is a conflict with specials or other planned activities.

### **Socials for Grades 6-8**

School sponsored dances cannot be scheduled on school nights and cannot be scheduled to exceed 11:00 P.M.

- During a social students are the responsibility of sponsors and the school. Students must remain in the required area and are not allowed to go to the playground or other parts of the building. Students who leave a social will not be allowed to return. Parents will be notified if their child has left the activity early.
- Home school students that are associated with our school must have prior approval to attend a middle school social.
- Students must dress appropriately and behavior must remain appropriate; if either dress or behaviors are determined to be inappropriate, then the parents will be called and the student will be sent home.

### **Field Trips**

*Academic Purpose:* Legacy Academy encourages its teachers to supplement and enrich their subject matter through the "hands-on" experience a field trip can provide. Field trips are to be viewed as an extension of the daily learning taking place in the classroom. When possible, field trips should be planned to provide experiences in more than one Core Knowledge (CK) content area or to support the mission of Legacy Academy. The proposed field trips should be spaced throughout the school. Most field trips take place during the regular school day and are limited to distances that can be covered during school hours.

*Field Trip Attendance:* If the parent chooses not to have their child attend a field trip, then a written excuse should be submitted to the teacher. The general guideline for field trips is one in the fall and one in the spring; there will be more flexibility in regards to the number of field trips planned for secondary students. Any student on a behavior plan will not be permitted to attend field trips. Students must be academically eligible at the time of the field trip to be able to attend; the ineligible students will be expected to attend school to work on missing work or failed classes. Any paid trip fee will not be returned if a student becomes ineligible.

*Safety:* Student safety on a field trip is a priority.

- All parent drivers must be preauthorized through the office five business days prior to the field trip. Authorization includes (but not limited to) current drivers' license and specific insurance coverage. See the office for the insurance specifications.
- Parents helping with the transportation for any school-sponsored activity must have seat belts or safety restraining devices for each person riding in the vehicle. Students must use their seat belt for the length of time they are in the car.
- Sponsors and chaperones should acquaint themselves in advance with those students who have medical conditions, which may need emergency care.

- The classroom teacher must accompany the group and adequate male/female supervision should be provided.
- Sponsors and chaperoning adults are expected to exercise good judgment at all times (appropriate language, no smoking while driving, no cell phone use while driving).

*Responsibilities of Chaperoning Parents:* Parents play an important role in making a field trip successful. The following points need to be understood by parent chaperones:

- The classroom teacher is the final authority for all field trip preparations including schedules, student discipline, and learning objectives.
- Chaperones are required to remain with their assigned group for the duration of the field trip unless other arrangements have been made with the classroom teacher.
- Situations involving student discipline should be reported immediately to the classroom teacher.
- Since the field trip is viewed as an extension of the regular classroom, all Legacy Academy discipline codes apply.
- Younger siblings are not allowed to accompany the parent on any field trip (see below).

*Parent and Sibling Attendance:* Parents who offer to supervise on a school field trip must understand that their full attention is needed to ensure the students' safety. Therefore, siblings are not allowed on school field trips.

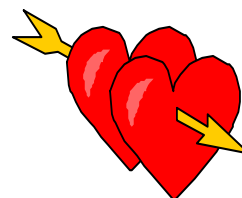
If a parent insists on coming and bringing siblings, it will be considered by Legacy Academy as a family trip. The parent, Legacy Academy student and siblings will not be considered an official part of the field trip. The Legacy Academy student should stay home that day and all arrangements and expenses should be handled and paid for by the parent, independent of the school. During the field trip, the school will have no responsibility for the Legacy Academy student and the parent will not be given any responsibility for any other Legacy Academy students.

### **Holiday Observances**

Legacy Academy will acknowledge the place of holidays with religious origins in our national, social, and cultural life. Diversity is a hallmark and strength of our nation. Teachers and administrators will excuse students who do not wish to participate in holiday events. Acknowledging religious holidays serves the academic goal of educating students about history and culture as well as the traditions of particular religions within a pluralistic society. School concerts that present a variety of selections may include religious music. Any dramatic productions or school parties should emphasize the cultural and historical aspects of the holiday.

The staff and students at Legacy Academy will observe Christmas and Valentine's Day. There will be no observance for Halloween and students are not to come to school in costume on that day. Rooms and bulletin boards may be decorated and worksheets with a specific holiday emphasis may be used at the discretion of the teacher.

Parents should discuss any holiday observance concerns privately with the teacher. If a concern still exists, then contact the principal. Parents are requested to notify their child's teacher at the beginning of the year if they do not wish their child to participate in parties or a particular holiday, seasonal or cultural observance.



## V. MEDICAL

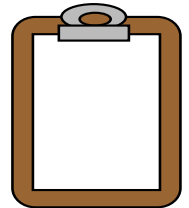
### **Accidents**

All accidents which occur on the school grounds must be reported to the school office. Students will receive care consistent with the severity of the injury. Minor abrasions and bumps will be cleaned and bandaged. Parents will be notified immediately when major accidents occur. The fire department will be summoned in more serious situations.

### **Clinic**

The person attending the office provides coverage for the clinic. Parents should bring special health problems to the attention of the child's teacher and the office personnel.

The purpose of the clinic is only to provide first aid and to screen students complaining of illness. It is imperative that someone be available and prepared to pick up your child in the event of illness or accident. A sick student must be picked up within 30 minutes of the school's contacting the parent or a designated adult. The school does not have the space or the staff to keep students who are contagious or are unable to participate in the academic program. If your child shows signs of illness at home, please take the time to assess their situation. Any child with a temperature of 100 degrees or above, coughing excessively, or experiencing nausea or vomiting, should be kept home.



### **Medication Policy**

No student may keep medication with them except in the cases of a physician's letter stating that it is necessary for the student to keep the medication on his/her person (asthma inhalers & EPI pens). The parent must provide a statement indicating they will accept all responsibility if their child, or any other student becomes ill because of misuse of the medication. All other policies concerning possession of a controlled substance apply.

All prescription medication and over-the-counter medications (including cough drops) that have an excessive dosage warning should be sent to the clinic with a completed medication form. No medication will be dispensed from the clinic unless a completed form is on file. Medication may be given legally only by school personnel who have been trained by a registered nurse.

Medication must be in its original container, properly labeled with name of drug, student's name, and dosage, time of administering, physician, and current date.

### **Student Health Care Information**

The school office maintains health information for each student. A form must be completed each year; please keep the information up-to-date on these forms. The school uses the forms to contact you in the case of an emergency. Your signature on the form is critical as it allows the school authorization to secure medical attention/aid for your student in an emergency. All information on the forms will be held in confidence.

### **Immunization Requirements**

Colorado law requires Legacy Academy to have on file at the time of school entrance certification stating that students have received immunizations against communicable diseases as specified by the Department of Health. Exemptions from this ruling are listed below. Transfer students will be given 14 calendar days from the date of enrollment to submit a complete Certificate of Immunization or Exemption.

MINIMUM NUMBER OF DOSES REQUIRED FOR CERTIFICATE OF IMMUNIZATION  
Kindergarten through Grade 8, 2009-2010

VACCINE	Number of Doses	(5-18 Years of Age)
		<i>Vaccines administered ≤ 4 days before the minimum age are valid</i>
<b>Pertussis</b>	5/6	5 <b>DTaP</b> or if dose 4 was administered ≥ the 4 <sup>th</sup> birthday, the requirement is met. (DTaP is only licensed for children under 7 years of age). 1 <b>Tdap</b> for students entering 6 <sup>th</sup> , 7 <sup>th</sup> , 10 <sup>th</sup> and 11 <sup>th</sup> grades. (Tdap is only licensed for students 10 or 11 years of age and older).
<b>Tetanus/Diphtheria</b>	3 to 5	5 <b>DT</b> or if dose 4 was administered ≥ the 4 <sup>th</sup> birthday, the requirement is met. A student 7 to 9 years old who has had only a 2 doses of DTaP or DT (before the age of 7 years) can meet the tetanus/diphtheria requirement by receiving a dose of Td if it is given ≥ 6 months after the 2 <sup>nd</sup> dose. ( <b>Tdap</b> can be given to students ≥ 10 or 11 years to complete the tetanus/diphtheria requirement).
<b>Polio</b> <i>A laboratory test showing immunity is acceptable.</i>	4	If the 3 <sup>rd</sup> dose was administered ≥ 4 <sup>th</sup> birthday, only 3 doses are required.
<b>Measles/Mumps/Rubella (MMR)</b> <i>A laboratory test showing immunity is acceptable.</i>	2	For school certification, the 1 <sup>st</sup> dose cannot be administered more than 4 days before the 1 <sup>st</sup> birthday. The minimum interval between dose 1 and dose 2 is ≥ 28 days.
<b>Varicella (Chickenpox)</b> <i>Documentation of disease from a health care provider (physician, RN or PA) is required or a laboratory test showing immunity is acceptable.</i>	1 or 2	For school certification, the vaccine cannot be administered more than 4 days before the 1 <sup>st</sup> birthday. 2 doses are required for children entering K and 1 <sup>st</sup> grade. 1 dose is required for 2 <sup>nd</sup> thru 8 <sup>th</sup> grades.
<b>Hepatitis B</b> <i>A laboratory test showing immunity is acceptable.</i>	3	However, the 2-dose series is acceptable for ages 11-15. 2 doses can only be accepted using the approved vaccine for the 2-dose series with proper documentation (name of the vaccine, dosage, dates, and interval).

**You must provide one of the following to your child's school in order to comply with the law:**

1. A completed Certificate of Immunization certifying that the student has received minimum immunizations as indicated above.
2. If a student's Certificate of Immunization is not up to date, the parent, guardian, or emancipated student has 14 days after notification to provide documentation that the next required immunization was administered and submit a written plan for completion of any additional required immunizations. If the plan is not completed, the student shall be expelled or suspended from school for non-compliance. Exception to this is a shortage of vaccine.
3. Statement of Exemption to Immunization Law printed on the reverse side of the Colorado Department of Public Health and Environment Certificate of Immunization:
  - a) a **medical** exemption signed by licensed physician stating that the student's physical condition is such that immunizations would endanger life or health or is otherwise medically contraindicated; or
  - b) a **religious** exemption signed by the parent, guardian, or emancipated student that the student adheres to a religious belief opposed to immunizations; or
  - c) a **personal** exemption signed by the parent, guardian, or emancipated student that the student adheres to a personal belief opposed to immunizations.

**Immunization requirements will be strictly enforced for all students.** Students who do not meet the requirements will be denied attendance according to Colorado Revised Statutes 25-4-902. To learn where to obtain immunizations free or at low cost call the Family Health Line at 303-692-2229 or 1-800-688-7777.

## VI. ACADEMIC STANDARDS

### **Report Cards and Parent Teacher Conferences**

Legacy Academy will issue report cards at the end of each quarter. At the end of the first and third grading periods there are mandatory Parent/Teacher conferences. Drop-in conferences are often hurried and lack privacy and preparation. Both parents are expected at these conferences if at all possible. Report cards are issued at these conferences. At the end of the second and fourth grading periods, report cards will be sent home with the student or by mail.

### **Permanent Records**

The Family Educational Rights and Privacy Act (FERPA) require schools to notify parents and eligible students (age 18) annually of certain rights with respect to educational records.

- Parents have the right to inspect their children's education records. The school may charge a fee for copies.
- The school reserves the right to have the parent review done in the presence of a designated Legacy Academy employee.
- Parents have the right to request that a school correct records which they believe to be inaccurate or misleading. Parents may request a formal hearing or place a statement with the record if the school decides not to amend the record.
- Generally, schools must have written permission from the parent to release information from a student's education record. FERPA does allow schools to disclose records, without consent, to certain parties (school officials, transferring schools, audit officials, financial aid inquirers, judicial, state/local authorities)
- Schools may disclose, without consent, "directory" information (name, address, date of birth, telephone number, attendance dates, etc.). However, schools must inform parents about directory information and allow parents a reasonable amount of time to request that the school not disclose directory information.
- For further information you may call (202) 260-8339 or contact Family Policy Compliance Office, US Dept. of Education, 400 Maryland Ave. SW, Washington, DC 20202-5920

### **Grading Scale**

Kindergarten through Second Grade		Third Grade through Eighth Grade	
E	Excellent Progress	A (90-100)	Exceptional Progress
G	Good Progress	B (80-89)	Above Average Progress
S	Satisfactory Progress	C (70-79)	Average Progress
N	Needs Improvement	D (60-69)	Below Average Progress
		F (below 60)	Unsatisfactory Progress

### **Promotion and Retention**

Legacy Academy is committed to helping students achieve their potential. In some cases, advancing students to the next grade level may not be in the best interest of the student. Legacy Academy staff and the administration will decide promotion and retention of students. Promotion is to be viewed and determined on two levels: academic performance including demonstrated skills / abilities and emotional / social readiness.

*Elementary:* An elementary student will be considered for retention if academic achievement results in three of the five core subject areas (reading, language arts, math, science and social studies) are below a “C” average or below an “S” average.

Retention decisions will be based upon:

1. Documented information including anecdotal, informal, and formal evaluation and testing
2. Maturity of the student, the development of social skills and coping skills
3. Developmental and achievement test scores
4. Report card grades

If the teacher is considering retention of a student, the parents and the principal should be informed verbally and in writing no later than the third quarter. However, it should be emphasized that concerns should be shared as soon as possible so that all involved can work towards developing interventions to assist the child in successful academic growth.

*Middle School:* A middle school student will be considered for retention if they fail 3 or more of the following five core subject areas: reading/writing, language arts, social studies/history, math, and science. Additionally, a student’s skills and abilities are critical components when determining the need for possible retention. Areas to consider are personal organization, completion of assignments, quality of work, peer relations, and personal maturity. The emphasis at the middle school level moves away from teacher/parent responsibility towards student responsibility so that each student will be prepared to manage his/her appropriate level of responsibility in high school.

Notification of the possibility of retention should be made, in writing as well as verbally, to parents of a middle school student and to the principal as soon as possible but no later than the third quarter. This makes it possible for more intensive work to be done in the fourth quarter (or sooner) that may improve grades.

### **Individual Tutorial**

All classroom teachers will be available for individualized instruction from 3:30 to 4:00P.M., Tuesday, Wednesday, and Thursday. When the teacher deems this intensive “one on one” remediation necessary, elementary parents will be contacted at least one day in advance to make arrangements for late pick up. Secondary students are expected to notify parents of needed tutorial sessions. The teacher determines if tutorial “drop-ins” are allowed.

**Semester Exams:** Semester testing shall be held as scheduled and shall be given during the last week of each semester; semester tests will be cumulative for grades 6-8 and will be 10% of the semester grade. A testing schedule will be available to the staff and students. It is recommended that no evening or night activities be scheduled during the semester test schedule.

**Honor Roll:** The honor roll will be published at the end of each quarter for grades 3-8. All classes count toward semester honor roll calculation. An ‘A’ honor roll and an ‘A/B’ honor roll will be calculated.

### **Homework Policy**

Homework enhances and reinforces what is being taught in the classroom so that each child has an opportunity to become proficient, if not excel in all subjects. It is also recognized that there is a dynamic balance between school work, extracurricular activities and family life.

While the following are approximate times that students might spend doing homework, it needs to be recognized that students work at different paces and have different learning styles. If there is ever a concern with homework, the parent should take this up with their

child's teacher(s). Discretion and flexibility are given to all teachers within these time frames, especially at the secondary grades.

It is expected that graded homework will be returned to the student within the week. Typically there are no new assignments given over breaks, but the option will be left open to allow students to work on homework or projects.

Kindergarten and 1 <sup>st</sup> Grade	Assigned homework is to be approximately 5-20 minutes
2 <sup>nd</sup> and 3 <sup>rd</sup> Grade	Assigned homework is to be approximately 20-30 minutes
4 <sup>th</sup> and 5 <sup>th</sup> Grade	Assigned homework is to be approximately 30-60 minutes
Middle School	Assigned homework is to be approximately 60-120 minutes

### **Special Education and Related Services**

Legacy Academy is equipped to provide special education services to students with mild to moderate needs. Services are provided by Legacy Academy special education teacher(s) and the Elizabeth School District's special education team. The team includes, but is not limited to, an educational consultant, nurse, speech therapist, psychologist, language diagnostician, and a social worker. Staffing referrals and requests for evaluations are made through the Response to Intervention (RTI) process. A student may be referred to RTI by either the school or a parent. Questions about these procedures should be directed to the classroom teacher or the RTI coordinator.

### **IEPs / ILPs / ALPs**

Individual Education Plans (IEPs) and 504 plans address academic, behavioral, or physical needs for students who have qualified for these services. The documentation and coordination of IEPs are the responsibility of the special education teacher. The classroom teacher should know the IEP goals and contribute daily to their implementation. The documentation and coordination of 504 plans are the responsibility of the classroom teacher and 504 coordinator.

Individual Learning Plans (ILPs) are required by the Colorado Literacy Act for students reading below grade level. A body of evidence (CSAP, DIBELS, QRIs) will be collected by the teacher at the beginning and end of the school year to determine reading progress. ILPs are to be completed using the Alpine Achievement system. The goal is to remediate reading deficiencies using available resources and interventions. ILPs should also be written for older students who are reading below grade level. The ILP must be reviewed each year and progress noted in Alpine.

An identification process will be used to determine eligibility for gifted and talented programming. An Academic Learning Plan (ALP) will be written in conjunction with parents, teachers and Gifted and Talented Coordinator in identified area/s.

### **Reading**

Legacy Academy would like each student to read, or be read to, at least three times a week and preferably every day. As cited in *A Nation at Risk*, "The single most important factor for determining whether children will go to college is being read to as a child." Going to college is not necessarily a destination point for all, but becoming a life-long learner should be if one hopes to remain competitive throughout one's lifetime. Becoming a competent reader is critical to becoming a productive and focused student. By reading to your child and making sure your child is reading at home, you are directly contributing to your child's educational growth. By reading in front of your child, you model good habits and reinforce the importance of reading.

## **Library Policy**

The library serves two main functions at Legacy Academy: 1) to promote literacy and foster a desire for reading in all Legacy Academy students and 2) to support the Legacy Academy staff in implementing the curriculum content and standards. Accountability, responsibility, and respect for property will be paramount to library policies.

### *Circulation:*

A) Kindergarten and First Grade	one book (1)
B) Second and Third Grade	two books (2)
C) Fourth and Fifth Grade	three books (3)
D) Middle School	four books (4) * late fees apply

- All books are due back two weeks from the checkout date. If a due date falls on a holiday, the due date is automatically extended to the next school day. A student must have ALL books returned to the library in order to check out any new books. Not all books in the library may be renewed and a student should have the book present to have it renewed.
- At the end of each quarter, students are responsible for making sure they have no outstanding library books or overdue charges. Report cards will not be released until these matters are cleared up. If a student believes they have returned a book in question, they will need to locate the book on the shelves and present it to the librarian. Any fines incurred would be waived.
- Elementary classes are scheduled in the library weekly. Assigned student library helpers for each classroom are responsible for bringing their class's books to the library by 8:30 A.M. on their scheduled library day or the day before. If books are returned after a student's scheduled library day, they must wait until the next library day to check out new books. If a student is absent the day of their library class, they are responsible for bringing their book to the library upon returning to school.
- Secondary students will use the library within content classes such as Science and Social Studies. Individual students are responsible for returning their book on the due date.

*Library Rules:* All students are expected to follow the library rules when visiting the library. Library rules will be discussed with students; all students are expected to listen and follow instructions. Disruptive students can lose all library privileges. Students may not be in the library without an adult present.

### *Fines/Fees:*

- Elementary students (K-5) will be notified of overdue books in their Monday Folders. Elementary students will not be charged late fines on books but will be asked to cover replacement fees on books that are lost. Books not returned in 45 days will need to be paid for by the student. Books found after payment has been made, may be donated back to the library or kept by the student. No payments will be returned.
- If a book has been damaged by water or excessive wear and tear, damage fees will be assessed, at the discretion of the librarian.
- Secondary students (6-8) will be charged \$.10/day for each book that is late. (\*late fees) Charges will not begin to accrue until the third late day. Fines are not calculated on days that the library is not open. The librarian will place the overdue charge notices in student lockers at the end of the week. Students will be asked to cover the cost for replacing any lost book; replacement cost will be determined by the librarian.

## **Parental Control of Library Materials**

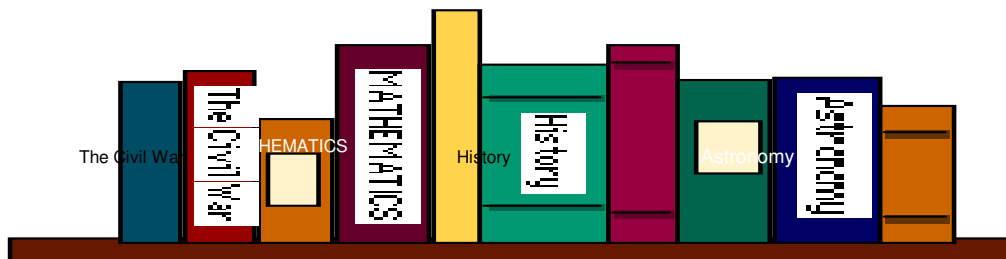
Parents are responsible for what their children check out of the library. Every attempt will be made to keep your child on reading level material, however, your child needs to know what is and is not acceptable content within your home.

## **Gift Materials**

Gift materials shall be welcomed. Items shall be judged by the basic selection standards and appropriate items added to the collection. Others shall be disposed of at the librarian's discretion.

## **Textbooks and Library Books**

Textbooks/library books are the property of Legacy Academy. All basic texts are on loan to the students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students are encouraged to cover their textbooks. (Some teachers may require books to be covered.) Students will be charged a fine for damaged or lost books. Textbooks lost and/or damaged during the school year will be assessed a fine not to exceed \$75 dollars per book.



## VII. UNIFORM REQUIREMENTS AND DRESS CODE

### Uniform Requirements for K-8 Students

Legacy Academy requires that all students wear a uniform. The purpose is to minimize distractions from academics in support of the school's mission statement. It is also the intent of the uniform to promote an atmosphere of order, respect, and modesty, where students are known for the content of their character, rather than how they dress. Because Legacy Academy is a public school of choice, families who do not wish to comply with the uniform or dress code requirements should select another school for their child(ren).

Legacy Academy uniforms are of only **ONE KIND** and can be purchased from **ONLY ONE** supplier determined by the Legacy Academy Governing Board. Our supplier, Rocky Mountain School Apparel (303) 840-4320, was selected based on accessibility, good service, quality clothing, competitive prices, and a willingness to contribute a percentage of profits back to our school. Uniform specifics are:

- Two different colored pants and shorts
- Plaid jumpers, skorts, and skirts for girls
- Four different colored polo shirts and turtlenecks
- White oxford shirts for boys and white blouses for girls
- Cardigan sweaters, v-neck sweaters, and sweatshirts
- Plain short-sleeved undershirts/t-shirts may be worn under uniform shirts for warmth.
- School jackets are available but these are NOT to be worn in the classroom; the teacher may designate an exception due to extreme circumstances (i.e., heat not working).
- Middle school girls **ONLY** are allowed to wear Capri pants and the long buckle skirts also provided by the supplier.
- Shoes should be in keeping with the uniform style and philosophy.
- Socks, tights, footless tights, or leggings must be in Legacy Academy uniform solid colors; red, navy, hunter green, khaki, yellow, or white.

Legacy Academy appreciates a family's effort to assure children dress appropriately, as this system can only work with complete support by parents. Students not complying with the uniform requirements may be issued a discipline write-up at any time by any staff. When a student is not able to correct an "out of uniform" issue, i.e., hole in jeans or the clothing is not a uniform item, Legacy Academy may use one of the following ways to manage the problem:

- Requiring the student to wear uniform apparel held in reserve in the school office.
- A phone call home requesting a change of clothing be brought to school ASAP or the student being sent home for the day.
- Non-compliance without correction will result in the student being sent home.

#### *In addition:*

- No variations of the uniform colors or the uniform clothing will be allowed. All uniforms are to be purchased through Rocky Mountain School Apparel only.
- The uniform may not be altered; students should not put intentional holes in sleeves or any part of the uniform.
- Students who are not in uniform may not be allowed to participate in field trips or leave campus for school activities.

## **Lost and Found**

Please mark all clothing and personal items with your child's last name and grade so that they may be returned to your child if the item is misplaced or lost. Items are usually kept for one month. If unmarked and unclaimed items remain after that time, they will be donated to a charitable organization or used in the school's emergency uniform reserve.

A lost and found station is located by the gym doors. The lost items pile can become quite large causing the lost and found area to look messy and unappealing. **Please** help keep our entrance area neat by marking your child's(ren's) clothing so they can promptly be returned.

## **Dress of Choice Day**

**Students K-8:** The school-wide (including teachers) "Dress of Choice Day" will be the last Friday of each month as announced by the school office in the school newsletter.

**Students 6-8:** Middle School students only have an additional dress of choice day the second Friday of each month.

### *Dress of Choice Day Guidelines:*

- PE uniforms may **not** be worn outside of PE class even on dress of choice days
- A detention earned after the last dress of choice day will result in the loss of the next dress of choice day.
- Two or more tardies logged after the last dress of choice day will result in the loss of the next dress of choice day.
- Additional dress of choice days may be added for special activities or rewards.
- The general dress and appearance rules below must be followed on dress of choice days.

## **PE Uniforms**

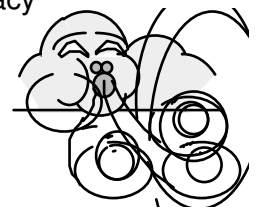
- PE uniforms are required for grades 6 through 8; points may be deducted from the PE grade for uniform non-compliance.
- PE shoes must have light colored soles or non-marking soles to preserve the gym floor. All students K-8 must have PE shoes.
- Again, PE uniforms are not allowed to be worn outside of the PE class, even on dress of choice days.
- PE uniforms may be worn to school if PE is the first class of the day or home if it is the last class of the day.



## **General Rules Regarding Student Dress and Appearance:**

- These rules are in force EVERY day including "dress of choice" days.
- Students must present a neat and clean appearance.
- Uniforms may not be altered (holes cut in sleeves, collars or shirt necks cut).
- Girls may wear ONE set of small, earrings. No other types of earrings are allowed. Multiple earrings are NOT allowed. Boys may NOT wear earrings of any kind. No other pierced jewelry may be worn by either boys or girls.
- Only one small necklace may be worn by either girls or boys.
- Only one ring, only one bracelet and only one watch may be worn by girls or boys.
- Middle School girls may only wear lightly applied make-up.

- Hair must have a combed appearance and be out of the eyes for boys and girls. Boys' hair may touch the top of the collar, but not extend past it. No tails are allowed for boys.
- Hair must be a natural human color. Hair dyed one color on top and a different color on the sides would not be natural. Shades of pink, purple, bright red, blue and other non-natural colors are not allowed.
- Outlandish hairstyles are not allowed.
- If there are questions about hairstyles or color please see the principal ahead of time so that money is not wasted on styles that do not follow the guidelines.
- Elementary girls should wear shorts under skirts for modesty reasons while on the playground.
- The hemlines of skirts, dresses, and shorts must be of a moderate length; moderate length means 3 to 4 inches above the top of the knee cap. Cut-offs are not allowed.
- No "low-riding", "bagging", or "sagging" pants or shorts will be allowed. Oversized clothes are not allowed.
- Muscle shirts, tank / tube-tops, halter-tops, or revealing tops of any kind are not allowed.
- Shirts must be tucked in AT ALL TIMES.
- Shirts, pants and blouses should not be form-fitting or tight.
- Sleep attire may not be worn to school.
- Due to our uniforms and strict dress code we will not permit gender cross dressing.
- Inappropriate graphics or text on clothing is not to be worn on any day.
- Students will be asked to remove buttons, badges, or other items, whose messages are inappropriate to the atmosphere of the school (i.e. profanity, offensive words, slogans, or images, sexual slurs, anything referring to drugs, tobacco, alcohol, or weapons).
- Belts must be plain brown or black. Kindergarten and 1<sup>st</sup> grade students are not required to wear belts.
- No hats of any kind, including baseball caps, may be worn in the building (girls or boys). Hats may be worn outside, to and from school and at recess.
- Snow boots must be changed into school shoes while inside the building.
- Outlandish fashion boots are not allowed.
- Shoes MUST be appropriate - closed toes and heels and predominately a solid color. Sandals, platforms, spiked heels, crocs, and clogs are not allowed at any time.
- Hoodies may be worn in the classroom only if they are school logo Legacy Academy sweatshirts.
- Students should always dress according to weather conditions.



## VIII. CODE OF CONDUCT

### **Code of Conduct Philosophy for All Students**

It is the intent of the Legacy Academy discipline policy to instruct, train, and educate the students to make appropriate behavior choices. In most cases, the teacher and the student will be able to work together to solve any behavior problems; it is also important that the teacher and the parents work together as a team in discipline matters. The appropriate chain of command (Teacher > Principal > Board of Directors) should be followed if an issue requires further arbitration.

- *Communication* - the staff member will give an instruction.
- *Choice* - the student makes a decision to follow and obey the instruction or not.
- *Consequence / reward* - if the student's response is appropriate, the staff member should commend the student; if not, the staff member will correct or discipline the student.

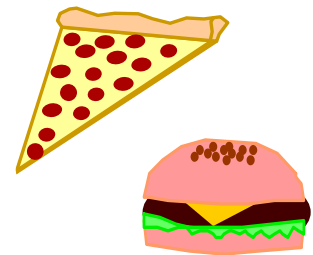
Every Legacy Academy student has the right to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption. To ensure such an environment, every student is expected to follow accepted rules of conduct and to show respect for and to obey the persons in authority. Behavior that disrupts the classroom is unacceptable and may result in disciplinary action being taken.

- 1. Respect Rule: Students shall treat themselves, others, and property with respect; students shall respect others' personal space (NO public displays of affection).**
- 2. Safety Rule: Students will not hurt themselves or others, physically or verbally; students shall keep hands and feet to themselves.**
- 3. Academic Rule: Students must come to class on time; students must be prepared and ready to work; students must follow teachers' directions.**

**Classroom Rules:** Each teacher is required to have a set of classroom rules and work with the parents as a team in discipline matters. The teacher carries the bulk of the discipline responsibility. Classroom rules are to be in accordance with Legacy Academy mission and philosophy. The rules enhance and further define acceptable behavior of students. Classroom rules and all school rules are reviewed with students and communicated with parents at the beginning of the school year.

**Lunchroom Rules:** All students are required to eat in the lunchroom where they will be supervised. The lunchroom management and your fellow students will appreciate your cooperation with the following rules:

- Raising your hand for permission before getting out of seat.
- Keeping noise level to a minimum.
- Walking in the lunchroom – no running.
- Depositing all lunch litter in wastebaskets.
- Leaving the table and floor around your place in a clean condition.
- No trading food from lunches.
- No bringing pop or candy for lunch.
- Only take what you will eat from the salad bar table.



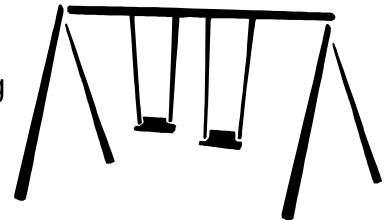
Lunch count is taken first thing in the morning and must be ready by 8:30am; if a student arrives after 8:30, hot lunch will not be available unless prior arrangements have been made.

**Playground Rules:** Student safety on the playground is a priority.

- BE RESPECTFUL OF YOUR CLASSMATES – TREAT OTHERS THE WAY YOU WANT TO BE TREATED!!
- NO BULLYING!! Bullying behavior is unacceptable and will be promptly dealt with.
- If someone is bothering you, ask them nicely to stop and if that doesn't help, tell an adult. Use polite words.
- NO HANDS ON EACH OTHER – NO PULLING ON BODY PARTS OR CLOTHING.
- TOUCH TAG ONLY – NO SHOVING OR TACKLING.
- No throwing wood chips, rocks, dirt or snowballs.

- Keep Off the hill behind the swings. The hill and the tree area are not the property of the school.
- If a ball goes out of the playground area, notify an adult before going after it.

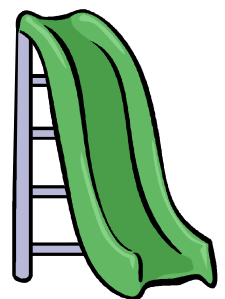
- Stay on your bottom when swinging.
- No twisting the swing, no holding on to the next swing, no snapping the chains, no swinging on your stomach, and no jumping off of swings.
- Students need to share the swings and will be given a 3-5 minute swing time.



- Slide down the slides on your bottom only.
- No pushing on the slide; wait until the person before you is completely off before going down.
- Do not walk up the slide.
- Do not climb on the yellow piece of equipment under the slide (the “challenge table”).
- Go down the blue tube (tunnel); do not go up the blue tube. If someone wants to go thru it, get out; do not hang-out inside the tube.

- Be respectful while on the monkey bars and do not push.
- Go in one direction only on the monkey bars and not in opposite directions.

- Red circles (wheels) – no head or feet up in them; let the person on the wheel get off before someone else gets on.
- No standing on hand rails
- No piggy- back rides.
- No jumping off of the platform.



Parent Volunteers are responsible for their own children, and should assist the aides in enforcing the above rules. All adults on recess duty should be positioned in various areas of the playground to assure all students are being observed.

**Parent Responsibilities:** The responsibility for good behavior rests on the individual student and the parent. It is important that parents support and reinforce the school in promoting, developing and maintaining good behavior from each child. A parent may be called to the school if a child is non-compliant with the rules or when there is a severe discipline issue. It is expected that a parent will come to the school as soon as possible to correct or manage the concern or to take the child home if required.

### **Discipline Procedure - First Level - Teacher Handled**

Students who do not comply with the rules will receive “strikes” and a documented incident report entered into the computer. Strikes are issued for three main reasons; tardies, dress code, and disobedient behavior. A tardy strike can be earned for any of the seven academic periods for secondary students. Students who show obvious disregard for the dress code may be sent to the office (in addition to receiving a strike) to call parents to bring appropriate clothing. Uniform apparel could be issued to solve the dress code problem. Disobedient behavior will include all other behaviors that disrupt the education environment (disruptive, bullying, disrespectful, off task behavior, incomplete / missing homework, unprepared for class, etc.).

Bullying is intentional tormenting in physical, verbal, or psychological ways. It can range from hitting, shoving, name-calling, threats to extorting money or other possessions. Teasing can be considered bullying when it becomes hurtful, unkind, or constant. Some kids bully by shunning others and spreading rumors about them. Some may use email, chat rooms, instant messages, social networking websites, or text messages to taunt or hurt others feelings. Bullying behavior is unacceptable, it will be taken seriously, and it will be promptly dealt with. Bullying incidents will be addressed under the disobedient behavior guidelines.

### **Detentions for K-5 Students**

- Since the classroom teacher is the one who works closest with the elementary student, he/she carries the bulk of the discipline responsibility. All discipline incidents written by specials teachers (Art, Music, PE, playground paraprofessionals, etc.) will filter through the classroom teacher and the teacher will be responsible for entering the incident into the computer.
- The classroom teacher will track the number of incidents and assign detentions using a progressive approach. The teacher may assign the elementary student a lunch detention or a recess detention. If a before-school or Saturday detention is assigned the classroom teacher will be responsible for supervising that detention.

### **Detentions for 6-8 Students**

- Before school detentions: If a student has received three strikes (incident reports) in the same offense category (tardy, dress code, disobedient), a before school detention will be assigned. Before school detentions are on Tuesdays and Thursdays from 7:00-7:45a.m. and must be served one of the two mornings following the incident report. If a student is not signed in on time, the detention will have to be made up; if a detention is not served within the two allowed days, the detention will be doubled. Friends /siblings may not arrive with the student serving before school detention. After three morning detentions are served, further detentions earned will be on Saturday.
- Teachers supervising detentions will have students sign a detention attendance log and may choose between three activities during detention.
  1. Physical exercise not to exceed ten minutes at a time.
  2. Writing a paragraph on a core virtue, writing a paragraph about why they earned a detention, copy the Legacy Academy mission statement or handbook.
  3. Clean up school ground or appropriate cleaning duties in the building.
  4. Note: The purpose of a detention is not to be a study hall and students should not depend on that time to complete homework. However, the supervising teacher may choose to allow the student study time during a detention session.

- Saturday detentions: If a student continues to receive strikes in the same manner (three per main discipline category) after using up the three allowed morning detentions, then Saturday detentions will be earned. Saturday detentions will be held twice a month from 8:00a.m. to 12:00p.m. and students will be responsible for transportation (parents must also pick up promptly at 12:00p.m.) Friends/siblings may not attend a Saturday detention. A sign in/out log will be used to track student's arrival/departure from a Saturday detention. If a student is not signed in on time, the detention will have to be made up; if a detention is not made up the following available Saturday, the detention will be doubled. If a student misses a Saturday detention, the student will lose all extracurricular activities until the detention can be made up plus the detention may be doubled. In rare cases a full day of in-school suspension may be assigned by the principal. Dress code rules apply during Saturday detention. After three Saturday detentions are served a discipline plan will be required.

### **Discipline Procedure – Second Level – Referred to Administration**

A student will be referred to administration when inappropriate behavior remains persistent and/or becomes serious in nature and where the use of suspensions or expulsions are guided by the District policy and Colorado School Law. The principal has the authority to suspend (or recommend expulsion) a student from school for one to five days for any of the following offenses while in school buildings, on school grounds, in school vehicles or during a school-sponsored activity and in certain cases when the behavior occurs off school property. (this is not to be considered an inclusive list):

1. Causing or attempting to cause damage to school/private property or stealing or attempting to steal school/private property.
2. Commission of any act which if committed by an adult would be robbery or assault as defined by state law. Expulsion shall be mandatory in accordance with state law except for commission of third degree assault.
3. Violation of criminal law which has an immediate effect on the school or on the general safety or welfare of students or staff.
4. Violation of district policy or building regulations.
5. Violation of the district's policy on dangerous weapons in the schools. Expulsion shall be mandatory for carrying, bringing, using or possessing a dangerous weapon without the authorization of the school or school district, unless the student has delivered the firearm or weapon to a teacher or administrator as soon as possible upon discovering it, in accordance with state law.
6. Violation of the district's alcohol use/drug abuse policy. Expulsion shall be mandatory for sale of drugs or controlled substances, in accordance with state law.
7. Violation of the district's violent and aggressive behavior policy.
8. Violation of the district's tobacco-free schools policy.
9. Violation of the district's policy on sexual harassment. (\*\*see below)
10. Throwing/launching objects, unless part of a supervised school activity, that can cause bodily injury or damage property.
11. Directing profanity, vulgar language or obscene gestures toward other students, school personnel or visitors to the school.
12. Engaging in verbal abuse, i.e., name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others that precipitate disruption of the school program or incite violence.
13. Committing extortion, coercion or blackmail, i.e., obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
14. Lying or giving false information, either verbally or in writing, to a school employee.
15. Scholastic dishonesty which includes but is not limited to cheating on a test, plagiarism or unauthorized collaboration with another person in preparing written work.
16. Continued willful disobedience or open and persistent defiance of proper authority including deliberate refusal to obey a member of the school staff.

17. Behavior on or off school property which is detrimental to the welfare or safety of other students or school personnel.
18. Repeated interference with the school's ability to provide educational opportunities to other students.
19. Engaging in "hazing" activities, i.e., forcing prolonged physical activity, forcing excessive consumption of any substance, forcing prolonged deprivation of sleep, food, or drink, or any other behavior which recklessly endangers the health or safety of an individual for purposes of initiation into any student group.
20. Violation of the district's dress code policy.
21. Violation of the district's policy on student expression.
22. Committing a violation of the district's policy against discrimination and harassment of students and staff.
23. Continual behavior which is identified as habitually disruptive, for which expulsion shall be mandatory.
24. Violation of the District Policy on Secret Societies/Gang Activities.  
(Note: Legal authorities will be contacted as needed.)

**\*\*Sexual Harassment** (see #9 above)- It shall be a violation of policy for any staff member to harass students or for students to harass other students through conduct or communications of a sexual nature. Students may file a formal grievance of sexual harassment through use of a grievance procedure form that may be obtained through the office. If the alleged harasser is the principal with whom a grievance routinely would be filed, the student may file the grievance with the Governance Board. All matters involving sexual harassment complaints shall remain confidential to the extent possible.

A definition may include but is not limited to:

- sex oriented verbal "kidding", repeated remarks to a person with sexual or demeaning implication
- unwelcome sexual advances, touching, patting, pinching, or brushing against another
- requests for sexual favors, pressure for sexual activity (accompanied by implied or explicit threats concerning one's grades)
- any verbal or physical conduct of a sexual nature which has the effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile or offensive educational environment

**Searches:** The school shall have the authority to conduct lawful searches of students and their possessions and to seize any materials not legally or rightfully possessed by the students. Individual locker (or desk) searches for illegal materials or items that refute district policy are allowed based on reasonable suspicion. All student lockers are the property of the district, and use of the lockers is a privilege granted to students only for student convenience. The office shall have at all times the key or combination to all locks used by a student to secure his/her locker.

**Solicitations:** Students are not allowed to sell items on school property unless sales are connected to a school sponsored activity.

**Toys and Items from Home:** Bringing toys and trading cards (of any kind) to school is not allowed unless the item is part of an academic activity. Violations of this policy will result in the toy being confiscated and the parent will be required to pick up the item from the teacher or the principal in some instances. Continual disregard of this policy would be considered disobedient behavior and an incident report would be written assigning a strike to the student.

**Cell Phones, Electronic Devices, and Other Items:** The possession or use of cell phones and electronic devices (CD players, MP3 players, ipods, video games, or any other non-electronic items brought from home causing distraction) is not allowed during school hours - between 8:00am and 3:30pm. Violation of this policy will result in the electronic device being confiscated. All confiscated items must be picked up from the principal by the parent. The principal will keep a log of confiscated items and the second violation will result in the school keeping the electronic device for the remainder of the school year. There is an office phone that may be used by the students in emergency cases. Parents can help with this rule by not texting or calling their child on the cell phone during the school day.

**Out-of-School Suspensions:** Suspended students are expected to leave the school grounds when released to a parent or guardian; they are not permitted on school property during the suspension. Students may not attend or participate in school-related activities (dances, rehearsals, athletic events, practices, etc.) during the out-of-school suspension. Students are responsible for the content missed during the suspension.

- Make-up work will receive the grade of N/C (No Credit) if the quality of the make-up work reflects satisfactory effort (as determined by the teacher).
- A grade of N/C will not adversely affect the student's grade.
- Missed assignments and tests must be made up in a timely manner (teacher determined).
- Students who fail to meet the satisfactory conditions for an N/C grade or who choose not to complete the missed work will receive zeros which **will** adversely affect the grade.

If an in-school suspension is assigned the student may complete the class work for full credit but may not attend or participate in school activities.

**Habitual Disruptive Behavior Plan:** After the student has been suspended three times or served three Saturday detentions, any subsequent behavior incident (regardless of severity) will result in the student being sent home until a behavior plan is developed. A combination of suspensions and Saturday detentions totaling three will also result in a behavior plan. At this time the student will be considered habitually disruptive as Colorado Law allows.

Colorado Law article 22-33-106(1)(c.5)(II) states that expulsion shall be mandatory for habitually disruptive students. "Habitually Disruptive Student" means a child who has been suspended (in or out-of-school) three times (or 2 times plus 3 Saturday detentions) during the school year for causing a material and substantial disruption in the classroom, on school grounds, on school vehicles, or at school activities or events because of behavior which was initiated, willful, and overt on the part of the child. Any student enrolled in a public school may be subject to being declared a habitually disruptive student.

Any student on a behavior plan will not be permitted to attend field trips..

**Expulsions:** Expulsion may occur based on grounds outlined in the Elizabeth C-1 District Policy. The district grants expulsions after a due-process hearing and procedure.

# **Legacy Academy**

## **Internet Acceptable Use Policy for Students**

Access to the Internet is available for every student's use at Legacy Academy. There is a world of wonderful information that is available on the Internet that can greatly enhance our curriculum taught at Legacy Academy. Legacy Academy has taken all reasonable precautions to ensure safe access to the Internet. A filter has been utilized to limit access to questionable material. The computer lab is set so that the instructors have easy access and optimal viewing of the computer workstations. No student will be allowed to use the Internet unless there is adult supervision. However, even with all these precautions it is still possible for students to accidentally access less than desirable information. We at Legacy Academy recommend that you and your child have ongoing discussions on Internet use at home and at the school.

Each student will be given proper training on Internet use. The use of the Internet is a privilege. Inappropriate use will result in a cancellation of those privileges. Below you will find guidelines for Internet use at Legacy Academy. Please read over these guidelines with your child and discuss any questions they may have. At the end of the document please sign that you have read and that you and your child understand these guidelines. If there are any questions about your child's accessibility to the Internet, please contact the technology instructor as soon as possible.

\*Please note your child will not be given Internet access until this paper is signed and returned to the school.

### **Internet Access Guidelines**

1. The student will be permitted the use of the Internet provided the student receives written parental permission and adult supervision is given by school officials. NO student may have access to the Internet unsupervised (on-line students are an exception).
2. Use of the Internet for student personal email is prohibited.
3. No student will be identified by full name or photograph without written permission by the parent or guardian.
4. Use of the Internet to defame, demean or harass any person, or any discriminatory remarks and other antisocial behavior are prohibited. All students will use appropriate language with Internet use.
5. No student is to give any personal information over the Internet. Students may not reveal name, address, or phone number.
6. Students may neither download nor use any document or data that will cause damage to the school's computer system (virus).
7. Students will not engage in any activities that require an exchange of money, credit card number or enter any area of service in which the school will be charged a fee. Purchases or sales of any kind are prohibited.
8. The illegal installation of copyrighted software is prohibited on any Legacy Academy computer.
9. The use of the network to access pornographic material, inappropriate text files or files that will compromise the integrity of the network are prohibited. Such use is a serious matter and will be treated as such.
10. Legacy Academy will have final authority on the use of the network.
11. Appropriate disciplinary action shall be taken against any student who willingly and knowingly violates the Legacy Academy Internet Acceptable Use Policy.

## HANDBOOK RECIEPT

I acknowledge that I have read and agree to abide by the 2009-10 Legacy Academy Parent and Student Handbook.

\_\_\_\_\_  
Parent Signature Date

\_\_\_\_\_  
Printed Parent Name Date

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Student Signature Date

**This must be returned to the first hour teacher during the second week of school;  
no later than Friday, August 28, 2009.**