

# Legacy Christian Academy

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PO Box 1054 ♦ Killen, AL 35645 ♦ 256.757.5345 ♦ [www.legacy-christian-academy.org](http://www.legacy-christian-academy.org)

2017 – 2018

## Parent ~ Student Handbook



**Legacy Christian Academy exists to partner with  
Christian families and churches  
committed to a Christ centered,  
Bible based education,  
to promote academic excellence  
and to prepare students  
to impact their world as  
fully devoted disciples of Christ.**

I have no greater joy than to hear  
that my children walk in the truth.

3 John 1:4

# Faculty and Staff

**Principal:** Mrs. Laurie Wilson  
**Assistant Principal:** Mrs. Anita Clouch  
**Admin. Asst.:** Mrs. Christa Burbank

## Teachers:

K4: Mrs. Tiffany White  
K5: Mrs. Ginger Cole  
1<sup>st</sup>/2<sup>nd</sup>: Mrs. Zoe Plunk  
3<sup>rd</sup>/4<sup>th</sup>: Mrs. Shannon Reynolds  
5<sup>th</sup>/6<sup>th</sup>: Mrs. Anita Clouch  
Art/Music: Mrs. Mandy Harper  
P.E.:

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# Accreditation / Affiliation

**Accreditations:** Legacy Christian Academy will seek accreditation through the Association of Christian Schools International. The Southern Association of Colleges and Schools accept this organization.

**Affiliations:** Legacy Christian Academy is a member of the Association of Christian Schools International.

## Academic Program

**Classroom environment:** Legacy Christian Academy is filled with loving and caring Christian educators who are well qualified in their field(s). Their goal is to offer a safe, nurturing, and loving environment where students can learn to impact their world as fully devoted disciples of Christ.

Throughout the school, an effort is made to develop strong study and life skills including maintaining concentration, working well both independently and as a member of a group, persevering when confronted with difficulty, learning from mistakes and enjoying work that is well done.

**Homework expectations:** Homework should be practice and drill of information already taught at school along with special projects. Students may have differing amounts of homework based on their attentiveness and completion of class work. Every effort will be made to limit homework on Wednesday nights.

**Promotions:** In order for a student to be promoted they must pass Language Arts (which includes Spelling), Reading and Mathematics. The primary teacher must also recommend promotion to the next grade. Those with lower than "C" averages in most subjects will be advised to repeat the current grade.

**Report Cards:** Report Cards will be issued every nine weeks. Parents/guardians are asked to review these with their child, sign and return it within three school days.

### Grade scale:

A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

**Interim Reports:** These will be issued only if the student is not making adequate progress and will be at the teacher's discretion.

**Honor Roll:** Students will be listed on Principal's Roll for achieving an "A" in every subject; Honor Roll will be for all "A's" and "B's." Students must have at least an "S" or "B" in behavior to attain Honor Roll status; an "A" in behavior is required for Principal's Roll status.

**Standardized Tests:** Students in grades K-7 will take the appropriate section of a nationally standardized test in the spring. A testing fee will be collected to cover the cost of the testing and scoring.

## Arrivals / Dismissals

State laws require school attendance for ages 6-17. Students missing more than ½ of the day (11:30 am is half day) will be marked absent for the entire day.

**Arrivals:** Students may be dropped off beginning at 7:30 am at the Preschool entrance. Students will go to the Choir Room where they will be monitored by staff until their teacher comes for them. No drop offs at the gym entrance.

**Tardiness:** Tardiness is to be avoided due to our full academic program and being considerate of those who make every effort to be on time. Promptness is an important aspect of character and a measure of school citizenship. Being on time is the responsibility of both the parent and student.

Classes begin at 8:00. Students are marked tardy beginning at 8:05 (using the universal satellite time on cell phones and other devices). Tardies are typically unexcused. Consideration for excused tardies will be given due to inclement weather, unavoidable transportation difficulties, and medical appointments that were unable to be scheduled after school or on off days.

More than 5 tardies per semester is considered excessive and will be counted as an unexcused absence. Excessive tardies will be monitored by the Principal and may result in disciplinary action.

**Excused:** All absences must be accompanied by a written excuse within 2 days of returning to school. If a child has visited the doctor, please request an excuse from him/her.

Special requests may be made for family trips, participation in recitals, etc. in writing **before** the absences occur. Please advise the teacher at least a week ahead of time so that appropriate work can be sent. Notes sent after a trip will be marked "unexcused."

**Unexcused:** The principal will decide if absences are unexcused. Work may not be made up for grade credit for unexcused absences. Some examples are: no note within two days, trips without prior approval, oversleeping, fun day with someone, haircuts, etc.

**Dismissals:** Students in grades K4-2<sup>nd</sup> will be dismissed at 2:50 pm from the Preschool entrance; grades 3<sup>rd</sup>-7<sup>th</sup> will be dismissed at 3:00 from the Preschool entrance. All parents are encouraged to use the drive through; however, if your child's class is not out yet, you may be

asked to circle around. Teachers/staff will assist students to cars. If you want to park, please come in and escort your child back out to the car. Any student not picked up by 3:15 pm will be either sent to After School Care (if registered) with applicable charges for the day or kept at LCA with a rate of \$1.00 per minute. Unusual circumstances will be considered on occasion. Please call the school in advance if possible.

**Early Dismissal** will require a check out and parent/guardian must come into the Preschool lobby area and sign child out of school. Please try to arrange all appointments after school if possible. If you know student will need to check out, please send a note and every effort will be made to have your child ready and in the lobby at the designated time.

**After School Care:** This is available through First Baptist Church Killen. Student **must** be registered with ASC before this service can be used.

**Visitors:** Visitors are welcome! To facilitate school security and staff awareness **all** visitors must sign in at the Preschool entrance before entering any classroom or other areas of the school. Parents, grandparents, etc. coming to have lunch with student must sign in and wear appropriate visitor badge. No one should enter the gym area without signing in at the main school office in the Preschool building.

## Calendar / Conferences

**Calendar:** LCA follows a traditional schedule of August through May. A copy of the current school year calendar is available through the office. LCA will follow the Lauderdale County School System's closings for inclement weather and/or other emergency situations.

**Schedule:** The school day will begin at 8:00 am and dismissal is at 2:50/3:00 pm.

**Conferences:** Please contact your child's teacher if you would like a conference. Teachers are generally at the school until 3:30 pm but please call in advance if you would like to speak with the teacher after school as they use this time preparing for future lessons, grading, record keeping, etc.

## Colors & Mascot

**Colors:** Royal blue, silver and white.

**Mascot:** Knights

## Courtesy / Discipline

**Courtesy:** Students should exhibit a healthy and wholesome Christian behavior. Self discipline and self direction are preferred to external control of behavior. LCA staff and

students alike should exhibit mutual respect, understanding and trust for each other. Students are expected to address all staff as “Mrs.” and “Mr.” along with other expressions of respect.

**Discipline:** Disciplinary action includes but is not limited to the following:

1. Verbal warning
2. Time out
3. A student's loss of privileges
4. Written reflection on the misbehavior by the student
5. In-class detention
6. Lowering of the student's conduct grade
7. Phone call to the parent/guardian
8. Conference with parent/guardian

Chronic or consistent misbehavior by a student may result in a call to the parent. If it becomes obvious that this misbehavior is a pattern for the student, additional and/or more serious consequences will result.

Students are taken directly to the principal when committing serious violations of the classroom or school rules. Parents are notified immediately of these violations and may be directed to come to the school to assist with discipline.

LCA does not use corporal (physical) punishment. Suspension may occur if behavior is repetitive and other measures of discipline have been exhausted.

Expulsion is considered only when all other reasonable efforts have been exhausted to correct the student's behavior. The principal, the student's teacher and the LCA Board must unanimously recommend expulsion.

## **Fire & Tornado Drills, Lockdown and Bomb Threats**

LCA has developed a plan in case of emergencies such as fire, tornado, lockdown, or bomb threats. The procedure for these emergencies shall be explained to all faculty, staff members, and students. Drills will be held on a routine basis in order to provide sufficient practice in the event of an actual emergency.

## **School Rules**

**General:**

1. Show reverence (honor) for God and His name.
2. Show respect for the United States of America.
3. Show respect for others and yourself.

4. Treat materials, equipment and property in a responsible manner.
5. Use appropriate voice level and language at all times.
6. Bring only permitted items to school.
7. Follow dress code as stated in this handbook.

**Telephone Policy:** Ordinarily students will not be called to the telephone. If the matter is urgent, please state the urgency with individual answering the phone for prompt action. Students may bring cell phones to school; however, phone must be kept in backpack and only used in the event of a dire emergency. Please do not call and/or text message students or faculty during the school day. If an urgent message needs to be delivered to either student or faculty, please call the school office. Faculty is instructed to ignore phone calls/texts from outside the school during the school day.

**Dress Code:** Personal appearance sets the atmosphere for learning (academic and spiritual). An appearance that honors God includes modesty and neatness and avoids fads and fashions that could compromise a Christian's witness. Legacy Christian Academy adheres to a casual dress code for students, which reflects common sense and a concern for the child's comfort, safety, cleanliness and sense of modesty. The following guidelines are provided:

1. Pants/jeans must not have holes or heavily worn areas, be too tight, be revealing (must not fit below the waist) or baggy, and must not drag on the floor.
2. Shirts, blouses, and dresses must completely cover the abdomen and back with at least a 2" strap on the shoulder. Armholes should be very modest in coverage. No cleavage should be visible.
3. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible, even when the arms are raised.
4. Footwear must be safe, protective and appropriate for indoor and outdoor physical activity. Flip-flops, "croc" (with no back strap), or platform shoes are examples of inappropriate footwear for regular school days. Tennis shoes are preferred, but other shoes must be able to buckle and/or stay on the foot during the day.
5. Clothing or accessories must not display language or images that are offensive or vulgar.
6. Shorts should be no shorter than four inches above the knee when the knee is bent. For modesty, bike type shorts, running shorts, or gym shorts are not appropriate except to be worn under skirts and dresses. Dresses and skirts should be of modest style, fit, and length - no shorter than one inch above the top of the knee.
7. Hair should be neat, clean, and of a natural color. It is most important that hair styles and cuts do not interfere with or distract from learning (bangs not hanging into eyes, hair constantly being "flipped" out of face, etc.) Boys' hair should be no longer than the collar and middle of the ear.
8. Girls may have no more than one piercing in each ear and no other piercings. Boys may have no piercings.
9. No visible tattoos are allowed.
10. The principal and/or teacher (LCA Board as appropriate) reserve the right to determine appropriate attire.



**Consequences** – Our expectation is that all parents will ensure that their child comply with the intent and the details of the dress code. Students that are in violation of the dress code will be notified by primary teacher. Students not in compliance may experience the following consequences:

- Verbal correction to the student
- Note to parents with specific violation
- Call to parent to bring proper dress code item
- As in all conduct issues, repeat offenses may require parent conference

**Alcohol / Drugs/Tobacco:** Legacy Christian Academy will maintain a strict zero-tolerance policy for the use of alcoholic beverages, other mood-altering chemicals and/or tobacco use by students. Offending students are subject to expulsion.

**Backpacks:** Should be able to hang in appropriate cubby space or on the back of chair. No rolling backpacks allowed and backpacks should not include anything that is prohibited in the dress code (such as graphics, etc.) Backpacks are subject to be searched at any time during the course of the day.

**Fire Arms / Other Weapons:** Firearms, dangerous articles, knives and/or toy weapons are not allowed at school. Possession or use of firearms and any other weapon constitutes cause for suspension or expulsion.

**Forgery:** Legacy Christian Academy will not tolerate any form of forgery such as forging a parent's name, teacher's name or altering grades, assignments and/or similar documents.

**Fighting / Bullying:** Legacy Christian Academy will not tolerate fighting or bullying of any kind. This behavior is considered severe and will be dealt with as such.

**Fund Raising:** No items may be sold for personal gain or to benefit an organization not associated with the school. All sales or fund-raising activities must be approved by the principal.

**Inappropriate Language:** Written or spoken language or gestures that are vulgar, obscene, sexist, or in any way abusive or offensive to other students or staff will not be tolerated.

**Sexual / Physical Harassment:** Legacy Christian Academy maintains a strict zero-tolerance policy for any form of sexual and/or physical harassment or abuse of any kind.

**Toys:** Please do not bring any toys (including stuffed animals) to school unless it is a special day designated by the classroom teacher. Any toys brought will be placed in the student's backpack for the duration of the day. No electronic devices (MP3 player, hand held games, etc.) should be brought to school.

## **Class Events and Field Trips**

**Class Parties/Celebrations:** Classroom teachers will be responsible for scheduling class parties. He/she may enlist the help of parent/guardians. Monthly calendars should note

these times. All parties, celebrations, etc. should promote themes in line with our mission statement. Holidays will be celebrated from a Christian viewpoint. We will celebrate fall rather than Halloween. No decorations, food, napkins, etc. for school parties should contain Santa, Rudolph, Easter Bunny, Halloween items, etc. If in doubt, please check with the classroom teacher for appropriateness. For birthday celebrations, the best times are during afternoon snack or at lunch. Please schedule these with the classroom teacher prior to the event.

**Trips:** Educational field trips serve as an important aspect of the curriculum. Trips are to enhance subjects studied during the school year. Teachers will notify and inform the students of trips as well as any special plans and/or requirements. Teachers will discuss the nature of the trips and how they relate to material to be studied.

**Responsibilities:** Written permission shall be obtained before a student will be allowed to participate in any school trip and/or community service project. Legacy Christian Academy staff, volunteer staff, LCA Board and parents shall adhere to all school rules and policies.

**Guest Speakers:** Speakers enhancing the school curriculum will be allowed to speak to groups of students and will be by invitation only. Guest speakers or invited groups meeting this requirement must provide the principal with a format and/or outline of the presentation for review and approval.

**Distribution of Literature:** All literature of any kind must be pre-approved by the principal before distribution at school or on school property.

## Student Release Policy

All student records will be forwarded to the next school the child will be attending upon request from the current school and providing all accounts at LCA are paid in full. A parent or guardian will be asked to sign a record release form before the school transfers academic records.

## Health Policy

**Medical:** The necessary medication forms must be filed with the office before medication can be given at school. The principal will provide the applicable forms upon request. The medical form is required for prescription and non-prescription medications. In addition all parents/guardians must complete the Medical Form, which indicates what treatments the school's staff may use with your child. Forms are available through the school office. Medications must be in original container and be labeled with child's name. A log of dispensed medications is kept on file in the office

**Illness:**

1. If a child becomes ill or hurt during school hours and needs special attention, parents will be contacted. If the school is unable to locate the parent, the person whose name and number are noted on the emergency contact form will be called. No child will be sent home without permission of the parent or the one designated on the contact form. No child will be sent home alone during school hours, therefore it is important that an emergency number be listed for each student and kept up-to-date.
2. If a child has been ill with a fever, fresh cold, green runny nose, sore throat, skin rash or skin eruption, he/she should not be in school. A child should be **free of ailments and/or fever for 24 hours** before returning to school.
3. A child should not be sent to school with a stomachache and/or headache unless the parent determines the child is afraid or reluctant rather than sick. If a child is not well enough to stay in class, a parent will be called to school.

**Communicable Diseases:** If a child is suspected of having a communicable disease while at school the parent will be immediately called to the school. A child suffering from a communicable disease and in need of special medical attention shall be excluded from attendance and readmitted upon receipt of a doctor's written verification of recovery or wellness to attend school.

**Lice:** When a child is discovered to have lice at school, he/she may be sent home by the end of the day with a provision that he/she begin treatment prior to return, as required by state regulation. The American Academy of Pediatrics recommends that a child be allowed to return to school after the first treatment.

## Library Policy

Legacy Christian Academy utilizes the services of classroom libraries and Killen Public Library. Plans are for a full and dedicated library at Legacy Christian Academy.

## Lost and Found Policy

Parents are encouraged to mark items with the child's name. "Lost and found" articles are kept in the principal's office where they may be claimed by the student. Articles not claimed after a reasonable amount of time will be given to a charitable organization or discarded.

## Lunch Program

Students will bring lunches and snacks during the school year. If allowed, heatable lunch days will be announced (this will be dependent upon adequate volunteers). There will be no heatable lunches the first week of school. Please send simple foods that your child can eat without assistance. For lunch, students may bring milk, flavored milk, juice, tea, water, etc. but no sodas. A dessert may be included in the lunch. For snacks, please send plain water (not flavored) and a dry snack such as crackers, Goldfish, cheese, etc. You may also send a cup that can be filled at the water fountain. Following the first two weeks of school, family

members may enjoy visiting and having lunch with their child; please follow Visitor's procedures.

## **Non-Discrimination Policy**

LCA does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational, employment, admissions and/or scholarship policies or any other school-administered programs.

## **Weather Emergency**

Our decision to close, open late or dismiss early will be the same as Lauderdale County Schools and on WAAY TV, Channel 31 (we call & request they announce the closing; including the announcement on the "crawl" of the broadcast is solely at their discretion.), through emails, texts, our FB page and/or phone calls. No announcement means school will be operate and open as usual. **It will be the responsibility of the parents to be aware of schedule changes that involve school closings and delays, and to make appropriate arrangements for the care of students.**

## **Parental Commitment and Involvement**

The parent and the classroom teacher become partners in the training of the child. The teacher will be held accountable to God for performing his work unto the Lord, and to the parent who has enlisted him as a partner. However, the parent is the chief partner since God has specifically given him the Biblical responsibility for training his own child. Therefore, the parent is encouraged to pray for wisdom and grace for the teacher in the classroom as he would for himself in training the child at home and to be in **immediate contact** with the teacher when the parents feels there is a problem.

The parent and the teacher are to communicate as often as either deems profitable for the child's benefit. Both are encouraged to call each other directly as appropriate concerns for the child arise. Please write any messages to the teacher or administrator or call them personally. Do not trust the child to carry a verbal message; he may forget it or get confused.

**Grievance Procedures:** In accordance with Matthew 18, The Board of Legacy has established certain guidelines to insure that this is done in an orderly, Biblical and constructive manner:

- The FIRST person to talk to is NOT another parent, but the child's TEACHER, in private. She is the person closest to the situation, and thus has the most understanding of the problem, and is the one most able to correct a problem.
- If the parent does not feel satisfied with the response from the teacher, he is to contact the principal. The principal, to insure fairness will call in the teacher for a consultation.
- The final step, if no agreement can be reached, is for the principal or the parent to present the matter formally to the Board. Please do not contact individual members of the Board and expect one of them to present the matter before the Board. One board member has no authority to act on his own, and he should not be expected to present the matter adequately before the rest of the Board.

Please do not discuss a disagreement in front of your children (for example: "Helen, I think your teacher made a mistake with your grade. She is too harsh.") This undermines the respect the children have for their teacher. Parents are expected to exhibit support for the teacher and the school.

- This in no way means that parents are expected to "not ever disagree" with what the teacher or the school does. It simply means that when we disagree we should be honest enough and have the moral character, to do so face-to-face and constructively.
- Also, how can a person "fix" a problem that he or she knows nothing about?
- It cannot be said too often or emphasized too much that negatively discussing with others or criticizing before others, the teachers, other school personnel, students or other parents greatly harms the school's constructive operation and can (and usually does) cause much personal pain.
- If we refuse to be guilty of "gossip"--- we won't be its victims.

**Custody Disputes** Every school year there are parents who become involved in a custody dispute over their children. School staff, including teachers, principals and others is asked by one parent to keep the other parent from coming to the school to see the child, from picking up the child after school, or from obtaining the child's school records.

- Under Alabama laws, both parents have equal rights and access to their children and to participate in their child's education, **unless there is a court order requiring something different**. It is the policy of Legacy Christian Academy that both parents are entitled to come to their child's school, to participate in their child's education and to exercise all rights, which parents have with their children.
- LCA and staff will not honor any request by one parent to keep the other parent from the child unless they are provided with a copy of a court order. The court order must clearly establish that the other parent is not allowed to have access to the child or is restricted or limited in some way in exercising parental rights over the child.
- If this policy is not honored and the dispute continues to cause a disruption to LCA, parents will be notified and student will be withdrawn from the school.



# Parent Signature Form

Please read and discuss this handbook with child (and teacher if necessary). Sign and date the form below and send **only this form** back to the school. It is required that this signed and dated form be kept on file at the school. Thank you.

I, \_\_\_\_\_, parent or guardian of

\_\_\_\_\_, student at Legacy Christian Academy for the 2017 – 2018 academic year, have read and understand the information in the 2017 – 2018 Parent Student Handbook. Furthermore, I agree to support the policies and rules as stated in the 2017 – 2018 Parent Student Handbook.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_