



Student Handbook 2025-2026

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Introduction to Legacy Academy and Bright Beginnings

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

Vision Statement

We envision Legacy Academy students who become sincere and devoted followers of Christ, excellent in character, engaged in their communities, who are thoughtful, thoroughly prepared for adult life and who are the standard-bearers of excellence in any field or area of life God may lead them.

Mission Statement

We aim to produce young men and women who think clearly and listen carefully with discernment and understanding, who discover truth, who reason persuasively, and articulate precisely; students who are capable of evaluating their entire range of experience in the light of the Scriptures, and who do so with eagerness in joyful submission to God. We desire our students to be socially graceful and spiritually gracious.

Governance

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

State Licensing

Legacy Academy's childcare services are licensed and governed by the Arkansas Department of Human Services. State inspection reports are available upon request.

Accreditation

Legacy Academy is officially accredited by Cognia and the North Central Association of Commission on Accreditation and School Improvement, the Northwest Accreditation Commission, and the Southern Association of Colleges and Schools Council on Accreditation. Cognia is a rigorous and nationally and state-recognized K-12 accreditation organization.

Address and Contact Information

Office Hours

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

Office Phone Number

870-642-8937

Office Fax Number

866-925-4549

Address

Legacy Academy
124 Darter Circle
Lockesburg, AR 71846



Bright Beginnings Student Handbook

Bright Beginnings is a division and ministry of Legacy Academy and follows the vision, mission, guidelines, and policies.

Vision Statement

Bright Beginnings envisions a place where children are loved and cared for in a safe, nurturing, Christ-centered environment. We envision students who become prepared for entering kindergarten and who receive a strong foundation for building core Biblical values and character.

Each will be treated with tremendous value and care, knowing that all children are “fearfully and wonderfully made...” (Psalm 139:14).

Mission Statement

Our mission is to provide safe, quality, faith-centered daycare facilities, and preschool education programs that partner with families to lay a strong foundation in children for all facets of their lives: spiritual, character, social, and academic.

State Licensing

The Bright Beginnings daycare program is licensed by the State of Arkansas. As such, we comply with the rules set forth in the state’s Minimum Licensing Handbook.

Admission Steps and Policy

For families wishing to enroll children please call or visit the school office. The following is an outline of the process for enrollment:

1. Prospective parents are welcome to make an appointment to tour the facility.
2. Parents will next complete an application form online or on paper.
3. Parents will submit the application fee with the application.
4. A meeting will be set for the parents and a member of the admissions team.
5. An admission decision will be made.
6. If their child is admitted, parents will complete registration and enrollment forms.
7. Parents will provide a copy of up-to-date immunization records or documentation of an approved exemption from the Arkansas Department of Health must be provided.
8. Parents will pay a registration fee to hold a spot for their children.

Dismissal

Bright Beginnings reserves the right to dismiss any student from the daycare program when the Administration believes it is in the best interest of the program to do so. This could be a result of:

- A student we cannot medically provide for.
- Children whom we feel would not profit from the program we provide.
- If a parent is verbally or physically abusive to the daycare staff and/or child.
- If a child continually exhibits destructive, uncontrollable, or hurtful behavior that harms the children or staff.
- A child bites other children or staff repeatedly.
- Multiple late pick-ups.
- 14 days late on tuition, insufficient funds, or failing to sign in or out.

Tuition Information

Tuition payments are due on the fifth business day of every month. Tuition for every child must be paid through bank auto-draft unless tuition is pre-paid for the semester or year.

Bright Beginnings fully expects all parents to maintain tuition responsibilities, and to honor financial commitments made with the daycare. All questions about finances should be directed to the Bright Beginnings office.

Bright Beginnings bases its tuition on the total number of teaching days that children are scheduled to attend. Tuition refunds or credits are not given for child absences. If a child is out of daycare for an extended period of time, tuition must be paid in full to hold their class position. In case of late entry, tuition is due for the full month of entrance. Unless written notice of withdrawal is given, tuition charges continue whether or not the child attends daycare.

All tuition payments are due on the fifth business day of each month. All monthly tuition payments will be considered delinquent if they are received after the fifteenth of the month, and a late fee will be assessed. Insufficient drafts or checks will be charged an insufficient funds fee.

Rates and policies are subject to change.

Daily Arrival and Departure

State law requires daycares to maintain a daily log for signing students in and out.

The parent (or any other person who brings or picks up a child) is required to escort the child into the building, sign the child in for the day, and take them to the appropriate room.

DO NOT SEND YOUR CHILD INTO THE BUILDING ALONE.

No one other than a parent or guardian will be allowed to pick up a child unless that person's name is included on the student's registration forms. People who are not known by the staff will be asked for identification.

A student must be signed out each day by an adult on the child's authorized pick-up list.

Early Arrivals

The doors do not open until 7:30, and students will not be admitted into the building prior to that time.

Late Pickups

Late pickups, after 5:00 pm, will result in a late fee charge. The child will be held until the parent arrives. Beginning with the third late pick-up, however, the parent will be charged a late pick-up fee of \$15. This fee will be billed monthly.

Absences

Any time your child will be absent, parents are responsible for notifying the daycare as soon as possible.

Programs Offered

Infants

Our infant program serves infants from 6 weeks to 18 months. Each infant is cared for according to his or her own needs. Activities are individualized according to the developmental level. Naps and feedings are scheduled on an individual basis with each child's needs in mind and a record of such is kept for each child and provided to the parents.

Toddlers

Our toddler program serves children 18-36 months. We work with parents who are potty training. Toddlers will be introduced to structured learning experiences and will be led in learning activities and games, art, music, and other hands-on experiences that align with the child's age.

Pre-K

Our Pre-K program is designed to prepare 3 and 4-year-old children socially and academically for entering Kindergarten. They will have longer periods of structured learning and full academic engagements in learning to read, introductions to the grammar of math, and other kindergarten readiness skills.

Outdoor Play

All children will go outside every day unless inclement weather or extreme temperatures prevent such. In cold weather, the time spent outside will be adjusted to

the temperature. The children will be taken out if at all possible. We cannot honor any request for an individual child to stay inside. Please consider your child's comfort and possible weather changes when you dress him or her and provide appropriate outer garments for each day.

Nutrition

The infants' schedules for feeding will be individualized.

The daycare will begin feeding solids on notification by a child's parent. Parents are encouraged to follow a physician's recommendation and their infant's signals since feeding solids before the infant is ready may contribute to obesity, food allergies, choking, and deprivation of nutrients needed from formula or breast milk.

Parents are responsible to furnish all food for their infants if they want their child to eat something other than what the school provides. Infants will NOT be fed anything other than what is provided by the parents or approved of by the parents for the school to serve. The facility will provide formula. If you prefer a different formula than that which is provided, you may furnish it, and it will be used for your child.

The following practices will not be followed even if requested by a parent:

- Bottles will not be propped.
- Bottles of sugar water, soda pop, or other sweetened beverages will not be given.
- Solids will not be fed from a bottle
- Infants will not be force-fed.

The Bright Beginnings lunchroom shall plan, prepare, and deliver a well-balanced morning snack, lunch, and afternoon snack, offering a variety of foods. Meals will follow minimum daily nutrition guidelines from each of the four food groups. Milk will be provided to each child during the day. A menu will be provided and posted monthly.

Birthday parties may be permitted in coordination with the staff. Refreshments for birthday parties shall be directed by the staff and will be limited to cupcakes or something similar. Parents will be advised in advance if there is a special treat to be offered and have the opportunity to decline it for their child.

If your child has a food or milk allergy, you must provide the daycare notice. Substitutions will only be made based on medical reasons.

Naptime

All daycare children are required by the State of Arkansas to have regular rest time each day. This time should not exceed 2 hours. All children must bring their own small blanket or towel. The daycare will provide a naptime cot. Children are allowed to bring a stuffed animal or some sort of “sleeping buddy” if desired.

Toys

Except for the stuffed animal mentioned above, do not allow children to bring toys to daycare. Toys become a cause of conflict and covetousness between small children.

Discipline

Discipline at Bright Beginnings is appropriate to the development level of the children and consistent with the following statements of intent and action:

- Children are never punished. Discipline is an act of love to help children move away from wrong behavior and develop healthy behavioral habits.
- It is important that children know that they are loved and valuable, even if they made a poor choice that is not acceptable.
- Discipline is never associated with food or toileting.
- Children are never labeled as “bad” or “naughty.”
- Redirection is the primary discipline technique used at Bright Beginnings. A child is guided into the acceptable activity and offered appropriate choices.
- Prevention is the most important technique at Bright Beginnings. Teachers are alert to situations that could precipitate a child’s frustration or to disputes between two or more children. When a potential problem becomes evident, children are redirected through transition activities.
- An adequate number of materials, equipment, and activities are used as a preventative measure.
- All staff are aware that children cannot be expected to share or take turns at all times. Activities requiring such social interaction are used as a teaching tool and, according to the mood of the children, may be used sparingly or only when alternative activities are unavailable.

Biting

Since biting can be a common occurrence in a program that serves children under the age of three years, and since biting is a concern of parents of infants and toddlers, our policy regarding such is as follows:

- Victims receive the first response. Attention and any necessary first aid are immediately made available.
- The biting child is dealt with firmly but kindly and briefly. He or she is told that biting hurts and biting cannot be allowed.
- Further response or action will depend on the reason for the biting incident.

If a child bites others repeatedly, we discuss the matter with the parents of the biter in order to ensure that the child is being dealt with in a consistent way.

A child who continues to bite repeatedly in spite of all intervention efforts may be suspended for the safety of other children.

The staff members at the center supervise very closely at all times. Everything possible is done to keep all of the children in the infant/toddler areas safe and secure. Just as all toddler falls cannot be prevented, all bites cannot be prevented every time. Parents who have further questions about biting are invited to discuss the matter with the director.

Center Closing For Staff Development

The center will be closed as deemed appropriate by Bright Beginnings administrative personnel to allow caregivers to attend professional development opportunities. Parents will be notified in advance.

Inclement Weather

The center will be open Monday through Friday, with the exception of holidays and staff development as noted in the annual calendar provided to parents. In order to operate, the center must maintain a minimum staff ratio required by the Department of Human Services. If weather conditions are such that qualified staff members cannot report for work, the center cannot open. In the event that the center must be closed, an announcement will be made as early as possible on the local radio station, social media, and through the Remind system.

Daycare Holiday Closures

- New Year's Day
- Spring Break (Legacy Academy)
- Good Friday
- Memorial Day
- Set Summer dates for Staff Development
- Independence Day
- Labor Day
- Thanksgiving Week
- Two Weeks for Christmas

If the holiday falls on a weekend, we reserve the right to observe the holiday the day before or the day after. It will be posted on our website.

Medication

A note from a doctor or parent must accompany all medication. All medications must be in their original container and must be clearly labeled with the child's name and sent to your child's caregiver.

All children must have a medical authorization form on file.

Daily Health Check

A health check will be made daily by the caregiver in charge upon the child's arrival. Questions may be asked of parents concerning any unusual observations of a child in general. A child will not be allowed to stay if a fever or a possible contagious rash or diarrhea is present. When an antibiotic is prescribed for an infection, doctors recommend that the child take the antibiotic for 24 hours before returning to the center. The center will follow that guideline unless the parent brings a statement from the physician stating that the child can return sooner.

Taking Temperature

Fever is defined as having a temperature over 101 degrees oral or 100 degrees auxiliary (or equivalent method) in a child who also has pain, behavior changes, or other

symptoms of illness. These students will be sent home. A student may not attend while he or she is running a fever.

Assessments

All age groups are assessed formally and informally. Our caregivers observe children's development, participation, and learning throughout the year. The assessments are ongoing and gathered from natural play activities and realistic settings that reflect children's actual performance. When assessments identify concerns, appropriate follow-up, referrals, or other intervention is used.

Volunteers

Volunteers are welcome to work with caregivers at the center. Anyone wishing to do so should contact the Director. There are certain licensing requirements that must be followed, so volunteers will be required to complete the appropriate paperwork.



Legacy Academy Student Handbook

Enrollment

First-Time Enrollment

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

Re-Enrollment

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

Students not in good standing may not be invited to re-enroll.

Tuition

Tuition Information

Tuition payments are due on the fifth business day of every month. Tuition for every student must be paid through bank auto-draft unless tuition is pre-paid for the semester. Legacy Academy fully expects all parents to stay current with tuition and fee

responsibilities, and to honor financial commitments made with the school. All questions about finances should be directed to the Legacy Academy office.

Payment Plans

Tuition payment plans may be arranged through the school office.

Terms and Conditions

As stated above, all tuition payments are due on the fifth business day of each month. All monthly payments will be given a 10-day grace period. Payments are considered delinquent if they are received after the fifteenth of the month, and a late fee of \$15 will be assessed. Insufficient drafts or checks will be charged a \$35 insufficient funds fee.

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

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

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

Rates and policies are subject to change.

Financial Assistance

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

Scholarship information can be found on the school website.

Donations

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

- Tax refund income
- Cash donations
- Love offerings
- Charitable tax write-offs
- Grants
- Materials for construction projects
- Playground equipment
- Furniture
- School supplies
- MacBooks
- iPads

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

Curriculum and Academic Philosophy

Teaching Philosophy

Legacy Academy aims to train and equip young men and women through a challenging, yet enriching academic and spiritual environment. Our educational philosophy is three-fold: to give children a Christian education in a safe environment, to teach using classical methods that ensure academic success and children who are able to think soundly as adults, and to work with parents for the development of each student's character in pursuit of becoming a follower of Christ. To do this we use student recognition, global and local resources, and principle-based discipline.

Legacy Academy is not only a concept for a school, it is also an icon for Legacy to speak to and offer value to the next generation. The Legacy Academy process seeks to engineer a quality learning environment that goes far beyond an academic experience.

Legacy Academy provides students with knowledge and experience that will endure throughout their lives. The Legacy Academy student must be drawn by a clear picture of a preferred future and not necessarily shaped by past or present circumstances. To build this strong future, we rely upon time-tested principles, values, and methods.

Legacy Academy is built upon a value-based system of education and development as outlined by the Word of God. This system is especially relevant in the environment of the 21st century, which is global, technological, fast-paced, and challenging. Legacy Academy provides an environment and culture that is able to not only provide academic excellence, but also to develop students of integrity, character, and confidence, who are aware of their individual purpose, worth, and societal responsibility. Legacy Academy students will emerge well-prepared and thoroughly equipped for any mandate or purpose that may be upon their individual lives.

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

Classical Education and the Trivium

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

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

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

The Trivium is shorthand for the three foundational academic stages: Grammar, Logic, and Rhetoric. It is an approach to learning, an approach to subjects, and a set of various subjects. The Trivium is applied to every academic discipline, meaning every subject has its Grammar, Logic, and Rhetoric. Becoming educated in any subject involves knowing its basic facts and principles (Grammar), reasoning accurately concerning it (Logic), and articulating it clearly and effectively (Rhetoric). This three-phase model

corresponds to the natural stages in child development, and it is a classical model that for centuries has produced men and women of extraordinary achievement and intellect.

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

The Trivium approaches the study of subjects in a way that fits with how we naturally learn. The Trivium tailors curriculum content to a child's cognitive development by utilizing methods and subject matter that are appropriate to the age of the student. Children in the Grammar stage (K-6th) think in concrete terms and have an amazing ability to memorize many facts. Children in the Logic stage (7th-9th) are naturally developing reasoning and analytical thinking abilities. As they mature into high school (10th-12th grade) or the Rhetoric stage, they are able to think in very abstract terms and have greater interests in being creative, expressing themselves, and communicating their ideas. The classical method plays to these age-related tendencies.

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

Grading Philosophy

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

- It is important to resist grade inflation, which, over time, inaccurately reports students as performing at a higher level than they actually are.
- It is important that parents understand the information conveyed by grades.
- It is important that parents, students, and teachers accept and value truthful information over inaccurate, inflated grades.
- It is important that higher-level grades be reserved for performance that is significantly above expectations and requirements for grade-level advancement. Performance that is acceptable but not significantly above expectations should not receive higher-level grades.
- A low "B" and high "C" level grade (75 to 85%) should reflect performance that meets but does not exceed expectations.
- Grading primarily measures mastery, as that is our goal in teaching.

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

Behavioral Evaluation

The “G, E, M, N, U” scale is an alternative scale that is used for behavioral evaluation. Legacy Academy places a high emphasis on the behavior of students and their efforts to learn and apply biblical standards. It is important to evaluate students and convey information to parents regarding behavioral aspects of their student’s growth. Students receive marks in these areas according to the following scale:

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

Pre-K Reporting

Pre-K students will receive quarterly assessments of skills and behavior for parental review.

Kindergarten Reporting

Kindergarten students receive quarterly assessments of skills and participation but do not receive numerical progress reports or grades. The kindergarten skills are marked are follows:

- + (plus sign) – Mastered
- ✓ (check mark) – Satisfactory
- - (minus sign) – Not Mastered
- An empty box means not evaluated at this time.

Grammar Grading Range

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

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

Grammar Level: Fine Arts and Physical Education Evaluation

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

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

Logic and Rhetoric Grading Range

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

- 90-100% – Excellent
- 80-89% – Surpassing
- 70-79% – Satisfactory
- 60-69% – Unsatisfactory (failing)

- 59% and below – Unacceptable (failing)

Logic and Rhetoric: Fine Arts and Physical Education Evaluation

Students in Logic and Rhetoric (7th-12th) Fine Arts and Physical Education and other select courses receive A through F letter grades. Due to the nature of these courses, these grades are often granted based on student participation and attitude:

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

Homework

Legacy Academy recognizes that at times students need homework so they can practice skills and reach their full academic potential. Homework is also an essential tool in teaching personal responsibility and diligence. However, Legacy Academy also places great value on family time. We strongly encourage parents to review current classroom work with their child and read with their child. However, with the exception of reading and some large projects, teachers in the Lower Grammar Level are discouraged from assigning additional schoolwork outside of regular in-class assignments. Upper Grammar Level students should expect to have an increase in homework; Logic Level and Rhetoric Level students should expect to have homework most school nights.

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

- Students often need some amount of extra practice with new concepts, skills, or facts.
- Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study. Daily homework allows for these short periods of study.
- Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely or worked at a slower pace.
- Homework is also given as a means to encourage parent participation in the student's education. Such participation keeps the parent informed as to the current topics of study in the classroom.

- In the Logic and Rhetoric levels, homework is assigned in order to complete the volume of work necessary to earn high school credits; class time can only cover part of this requirement.

The amount of homework varies from level to level and from student to student. Parents are encouraged to read with their students and work on mastery of appropriate math facts. Parents of upper-level students are expected to provide an appropriate amount of independent study time each school night for their student(s).

Academic Probation

Logic and Rhetoric students with a D or F in a course are placed on academic probation. Students who have a D or F in the same course two quarters in a row OR who have more than one D or F in a given quarter, may be subject to activity restrictions (including sports and special events), unless there is a compelling reason for the Administration to make an exception.

Student Conduct

Classroom Values

As part of the cultivation of virtue, Legacy students are held accountable for the following biblical values. These will appear on quarterly report cards as a way to give parents an idea of how their students are doing in these areas.

- **Obedience** – Obey those in authority quickly and thoroughly. God has put authority in your life to watch over you, protect you, and nurture you. God puts leaders into your life, and teachers and administration have been given leadership grace and you must be respectful of this.
- **Kindness** – “Do unto others as you would have them do unto you.” We are all spiritual beings created in Christ’s image. Hold others in high esteem and prefer them over yourself. Use kind words and encourage those around you.
- **Respect** – Be mindful of others. Be mindful of their property, of their thoughts, ideas, and of their time. Respect is when we are mindful and looking out for the lives around us.
- **Servanthood** – Look for ways to help out those around you. Jesus was the ultimate servant who came from heaven and lived His life to serve us. Jesus said, “Greatest among you is the servant of all!”
- **Faithfulness** – Be steady, trustworthy, and dependable – during good times and hard times. Established stability in faith and accurate living.

- **Patience** – Be slow to anger and willing to wait your turn. Do not get irritated, upset, or fussy!
- **Bravery** – The Bible says that we are to be bold as lions – and that He has not given us a spirit of fear. Be strong and brave and know that with God you can tackle any situation and come through any hardship. Willing to try new things and force themselves to overcome fears and internal obstacles.
- **Diligence** – Curious learners who aren't stopped by obstacles.
- **Excellence** – Is our way of life! To do the very best, as unto the Lord. Never sloppy, lazy or halfway, but always giving our work, our chores, and our life 110%!
- **Humility** – Is a proper view of yourself, not too high, and willing to accept God's assessment of your own value.
- **Honor** – Do the right thing and tell the truth all the time, when it is difficult, and when no one is watching. It means to be obedient in your heart.

Student Rules

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

Students should:

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

Romantic Relationships

Our students commit to waiting to have romantic relationships until after their graduation from Legacy because, at this time in a student's life, such relationships are unhealthy and a distraction to the learning environment. Students are encouraged to focus on spiritual growth, academics, family, and friends. While liking someone of the opposite sex is natural, students are encouraged to enjoy friendship, group activities, etc., and to wait on God's timing for pursuing romantic relationships. Rather than being restrictive, this is meant to convey each student's high value to the Lord, the Lord's love for marriage and covenant, the wisdom of pure and faithful youth standing apart in a perverse generation, and your leaders' devotion to seeing your life full of joy and on track with God's purposes for your life.

Do not stir up nor awaken love until it pleases.

Song of Solomon 8:4b (NKJV)

Student Discipline

No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.

Hebrews 12:11 (NIV)

The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline.

Proverbs 1:7 (BSB)

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

The administration determines the appropriate consequences needed for instilling discipline in school. Disciplinary measures are administered in light of the individual student's problem and attitude. All discipline is based on Biblical principles; e.g.,

restitution, seeking forgiveness (public and private), restoration of fellowship, no lingering attitudes, and so forth.

Disciplinary Action

There are four levels of disciplinary action at Legacy Academy:

Level One: Classroom Discipline

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

Level Two: Office Visits

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

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

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

Level Three: Parental Involvement

If the actions outlined above do not resolve the problem, the student's parent(s) are asked to come to school to handle the ongoing problem that has persisted in spite of multiple school efforts. The school supports the parents' efforts to deal with the problem and to understand their student's behavior in the classroom. The administration may choose to send the student home for the remainder of the day or for

a period of time not to exceed three days to give the student and parent(s) time to correct the matter.

Level Four: Suspension and Expulsion

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

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

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

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

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

Corporal Punishment

Legacy Academy does not normally administer corporal punishment. All Biblical passages calling for corporal discipline of children are directed to parents. These passages are based on the uniqueness of the parent-child relationship. Because of this, the school does not generally operate in the place of the parent in corporal discipline although we hope that parents will take every appropriate disciplinary measure in order to aid their child in maturation and development.

On a case-by-case basis and with parental consent, when deemed appropriate by both the parents and the administrators, Legacy Academy will use corporal punishment.

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

Serious Behavioral Problems

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

Student Dress Code

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

Students are expected to have a clean and professional presentation. Their clothes should be washed and residue free every day of attendance. Uniforms should be relatively wrinkle-free and without holes or tears.

The following section, which details our rules regarding dress code, puts specifics on the heart of what we are aiming for. In order to honor the spirit of the dress code, we may restrict clothing not explicitly mentioned in the rules.

- Shorts and skirts should reach the middle of the knee – using the line on the back of the knee. They should not ride up significantly above the knee when sitting.
- Hoodies and pullovers may not be worn in the classroom.
- Tattoos (permanent or temporary) shall not be visible on campus or at school-sanctioned events.
- Oxford shirts for all students should be tucked in.

- All undergarments, including camisoles and undershirts, should be worn out of sight, not noticeable through school clothing, and should be consistent with uniform colors.
- Clothing should be comfortably loose fitting and not too tight.
- Hats are not permitted indoors.
- Skinny pants, linen pants, jogging pants, sweat pants, yoga pants, denim, knit fabric pants, and athletic/running shorts are not permitted.
- Yoga/workout pants (navy or black) may be worn under the athletic/PE uniform only.
- For formal school events, students should wear dress shoes.

Grooming Habits

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

2024-2025 Uniform Chart

ALL			
	Grammar Level	Logic & Rhetoric Levels	Purchase from
Daily Shirts	white or navy polo	white or navy polo	Warrior Shop or Legacy Store Online
Daily Shoes	tennis shoes or other non-scuff daily shoes	tennis shoes or other non-scuff daily shoes	Anywhere
Formal Uniform Shoes	Daily shoes permitted except during formal events, when black or brown dress shoes/boots are required	Daily shoes permitted except during formal events, when black or brown dress shoes/boots are required	Anywhere
Blazer (Rhetoric Only)	N/A	navy with logo (Rhetoric only)	Warrior Shop or Legacy Store Online
Sweaters	navy vest, zip sweaters, cardigans, button-up sweaters (no pullovers, no hoodies)	navy vest, zip sweaters, cardigans, button-up sweaters (no pullovers, no hoodies)	Anywhere
Athletic Clothes	N/A	Designated LA shorts and shirts	Warrior Shop or Legacy Store

			Online
Athletic Shoes	Dedicated non-marking athletic shoes for gym floor use only	Dedicated non-marking athletic shoes for gym floor use only	Anywhere
GENTLEMEN			
	Grammar Level	Logic & Rhetoric Levels	Purchase from
Daily Pants/Shorts	khaki or navy shorts or pants	khaki or navy shorts or pants	Anywhere
Formal Uniform Shirts	white or light blue oxford	light blue oxford	Warrior Shop or Legacy Store Online
Formal Pants	khaki pants	khaki pants	Anywhere
Formal Uniform Belt	Black or brown belt to match shoes	Black or brown belt to match shoes	Anywhere
Tie	N/A	Navy tie	Warrior Shop or Legacy Store Online
LADIES			
	Grammar Level	Logic & Rhetoric Levels	Purchase from
Daily Pants/Skirt/Shorts	khaki or navy shorts, pants, jumper, or skirt (pleated or flat front)	khaki or navy shorts, pants, jumper, or skirt (flat front, A-line, or pleated; not tight)	Anywhere
Formal Uniform Shirts	white or blue ladies oxford	blue ladies oxford	Warrior Shop or Legacy Store Online
Formal Uniform Skirts	khaki skirt, jumper	khaki skirt	Anywhere

Ladies' School Uniforms

Ladies must have:

- Regular uniforms to be worn daily, including a minimum of three school shirts in good repair
- One formal uniform to wear on the set day (upper level only), as well as school performances, special ceremonies, and other memorable days.

Ladies' Regular Uniform

- Short-sleeved or long-sleeved white or navy blue polo or oxford shirt
- Khaki or navy skirts, skorts, jumpers, or shorts that extend to the back of the knee; or pants (these should be loose, not tight or form-fitting)

- Shoes with a non-marking sole that are preferably the following colors: white, brown, navy, black, or gray (examples: conservative athletic shoes, canvas shoes, soft-soled leather shoes, deck shoes such as Sperrys.)
- Formal uniforms, as well as regular uniforms, may be worn any day of the school year.

Ladies' Formal Uniform

- **Lower Level Only** ▾ Khaki-colored skirt, or jumper with a white or blue oxford shirt.
- **Upper Level Only** ▾ Khaki-colored skirt and a light blue ladies' oxford shirt.
- Rhetoric Level Only: ladies' navy blazer with logo (LA Store).
- Daily shoes are permitted except during formal events, when dress shoes/boots are required (white, navy, black, or brown).

Ladies may:

- Wear navy or white tights under a jumper or skirt
- Wear a small pair of earrings and/or a small necklace
- Wear a basic watch with no audible alarms
- Wear a single bracelet or wristband
- **Upper Level Only** ▾ Wear age-appropriate cosmetics

Ladies may not:

- Wear “smart” watches that receive communication of any kind or have the ability to access the internet or communicate with text messages.
- Wear undergarments that show through uniforms.
- Wear anklets or other accessories.
- Dye their hair unnatural colors.
- Wear flip-flops, crocs, or other open shoes.

Gentlemen's School Uniforms

Gentlemen must have:

- Regular uniforms to be worn daily, including a minimum of three school shirts in good repair
- One formal uniform to wear on the set day (upper level only), as well as school performances, special ceremonies, and other memorable days.

Gentlemen's Regular Uniform

- Short-sleeved or long-sleeved school white or navy polo.
- Khaki or navy pants or shorts (to the back of the knee in length)
- Shoes with a non-marking sole that are preferably the following colors: white, brown, navy, black, gray (Examples: conservative athletic shoes, canvas shoes, soft-soled leather shoes, deck shoes such as Sperrys)

Gentlemen's Formal Uniform

- Lower Level:
 - Solid white or light blue oxford buttoned shirt with a collar
 - Khaki pants
 - Tie (optional for lower level)
- Upper Level:
 - Khaki Pants
 - Light blue oxford buttoned shirt with collar (LA Store)
 - Tie (LA Store)
 - Belt (black or brown to match shoes)
 - Daily shoes are permitted except during formal events, when dress shoes/boots are required (black or brown).
 - Rhetoric Level Only: Navy Blazer with LA Logo (LA Store)

Gentlemen may:

- Wear a basic watch with no audible alarms;
- Wear a single bracelet or wristband;
- Wear a single, simple necklace.

Gentlemen may not:

- Wear "smart" watches that receive communication of any kind or have the ability to access the internet or communicate with text messages;
- Wear earrings, anklets, or other accessories;
- Dye their hair unnatural colors or wear cosmetics;
- Grow their hair longer than the middle of their collar, cover the sides of their ears, or hang down in their faces.
- Wear flip-flops, crocs, or other open shoes.

Gentlemen must be clean-shaven.

Students may not wear pullovers, hoodies, sweaters, or sweatshirts over their school uniforms except during outdoor recess.

Navy or white sweaters with a full-length front button closure or zipper may be worn in class.

Students who arrive at school in violation of the dress code will be sent to the office, and their parents will be contacted. If the violation cannot be remedied, parents will be charged for a replacement.

Athletic Uniforms

Students in logic and rhetoric levels will change clothes for Athletics and Physical Education courses. Students may wear navy or gray athletic shorts (not tight or form-fitting, and an appropriate length) and an athletic t-shirt, which can be obtained from the Warrior Shop or the school store online at www.legacywarriors.org.

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

Student Belongings

Food, Chewing Gum, and Drinks

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

Toys

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

Outside Literature

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

Money

Lower Level Only ▾ Grammar students may not bring money to school unless they have been granted prior permission for a specific purpose.

Upper Level Only ▾ Logic and rhetoric students may bring an appropriate amount of money to school for buying off-campus lunches, attending after-school events, and scheduling off-campus lunches.

Cell Phones and Other Electronics

A student may bring a cell phone to school and on field trips if the parents authorize it and only if the cell phone remains turned off. This includes all formal school events, including athletics practices and evening events. The school office has a phone that should be used to call parents during the school day. Students must ask permission to use their phones to call parents, but otherwise, phones must remain turned off and stored away. During school hours, the phone must stay in the student's locker and should not be taken out. The school reserves the right to confiscate cell phones, review all cell phone activity, and create new rules and policies for them—including banning them, if necessary. During evening events, we want students to be fully engaged; phone activity does not contribute to this.

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

Students may not bring small electronics – for example, music players, tablets and games consoles – to school or on field trips.

It is recommended, but not required, for students in their freshman year and above to have their own tablet or laptop to use at home for assignments. Apple products such as iPad and Mac are used on campus and therefore recommended, but any brand is acceptable.

Lost and Found

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

Student Attendance and Participation

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

Absences

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

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

Excused absences are those absences that occur for the following reasons: personal illness, death in the family, family emergency, or absences approved in advance. Parents should inform the office of the reason for medical visits and absences. Other absences are considered unexcused absences. More than three unexcused absences will require a parent meeting with a school administrator. Unexcused absences and excessive absences of any kind are subject to Arkansas truancy reporting. Students with unexcused absences may not be granted full credit for their make-up work. Although we give serious consideration to the various circumstances for absences, the school ultimately decides whether an absence is excused or not.

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

- Students can rarely be absent without a negative effect on their progress.
- The school office and the teacher must be notified, in writing, at least five days in advance of upcoming trips.
- Asking the teacher to help a student catch up on missed work creates an additional burden on teachers.
- Parents are responsible for ensuring that all classwork and homework is completed within the time frame set by the teacher.

- You may arrange in advance with the teacher(s) to have this work completed before, during, or after your family trip.

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

Tardiness

Most students are dependent on their parents to arrive at school on time. Parents are therefore asked to be punctual. Doing so sets a good example for students and demonstrates the importance of both education and promptness. A student is considered tardy when he or she arrives after 8:00 a.m.

Tardy students must be brought to the office and checked in. Parents must park and accompany their tardy students into the office to be checked in.

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

Early Check Out

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

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

Make-Up Work

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

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

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

Recess and Physical Education

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

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

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

Required Events

Participation in certain events like field trips and Warrior Day are mandatory, meaning the student will receive an unexcused absence. Although normal academic activities are

suspended on these days, they are still an important part of developing relationships and school culture and can be excellent learning opportunities for students.

School Closings and Snow/Ice Days

Legacy Academy may close from time to time because of inclement weather. The administration will make a case-by-case decision each time. This is a rare occurrence. Our school will likely be open even if other schools are closed or occasionally closed even if another school is open. Radio and TV stations usually broadcast these closings by 7:00 a.m. Please sign up at the office to receive email and text message alerts through Remind. Such alerts will be sent out to notify parents of school closing or delayed opening. You may also check the school's Facebook page and website www.legacywarriors.org.

Student Arrival and Dismissal

Transportation

Legacy Academy does not provide transportation between student residences and the school.

Students who drive themselves to school may park in the parking lot in the third row back from the gym. Having a car on campus is a privilege and the school reserves the right to revoke this privilege if deemed appropriate. Student vehicles may be subject to search while on campus if the school deems doing so necessary. Items prohibited on campus are subsequently prohibited in student vehicles.

Students wishing to have a vehicle at school must provide the office with:

- Completed Vehicle on Campus Form
- Copy of valid driver's license
- Valid insurance
- Vehicle registration along with the make, model, year, color, and license plate of the vehicle.

Schedule

- Students may begin arriving at 7:30 a.m. Do NOT leave students before this time, teachers are not on duty until then.
- Classrooms open at 7:50 a.m.
- Students should be in their classrooms by 7:55 a.m.

- Classes begin sharply at 8:00 a.m.
- Pick-up is at 3:00 p.m. when school is dismissed.

Arrival Procedures

Students may be dropped off at school in the morning in one of two ways: a) students may be brought by vehicle to the north entrance, or b) students may be dropped off at the main entrance of the school. Please use the second option if you are escorting your child into the building.

Students may begin arriving at 7:30 a.m. Teachers will be in charge either on the playground or in the cafeteria. If it is raining or if the temperature is below freezing, the teachers and students will spend this time in the cafeteria. Parents with young, reluctant children are advised to leave children kindly, but quickly; most of the time, the child's crying and clinging will end as soon as Mom and Dad are out of sight.

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

Dismissal Procedures

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

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

To pick up a child without leaving their car, drivers should go through the pick-up line at the north entrance of the building. Children will be lined up, and the worker on duty

will bring your children in order. **Do NOT get out of your car while in the pick-up line.** This will block other parents and inhibit the flow of traffic. If you see that you need to get out of your vehicle, please park in front of the main entrance.

If your student is being dismissed later than 3:00 p.m., please park at the main entrance to wait for your child. The teacher keeping your student late will escort the student to you.

Parents arriving late (after 3:10 p.m.) because of an emergency must notify the school as soon as possible. Occasionally, everyone is delayed by an unanticipated event.

Therefore, parents are not charged the first two times they pick up their student after 3:10 p.m. The child will be held until the parent arrives. Beginning with the third late pick-up, however, the parent will be charged a late pick-up fee of \$15. This fee will be charged monthly.

Food and Recess

Snacks

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

Students are encouraged to eat a healthy, substantial breakfast, as most students are not offered a snack before lunch.

Unauthorized snacks between classes during breaks are not allowed.

Lunch

Students may eat a cafeteria lunch every day at Legacy. Legacy Academy serves hot lunches Monday-Thursday and a variety of simpler lunches on Friday. The cost of this lunch is included in the annual tuition. A monthly lunch menu is sent out at the beginning of each month and posted on the school's newsletter. A lunch count is taken each day at 8:00 a.m. This information is then sent to cafeteria personnel. Students are not to share food with students other than siblings.

As an alternative, students may bring their own lunch to school. This should be in a sealed container, with a cold pack insert if necessary. The school cannot accommodate refrigerating or reheating student lunches. Lower-level students should not bring candy, junk food, or sodas in their lunches. Leftovers should be disposed of properly or taken

home each afternoon. Upper-level students only may bring or purchase a 12-ounce canned soda to drink during lunch and/or after school.

Students may order lunch off campus. These orders will not be arranged by the school and may not be placed by the student during school hours. The students or parents must also arrange to pay for their lunch expenses themselves. They must dispose of the trash and leftover food and drink appropriately. They may not keep open containers of food or drink in their lockers, their backpacks, or in the classroom during the afternoon.

Recess Guidelines

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

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

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

- Students should display good sportsmanship and refrain from arguments.
- Students should cheerfully comply with decisions made by referees.
- Students should take every precaution to refrain from hitting another student with a ball.
- Students should take special care to ensure that balls and frisbees do not go over the fence.
- When recess is over, a teacher or the bell will announce this to the students.
 - **Lower Level Only** ▾ Lower-level students are to line up immediately and quietly.
 - **Upper Level Only** ▾ Upper-level students are to make their way quickly and quietly indoors and get ready for their next class.

A student's failure to obey these rules results in his or her losing playtime for a period determined by the teacher or playground monitor.

Special Events

Holiday Observances

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

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

Birthdays

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

Invitations

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

Field Trips

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

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

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

Special Days & Events

Throughout the year, there are special days and events that are designed to build and reinforce school culture. Details and instructions will be sent home as necessary.

School-Sanctioned Events

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

- School-sanctioned events should be consistent with the mission and philosophy of the school.
- School-sanctioned events require the attendance of a faculty or staff member or designated parent.
- School-sanctioned activities are generally limited to students who are currently enrolled at the school. The administration may grant exceptions.
- School-sanctioned activities will be communicated to students and families promptly.
- School-sanctioned activities held off campus require a waiver signed by the parents releasing the school from any liability. When appropriate, the statement should authorize medical treatment in case of injury. This may be covered by a general waiver signed at the beginning of the school year.
- Only school-sanctioned events will be placed on the school calendar and will receive support from the school.
- The administration must approve all proposed activities, determine the number of chaperones required, and approve a date for the event.

Parents' Relationship to Legacy Academy

In Loco Parentis

Parents carry the God-given responsibility for educating their children. Enrolling a child in Legacy Academy does not release parents from this responsibility. The school serves as a means to assist parents in their lifelong duty of instruction. The role of a parent requires time-consuming, daily, diligent, and caring interaction that results in a lasting influence. *In loco parentis* is Latin for "in the place of the parents." At Legacy Academy, authority over students is understood as delegated authority. God has given children to their parents. He has given parents the responsibility of raising and educating their

children and the authority to do that task. During the school day, the faculty and staff stand *in loco parentis*. Many scriptures could be cited to support this point. For example:

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

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

Parental Commitments to Legacy Academy

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

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

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

- Ensure that their students have the time, place, and parental support needed to complete their homework and studies;
- Ensure that their students arrive and are picked up on time;
- Ensure that when their students arrive they are properly prepared for the day with:
 - A good night's rest
 - A proper breakfast
 - Correct attire
 - Necessary supplies
 - Appropriate meal(s);

- Encourage students to comply with the spirit and the letter of all Legacy Academy rules and policies with appropriately respectful attitudes in accordance with biblical teaching;
- Demonstrate acceptance of personal responsibility by fulfilling their volunteer commitment of five hours a semester per family and attending all mandatory events, including but not limited to, parent orientation and parent-teacher conferences; and
- If necessary, secure additional tutoring, testing, or assistance for their students, especially when suggested by the Legacy Academy administration.

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

- Always refraining from inappropriate language;
- Honoring the no-tobacco policy on campus and in front of our students;
- Observing all school rules and policies with an appropriately respectful attitude;
- Modeling appropriate conflict resolution in accordance with Matthew 18 (See [Conflict Resolution & Gossip](#));
- Relating to all faculty and staff members with courtesy and respect, at all times, including when a conflict or disagreement arises;
- Refraining from gossip, which is unbiblical and destructive to any Christian community;
- Demonstrating courtesy and respect to all other adults, including teachers, staff, and parents;
- Dressing appropriately (with modesty) when visiting offices and classrooms or attending school-related events;
- Encouraging students to obey school rules; to do otherwise creates harm to the school as a whole and more specifically wrongly encourages students to believe that rules they don't like do not apply to them, a dangerous and erroneous view.
- Demonstrating a love of learning and a desire to apply biblical principles to all areas of their lives.

Volunteering at Legacy Academy

As a support and extension of the family unit, Legacy Academy considers the family to be of first importance to a student. Through His Word, God indicates that the family is one of the most important human institutions that He designed, and He compares it to the relationship believers have with Christ. The school is continually seeking ways to

actively involve the parents, siblings, and grandparents of students in the programs and activities of the school. Here are just a few of the ways this can be done:

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

In order to determine the suitability for volunteering and/or mentoring for those who wish to do so in a school setting with direct interaction with the students, Legacy Academy screens all employees and regular volunteers for any criminal history record information. This may include a search of local, state, and/or federal law enforcement agency records. Those wishing to participate must complete criminal history check forms required by Legacy Academy and return them to the school office. This process takes several weeks. If you wish to volunteer regularly at the school during school hours or in working with students, you must register with the office at the beginning of the school year.

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

Non-Student Siblings on Campus

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

Parents on Campus

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

Parent Leaders

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

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

Conflict Resolution & Gossip

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

This process has but one goal: restoration of the relationship between Christian brothers. All who are in the school community – whether parents, administrators, teachers, or students – must never lose sight of this goal. It is important to note that Christ provided a process that settled disputes quietly. In most cases, problems can be

worked out in a one-on-one manner, and no one in the broader community needs to know.

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

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

If a parent has a concern about their student's class, instead of calling the administration, the first person to contact is the teacher. If the situation cannot be resolved with the teacher, then the parent needs to make an appointment for a meeting with the administration. At this meeting, both the parents and the teacher should be present to discuss the problem. Hopefully, resolution and restoration occur as a result of this meeting. If not, then the disputing parties, along with the administrator, meet with the church eldership, which provides leadership over Legacy Academy.

Staying Informed

The Legacy Academy faculty and administration have several means by which they seek to keep parents informed as to lesson plans, homework assignments, school events, and such. Parents are encouraged to keep themselves current on all Legacy Academy news and activities through regular perusal of the school's communication, especially the weekly newsletter, relevant Remind messages, and printed memos. This also includes emails and social media.

Contacting the School

During the school year, the office is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. At other times, people calling the school may be connected to a voicemail system through which a message can be left. Parents wishing to speak with individual teachers may leave a message with the school office or send a message via Remind. Teachers will respond as soon as their schedules permit (usually within 24 hours). Parents are asked to refrain from phoning teachers at home. Teachers may also be emailed in the following format for email addresses:

firstname.lastname@legacymail.org.

Emergencies

Messages and Deliveries

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

Emergency Procedures

Should an emergency arise involving a child, school staff will first call 911 (if appropriate) for assistance, render whatever aid is deemed necessary, and then attempt to reach parents through information supplied on the emergency card. If, in the opinion of school personnel, a child requires emergency room treatment, he or she will be transported to the nearest hospital (at the discretion of school personnel). Although the school provides accident insurance, the school policy is secondary to any medical insurance parents may already have, and may have deductibles and certain exclusions. Parents are ultimately responsible for any financial obligations associated with treatment, including ambulance service.

Fire Drills, Tornado Drills, and Disaster Drills

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

Illness or Accident During the Day

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

24-Hour Stay Home Rule

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

Contagious Illnesses

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

Liability Insurance

Legacy Academy is a ministry of The Legacy Center, which carries liability insurance. This insurance extends only to accidents that occur on the school's campus and is secondary to any and all insurance through the child's legal guardian. Parents sign a release form accepting all financial responsibility for medical expenses. School insurance will not be utilized unless the accident was a result of the school's violating a school policy or state regulation, or if the parents' out-of-pocket expenses, after insurance, exceed \$5,000.

Medical

Student Immunizations

Each student must have a copy of his or her immunization record on file in the school office showing that he or she is up-to-date with all required immunizations. Immunization records are required at the time of enrollment and annually thereafter. Students without complete immunization records or a notarized exemption form on file

are not permitted to attend class. Parents wishing to be exempt from providing an immunization record must request such an exemption in writing.

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

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

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

Medication

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

A Medication Dispersion Log is kept to document medicines given to students. Only medication provided by the parent or otherwise authorized per the student's Medication Authorization Form is dispensed to his or her student. Medications will only be administered by the school nurse. Teachers are not authorized to administer medication to students, including topical creams and ointments, over-the-counter medications, and natural or herbal remedies such as essential oils.

Parents are required to complete a Medication Authorization Form for each student. While this does not have to be done annually, parents are responsible for updating their student's Medication Authorization and notifying the administration and/or the school nurse of any changes to their student's medical status.

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