



**LEGACY**  
ACADEMY

**A Classical Christian School**

**PARENT / STUDENT  
HANDBOOK  
2020-2021**

Legacy Families,

We are excited to begin this journey with you as we work together to develop critical thinkers and future disciples of Jesus Christ. We truly feel called by the Lord to serve and teach His children. We consider it an honor and privilege to partner with you as we strive to fulfill this calling. We look forward to building a lasting relationship with your family as we pursue academic excellence and strive to develop disciples.

Welcome to the Legacy family!

Dr. Tim Taylor, Head Master

### **MISSION**

Our mission is to pursue academic excellence, rooted in the truth of God's Word, and to develop fully devoted followers of Jesus Christ.

### **PURPOSE AND PHILOSOPHY**

Through Classical Christian principles and teacher-assisted and directed activities, children are encouraged to be independent thinkers and lifelong learners. Legacy's purpose is to nurture the "whole child". This includes physical, intellectual, emotional, social and spiritual development. This will be achieved by providing a variety of activities that are developmentally appropriate and by recognizing the individual needs and differences of children.

We believe all children are unique gifts from God, each having a purpose and place within our world. We strive to teach the love of Jesus Christ through His death and resurrection; we profess this belief and demonstrate it by providing a quality Christian education to the students at Legacy on a daily basis.

### **LEGACY STATEMENT OF FAITH**

1. We believe the Bible to be the only inerrant, authoritative Word of God, and that it is, therefore, the sole and final authority in matters of truth, morality, and the proper conduct of humankind and in faith and practice (II Tim. 3:16, II Pet. 1:19-21).
2. We believe that there is one God, eternally existent in three persons: the Father, Son, and Holy Spirit (Deut. 6:4, Matt. 28:19).
3. We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in salvation through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father (Heb. 1:2, Matt. 1:21-23, Col. 3:1).
4. We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential and salvation is by grace through faith alone (Jn. 3:3-8, Eph. 2:8-9, Acts 16:31).

5. We believe in the present ministry of the Holy Spirit by whose indwelling, the Christian is enabled to live a Godly life (Gal. 5:16, Rom. 8:14-27).

6. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (Jn. 5:28, I Cor. 15:52-53, Rev.20:12-15).

7. We believe that man is the special creation of God, made in His own image. God created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. We believe that God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption (Genesis 1:26-30, Genesis 2:18-25).

\* All parents are asked to sign and return the Statement of Faith signature page location at the end of the Handbook.

## **GENERAL INFORMATION**

### **ADMISSION**

Legacy enrolls students of any race, color, sex, national or ethnic origin and extends to them all the rights, privileges, programs, and activities available to all students of the school. We do not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of educational policies, admission policies, and other school programs. However, we reserve the right to select students on the basis of academic performance, religious commitment, and personal qualifications including willingness to cooperate with our administration and abide by our policies.

### **AGE REQUIREMENT**

Kindergarten level requires a child to be five years old prior to August 31<sup>st</sup> to be eligible for attendance. All grade levels require a copy of your child's birth certificate when enrolling.

### **APPLICATION PROCESS**

**Step 1:** Complete and submit application form.

**Step 2:** After the student application form is reviewed, eligible students and their parents will be contacted to set up an interview and student assessment.

**Step 3:** After the interview, and once the assessment has been reviewed, enrollment decisions will be made and parents will be notified by email or a phone call. At this time, parents will need to provide a copy of student transcript/records from previous schools, if applicable.

**Step 4:** A nonrefundable deposit needs to be paid by July 1<sup>st</sup> for families with siblings already attending Legacy. (A \$100 deposit needs to be made upon acceptance to secure the spot.)

\* Applicants who are not admitted due to full enrollment will be placed on a waiting list and will

be notified if there becomes an opening during the school year. Students not admitted are encouraged to reapply for the following school year.

## **ATTENDANCE**

Knowing there is a strong correlation between regular attendance and high academic achievement, please make every effort to ensure your child attends school every day possible. If your child must miss school, please let us know in advance or call the office by 8:15 a.m. and leave a message on the day of the absence. Students arriving after 9:00 a.m. without a phone call will not be included in our lunch count for the day and must bring their own lunch.

Planned Extended absences - If a student needs to be absent for two or more consecutive days, the parents should notify the school by email or phone explaining the circumstances prior to the absences, except in case of illness. Notification should be made, at least one week prior to the absence. Parents are responsible to communicate with the teacher regarding the date homework will be due.

Tardies - Parents must make a special effort to have their children to school prior to 8:25. Excessive tardies is missed instructional time. In addition to missed instructional time, student's arriving late to class can be a disruption to their classmates. Providing missed instruction to assist students who are chronically late is a burden to teachers, and it detracts from the education of the other students.

Punctuality is a parental responsibility and is considered a vital part of training for Legacy students. Being on time instills self-discipline and respect for others. Any student who arrives after 8:25 a.m. will be considered tardy and must sign in at the office. In fairness to the class, students arriving after classes have started may be asked to remain in the Director's office to minimize class disruptions. The teacher will contact administration when there is an appropriate time for the student to come to class. Once a student has accumulated 5 tardies, a 10% reduction in the Enrichment grade will be applied. Five additional tardies will result in an additional 10% reduction and so on per semester.

The parents of students who are tardy more than three times in a quarter may be asked to meet with the headmaster. Continual tardiness will be grounds for additional administration action.

## **CLASSICAL CHRISTIAN EDUCATION**

Classical Christian schools use every facet of history, science, math, philosophy, art, and other subjects integrated around the Truth of the Christian worldview.

With high academic expectations, we capitalize on children's God-given strengths at each stage of development to help them learn and grow. The end result of this process is a student who knows what they believe and why and can positively impact the community around them.

For information on Classical Christian Education see the link below:

<https://classicalchristian.org/>

## **PARENTAL PARTNERSHIP**

Legacy understands the importance of involving parents in promoting higher student achievement and general good will between parents, school and community. Parental involvement is crucial in four areas:

ACADEMICALLY: Parents are responsible for providing regular structure for completing home assignments, checking agendas, and monitoring the student's completion of homework assignments, and assisting the student as needed. Parents must be actively involved in the educational process with their student at home, even acting as co-teacher when needed.

SPIRITUALLY: Pray for the Legacy Board of Education, our administration, faculty, and our students and families. Become aware of and support the policies of the school.

PHYSICALLY: Participate in planned school meetings and functions. Seek volunteer opportunities. Many activities in our school are organized by Parent Association volunteers so any help parents can provide is greatly appreciated. Legacy encourages families to become actively involved in and support our Parent Association.

FINANCIALLY: Private education is a privilege we enjoy in our country, but a private school is expensive to operate, and tuition only covers a portion of operating expenses. Therefore, fundraising is a normal and crucial part of a private education. This may include annual fundraising programs through the Parent Association or large Capital Campaigns as Legacy Academy begins a building program.

Parent support and involvement are essential if Legacy is to successfully fulfill its mission.

## **ACADEMIC POLICIES**

We believe that grades are not a commentary on the relative worth and value of the individual, but rather an accurate reflection of the quality of his/her work in a given subject at a given time. Grades serve four basic purposes:

1. Help us teach, correct, and train;
2. Help us in the ongoing placement of students at a level and in subjects responsive to their needs, background, and abilities;
3. Provide us with an ongoing and widely understood means of communicating a student's progress and achievement to his/her parents and other parties, such as college entrance boards or other schools to which the student may transfer;
4. Provide us with a just and legitimate means of holding students accountable for the quality of their work.

## Legacy Curriculum

Kindergarten	1st Grade	2nd Grade	3rd Grade`	4th Grade
Phonics	Phonics			
	Spelling	Spelling	Spelling	Spelling
Penmanship (D'Nealian)	Cursive (American Standard)	Cursive (American Standard)	Cursive (American Standard)	Cursive (American Standard)
Reading	Reading	Reading	Reading	Reading
			Language Arts	Language Arts
			Composition, Grammar, Poetry	Composition, Grammar, Poetry
Recitation	Recitation	Recitation	Recitation	Recitation
Enrichment	Enrichment	Enrichment	Greek Mythology	Greek Mythology
Math	Math	Math	Math	Math
Christian Studies	Christian Studies	Christian Studies	Christian Studies	Christian Studies
			American Studies	American Studies
		Science Patterns of Nature	Science Mammals	Science Astronomy
		Latin	Latin	Latin
Music/Art/PE	Music/Art/PE	Music/Art/PE	Music/Art/PE	Music/Art/PE

### RETAKE POLICY

Students in second grade and up will be allowed to retake a test/quiz or make corrections on an assignment and can receive at most an “S” in second grade or a “C” in third grade and up on that assignment/test/quiz. These guidelines will apply most often in Latin and Math but can also be applied to other subjects. Retaking a test or quiz is up to the teacher’s discretion.

### LEGACY GRADING SCALES:

#### Kindergarten – 2<sup>nd</sup> Grade:

E – Excellent (90-100)  
 G – Good (80-89)  
 S – Satisfactory (70-79)  
 N – Needs Improvement (60-69)  
 U – Unsatisfactory (59 or below)  
 N – Not graded this term

#### 3<sup>rd</sup> Grade and up:

A – (90-100)  
 B – (80-89)  
 C – (70-79)  
 D – (60-69)  
 F – (59 or below)

### PROMOTION

To meet the basic criteria for promotion to the next successive grade, students must pass all coursework with at least a 70% average. When retention is being considered a conference with

the student's teachers and parent(s) will be held. While the final decision will be made by Legacy Administration input will be taken from parents and school personnel. Tutoring may be advised or additional work over the summer and a final end of the summer assessment may be given to help with this determination.

### **REPORT CARDS**

Student report cards are issued quarterly. Parent/teacher conferences will be held after first and third quarter. At this time each student will receive an extended evaluation of their progress based on the scope and sequence of the curriculum at their grade level. This will allow you to see your child's progress with an explanation of needs for the next quarter. The second and fourth quarter report cards will be sent home with the students. Additional parent/teacher conferences may be scheduled as needed by contacting your child's teacher

### **HOMEWORK**

An important aspect of any educational program is to have students develop good study habits and to develop a sense of responsibility. One method of achieving these ends is through the assigning of homework. Homework is generally due the following school day. Points will be deducted for homework not returned on time.

The faculty intends that homework be done to the best of the student's ability. Our expectation is that the homework be the student's own work. We see the parent's role as supportive, and supervisory if necessary. If you feel your child is spending an excessive amount of time on homework, please consult with the child's teacher.

### **DRESS CODE**

1. Please dress your children in modest apparel.
  - Shorts must be worn under all skirts and dresses.
  - Shorts must be worn at mid-thigh or longer.
  - No halter tops or off the shoulder shirts
2. Children should be dressed for indoor and outdoor play.
3. All children must wear closed toed shoes (preferably soft-soled tennis shoes).  
No sandals or flip flops.
4. Children should dress appropriately for the weather season. Students will use the outside play facilities except in cases of extreme heat, cold, or rain.
5. Kindergarten students should bring a complete change of clothing which includes a shirt, pants, shorts, socks, and underwear to be left at school. Put the clothes in a Ziploc bag labeled with your child's name. Clothes will be stored in your child's classroom.
6. First grade students should have an extra shirt for emergency use. Put the shirts in a Ziploc bag labeled with your child's name. Shirts will be stored in your child's classroom.

### **OUTDOOR RECESS**

We will have outdoor recess whenever weather permits. Please remember to dress your child appropriately for the weather. We will not go outside if the temperature or wind chill is below 32 degrees or a heat advisory is in effect. All children are required to go outside with their class.

## **INCLEMENT WEATHER**

In case of inclement weather, we will change the recorded phone message letting you know of school closings no later than 6:00 a.m. or you may check KY3.com under “closings.”

## **FIELD TRIPS**

Most field trips are extensions of the classroom and intended for educational purposes, though some may be just for fun! Parents who are invited to drive or supervise a field trip are under the direction of the teacher and must have a completed background check; please see the administration for more information. Field trip permission forms signed by parents will be required for each student.

Parents are expected to follow school rules in all instances while supervising children. Supervision of students on a trip is a full-time responsibility.

Legacy requires:

- All drivers have a valid driver’s license.
- All drivers/chaperones have appropriate material from the teacher including emergency information.
- All students are secured in a seat belt.
- Distractions such as cell phones are not permitted while driving.
- All drivers follow the teacher designated plan and the same route to and from the destination.

## **INSURANCE**

While in the care of the school, your child will be covered by Guide One and Brotherhood Mutual Insurance Company. This is an accident insurance policy which covers each child. This policy provides secondary coverage after the insured's expenses are covered under the primary insurance policy.

## **SCHOOL LUNCHESES**

Students are welcome to bring a lunch from home or to purchase hot school lunches for \$1.00 per lunch. All food is prepared by our cooking staff on the premises and meets USDA food requirements. The fee will be collected by the 15<sup>th</sup> of the month for the whole month. If a student forgets their lunch, or wants lunch on a particular day, they may purchase a lunch for that day for \$2.00. Fees will not be NOT collected daily. Fees are flat fees and will not be adjusted because of sick days or vacation days, etc. Cost per month will vary with the number of school days in that month which is as follows:

August	\$20
October	\$21
November	\$18
December	\$14
January	\$19
February	\$19
March	\$16
April	\$21
May	\$10

Please remember that refrigerators and/or microwaves are not available for student use.

An afternoon snack will be provided for the kindergarten and first grade students. Students in the second grade and above may bring a small snack from home for a mid-morning snack. Legacy will not provide snacks for students who forget to bring their own snack from home. Snacks may not be shared.

Lunch behavior is expected as follows:

- Speak in conversational tones.
- Use good manners.
- Be considerate of others.
- Do not run or participate in horseplay in the lunchroom.
- Do not bring gum or hard candy in sack lunches.
- Students will clean their eating area by picking up all trash, food, and personal items from the table and floor where they are sitting.

Parents are welcome to join their child for lunch. Please make arrangements in advance with your child's teacher. You may bring a lunch for you and your child or the school lunch is available for parents for \$2.00.

### **MEDICAL EMERGENCY**

Emergency contact information is vital to have on file if an accident occurs during school hours. Emergency contact information is part of your child's enrollment form. Parents are responsible to let us know if this information changes. To inform us of changes, please stop by the school office, send a note with your child, or email us at [Legacy@fcbbranson.com](mailto:Legacy@fcbbranson.com).

If a life-threatening illness/injury occurs at school 911 will be called first and then parents notified. For other injuries, first course of action is to contact the parents. If no contact is made, we will contact people according to the emergency list in each child's file. If we cannot reach either parent or the emergency contact and emergency treatment is required, the child will be taken to the designated hospital indicated on the enrollment form. Your signature allows permission for your family physician or hospital to take whatever measures deemed necessary for treatment.

### **MEDICAL FORMS AND ILLNESS**

Each student must have a medical form on file in the office. All newly enrolled students must have a physical form filled out by their primary care provider. This is included in your enrollment packet and must be returned before the start of the school year. This is not an annual requirement.

For the protection of all students, your child must be kept at home for twenty-four hours if they show any sign of the following symptoms: temperature above 100 degrees, diarrhea, vomiting, a rash, skin lesions, green or yellow nasal discharge, discharge in eyes or ears or the presence of head lice or nits. If a student becomes ill during the day the parent will be contacted to take the student home. To return to school, they must be fever-free without fever-reducing medication for twenty-four hours.

## **MEDICATION**

If your child is taking medication prescribed by a physician or an over the counter and must be administered during the day, please come by the office and fill out a medicine authorization form. All medication must be in the original container and transported to and from the school office by a parent/guardian. Students may keep chap stick or cough drops in their backpack or desk (depending on teacher preference) for their personal use. Teachers may limit excessive usage.

## **PLEDGES**

Pledge to the Christian Flag: I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

Pledge to the American Flag: I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

Pledge to the Bible: I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart, that I might not sin against God.

## **SCHOOL SCHEDULE**

Morning drop off is at the west door from 8:00 to 8:15. After 8:15, please bring your student into the building using the front door entrance with your key fob. Afternoon pick up will be at the front entrance from 3:30 – 3:40 p.m. Please display the car sign in your window. Late pick up families will be charged \$5.00 plus \$1.00 per minute. If someone other than a parent/grandparent will be picking up your child, please email the office with the name of the person and their relationship to your child. They will be asked to show their ID. You may also contact your child's teacher in addition to sending the email. Having listed a person as an emergency contact does NOT establish them as an authorized pick up person, they must also be listed as an authorized pick up person.

## **AFTER SCHOOL CARE**

After school care is from 3:30 to 5:30 p.m. Spaces are limited, so fulltime working families will be given first priority. After 5:30, a late fee of \$5.00 plus \$1.00 per minute will be administered. Please be aware, we reserve the right to deny after school care at the discretion of Legacy Administration.

Prices may change on a yearly basis for:

5 days a week

3 days a week

Second sibling

You may call the office 24 hours in advance if after school care is needed to see if a spot is available. Cost per single day is \$5.00.

## **CODE OF CONDUCT**

Legacy requires a high standard of behavior from each student enrolled. Our students are taught to work diligently at the task of learning, to cooperate with teachers, and to treat others with respect. Students should respond to their teachers' love by heartily embracing the worldview expressed both inside and outside the classroom and by obeying the letter and spirit of all that the teacher's ask with a joyful heart. Love for the LORD, for His Word, and for one another should characterize all that we do.

The faculty and administration of Legacy seek to work in partnership with parents to maintain student accountability should attitude or behavior problems develop. Choosing to disobey will bring age appropriate consequences. Every effort will be made to ensure that these consequences are logical, reasonable, and natural. Consequences will be administered fairly, consistently, objectively, and in a manner that does not deny dignity to the child.

It is in the child's best interest that we work together regarding his or her discipline. If a child is having problems listening to teachers, following directions, social problems, etc., we will contact parents for a conference. Through prayer and working together we believe all situations can be resolved in a respectful manner.

Scriptures that Legacy believes are important for parents and staff to utilize in partnership in the area of discipline are the following:

1. Discipline is motivated by and performed in love. (Proverbs 3:12, 13:24; Hebrews 12:6);
2. Discipline is effective with wise recipients. (Proverbs 17:10);
3. Discipline is often identified with the use of mild rebuke. (Proverbs 29:15);
4. Discipline is often accompanied by restitution and/or apologies, public and private. (Matthew 5:23-24);
5. Discipline is completed by repentance (including no lingering attitudes), a restoration of fellowship, love, and forgiveness. (2 Corinthians 2:6-8, Matthew. 18:15).

\* Please review Parental and Student Responsibilities and the Student Code of Conduct and return the signed acknowledgement form.

We fully recognize God has given parents authority over their children and responsibility for their discipline. Parents have conferred this authority to administrators and teachers during the school day and during school activities. We take this responsibility very seriously and will strive to teach your children biblical problem solving skills using the Matthew 18 principle and guide them to demonstrate obedience and respect towards teachers, administrators, and others God has vested authority. If your child relays an event you feel needs attention, please contact the teacher first and discuss your concerns. If you feel further assistance is needed, your second plan of action is to contact the Director. We have complete confidence we can work together to resolve any situation that may arise.

## **DISCIPLINE PROCEDURES**

At Legacy, our heart is to teach and train our students in love through discipline which has an origin from the word “**disciple.**” It represents the Greek word “mathetes” which means **a pupil.** Coming to English by way of the Latin, “discipulus” meaning is “**a learner**” or the more common word “**student.**”

First and foremost, we believe discipline is used as a form of teaching.

- Discipline is helping a student solve a problem. Punishment is making a student suffer for having a problem.
- To train students to be problem solvers, we will focus on the solution first, not the retribution.

Students are expected to comply with school standards regarding behavior and healthy conversation. All students should be aware of school expectations and avoid the following offenses:

1. Failure to follow the instructions of a teacher or staff.
2. Disrespect to any staff member. Talking back or arguing with teachers or staff. Prompt and respectful compliance “first time obedience” will be taught and expected.
3. Dishonesty, including lying, cheating, or stealing.
4. Inappropriate sexual jesters.
5. Rough horseplay, fighting or bullying.
6. Obscene or inappropriate language.
7. Disrespect of another’s property or personal space, including school property.
8. Excessive class disruption.
9. Possession of tobacco/alcohol/drugs or any type of weapon will result in out of school suspension and possible expulsion.

## **DISCIPLINARY CONSEQUENCES**

### **LEVEL I (Classroom)**

1. A variety of in-class teacher discipline strategies.
2. Withdrawal of privileges such as recess or participation in activities.
3. Teacher discussion with director. Parents will be notified of minor offenses via email.

A pattern of minor offenses will result in an office visit. In addition, there are five basic behaviors that will automatically necessitate an office visit with the director. Those behaviors are:

1. **Disrespect** shown to a staff member. The staff member is the judge of whether disrespect has been shown.
2. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
3. **Rebellion**, i.e. outright disobedience (active or passive) in response to instructions.
4. **Fighting or intent to harm**, i.e. bullying, shoving, tripping, etc.
5. **Obscene, vulgar, or profane language**, as well as taking the name of the Lord in vain.

## **LEVEL II (Office)**

1<sup>st</sup> Office Visit - During the office visit, the director will investigate the nature of the offense and seek to give Biblical counsel to the student as well as pray with the student. Parents will be contacted and requested to deal with the offense at home. The parents' assistance and support in averting further problems will be sought. Restitution or apology may need to be made before the student re-enters the classroom.

2<sup>nd</sup> Office Visit - A second office visit will result in loss of privileges.

3<sup>rd</sup> Office Visit- The third office visit will include a parent, teacher, administration, student, conference.

4<sup>th</sup> Office Visit - Should the student require a fourth office visit; Out of school suspension will be considered.

5<sup>th</sup> Office Visit- If these disciplinary strategies are not producing positive results, it is at the discretion of the Head Master to dismiss the student.

Legacy Academy realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his/her parents not be able to eliminate behavioral problems before a fourth office visit, the student may be expelled.

## **TECHNOLOGY POLICY**

**Students in grades K-8 are not allowed to bring any type of electronic device to school.** If parents receive special permission from the administration due to communication needs of the family, the device must be silenced and kept in the student's backpack. The following policy applies to cellphones, iPads, tablets, laptops, Kindles, Nooks, Smart Watches, etc.

This includes transition between classes and study hall. Cell phones are not to be taken into the lunchroom or bathrooms. The only time students may be permitted to check their phone is at the end of the academic school day. Once a student's academic school day ends (sport practice is considered part of the academic day), students may use electronic devices outside the school building. Cell phone games may be played only after school hours. Internet use on cell phones is strictly prohibited while on school premises. Disregard for this policy can result in temporary confiscation of the phone and/or a trip to the Director's office.

Students are welcome to come to the office to make a phone call to their parents, and parents are always welcome to call the office to contact their student.

## **SAFETY / SECURITY**

Student safety is our top priority. Fire, tornado, and intruder drills are practiced and each classroom is equipped with school safety procedures. If a threat is issued, a blue LED light on the ceiling will alert the teachers to lock down their classroom and follow our intruder drill procedures. When this light goes off, Branson police department is notified and officers will be dispatched. Anytime students are in their classroom or at lunch, doors will be locked with a key fob entry system. Parents will need a fob to enter the building or the locked down areas. Each parent will be issued a key fob to enter our building. Additional or replacement cost for a lost fob is \$10.00.

## **TUITION AND FEES**

Tuition is \$3,450.00 per year. Upon notification of acceptance, a nonrefundable deposit of \$450 needs to be paid by May 15<sup>th</sup> for returning families. July 1<sup>st</sup> for families with siblings already attending Legacy. July 1<sup>st</sup> for new families. (A \$100 deposit needs to be made upon acceptance to secure the spot.)

The deposit will be deducted from the cost of the current year bringing the balance to \$3000.00. A multi-student discount of \$100.00 per subsequently enrolled student is available.

### **Payment options are as follows:**

1. One payment of \$3,000.00 due September 1st
2. Two payments of \$1,500.00 due September 1st and February 1st.
3. Ten payments of \$300.00 are due on the 1<sup>st</sup> or 15<sup>th</sup> of each month.

Fees may be paid with cash, check or money orders. There will be a \$25.00 service charge on any returned checks. A \$10.00 per week late fee will be applied to your child's account if tuition has not been received the week of the 15<sup>th</sup> each month. If the 15<sup>th</sup> falls on a weekend, tuition is due the following Monday. If payment is not received on Monday, a late fee will be assessed to your child's account.

## **VISITORS**

All visitors, other than parents, must check in at the school office upon arrival and check out when leaving. At the time of check-in, a visitor's badge will be provided.

## **COMMUNICATION**

### **Email your teacher:**

- By **8:00 a.m.** if your child is sick or will not be attending for the day.
- By **8:00 a.m.** if your child will be late so they may be added to our lunch count. Otherwise they will need a sack lunch from home

### **Email the office:**

- If somebody other than a parent/grandparent will be picking them up from school
- If they will not be staying for late day

## **Legacy Contact Information**

### **Administrative**

Headmaster	Dr. Tim Taylor	<a href="mailto:ttaylor@legacybranson.com">ttaylor@legacybranson.com</a>
Preschool Director	Kathryn (Kat) Jones	<a href="mailto:kjones@legacybranson.com">kjones@legacybranson.com</a>
Administrative Assistant	Barb Stewart	<a href="mailto:bstewart@legacybranson.com">bstewart@legacybranson.com</a>

### **Teaching Staff**

Kindergarten	Beth Thompson	<a href="mailto:bthompson@legacybranson.com">bthompson@legacybranson.com</a>
1 <sup>st</sup> Grade	Karen Stafford	<a href="mailto:kstafford@legacybranson.com">kstafford@legacybranson.com</a>
2 <sup>nd</sup> Grade	Kelly Garrison	<a href="mailto:kgarrison@legacybranson.com">kgarrison@legacybranson.com</a>
3 <sup>rd</sup> Grade	Ellie Brubaker	<a href="mailto:ebrubaker@legavybranson.com">ebrubaker@legavybranson.com</a>
4 <sup>th</sup> Grade	Rebekah Dunnam	<a href="mailto:rdunnam@legacybranson.com">rdunnam@legacybranson.com</a>

Art  
Music  
PE

Lynsey Brown  
Barb Stewart  
Caroline Wieters

Legacy Phone Number

417-336-2139

## **MISCELLANEOUS**

No food or toys should be brought to school unless specified by your student's teacher.

## **TERMS OF AGREEMENT**

In consideration of the acceptance of our child into Legacy Academy, I/we agree to the following: I/We, intending to be legally bound, hereby for myself, my heirs, executors, and administrators, waive and release any and all employees of Legacy Academy for any and all damages which may be sustained and suffered by my child in connection with our association with or entry into the school.

If any injury should occur during the travel to, participating in, or returning from any school sponsored event, I/we agree to pay all costs not covered by the primary insurance of Legacy Academy, present and future, through my/our medical insurance policy and/or personal finances.

I/We agree not to sue Legacy Academy or its employees. The sponsoring instructor(s) and/or staff are hereby given permission to administer emergency first aid if needed. By signing this form, I understand and accept the conditions set forth.

## **PARENTAL AND STUDENT RESPONSIBILITIES**

- Parents must be Christians. Followers of Jesus Christ in submission to Him and God's Word, the Bible, and in agreement with the Academy's Statement of Faith.
- Parents and their students must be in agreement with the Academy's purpose and spiritual objectives, and abide by the Academy's rules and regulations.
- Parents must provide Legacy Academy with a completed application form for each child applying for admission, along with transcripts and report cards and transfer credit requests from previous schools or home school.
- Parents must be in agreement with, and supportive of, the school's procedures for handling student discipline.
- Parents must provide continually updated immunization records for each child.
- Parents must acknowledge that each of their children has reviewed the Code of Conduct and is willing to abide by those policies. Returning students have already signed the Code and

acknowledge that this Code remains in effect as long as the student attends the Academy. In addition to parents signing the Code of Conduct, students 2<sup>nd</sup> grade and older must also sign the Code of Conduct.

### **STATEMENT OF PARENTAL RESPONSIBILITY**

“In enrolling one or more of our children in Legacy Academy, a school which affirms the comprehensive responsibility of parents for the education of their children, we acknowledge and accept primary responsibility for our child’s behavior at school. We also acknowledge that we are responsible to be familiar with and support the policies of the Academy as published in the current Parent/Student Handbook. In addition, we agree to attend parent meetings or individualized conferences that are intended to help parents better understand their role at Legacy Academy, and to sign and abide by the Code of Conduct, which will remain in effect until my child graduates or withdraws from the Academy.”

### **STUDENT CODE OF CONDUCT**

- Students are expected to conduct themselves with **INTEGRITY**.
  - Students should not lie, cheat or steal.
- Students are expected to be **RESPECTFUL**
  - Students must show respect to adults. A title (Mr., Mrs., Coach, etc.) and appropriate tone should be used when addressing an adult.
  - Students must treat each other with respect, kindness, purity, and compassion. Bullying or harassment in any form is not allowed.
  - Fighting in any form is not allowed.
- Students are expected to be **MODEST**.
  - Unbecoming behavior or attire is not allowed.
- Students are expected to be **KIND IN CONVERSATION**.
  - Use of profanity, vulgarity and other inappropriate language, in spoken or written form, or the use of offensive gestures is not permitted.
- Students are expected to be **RESPONSIBLE**.
  - Being absent from class or extracurricular commitments without the knowledge or permission of parents or school staff is not allowed.
  - Students shall keep the school property, facility and grounds clean and orderly, reflecting an attitude of gratefulness and biblical stewardship.
- Students are expected to follow the **RULES** outlined in the Parent/Student Handbook.
  - Students will cooperate with both behavior and attitude.
  - Students are expected to be obedient in the classroom.

**LEGACY ACADEMY PARENT SIGNATURE PAGE**

**I have read, understand, agree with and will support the Legacy Statement of Faith.**

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I have read, understand, and agree to comply with the Policies and Procedures of the Legacy Academy parent/student handbook. This includes the Parental Responsibilities and the Student Code of Conduct.**

Child's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Please return this page to the office**