Legacy Christian School

Student/Parent Handbook
2026-2027

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WELCOME

Welcome to Legacy Christian School. It is the sincere wish of all the staff members at LCS to make the 2026-2027 school term as successful and enjoyable as possible.

This handbook has been revised and approved by the Administration and School Board and is intended to be a guide to the rules, regulations, and general information about Legacy Christian School. In partnership with God and our students' parents, we strive to uphold the 5 pillars set forth that Legacy is founded on: Bible Based, Discipleship Driven, Parent Partnership, Education Focused, & Legacy Building. You will find the 5 pillars listed in this handbook and each will encompass several policies and regulations that will be upheld at Legacy.

We believe these pillars will ensure an effective learning environment for all. A good learning atmosphere depends upon a sustained and cooperative effort on the part of the students, parents/guardians, teachers, and administrators.

We are looking forward to this school year and can't wait to see what God will do within our building.

We are so happy you are here with us!

Jake Nelson, Board President Michelle Fritz, Principal

THE SCHOOL

Legacy Christian School of Holdrege is a non-denominational Christian school for students in grades Pre K - 6. We operate according to the current guidelines and regulations of the Nebraska Department of Education Rule 14.

VISION

To see students walking in loving obedience to Jesus

MISSION STATEMENT

Legacy Christian School exists to equip the next generation to become godly leaders by partnering with parents to disciple students into a biblical worldview for the glory of God.

SPIRITUAL FORMATION

The process of grace instructing us to **know God accurately**, **love rightly**, and **live biblically** as we are made like Jesus by His Spirit.

PHILOSOPHY OF EDUCATION

The educational process in a Christian school is dependent on a Biblical philosophy. This provides the right world view and essential truths for life so that children may be prepared to assume their proper place in the home, the church, and the state. Accordingly, the philosophy of education for Legacy Christian School of Holdrege is as follows:

The educational philosophy of Legacy Christian School is based on a God-centered view of truth and humanity as presented in God's inspired manual for life, the Bible. Since God created and sustains all things through His Son, Jesus Christ, the universe and all life are directly related to God, have the purpose of glorifying Him, and must be viewed with regards to his central position in all of life and truth. This is especially true of man-kind, who was made in God's image, different in kind from all other creation, with the unique capacity to know and respond to God personally. Because humans are sinners both by nature and choice, he/she cannot in this condition know or honor God in their lives. Humans can do this only by being born again as they receive Jesus Christ as Savior and Lord and thus, through His Spirit, be enabled to do God's will, which is the ultimate purpose of their life.

The entire process of education is seen as a means used by the Holy Spirit to bring the student to Christian maturity, develop a Christ-centered mind in the student, and train the student in Godly living so that he or she can fulfill God's total purpose for bringing the student into this world. This is true success. Students must be taught the Bible because it is the source of wisdom and truth. Its principles give meaning to truth and knowledge. Without learning Biblical principles, the student cannot possibly gain a true education that prepares them personally and vocationally for his/her life on this earth. Children must learn to see all truth as God's truth and to integrate it with and interpret it by God's Word. The student must be developed and related to God as a whole person; spiritually, mentally, physically, emotionally, and socially. The spiritual thread runs through and binds these inseparable areas. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone. The scarlet thread must be woven throughout the total curriculum.

The desire of Legacy is to use gospel-saturated and Christ-exalting curriculum as the means by which we disciple students into a lifestyle of loving obedience to Jesus. We seek to develop disciples of Jesus who will be leaders in our communities in godly conduct and influence. Education, then, is the means by which we intend to disciple students into Christ-likeness as the Holy Spirit matures, grows, and transforms them.

Teachers at Legacy Christian School must be born again. They must have God's perspective on life as they strive to provide a God-centered and academically challenging education.

The authority for such an education comes both from God's command that children be taught to love God and to please Him first in their lives, and from the fact that parents are primarily responsible for the total education and training of their children. At the parents' request, the Christian school, along with the church, becomes a partner in giving this education.

If such an education is to be realized, there must be continual dependence on God's grace. This means that prayer by students, parents, faculty, staff, Board members, and churches represented, must be the foundation of all educational efforts. We can do more than pray after we have prayed, but we can do no more than pray until we have prayed.

STATEMENT OF FAITH

1. The Bible-We believe the Bible to be the inspired and the only infallible, authoritative, inerrant Word of God, and the final authority in faith and life (2 Timothy 3:16-17, 2 Peter 1:20-21).

2. The Trinity-We believe in One God, Creator and Redeemer, eternally existent in three persons- Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).

3. Christ Jesus-We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).

4. Salvation-We believe that the Lord Jesus Christ died as a representative and substitutionary atonement, fully justifying all those that repent of their sins and put their faith in Him. By God's grace we are saved by faith alone. We believe believers have the presence of the Holy Spirit indwelling in them enabling them to live a Godly life (John 1:12-13, 3:16; Ephesians 1:7, 2:8-10, 4:30; Romans 3:23, 8:13-14, 10:9-10; 1 Corinthians 3:16).

5. Eternal State-We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life (Heaven), and that they are lost unto the resurrection of condemnation (Hell). (John 5:28-29)

6. The Body-We believe in spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, Galatians 3:26-28).

7. Gender, Marriage & Sexuality-We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship whether heterosexual, homosexual, or otherwise, is against God's design and therefore sin (Genesis 2:20-24, Matthew 19:4-6, Romans 1:18-31, 1 Corinthians 6:9-10, 15-20, Jude 1:7). We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is against God's design and therefore sin (Genesis 1:27, Deuteronomy 22:5).

8. Creation-We believe that God created the heavens, the earth, and everything in them (Genesis 1).

LEGACY STAFF AND BOARD

Board Members:

Jake Nelson-President
Brad Knuth
Ben Loberg-Treasurer
Noah Tyler-Secretary
Michele Brown-Vice President
Clayton Nelson

Legacy Teachers:

PreK: Rachel Pearson & Jamie Petersen
Kindergarten: Mary Florell
1st Grade: Arien Halvorson
2nd Grade: Jennifer Marsh & Lindsay Meier
3rd Grade: Curtis Bailey
4th Grade: Dylan Andres
5th-6th Grade: Aiden Bentley
Elementary Art: Hannah Tripe
Elementary PE: Sharesse Houchin
Elementary Music: Joslyn Nelson & Michelle Fritz

Office Staff:

Office Administrator: Rebecca Loberg
Principal: Michelle Fritz

Legacy Staff:

Adeline Deitz - Para Professional
Holley Florell - Custodian
Sharesse Houchin - Para Professional
Lindsay Meier - Chapel Coordinator
Gene Russell - Maintenance
Kaitlyn Sundquist - Library Media Specialist
Megan Teel - Technology Coordinator
Krystal Galster - Missions & Outreach

2026-2027 CALENDAR OF EVENTS

AUGUST
3-Required Parent Meeting* OR
13-Required Parent Meeting*
14-Welcome Back BBQ 6:00 pm
18-First day of School/1:40 out
19-1:40 out
20-1:40 out
21-1:40 out
28-1:40 out

JANUARY
1-No School/Christmas Break
4-No School/ Teacher Workday
5-Class resumes
8-1:40 out
15-1:40 out
22-1:40 out
29-No School/Teacher Inservice

SEPTEMBER
4-1:40 out
7-No School/Labor Day
11-1:40 out
18-1:40 out
25-No School/Teacher Inservice
30-Conferences/1:40 out

FEBRUARY
5-1:40 out
10-Conferences/1:40 out
11-Conferences/1:40 out
12-No School
19-1:40 out
21-Night of Gratitude 6:00 pm
22-No School/Teacher Inservice
26-1:40 out

OCTOBER
1-Conferences 1:40 out
2-No School
9-1:40 out
16 -No School/Teacher Inservice
@ Faith Christian School
23-1:40 out/End Q1
30-1:40 out

MARCH
5-1:40 out/End Q3
8-12- No School/Spring Break
19-1:40 out
26-29- No School/Easter Break

NOVEMBER
6-1:40 out
13-1:40 out
20-1:40 out
25-27-No School/Thanksgiving

APRIL
2-1:40 out
9-1:40 out
16-1:40 out
23-No School/Inservice
30-1:40 out

DECEMBER
4-1:40 out
11-1:40 out
17-3:40 Dismissal/End Q2
18-Teacher Workday
21-31-No School/Christmas Break

MAY
7-1:40 out
14-Last day/1:40 out/End Q4

LCS is excited to provide a calendar that emphasizes family time in support of one of our core pillars of education. We have designed our calendar to allow for extended holiday breaks together, while still providing the required 1,032 hours for all instructional programs and a minimum of 400 hours of instructional time for kindergarten students.

LEGACY'S FIVE PILLARS

PILLAR #1: EDUCATION FOCUSED

An intelligent heart acquires knowledge, and the ear of the wise seeks knowledge.

Proverbs 18:15

ENROLLMENT POLICIES

Legacy Christian School admits students of any race, color, nationality, or ethnic origin. The school does not discriminate on the basis of race, color, nationality or ethnic origin in the administration of its educational policies. Parents/guardians are required to sign all areas of the student application, including all consent and release forms.

AGE REQUIREMENTS:

- Pre-Kindergarten students must be at least 3 years old on or before July 31st.
- Kindergarten students must be at least 5 years old on or before July 31st.
- Students turning 6 prior to December 31st must enroll in Kindergarten
- First grade students must be at least 6 years old on or before October 15th.

Legacy Christian School is committed to helping students excel in academics and Christian maturity. However, we recognize that our limited facilities, staff and resources may not be the best fit for educating and discipling all students. In order to best fulfill our mission and vision we must recognize that we are not able to adequately provide services to those who have:

- Consistently low academic performance as indicated by achievement testing, the professional observations of qualified teachers, and/or having failed the most recent grade prior to application.
- A history of significant emotional or disciplinary problems at a current school.
- A physical handicap which would impair the learning process under typical school conditions.
- A disability for which Legacy does not have adequate staff or resources to help with.

ADMISSION REQUIREMENTS & PROCEDURES

For each student applying, the following will be required:

- Completed Application Form and $50.00 non-refundable application fee for all Pre-Kindergarten through 6th grade applications.
- Copy of the student's birth certificate.
- Non-refundable preschool holding fee of $240 which will be applied to the first month of tuition
- Student Immunization Record and Health History Form - State law requires a physical examination for children entering Kindergarten, and all students transferring from out of state. All students must be immunized as specifically required by Nebraska law or have a notarized exemption on file. No student will be allowed in the school if all state health requirements are not satisfied.
- Prior to formal enrollment, an admission interview will be required for first-time

applicants. All family members will meet with school representatives for this interview.
- Student transcripts and records from previous school or most recent progress monitoring report for preschool students when applicable.
- Students may be tested before placement.
- Students enrolling mid-semester will complete a school visit or partial shadow day
- Once the child has been accepted, registration forms must be returned by the noted due date to hold the student's place.
- All new grade school students will be placed on a one quarter assimilation period. During this time, students are monitored by teachers and staff to ensure there is a good match between what Legacy can offer and the needs of the student/family. If there are no concerns after the first quarter, the student will be considered in good standing. If there are concerns, an action plan will be put forth during a meeting between the administration, board, and family. The team will meet again during the 2nd quarter to assess if there has been adequate progress with the action plan, at which time the student's continued attendance at Legacy will be determined.

TUITION AND FINANCIAL POLICIES

TUITION: Tuition will be set and approved annually by the board

PAYMENT PLANS:

Pre-Kindergarten Payment Options: We offer two payment options for tuition. Each family's preferred manner of payment must be submitted each year at the time of student registration. Options for payment include:

- **Full Tuition Payment (PreK):** Under this plan, the entire amount of $2400 for the tuition fee is paid on or before August 15th. This may be done through the FACTS Tuition Management Program or directly through the school.
- **Monthly Payment:** Families choosing this plan are required to enroll in the FACTS Tuition Management Program for $50. Under this plan, the entire amount due for tuition is paid monthly via automatic monthly payments through your checking or savings account. Those choosing this plan will authorize their bank to make payments to FACTS on the 15th of each month.

Kindergarten-6th Grade Payment Options: We offer two payment options for tuition. Each family's preferred manner of payment must be submitted each year at the time of student registration. Options for payment include:

- **Full Tuition Payment (K-6):** Under this plan, the entire amount due $5500 for the tuition fee is paid on or before August 15th. If this plan is selected, a discount of $100 per student will be applied. This payment plan is only available to families with Kindergarten through 6th Grade students. This may be done through the FACTS Tuition Management Program or directly through the school.
- **Monthly Payment:** Families choosing this plan are required to enroll in the FACTS Tuition Management Program for $50. Under this plan, the entire amount due for tuition is paid monthly via automatic monthly payments through your checking or savings account. Those choosing this plan will authorize their bank to make payments to FACTS on the 15th of each month.

TUITION REQUIREMENTS: All previous accounts must be paid before enrollment for the next school year can be accepted and students are admitted. Accounts must be in good standing at semester for continued enrollment. Report cards, transcripts, and other school records will be withheld if tuition is not paid in full by the last day of school.

DELINQUENT ACCOUNTS: All payments must be paid on time or the administration must be contacted to make arrangements for late payments. Student enrollment is contingent upon keeping tuition and fee payments current. Accounts which become delinquent will jeopardize the student's enrollment status. All outstanding tuition and fees must be paid before report cards are sent home or permanent records are transferred to another school.

NEED BASED FINANCIAL ASSISTANCE: All applications for need based financial assistance must be submitted through the FACTS website by April 15 for the following school year. A new application is required each year. Any applications from students for enrollment after these deadlines may be considered at the discretion of the Board. Only students enrolled full time in K-6th grade are eligible for financial aid.

MULTIPLE STUDENT DISCOUNT: We will be offering a discount in tuition for each immediate family member enrolled at Legacy. Families that are eligible for multiple discounts will only be awarded the discount that benefits them the most.

2nd student - $500 discount	3rd student - $1000 discount	4th student - $1500

Each additional student enrolled will be another $500 off. These discounts are applicable only towards students enrolled at the same time.

TUITION AGREEMENT: Prior to admission, families will be required to sign a tuition agreement that indicates which payment plan they intend to use. If there is a need to change payment plans, a new agreement will be required.

SEMESTER STUDENTS: Families whose student(s) join LCS at the semester or during the semester will be required to pay a full semester's tuition. There will be no pro-rated reduction if a student joins in the middle of a semester.

REIMBURSEMENT POLICY: The LCS Board recognizes that, on occasion, unforeseen circumstances may require a family to withdraw their child from enrollment at LCS. Tuition contracts are otherwise considered binding and nonrefundable. If a withdrawal occurs mid-semester, no reimbursement will be made for the remainder of that semester.

If the withdrawal occurs during the first semester, families may appeal to the Board for release from second-semester tuition obligations and fees only in the event of specific extenuating circumstances, including:

- the death of an immediate family member,
- involuntary loss of employment by a parent or guardian, or
- relocation outside the school district.

Requests for release under these circumstances must be submitted in writing to the Board and will be considered on a case-by-case basis.

RAISE RIGHT FUNDS: Legacy has partnered with Raise Right to offer a quick and easy fundraising opportunity for our LCS families. By purchasing gift cards to pay for everyday expenses, you can earn money towards your child's tuition. Simply sign up on the app and secure 80% of your earnings towards your own tuition and 20% towards the school's fund. LCS will roll over Raise Right funds to be deducted from the next school year's tuition at the start of the fall semester. Students graduating from Legacy will receive a check for any remaining funds in May if they are the last family member to go through LSC.

PART TIME/HOMESCHOOL ADMISSIONS

Homeschool students may be admitted to Legacy Christian School for "specials" classes only if space is available in the class or classes desired. Parents and students must agree to abide by the LCS rules and regulations, including the dress code policy and all aspects of the student handbook found herein.

APPLICATION PROCESS:

- Completion of Application
- Statement of Faith
- Medical Consent Form
- Copy of Birth Certificate
- Student Immunization Record
- Family interview with administration/board
- Copy of student's current transcripts (1-6th) or latest progress report if applicable (PK/K)
- All students making a mid year transfer will need to complete a few hours of shadowing
- Payment of all fees and tuition
- Tuition fee is due August 15th.

PART-TIME/HOME SCHOOLERS TUITION FEES (REVISED YEARLY)

MUSIC OR PE (2 times a week)	$250 each/year
ART (1 time a week)	$250/year
LIBRARY OR FRIENDZY (1 time a week)	$125/year

SCHOOL DAY

School grounds will be supervised beginning at 7:45 AM. Please do not bring your children prior to that time. Students will not be allowed in the building before 7:45 AM without prior permission from teachers. Students should remain in the supervised gym area until "Lion Pride" Time starts at 8:15.

Classes are dismissed at 3:40 PM on a regular schedule day and at 1:40 PM on an early dismissal day. All students should be picked up within ten (10) minutes of dismissal. Any students who are not picked up by the appropriate time will be waiting with a staff member. No student will be allowed to "hang out" in classrooms or hallways before or after school.

On a 10:00 AM start, the building will open at 9:40 AM.

PRE-K: 8:15 AM - 11:15 AM Monday through Thursday, No preschool on Friday
Students are expected to be picked up within 10 minutes of dismissal
K-6th: 8:15 AM - 3:40 PM Regular Schedule Days
8:15 AM - 1:40 PM Early Dismissal Days
Late Start: 10:00 AM - 3:40 PM, No Preschool

ATTENDANCE

Parents should call the school by 8:15 AM (or as soon as possible) on the day of an absence in the event of illness or other absences, unless prior written notice has been given.

If a child is absent from school and no notification is registered in the school office, the school will contact the student's home or the parents'/guardians' place of work to determine the reason for the absence.

Students arriving between 8:15-9:00 will be marked tardy. All partial day absences will be recorded on a half day system. Students arriving after 9:00 am but before 12:00 pm will be marked absent ½ a day. Students leaving school early between 12:00 pm and 3:40 pm on regular dismissal days or 1:40 pm on early dismissal days will be marked absent ½ a day.

ATTENDANCE AT EXTRACURRICULAR EVENTS

A student must attend school for the entire school day during regular school hours to be eligible to participate in any field trips, extra curricular events, or programs that day. Students must also be healthy with no fever, vomiting, or diarrhea for at least 24 hours prior to an extracurricular event to be eligible for participation.

ABSENCES are allowed for the following:

- Sickness
- Doctor or dentist appointment
- Death in the family
- Requests by family and pre-arranged with the school
- Absences are only considered "excused" if it is for a school event

Situations may arise within families when a student must be kept at home for personal family reasons, however, they should be kept to a minimum. Student attendance letters will be sent at 5 absences per quarter, 10 absences in a semester, and 20 absences in a year. Any student missing more than twenty days per year, or the hourly equivalent, will be in jeopardy concerning promotion or credit, or have specific stipulations mandated for continuance at Legacy Christian School. Parents and students must realize that absences directly affect learning, progress, and grades. Therefore, great emphasis is placed upon a student's attendance.

PRE-ARRANGED ABSENCES: If a student is going to be gone over a period of time, please communicate with the office and classroom teacher and pre-arrange to collect the needed assignments with the classroom teacher. The more advance notice the staff has, the better. The school should be notified as soon as possible of any upcoming absences.

LEAVING SCHOOL: Students are restricted to school property at all times during the

school day, including lunch. For reasons other than emergencies, parents/guardians wishing to have their child dismissed for any portion of the school day, must communicate with the teacher and office staff. In writing, or through a phone call, please state the reason and time for dismissal so that proper arrangements can be made. If a student becomes ill at school and is unable to finish the day, parents or relatives will be notified.

TARDINESS: Students are admitted into the building at 7:45 AM on a regular school day and 9:40 AM on a late start. They are to meet in the gym with their bags and coats. Students will be considered tardy if they report to "Lion Pride" Time after the pledges have begun at 8:15 AM. Late students must check in at the office. Excessive tardiness may result in disciplinary action.

INCLEMENT WEATHER

Parents are advised to monitor MySchoolWorx, Facebook, and local news stations for school closing information. We generally follow the Holdrege Public School system for school cancellations/late starts. When possible, we will send an all-school email and/or text message. A decision to close school or have a late start is made when forecast by the weather service and school administration believe that road travel will be difficult. Parents may also decide to keep their children at home in inclement weather because of personal circumstances.

EMERGENCY CONDITIONS

All emergency drills will be held as required throughout the school year (1 time a month). We will follow plans for Emergency Exit, Tornado Warning, and Critical Incident Response. No one is allowed to release students from the school building during an emergency.

When LCS faces an emergency condition, we will be following the Standard Response Protocol produced by the "I Love U Guys" Foundation in Colorado. This ensures common language and safety protocols between the staff, parents, and students, as well as throughout the community. Please be familiar with the following graphics.

STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

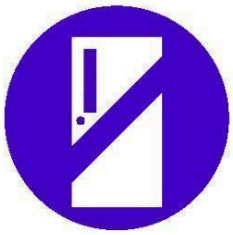
COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"



Students are trained to:
- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:
- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE

"Get Inside. Lock outside doors"

Students are trained to:
- Return to inside of building
- Do business as usual

Adults and staff are trained to:
- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:
- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:
- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE

"To a Location"

Students are trained to:
- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:
- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

SHELTER

"State Hazard and Safety Strategy"

Hazards might include:
- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:
- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:
- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:
- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.

STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"

Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"

A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.

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K12 2021 STANDARD RESPONSE PROTOCOL

CURRICULUM

With our Mission Statement in mind, our curriculum expectations are to provide:

- High quality academic instruction with a Christian perspective
- Biblical truths integrated throughout the curriculum
- A solid foundation on which to build further education
- Cultivation of parental involvement
- A challenge to all students to achieve their best
- Curriculum that is known nationwide for its outstanding training and traditional approach
- Support for an easy transition to and from other schools

Students are responsible for all textbooks issued to them and will be fined for loss or damage.

Subject & Curriculum/Publishing Company	
Math	Saxon Math
Health	Abeka
Social Studies & History	Bob Jones University
Language Arts, Phonics, Writing, & Science	Purposeful Design
Bible Curriculum	Building on a Rock
Social-Emotional Learning	Friendzy

*LCS acknowledges and understands the importance of written composition. Per Rule 14 requirements, written instruction will be used and emphasized in every subject.

ASSIGNMENTS & MAKE UP WORK

Completion of assignments at Legacy Christian School includes having them turned into the teacher in a timely manner. In the interest of promoting both academic education and Godly character, late work (which is not a result of student absence) will be given a grade reduction according to classroom policy. If there is a school absence, the student will be given 2 school days for each missed day to complete the assignment. If it is not turned in at that time, grade reductions or consequences may be applied. Excessive late work will result in the development of an action plan with the school, parents, and student that will outline specific consequences.

It is always encouraged to request homework ahead of time for an anticipated leave of absence that is more than one or two days.

REPORT CARDS

Report Cards will be issued quarterly. Parents are encouraged to discuss the progress of their children with the teacher at a time mutually convenient. Grades may be accessed at any time by the parents on MySchoolWorx. Legacy will use a 7 point traditional grading system for all subjects. Non-core subjects will use a four point assessment scale of Beginning, Developing, Proficient, & Advanced.

100-98% A+	84-82% C+
97-95% A	81-79% C
94-93% A-	78-77% C-
92-90% B+	76-75% D+
89-87% B	74-72% D
86-85% B-	71-70% D-
	Below 70% F

FAILURE POLICY

There may be times when retention is suggested for a student based on their level of success during the school year. If this is a concern, a meeting will be held with the parent, classroom teacher, and administration to determine the best plan to help the student achieve success.

ACHIEVEMENT TESTS

Achievement testing is required by the state to monitor student progress. Legacy Christian School will be using NWEA MAP testing. Progress monitoring is available in Math, Language, and Reading.

SCHOOL LIBRARY

We will utilize our own school library and classroom libraries. Our staff will assist students in checking out books from the LCS library. Legacy is committed to providing quality reading material that reflects our statement of faith. All of our library books are scanned and proof-read to ensure a wholesome reading experience. Please remember that it is the responsibility of parents and students to bring library books back when they are due.

PILLAR #2: PARENT PARTNERSHIP

These commandments that I give you today are to be on your hearts. 7 Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.

Deuteronomy 6:6-7

PARENT'S/GUARDIAN'S CODE OF CONDUCT

Our parents and guardians play a vital part in the total program of Legacy Christian School. They recognize educating children is a process that involves partnership between parents, the school community, and their home church. Emphasis again and again has been placed upon the importance of them cooperationing with the school for the education of the child. The purpose of this code is to provide a reminder to all parents and visitors to our school about the expected conduct and policies while on school grounds or attending school events.

We expect parents, guardians, caregivers, and visitors to:

- Pray regularly for the teachers, staff, and administration of Legacy Christian School.
- Cooperate fully in the educational functions of Legacy Christian School, doing their best to make Christian education effective in the life of their children, that he/she may love and serve the Lord Jesus Christ all of his/her life.
- Pay all financial obligations to the school on or before the date they are due.
- Understanding the policies and regulations described in this handbook have been written and approved by the school board and should be considered binding. Parents should encourage children to abide by these guidelines and support the school's actions.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behavior.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Approach the school, not other parents, to help resolve any issues of concern.
- Seek to resolve any conflicts according to the Biblical instructions found in Matthew 18:15, "Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother."

In order to support a peaceful and safe school environment, the school cannot tolerate parents, guardians, caregivers, or visitors exhibiting the following:

- Disruptive behavior which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area, or any other area of the school grounds, including special events.
- Using loud or offensive language, swearing, cursing, using profane language, or displaying temper outside of Christian character.
- Threatening to do actual bodily harm to a member of the school staff, visitor, fellow parent, or pupil regardless of whether or not the behavior constitutes a criminal offense.
- Damaging or destroying school property.
- Abusive or threatening emails or text/voicemail/phone messages or other written communication to any Legacy Christian School employee.

- Gossiping with other parents, teachers, staff, or guests regarding the school, teachers, processes, policies, or otherwise.
- Defamatory, offensive, or derogatory comments regarding eh school or any of the pupils/parent/staff at the school on any social media websites, forums, or online venue. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, the Principal, or the School Board President so the matter can be dealt with fairly, appropriately, and effectively for all concerned.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards your own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Use of tobacco (whether smoking, vaping, or chewing), consumption of alcohol, or use of any illicit drug while on school property or at school events.

Should any of the above behaviors occur, the school may feel it is necessary to remove the offending family from Legacy Christian School and contact the appropriate authorities. The list above is not meant to be a comprehensive list of all behaviors which could result in removal from LCS. If any behaviors detrimental to the school occur, the School Board will determine the appropriate action.

PARENT/TEACHER COMMUNICATION

Legacy Christian School encourages its parents/guardians to be in contact with their child's teacher/administrator when questions arise. Parents/guardians should make appointments to see teachers/administration so as not to conflict with classroom time and other responsibilities.

Parents and guardians may leave messages with the school office, utilize email, or MySchoolWorx to communicate. Please refrain from using text messaging as the primary point for communication. All communication should respect the work hours of our staff. Staff will respond as quickly as their schedules permit.

Teachers may also contact parents/guardians when situations in need of parental attention arise in the classrooms and will log concerns via MySchoolWorx which will alert parents.

If problems occur, it is important to go to the right person about the problem first, as outlined in Matthew 18.

- If there is a problem in the classroom, go to the teacher. If that is unsuccessful, a meeting will be scheduled with the parents, teacher, and administration.
- If there is a problem with the administration, talk with the administration first. If it is unresolved, talk with a member of the school board. If unsuccessful, a meeting with the parents/guardians, administrator, and school board will be scheduled.

We have three key means of communication:

MySchoolWorx- Parents are encouraged to familiarize themselves with the MySchoolWorx system. This system will allow parents and students to have access to assignments, grades, classroom schedules, medical information, updates, and more. You can access MySchoolWorx through the web or via their app.

Emails- Each staff member has a Legacy Christian School email address. They check them regularly and will respond to concerns or questions as quickly as their schedule allows.

Parent-Teacher Conferences- Parent-Teacher Conferences may be scheduled any time you have a

concern about a child or an issue you wish to discuss with their teacher. Regular Parent-Teacher Conferences are scheduled each semester and parental participation is strongly encouraged.

MEDICATIONS & ILLNESS

Medical consent forms are required to be signed by parents/guardians. Students should leave all prescription and non-prescription medication in the office. The office staff or teacher will oversee and document the required dosage and the time given, but students must administer the medicine themselves. A student may carry an inhaler if a doctor sends a written prescription requiring an inhaler be carried at all times. No medication will be given without documentation of time, dosage, etc. All medication and documentation will be kept in a locked cabinet.

Parents should use common sense in deciding whether their child is healthy enough to attend school. Please do not send your children to school within 24 hours of having a fever, vomiting, diarrhea, or other symptoms of illness. If your child is sent home from school due to a fever, diarrhea, or vomiting, they may not return to school the very next day. Use good judgement when sending siblings of sick children to school.

LUNCH PROGRAM

We are unable to provide a hot lunch program at this time. Students will need to provide a sack lunch for themselves Monday through Thursday each week. Please send these with the students when they arrive for the day. Lunch will be provided on Fridays for all students and staff.

We encourage all students to bring well-balanced, nutritious meals to help support their energy and focus throughout the school day. Please send only water for your child to drink; sports drinks and brightly colored beverages are not permitted.

To ensure the safety and security of all students and to limit disruptions, unless you are volunteering during the noon hour, we kindly ask that you make arrangements with the office before stopping in over the lunch hour. If necessary, forgotten lunches can be left in the office for students. Thank you for helping us maintain a safe and supportive learning environment.

VOLUNTEER OPPORTUNITIES

There will be various opportunities for parents to be involved at Legacy. If any of the following volunteer opportunities interest you, please contact the office:

- Classroom Volunteers
- Parent Fellowship Committee
    - Party Planning - plan and host our school-wide holiday parties
    - Refreshments - provide meals for staff during parent teacher conferences, cookies for after music programs, and lunches/treats for Teacher Appreciation Week
- Event Set-Up
- Building Maintenance & Upkeep
- Before school monitors (7:45 AM-8:15 AM)
- Lunch Room & Recess monitors

All volunteers must report to the office upon arriving and will need to have a background check done before being allowed in the building. We will be using ProtectMyMinistry for our background checks. This will need to be completed prior to being in the building. Please stop by the

office for more information and to pick up the volunteer pamphlet. All volunteers should also adhere to a school appropriate dress code that mirrors our student uniform. Short shorts, leggings as pants, and hooded sweatshirts are discouraged.

CLASSROOM VISITATION

Parents are encouraged to visit classrooms or join their students for lunch; however, scheduling with the teacher in advance is required. Please communicate with the office for more information.

DROP OFF/PICK UP

Student drop off times will be from 7:45 AM - 8:15 AM on a regular scheduled day and 9:40 AM - 10:00 AM on a late start. “Lion Pride” Time will start in the gym at 8:15 for all Pre-Kindergarten through 6th grade students (10:00 AM on late start).

Pick up times will be from 11:15 AM - 11:25 AM for pre-k students. K-6th grade students may be picked up between 3:40 PM - 3:50 PM on a regular schedule day; 1:40 PM - 1:50 PM on an early dismissal day.

When dropping off and picking up students, please use Door 1. Please look at this map and follow these instructions to help the traffic flow smoothly. Contact the school office for further pick-up instructions.

TRANSPORTATION

Transportation to the Holdrege YMCA will be available through the YMCA for any students who have enrolled in the YMCA’s After School Program. This program is available until 6 pm. Please contact the YMCA to enroll your child in their program and find out more information.

Legacy will be providing transportation for Pre-Kindergarten students only at their 11:15 dismissal. There is a flat rate fee of $35 a quarter or $135 at the beginning of the year.

The Phelps County Public Transit also partners with Legacy Christian School to offer transportation for $1 a day for K-6 students. Please let the school office know if you are interested in signing up for a PCPT punch ticket.

PILLAR #3: BIBLE BASED

Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity.

1 Timothy 4:12

DRESS CODE

Legacy Christian School requests the parents' support by instructing their children in Christian modesty and appropriate dress. Our personal appearance reflects on our Lord, as well as the name of the Legacy Christian School. Legacy Christian School seeks to promote excellence in all aspects of your students' education. We desire that our students have a positive testimony through their appearances. The purpose of our dress code is to promote professionalism and unity among our students. As such, the students will be expected to follow the dress code below. A student's appearance should be neat, clean, and modest. Students and parents have the primary responsibility to understand and adhere to the dress code. In all circumstances, Legacy Christian retains the final authority to determine, in its discretion, whether a student is in compliance with the dress code.

Pre-Kindergarten Dress Code

While pre-kindergarten students are not required to wear the school uniform, parents should use discretion and modesty regarding the selection of the student's clothing. Here are some guidelines to abide by:

- All clothing should be well fitted, neat, and in good condition.
- All students must have shoes. Socks are required with shoes (except sandals).
- Please no large jewelry.

We appreciate your partnership in this important area.

GENERAL	All attire should be proper fitting, neat, and in good condition. Screen Machine and Pretty & Fabulous have put together online stores with Legacy specific items. All of the items available in these stores are allowed under our dress code and may be purchased through the links sent out by the school periodically. You may purchase all your uniform attire from the online stores, or you may buy similar items from uniform lines including, but not limited to: Land's End, The Children's Place, Walmart, Amazon, Target, or Old Navy. Out of reverence for the body God has given us, students are expected to refrain from drawing, writing, or marking on their own bodies at any time while at school or during school-sponsored events.

FRIDAY DRESS CODE	Due to our special chapel time on Fridays, ALL students must wear a solid colored Legacy polo and nice solid colored long pants each Friday. We will be portraying our most professional and respectful appearance for our special guests, speakers, and missionaries. Please read more about our Friday schedule in the section below. If the weather is forecasted to be 85 degrees or above, students are allowed to wear dress shorts or skirts for Friday chapel.		
	GIRLS' DRESS CODE	**BOYS' DRESS CODE**	**NOT ALLOWED**
COLORS	• Black • Gray • Navy • Light Blue (Legacy colors) • Denim • White • Khaki	• Black • Gray • Navy • Light Blue (Legacy colors) • Denim • White • Khaki	• Neon Colors • Pastel Colors • Patterns or Stripes • Heathered
TOPS	• Plain, solid colored polos, dress shirts, short sleeve/long sleeve shirts, or turtlenecks within the color code • A solid colored long sleeve shirt within the color code may be worn under a short sleeve top • A solid colored cardigan within the color code may be worn over short sleeve tops • Only the top button of shirts and blouses may be unbuttoned • Tops should be long enough to cover the waistline all the way around • Straps must be at least 2" wide or have a short sleeve shirt underneath	• Plain, solid colored polos, dress shirts, short sleeve/long sleeve shirts, or turtlenecks within the color code • A solid colored long sleeve shirt within the color code may be worn under a short sleeve shirt • A solid colored cardigan within the color code may be worn over short sleeve shirt • Only the top button of shirts and blouses may be unbuttoned • Tops should be long enough to cover the waistline all the way around	• Shirts with a logo on the pocket area • Writing, team names, brand names,or any graphic designs other than the Legacy logo • Sheer, transparent, or patterned undershirts • Visible undergarments other than the solid colored undershirt • Spaghetti straps, razor back, tank tops with straps less than 2" • Tops that are loose fitting and revealing
BOTTOMS	• Uniform-basic-pants, jeans, capris, shorts, skirts, skorts, dresses, and jumpers within the approved color code. • All apparel should not be shorter than the wearer's fingertips when arms are straight down at their sides	• Uniform-basic-pants, jeans, or shorts within the approved color code • Shorts may be worn from March 1 - October 1. • Sweat pants or athletic shorts are allowed Monday through Thursday only and must be purchased from	• Tight or form fitting yoga pants, leggings as pants (not under a skirt) or loose pajama pants. • Pants with logos other than the Legacy emblem on them, patterns &

	• Shorts, skirts, dresses, jumpers, and skorts may be worn without leggings or tights from March 1 through October 1 • Sweat pants or athletic shorts are allowed Monday through Thursday only and must be purchased from the Screen Machine online store to include the Legacy logo • Dress pants in the style of "jogger" are only allowed if they are within the color code and a professional material like denim or khaki (see materials not allowed)	the Screen Machine online store to include the Legacy logo • October 1 through March 1, tights/leggings within the color code must be worn underneath shorts. • Dress pants in the style of "jogger" are only allowed if they are within the color code and a professional material like denim or khaki (see materials not allowed)	graphics, or side stripes • Low riding pants or sagging pants • Cargo pants or pants with holes, rips, or tears • Shorts, skirts, skorts, jumpers, & dresses shorter than the wearer's fingertips when arms are straight down at their sides without leggings or tights underneath. • Athletic materials such as jersey knit, "sweatpant cotton" spandex, or windbreaker are not to be worn unless purchased with the logo.
SWEATSHIRTS AND SWEATERS	• Solid colored crew neck sweatshirts in the color code or sweatshirts purchased from the online stores	• Solid colored crew neck sweatshirts in the color code or sweatshirts purchased from the online stores	• Coats and pull-over hoodies in the building during class • Hooded shirts or sweatshirts
SOCKS/SHOES	• Socks are required with shoes (except sandals) • Shoes must be fastened or tied at all times • Snow boots and rain boots are worn only on snowy/rainy days and children will need appropriate shoes to wear once inside the building • Open toed sandals may be worn from March 1 through October 1	• Socks are required with shoes (except sandals) • Shoes must be fastened or tied at all times • Snow boots and rain boots are worn only on snowy/rainy days and children will need appropriate shoes to wear once inside the building • Open toed sandals may be worn from March 1 through October 1	• Elevated heels • Slippers
ACCESSORIES	• Earrings, necklaces, bows, and bracelets should be of		• Hats or hoods in the building

	modest size, not excessive or distracting		

FREE DAYS

There will be several "uniform free" days built into our school year. These days may include, but are not limited to, special dress up events, spirit days, holiday parties, bonus days, etc. Though the uniform will not be required on these days, we still ask that modesty be made a priority and respect given to the learning environment including, but not limited to appropriate length of shorts/skirts, 2" straps, spandex & leggings not worn as pants. These days will be marked in advance. If students' clothing is in question, a guardian will be contacted to bring a change of clothes.

DRESS CODE VIOLATIONS

It is the job of the classroom teacher as well as the administration to help enforce the dress code. Dress code enforcement will be done using common sense and communicated with grace and love. To avoid confusion by parents and students, consistency in enforcement of the dress code across the staff will be the goal. Here are the consequences of violation of the dress code:

1. **First Offense:** Parents/guardians will be contacted via a note sent home with the child to inform them of the violation.
2. **Second Offense:** The student will be required to change at the first earliest convenience. Parents/guardians will be contacted via phone to inform them of the violation. The student may be withheld from class or activities depending on the severity of the violation.
3. **Third Offense:** Parents/guardians will be contacted via phone and will need to bring the required item to school immediately. The student will be required to change and may be withheld from class depending on the severity of the violation. A meeting will be set up with administration to discuss dress code.
4. **Fourth Offense:** Parents/guardians will be contacted via phone and asked to pick up the student. The parents/guardian will meet with the administrator and board member(s) to discuss the dress code and the student will be required to comply with dress code or risk expulsion.

LEGACY DRESS CODE GUIDELINES

TOPS

solid colored polos

solid colored t-shirts

shirts or sweatshirts with hoods or pockets

heathered colors

visible logos

solid colored cardigans

plain long sleeves

straps less than 2"

stripes or patterns

neons or pastels

BOTTOMS

"uniform basic" trousers/pants

denim jeans

sweat pants

athletic shorts without LCS logo

athletic , knit, or yoga pants

khaki jeans

dress shorts

leggings as pants

shorts/skirts above finger tips

holes in pants

*Anything available for purchase in any of our online stores is approved and in compliance with LCS dress code

PILLAR #4: DISCIPLESHIP DRIVEN

Start children off on the way they should go, and even when they are old they will not turn from it.
Proverbs 22:6

DISCIPLINE POLICIES

The goal of Legacy Christian School is to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. Each teacher will communicate individual classroom rules that pertain to her grade or subject, but the following principles will be observed throughout the school:

- Discipline should be founded on love and concern, and intended for the good of the child and those around him/her.;
- Discipline should contribute towards a student's growth in Christ.
- All Christian discipline must work towards peace and righteousness. Thus it may involve repentance, reconciliation, and restitution.
- Discipline should help develop an understanding in students that there are consequences to the choices that students make.
- Discipline may include positive or negative elements - acknowledging, confirming, commending, encouraging, helping or correcting, reprimanding or punishing.
- Discipline should, whenever possible, be exercised promptly.
- Discipline must be consistent and administered fairly.
- Discipline should deal with an action or attitude, not with the student as a person so that it is clear that we love the person while hating the sin.
- Discipline must take into account the maturity of the child and his/her capacity to follow instructions and meet expectations.
- Punishment should be for deliberate misdemeanors, defiance or rebellion, not for mistakes.

DISCIPLINE PROCEDURES

Discipline Flow Chart: As part of our continued commitment to fostering a Christ-centered learning environment, the following behavior flow chart is designed to promote clarity, consistency, and accountability throughout the building. This system is grounded in the core values of Respect, Responsibility, and Righteousness—principles that reflect our calling to love others, steward our actions, and live in a way that honors God. By aligning our behavior expectations with these foundational truths, we aim to guide students not only toward personal growth but also toward a deeper understanding of what it means to reflect Christ in their daily lives. All members of Legacy Christian School including parents and staff are expected to aspire to these three qualities. These expectations will be taught, posted, and reinforced throughout the school year.

When students break these expectations the following flow chart will be used to respond in a timely, consistent, and constructive manner.

Problem Behavior Observed

RESPECTFUL - RESPONSIBLE - RIGHTEOUS

Admin Managed Behaviors

Disrespect
- Intentional foul language
- Racial slur
- Verbal threats of aggression against another person
- Significant classroom disruption
- Repeated lying or cheating
- Chronic refusal to follow school rules

Irresponsible
- Destruction of school property
- Leaving school grounds without permission

Unrighteous
- Major theft
- Physical aggression with intent to harm
- Absenteeism
- Sexual or verbal harassment or inappropriate touch
- Severe or repeated bullying

Level 1 Intervention

Teachers will use one or a combination of the following Level 1 interventions
- Redirect-Reminder of the expected behavior
- Reteach-Explanation of the expected behavior and its purpose to ensure understanding
- Redo-Practice the expected behavior
- Ask questions to understand the root of the behavior
- Collect and log data on MSW as applicable
- Communicate with guardians (through email or MSW)

Level 2 Intervention

Teachers will use one or a combination of the following Level 2 interventions for repeated or deliberate behaviors
- Reteach-Explanation of the expected behavior and its purpose to ensure understanding
- Reflection & Consequence Sheet
- Help students understand the cause & effect relationship between their actions and consequences
- Communication with guardians (via phone call)
- Collect and log data on MSW

Level 3 Intervention (Admin Managed)

Tier A
- Office will communicate with guardians via phone call
- Office Reflection & Consequence Form
- Meet with student

Tier B
- Set meeting (potential attendees: student, parents, teacher, principal, board member)

Tier C
- Suspension
- Additional consequences TBD
- Meeting with professional mediator

Classroom Managed Behaviors

Disrespect
- Talking back
- Blurting/Interrupting/Disruptive
- Side Conversations
- Name calling
- Disregard for authority

Irresponsible
- Defiance
- Running in the hallway
- Incompletion of class work
- Invasion of privacy
- Not taking ownership of actions
- Misuse of equipment
- Dress Code

Unrighteous
- Petty theft
- Repeated Disobedience
- Exclusion
- Impatience
- Ignoring directions
- Dishonesty
- Physical aggression

Reflection & Consequence Sheet: Parents and guardians can expect consistent documentation of behaviors on MySchoolWorx. Level 2 of the flow chart references a Reflection and Consequence sheet that students will be required to fill out, have signed, and return to the teacher that completed it with them. The primary purpose of this form is to aid in communication with parents about disciplinary actions. As a part of receiving one of these forms, a logical consequence will accompany.

Legacy Christian School
Reflection & Consequence Form

Name: _____ Date: _____

Describe the behavior/incident: _____
_____
_____
_____

How do my actions/words impact others? _____
_____
_____
_____

What is the correct response/why should I do the right thing? (include a Biblical reference) _____
_____
_____
_____

What is my role and responsibility in my learning environment?
_____
_____
_____

How can I make this right? What is the consequence? _____
_____
_____
_____

Reconciliation Steps ❒Verbal Apology ❒At home conversation

Parent Signature _____ Student Signature _____
Teacher Signature _____ Admin Signature _____

Please note certain behaviors will warrant more immediate attention and will be referred directly to the office and some will result in immediate consequences such as

- Racial Slurs
- Physical aggression with intent to harm
- Harassment or Inappropriate touch
- Bullying (Bullying is defined as, "an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm.")

EXPULSION

Expulsion: A student may be expelled from school for a serious breach of conduct and/or repeated problems with behavior or academic progress.

- In the case of such an offense, the matter will be referred to the school board.
- The school board will make a decision on the recommendation of the teacher and administrator concerning expulsion.
- The school board has the authority to expel any student for non-compliance with the rules and regulations of Legacy Christian School.
- Any student who is expelled must apply for reinstatement. This application must be unanimously approved by the school board in order for reinstatement to take effect.

STUDENT CODE OF CONDUCT

The following on-campus rules and regulations will be observed:

- Food and drink is only allowed in the lunchroom area, snack area, or during special pre-arranged occasions (birthdays, holiday parties, etc.). Water bottles are permitted in the classrooms when computers are not in use.
- No gum chewing is permitted in the building.
- Speech & conduct should always be courteous and respectful.
- No throwing rocks, sticks, snowballs, etc.
- Be on time and prepared for class.
- Show respect and courtesy for everyone at all times, in the classroom, on the playground, in the halls, etc.
- Receive permission before leaving the classroom at any time.
- Walk quietly and orderly inside the building at all times.
- Unless the weather is inclement, recess will be outside. Please dress accordingly.
- According to Federal Law, no weapons or dangerous objects are permitted on the school grounds or at school functions.

PILLAR #5: LEGACY BUILDING

But the Lord said to me, "Do not say, 'I am only a youth'; for to all to whom I send you, you shall go, and whatever I command you, you shall speak."
Jeremiah 1:7

FRIDAY SCHEDULE

Friday's are a very special day at Legacy Christian School. We want to provide students with tangible experiences that encourage them in their faith and give them opportunities to live for Christ throughout their community and into the world.

Each Friday, we will be setting aside a time for chapel which will include things like fellowship, mentoring, Biblical training, guest pastors & missionaries sharing about their faith, service opportunities, and many other things. Due to the fact that we will have visitors welcomed into our building, please note that there is a specific uniform dress code on Fridays.

HANDS AND FEET

Part of leaving a legacy is serving our community and partnering with others to work towards meeting the needs of those around us. One goal of LCS is for our students to be an active member in outreach and community involvement. We will be doing mission focused projects together, as we strive to be Jesus's hands and feet to others. As these mission moments get closer, we will be in communication about what has been lined up for the students for that day and what should be expected.

TECHNOLOGY AGREEMENT

We are faced with the fact that all of us will leave a digital footprint that shapes our reputation and our future encounters. In today's day and age, it is easy to say or do things behind a screen that are not Christ-worthy. At Legacy Christian School, we want to help students understand the importance of leaving a positive digital footprint through all media encounters. Because of this, all technology will be used to prepare students spiritually, academically, and socially through its use in an excellent and God-honoring way.

The technology guidelines should be read carefully and discussed with your child. Legacy Christian School uses Chromebooks as its main student device. The purpose of these devices are to be used as tools to enhance student learning and prepare students for professions and learning environments that require 21st century skills. Students will be granted different levels of access to these devices determined by their maturity, skill level, and need. All devices will be stored in their classroom and will remain at school.

All student devices are managed by school administration and have safe guards to help prevent students from seeing graphic materials. All students will operate devices under supervision. Devices will not be sent home with the students.

Students are expected to follow these guidelines and rules when using technology:

- All students must use devices at appropriate times.
- No unauthorized e-mailing, use of social media, or playing online games is allowed.
- Students may not interfere with any other students' devices or accounts.
- Under no circumstances will any student be allowed to use the office computer.
- If you accidentally access an inappropriate website (anything containing violence, nudity, sexual content, or foul language) exit it immediately and report it to your teacher.
- Students may not install software of any kind or download software updates.
- Students may not reconfigure the computers or the desktop settings.
- Students must handle devices responsibly.
- Infractions of these rules may cause loss of computer privileges.

CELL PHONES

Cellular phones shall remain off and stored in a student's backpack or locker during school hours. Students are required to use the Office telephone to communicate with their parents during school hours.

USE OF ELECTRONIC EQUIPMENT

The use of individual electronic devices hinders valuable communication between students, dampens creativity, and can cause concern among parents as to the suitability of material being seen or heard.

Therefore, the individual use of cell phones, handheld gaming devices, videos, DVDs, headphones, ear buds, apple watches, and other such electronic devices shall be prohibited during school hours and on school property.