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## A Message from Pastor Steve Smothermon



It is with great pleasure that I welcome you to Legacy Academy. We are excited for the upcoming year and are delighted that you have placed such a high value on your child's education. We will continue to strive for excellence in education while equipping our children with sound Christian values.

This handbook should answer many of your questions. Throughout the year, if questions or concerns arise, please don't hesitate to call Legacy Academy.

We thank you for the opportunity of serving you and your child.

Sincerely,

Pastor Steve

## A Message from the Principal



Dear Parents,

Welcome to Legacy Academy!

Here at Legacy Academy, it is our objective to provide a Christ-centered education delivered with the excellence that our Lord and Savior and your student require. Our goal is to achieve this excellence in a positive, nurturing environment. It is important to us that everyone who walks through our doors will feel a sense of community and be happy they are here. By providing engaging, relevant, and biblically sound academic experiences, Legacy Academy will prepare students to be successful in whatever careers they choose so they can change the world for the kingdom of God. Legacy Academy is home to a dedicated, Christ-centered staff who are eager to guide, encourage, and support you and your student. Thank you for choosing Legacy Academy!

We look forward to helping your students achieve their very best and having a successful school year.

Angelique Torres  
Principal

## Legacy Academy Structure

Legacy Academy is a ministry of Legacy Church, which is a nonprofit corporation registered with the State of New Mexico. Pastor Steve Smothermon is the senior pastor. Legacy Academy is directed by and under the approval of Pastor Smothermon.

The supervision of Legacy Academy rests on the principal. The principal is responsible for the day-to-day management of the school. The Advisory Board serves the Academy and its principal in an advisory capacity.

**Pastor Steve Smothermon**  
Senior Pastor of Legacy Church

**Daniel McCabe**  
Executive Pastor

**Angelique Torres, M.Ed.**  
Principal

**Erika O'Leary**  
Vice Principal

**Brian Paolini**  
Vice Principal

**Dora Turrietta**  
Registrar/Finance Analyst

**Parent Advisory Board**  
Mel Montano  
Damion Bradford  
Kelly Martinez  
Vanessa Martinez  
Cathy Ogle  
Ray Tavarez



## School Hours

### Grades Pre-K–5<sup>th</sup>

8:25 am line up for classes

8:30 am–3:15 pm Monday through Thursday

8:30 am–1:00 pm on Friday

### Grades 6<sup>th</sup>–12<sup>th</sup>

7:50 am–3:05 pm Monday through Thursday

7:50 am–12:55 pm on Friday

- Picking up students before the end of the school day interrupts the instruction for the entire class. Please avoid picking up your child within 15 minutes prior to dismissal.

### South Campus (Pre-K–5<sup>th</sup> grade)

- Pre-K students may not be dropped off at the South campus before 8:00 am and must be picked up after dismissal before 3:30 pm. Due to CYFD regulations, we cannot accept students under the age of 5 to before or after-care program.
- Parents arriving after 3:30 pm for afternoon pickup whose children are not enrolled in the Aftercare program will be charged aftercare daily rates and need to pick up their student in the Aftercare program.

### North Campus (6<sup>th</sup>–12<sup>th</sup> grade)

Legacy Academy will provide before care services at our Los Volcanes location beginning at 7:00 am, Monday through Friday. All students in the before care program will be released at 7:25 am. 6<sup>th</sup> grade students will be permitted to enjoy both the café area and the basketball court. 7–12<sup>th</sup> grade students will have the privilege of utilizing the entire Glassman building until 7:50 am, when the first bell rings.

North campus students in the 9th–12th grade have the privilege to remain on campus Monday through Thursday after school dismissal without the benefit of direct staff supervision as long as there are Academy staff members on campus. Students are expected to maintain the highest level of Christ like behavior and follow all Academy rules and policies when on campus. Failure to do so may result in loss of autonomy on campus after school.

# Before-and-After-School Program

## Morning Hours

7:00-8:00 am, Monday-Friday at south campus. Students attending the north campus will be shuttled before 7:50 am.

## Afternoon Hours

3:30-6:00 pm, Monday through Friday

North campus students will be shuttled to south campus at 3:15 pm Monday through Thursday and 1:10 pm on Fridays. All 6th-8th grade north campus students not picked up by a parent or participating in an activity directly supervised by a sponsor teacher will be shuttled to the south campus before care program at the aforementioned times.

## Before/Aftercare Packages

\$1500.00 Yearly (PIF)

\$250.00 Monthly

\$6.00 per hour, daily

- All before/aftercare services are prearranged and sold as an option with payments drafted through a ten-month FACTS contract or paid in full before first day of school. Failure to pay according to terms may result in automatic suspension from the program.
- All payments are nonrefundable and due by the 1st of each month.

## Holidays/School Breaks

There will be NO CHILDCARE available.

# Philosophy

Legacy Academy believes our task is set forth in Proverbs 22:6 — Train up a child in the way he should go, and when he is old, he will not turn from it. Legacy Academy desires for each of its students to have a personal relationship with Jesus Christ. We recognize the spiritual walk of a child is of utmost importance.

A child's education is a partnership between the home, the church, and the school, with each playing a vital role in the upbringing of the child. For this partnership to be effective, it is necessary for parents to live model Christian lives. We ask that parents and staff always be conscious of their critical role of instilling Christian principles into each student's life.

Legacy Academy recognizes that education is a lifelong process. We encourage each of our students to seek higher educational opportunities after completing high school. Legacy Academy desires to prepare students to achieve academic excellence by providing a learning environment with a Christ-centered perspective. Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity (1 Timothy 4:12).

In partnering with the child's family and church, it is our role to prepare, train, and equip our students with the spiritual, academic, emotional, physical, and social tools to make a difference for God throughout their lives. Open channels of communication and involvement are extremely important for the total well-being of the student.

2 Timothy 3:16 states, all scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness. As a discipleship school, we seek to build on the foundation of Jesus Christ, and instill in students the ability to defend their faith, as well as their Lord and Master, when called upon to do so. Since we are a discipleship school, we acknowledge that Christian parents desire their children to be firmly grounded in God's word and in basic skills; therefore, we require each family to be attending a Bible-believing church on a weekly basis. Every subject will be taught with the consciousness that all truth is God's truth, and that Jesus Christ is central in all learning and living. The ultimate goal is that students grow in relationship with Jesus and become conformed to the image of Jesus Christ (Rom. 8:29).

Legacy Academy seeks parents who share the same values, enthusiasm, and love for learning and Jesus Christ that we do. We ask that if you wish to call Legacy Academy your child's school, you support us fully in our beliefs, discipline, and day-to-day practices and procedures. We believe the only way to successfully educate your child is to partner with you, the parent. If any disharmony exists between the school and the parent(s), the success of the student becomes at risk. The attitudes of both the parents and the student should be one of positive and enthusiastic support.

## Mission Statement

To connect with God, discover your purpose, and develop a lifetime habit of self-sacrifice.

## Objectives

### I. To Connect with God

- To know that I am created in the image of God.
- To understand and apply the word of God to every area of my life.
- To know that a commitment to prayer is key to spiritual growth.
- To believe that God is the same yesterday, today, and forever.
- To identify the gifts God has given specifically to me.
- To use my God-given gifts to advance His kingdom.

### II. To Discover My Purpose

- To discover what God's plan is for my life.
- To believe in myself, because God believes in me.
- To commit myself to academic excellence in order to reach the dreams God has placed in my heart.
- To focus on being eternity driven by each of the choices I make.
- To understand the importance of what I commit my time to.

### III. To Develop a Habit of Self-Sacrifice

- To serve your school community.
- To serve within the local church.
- To serve outside of the church, within the community.
- To develop a heart for people.

### IV. To Operate as a Discipleship School That Offers Innovative Academic Excellence

- **Biblically Based**

The curriculum will be taught from a biblical worldview, and will focus on teaching students to know God's word and how it applies to different subject areas. Students will be taught to understand their faith, live what they believe, and defend their faith when challenged.

- **Innovative Model**

Legacy Academy will offer an innovative educational model from kindergarten to high school. We will incorporate lifelong learning skills into the content and delivery of all academic subjects. Students will be challenged to think critically, learn individually, contribute collectively, and communicate effectively (written and verbal).

## Tenets of Faith

### We Believe:

In the absolute truth of the Bible

(2 Timothy 3:16-17)

That Jesus is God's Son

(Luke 1:35)

- He was born of a virgin (Matthew 1:23)
- He died for our sins (1 Corinthians 15:3)
- He arose from the dead (Matthew 28:6)
- Man must accept Jesus Christ as his Savior to receive eternal life (Romans 10:9-10)

In the Trinity — the Father, Son, and Holy Spirit (1 John 5:7)

In water baptism by immersion (Romans 6:3-7)

In the gifts of the Holy Spirit (1 Corinthians 12)

Marriage is between one man and one woman (Genesis 2:22-24, and Matthew 19:4-6)

## Character Training

Students Character training is taking place throughout the day, no matter what else is being taught. Teachers maintain orderly, structured classrooms and expect the students to work hard to learn content, and in the process, teach them to:

1. Apply themselves to the task at hand
2. Respect authority
3. Learn and apply rules
4. Obey willingly and immediately
5. Pay attention
6. Choose things that are excellent
7. Do right because it's the right thing to do
8. Love wisdom
9. Work hard to get the right answer
10. Understand how things work together
11. Finish the job
12. Develop habits of orderliness, attention to detail, obedience, persistence, honesty, accomplishment, and cooperation

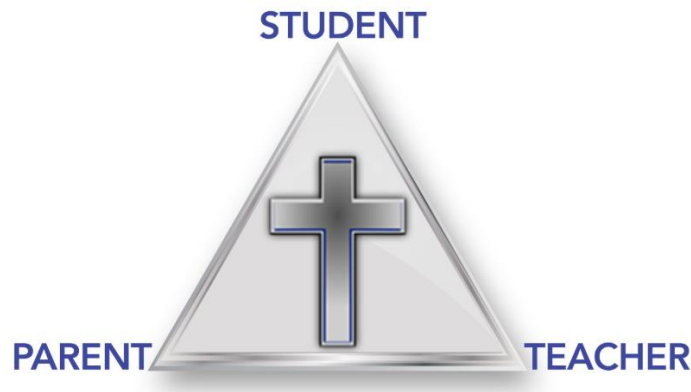
Students are expected to display the good character traits listed above at all times during school hours and at school-related activities and events.

## LA Honor Code

- I will faithfully attend and participate in scheduled services at Legacy Church or a similar Bible-believing church.
- I will strive to discover my God-given talents, to develop those abilities fully, and to devote those talents to a lifetime of learning, serving, and honoring God.
- I will not use or be associated with the use of tobacco, drugs, or alcohol; and I will honor God by maintaining a lifestyle of sexual purity.
- I will refrain from the use of profanity, vulgarity, or any other type of writing, print material, innuendo, action, or conversation which is inappropriate for a Christian.
- I will not lie, cheat, or steal, nor will I tolerate such activity.
- I will show respect for authority and submit myself to the teachers and administration of Legacy Academy, realizing that attendance at LA is a privilege, not a right.
- My dress and my appearance will not only comply with the Dress Code of LA, but it will also reflect Christian modesty and values.
- My relationship with other students will be based on the principles of Christ's love. I will show care and concern for others in my speech and my actions.
- I will support the Legacy Church Statement of Faith as it is applied to instruction throughout the curriculum.
- I will fulfill my student contracts in all athletic and nonathletic extracurricular activities.
- I will uphold this Honor Code for the full twelve months of the year, at school, at school activities, and outside of school.

Failure to comply with the terms in Legacy Academy's Honor Code may result in disciplinary action, or loss of privileges, ineligibility to letter, or dismissal from the Academy.

# Parent-Student-Teacher Triangle



**Students:** We expect our students to conduct themselves appropriately at their level of maturity. Students are expected to submit to authorities placed over them at the school, and to be courteous and respectful in their speech and actions.

**Parents:** God has given parents the responsibility for the discipline of their children. Parents have conferred this authority on teachers and administrators during the school day and in school activities. Parents are responsible for training their children at home concerning appropriate behavior and conforming to the standards of the school. Parents should model behavior that demonstrates a respectful attitude toward school officials and students. Parents are expected to support the school guidelines in what is required of students.

**Teachers:** They have the authority and responsibility to manage their classroom. Teachers will make every effort to resolve issues in a loving and positive manner, designed to instruct, exhort, and restore the student. Teachers are expected to follow the curriculum in a timely manner, to evaluate students' work, and to interact with parents. Teachers will respect students and guide them in achieving their God-given potential.

**Parents and/or guardians of Legacy Academy students acknowledge receipt of the Legacy Academy Student Handbook.** It is the responsibility of the parents/guardians to read, understand, and take full responsibility to adhere to the policies outlined in the handbook. Should there be any confusion or a need for clarification of one of these policies, the parent and/or guardian need(s) to discuss them with the school administration. The parents and/or guardians acknowledge that Legacy Academy school administration has the right to modify existing policies or to issue new policies as necessary and at any time.

# Curriculum, Chapel, and Bible Time

## Curriculum

Legacy Academy will primarily use Bob Jones curriculum along with supplemental materials to provide a rich, well-differentiated approach to achieving grade level standards. We purpose to ensure that students achieve or exceed current grade level academic standards before being promoted to the next grade level. Legacy Academy maintains that it is best to build a strong academic foundation through a biblical worldview.

## Chapel

Chapel is held weekly. Mission emphasis helps make children aware that God's work is not limited to our immediate community area. Teachers, special leaders, pastors, and administrators may lead these services. The day and time may be changed to take advantage of outside programs or speakers with advance notice. Teachers will encourage a spirit of attentiveness and reverence toward God.

## Bible time

Bible time is held in the classroom daily in grades Pre-K through 5<sup>th</sup> grade and as an independent class each day for 6<sup>th</sup>-12<sup>th</sup> grade students.



## Academic Policies

Legacy Academy encourages all students to strive for their highest level of achievement. In order to evaluate this achievement, LA has adopted a grading policy which must be understood and followed by staff, students, and parents.

### PHILOSOPHY

Legacy Academy provides an education based upon the word of God. We endeavor to provide an atmosphere where the word of God is preeminent in every subject throughout the school day.

One primary objective is to see our students grow spiritually. This is reinforced in every subject, not just in Bible class or chapel. Teachers and staff model a lifestyle of fellowship with God, and, as a result, the student's understanding of that lifestyle grows. The word of God is taught; scripture is memorized, and the application of God's word in daily living is stressed. Students also learn who they are in Christ, allowing them to develop their individual gifts and talents. By developing those gifts, students are equipped to pursue the calling that is on their lives, whether it is in ministry, business, homemaking, or any other service.

Academically, Legacy Academy stresses excellence in every subject. LA is accredited by The Association of Christian Teachers and Schools (ACTS). Curriculum is continually evaluated to ensure that academic objectives are being met. The academic standards and expectations are high but not unrealistic. While we realize that each student has different abilities, we expect each student to do his or her best. Our goal is to academically equip our students with knowledge and understanding that prepares them to succeed.

Another key element in our educational philosophy is the partnership between the home and Legacy Academy. Unless there is a healthy, supportive, and effective relationship between the school and the home, the student's education will suffer. God established the home, not the school, as the primary place for training, learning, and education to occur. The caring, Christlike attitudes of Legacy Academy teachers are valued by students and parents. Parents expect and appreciate direct and regular communication from faculty regarding their children. In return, teachers expect Legacy Academy parents to be responsive to their suggestions regarding their children. When this partnership is honored by all parties involved, every child at Legacy Academy is capable of reaching his or her fullest potential.

# Evaluation

Legacy Academy believes that the process of evaluation should be continuous and assist the teacher in developing insight into the student's skill levels, achievements, attitudes, interests, and personal growth and development.

It is essential that a pupil be evaluated in terms of his/her skills and achievements in relation to the achievement of others in his/her class. However, it is recognized that all pupils are individuals and learn differently. The expertise of the teacher enables a careful blending of this subjective and objective information in determining the best evaluation of the child.

Evaluation information should be effectively communicated so that parents and pupils understand the achievement level of the child.

Some of the standards used to determine the level of achievement include: graded course of study, academic-content standards, completion of assigned projects and/or daily work, achievement tests, classroom participation, attendance, and ability to listen and follow directions. Grades are a consequence of learning and not the purpose of learning.

## Explanation of Grade Symbols

- A The pupil who receives this grade is making exemplary progress towards meeting course objectives and produces work of consistently high quality.
- B The pupil receiving this grade is making commendable progress in meeting course objectives.
- C This grade indicates average work. The pupil who receives this grade is making acceptable progress in meeting course objectives.
- D The pupil who receives this grade is doing below-average work, and in many cases can do better with more effort and improved study habits.
- F The pupil receiving this grade is making unsatisfactory progress, lacks interest, and/or displays insufficient effort to achieve.
- I Incomplete. This is a temporary mark for the pupil who has not sufficiently completed the minimal requirements of the course due to legitimate reasons in extenuating circumstances. The pupil will have the opportunity to complete the work and receive a grade prior to the end of the next grading period.

The following numerical scale will be implemented in determining all grades at all grade levels:

<u>Letter Grade</u>	<u>Percentage Grade</u>	<u>Grade Point</u>
A+	98-100	4.0
A	93-97	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	0-59	0.0

### **Honor Roll**

Legacy Academy holds students to high standards academically. In order to support the highly variable and individualized development of younger students, and in recognition that academic performance at the elementary level is significantly impacted by influences outside of an elementary student's control, honor roll eligibility will begin in 6th grade and continue through the high school. Students in grades 6-11 who maintain consistent exemplary academic standards listed below will be recognized by inclusion in honor roll.

Students may not have any "D" or "F" grades in any subject to be eligible for honor roll.

**Highest Honors**      3.9-4.0 GPA

**High Honors**      3.5-3.89 GPA and no "C" grades

Students with more than one unexcused absence each quarter are ineligible for honor roll distinction.

### **Physical Education Class Grading**

Grades given in physical education classes will be based largely upon participation. Dressing out into PE clothing is a significant portion of participation. If a student is unable to participate in any way or for any reason, they will be required to do a written assignment for that day covering a topic concerning health or physical fitness. It will be left to the discretion of the instructor as to when this assignment is due. Students who do not change into PE attire may receive a zero for the day.

# Academic Intervention

## **Tutoring**

Classroom teachers will provide tutoring on an as-needed basis for a period of thirty minutes before or after school on two designated days of the week.

## **Student Improvement Plans (SIPs)**

If a student's grade drops to 72 or below in any subject, a personalized student improvement plan (SIP) will be developed by the sponsoring teacher. Both a printed and email copy will be sent to the parent(s) to be discussed at an in-person or telephone conference with the sponsoring teacher. The SIP must be signed and/or acknowledged by the parent/guardian indicating acceptance. SIPs will remain in effect for 10 academic days after the student's grade improves to 75 or higher. Students must maintain a grade of 75 or higher in the subject addressed in the SIP for 10 academic days in order to remove the SIP. SIPs may be modified at any time as the sponsoring teacher sees fit in order to best support the student's success.

Failure of a student to rise above a 72 average after a second semester may result in ineligibility to re-enroll at Legacy Academy.

## **Participation in Academy Athletics and Activities**

Students must maintain a cumulative GPA of 2.0 or greater in core academic courses in order to participate in athletics and all other school-related, extra-curricular activities. Students who do not meet the eligibility requirements of a 2.0 minimum GPA and/or higher will not be eligible to participate in these activities until all eligibility requirements are met. These students must also be in full compliance of all terms agreed upon in their Student Improvement Plan (SIP). Failure to abide by these terms may result in dismissal from the team for the season at the discretion of the coach or principal.

Students with more than 1 formal, documented behavior report per term may be ineligible to participate in Academy athletics or activities until the following quarter. Students who receive a suspension may not be able to participate in athletics or activities for the remainder of the school year.

Grade checks will be made by athletic coaches and extracurricular instructors weekly on Fridays. Ineligible athletes who purpose to participate in a sport are required to report to all practices and games. Students who fail to do so may be dismissed from the team for the season by the coach or principal. Students who are participating in tutoring during these times will be excused from the practice or games as long as verification from the sponsoring teacher is obtained by the student and submitted to the coach.

Participating in athletics and other school-related, extra-curricular activities at Legacy Academy is a privilege, not a right. All reinstatements are at the discretion of the principal.

## **Elementary Promotion/Retention**

If there is an academic concern and retention may be necessary, a conference will be scheduled with the parents, teacher, and administration by the beginning of the 4<sup>th</sup> quarter. The general guidelines for retention are as follows:

### **Pre-K to 5<sup>th</sup> Grade**

Teacher recommendation based upon one or more of the following:

- Personal observation
- Below-grade-level performance in academic subjects
- Achievement on standardized grade level assessment below the 30<sup>th</sup> percentile in ELA and/or mathematics
- Significant unresolved deficits in literacy skills
- Social/emotional immaturity

### **6<sup>th</sup> to 8<sup>th</sup> Grade**

Teacher recommendation for retention based upon one or more of the following:

- Failure of one or more academic subjects
- Achievement on standardized grade level assessment below the 30<sup>th</sup> percentile in ELA and/or mathematics
- Social/emotional immaturity
- Students with one final grade of “D” in English or mathematics. In most cases, a recommendation will be made that the student receive tutoring during the summer. In addition, the student may be required to take an entrance test before the start of the next school year to determine his/her readiness to do the work required in the next grade level.

### **9<sup>th</sup> to 12<sup>th</sup> Grade**

Students must be able to maintain above a minimum of 72-level work in the grade to which they are assigned. Students must pass all classes in order to be promoted to the next grade level and maintain enrollment at the Academy.

## **Standardized Testing**

In the spring semester, students in 5<sup>th</sup>, 8<sup>th</sup>, and 12<sup>th</sup> grades will take the mandatory Terra Nova Achievement Test. This test provides data to inform instruction and has no bearing on the student’s academic grade.

9<sup>th</sup> grade students should take the ACCUPLACER test to determine eligibility for dual credit enrollment in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades.

## **Homework**

It is understood that homework is a vital part of academic growth for anyone who hopes to achieve academic excellence. Teachers will be sensitive to the amount of homework being assigned each day.

- No homework will be assigned on Wednesdays; however, unfinished daily work will need to be completed.

- Full cooperation from parents is expected in seeing that assignments/homework are completed and turned in on time.
- Doing homework is part of preparation for the future; therefore, all work will be turned in, regardless of credit. Families are encouraged to communicate with teachers when facing challenges with homework.

## **Late/Missing Work**

Students are expected to turn work in on time. Outside of extenuating circumstances or illness, assignments are due when they are due.

At the discretion of the teacher, late assignments may be accepted for 50% credit if submitted one day late (without an excused absence). Assignments submitted more than one day late (without an excused absence) may not receive credit. Because our focus is on student achievement and learning, missed work must be made up and completed by the student, regardless of credit awarded.

Parents of students who consistently turn in late and/or missing work may be required to meet with the teacher or administration to resolve the problem. Parents are ultimately responsible for ensuring that homework is completed and turned in on time.

## **Makeup Work**

All makeup work is the responsibility of the student. The student is required to check with their teacher on the day of his/her return to school and verify all work he/she missed. Students receive 2 days to make up work for each day absent. For example, if a student is absent one day, he has two days to make up the work for that day.

Makeup time will not include the first day back from an absence. More time may be allowed at the discretion of the teacher, depending on the nature of the assignment(s) and length of the absence. Projects, reports, and tests which are known prior to an excused absence are expected to be turned in and/or taken upon the student's return to school. Exceptions may be granted due to the extent and/or nature of the absence or the specific classwork missed. All homework assignments are posted in RenWeb. Contact teachers via email for any additional in-class assignments/worksheets not posted on RenWeb. These may be picked up after school in the office. Teachers may request work or tests assigned prior to an absence that fall due the date of the absence or day after to be due the date the student returns. Makeup semester tests may be allowed to be taken the first available date before departure. First semester test may be allowed to be taken the first date of return if necessary. This applies to excused absences only.

## **RenWeb**

RenWeb is utilized as a grading and communication tool between the school, teachers, and parents. All parents will be issued a username and a password to

log on to RenWeb and access their student's file to view his/her grades, homework, and activities. Parents must use RenWeb as much as possible to be informed about their children, school activities, and events. Parents may access RenWeb via our website at [www.legacyacademynm.com](http://www.legacyacademynm.com).

## Report Cards

Report cards and student academic progress may be viewed and printed via RenWeb. A final report card will be emailed at the end of the year. Parents may also request an official report card from the registrar.

## Parent Involvement

The church, school, and home must work together to carry out the responsibilities of Christian education and Christian living. Just as the church and school are responsible to the individual student and family, the individual student and family are responsible to the church and school. Legacy Academy expects that parents are involved in their child's education, activities, and regular church attendance.

## Parent Responsibilities

Parents are responsible for regular church attendance with their families.

Parents are responsible for abiding by all policies and procedures.

Parents should be acquainted with, agree to, and sign the Tenets of Faith and other information given through the registration process. All registration forms, including references, must be completed to attend Legacy Academy.

Parents are expected to attend all regularly scheduled parent/teacher conferences, and conferences as requested by teachers.

Parents are expected to follow the steps set out in Matthew 18:15-16 if student/teacher conflicts arise.

Parents are responsible for getting their children to and from school regularly and on time.

Parents should make every effort to build school spirit by supporting the school's activities, programs, and fundraisers.

## Parent Volunteers/Chaperones

Parents are encouraged to volunteer in their child's education and attend field trips. Volunteers and chaperones must fill out an application, complete an interview with the principal, sign a volunteer agreement form, and undergo a background check. **Background checks must be completed every three years.** Parent participation must not interfere in the educational process and must reinforce school policies at all times.

## Parent Conduct

Parents are expected to set the example for the conduct of their children. If the conduct of the parent conflicts with the standards and policies of the school, the child is placed in a conflict situation. If this situation is disruptive to the school, interrupts the educational process, or brings disharmony, it can be grounds for dismissal of the student. Gossip will not be tolerated; it is out of harmony.

It is the goal of LA to further God's plan in the parent/student relationship and in the family. Parents are expected to:

- Partner with the school to raise Godly young people with a biblical worldview
- Provide support for the ongoing programs and ministry of Legacy Academy
- Fulfill the God-given role of the parent as primary teacher, role model, and supporter
- Provide prayer support that is vital for the ongoing success of the students and the school

## Parent Responsibility

If a parent has a concern or question regarding student discipline, or some discipline-related situation occurs that is not understood, the parent should discuss it with the teacher. If the situation remains unresolved, the parent may then consult the administration.

## Phone Calls to Teachers

Teachers are not available to take calls during the school day. If a parent needs to contact a teacher, they can call the school office and leave a message with the receptionist. Parents can also email teachers at any time. Emails are checked at the beginning of the workday and after dismissal. All communication delivered while school is in session will be returned within 24 hours. Messages of an urgent nature should be communicated to the receptionist of your child's campus.

## Parent Visitors

All visitors must sign in at the front office of the campus they are visiting. A "visitor" lanyard will be provided to the visitor, who must wear the lanyard the entire time on campus during the visit. Parents visiting their student at the south campus during lunchtime must sit with only their child at the designated "Silverback guests" table. These guidelines may be altered at any time due to health restrictions.



## Church Attendance

Legacy Academy places the training of our students in godly Christian character as our highest priority. It is our policy to partner with families who are instilling biblical values in their children through their home and church. Therefore, instruction at LA is to be a supplement to the character-molding process, not a replacement. For this reason, consistent family church attendance is **mandatory**. For those families who attend Legacy Church, church attendance (verified through giving records) is checked twice yearly.

If a family is admitted on the basis of their regular attendance at Legacy and stops attending church or starts attending elsewhere, they are no longer eligible to attend LA. Families who have been admitted to LA on the basis that they regularly attend a different church will be asked to complete a Church Attendance Verification Form annually. These forms are mandatory and are distributed annually when the re-enrollment packages are sent out.

## Complaint Procedures

The following procedures are part of a process to ensure that students' and parents' concerns are addressed in an informed and appropriate manner. "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses" (Matthew 18:15-16).

We are aware that as a group of believers some differences in beliefs exist. We all support Legacy Academy's Tenets of Faith as recognized in the admissions packet and represented in this handbook. It is important for parents to realize that when particular issues are raised at school concerning their student, our teachers are instructed to refer students to their parents for further discussion and guidance.

When a problem arises with a student, the following procedures will be followed:

- The teacher will redirect the student to make positive choices and comply with classroom/school expectations. The teacher will conference privately with the student beginning with, "Let's pray." Expectations will be restated, and godly solutions will be discussed.
- If the teacher is unsuccessful in correcting the child's behavior, or the behavior is in direct breach of a policy stated in the handbook, the teacher will complete a behavior report in order to notify both parent(s) and administration.

- If the behavior continues or if, at the discretion of the teacher, the offense is of a nature that requires support from administration, the student will be sent to the office.
- When discipline has been administered and the report completed, it will be emailed to the parent.

If the problem continues, a conference will be held with the parents, principal, and the student. In cases where it is necessary, the father (or in a single-parent home, the parent with which the student resides) may be called to come to the school to administer discipline. If there is no resolution, further actions will be taken depending on the situation.

### **If your child comes home complaining about a policy or discipline, please follow these procedures:**

- Give the staff the benefit of the doubt.
- Realize that the child will report from an emotionally biased viewpoint, and all the facts may not be presented.
- Use email to communicate with the teacher about what your child has said. If you do not have email, please contact the teacher the next day.

### **If you have a complaint, please do the following:**

- Express it promptly
- Tell it to the right person — start at the lowest level and go UP the chain of command, not down, with your complaint
- Express yourself clearly
- Do not broadcast it — up, down, or laterally
- Pray about it
- If you overheard, or are told a complaint, express it promptly to the person who should hear it, and only to him/her.

**Gossip will not be tolerated; it is out of harmony.**

## **Dress Code and Uniform Policy**

### **Dress Code**

Legacy Academy is a place of learning. Appearance should in no way distract from the learning process. Customers and guests who enter the school grounds, to include parents, siblings, visitors, substitutes, and chaperones, should reflect the Christian value of encouraging focus on the inner self, not the outer. Anyone who is sent to pick up students other than the parent or guardian needs to be informed of this stipulation. Parents and guests need to model Christ-like behavior and adhere to modest, appropriate clothing guidelines while on school grounds.

## LA Dress Code

The LA Dress Code was developed to provide the best atmosphere for students to learn and to avoid distraction, inappropriateness, and peer pressure related to clothing. Our primary objectives are neatness and modesty. The LA Dress Code is sufficiently flexible to encourage individual identity and a positive self-image within the borders of appropriate dress for school.

The guidelines in this handbook are meant to provide help for parents and students in selecting appropriate clothing for school. If a parent or student has a question about the Dress Code, please do not hesitate to call the school offices for clarification.

Students who do not comply will be dealt with relative to the seriousness of the infraction or number of occurrences. Dress code violations, sloppiness in appearance, and immodest clothing may result in removal from the classroom until proper attire is acquired. Lesser violations such as noncompliant colors, styles, etc., may be noted with a written behavior notice and documented on the student's file. Repeated violations of the lesser sort will result in additional disciplinary action. Multiple dress code violations may result in an after-school detention.

**Modesty defined:** Modesty is the voluntary, personal responsibility to behave and dress in such a manner as not to draw attention to oneself, not to think proudly of oneself, and a decision to protect from purposeful or unintended enticement in inappropriate ways and places.

## General Appearance & Grooming

- During the school day, and while in the classroom, only approved outerwear may be worn. Heavy coats, raincoats, and other forms of outerwear may be worn to and from lunch, recess, and between buildings; however, these items may not be worn during class.
- Hair should be cut so that it does not hang in his/her eyes. It should be clean, appropriately styled, and should not call undue attention to the student. Extreme, distracting hairstyles, and/or hair accessories will not be permitted. Only natural hair colors will be permitted.
- Boys' facial hair must be clean, neatly groomed, and worn in such a way that is not conspicuous or extreme.
- Attire should be clean and without tears or noticeable, excessive wear.
- No hoods, hats, caps, bandanas, or other types of headgear are to be worn in the buildings unless medically required and/or approved by the administration. Beanies may be worn in winter months.
- No rub-on tattoos, permanent tattoos, or other markings of any kind on the body are permitted. No body piercing of any kind, with the exception of modest earrings for girls only. Boys with piercings must remove earrings while on campus and at school-sponsored events. No large hoops, gauges, or ear-stretching devices are allowed.

- Undershirts in T-shirt style, long or short sleeve, only solid color may be worn under dress-code compliant polo shirts. These T-shirts may be plain or include Legacy Academy logo/lettering only.

## Regular Uniform Dress

All clothing must be modest, clean, and cover the torso and backside completely. Attire cannot be oversized or too tight. Rips, holes, fashion tears, and similar are prohibited.

### Shirts

**Polo style shirts:** All polos must be collared (fold-over collar) and sleeved (long or short sleeve). Polos may have brand names, embroidered emblems, or logos on the outside of the shirt no larger than a ½ dollar in size. Legacy Academy polos are acceptable.

**T-Shirts:** All Legacy Academy T-shirts may be worn on Fridays. T-shirts must be of appropriate size, fit properly, and have a Legacy Academy design. Athletic and Fine Arts t-shirts are acceptable. Homemade designs or designs that are not purchased through the Academy are not acceptable.

**Hoodies:** Hoodies may be worn inside the building; however, the hoods must not be covering the head while indoors. Hoodies, sweaters, and sweatshirts must not have any logos unless it is an official Legacy Academy logo. If hoodies are worn, polo shirts must be worn underneath. All Legacy Academy hoodies and sweatshirts are acceptable. Sweatshirts and hoodies may not be worn inside out.



## Pants, Shorts, Skirts, Capris, Jumpers

Colors: solids in black, khaki or navy. Skirts and jumpers may be black, khaki, or navy. Plaid skirts are permitted for pre-k through 5<sup>th</sup> grades only.

No cargo styles. Girls may wear pants, shorts, skirts, capris, or jumpers. Boys may wear pants or shorts. The length of skirts, dresses, and rompers must be no more than a two inches above the knee while standing, including free-dress days. The length of shorts must be no more than three inches above the knee while standing. This includes free-dress days.

Beginning in 9<sup>th</sup> grade, students may wear black or blue jeans daily, provided they follow the guidelines of no rips, holes, or frays. The privilege extended to high school students of wearing jeans at LA is subject to the student meeting all behavioral, attitudinal, and academic expectations as described in the Parent & Student Handbook. If this privilege is abused, it may be altered or

rescinded for some or all high school students by administration at any point in the school year. Dress code violations may result in a behavior notice.

Styles: Flat, pleated, and elastic cuffs are allowed.



No: Cargo Style



Tights and leggings may be worn only under a skirt, shorts or jumper. NO fishnet stockings.

## Shoes

Colors: any color

No sandals, backless, or open-toed shoes. No shoes with wheels, heels, lights or soles higher than 1-1/2". Footwear must be worn at all times.

## Boots

Students may wear boots that do not come above the knee. Boys must wear their pants on the outside of the boots.

## Spirit-Day Attire — Fridays

Denim jeans may **only** be worn on Fridays if a student is **also** wearing a Legacy Academy logo shirt, hoodie, or sweatshirt. Jeans must be appropriately fitting, solid-colored, with no rips, holes, fashion tears, frays, etc.. "Regular" dress code clothing may be worn on Fridays instead. Participation in Spirit-Day attire is contingent upon the student meeting behavioral, attitudinal, and academic expectations. This privilege can be withdrawn by administration at any time should the student not meet these expectations.



YES



YES



NO

## PE Uniform Policy

6th-12th grades: Students participating in P.E. will be required to wear a solid-colored, crew-necked T-shirt, solid-colored sweats with open or elastic-band ankles, and athletic shoes. Shorts of a solid color will also be allowed. However, shorts are to be modest and sized to fit the individual, not too tight or too loose. The length of shorts must be no more than three inches above the kneecap while standing. Absolutely, no leggings or jeggings of any sort.

The items below ARE examples of clothing that will be allowed:



The items below are examples of what is NOT allowed to be worn for PE:



### Field-Trip Attire

In PreK-5th grades, the red polo shirt is a required item and will be worn on field trips with khakis. In 6th-11th grades, field-trip attire will be a polo shirt, or attire containing Legacy Academy logo, with jeans.

### Extra-Curricular Activities

At Legacy Academy functions, shorts must be modest and offer appropriate coverage. The style of shorts must be appropriately sized to fit the individual, not too tight or too loose. When standing straight with arms extended straight down the side, the length of shorts must extend to the fingertips. The shorts may not be rolled above this length. Athletic-style shorts that are shorter in design must be worn with visible sliders. Basketball-style shorts are allowed with biker shorts

underneath. Shorts must be visible below the shirt hem. Volleyball players' shorts must have a minimum of a four inch inseam.

**The administration will make the final call on any attire and/or item that is questionable.**

## **Varsity Letters**

### **General Lettering Requirements for All Varsity Sports**

The Varsity letter Award is presented to athletes at the varsity level who have reached athletic requirements set out by Legacy Academy administration/coaches. Athletes must meet the earned time criteria that is set forth for each varsity sport. Those who earn a varsity letter are awarded with a varsity letter (first year only) or a sport specific athletic pin (second, third, and fourth year) or special recognition award (fourth year) at the awards ceremony for each sport that is held at the end of each season.

General requirements for varsity awards in all sports:

- Must be in good athletic and academic standing, complete the season and be eligible academically.
- Injured players may receive a letter if in the opinion of the head coach he/she would have participated enough if they had not been injured, and also served the team in some capacity while injured.
- Show marked improvement during the season and from the previous season.
- Adhere to Legacy Academy's honor code; be of good character, a teammate, and team player.
- Attend all practices, games, meets or matches unless excused by the coach or doctor.
- Contribute to the team's success.
- Participate in a community service activity twice per season as provided by the coach.
- Regular member of the varsity team.

In addition to the general award requirements, the following sport requirements will also contribute to the varsity letter awarding:

Earning a varsity letter is a major accomplishment in the world of athletics. It is evidence that you have excelled not only in competition, but also in the classroom. The requirements for earning a varsity letter vary from sport to sport. Student athletes are reminded that they Varsity letter is a recognition award determined by the head coach in conjunction with administration.



## Criteria for Earning Varsity Letters in Basketball

- Student athlete must participate in 75% of the regular season games.
- Student athlete must maintain at least a 2.3 GPA throughout the entire school year.
- Student athlete may not have more than one behavior or academic detention in an academic year.
- Student athlete may not have a suspension or expulsion.

## Criteria for Earning Varsity Letters in Volleyball

- Student athlete must play in at least 75% of scheduled matches.
- Student-athlete must maintain at least a 2.3 GPA throughout the entire school year.
- Student athlete may not have more than one behavior or academic detention in an academic year.
- Student athlete may not have a suspension or expulsion.

## Criteria for Earning Varsity Letters in Cross Country

- Student athlete may only miss two meet and score at the District Championship Meet.
- Student athlete must maintain at least a 2.3 GPA throughout the entire school year.
- Student athlete may not have more than one behavior or academic detention in an academic year.
- Student athlete may not have a suspension or expulsion.

## Criteria for Earning Varsity Letters in Track

- Student athlete may only miss two meet and compete at the District Championship meet.
- Student athlete must maintain at least a 2.3 GPA throughout the entire school year.
- Student athlete may not have more than one behavior or academic detention in an academic year.
- Student athlete may not have a suspension or expulsion.

## Attendance Policy

State law mandates school attendance. Legacy Academy establishes the school year based on the number of hours required by the state of New Mexico.

In accordance with the NM Compulsory Attendance Law, parents/guardians will be notified when students have reached 3 unexcused absences. Families will be required to meet with administration to create a plan to address the situation at 5 unexcused absences, as the student is now defined by NM Statutes 22-12-9 as a “student in need of early intervention.” Students with 10 or more unexcused



absences are classified, by state statute as "habitually truant," and will be referred to CYFD.

Legacy Academy requires that students be in attendance at least 90% of each semester in order to successfully complete that semester. Excessive absences (10 or more per semester) are grounds for a student's failing a class/grade and possibly being retained.

While an excused absence does not circumvent the number of school days required, it is understood that students may be absent occasionally due to unavoidable circumstances. These absences will be considered "excused." Work missed due to an unexcused absence will only be credited toward a student's grade provided the specific steps outlined in the Unexcused Absence policy below are followed before the absence.

All absences, whether excused or unexcused, must be called in by 8:00 am on the morning of the absence. Calls should be made to the front desk of the campus your child attends.

## **Excused Absences**

Absence may be excused for the following reasons with written notification:

- Illness
- Limited family emergencies
- Family deaths
- Medical, health, or legal appointments  
(Documentation from professional provider required in order for it to be excused)
- Church commitments
- College visits
- Deployment of military parent
- Limited extenuating circumstances as approved in advance by school principal

Students with an excused absence are eligible to receive both adequate time (2 days for every day absent) to complete work and full credit for work missed while absent provided that all work is completed within the allotted time period. Work assigned before the absence will be due upon return.

## **Unexcused Absences**

All absences for reasons not included under excused absences shall be considered unexcused. Examples include, but are not limited to:

- Non-school-sponsored activities or trips
- Family vacations outside of normally scheduled school breaks

Credit for work missed during an unexcused absence will **only** be awarded if parents and/or students request (in writing) any and all work that will be missed during the absence, at least 2 full school days **before** the unexcused absence. The missed work must be returned completed on the day the student returns from the absence in order for any credit to be awarded.

## Return to School After Illness

In the event of student illness, students must be fever free (below 99.9°F), and vomit and diarrhea free without the aid of any medication for a full 24 hours before returning to school.

## Elementary Attendance: Grades Pre-K through 5<sup>th</sup>

Elementary attendance is recorded on a daily basis.

Elementary Start Time: Monday through Friday 8:30 am (Ideally, students arrive around 8:15 am.)

Elementary End Time: Monday through Thursday 3:15 pm, Fri. 1:00 pm

Arrival after 8:30 am — Tardy (T)

Arrival after 11:30 am — ½ day Absent (AH)

Dismissal before 11:30 am — ½ day Absent (AH)

Elementary students in attendance less than 2 hours the whole day will be considered Absent (AU).

## Elementary Tardy Policy/Procedures

Pre-K through 5<sup>th</sup> grade students are considered tardy if not in school by 8:30 am. Parents bringing students to school after 8:30 am must escort their child into the office to sign them in. **Every five tardies will automatically be converted to one absence.** Ten tardies will equal two absences, etc.

## Secondary Attendance: Grades 6<sup>th</sup> through 12<sup>th</sup>

Secondary attendance is recorded on an hourly (each class period) basis.

Secondary Start Time: Monday through Friday 7:50 am

Secondary End Time: Monday through Friday 3:05 pm, Fri 12:55 pm

- Arrival to class after the tardy bell rings: Tardy (T)
- Arrival to any class more than 15 min. late: Absent (AU)
- Dismissal more than 15 min. early: Absent (AU)
- Dismissal during last 15 minutes: Early Dismissal (E)
- All absences & tardies count toward the 90% attendance policy unless accompanied by valid documentation such as a physician's note.

## Secondary Tardy Policy

All students are considered tardy if not in the classroom when the bell rings. When arriving to school late or **tardy to any class**, it is the student's responsibility to check in at the office and get a tardy slip before going to class. **Every five tardies will automatically be converted to one absence and the student will receive an after-school detention.** Ten tardies will equal two absences, etc.

## Tardy Procedures

1st & 2nd tardy: RenWeb notice to parent

3rd tardy: Verbal warning to student from administration

4th tardy: One day detention

5th tardy: One after-school detention, and the 5th tardy in any one class will be counted as an absence  
6th tardy: One after-school detention and parental conference  
7th or greater tardy: Administrative notification and possible one-day suspension

## **Secondary Early Dismissal Policy/Procedures**

**If it is necessary for a student to leave school before the end of the day:**

- A parent/guardian will need to come to the attendance office and check him/her out for the day.
- If student drives, written permission by the parent or guardian and additional verbal verification of such permission will be required prior to early dismissal.
- Students leaving school for any reason must sign out through the office and sign in upon returning. Any student leaving campus without checking out through the office will be considered truant.

**If students need to leave with someone other than a parent/guardian:**

- A parent/guardian must call the office, give permission for a specifically identified person to pick up the student, and send written verification of the same information.
- Handwritten notes presented by the alternate pick up person will NOT be accepted. The alternate person picking up the student(s) may be required to show their photo ID to office staff when signing out the student.
- Students will not be allowed to leave with other students unless they are a sibling, and office staff has received the required information as listed above from the parent, giving permission for the student to leave with his/her sibling.

## **Makeup Testing**

If the first day of a student's return is the day of a test or quiz, the student will make up the test at a time arranged by the teacher.

## **Policies and Procedures**

Legacy Academy stresses the importance of following all school policies and procedures. Adherence to these policies and procedures helps provide the stability, consistency, safety, and boundaries necessary to preparing and guiding our students as Disciples of Christ. This requires a collaborative effort on the part of the school, employees, parents, and students. Following all policies and procedures is everyone's responsibility. The school does not tolerate the abuse of these policies and procedures in any form by any person(s).

## **Emergency/Student Release Information**

Each year parents are required to fill out a contact information sheet at the time of registration. It is imperative that this information be filled out

accurately. We will not release students to anyone not listed on this sheet. If there are any changes throughout the year, please contact the office immediately.

## **Health Services**

The school will provide simple first aid but cannot administer any non-prescription or prescription drugs unless authorized and provided by the parent. Legacy Academy staff is CPR, First Aid, and Blood-borne Pathogen certified. Legacy Academy does not have a school nurse and cannot provide services that would require the assistance of a nurse. Parents will be contacted to pick up students in incidents that students require health care. The school will contact emergency services as well in situations that warrant.

## **Medication**

Students cannot take medication without written permission from the parent and must do so in the presence of school personnel. Parents must fill out a release form for both over-the-counter medicines and prescribed medicines. If the medicine is prescribed, the parent must bring in a doctor's note specifying the name of the medication, exact dosage, and administration directions attached to the release form. Medications must be brought to school in their original prescription bottles. Medications will be kept in the office. It is the responsibility of the parents to take medications home for the weekend. Epipens and inhalers may be kept on the student's body at parent's request.

**Parents or guardians are notified immediately if an accident happens. An incident report is filled out and filed in the school office. Additionally, a copy is given to the parent.**

## **Transportation & Parking**

Parents transporting students to and from school need to comply with all drop-off and pickup rules. These rules ensure safety and expediency. Designated times, places, and rules will be made available at the beginning of each year. Student safety at all times drives the rule. Legacy Academy offers shuttle services from the Legacy East Campus, on the corner of Montgomery and Wyoming, to Legacy Academy. The shuttle departs at 7:00 am and arrives back at the East Campus at 3:45 pm. To sign up for the shuttle please contact our registrar's office.

## **Textbooks**

All students at Legacy Academy purchase their own textbooks through the school. It is important that students be good stewards of textbooks. Students who lose their books will need to replace them as soon as possible and at their expense. The guardian will be responsible for the cost of the book and the cost of overnight shipping that will ensure the book being received as soon as possible. Used text books may be returned at the end of the year.

## **Lost or Damaged Property**

Families must pay in full for any LA property lost or intentionally damaged by a student, including the use of technology such as computers and iPads. Students must pay for any Legacy Academy property stolen from them while in their possession. Legacy Academy will not be responsible for lost or stolen articles belonging to a student.

**God has blessed the Academy with respect to buildings and facilities. Each student is expected to do his/her part in keeping the facilities neat, clean, and in good repair.**

## **Library**

The library provides students with a wide variety of books. Books may be checked out and taken home by students. Any book not returned must be paid for at the replacement price.

## **Telephone Use**

Students may use school phones for limited contact such as illness, pickup, and other important information that is needed to be communicated to the parents.

## **Computer Lab**

The computer lab is used to increase technology knowledge and provide teachers with an outside approach to learning. A teacher must be on duty for the computers to be used by students. No student will be allowed in the computer lab without supervision. All students utilizing the computer lab must adhere to the guidelines below:

## **General Usage Expectations for the Internet**

Access to the Internet allows students to reach out to many other people, to share information, learn concepts, and research subjects. With this educational opportunity comes responsibility. LA views access to the Internet as a privilege and not a right. As such, inherent with this privilege are responsibilities with which the school expects full and complete compliance. Breach of these responsibilities may result in loss of access privileges. The school has the right to review any material stored on its network and to edit or remove such material as well as to monitor all network activity. LA screens undesirable material from the web server. Additionally, the administration has the capability to monitor and record user activity via software. Regardless of safety measures employed by the school, the ultimate responsibility for avoiding inappropriate material resides with the user.

Students and parents must read and agree to abide by the LA IT Device and Acceptable Use Policy in order to utilize technology on campus. Both student's and parent's signatures are required as acknowledgement of these terms.

## **Legacy Academy IT-Device and Acceptable-Use Policy**

The Legacy IT-Device and Acceptable-Use Policy covers the security and use of Legacy Academy's information and informational technology equipment for all grades. All Legacy Academy IT devices are school property, and all users will comply with this policy. The term "IT device" refers to any Chromebook, iPad, or desktop computer used at either Legacy Academy campus.

IT devices are intended for use during school each day. In addition to teacher expectations for IT device use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook.

Legacy Academy reserves the right to review, monitor, and restrict information stored on, or transmitted by, Legacy Academy-owned equipment. We also reserve the right to investigate inappropriate use of resources.

This policy may be updated, changed, and modified at the sole discretion of Legacy Academy Administration. Notice will be provided if any changes are to occur.

## **Digital Citizenship**

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- 1. Respect Yourself.** I will show respect for myself through my actions. I will select to view and use only appropriate online material. I will use biblical discernment in regard to the information, images, and other media that I access and create or share online. I will act with integrity.
- 2. Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- 3. Respect Others.** I will show respect to others. I will not use digital resources to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- 4. Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- 5. Respect Intellectual Property.** I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair-use rules.
- 6. Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software, or use available free and open source alternatives, rather than pirating software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses.

## IT Device Care

No food or drink is allowed next to your IT device while it is in use. Use only a clean, soft cloth to clean the screen, no cleansers of any type.

Cords and cables must be inserted carefully into all IT devices to prevent damage.

IT devices and their accessories must remain free of any writing, drawing, stickers, or labels that are not the property of Legacy Academy.

Do not stack any books, heavy materials, etc., on top of an IT device, as it could damage the device.

Take care to protect your password. Do not share your password. Sharing your password is a violation of Legacy Academy Security Protocol, and can be reason for your account being disabled.

Do not allow anyone to use your device while you are logged into it.

Lock your screen when you leave your IT device unattended for ANY amount of time.

Chromebooks and iPads should never be carried while the screen is open.

Do not lean on top of any IT device.

Do not place anything near the Chromebooks, iPads, or any IT device that could put pressure on the screen front or back.

Do not place anything on the keyboard before closing IT device lids (e.g., pens, pencils, etc.).

Do not “bump” any IT device on desks, walls, car doors, floors, etc., as it will eventually cause damage.

IT devices that malfunction or are damaged must be reported to the administration. Legacy Academy will be responsible for repairing Chromebooks that malfunction.

Chromebooks that have been damaged from student misuse or neglect, or are intentionally damaged, will be repaired with cost being paid by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are intentionally damaged or lost.

## **Photo Library, Screensavers, Background Photos**

Inappropriate media should not be on any IT device, and may not be used as a screensaver or background photo.

Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, demonic, and gang-related symbols or pictures will result in disciplinary actions and may also result in a loss of IT device-usage privileges.

Photos/videos require a large amount of storage space on the devices. Only photos that are for an educational purpose should be saved to the device. All other photos/videos should not be taken or stored.

## **Sound, Music, Games, or Programs**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Data storage on IT devices is limited and should be managed by the students so that the full educational potential of IT devices is available. Additionally, do not save anything on the Chromebook directly. The IT department has implemented an erase procedure on the Chromebook if you restart it.

Students may be directed by school personnel to remove apps, music, videos, etc., if the storage of instructional materials is compromised.

Only music/sound files that are obtained legally for educational purposes are allowed.

Headphones may be used at the discretion of the teacher. Headphones are not provided by Legacy Academy.

## **Printing**

Printing will not be available inside Legacy Academy with any Chromebook. The nature of the device minimizes the need to print. Students should communicate with their teachers should they believe they have need to print.

## **Managing Your Files and Saving Your Work**

Students will save work to their Google accounts via the Chromebook.

Since the Chromebook has storage limitations, it is vital that the storage space be reserved for educational use only. It is also important to note that in case of resetting; LA will not back up the Chromebooks.



It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion. Students are highly encouraged to create a backup of all documents using a personal flash drive.

IT device malfunctions are not an acceptable excuse for not submitting work on time. If a student is experiencing difficulty with their device, they should notify a teacher or administrator for assistance.

### **Network Connectivity**

Legacy Academy makes no guarantee that their network will be up and running 100% of the time. In the case that the network is down, the Academy will not be responsible for lost or missing data. Students will not be penalized if the network is down and a completed assignment cannot be accessed for class projects, presentations, etc., as this type of network outage will affect all students and staff in the school building.

### **Software**

#### **A. Originally-Installed Software**

The extensions/apps originally installed by Legacy Academy must remain on all IT devices in usable condition and be easily accessible at all times. From time to time, the school may add software applications for use in a particular course. Periodic checks of IT devices will be made to ensure that students have not removed required apps/extensions.

#### **B. Additional Software**

Students are not allowed to load extra extensions/apps onto any IT devices. Students are responsible for the content on their IT device. Apps and other media must be appropriate per Legacy Academy Acceptable-Use Policy and Code of Conduct. Students will be asked to remove apps and media if deemed inappropriate. These apps/extensions will be available upon logging into the device using the official, school-approved email address.

Any attempt to jailbreak any IT device or change the configuration will result in an immediate disciplinary action.

Any software that breaks the Acceptable-Use Policy, or that is deemed inappropriate for use in school, is not to be downloaded or installed on any IT device. This includes, but is not limited to, music, games, videos, images, eBooks, and apps. Should any such material be found on a student's device, immediate removal of material (and/or full reset of the device), contact with parents/guardians, and disciplinary action will occur.

### **Inspection**

Students may be selected at random to provide their IT device for inspection.

Reasons for an IT device inspection may include, but are not limited to, the following: functionality, maintenance, serviceability, and possible violations of student acceptable use when using the Chromebook.

## **Procedure for Reloading Software**

This device resets to default when rebooted. Any software, attempted to be installed, will automatically be removed when booted back up.

If technical difficulties occur, or illegal software is discovered, the IT device may be restored from backup. The Academy does not accept responsibility for the loss of any software or documents deleted due to a need to reformat and/or reimage any device.

Students are highly encouraged to manage their backup data to ensure that enough space is available for school-created content.

## **Student Responsibilities**

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

If a student should receive messages containing inappropriate or abusive language, or if the subject matter is questionable, he/she is to make a teacher or administrator aware immediately.

## **Student Activities Strictly Prohibited**

Students are strictly prohibited from the following actions while using any IT device (Legacy Academy reserves the right to modify this list at any time.):

The illegal installation or transmission of copyrighted materials.

Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

The use of chat rooms, sites selling term papers, book reports, and/or other forms of student work.

The use of all messaging services (i.e., MSN Messenger, ICQ, KIK, etc.).

The use of an external attachment without prior approval from the administration.

Changing of IT device settings (exceptions include personal settings such as font size, brightness, etc.).

Spamming (sending mass or inappropriate emails).

Using the Internet to access personal (non-school-related) accounts, i.e., non-school- provided email accounts, Facebook, Instagram, Snapchat, and other social media sites.

Gaining access to another student's or staff member's accounts, files, and/or data.

Use of the Academy's Internet/Email accounts for financial or commercial gain, or for any illegal activity.

Sending anonymous or misleading communications for any inappropriate purpose via any means.

Students are not allowed to transmit personal information over the Internet on any Legacy Academy digital device. This includes, but is not limited to, setting up Internet accounts, including those necessary for chat rooms, EBay, Amazon, email, etc.

Bypassing the Legacy Academy web filter in any way.

Use or possession of hacking software is strictly prohibited. Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the Academy.

## **Disclosure**

Failure to adhere to the terms and conditions outlined in the IT-Device and Acceptable- Use Policy may result in the loss of all IT device-usage privileges. Severe disciplinary actions include, but are not limited to, detention, suspension, or dismissal from Legacy Academy.

## **Visitors**

All visitors and volunteers to the school are to report to the office for a pass and complete any necessary screening or paperwork. Visitors are required to wear their pass for the duration of their visit. Visitors without a pass will be reported to the office. This helps ensure the safety of our students.

## **Lost and Found**

Lunches, books, homework, and clothing are to be left in the designated bin at the office so students or parents may claim them. Unclaimed items will be sent to the homeless shelter on a bi-weekly basis.

## **Pets**

Pets are not allowed on school grounds and/or the parking lot.

## **Fire Drills/Lockdown Drills**

Fire drills and Lockdown drills are held monthly. These drills will be conducted to provide training to staff and students on proper evacuation procedure in the event of a fire and in the event of an emergency. When the fire alarm rings, all class activity must stop, and all occupants must leave the room according to designated fire plans. For a Lockdown drill, teachers will follow school protocol.

## **Lunches**

Legacy Academy offers hot meals every day. Meals are prepared at the Central Campus kitchen and transported to the Los Volcanes Campus. See the registrar for lunch plan options.

## **Fundraising**

The Legacy Academy Golf Tournament and a fall fundraiser are the two primary fundraisers for our school.

## **Pictures/Yearbooks**

School pictures will be taken in the fall. Yearbooks are available for purchase. Please see your campus secretary for details.

## **Photography**

I understand that by signing the Student Handbook Acknowledgement, my child(ren)'s name, image, and likeness, as shown in videotapes, photographs, motion picture file, and/or electronic images for which he/she posed, and/or audio recordings made of his/her voice, may be used by Legacy Academy, in whatever way is desired, including television, social media, and printed material; furthermore, I understand that such photographs, films, recordings, and electronic images, and the plates, tapes, and/or software from which they are made, shall be LA's sole property. LA shall have the right to sell, duplicate, reproduce, and make other uses of such photographs, films, recordings, electronic images, plates, tapes, and software as they may desire, free and clear of any claim whatsoever on my part. I understand that if I do not desire my child (ren)'s picture to be used, I may fill out a waiver with the registrar.

## **School Delays/Closures**

Legacy Academy follows APS guidelines regarding school closures and/or delays; listen to the radio, watch the TV, or view the APS website. Strictly follow the delay or closing time. At times when APS is not in session, Legacy Academy will post its own closings and delays on RenWeb. An email and text will also be sent. There will be no one to supervise students until the school opens according to the delayed time.

## **Classroom Parties & Birthday Celebrations**

Birthday celebrations are to be held in the cafeteria during the lunch period when approved in advance by the teacher.

## **Field Trips**

Written permission is required when students are transported away from school. Permission forms are sent home in advance and must be signed by a parent/guardian and returned to the teacher before the student is allowed to join the field trip. **Students without completed forms will not be allowed to go on the trip. Parents are responsible for making accommodations for their child if the student will not be attending the field trip for any reason.**

## **Number of Chaperones**

Criteria to be considered in determining the number of chaperones needed are, for example, the age of the students, distance to be traveled, nature of the field trip activities, and safety requirements. A Legacy Academy staff member will be available to handle emergencies or other matters that may develop. Teachers will direct chaperones. Chaperones must sign the Chaperone Agreement form and have a current background check.

## **Liability**

Legacy Academy and Legacy Church assume no liability for any injury during school and/or activity times.

## **Lockers**

The school assigns lockers to its pupils for the pupils' convenience and temporary use. Pupils are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Pupils shall not use the lockers for any other purpose, unless specifically authorized by school administration in advance of pupils bringing the items to school. Pupils are solely responsible for the contents of their lockers and should not share their lockers with other pupils, nor divulge locker combinations to other pupils, unless authorized by the school principal or designee.

All lockers assigned to students are the property of Legacy Academy. Each student will be required to provide a lock and sign a Locker Contract. At no time does the school relinquish its exclusive control of its lockers. The school's principal shall have custody of all combinations of all lockers. Pupils are prohibited from placing locks on any locker without the advance approval of the school principal or designee.

## **Search of Locker Contents and Backpacks**

Authorization is given to the school's administration to search backpacks, lockers, and locker contents at any time, without notice, and without parental/guardianship or pupil consent. The administration shall not be obligated to, but may request the assistance of a law enforcement officer in conducting a backpack or locker search. The administration shall supervise the search. In the course of a backpack or locker search, the principal shall respect the privacy

rights of the pupil regarding any items discovered that are not illegal or against school policy and rules.

## **Search of Phones**

Authorization is given to the school's administration to search phones without notice and without parental/guardianship consent. A search may be conducted only if LA administration has reasonable suspicion that a crime or breach of the disciplinary code is being committed by the student. In the course of a phone search, the principal shall respect the privacy rights of the pupil regarding any material discovered that is not illegal or against school policy.

## **Student Parking**

The high school parking lot will be open daily at 7:25 am and will close when the last staff member leaves campus. The posted speed limit is 5 mph. All student parking is located on campus and parking spaces have been provided. At the start of the school year parking permits will be available for a fee of \$25.00 for the initial permit as well as for replacement permits (\$10 per replacement). All student vehicles must be registered and insured for authorized parking on campus and must display a current, valid parking permit placed visibly on the lower left-hand side of the windshield. Violations of LA parking policy may result in loss of campus parking privileges for the remainder of the term or school year. Campus parking is a privilege and all students are reminded that this privilege may be revoked if you fail to operate your vehicle on campus in accordance with state law and school rules. Absolutely no student parking is permitted in the LA staff parking areas. All cars on campus or school sanctioned parking areas are subject to LA search and seizure policies.

## **Search of a Vehicle**

Search of a student's vehicle while parked on school property may be conducted only if LA administration has reasonable suspicion that a crime or breach of the disciplinary code is being committed by the student.

## **Seizure**

When conducting locker or backpack searches, the principal may seize any illegal or unauthorized items, or any other items reasonably determined by the administration to be a potential threat to the safety or security of others. Such items include, but are not limited to, the following: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances, intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the administration shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil eighteen (18) years of age or older, shall be notified by the school administration of items removed from the locker or backpack.

## Violence

Legacy Academy stresses the importance of safety in the school and strives to provide safe and secure working conditions for all students and employees. This requires a joint effort between the church, school, each employee, parents, and students. The school does not tolerate violence in any form by any person(s).

**Employees are required to report to administration all acts or threats of violence and/or situations, including any student threats or ideation of self-harm which may lead to violence. Albuquerque Police Department shall be immediately notified should any student make any verbal threats of violence against any individual, group, or the academy. This includes any statements made “in jest.”**

**Violence:** Any form of the following, including, but not limited to:

- Written, verbal, or nonverbal threats or gestures that cause another person to fear for their safety or the safety of others.
- Physical confrontations or aggression towards any person(s).
- Threatening, injuring, or attempting to injure someone.

Following any act of violence, the school’s response may include, but is not limited to, criminal prosecution of the person or persons involved. Additionally, employee violations of this policy may result in disciplinary action up to and including dismissal.

If an employee obtains a private restraining order relating to non-school issues, but which contains provisions potentially affecting violence in the workplace or school, the employee or parent shall provide a copy of that order to the administration.

For security reasons, employees and visitors entering or remaining on property owned or leased by the church are subject to reasonable-cause search. Legacy Church/Legacy Academy reserves the right to inspect Legacy Church/Legacy Academy-owned vehicles or property, to enforce provisions of this policy. For purposes of this policy, searches may extend to a search of the office or work site, briefcases, boxes, or containers; all such searches must be coordinated through the appropriate search protocol.

Management, security, or law enforcement shall be notified of suspicious circumstances or if a person is acting in a manner that may threaten or endanger the safety of students, personnel, or property.

The school will take appropriate actions to address parents or family members who threaten the school’s employees, students, and/or facilities.

## Discipline Policies

Educating students within the context of a Christ-centered worldview to develop godly character is the primary function of Legacy Academy. The faculty and staff recognize that the conduct of students in their classrooms affects the learning environment and, ultimately, behavior outside the classroom. With that in mind, all teachers explain and disseminate the rules and accompanying rewards and consequences that govern all aspects of classroom behavior. At times, rewards and

consequences are subtle, and sometimes they are overt, depending on which method the teacher deems appropriate. Teachers must address issues such as respect/disrespect, punctuality/tardiness, prepared/missing/incomplete homework, acceptable/unacceptable work, appropriate/inappropriate behavior, general citizenship, and daily Christian living. The maintenance of an orderly and harmonious classroom is essential to learning.

Teachers form expectations appropriate to each student. If those expectations are not met, teachers enforce classroom policies and school rules firmly, fairly, and systematically. Within the setting of a Christian school, educators are instrumental in training young people in godly attitudes and actions which glorify the Lord. In keeping with our mission of reinforcing the parental authority within the home, parents and teachers must communicate regularly.

Discipline and learning go hand in hand to build character and to allow the student to develop his/her God-given potential. Therefore, the school will use such disciplinary measures as instruction, exhortation, correction, rebuke, and detention in an effort to achieve the ultimate goal of self-discipline.

## **Forms of Discipline**

The objective of any discipline is to see the student become self-disciplined in his/her behavior. Our goal is to see Christ formed in the lives of our students. Listed are the various forms of discipline used by LA:

## **Counsel with Students**

Teachers will counsel and discuss disciplinary problems with students when required. Teachers may involve the administration in counseling, when deemed necessary.

## **Written Assignments**

Written assignments may be given by the teacher or administration. These assignments may involve the student studying God's word about his/her discipline problem and writing about what he/she has learned. These assignments may also be things that pertain to the class subject matter or pertain directly to the behavior issue involved.

## **Parental Contact and Conferences**

Teachers and administration will deal with discipline issues immediately. Teachers will initiate contact with parents if a repetitive discipline problem exists. A disruptive student will not be allowed to impede the education of others.

## **Detention**

Day Detention may be in the form of sitting out certain social activities like lunch. After-School Detention will be 3:15 pm-5:00 pm. Three or more disciplinary or academic infractions may result in an After-School Detention. Students will report to the designated area. Some reading, study, and writing may be assigned during detention. Students will not be excused from detention for sports practice, games, cheerleading, plays, music practice, etc. Students may be given detention for repeated problems in conduct, multiple tardies, truancy, poor academic



performance related to attitudes and behavior, or blatant disobedience. Teachers will contact administration regarding students assigned to detention. The teacher will then contact the parents regarding the student infraction. Parents are expected to support teacher/principal recommendations for detention. Detention may be used to complete missing work or redo less-than-acceptable assignments.

## **Suspension**

Suspension may be used as a disciplinary action for problems deemed by the administration to be of a more serious nature. Students who do not respond to other means of discipline may be suspended. Whether or not students are allowed to make up work missed due to a suspension is subject to the principal's discretion. In the event of suspension, all work should be gathered from RenWeb and will be due at the time of return to school. Eligibility for sports, fine arts, and other activities may be affected or revoked in the event of a suspension.

**NOTE: Suspended students will not be allowed to participate in, or attend, any school-related function or extracurricular activity until reinstated by the LA administration. Students who are suspended may not receive Legacy Academy letters that year.**

## **Expulsion (Dismissal)**

Students may be dismissed from school when they fail to respond to correction. Teachers will document all behavioral problems that arise with a student. These records will assist the administration when they meet with parents regarding the possible dismissal of a student. When a student's attitude is not in accordance with the school's policies or principles, a parental conference will be called. Action which shows disrespect, dishonesty, rebellion, or other negative attitudes will be handled by the administration as it sees fit. The school reserves the right to have full discretion in the discipline of all students and to dismiss any student who does not cooperate with the education process.

## **The following actions, at school or outside of school, may result in dismissal:**

1. Causing consistent discipline problems and showing little or no repentance.
2. The use or possession of tobacco, drugs, alcohol, weapons (guns, knives, razor blades, or any other object deemed to be a potential weapon), pornography, cigarette lighters, matches, etc.
3. Threatening violence toward students, staff, or any other person. This includes speech, writing, gestures, etc.
4. Using poems, artwork, or other creative material to cover threats or thoughts of violence.
5. Fighting, foul language, or obscene gestures.
6. Alluding to or committing immoral acts. Theft or destruction of property.
7. Violations of the LA Student Honor Code.

Once a student has been expelled from LA, all belongings will be gathered by the administration. Student's belongings will be taken to the front office where they may be picked up by parents.

## Behavioral Probation

When a student's attitude is not in accordance with the school's policies or principles, the administration may place that student on behavioral probation. While on behavioral probation, if the student violates any part of the Student Honor Code, they may be suspended or expelled (dismissed).

## LA Plagiarism Policy

ACCORDING TO MERRIAM-WEBSTER'S ONLINE DICTIONARY,  
TO "PLAGIARIZE" MEANS:

- To steal and pass off (the ideas or words of another) as one's own
- To use (another's production) without crediting the source
- To commit literary theft
- To present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. It can also be using one's own work that has already been turned in for a previous assignment.

Types of Plagiarism: A Top 10 List

Note: Cheating and plagiarism preferences are listed below in order of their severity as judged by instructors themselves. Definitions are given verbatim from the Turnitin report as cited below:

1. CLONE: An act of submitting another's work, word for word, as one's own.
2. CTRL-C: A written piece that contains significant portions of text from a single source without alterations.
3. FIND-REPLACE: The act of changing key words and phrases but retaining the essential content of the source in a paper.
4. REMIX: An act of paraphrasing from other sources and making the content fit together seamlessly.
5. RECYCLE: The act of borrowing generously from one's own previous work without citation; to self-plagiarize.
6. HYBRID: The act of combining perfectly cited sources with copied passages — without citation — in one paper.
7. MASHUP: A paper that represents a mix of copied material from several different sources without proper citation.
8. 404 ERROR: A written piece that includes citations to nonexistent or inaccurate information about sources.

9. AGGREGATOR: The “Aggregator” includes proper citation, but the paper contains almost no original work.
10. RE-TWEET: This paper includes proper citation but relies too closely on the text’s original wording and/or structure.

“The Plagiarism Spectrum: Tagging 10 Types of Unoriginal Work.” Turnitin.com. Turnitin, 01 May 2012. Web. 23 Feb. 2016.

Because plagiarism is defined as stealing the ideas or words of another as one’s own, using another’s words or ideas without crediting the source (Miriam-Webster’s Online Dictionary), all written material submitted by Legacy Academy students must be students’ own words and ideas unless properly cited from the original source. Ideas and words from sources not properly cited will be considered as plagiarized and viewed as a violation of the LA Honor Code, and will be subject to discipline.

## Standards of Conduct and Behavior

### Personal Items

#### Cell Phones

While the ever-increasing changes in technology can be of great benefit to the advancement of the Gospel and the training of disciples for Christ, personal cell phone usage during the school day is not. For 7 hours daily our task, as set forth in our philosophy (page 5), requires us to focus on Jesus Christ and his word as the foundation for training up our students. We endeavor to eliminate the hindrances of the world that are not necessary to accomplish our vision, as much as possible during this time. Personal cell phone use presents a possible stumbling block not only for the student in possession of the phone, but to those around him (Romans 14:13). It is our desire to have an uninterrupted learning environment at Legacy Academy. K-6 students must keep cell phones off and in backpacks at all times. Secondary students are not permitted to use their cell phone during the school day without teacher permission. Cell phones must be kept in the student’s locker or turned in at the beginning of each class. Smart watches will be collected before tests and returned at the end of class. Therefore, if cell phones are seen, heard, or used during the school day, without proper permission, they will be confiscated and kept until the end of the day. Consequences for breach of this policy are as follows:

- 1<sup>st</sup> Offense — Phone confiscated. Conference with the principal. Reteach expectations, and parents will be contacted. If the student is in grades 9-12, jeans privileges may be taken away for a week.
- 2<sup>nd</sup> Offense — Phone confiscated, and parents must conference with the principal. Reteach expectations and written assignment from administration to ensure student understanding. If in grades 9-12, jeans privileges may be revoked for one month.
- 3<sup>rd</sup> Offense — Phone confiscated; parents must conference with the principal. In-school suspension, campus workday. If in grades 9-12, jeans privileges may be revoked for the semester.

## **Electronic Devices**

- Students are not allowed to use personal laptops, PDAs, iPods, MP3 players, CD players, tape players, games, radios, or other electronic devices during school hours unless specifically approved by administration.
- No watches, jewelry, or other accessories that allow access to the Internet, have the ability to text or send or receive telephone calls or messages of any type may utilized during school hours without permission from administration. Consequences for breach of this policy regarding these devices are identical to those for cell phones. Laser pointers are not allowed on school property. LA is not responsible for lost or broken items.
- Cell phones must be turned in at the beginning of class and may be reclaimed at the end of class.
- Smart watches will be collected at the beginning of class on test days and may be reclaimed at the end of class.

## **Toys**

- Toys and other personal items for playing are not allowed at school. Toys may only be brought to the elementary school on teacher-designated "Show-and-Tell" days. Any item that causes disruption to the class will be held by the teacher until dismissal and returned to the student to take home at the end of the day. A repeated offence will result in disciplinary action.

## **Social Media Policy**

We believe that it is imperative to maintain a safe environment on the physical grounds of the school as well as on social media. Students found to be in violation of our social media policy may receive consequences and/or be expelled. Our social media policy is that if a student has any social media accounts, they must friend the school. All posts must maintain the same integrity that is expected on school grounds. Lewdness; vulgarity; posts that are sexual in nature, contain indecent pictures, songs or words; bullying; or gossip will not be tolerated; and students found in violation may be dismissed from the academy. We ask that you carefully and consciously make every effort to monitor the content and time spent online and on social media sites. We know that once something is seen it cannot be unseen; once something is heard it cannot be unheard.

## **Public Displays of Affection**

Public displays of affection (holding hands, hugging, necking, petting, kissing, etc.) are not acceptable behaviors for school or school-related events.

## **Hazing/Bullying**

Hazing and/or bullying of any student(s) at LA will not be tolerated.

## **Cheating**

Cheating/plagiarizing will not be tolerated at any grade level. Students found cheating/plagiarizing on any school material, homework, test, class project, etc., will receive a grade of zero. Parents will be contacted by the administration. Additional consequences are at the discretion of the administration. Possible consequences are detention, suspension, or dismissal.

## **Food in the Classroom**

### **PreK-5th grade**

Food, candy or open drinks, other than bottled water, are not permitted in the classroom or hallways, except on special days or at party functions. Students have opportunity for snacks during recess, and parents are encouraged to send snacks and bottled water with students.

### **6th–11th grade**

Students may have snack items and water in the classroom at each individual teacher's discretion. These privileges may be revoked at the teacher's discretion at any time. No food or drink is permitted in the hallways other than clear water. No food or drink is allowed on the gym floor or in the bleachers during school hours.

## **Field Trips**

Field trips are intended to allow students experiences that provide them with insight, information, or knowledge that cannot be adequately developed through regular classroom instruction. They allow students to learn what might not be learned within the classroom. As it is widely acknowledged that not all children learn in the same way, field trips allow students the opportunity to expand their intelligence in ways different from those typically available inside the classroom.

**Supervision:** If a child has had several behavior reports, and the teacher has followed all disciplinary actions, which includes communicating with parents, the student may be allowed to attend a field trip only if accompanied by one of the student's parents to be his/her personal chaperone.

Any student who has been suspended during a field trip period will not be allowed to attend the trip. The administration reserves the right to make appropriate judgments depending on the situation of the behavior. Parents will need to make arrangements for their child on the day of the field trip. Should a student be denied the privilege of attending a field trip due to behavior but is not suspended, they must still report to the office during school hours.

## Accreditation

Legacy Academy is accredited with the Association of Christian Teachers and Schools (ACTS). ACTS provide educational standards which Legacy Academy staff is required to fulfill in order to provide a quality education for your child. Legacy Academy is required to undergo an annual review with ACTS regarding our school and its staff to maintain our accreditation.

## High School Graduation Academic Credit Requirements

English 4	Science 3 (two with lab components)
Foreign Language 1	P.E. 1
Mathematics 4	Health .5
Social Studies 3.5	Bible 4 (one honors level)
US History & Geography 1	Electives 4
World History & Geography 1	
US Government/ Economics 1	
NM History .5	

Courses must be complete by graduation. All courses must be completed prior to the beginning of the next school year.

## Admission and Registration Information

### Admission

Legacy Academy is a discipleship school, and all families are required to be members of a Bible-believing church before the admission process may begin. All grade levels must undergo a registration process, testing for grades K-12, and an interview prior to acceptance. We do not discriminate on the basis of color, race, or national ethnic origin. Students must meet academic, moral, and personal standards as deemed appropriate by the school. Parents must agree with the policies and procedures of Legacy Academy.

### Registration & Book Fees

Registration and book fees will be assessed for all students at the time of registration each year; these rates are available in the current school year registration package. Registration and book fees are nonrefundable.

### Tuition Payments

The obligation to pay student's tuition to Legacy becomes binding when the Registration and Tuition Contract is submitted for registration. Tuition paid in full by in July will receive a 10% discount. Discounts for multiple children start at the

second child (\$500.00); third child and up is \$750. Other discounts available include a 10% discount on tuition for active military, police, and fire department.

## **Re-enrollment**

Tuition accounts must be current before re-enrollment can be finalized. In the event of limited openings, if a tuition account is not current, students may be placed in a wait pool. Complete payment of tuition and other outstanding charges is a prerequisite for students to begin school.

## **FACTS Program**

Legacy has partnered with FACTS (Fact Automatic Cash Transfer System), a tuition-management company for payment of tuition and incidental billings. All parents are required to have a FACTS account.

## **Student Records**

Transcripts may be released by filling out a transcript-release form with the registrar. No student records, including, but not limited to, report cards, transcripts, test scores, conduct reports, or student work will be released to parents or forwarded to another school until all accounts are reconciled and paid in full.

# **Withdrawal Process**

## **Student Withdrawal**

Unless circumstances warrant a withdrawal prior to the last day of classes, as determined at the academy's sole discretion, or a student falls under medical withdrawal, concerns over COVID-19 pandemic, or job-related transfer of parents beyond a 50-mile radius outside the city of Albuquerque, the parent understands that they will be responsible for the FULL PAYMENT of tuition through the last day of school. Registration and book fees are nonrefundable unless books can be returned in an unused condition. A \$50 restocking fee will be assessed.

1. The parent must notify the school office in writing immediately if the student is withdrawing from Legacy Academy.
2. The withdrawal paperwork will be prepared by the school registrar. The parent must go to the Business Office to pay any tuition and/or outstanding charges.
3. In the event an outstanding balance is due at time of student's withdrawal for miscellaneous charges, including unreturned or damaged library books and school equipment, the school may withhold student's grades and transcripts and notify the student's new school of the outstanding charges due.

## Frequently Asked Questions

**1. What are the school hours?**

Grades K-5: 8:30am-3:15pm M-TH, and 8:30am-1:00pm on Friday  
Grades 6-12: 7:50am-3:05pm M-TH, and 7:50am-12:55pm on Friday

**2. How early may I bring my child to school without incurring fees?**

Students in grades 6-12 are allowed on the Los Volcanes Campus at 7:25 am M-F, no earlier. Students in PreK-5th may be on South Campus at 8:00 am M-F.

**3. Do you provide a before and after school program?**

Yes, before care program hours are 7:00-8:00am M-F at south campus. Mid- and high-school students will be transported to the north campus at 7:30am.

Aftercare is located at the south campus; students at the north campus needing aftercare will be transported to the central campus at 3:15pm. Aftercare hours are 3:30-6:00 pm M-TH, and 1:15-6:00pm on Friday.

**4. What if my child is late to school?**

Parents will need to bring the child to the office and sign them in. See Tardy Policy for additional information.

**5. If my child will be absent, what do I do?**

Notify the school office by 9:00 am. A doctor's note is required for absences 3 days or longer.

**6. If I am running late to pick up my child after school, what will happen?**

All students will be placed in the Aftercare Program 15 minutes after school dismisses. Fees will be assessed according to the plan the student has enrolled in.

**7. What is the procedure to accompany my child on a field trip?**

A current approved background check must be on file in the office along with a signed Volunteer Agreement Form. Forms are located in the office. Background checks must be completed every two years.

**8. If I want to do an observation in the classroom, what do I do?**

You may come to the school office between the hours of 8:30 am and 2:30 pm, M-TH and sign in at the office. Two people per class is the limit, and there is a 20-minute time frame for observations.

**9. How do I know if school will be closed or delayed for bad weather?**

Legacy Academy follows APS guidelines regarding school closures and/or delays; listen to the radio, watch the TV, or view the APS website. Strictly follow the delay or closing time. There will be no one to supervise students until the school opens according to the delayed time.