

# **WELCOME TO LEGACY CHRISTIAN SCHOOL!**

This handbook has been prepared in order that you may know the policies and procedures of our school.

Legacy Christian School (formerly, First Baptist Christian School) was established in 1979 and is a ministry of First Baptist Church. Teachers and support staff have experienced a special calling to minister to and serve children.

The curriculum is Bible-based and stresses high academic achievement. Beginning with PreK 3 year olds through the fifth grade, students are exposed not only to Godly principles for everyday living, but also expanded academic learning. The Bible is integrated with all subject matter, and is central in guiding students to develop character, attitudes, and values which are pleasing to God and consistent with His Word.

We are pleased that you have chosen to send your children to Legacy Christian School. We are a family and as parents and grandparents you are an important part of that family. Our task is monumental when viewed alone, but together, with God as our guide, we can accomplish anything! Please know that we welcome you here any time. We ask that you pray for our school, our faculty & staff, and our students. If you have a question that is not covered in this handbook, please call the school office at **918-342-1450**.

## **Mission Statement**

**Legacy Christian School prepares students for life by providing excellence in academics, instilling Christian character, developing leadership skills and encouraging service to others---all for the glory of God!**

## **Claremore First Baptist Church Core Values**

- 1. Everything For His Glory**
- 2. Everybody Needs Jesus**
- 3. The Word Brings Life**
- 4. Disciples Make Disciples**
- 5. Known By Our Love**
- 6. Living Out Real and Radical Faith**
- 7. Family Matters**

We are a ministry of:

**FIRST BAPTIST CHURCH  
107 EAST WILL ROGERS  
CLAREMORE, OK 74017  
Phone: 918-341-8181  
Fax: 918-341-8193**

<b>SUNDAY MORNING WORSHIP AND SMALL GROUP TIMES</b>	
SMALL GROUPS	8:30 AM
SMALL GROUPS or WORSHIP	9:45 AM
MORNING WORSHIP	11:00 AM
DISCIPLESHIP CLASSES	5:00 PM
WEDNESDAY ACTIVITIES	6:30 PM

SENIOR PASTOR	Keith Wiginton II
EXECUTIVE PASTOR	Randy Swift
ASSOCIATE PASTOR	Scott Newton
WORSHIP PASTOR	Spencer Shaw
PRESCHOOL MINISTER	Carolyn Swift
CHILDREN'S PASTOR	
YOUTH PASTOR	Robby Bowen
PASTORAL CARE PASTOR	Sam Nichols
LEGACY PRINCIPAL	Jill Hendrickson
LAY EVANGELISM	

### **LEGACY SCHOOL COMMITTEE**

The work of the Legacy School Committee is to undergird the efforts of providing excellence in academics, instilling Christian character, developing leadership skills and encouraging service to others---all for the glory of God! The Committee is made up of church members who seek to see the fulfillment of the Mission of LCS while creating greater opportunities of pointing students and families to Claremore First Baptist Church.

### **DOCTRINAL STATEMENT**

The philosophy of Legacy Christian School cannot be separated from our doctrinal beliefs. These beliefs will guide in the curriculum development program, selection of faculty, general administration, and conduct of the school.

We believe the Bible to be verbally inspired by God, and without error --  
II Timothy 3:16. The Bible is the supreme and final authority in faith and life.

We believe in one God, eternally existing in three Persons: Father, Son and Holy Spirit.

We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and was fully man.

We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death, but also spiritual death, which is separation from God.

We believe that the Lord Jesus died for the sins of every person. All who believe in Him receive eternal salvation -- Romans 3:23.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God, and are eternally secure in Him.

We believe in the bodily resurrection of the just and the unjust, the blessedness of the saved, and the retribution of the lost.

### **TO SUMMARIZE, WE BELIEVE**

In the Virgin Birth, the Physical Death, the Resurrection, the Ascension, and the personal return of our Lord Jesus Christ; the Great Scriptural Doctrines of Sin, Salvation by Grace, Redemption, Regeneration, Justification by Faith, Prayer, Physical Resurrection, the Reward of Believers and the Retribution of Unbelievers, the Personality, Deity and Work of the Holy Spirit, and the Personality of Satan.

### **STATEMENT OF PURPOSE**

Legacy Christian School is governed by First Baptist Church of Claremore, Oklahoma. Legacy Christian School's ministry is dedicated to providing an academically excellent Christian education which emphasizes the importance of personal faith in God and His revealed Word.

By "academically excellent education," we mean provision for superior achievement based on traditional fundamental disciplines with emphasis on sound habits, skills, and attitudes. We

seek to guide students to respect and relate to others, to accept responsibility, to establish sound moral and spiritual values, and to use their individual talents and abilities to the fullest.

By “Christian education,” we mean spiritual training which will encourage Christian growth as presented in the Holy Scriptures. Courses will be taught in a Christian atmosphere. Subjects will be taught from a Biblical worldview. We intend to share God’s plan of man’s redemption and to prepare Christian young people for effective service.

Legacy Christian School seeks to serve the broad Christian family through its educational system.

## **GOALS**

LCS has specific goals or objectives for the school to accomplish to be successful in the Father’s eyes as follows:

### **Goals Concerning Students**

1. To instill conviction that the Bible is the inspired, infallible, authoritative Word of God which requires our love and respect (II Tim. 3:15-17; II Pet. 1:20-21).
2. To lead students to Jesus by teaching and example.
3. To provide opportunities for students to learn Godly character qualities and to demonstrate their applications (I Sam. 16:7; Gal. 5:22, 23).
4. To encourage students to examine their God-given talents and gifts and to seek careers that will best use their talent for God.
5. To adhere to God’s moral code, challenging students to cleave to that which is good, and abhor the evil (Rom. 12:9).
6. To challenge the students to accept responsibility and develop self-discipline (I Tim. 4:1; I Cor. 9:24-27).
7. To nurture Biblical respect and submission to both earthly and heavenly authority (Rom. 13:1-7; Heb. 13:17; Eph. 6:1-3).
8. To develop in students an understanding of the importance of the demonstration of responsibility to God, self, and others.
9. To teach students how to study God’s Word and to hide it in their hearts through memorization (Ps. 119:11; Ps. 1:1-3).
10. To coach the students in physical fitness, good health habits, and the stewardship of the body as God’s human temple (I Cor. 6:19).
11. To instill in students biblical attitudes toward things of the world and responsibility for using them correctly (I Tim. 6:17-19; Mat. 6:19-20; I Cor. 10:31).

12. To equip each student with the proficiency to organize properly, communicate clearly, think logically, and perceive effectively in reading, writing, speaking and listening (II Cor. 5:20).
13. To explore the order and symmetry present in God's creation as observed in math and natural law.
14. To school students in how to conduct a research report and to reason logically, using a biblical perception (Heb. 5:14; Rom. 12:2).
15. To tutor students in good study habits and skills (II Tim. 2:3-7).
16. To encourage individual curiosity and inspire creativity (II Tim. 3:14-17).
17. To implant a sense of patriotism and good citizenship by understanding and appreciation of the American and Christian heritage, using current affairs to enlighten students in their relationship to God's plan for man (I Cor. 10:11; Rom. 13:1-7).
18. To explore the wonders of God's creation of the universe, natural laws, ecology, and the animals, plants, insects, fish, and amphibians over which man has been given dominion as we cohabit our planet.
19. To strengthen students' belief in the wisdom and power of God the creator through the study of science; to inspire loyalty, obedience and honor for God, country, law, leaders, school, parents and self.
20. To secure mastery of the fundamentals of phonics, spelling, diction, grammar and syntax of the English language, for both communication skills, oral and written, as a foundation for future studies.

### **Goals Concerning Students' Homes**

1. To help the home to comprehend, evaluate, and implement the purposes, programs, evaluations, appraisals, and recommendations of the school.
2. To encourage parental support in the realizing and accepting of responsibilities – spiritual, moral, social, educational, and physical (Deut. 6:4-7; Prov. 22:6).

## **PARTNERS IN EDUCATION** **REQUIREMENTS AND EXPECTATIONS**

- I. Legacy Christian School is a ministry of First Baptist Church.
- II. The Christian School is a supplement; it is not a replacement for the training of children by parents.
  - a. Discipline and character molding are the responsibility of parents.
  - b. LCS reinforces parental authority.
  - c. LCS will not undermine a child's respect for parents with negative comments and criticisms.
  - d. LCS will cooperate with law enforcement agencies and honor state laws pertaining to child abuse.
- III. Legacy Christian School is governed by Claremore First and the Pastoral Staff.
  - a. School policies will not be developed by seeking permission from parents in the development and implementation of school policies.
  - b. Parents will not be asked to assume financial burden relating to the school other than tuition and appropriate activity fees.
    - i. Parents will be expected to assist their students in special activities.
    - ii. Parents will not be required to participate in fundraising activities.
  - c. Parents are encouraged to make any constructive suggestions to the appropriate personnel.
    - i. LCS asks that parents refrain from making critical remarks to other parents.
  - d. Legacy Christian School will operate with moral and fiscal integrity.
- IV. Legacy Christian School expects parents to handle conflict through the biblical model of Matthew 18.
  - a. LCS pledges to conduct its dealings with parents and students in a Christ-like manner.
    - i. Teachers who do not observe this policy will be reprimanded.
    - ii. LCS Administration will handle disciplinary matters and conflicts in a Christ-like manner.
  - b. Parents are expected to hear both sides of an issue before making judgments.
    - i. Meetings with school administration will be conducted in a Christ-like manner.
    - ii. Any additional manner of conduct will not be tolerated.
  - c. Parents and/or students who are consistently disagreeable will be asked to leave.
  - d. Parents and family members are expected to behave in a Christ-like manner at all school functions, including assemblies, field trips, and sporting events.
  - e. Parents are asked not to participate in gossip.
    - i. Tale bearing results in strife and erodes relationships.
    - ii. Parents who engage in gossip will be asked to remove their children from school after one warning.

- iii. Addressing the problem in public media forums (Facebook, Twitter, PTO meetings, etc.) is not acceptable and will result in removal of children after one warning.
  - f. Legacy Christian School expects parents to follow a three-step plan to resolve conflict regarding their student:
    - i. Schedule an after-school meeting with the teacher. This should be immediately after the school day.
    - ii. If the conflict is not resolved, the parent may then contact the principal.
    - iii. If the principal cannot resolve the issue to the parents' satisfaction, the principal will notify the Executive Pastor. The Executive Pastor will reach a decision on the issue and render its decision through the principal to the parent.
- V. Legacy Christian School expects parents to be supportive of school authority.
  - a. When it becomes obvious that parents are not supportive of school policy, parents will be asked to remove their child from school.
  - b. Parents are expected to support the following:
    - i. The Mission and Core Values of Claremore First
    - ii. The Statement of Faith
    - iii. The Philosophy and Goals of Legacy Christian School
    - iv. Disciplinary measures
    - v. Homework and classroom assignments
    - vi. The Dress Code
  - c. LCS expects parents to withdraw in an agreeable manner in the event of an unresolved dispute.

## **ADMISSIONS POLICIES**

To be considered, every student must have submitted a completed and signed application, enrollment fee, book fee and copies of immunization records and birth certificates. Legacy Christian School adheres to the age recommendations as determined by the Oklahoma Department of Education. LCS is accredited through ACSI for K-5<sup>th</sup> grade and provides PreK beginning at three (3) years of age. Our curriculum is designed for average and above average students as determined by our admission testing. LCS reserves the right to accept or reject students as a result of the admission testing and/or discipline records. Legacy Christian School does not discriminate on the basis of race in the administration of its educational policies, admission policies, scholarship program, and other school administered programs.

## **Admission Review Guidelines**

Admissions status can be changed for, but not limited to, academic or disciplinary reasons.

Students would seem to be academically prepared to cope with the performance level expected by the school. Returning students must be performing at or above grade level.

Legacy Christian School does not maintain a special education staff and is not equipped to meet the academic and/or physical needs of all children.

Students will be required to attend school regularly.

New applicants will be required to provide his/her previous school's records.

Probationary admittance is as follows for both new and returning students:

At the discretion of the principal with appropriate input from faculty members, a student may be granted probationary enrollment. This acceptance is contingent upon the student's ability to function academically and socially in the Legacy environment. Parents will be made aware of this arrangement prior to probationary enrollment, and Legacy has the right to dismiss any student admitted under these conditions within the parameters of the original probationary agreement.

Probationary admissions may be reviewed each grading period by the principal. If the necessary corrections have not occurred, the student could be denied further admittance.

LCS reserves the right to accept or reject students as a result of the admission testing, discipline records, if a new student has been expelled from a previous school, or if financial obligations have not been met.

## **Entrance Acceptance Guidelines**

Following Biblical Guidelines -Romans 13:1-6. Every person is to be in subjection to the governing authorities. There is no authority except from God, and those which exist are established by God. Students applying to our school must be academically within reach of our school. They must show through formal or informal tests, prior grades or teacher recommendation that they can perform within the acceptable range established by Legacy Christian School.

### **Entrance Criteria**

There are several established criteria which must be met because LCS is not equipped to meet the following needs:

Students must be free from infectious diseases.

Students must not require special education.

Students must not be handicapped to the point that would require special physical assistance, requiring a teacher's aide.

Students must be potty-trained.

Students must meet the age requirement of 5 by September 1 for kindergarten.

Students must be able to pass the placement tests.

The updated immunization records must be completed and dates on file in the office no later than the 15th day of school or the child will be excluded from school until the program is completed. However, parents who wish to be exempt from the program must complete the appropriate paperwork through the Principal's office.

Legacy Christian School is committed to partnering with parents to equip students to reach their full potential by providing academic excellence in a Christian environment. Legacy Christian School does not discriminate on basis of race, color, or national and ethnic origin.

### **FEES AND TUITION**

Enrollment	\$300 per student
Book Fee	\$300 per student (K-5 <sup>th</sup> ) \$200 per student (PreK)
Tuition	\$4,250 per student (K-5 <sup>th</sup> ) \$4,250 PreK (5 day) \$3,225 PreK (3 day)

NOTE: Both the Enrollment and Book fees are nonrefundable.

1. Both the Enrollment and Book fees must be paid to have a child officially enrolled for the next year based on the order received (or on waiting list if class is full).
2. The Enrollment fee alone does not enroll your student for the next year.

Book Fees are due by June 1, 2019. Students who enroll after June 1, 2019, must pay book fees at the time of enrollment. Students who enroll after August 1, must also pay first month's tuition at time of enrollment.

Every tuition payment will be a monthly ACH bank draft. The first payment will be withdrawn on August 1, 2019, with the last payment being withdrawn on May 1, 2020.

### **TUITION DISCOUNTS**

If student qualifies for more than one discount, the larger discount will be given.

Church Member Tuition Discount – One must apply and meet certain criteria to qualify.

\*See application in enrollment packet

Full Payment Discount – 5% tuition discount and must be paid in full by July 15, 2019.

Sibling Discount –

Student 1 – no tuition discount

Student 2 – 2.5% tuition discount

Student 3+ – 10% tuition discount

\*Note each discount is applied individually to each child

A \$25.00 charge will be assessed for any insufficient funds, in addition to any bank fees accrued. If necessary, a student may not be allowed to attend class until such time that all payments are current. If deemed necessary, suspension up to withdrawal proceedings will be initiated for lack of payment.

### **STUDENT FEES POLICY**

The parent/guardian is responsible for payment of all student fees and tuition. If payment of tuition is delinquent, the student may not be admitted to class until payment is made. School report cards and records will not be released to the parents when a balance is owed to LCS. All withdrawals must be made in the school office. The principal and accountant must be notified of withdrawal, and the parent/guardian must sign a withdrawal form in the school office.

Refund policy:

Enrollment Fee and Book Fee are non-refundable

Withdraw before August 1st - 100% refund of tuition paid

Withdraw August 1st – before first day of school – No refund of first month's tuition

Withdraw on or after first day of school – Tuition through December is due at time of withdrawal

Withdraw on or after the first day of second semester – Half of the remaining semester's tuition due

### **Enrollment Limits**

Once a maximum number of students has been enrolled for a class, a waiting list will be started.

Class size may be determined using several variables such as but not limited to, need, availability, room size, etc.

If a waiting list is in place, the principal will decide about opening additional classes. All new classes must be authorized by the principal and the Executive Pastor.

All class sizes are determined by need and can be adjusted to accommodate that need.

### **Home Education Participation**

Legacy desires to have a good relationship with families in our area that choose to home school their children. However, the school is limited in the number of ways that it can extend services to home schooled students. The following will serve as criteria for home school participation:

Home school students may take the Terra Nova Test with Legacy Christian School students. A fee will be charged to these students, and their scores will not be counted with the Legacy student body.

Home school students may participate in the Accelerated Reading program with LCS students. A fee will be charged to these students.

Other participation opportunities that arise will be approved by the principal.

### **Nondiscriminatory Policy**

LCS admits students of any sex, race, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at LCS. LCS does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of its educational or admission policies, scholarship programs, or athletic and other administered programs except where necessitated by specific Christian beliefs and the principles upon which this school is founded as set out herein.

## **ACADEMIC REQUIREMENTS**

Jesus is the number one priority at LCS, with learning a close second. Learning based upon the Bible coupled with sound academics prepares students for life.

The following numerical scale will be used for Grades 1 - 5 to determine letter grades:

- 90 - 100 = A
- 80 - 89 = B
- 70 - 79 = C
- 60 - 69 = D

Academic standards at LCS are high. If your student is making poor grades (below a C) you will be asked to participate in a plan to help that student reach their full potential. Teachers will provide parents with a Progress Report at the middle of each grading period.

The purpose of the reporting system is to give parents and students an indication of the progress, or lack of progress, which is being made. Each student's ability in relationship to grade content as well as class performance is given consideration. Attitude and conduct are also evaluated.

Four-year-olds and Kindergarten will use a Check-List for evaluation.

## ARRIVAL

**Students will enter at the First Kids entrance. Drop off will be at the entrance to the building. Students must eat breakfast before they get to school. Please do not send your child into school with breakfast food or drinks.**

The school doors open at 7:55 a.m. All K-5<sup>th</sup> grade students will be released to the Chapel at 8:00 a.m. There will be two teachers on duty at 8:00 a.m. We will begin Rise & Shine on Mondays and Wednesdays at 8:25 and will proceed to the classrooms immediately following Rise & Shine or Chapel. Each day teachers not on duty will come to the Chapel by 8:15. At 8:25 on Tuesdays, Thursdays and Fridays the teachers will escort the students to their classrooms for Rise & Shine within each class.

Preschool students will also enter through the main entrance from 7:55 a.m. – 8:25. All preschool students will be escorted by a safety patrol student to their classrooms from 8:00 – 8:25 a.m. The preschool teachers will open their doors and be ready to receive students at 8:00 a.m. Safety Patrol students will be available, from 7:55 a.m. – 8:20 a.m. to help your child out of the car in the morning and walk them to class. All students will be dropped off.

**For Security Reasons,** Parents who wish to walk their children to the school entrance may do so, but must leave them at the double doors. **All visitors must sign in at the front desk and receive a visitor's badge and then go directly to the school office to check in before entering the school.** Please enter from Will Rogers Blvd. and circle through and exit on Florence to Patti Page.

Any student who arrives after 8:25 must check in at the office before going to class. Students must be in their classrooms by 8:25 a.m. or they will be counted tardy.

## **DISMISSAL**

Students are dismissed at 3:30 p.m.

All Pre-K students three-years-old through four-year-old will be taken to the playground for pick up. Parents of preschool students will go under the awning to the end of the sidewalk to pick up their children. Students in grades K-5 will be picked up at the Worship Center south door facing Patti Page. Parents will enter the parking lot from Will Rogers Blvd. and exit onto Patti Page. Children will be grouped in families. Siblings will go to the pick up area that is appropriate for the youngest child. (If you have a 2<sup>nd</sup> grade student and a four-year-old student, you will pick up both children at the end of the sidewalk by the playground). After the first two weeks of school all students will be dropped off and picked up in the drop-off/pick-up lines. **Any child not picked up by 3:45 will be taken to after school extended care and you will receive a payment notice from the school office.** If you are to be delayed past 3:45 p.m. in picking up your child, please call the school office as soon as possible.

Each student must have a "Student Pick up Information" sheet on file with the teacher and the school office. If someone other than the customary person is to pick your child up from school, it is imperative that you relay that information to the school office either by telephone or by note before 3:00 on that day. **Your child's safety is our primary concern.** If someone who is not on the "Student Pick up Information" sheet tries to pick up your child and we have not been contacted by you, they will have to go through the office to get the student and we will not release them until we have talked with you or a family member. Due to the disruption of early dismissal, please have a legitimate reason for early pick up. Avoiding the pick up line is not a legitimate reason for early dismissal.

## **EXTENDED CARE**

Extended care is offered before and after the school day. Students not picked up by 3:45 PM will automatically go to extended care and will receive a payment notice from the school office. Before care is from 7:00 AM – 8:00 AM and is \$5 a day per student. Parents can drop student off at the front door or walk them in to the before care room. After care is offered from 3:45 PM - 6:00 PM and is \$10 a day per student. Parents should drive to the east side of the building and text the phone number on the gate. A teacher will bring the students out of the building. Extended care can be used on an as needed basis or every day. Extended care late fee policy is:

5 minutes late - \$5

5-10 minutes late - \$15  
11-20 minutes late - \$30  
Over 20 minutes late - \$45  
Increase by \$10 each 5-minute increment after 20 minutes

## **ATTENDANCE AND TARDIES**

It is the responsibility of the student and parents to develop the habit of being punctual and regular in attendance. Attendance is essential if the maximum amount of benefit is to be received from the educational program. We understand that occasionally absences are necessary due to illness and injury. We discourage families from keeping their children out of school for situations that could be scheduled outside of school hours such as shopping, haircuts, baby-sitting needed-at-home, doctor's appointments, etc.

Please call the school office before 9:00 a.m. each day that a child will not be in class.

Students absent more than 10% of the semester will be individually evaluated before they are recommended for promotion to the next grade.

Being late to class is disruptive for both the teacher and students. Please make every effort to have your child here on time. If your 1st-5<sup>th</sup> grade student is tardy three times they will be issued an after school detention notice. Each nine weeks they will be given grace and any tardies counting for detention will begin again. For each 3<sup>rd</sup> tardy during a 9-week period, they will serve detention. (Revised 2/10)

If for any reason a parent needs to check out a student from class before dismissal time, the parent must sign in at the front desk and get a visitor's badge before coming to the school office. After signing in, visitors must check in at the school office. The office personnel will contact teachers or ask for the student to be brought to the office.

Any student neither absent, tardy, nor dismissed before 3:30 p.m. for the entire year, will qualify for a Perfect Attendance award at our end of the year Awards Assembly. Those students who have no absences and no more than two tardies or early dismissals combined will qualify for a Faithful Attendance Award.

## **ASBESTOS**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) our church/school facility has been inspected for asbestos.

## BOOKS

Textbooks, workbooks, or tests are provided through our book fees. Students are expected to buy replacements for lost, damaged, or destroyed books.

## CHAPEL

Weekly chapel services are an important part of LCS. Chapel is scheduled for each Wednesday from 8:25 to 9:15 a.m. The students come together to sing songs of praise and worship and share a devotional/lesson time. A lesson is presented. We also take an offering which goes to our sister school in Nicaragua and is presented each year in December when their Principal, Cathey Johnson (missionary from CFBC), comes to visit us.

Parents and guests are **always** welcomed and encouraged to join us for chapel.

## CHAPEL CHALLENGE

Each year the Children's Pastor and the School Principal issues a "Chapel Challenge" to students in Grades 1 and above. The "Challenge" consists of special Bible verses which the students are to memorize. These verses are in addition to classroom verses and are to be memorized outside of class. Students who complete the "Chapel Challenge" are awarded a special trip at the end of the year.

The 1<sup>st</sup> graders are required to say only one verse at a time, the 2<sup>nd</sup>-6<sup>th</sup> graders are required to say at least two verses at a time...and so on. **Chapel Challenge must be said in order and to the child's own classroom teacher.** Each child is encouraged to complete this memory work challenge to learn to hide God's word in his/her heart. Each student must be to the half way point by the Friday before Spring Break. There will be no exceptions.

## **STANDARDS OF CONDUCT**

Legacy Christian School is committed to the highest standards of Christian conduct and holds that the Bible, the infallible, divine Word of God, provides the basis for that conduct. Salvation by faith in Christ is the initial step in the Christian life followed by spiritual growth into the image of Christ, which is the work of the Holy Spirit. This growth begins with the initial act of saving

faith and continues through life. The Holy Spirit makes the Christian conscious of the Biblical demands for a Holy life which fulfills both God's moral law and high law of love. The result is a life consecrated unto God and separated from the world.

Legacy Christian School has therefore established standards of conduct in order to provide an environment conducive to the spiritual growth and development of Christian young people. While obedience to rules does not make one spiritual, the spiritually sincere person will desire to live by Biblical standards. As an institution which believes in the development of children with strong character, LCS contends that moral conviction, self-discipline, and enthusiasm for Christian witnessing are as important as academic excellence.

Our rules are reasonable and necessary for success while enrolled at LCS. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the liberty of making and enforcing classroom regulations in accordance with Christian principles and discipline as set forth in the Scriptures. Any student who shows repeated behavioral problems gives indication that parents need to take action at home, so that the teacher's time is not consumed with behavioral problems but with academic instruction. If at any time the school feels that this parental cooperation is lacking, or the behavior of the student indicates an uncooperative spirit, he/she may be requested to withdraw from LCS.

## **DISCIPLINE**

The mission and objectives of Legacy can best be achieved in an environment that promotes cooperation and Christian conduct. Students are expected to behave in an appropriate manner and strive to be a Christian example to other students and to the community. Discipline involves inner understanding and acceptance. The goal of discipline is to develop Godly self-discipline, produce Christ-like behavior and instill the behavior as habit. It is the belief of the LCS Committee, Principal and Faculty that loving discipline is necessary for the development and welfare of the students as well as the entire school.

Teachers have the responsibility and authority for enforcing school and classroom policies. Failure of a student to abide by school policies and classroom procedures will result in consequences. Each teacher will use a positive approach toward discipline to encourage self-discipline in the child. Disciplinary measures may include counseling, detention, withdrawing privileges, temporary isolation, parent conferences and/or referral to the principal which **could** result in corporal punishment. .

The following are classroom guidelines for discipline in the elementary classroom:

Instant Obedience.

Listening and Learning Position.  
Diligence to Duty.  
Respect for Others.

Toys and electronic devices from home should not be played with by the students during school hours. If a teacher sees these, he or she needs to request that it be put away out of sight. If it surfaces again, it will be confiscated.

## **Major Infractions**

### **Refer to the Office**

In some cases, actions by a student are worthy of immediate referral to the principal. Again, an appropriate course of action will be decided and parents will be contacted for further discipline. In all cases, referrals to the office should be recorded by the teacher.

### **Suspension and Expulsion**

The behavioral standards for students are clearly stated. Parents are expected to support the school by teaching the student accountability and respect for authority. When a student does not respond to teachers, principal, or parents and causes sufficient disturbance to prevent teachers from carrying out their responsibilities or prevents other students from learning, it will be deemed necessary to discuss suspension and/or expulsion with the parents. These cases will be considered on an individual basis by the principal with appropriate input from the faculty involved.

### **Weapons**

Guns, knives, razors, or any other dangerous material are prohibited on school grounds. Any student who brings a weapon will be suspended and/or expelled from school.

### **After School Detention**

Detention will be available on Tuesdays/Thursdays from 3:30 – 4:15 and will be staffed by the teachers. If a detention is given, the student will be given a form stating the reason and time of detention to be signed by the parent and returned to the teacher. A student will not be assigned detention on the same day of the infraction. When a student earns detention from a teacher, the teacher is responsible for assigning work to be completed during the

period. The work should have a purpose. The extra work could be related to a particular subject or to the offense that caused the detention. Teachers should notify the office assistant immediately when giving detention. A student earning detention will miss any extracurricular practices, games, or events that occur during the time of the detention.

### **Discipline Agreement**

A signed copy of the Discipline Agreement must be received in the school office before a child will be admitted to LCS.

As a guiding principle, discipline is not what you do to a child but, rather, what you do for him. Discipline shall always be for the purpose of corrective restoration rather than punishment or embarrassment.

### **Classroom Control**

The teacher is primarily responsible for student control within the classroom. The classroom environment should be characterized by order and courteous behavior. Student control in the classroom is largely a result of firm, consistent enforcement of procedures and purposeful academic activity. Continual teaching and reinforcement of courteous and considerate student behavior will provide a learning/teaching environment that will be a credit to our Lord and Savior Jesus Christ. Due to the very nature of the Christian school philosophy and the high calling of the Christian school teacher all classroom control procedures and disciplinary action should be given careful consideration in light of Biblical principles of child training. Remembering that parents are ultimately responsible for the conduct of their children will force the school staff to involve the home in a primary and substantial way. The teacher and parent should work as a team in disciplinary matters. Communication and consistency are of the utmost importance.

### **Box Tops for Education**

Students may bring 50 Box Tops for Education Labels and receive a **Free Dress Day coupon**. Free Dress coupons may be used any day but Wednesday.

### **DRESS FOR STUDENTS**

It is felt that, in light of the scriptures, great care should be made in public apparel. Therefore, LCS has established a uniform code or dress code. The following dress code guidelines will be required most days of the school year for students in **Kindergarten through Fifth grade**. There will be designated special dress days throughout the year i.e. (western day, hat day, backwards day, etc.).

**On Fridays the students are allowed to wear denim (jeans, shorts, skirts, capris) with a Legacy T-shirt or uniform-approved shirt. Shorts may be worn daily. Note: Jeans with fashionable holes are permitted as long as the holes are fabric lined with no skin showing.**

The following articles of clothing may be worn and mixed in any combination. Shoes must be closed toe and closed heel. (This is for protection on the playground!) Socks may be mixed or matched. No logos on socks.

Cardigan jackets/sweaters (with button or zip) as well as hoodies may be worn indoors if they are a **solid color** with no wording unless it's the Legacy logo!

## **GIRLS**

**Pants, capri pants, skirts, shorts, jumpers, and skorts** must be khaki, navy, or school plaid.

**Shirts and blouses** must be collared style in any solid color with no wording or logos of any kind. Polo dresses in any solid color without logos are acceptable. Any solid color turtlenecks or camisoles are acceptable to layer under shirts, blouses, and jumpers. Solid color leggings are allowed to layer under dresses and skirts. Leggings should be worn with uniforms as layering pieces. Tucking in shirts is optional. *Note: When wearing leggings for a free dress day, the shirt should cover the hips in both front and back.*

**All skirts, jumpers, shorts, & skorts** must be no shorter than 4 inches above the middle of the knee.

### **Dress for Wednesday chapel:**

**Navy and white is required for Chapel Dress. Girls are encouraged to wear jumpers, dresses, or skirts however navy pants or shorts are acceptable. Leggings must be solid colors in white or navy for chapel dress. Girls should be neat and well groomed.**

## **BOYS**

**Pants or shorts** must be khaki or navy. Pants may not have elastic in the base hem (bottom legs). Ties, belts and tucking in shirts are optional. No sagging pants will be tolerated.

**Shirts** will be collared style in any solid color. No wording or logos of any kind may appear on the shirt. Turtlenecks of solid color may be worn under shirts.

**Shorts** must fall to within 4 inches above the middle of the knee.

### **Dress for Wednesday chapel:**

**Navy and white are required for Chapel Dress, neat and well groomed. Ties are optional.**

### **Preschool Dress**

Preschool does not have a specific dress code. However, there are guidelines for preschool students. Clothes need to fit. (Shirts that are too big fall off their shoulders and pants that are too big fall down) Clothes need to be weather appropriate. No shorts after November 1<sup>st</sup>. Students may wear shorts after March 1<sup>st</sup>. Please have tights or leggings with dresses and send sweaters or jackets for cooler weather. If dress, shirt, or blouse is sleeveless, it must be an inch or wider across the shoulders. No backless, halter, or spaghetti straps. Shoes are very important to the recess experience. Your child needs to have on tennis shoes or equally appropriate shoes in order to participate in all activities.

**Flip flops are not allowed. Open toe or open heel shoes are hazardous on playgrounds and play settings where running, climbing and jumping occur therefore they are not permitted.**

### **Dress Code Violations**

If a student is in dress code violation, they will be issued:

1<sup>st</sup> time = Warning

2<sup>nd</sup> time = Call parents and get appropriate dress

3<sup>rd</sup> time = detention

### **Legacy's Uniform Swap Shop**

Drop by our Uniform Swap Shop closet upstairs in the school building. Choose from our collection of gently worn uniforms for guys and gals. Outfit your student for FREE. No donation of money or clothing is required. Simply take what you need and help us free up some cabinet space. If you have items to donate, please use masking tape and label the size on the outside of garment. Please do not donate items with holes or stains.

## **ENRICHMENT CLASSES**

Students participate in enrichment classes in addition to their daily class work. These classes could include computers, music, art and physical education. Each class is taught by a teacher other than the classroom teacher.

## **FIELD TRIPS**

Field trips are viewed as an extension and reinforcement of classroom experience, and therefore, represent a legitimate function of the instructional program. Prudent and reasonable care must be exercised at all times. All trips off campus must receive approval from the School Principal.

Field trips are a special time for parents to become involved in their child's learning experience by being a sponsor. Parents may sign up in their child's classroom if they are willing to attend field trips. Because of numbers and the need to have children focus on the educational content of some field trips, not every parent will be needed to accompany their child. Parents will be contacted during the year to act as a sponsor or driver and provide assistance on such trips. Please respect our policy of not having any siblings on field trips in order that your attention may be devoted to the students in the class.

Students will wear jeans and their Legacy t-shirts unless otherwise instructed by their teacher.

Transportation for such excursions will be conducted in either church insured bus or other approved private vehicle.

All parents who drive students to or from Legacy sponsored events must have current driver information on file in the office. In addition, parents should understand that Legacy provides no coverage for students riding in the personal vehicles of non-employees.

When needing parents or other persons to transport students to events or field trips, the following stipulations must be followed:

The driver must have a valid, unrestricted Oklahoma Driver's License. A copy of this license and a certificate of insurance for the vehicle being used must be provided and kept on file in the front office.

The driver should comply with all motor vehicle laws and regulations of the state in which the driver travels, including laws and regulations covering car registration and driver's license.

The number of persons in the vehicle must not exceed the number of operable seat belts. The driver and passengers will use available passenger restraints at all times when the vehicle is in motion. No one should be allowed to ride in the bed of a pick-up truck.

Drivers who have been convicted of a misdemeanor or felony driving under the influence will not be authorized to drive students for a period of 10 years from date of conviction.

Drivers who have been charged with a misdemeanor or felony driving under the influence or serious moving violation will not be authorized to drive students pending disposition of their case.

Drivers with more than one moving violation conviction within the past year will not be authorized to drive students.

Vehicles for transporting students must be in a safe and operable condition.

There must be a permission slip on file for each student traveling in privately owned vehicles.

Parental transportation is strictly voluntary and optional. No mileage will be paid to parents.

## **FIRE, TORNADO, INTRUDER DRILLS**

### **Fire Drill Plan**

#### **Purpose**

Fire drills are an integral part of the overall disaster plan. They have the following purposes:

- a. To train students and teachers to leave the buildings quickly and orderly in case of an emergency alarm.
- b. To teach self-control in times of emergency or life threatening situations.

These goals are not only for the present crisis preparation, but they can be lifetime and life-saving experiences. These goals can only be realized when complete strict adherence is required for all personnel. All teachers, employees, and students must be subject to the drill and obedience of subsequent orders for the endeavor to be successful.

With the help and guidance of our Church administration, we will have at least one fire drill each month, an intruder drill, and a tornado drill in the fall / spring semester. Fire drill and tornado exit plans will be posted in each classroom.

## HEALTH POLICIES

### Limitations of the School Health

The school is limited to provision of first aid to injuries or illness that occur while the student is in school. The providing of medical care is the responsibility of the parents and cannot be assumed by the school. The school is not permitted to diagnose diseases. Parents should not send students to school with symptoms still existing. This is especially true of rashes or conditions that might be contagious

### Sending Students Home from School

Students will be sent home when the administration deems it necessary. As a general rule when a student has a fever of 100 degrees Fahrenheit or above, or exhibits symptoms severe enough to prevent him/her being in the classroom, the student will be sent home. Most children do not perform well when not feeling well. Since contagious diseases are most communicable during the fever stage, **students should stay home until free from fever for twenty-four (24) hours without medication (i.e. Tylenol, Motrin).**

### Medication Policy

All medications should be taken outside of school hours unless directions indicate a frequency requiring dosages during school hours.

### General Guidelines

- a. No medication will be accepted in Ziploc bags or other unlabeled, temporary containers.
- b. Parents or guardians are responsible for transporting the medication to and from school.
- c. Parents or guardians must sign and complete a medication permission form each school year for every medication to be given at school.
- d. Students will not be allowed to be in possession of any medication except asthma inhalers and Epi pens.

- e. All medications, excluding self-administered asthma inhalers, will be given by the school office personnel.
- f. No student may at any time give or sell medication to another student. If a student does give or sell medication to another, disciplinary action will be taken.

### **Prescription Medication**

- a. All prescription medications should be in a properly labeled prescription bottle.
- b. If asthma inhalers are needed at school, the parent/guardian must complete a medication permission form as well as provide a physician's statement signed by the physician stating that the student may self-administer the medication at school or at school related events.

### **Non-Prescription Medication**

All over-the-counter medication must be brought in the original container.

All medications will be stored in a locked cabinet except those requiring refrigeration.

### **Immunization**

All students must have proof on file in conformance to the immunization requirements of the State of Oklahoma. Failure to comply could result in suspension from school until requirements are met. Your child's immunizations will need to be updated according to his/her age. We will need dates for **Hep A, Hep B, Varicella (chicken pox), MMR, DTaP or DTP, POLIO, Hib** and the boosters.

### **Health Screening Programs**

Students will have the benefit of vision, hearing, and other screenings whenever these can be scheduled. These tests are not diagnostic. When results are not within normal limits, students will be referred to their private physicians. Parents not wishing their students to participate in these programs should advise the school in writing.

### **Control of Communicable Diseases and Parasites**

Please report all contagious diseases/parasites to the school. This is of great help when other students in the class develop symptoms. These would include:

Chicken Pox	Mononucleosis
Impetigo	Measles
Ringworm	German Measles
Mumps	Meningitis
Hepatitis	Scarlet Fever
Strep Throat	Whooping Cough
Upper respiratory Infections	Lice
Scabies	Intestinal Parasites
Gastroenteritis (vomiting and/or severe diarrhea)	

When your child has been ill over the weekend or has been sent home from school due to illness or fever, please do not return the student to school until symptom free and fever free for twenty-four (24) hours without the use of ibuprofen or Tylenol. No child with a communicable disease is allowed to attend class.

### **Medical Emergency Procedure**

At the beginning of each school year, all parents are asked to complete the information on a Medical Consent Form which includes the name and phone number of the doctor to be notified, as well as the name, address, and phone number of the parents and an alternate person to be notified if the need should arise. It is the responsibility of the parent to see that this information is on file. In case of serious illness or injury, this information may be used before consultation with the family if this is felt necessary. In case of minor illness, students may be sent to the office where they may receive care. In case of more serious illness, the family will be contacted by phone, and the parents will be requested to come to the school to pick up the ill child.

In the event of a medical emergency, students should be transported to Hillcrest Hospital Claremore, accompanied by a school representative. Parents should be notified about the incident and the transport. If the emergency takes place off campus, the student should be taken to the nearest hospital emergency room. Off campus incidents should be reported to the LCS office so parents can be notified immediately by the office personnel.

### **HOMEWORK & MISSED WORK**

Homework provides a means of making parents aware of the academic level of the child.

Homework allows parents to observe any difficulties encountered by the student in acquiring concepts and skills.

Homework provides extra reinforcement of skills and concepts being taught in the classroom.

Students will not have homework on Wednesdays, and every effort will be made not to give excessive tests the following day.

It will be the responsibility of the student/parent to secure from the teacher the assignments or tests missed during an absence from school.

Students who miss school have 1 day to turn in homework missed following an absence. If a student misses multiple days the length of time given for make-up work will be extended. However, if a student has a project due on the day of an absence, the project is due when the student returns to school.

## **HONOR ROLLS**

LCS recognizes all students for their academic achievement. However, special recognition is given to students who meet specific criteria for two Honor Rolls.

Eligibility for the two Honor Rolls is as follows:

- **Pastor's Honor Roll:**  
Straight A's for all four nine weeks on Report Card.
- **Principal's Honor Roll:** A's & B's for all four nine weeks on Report Card.

## **LUNCH**

Students will need to bring a sack lunch Monday through Thursday. They may order pizza for Friday, but must order and pay by Wednesday of each week. Prices are \$2.50 for preschool, \$3.50 for K-5<sup>th</sup> grade. Water will be furnished by the school. **No pop is allowed.**

## **PARENT PARTICIPATION**

Parents are always welcome and invited to our special assemblies and chapels. Arrangements must be made through the office, prior to classroom visitation. Throughout the year there are various activities that require parent involvement. Notification of these activities will be given through the school email and the LCS Facebook page. If you have an interest in serving in this capacity, please contact the school office.

**Please check your child's backpacks daily and monitor homework.**

Volunteers are always needed in the lunch room and classrooms. Please volunteer through the school office.

**PARENT/TEACHER CONFERENCES**

Parent/teacher conferences are scheduled during the fall and spring semesters. If there is a need for additional communication, please feel free to ask for a special conference. Teachers may also request a special conference.

During the morning (8:00 – 8:15) the teachers are getting ready for the day. Please respect this time by avoiding unscheduled conversations with them. If you need a conference, please call the office to schedule a conference and/or leave your number between 8:00 a.m. and 3:30 p.m. and the teacher will return your call as soon as possible.

If there are unusual circumstances in the home that may affect your child(ren), please do not hesitate to discuss the matter with the teacher or principal. We want to help our students in every way possible, and sometimes there is need for additional information.

**PARENT/TEACHER ORGANIZATION (PTO)**

We have an active PTO organization that meets periodically throughout the year and is an incredible help to the school. Both moms and dads are encouraged to be involved with this worthwhile organization.

**PARTIES/BIRTHDAYS**

Parties are an integral part of any school system, but should not interfere with the academic pursuit of excellence. Special treats for birthdays are acceptable, but must be planned in advance with the classroom teacher. The school does not supply any paper products. When birthday invitations are handed out at school, an invitation must be given to each child in the class.

Two special parties will be scheduled each year at Christmas and Valentine's Day. These parties should be planned by parents with the help of the teacher.

**PLAYGROUND PROCEDURES**

Three-year-olds and four-year-olds play on the primary playground. Kindergarten through 2<sup>nd</sup> grade play on the intermediate playground and 3<sup>rd</sup>-5<sup>th</sup> grade classes travel to the North Campus for recess. Kindergarten and first grade students are not allowed to play on the monkey bars. If they fall, the distance is too great for these students. The teacher on duty is the ultimate authority on playground decisions.

### **RE-ENROLLMENT**

All current students must re-enroll each year. A completed and signed application, enrollment fee, book fee, and copies of updated immunization records must be returned to the Principal's Office. Open enrollment will be in March of each year. This helps the school make appropriate plans for the next school year. A specific class/teacher may be requested, however, LCS will retain the final responsibility for placement of a student.

### **Report Cards**

All accounts must be paid in full by the end of the school year for report cards to be issued.

### **Permanent Records**

All bills must be paid before records are released.

### **SCHOOL CALENDAR**

Legacy Christian School calendar is available in the office or on the school website. Any change in the school calendar will be at the discretion of the LCS Administration.

### **Inclement Weather Procedure**

When weather is uncertain and we need to cancel school, please watch the News on 6. Our school will be listed as Legacy Christian School Claremore. We will also post on the Legacy website and our Facebook page. Please note: If Claremore Public Schools cancel for weather, Legacy will also.

### **TOYS AND PERSONAL ITEMS**

We request that students not bring toys to school. Many times this results in toys being broken, lost or mixed up due to several students having "one just like that". "Show and Tell" schedules and certain teacher-scheduled times allow students to bring special toys and items.

**Cell phones, iPods, and all electronics are prohibited from school. If one is brought to school, one warning will be given. If a teacher sees one of these, he or she needs to request that it be put away out of sight. If it surfaces again, it will be confiscated and taken to the office where parents must retrieve it. The exception would be a Kindle or Nook with only reading capability, at the discretion of the teacher.**

## **SCHOOL PROGRAMS**

An Open House is held in March. This provides an opportunity for parents and guests to see the work of the students as well as tour the 5<sup>th</sup> grade Passport to the World, see the 4<sup>th</sup> grade Indian Exhibits and check out the 3<sup>rd</sup> grade Biography Projects.

The annual Talent Show and Art Show is the school's largest fundraising and social event. Everyone is encouraged to get involved!

At Christmas, LCS presents a program involving all students in 4 yr. Preschool through 5<sup>th</sup> grade which showcases our students' talent and brings a great message to our families and church congregation.

## **Student Awards**

At the end of school in May, an Awards Assembly is scheduled to honor all students and especially those students graduating from Legacy Christian School! One student from each class (1<sup>st</sup> – 5<sup>th</sup> grades) will receive the Legacy Lion award. This award is given for the student who most exemplifies the Legacy spirit by demonstrating the life principles of responsibility, obedience, gratefulness, generosity, courageousness, joyfulness, determination, unselfishness, flexibility and high academic achievement,. One student from each class will also be given the Citizenship Award. The criteria for this award are high academic achievement, cooperation with others, ability to consistently follow procedures, and respect for authority. Students are acknowledged for the academic accomplishments and various activities in which they have participated.

Kindergarten students will have a special Celebration Assembly at the end of school. This is a morning assembly which showcases our Kindergarten students.

Three-year-olds and Pre-K students will have a promotion ceremony.

## **STUDENT ACTIVITIES GUIDELINES**

Activities outside of the academic classroom, music, or P.E. facilities, the computer or project labs shall be considered as school activities and will be regulated by the following guidelines.

### **Examples**

- a. Music performances
- b. Spelling Bee
- c. Field trips during school
- e. Extra-school time activities
- h. Off campus extended study trips (i.e. science camp)
- f. Athletic contests

### **Eligibility requirements**

- a. Be enrolled and in regular attendance in a specific class in LCS which sponsors the event.
- b. Have no pending disciplinary actions.
- c. Have the completed written permission slips for the event.
- d. Be properly dressed as per instructions for the event.
- e. Have the required fee or admission cost paid.
- f. Be on time.

### **Conduct and Dress**

- a. Rules of conduct used in classrooms are in force during all events.
- b. Teachers are in charge of student even when a student's parents are present.

### **Transportation**

- a. The school may furnish transportation to certain events approved by the principal.
- b. Drivers will be insured for the school vehicle used.
- c. Rules of the vehicle are to be enforced.
- d. The teacher, not the driver, is responsible for conduct.
- e. Students are required to ride in school-approved transportation when on school trips.
- f. Students may not ride in a non-school vehicle unless the criteria for field trips (pg. 17-18) of this handbook are met.
- g. Students may leave at the end of a school activity with their parents or designated person provided a written permission is signed.

## **Athletic Events**

Athletic events are designated as the organized school team sports which play in the name of the school, wear school uniforms and/or have a school-sponsored coach. Cross country and track will be offered for both boys and girls in the 4<sup>th</sup> through 5<sup>th</sup> grades. Students must have a 70% or above in all subjects to be eligible to attend cross country or track meets. If a student is a member of an athletic team, they will be informed if they are in jeopardy of being ineligible. If a student is ineligible, they have one week of probation. If the grade(s) are not brought up to a 70% or above, the student will not be allowed to play in any games until they are brought up to 70%.

Students who wish to participate in basketball should sign up for the Upward Basketball League through Claremore First Baptist Church.

Medical treatment information must be on file with the school office.

Rules of conduct for student activities will be applicable to all athletic participants.

Transportation regulations for student activities are applicable.

- a. Transportation or pickup arrangements must be made for each event.
- b. Transportation from school to local event site may be the responsibility of the parents. (I.e. basketball practices and games)
- c. Pick up of student athletes may be the event site or school - whichever is designated by the coach for that specific event.

## **VISITORS**

A visitor is defined as a non-student or non- staff member of LCS.

Visitors are not allowed in classrooms when instruction is taking place unless they meet one of the following criteria:

A parent wishing to observe a classroom should call the office to set up a time to observe in their child's classroom at least 3 days in advance. Because instructional time is valuable, do not attempt to visit with the teacher during class time. Parents can schedule a time either after school or during the teacher's planning time to visit with the teacher.

A parent may volunteer to work in the classroom with the approval of the classroom teacher and principal.

Any other visitor must have permission in advance from the principal to visit a class.

Students may not bring guests to school without prior office approval.

All visitors must check in at the front desk, obtain a Visitor's badge, and then go directly to the school office before going to any LCS classroom.

Any time the actions or character of a visitor becomes suspicious, that person will be approached by a teacher and the principal will be informed.

### **WITHDRAWALS**

All withdrawals must be made in the school office. The principal and accountant must be notified of withdrawal, and the parent/guardian must sign a withdrawal form in the school office.

Refund policy:

Enrollment Fee and Book Fee are non-refundable

Withdraw before August 1st - 100% refund of tuition paid

Withdraw August 1st – before first day of school – No refund of first month's tuition

Withdraw on or after first day of school – Tuition through December is due at time of withdrawal.

Withdraw on or after the first day of second semester – Half of the remaining semester's tuition due.

All records will be held until balance is paid.

### **MEDIA RELEASE**

Legacy Christian School strives to celebrate the many accomplishments of our students. We are proud of our Lions, and enjoy sharing their achievements with you, as well as with media venues such as the school website, Facebook, and the local newspaper. The information that is shared may include student names, honors/awards received, non-graded student work, student photographs, and video and/or voice recordings. Legacy may also utilize this information in school/public functions and in the school yearbook. Please understand that we will take every precaution to protect your child, while at the same time affording him or her the opportunity to share his or her achievements.

A form for parents to sign if they ***do not*** want their child's photograph/interview used for public view will be available with the enrollment packet. Participation is without financial remuneration which releases Legacy Christian School and the photographer/interviewer

from any future claims as well as any liability arising from said interview/photograph. Images and/or filmed audio recordings will not be used for commercial gain, nor will they be sold for commercial gain.

**If the form is not returned to the school, then the school assumes you are granting your permission for the above listed media releases.**

If you **DO NOT** grant permission for LCS to release information in the manner stated above, you must return the above mentioned signed form to the school office.