



**LEGACY**  
CHRISTIAN SCHOOL

Parent & Student Handbook  
2022-2023

*The fear of the Lord is the beginning of knowledge.  
Proverbs 1:7*



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# CONTACT INFORMATION

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**Address:** 2772 Simons Dr NW, Sugarcreek, Ohio 44681

## How to reach the office:

Email(preferred): office@legacychristian.school

Phone: 330-852-4322

## Office Hours

8:00am-4:00pm Monday-Friday during the school year; summer hours by appointment

## Who to Call

Sick Days/Absences ..... School Office

Dress Code Questions ..... School Office

Tuition Questions..... School Office

Bus Route Changes/Questions ..... School Office

Calendar Questions.....School Office

Behavior Issues .....Principal

Homework Concerns ..... Student's Teacher

Class Activities ..... Student's Teacher

# ADMISSION

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## How to Enroll

1. Contact the school office or visit our website for an interest packet containing a Parent and Student Handbook and an application
2. Read the Parent and Student Handbook
3. Fill out and return the application. You may be contacted for an interview, and to schedule placement tests for students entering after their kindergarten year
4. Attend the student orientation scheduled by the school office

2. Students must be at least six years old before August 1st to enroll in first grade
3. Any immunizations required by the state must be up-to-date unless the parents conscientiously object to immunization

## First-year Requirements

For patrons desiring to enroll first year students in either kindergarten or first grade, the following criteria must be met:

1. Students must be at least five years old before August 1st to enroll in kindergarten

## Transfer Students

All students and parents of students transferring from either homeschool or another school must transfer all academic and health records prior to admission to Legacy Christian School.

## Re-enrollment

Re-enrollment forms will be sent to all current patrons during the month of January and must be completed and returned by March 1st. Registration confirmation letters will be sent in May.

## CALENDAR AND SPECIAL EVENTS

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Legacy Christian School sends out a calendar before the beginning of each school year. The calendar contains the following: contact information for the school, staff, and board; the Monday morning chapel schedule; the hot lunch schedule; the monthly cleaning schedule; scheduled days for kindergarten; and scheduled special days and events. Please place the calendar where you will see it on a regular basis. We do not always send out reminders regarding calendar events.

### Special Events

Legacy Christian School holds the following special events each year:

1. Back-to-School Picnic
2. Two annual school programs (Christmas & Spring)
3. World Awareness Day
4. Track and Field Day/Picnic

## HOMESCHOOL RESOURCE SERVICE

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The Legacy Christian School Homeschool Resource Service provides supplemental educational programs to homeschool students in the Holmes/Tuscarawas area. This service provides opportunities for homeschool students that can only be enjoyed within a school while also supporting the vision of parents to educate their own children.

### Rules of Participation

1. Follow behavioral rules
2. Follow grading/homework policies
3. Follow absence policies
4. Follow the dress code (including colors)

### Services offered at LCS

1. Music/Choir (Grades 1-12)
  - a. Participation in annual school programs (K-12)
  - b. Practices in conjunction with music classes and choir
3. Bible classes (Grades 7-12)
4. Bible quizzing (Grades 5-12)
5. Field trips (fall and spring) (Grades 1-12)  
*Only available to students who take another class*
6. Phys. Ed. (Grades 5-12)  
*Only available to students who take another class*
  - a. Two sessions per week
7. Track & Field day (Grades 5-12)  
*Only available to students in Phys Ed class*
8. Standardized achievement testing (Grades K-12)
  - a. Annual testing in April
  - b. Must register by January 31
9. SAT/ACT (Grades 9-12) *at LCS*
  - a. LCS will help you navigate the student application process
  - b. Must register by January 31

# ACADEMICS

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## Grading Scale

A+ .....	97-100 .....	4.0
A .....	93-96 .....	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 .....	Under 60s .....	0.0

A Outstanding	D Unsatisfactory
B Good	F Fail
C Satisfactory	

## Report Cards

Report cards are issued after each quarter (9 weeks) of study.

## Standardized Testing

Legacy Christian School administers standardized tests once per year in spring for all students in K-8. Test results are reported to the school and kept in each student's permanent record.

High School students take ACT tests in the spring.

## Homework

All homework is due at 8:30 on the day of the next class period.

Late work will be scored as follows

1 day	-10 points
2 days	-20 points
3 days	-30 points
4+ days	score of 0

Assignments must be completed and in hand or handed in by the time the assignments are due. No excuses will be accepted.

# HONOR ROLL

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Students receive a blue ribbon each quarter they meet Honor Roll requirements. Each quarter there is also an Honor Roll party during school hours for all students on the Honor Roll.

## Honor Roll Qualifications

### Academic

1. 90%-100% overall quarterly average
  2. All class quarterly averages higher than 60%
- \*\*IEP goals-based Honor Roll will be created for students in Breakthrough*

## Honor Roll Disqualifications

### Attendance

Students who miss more than 5 unexcused days in a quarter will not be eligible for Honor Roll

### Behavior

1. Behavioral Suspension
2. Grades K-4: More than three parent contacts on the behavioral chart, including parent contact for behavioral issues on the bus
3. Grades 5-12: More than three demerits in a quarter, including demerits for behavior issues on the bus

# SPORTS POLICY

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Students who participate in sports programs outside school are asked to make school their first priority.

1. Do not skip school to play or practice.
2. If a schedule conflict comes up, attend the school event if the event is on the calendar or if the event is part of the music program and was scheduled at least three weeks ahead of time. Students who skip music events will have their music grade penalized.

# ATTENDANCE

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The school day begins at 8:30 and ends at 3:00 (half days end at 12:00 noon).

Students will be recorded tardy if not at school when roll is called in each classroom at 8:30.

Students will be recorded absent if not at school by 11:45, or leave before 11:45. A student must be in school for at least a half day (3.25 hours) to be considered present for that day.

Parents must contact the school office if a student will not be at school for any reason.

Students will be given exactly the number of days that they were absent to complete their work. Any work completed after that will be counted as late and will be penalized according to the late work guidelines. Teachers may modify assignments at their discretion.

## Excused Absences

Excused absences are defined as absences for unavoidable reasons. Sickness, weddings, funerals, etc. are considered excused absences.

- **Sickness.** If students are sick, please keep them at home. One extra day is given for each sick day for a student to catch up on missing work. If a student is sick for 5 or more consecutive days, please provide a doctor's note to excuse excessive absences.
- **Weddings or Funerals** of a family member, extended family, or church. For weddings or funerals outside Ohio, a day of travel will be excused as well. Parents must contact the school at least one week ahead of time for a wedding, and as soon as possible for a funeral.
- **Emergencies.** Arrangements will be made on a situational basis.
- **Absences of a half day or less** for non-emergency appointments or travel. Parents must contact the school office at least one day ahead of time. Please schedule non-emergency doctor and dentist visits outside school hours if possible.

## Unexcused Absences

Unexcused absences are defined as student absences for avoidable reasons. This primarily concerns vacations.

- In an effort to keep all students engaged and current in their studies, LCS requests that unexcused absences be kept to a

minimum during the school year and vacations be kept to the pre-determined school breaks.

- Students with more than 5 unexcused absences per quarter will not be eligible for honor roll for that quarter. Unexcused absences reset at the beginning of each quarter.
- Parents are asked to contact the office and homeroom teacher to discuss unexcused absence plans 2+ weeks before the student plans to be gone.
- Students are asked to complete work ahead of time before leaving for an unexcused absence.
- Parents will pay \$20 per day per student for each unexcused absence. The parents will be sent an invoice by the school. Payment will be added to teacher paychecks or split among high school teachers as needed.

## Mission Trips

Mission trips are considered excused absences, meaning students are still eligible for honor roll. However, parents are asked to pay the unexcused absence fee up to 5 school days. Mission trips longer than 5 school days will not need to continue to pay the \$20 per day fee per student. This fee is an effort to pay teachers for the extra time spent preparing and reintegrating students after mission trips. Parents are asked to contact the office and homeroom teacher to discuss unexcused absence plans 2+ weeks before the student plans to be gone.

We encourage churches to establish a plan to assist their families when the absences are due to church-supported work or to extenuating circumstances.

## General Absences

If a student is missing for more than 12 days throughout the year—excused or unexcused—a meeting will be arranged with the administrator and parents. Students must be present in school for a large majority of the school year to be eligible for continuation and graduation.

# ELECTRONICS

Cell phones and smart watches/devices are not permitted to be used at school unless required by their teacher. Upon arrival at school, personal devices must be turned off and checked in at the school office. Devices may be picked up from the school office when the students leave school. This policy also applies to field trips. Implementation of the policy is as follows:

Problem Area	First Incident	Second Incident	Third Incident
Failure to turn in cell phone or electronic device(even if left in car)	Note to parents; 10-min. demerit	Note to parents; recess demerit	Call to parents; device kept at school until retrieved by parent

Notes to parents must be returned signed by a parent.

## Student Use of Technology

Students are to turn in cell phones in the office at the beginning of the day. If calls/texts must be made during the school day, permission must be given by their homeroom teacher.

Chromebooks are provided for all incoming High School students. Computers that are used improperly during class time or study halls (texting, gaming, surfing, etc.) will be confiscated at the teacher’s discretion. Confiscated items will be returned at the end of the day.

## Student Use of Electronic Media

Technology is an invaluable tool for many people today. Students can use it in many productive ways, including communication with parents and friends, research, document creation, Bible applications, timekeeping, online learning, and much more. As with all technology, it can also be used for purposes that are not God-honoring. Many employers give time, place, and manner restrictions on computer and cell phone use. This is to ensure such things as efficient and appropriate online behavior, time management, social etiquette, and decorum. It is the goal of LCS to prepare students to utilize proper Biblical wisdom and discernment as digital citizens regarding the use of technology.

## Expectations for Student Technology Use

LCS Faculty will monitor student use of personal Chromebooks and school hardware/software via Accountable2You. Faculty reserves the right to review all content on school computers as well as other personal electronics used in the classroom. Staff will report any potential issues to the academic admin and/or principal.

Students are responsible for moral behavior when on the school’s computer network. General school guidelines for personal conduct apply to technology usage. Students are responsible to ensure their behavior, actions, and communications over the network are supportive of the school’s goals and guidelines. Material created and/or stored on the LCS network should not be considered private. If a student accidentally accesses any material on the computer/internet that is obscene, promotes immoral acts, or is otherwise inappropriate, he or she must notify a teacher immediately.

The following actions by a student are considered a violation of LCS’s goals for technology:

1. Sending or posting offensive/inflammatory messages or images about the school and staff or other students.
2. Downloading or accessing games, websites, programs, large files, images, music, and video without specific teacher permission. Students are expected to access websites for educational activities and assignments, not for entertainment purposes.
3. Using computers for any other purposes than taking notes or engaging in class activities during a class.
4. Violating copyright laws.
5. Damaging computers, computer systems or computer networks.
6. Intentionally spreading computer viruses or making changes to system files or software.
7. Accessing, editing, or destroying another user’s files, folders, passwords, or work.
8. Manipulating images in a negative/unbecoming way.
9. Logging in under any username other than their own.
10. Posting media or text about classmates against their wishes.



## HIGH SCHOOL ELECTIVES

LCS offers the following electives in high school. Not all options are offered every year.

Foreign Languages	Art	Class Voice	Public Speaking	Media Team
Student Teaching	Ensemble	Media Team	Creative Writing	Work-Based Learning

## HIGH SCHOOL CREDITS

In order to graduate from LCS High School, students must earn a minimum of 24 credits. If planning to continue their formal education after high school, it is recommended that students earn 26 credits to better prepare them for college studies. Below are examples of how those credits could be earned.

### GRADUATION EXAMPLE

9th Grade		10th Grade		11th Grade		12th Grade	
Algebra 1	1	Algebra 2	1	Geometry	1	Consumer Math/PreCalc	1
English 9	1	English 10	1	English 11	1	English 12	1
Physical Science	1	Biology	1	Chemistry	1	Economics/Am. Gov.	1
Geography	1	World History	1	U.S. History	1	Bible	1
Bible	½	Bible	½	Bible	½	Anabaptist Studies	½
Choir	½	Choir	½	Choir	½	Choir	½
Bible Memory	¼	Bible Memory	¼	Bible Memory	¼	Bible Memory	¼
Physical Education	¼	Physical Education	¼	Physical Education	¼	Physical Education	¼
Elective	½	Elective	½	Elective	½	Elective	½
<b>Total</b>		<b>6</b>		<b>Total</b>		<b>6</b>	
		<b>Total</b>		<b>6</b>		<b>Total</b>	
				<b>Total</b>		<b>6</b>	
						<b>Total</b>	
						<b>6</b>	
						<b>Credits to Graduate</b>	
						<b>24</b>	

### HONORS EXAMPLE

9th Grade		10th Grade		11th Grade		12th Grade	
Algebra 1	1	Algebra 2	1	Geometry	1	Consumer Math/PreCalc	1
English 9	1	English 10	1	English 11	1	English 12	1
Physical Science	1	Biology	1	Chemistry	1	Economics/Am. Gov.	1
Geography	1	World History	1	U.S. History	1	Bible	1
Bible	½	Bible	½	Bible	½	Anabaptist Studies	½
Choir	½	Choir	½	Choir	½	Choir	½
Bible Memory	¼	Bible Memory	¼	Bible Memory	¼	Bible Memory	¼
Physical Education	¼	Physical Education	¼	Physical Education	¼	Physical Education	¼
Elective	½	Elective	½	Elective	½	Elective	½
Elective	½	Elective	½	Elective	½	Elective	½
<b>Total</b>		<b>6½</b>		<b>Total</b>		<b>6½</b>	
		<b>Total</b>		<b>6½</b>		<b>Total</b>	
				<b>Total</b>		<b>6½</b>	
						<b>Total</b>	
						<b>6½</b>	
						<b>Credits to Graduate</b>	
						<b>26</b>	

Graduation Requirements: 24 credits

Graduation with Honors: 26 credits & 3.7+ GPA

# COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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## What is CLEP?

The College Level Examination Program (CLEP) is a nationally recognized program offered by the College Board and designed to give students the ability to earn college credit for previously learned information. The CLEP program consists of various college level exams which award the students with 3-6 credit hours per exam. A student who passes a CLEP exam earns all the credit hours without needing to take any of the classes. This program can save a student a lot of time and money while working towards a degree.

## Who can take a CLEP exam?

Any student, regardless of their current status can take a CLEP exam and earn credit. Current college students can take CLEPs to earn extra needed credit hours to complete a degree. High school students can take CLEPs to prepare themselves for college and shorten the time needed to earn a degree. Individuals not enrolled in either high school or college also have the ability to take a CLEP exam. All exam records are kept on file with College Board for 20 years. These results can be sent to any college when enrolled.

## How do I take a CLEP exam?

To take an exam, a student must study until prepared, then buy an exam ticket from [www.collegeboard.com](http://www.collegeboard.com). The ticket gives them the ability to take an exam at a testing center found at most local colleges. The testing center must be contacted to schedule an appointment. A student always needs to go the exam center to take an exam. Almost all exams are timed, multiple choice exams. Results are immediately delivered after the exam ends, except for the writing exam.

## What are the benefits of CLEP?

Earning credit through the CLEP program can save a lot of time and money on the path to a degree. The average cost of a CLEP exam is approximately \$110 (\$37/credit hour). In comparison, a typical price per credit hour at a local state college is \$437/credit hour. CLEP also gives you the ability to study on your own schedule, taking as much or little time as needed to prepare for the exam. CLEP also gives you credit for the things you already know, cutting the need to take a repetitive class.

## What else should I know about CLEP?

Not all colleges accept CLEP credits. Additionally, some colleges accept only certain CLEP credits. Each college is different. A student should contact their college of choice to obtain a list of accepted CLEP exams. Colleges will also award different amounts of credit hours for the same exam. This information can be found by contacting the college of choice. Also, CLEP exam scoring can be difficult to master. The grading scale ranges from 20 (lowest) to 80 (highest). A passing grade is a 50 on the 20-80 scale. A 50 is the equivalent of earning a C grade in the class. A more comprehensive explanation of the scoring process can be found at [collegeboard.com](http://collegeboard.com) and at the test centers.

CLEP Equivalent Exams are available for the following subjects:

Algebra 2	World History
Biology	American Literature
Chemistry	US History
Pre-Calculus	Writing & Grammar 12
Physics	English Literature
Economics	American Government

## BIBLE QUIZZING

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Bible Quizzing is available for students in grades 5-12.

1. Quiz class (about 35 hrs/year)
  - a. About 90 minutes per week
  - b. Starts 3rd week of school
    - i. Quiz practice runs from beginning of school until the finals in February
2. Homework (about 50 hrs/year)
  - a. Memorize new passage (30-45 min) (All year)
  - b. Quote memorized material (40 min) (Quiz season only)
  - c. Study specialty (30 min) (Quiz season only)
3. Quiz Days (about 30 hrs/year)
  - a. Invitational – (Fri) 1 school day
  - b. 1st Meet – (Fri) 1 school day
  - c. 2nd Meet – (Fri) 1 school day
  - d. Finals – (Sat) 1 day
4. Other (about 10 hrs/year)
  - a. 2 or 3 evening practices each year
  - b. 1 or 2 summer activities each year

## Work Load Details

1. Work breaks
  - a. Quiz days – Quizzers are responsible to learn the new concept. No review. (All quizzers)
  - b. 5th-6th grade will have small weekly breaks at the teacher's discretion during the quiz practice season.
  - c. 7th-8th will have small weekly breaks at the teacher's discretion all year.
2. Credit – High school only
  - a. The full quiz year is from spring break to spring break. – 1/2 credit

## BIBLE TRANSLATIONS

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As members of the Ohio Valley Bible Quizzing Association, the King James Version (KJV) is used for the Bible memory program at LCS.

KJV and ESV (English Standard Version) are the primary translations to be used at LCS for assignments, classes, and study. Other translations may be used for reference and personal study, but all Bible assignments/Bible reading in the classroom will be limited to KJV and/or ESV.

# BEHAVIOR AND DISCIPLINE

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## Student Relationships

Students are encouraged to avoid exclusive relationships with other students. Instead, students are encouraged to interact and build friendships with all students.

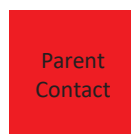
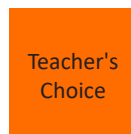
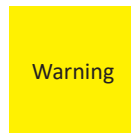
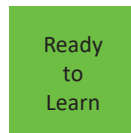
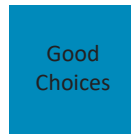
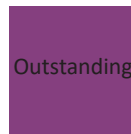
## Conservative Anabaptist Lifestyle

Because Legacy Christian School serves patrons from various churches, students are encouraged to follow lifestyle guidelines set by their churches. To help include all students and to help foster a healthy atmosphere at school, students are encouraged to respect that diversity.

## Kindergarten – Fourth Grade

Discipline in K-4 is based on a color chart. A clothespin with each student's name is placed on green (Ready to Learn) at the start of each day. For minor misbehaviors the teacher will move the clothespin to yellow (Warning). For the second offense in the same day (or an orange offense), the teacher will move the clothespin to orange (Teacher's Choice). A third offense in the same day (or a red offense) will result in a visit to the principal's office and a note sent home to the parents stating the offense. The note must be returned the next day, signed by the parent, in order for the child to get their clothespin moved back to green for the next day.

Students also have the opportunity to move up throughout the day. If the teacher notices a student going out of their way to be kind, conquering a behavior problem, or something else noteworthy the teacher will move the clothespin to blue (Good Choices). For more good choices in the same day the clothespin will be moved to purple (Outstanding). A purple note will be sent home to the parents informing the parent of their child's good behavior.



Yellow (Warning)

Communicating in class without permission

Using unnecessary/bywords

Getting out of line

Being noisy in restrooms

Arriving late for class

Slamming doors

Failing to stop immediately in play when bell rings

Littering

Running in the hallway

Orange (Teacher's Choice)

Cuss words

Bad attitudes

Red (Parent Contact/Principal's Office)  
(Demerit for Grades 3-4)

Stealing

Bullying

Lying

Showing disrespect

Cheating

## **Fifth – Twelfth Grade Discipline Plan**

Objectives:

1. Provide a discipline method focused on discipleship
2. Provide updated structure to behavioral issue
3. Clarify disciplinary measures for most situations

Discipline Issues:

- Repeatedly Being Tardy
- Repeatedly Disobeying Dress Code
- Repeatedly Disrupting Class
- Repeatedly Disobeying Instructions
- Disrespecting Faculty
- Swearing
- Disrupting the Hallways
- Misusing Electronics

All punishments (unless more is needed) should be treated as follows:

First Occurrence: Discipleship conversation and note to parents

Second Occurrence: Discipleship conversation and email to parents

Third Occurrence: Discipleship conversation and work project completed with parents

Other Discipline Issues:

- Cheating
- Bullying

These punishments should be treated as follows:

First Occurrence: Discipleship conversation with principal and possible suspension

Second Occurrence: Discipleship conversation with principal and immediate suspension

The occurrence numbers will reset at the end of each quarter.

Discipline Issue Guidance

**Tardy:** Arriving late to a class or an activity at the beginning of the day or after break, lunch, or recess.

**Disrupting Class:** Intentionally derailing class. Includes talking when they are not supposed to, a group of students not paying attention, or an attempt to be funny. Anything that derails the class would be a punishable offense.

**Disobeying Instructions:** Includes not respecting the bell at the beginning of class, intentionally not carrying out the teacher's instructions, or refusing to work when prompted.

**Disrespecting Faculty:** A student speaking or acting in an unrespectful manner towards any staff member. Includes talking back, speaking negatively about the staff member, eye rolling, or any action that can be described as disrespectful.

**Swearing:** Generally most students do not use extra salty language at school. Occasionally a dang, frickin', etc. slips in. These would all classify as swearing.

**Disrupting the Hallways:** Unnecessarily noisy in the hallway, including talking loudly and running.

**Misusing Electronics:** Using personal or school electronics for purposes other than studying. Includes gaming, videos, inappropriate searches, and time-wasting searches (pictures of trucks and guns for example).

**Cheating:** Includes anything from lying about results, looking off another person's paper, to plagiarism. Cheating cannot be tolerated at school.

**Bullying:** Any act that seeks to harm, coerce, or intimidate another student. If the action is bad enough, a punishment stronger than the first occurrence result may be meted out at the teacher's discretion.

## **SCHOOL PROPERTY**

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All students are expected to respect and care for all property of the school--desks, supplies, PE equipment, etc. The student and parent/guardian shall be liable for any damage to school property

# DRESS CODE

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At LCS, we believe all facets of school life should prepare students for their future as men and women of God.

The goal of the LCS dress code is to promote:

- Respect
- Acceptance
- Community
- Professionalism
- Modesty
- Neatness

The dress code helps to remove the differences that often occur between children and young people of varying backgrounds, perceived social standing, and/or financial means. Minimal peripheral distractions allow for better focus on teaching and learning.

Conscientiousness and cooperation on everyone's part will help create uniformity in the student body, thus lessening the peer pressure which is detrimental to a wholesome Christian learning experience.

## Dress Code Violations

The school administration strives to communicate the dress code so that everyone understands what dress is required for school attendance, but the written dress code may not anticipate all the possible variations which may need to be addressed. We kindly ask for your understanding when a Dress Code Violation is issued, and that the necessary changes and adjustments are quickly and peacefully made.

Violations are addressed as follows:

Dress Code Violation will be sent home with the student to the parents, ideally on the same day the violation occurs. It must be signed and returned to the school office. Parents may be asked to bring a change of clothing for the student that day.

## Dress Code Revisions

The Legacy Christian School dress code may be revised and updated as deemed necessary from time to time. Revisions shall be communicated to the parents in a timely manner before start of school year.

## GENERAL

- Students must wear closed-heel, closed-toe shoes. Shoe laces are to be tied at all times.
- Coats and jackets not meeting dress code may be worn for outdoor activities, but may not be worn in the classroom.
- Jewelry such as rings, necklaces, earrings, and any type of bracelet or anklet may not be worn.
- Makeup, including colored or glittery nail polish, is not permitted.
- Wearing hats, hoods, or sunglasses is not permitted inside the school buildings.
- Logos/lettering on clothing should not exceed the size indicated below and should be confined to the left chest area. (example shown as used on LCS apparel)



## STAFF

The staff dress code is the same as the student dress code, with these exceptions:

1. Hooded Sweatshirts: Teachers may not wear hooded sweatshirts except for lunch, recess, and PE.

### Men:

1. In addition to polo shirts, men may wear dress shirts in the school colors.
2. Men may wear khaki, gray, and black dress pants instead of jeans.

## PROGRAM APPAREL

All students and staff shall wear **white or black** or any combination of the two as specified below:

**Boys:** Solid color button-down dress shirt (long- or short-sleeved); dress pants; dress shoes.

**Girls:** Solid color dress; dress shoes (no sandals, flip-flops, or open-toe shoes). Optional Accessories: sweater or scarf (must be solid color).

All other school dress code details apply to programs.

# SCHOOL COLORS

**BLACK**



**WHITE**

*no ivory/cream*



**CLASSIC RED**

*no burgundy/maroon/other shades of red*



**GRAY**



**The school colors apply to shirts, dresses, jumpers, blouses, sweaters, and sweatshirts.**

**All clothes must be solid colored.**

## **GIRLS**

Girls must wear a jumper or a dress to school.

### 1. Jumpers

A. Girls must wear a polo shirt, blouse<sup>1</sup>, sweater, or sweatshirt over or under the jumper. Sleeves must reach halfway between the shoulder and elbow. The neckline must be on or close to the collarbone.

B. Jumpers must reach at least halfway between the knees and ankles, and may not have slitted skirts.

### 2. Dresses

A. Girls wearing a cape dress do not need to wear an additional layer over top of the cape dress.

B. Girls in K-6 wearing a non-cape dress do not need to wear a second layer over the dress.

C. Girls in 7-12 wearing a non-cape dress must wear a polo shirt, blouse<sup>1</sup>, sweater, or sweatshirt over the dress. Sleeves must reach halfway between the shoulder and elbow. The neckline must be on or close to the collarbone.

D. Dresses must reach at least halfway between the knees and ankles, and may not have slitted skirts.

### 3. Hair

A. Girls in K-4 do not need to wear a prayer veiling or covering. Girls not wearing a prayer veiling or covering must have their hair neatly combed and tied or braided to hang behind the shoulders. Headbands must be school colors.

B. Girls in 5-12 shall wear their hair up, (combed and fastened in a respectable manner), and have their hair covered with a prayer veiling or covering of sufficient size to give affirmation to the principle and practice taught in 1 Corinthians 11:2-16.

<sup>1</sup>T-shirts do not count as blouses.

## **BOYS**

Boys must wear a polo shirt and jeans to school.

### 1. Polo Shirts

A. Boys must tuck their shirts into their pants at all times except at lunch and recess.

B. Boys may wear sweaters and sweatshirts over their polo shirts.

### 2. Jeans

A. Boys must wear full-length jeans that fit well, do not have holes and tears, and are simple (without fancy dyeing and designs). Jeans must be blue, black, gray, or tan.

### 3. Hair

A. Boys must keep their hair neat and short enough so that it does not hang over their ears or their shirt collar.

## **SPECIAL ACTIVITIES**

1. School colors and dress code apply to all school activities on or off the school campus before or after school hours (field trips, fundraisers, school programs, etc.)

2. The dress code is to be followed *every day*, regardless of whether school uniform is required. For example, on a special day when school colors are not required, school dress code is still expected.

3. Boys may not wear ties to special occasions.

4. For High School events such as open gym nights and quarterly activities, athletic wear is permitted. Boys should wear long pants, and girls' skirts/skortis should be knee-length.

# TRANSPORTATION

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## Student Drivers

Student drivers must have prior arrangements to arrive earlier than 8:20 AM. Students arriving early should wait outside or in the vestibule. Doors to the vestibule will be unlocked, but the lobby doors will remain locked until 8:20. Student drivers who wish to stay after 3:00 PM must ask a teacher for permission.

## Student Drop-off/Pick-up

Morning Drop-off: Students should be dropped off between 8:20 and 8:30. Doors to the vestibule will be unlocked, but the lobby doors will remain locked until 8:20.

Afternoon Pick-Up: Students shall be picked up promptly at 3:00 in the afternoon.

Students arriving early or waiting to be picked up after school should wait outside or in the vestibule.

## Bus Routes

Legacy Christian School offers several bus routes. The school will communicate bus route information the week before school begins. Parents who wish to opt out of using the buses must contact the school office.

## Seat Assignments

Student bus seat assignments are created by LCS administration. Students must have permission from the principal or secretary to change seats.

## Communication with Bus Drivers

Please do not contact the bus driver directly. All transportation communication must be directed to the school office. Parents who are changing their students' bus riding schedule by driving the students to school, picking the students up from school, or making any other arrangements **must contact the school office.** Office staff will then communicate the changes in schedule to the bus drivers. Students should not communicate changes verbally with the bus drivers because this can lead to confusion for the school staff and the bus driver.

## Obeying the Passenger Rules

The driver will be responsible for the orderly conduct of his passengers. While on the bus, the pupil is under the authority of and directly responsible to the bus driver. Students shall conduct themselves on the school bus as they would in the classroom except that reasonable conversation is permissible.\*

## Getting On and Off the Bus

1. Help the driver stay on schedule by being ready and waiting when the bus arrives.\*
2. Wait away from the road and don't horseplay.\*
3. Wait until the bus comes to a complete stop and the driver signals you to cross the highway to board the bus.\*
3. Look both ways before crossing the street/road.
4. Greet the driver.
5. Use caution in crossing road after getting off the bus. Approaching drivers may not observe school bus laws.
7. Learn how to get off the bus in case of emergency. The bus driver will provide emergency instructions.\*
8. Leave the bus only at your regularly scheduled bus stop. Permission from a parent or guardian must be given to the bus driver to do otherwise; for example, to go home with a friend, go to the doctor's office, get off the bus and walk part way, etc.\*

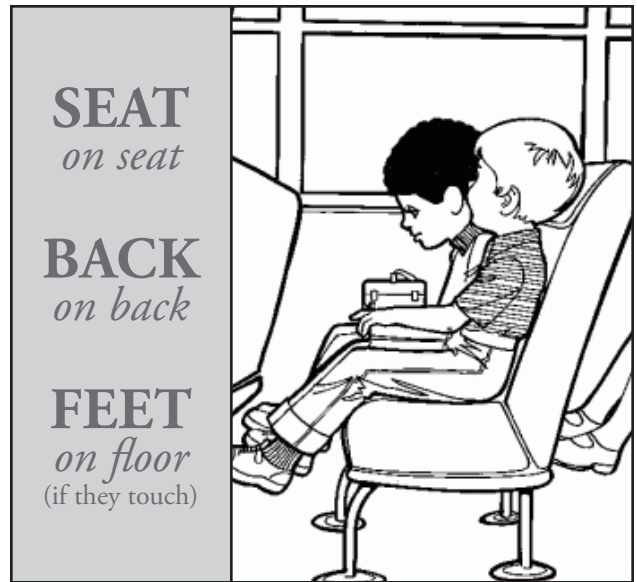
## Riding the Bus

1. Obey the driver cheerfully.
2. Do not stand while the bus is moving. Once you are seated after boarding the bus, stay seated until you get off.\*
3. Take your assigned seat as soon as you get on the bus.\*
4. Share your seat with other students. If the bus is filled to capacity, ride three to each seat; this applies to high school pupils also.
5. Always keep arms inside the bus when a window is open.\*



6. Do not throw or pass any objects on the bus, into the bus, or out an open window.\*
7. Do not eat on the bus at any time.\*
8. Speak quietly, without distracting the bus driver. At intersections and at railroad crossings there shall be no talking.\*
9. Do not damage the bus furnishings in any way. Damage will be paid for by the student.
10. Keep your feet and other objects out of the aisle.\*
11. Always sit in your assigned seat. Do not ask the bus driver for permission to change seats. Seats are assigned by LCS staff, and changes must be approved by the principal.

\* Ohio Law (ORC 3301-83-08).



### Behavior on Buses

Legacy Christian School provides safe, secure bus rides free from bullying and intimidation. To help provide enjoyable bus rides, LCS implements the following bus riding policy:

Problem Area	First Offense	Second Offense	Third Offense
Standing while the bus is moving	Note to parents	Note to parents	Call to parents; suspension of bus privileges for one day
Moving to a different seat without permission	Note to parents	Note to parents	Call to parents; suspension of bus privileges for one day
Hanging arms outside the bus	Note to parents	Note to parents	Call to parents; suspension of bus privileges for one day
Shouting, yelling, screaming, or excessive noise	Note to parents	Note to parents	Call to parents; suspension of bus privileges for one day
Throwing or shooting objects out of or around the bus	Note to parents	Note to parents	Call to parents; suspension of bus privileges for one day
Failure to follow the driver's instructions	Call to parents	Call to parents; suspension of bus privileges for one day	Call to parents; suspension of bus privileges for three days
Harassment of another student in any form	Call to parents	Call to parents; suspension of bus privileges for one day	Call to parents; suspension of bus privileges for three days
Intentionally damaging the bus in any way	Call to parents	Call to parents; suspension of bus privileges for one day	Call to parents; suspension of bus privileges for three days

Legacy Christian School reserves the right to deny a student bus riding privileges for any reason.

Notes to parents must be returned to the school office signed by a parent.

If there are complaints about student behavior on the bus route, please contact the school office so we can address the issue. We will ensure your anonymity.

## LIBRARY

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The Legacy Christian School library is open one day each week.

Books may be checked out for a four-week period and may be renewed if they are brought in for renewal. Books will no longer automatically renew.

Students who have a book that is past due will not be permitted to check out any books until it is returned.

Once a book is 4 weeks past due, the student will be charged for its replacement.

Students are expected to handle books with respect. If a book is severely damaged or lost, the student responsible for the damage or loss will be required to replace the book.

## BOOK IT!

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Since 1984, the Pizza Hut BOOK IT! program has been dedicated to encouraging reading in schools nationwide. BOOK IT! motivates children to read by rewarding their reading accomplishments with praise, recognition and pizza.

### LCS BOOK IT! Requirements

Kindergarten .....	12 books
Grade 1 .....	12 books
Grade 2 .....	8 hours
Grade 3 .....	12 hours
Grade 4 .....	8 hours
Grade 5 .....	8 hours
Grade 6 .....	8 hours

Readers may read books from the school library, a public library, or books they have at home. Bible reading is encouraged. Magazines and newspapers also qualify. Bible memory assignments, book reports, or any other school assignments do not qualify.

Kindergarten and first grade students may have someone read books aloud to them. This may change when they can read on their own.

If readers have read a book before, they must read it again before that book qualifies. Readers must allow 3 months between readings of the same book.

A parent must sign the BOOK IT! form each month for a reader to receive a coupon.

BOOK IT! forms are due on or before the last day of each month. The new BOOK IT! month begins on the 1st of the month. Forms may be handed in before the due date, but the reader will not receive a new form until the first day of the next month.

Students who meet BOOK IT! requirements for all 6 months of the program are named Super Readers and will receive a special reward.

# HEALTH AND IMMUNIZATIONS

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## **Immunization**

All students entering kindergarten or first grade at Legacy Christian School after the 2013-2014 school year must provide documentation showing that Ohio state requirements for immunization have been met. If parents have a conscientious objection to immunization, they must provide documentation of their objection. For any issues concerning immunization, contact the school office.

## **Non-Prescription Medications**

Legacy Christian School keeps basic pain killers on hand to dispense to students with typical aches and pains.

## **Prescription Medications**

Parents of students who need prescription medication administered while at school must schedule a meeting with the school secretary and the student's teacher to discuss administering the medication. The medication will be kept in the school office and will be administered by the secretary or the principal.

## **Illness**

In the event a child has a fever, please ensure your child is fever-free for 24 hours without medication before returning them to school.

# COMMUNICATION

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## **How to reach us:**

Email(preferred): [office@legacychristian.school](mailto:office@legacychristian.school)

Phone: 330-852-4322

Text: 330-852-4322 - please include your name in each message

## **How we contact you:**

### **1. Email**

Email is the primary mode of communication with patrons. Emails are sent to each email address specified on your registration form. We make every attempt to provide timely information, and request that you check your email on a regular basis in order to stay informed of details and activities at school. At times there is a request for replies as well. Prompt replies to such emails are a great aid in planning events.

### **2. One Call Now**

One Call Now is a mass calling, texting, and emailing service that the school uses to communicate general information such as upcoming events and schedule changes.

The phone numbers and email addresses supplied on your registration forms are the

ones we use for One Call Now.

If you prefer to receive text messages, text ALERT to 22300. At times there is too much information to include in a text message, but when possible, we use that option to send out information.

### **3. Handouts**

Occasionally, there are also paper handouts given to your students to bring home.

## **School Delays and Closings**

Legacy Christian School's delays and closings are influenced by the local public school systems. School delays and closing due to weather are communicated via the One Call Now system and posted on the LCS website.

## **Change of Address**

Parents with a change in contact info must contact the school immediately to ensure delivery of school messages and letters, and to arrange any alterations to the bus route, if applicable.

# PARENT EXPECTATIONS AND OPPORTUNITIES

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Legacy Christian School exists to help parents with their child's education. Students achieve more and have a more positive perception of their school experience when their parents show an interest in their education by becoming involved in the school. LCS invites parents to be involved in the lives of their students.

## Monday Morning Devotions

Fathers are scheduled to give a devotion at the school on a Monday morning in the auditorium/chapel. Fathers are asked to be at the school by 8:25. Monday morning chapel begins at 8:35. After several songs, the father gives his devotion. The session should be about fifteen minutes long. An object lesson is usually of special interest and value. If you are unable to be there on your scheduled date, it is your responsibility to trade with someone else.

## Parent-Teacher Conferences

Parents are expected to attend parent-teacher conferences. Scheduled in October, January, and March, PTC meetings coincide with the end of the quarterly grading periods and give an opportunity for parents to discuss each student's progress with the student's teacher. The PTC meetings are also conduits through which the school board and administration communicate policy changes, school changes, and school needs. Attending PTC meetings is essential for parents to understand what is happening in the education of their child.

## Hot Lunch

All patrons are scheduled once per year to help provide a hot lunch. The schedule is printed in the school calendar; the person in charge is designated in bold letters.

The hot lunch record book is in the drawer near the coffee maker in the kitchen. Please return it promptly after you've added your own records.

If the date for hot lunch does not work for you, please trade with someone from another group. Be sure to inform your group leader.

## Cleaning

All patrons are expected to help in the kick-off cleaning held in August before school begins. All patrons are also

scheduled once per year to help with the monthly cleaning of the school house. The schedule is printed in the school calendar; the person in charge is designated in bold.

If the date for cleaning does not work for you, please trade with someone from another group. Be sure to inform your group leader.

## Fundraisers

Legacy Christian School holds several fundraisers per year. Parents and students are expected to help.

### October: Auction

Patrons solicit donations for the auction. We may also ask you to help serve food or aid in various other duties.

### March: Anabaptist Financial Business Seminar

LCS provides catering services for this 2-day seminar. Each family receives a food assignment for one day. There may also be a request for help to serve the meals.

### April: Pizza Fundraiser

Each family sells 60 pizzas, and helps assemble them. Details are distributed 4-6 weeks before the fundraiser date.

There are occasions when other fundraiser opportunities arise. We will make every attempt to convey information regarding those fundraisers in a timely manner.

## Volunteering

Legacy Christian School has several ways for parents to volunteer. Anyone interested in volunteering should contact the school office.

1. Classroom Volunteers (flash cards, grading, answering questions, planning parties, and other activities in the classroom).
2. Bible Quizzing Coaches and Assistants. The Bible Quizzing program needs coaches and assistants to help students learn their Bible Quizzing passages.
3. Field Trip Chaperones. Each classroom takes at least two field trips per year. Chaperones are important to make the field trips a success, and this is a fun way for parents to interact with their students and teachers.

*Note: volunteers are asked to follow the school's dress code, but do not need to wear school colors.*

## MISCELLANEOUS

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### **After-school Activities**

Legacy Christian School is responsible for the supervision and logistics for any extra-curricular event that is mandatory or is officially planned by the school or its staff. The school staff is not responsible for any event that is optional or not officially planned by the school or its staff. Parents are responsible for the student's transportation and safety for all other events, even if the event comes after an official school event such as a school program or auction. Although teachers may be present at unofficial events, parents are ultimately responsible for their students.

### **After-school Gym Rentals (patrons only)**

*Includes use of gym, cafeteria, and kitchen for birthday parties, etc.*

1. \$50 fee
2. 3:00-5:00 PM only. Parent(s) must be on premises at all times.
3. Full-price rentals will take precedence. Please contact the LCS office at least one week in advance to check availability. All areas used must be cleaned and ready for the next day.

### **Booster Seats**

LCS requires that parents of students requiring a booster seat must provide one when the students leave the LCS school grounds under the care of an LCS staff member or volunteer. If a booster seat is not provided, the child will not be permitted to leave the premises. LCS obeys the law because it is liable in case of an accident or traffic stop. The following laws apply to Ohio students:

1. Once your child weighs over 40 pounds, he must ride in a booster seat rather than a carseat.
2. Your child must use the booster until he is 8 years old, or is at least 4'9" tall.

**Note:** Usually students will leave the premises on a school bus which does not require a booster seat. If a trip is being made in a vehicle other than a school bus, parents will be informed ahead of time.

### **Calculators**

Calculators may only be used for Algebra 2, Advanced Math, and other high level math courses. Consumer Math and Business Math are not considered high level math courses. Teachers in other classes may give permission to use calculators at times.

### **Chewing Gum**

Chewing gum is not permitted at LCS other than on special days with the teacher's permission. It is LCS tradition to allow chewing gum on Achievement Test days.

### **Christmas Presents**

LCS policy states that teachers do not give Christmas presents to students. Student gift exchanges must be approved by administration.

### **Half Day Schedule**

There are occasions throughout the year with a half day schedule. On those days, there is no lunch time scheduled at school, and students should not bring a packed lunch unless otherwise notified.

### **Lost and Found**

There is a lost & found cart in the hallway behind the office. Unclaimed items will be donated to a local thrift store or placed in the LCS Swap Shop.

### **Box Tops**

We collect Box Tops! Box Tops are now digital. You can download the app and scan receipts for LCS to benefit.

### **Visitors**

Visitors are welcome at Legacy Christian School. Family members, especially parents and grandparents, are encouraged to visit and observe the school throughout the year. To minimize interruptions, visitors must check in at the school office before proceeding to a classroom. Visiting children who are unaccompanied by an adult need to have permission from the school prior to visiting. Visitors are asked to respect the school's principle of modesty in the dress code.

