



**LEGACY** | Preparatory  
Academy  
Classical Education and Fine Arts

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# PARENT-STUDENT MANUAL



## GENERAL SCHOOL CONTACT INFORMATION

### Elementary (K-6) – Building 1

2214 South 1250 West  
Woods Cross, Utah 84087  
Phone: 801-294-2801  
Fax: 801-290-1470  
Email: [elementary@legacyprep.org](mailto:elementary@legacyprep.org)

### Junior High (7-9) – Building 2

1228 West 2185 South  
Woods Cross, Utah 84087  
Phone: 801-294-2801  
Fax: 801-290-1470  
Email: [juniorhigh@legacyprep.org](mailto:juniorhigh@legacyprep.org)

*If you have questions you haven't been able to answer by looking through the school website or mobile app, the front office will often be your next step. The office phone number is 801-294-2801.*

## ADMINISTRATION CONTACT INFORMATION

**Brandie Evans – Executive Director**

Email: [bevans@legacyprep.org](mailto:bevans@legacyprep.org)

**Aislinn Ross – Elementary (K-6) Principal**

Email: [aross@legacyprep.org](mailto:aross@legacyprep.org)

**Jessie Kidd – Junior High (7-9) Principal**

Email: [jkidd@legacyprep.org](mailto:jkidd@legacyprep.org)

**Sophie Enquist – Elementary Academic Intervention Specialist**

Email: [senquist@legacyprep.org](mailto:senquist@legacyprep.org)

## Board of Directors

[board@legacyprep.org](mailto:board@legacyprep.org)

John Cook- President

Email: [john.cook@legacyprep.org](mailto:john.cook@legacyprep.org)

Term Ends: June 30, 2027

Alisha Johnson – Treasurer

Email: [alisha@legacyprep.org](mailto:alisha@legacyprep.org)

Term Ends: June 30, 2026

David Ray-Member

Email: [david@legacyprep.org](mailto:david@legacyprep.org)

Term Ends: June 30, 2026

Sandy McCleve- Member

Email: [sandy@legacyprep.org](mailto:sandy@legacyprep.org)

Term Ends: June 30, 2026

Aimee Hinojosa- Secretary

Email: [aimee@legacyprep.org](mailto:aimee@legacyprep.org)

Term Ends: June 30, 2026

Lara Murphy- Vice President

Email: [lara.murphy@legacyprep.org](mailto:lara.murphy@legacyprep.org)

Term Ends: June 30, 2028

Lee Peterson- Member

Email: [lee@legacyprep.org](mailto:lee@legacyprep.org)

Term Ends: June 30, 2027

Welcome to Legacy Preparatory Academy! The mission of Legacy Preparatory Academy is to cultivate intellectual and moral virtue according to the classically based pillars of truth, goodness, and beauty. Legacy Prep strives to convey the traditional virtues of nobility, temperance, fortitude, practical wisdom, and justice. We strive for courteous behavior at all times, even under stress.

At school, classroom teachers have the primary responsibility for teaching appropriate conduct and addressing unproductive or disruptive behavior. We believe that predictable environments built upon consistent expectations and reinforcements create conditions for student learning and growth. Legacy Preparatory Academy has adopted four school expectations to create these conditions; safe, engaged, responsible, and respectful.

### **MISSION**

Legacy Preparatory Academy will cultivate intellectual and moral virtue according to the classically based pillars of truth, goodness, and beauty.

### **VISION**

Legacy Preparatory Academy is committed to providing a culture where students become productive and valuable members of their communities and world. We believe high expectations, hard work and enthusiasm are essential to achieving academic excellence and good character. These values instilled at Legacy Prep and research-proven curricula give our students the confidence to achieve anything!

### **MOTTO**

Learning the Past, Creating the Future

### **THE LEGACY PAIDEIA**

**I am a Classical Student**

I am curious to learn

I pursue Intellectual and Moral Virtue

**I am a Citizen of my Community**

I build the Foundation for an Abundant Life by lifting others

**I am Governed by Nobility**

I act with Honor and Integrity

**I am an Individual with Great Fortitude**

I am Resilient and Courageous

**I am Temperate**

I exhibit Discipline and Self-Control

**I am developing Practical Wisdom**

I make Good Judgements

**I am Selfless in my Fight for Justice**

I demand Equity and promote Civility

# **I AM A LEGACY LEADER**

## ACADEMIC MODEL

Legacy Preparatory Academy is a “school of choice” with a rigorous academic program. Quality education should embrace and magnify a child’s innate curiosity to learn. Legacy Prep strives to provide a strong foundation of knowledge and learning skills to support the educational path a student may choose to pursue. We have developed our academic performance standards with this understanding. Legacy Preparatory Academy’s academic program comprises three vitally important components:

- The work and effort of the teachers and staff
- The work and effort of the students
- The support and effort of parents

## AFTER SCHOOL CARE

Legacy Prep does not provide any type of after school care. Although not endorsed by Legacy Prep, outside [daycare providers](#) are listed on our [website](#) for your convenience.

## AFTER SCHOOL CLUBS

Legacy Prep’s after school clubs can vary from year to year and may begin or end at different times throughout the school year. Information on [after-school clubs](#) will be listed on the school’s website.

## ASSEMBLIES

Assemblies are planned for student learning and enjoyment on a monthly basis. Character education is imperative to the creation of a responsible and contributing member of society. Legacy Prep’s educational environment will support the development of positive character traits encompassed by the Legacy Paideia. The fusion of intellect and character will enable the student to become a productive and conscientious citizen.

## ASSESSMENT

Legacy Preparatory Academy complies with Utah State testing requirements including: KEEP (Kinder), Acadience Reading (K-6), Acadience Math (K-6), RISE (3-8), and Utah Aspire Plus (9). Additionally, curriculum-based benchmark literacy and math assessments will occur throughout the year for all students to inform instruction and assign interventions as needed.

## ATTENDANCE

A student’s success in school and later in life is reflected in his or her attendance. Legacy Preparatory Academy has a school-wide attendance goal of 96% for the school year. The first bell rings at 7:55 AM. Class will begin promptly at 8:00 AM. All students arriving after 8:00 AM must be checked in to the front office by a parent/guardian. To excuse a student’s absence, call the front office at 801-294-2801 and follow the prompts on the automated menu to report student absences. Student absences should be reported by 9:00 AM on the day of the absence to avoid a phone call from the school.

### ABSENCES

Student attendance is one of the most significant factors in a child’s education. Legacy Prep’s attendance procedures are consistent with the provisions of Utah’s compulsory attendance laws, Utah Code 53A-11-101 through 53A-11-105. Habitual absences may result in a letter home and/or a meeting with the teacher and school administration.

- After 2 consecutive absences, teachers will communicate home.
- After 5 cumulative absences, teachers will send a supportive letter home and the building principal will be notified
- After 8 absences, the building principal will send a letter to the family and the student teacher. The student will also be referred to our Student Success Team.
- After 12 absences, the student and their family will be invited to a meeting with the building principal, counselor, and student’s homeroom/advisory teacher
- After reaching 15 absences, the student will receive a home visit from the counselor.

## EXTENDED ABSENCES

If a student has an excused absence, or when a parent feels an illness or a situation will create an extended absence, it is the parent's responsibility to:

- Email the teacher(s) and front office to notify them of the absence(s).
- Check learning plans, Canvas, or student planners to verify homework, assignments, and other class work.
- Collect the student's books and other necessary materials.
- Follow late work policies and procedures.
- In cases where absences are unforeseeable, missed assignments and due dates should be discussed with the teacher.

## TARDINESS

Tardiness is defined as not being in the correct class when it is time for class to begin. Tardies will affect the student's citizenship grade. On the 3<sup>rd</sup> cumulative tardy, students will receive an "N" citizenship grade, and the parent/guardian is notified. On the 4<sup>th</sup> cumulative tardy, students will receive a "U" citizenship grade, parent/guardian notification and an office referral.

Students may work with their teacher(s), to arrange for service opportunities to make-up citizenship before the end of the term. A citizenship make-up class may be made available by administration at the end of each term.

## LEAVING SCHOOL

A student leaving campus during school hours requires a parent, guardian, an individual designated by the parent/guardian, an authorized school official, or law enforcement personnel to check the student out at the office.

## TRUANCY

Truancy is when a student is absent from his/her assigned class without good cause. Utah State Law R277-607-5 allows schools to take action when a student truant.

## ATTENDANCE IMPROVEMENT PLAN

The [school's attendance policy](#) is available on the schools website.

## BACKGROUND CHECKS

Legacy Preparatory Academy requires a background check to be completed for all employees and volunteers that work unsupervised with children. You can volunteer at school without a background check as long as you're supervised by a staff member. This includes volunteering with small groups in a classroom as well as chaperoning field trips.

A valid background check must be on file with Legacy Prep if you are volunteering for an overnight activity or event. If you are unsure if you have a valid background check on file with Legacy Prep, please contact the office for confirmation. If you have had a background check completed for another organization, you will need to have a Legacy Prep specific background check completed because organizations cannot share background information.

All volunteers supervising students at an offsite location must submit to a current Ident-A-Kid background check through the front office within five business days of the planned activity or event.

## BEHAVIOR

### SCHOOL WIDE MANAGEMENT SYSTEM

Legacy Preparatory Academy promotes a safe and orderly school environment for all students and employees. Accordingly, Legacy Prep holds all students, volunteers, and staff members to the highest standards of behavior on school grounds and during school-sponsored activities. Criminal acts or disruptive behavior of any kind will not be tolerated, and any individual who engages in such activity will be subject to our [Code of Conduct](#), which could include disciplinary action, criminal prosecution, or both. For more information regarding Legacy Prep's behavior support policies, refer to the school's website.

## **SCHOOL WIDE RULES**

Students are expected to follow Legacy Prep's school wide rules and expectations; Safe, Engaged, Respectful, Responsible. The school has defined the expectations for these rules in each of the common spaces (i.e. Auditorium, hallways, bathrooms, etc.). Each teacher has established expectations of the school rules and has developed a consequence hierarchy for their classroom. This promotes a supportive and consistent response to help our students to be good citizens in their learning. We encourage our families to use the school rules when reinforcing your expectations at home.

## **CORRECTIVE AND RESTORATIVE RESPONSE**

We will intervene to support students to build skills and repair damage when school rules are broken. We believe that behavior is shaped not by the intensity of the consequence but the consistency in which a fair and incremental consequence is applied. As such, we are committed to a consistent behavior response and will support, document, and intervene to help our students build skills and restore to be successful in learning at LPA.

To document and communicate, we will use Panorama, an online service, to collect and manage student behavior data. We will use the collected behavior data to improve district, school-wide, and classroom policies, systems, and procedures to support students and learning.

School Principal sees notification and pulls student from class to engage in the first step of the restorative practice process with student, including determining an action for the behavior, re-entry with teacher and communicating with family. Parents will be called and student will be sent home with a written note of the behavior and consequence.

Low Level- Teacher, Principal, Student engage in quick apology/acceptance conversation

Medium Level- Teacher, Principal, Student(s) engage in 10-15 restorative conversation

High Level- Restorative Process with Counselor

A student engaged in a repeated Level 1 and/or a Level 2 and above behavior, will be referred to our Student Success Team.

## **BELL SCHEDULE**

Detailed [bell schedules](#) are available on the school's website and through the school's mobile app. School starts at 8:00 AM for all grades. School dismisses at 2:55 PM on Mondays, Tuesdays, Thursdays, and Fridays. Wednesdays are early out days with school dismissing at 1:20 PM. Half day dismissal is at 12:05 PM.

## **HALF DAY KINDERGARTEN**

School will start at 8:00 AM and dismiss at 11:20 AM on Mondays, Tuesdays, Thursdays, and Fridays. Dismissal is at 10:20 AM on Wednesdays, and at 10:00 AM on half days.

## **BOOKS/CHROMEBOOKS**

Textbooks, library books, and Chromebooks are very expensive. Please talk with your child about taking good care of these items. The students are responsible for the condition of returned items and will pay nonwaivable monetary charges if damage is incurred.

## **BREAKFAST**

Breakfast is served daily from 7:40 AM-7:55AM. The regular price for student/child breakfast is \$1.50. The cost for a regular adult breakfast is \$2.00. You may fund your student's breakfast account using cash, e-check, or credit card through Aspire, our student management system. You may also come into the office and fund lunch accounts in person with cash or check.

## **BULLYING**

Bullying and hazing behaviors of any kind are not tolerated at Legacy Preparatory Academy. Teachers, staff, and students are trained each year on bullying; what it is, what it is not, and how to report it. Members of the community can report bullying at any time. At Legacy Prep, classroom teachers primarily investigate and address reports or accusations of bullying. Confirmed incidents of bullying will be addressed by administration. For additional information, see the [Bullying and Hazing Policy](#) on the school's website.

## **CALENDAR**

The Legacy Prep annual [school calendar](#) is available on the school's website and app. Parents will receive our weekly update automatically via the email address listed in Aspire. Any changes to the monthly calendar are communicated weekly in the update.

## **CARBONATED AND STAINING BEVERAGES**

Students are not permitted to bring carbonated beverages to school, including but not limited to soda, sparkling water, flavored fizzy drinks, coffee, and energy drinks. These beverages can be disruptive to the learning environment and pose risks to student health. Additionally, we kindly ask parents not to send drinks that may stain our carpets, such as sports drinks, fruit punches, or colored juices. Water and non-carbonated, clear beverages are encouraged to help us maintain a clean and safe campus.

## **CARPOOL (DROP OFF AND PICK UP)**

Just like our expectations for your children, we expect everyone within the Legacy Prep community to act in a responsible, respectful, and safe manner. If we each do our small part, we can have a safe and efficient carline where everyone exits happily! Please familiarize yourself with the [carpool map](#) posted on the school's website, follow all posted rules and regulations, and be respectful and neighboring homes and businesses. The traffic management plan was devised and approved by Woods Cross City to improve congestion and increase the safety of our children. This map is also available on the school website.

## **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

Parents are responsible for keeping their contact information current in Aspire. This will help keep our records accurate and make it easier to reach you should an emergency occur.

## **CLASS/GRADE LEVEL SCHOOL SUPPLY LISTS**

Utah law requires elementary schools to supply students with the necessary daily school supplies. However, you may desire to provide additional school supplies as requested for your student. Classroom teachers provide a list of recommended supplies and appreciate any donations. [School supply lists](#) are done by grade. Parents/guardians may reference the school website for an updated supply list.

## **CLASS PLACEMENT PROCESS**

Careful consideration always occurs with each child's classroom placement. Teachers use several data points at the end of each year to make decisions for the following year's placement. Final decisions regarding class placement are at the discretion of administration.

## **CLASSROOM CELEBRATIONS**

There are several classroom celebrations scheduled during the school year. Classroom celebrations are planned collaboratively between administration, the teachers, and the classroom managers.

### **BIRTHDAYS**

Student birthdays will be celebrated in the classroom in a way that celebrates the student and in such a way that does not violate the student's personal or religious values.

### **HOLIDAYS**

Legacy Prep Elementary celebrates three holidays with classroom festivities. Holiday celebrations will be planned with respect to students who may have personal or religious beliefs that restrict them from participating.

### **CULMINATING ACTIVITIES**

Culminating activities will enhance the meaning and understanding of the curriculum for the students. Each elementary grade has three culminating activities per year.

## **CLOSED CAMPUS**

Legacy Preparatory Academy is a closed campus. No student is permitted to leave school grounds at any time during school hours without appropriately checking out through the main office. All visitors must enter the building through the main building entrance and will be required to check in at the front office.

## **CODE OF CONDUCT**

All students and staff members benefit from a learning environment that is physically safe and emotionally nurturing. All members of the Legacy Preparatory Academy community will strive to emulate the ideals expressed in the [Legacy Paideia](#).

## **COMMUNICATION**

Clear and effective communication is key to building a supportive school community. All communication from the school will come via the school's call out phone system, district emails, and official social media pages.

To promote and model respect, it is the responsibility of each member of our community to address their concerns first with the person with whom they have the conflict. Members of the Legacy Prep community who have questions or concerns will identify the person best able to answer their questions and will approach them in a positive manner. If a member of the community does not know who the best person is to answer their questions or concerns, they should ask the front office staff who could best assist them.

If a parent has a question related to instruction or the classroom, the teacher should be the first person to whom the parent would go for information and/or resolution. If the parent does not feel their concern has been resolved by the teacher, they should ask the teacher for a meeting with the campus principal. The next steps would be to bring their concern to the Co-Executive Director(s), requesting a meeting with the teacher and campus principal. Finally if the parents/guardians still feel their concerns have not been addressed they may take their concerns to the Board of Directors. All requests or concerns to the governing board must be done in writing.

Addressing questions and concerns on social media should be avoided to maintain a positive and respectful atmosphere. Concerns received anonymously (outside of the annual school surveys) will be discarded.

### **CALL OUT SYSTEM**

Legacy Prep utilizes outside vendors, such as Edlio, to communicate through phone, text, and email. Emergency situations will be communicated to families via these methods. All pertinent school information can be found on the school's website.

### **STUDENT COMMUNICATION FOLDERS/PLANNER**

Email is the primary form of communication between Legacy Prep staff and parents/guardians. At times, paper documents may be sent home. Please check your child's backpack and communication folder daily for important papers from the class or the school.

### **SURVEYS**

Legacy Prep cares about stakeholder feedback. Legacy Prep distributes surveys to students and families. These surveys are anonymous and are used to better the programs and services at Legacy Prep. It is through these surveys that teachers, students and families have the opportunity to express their satisfaction with the Legacy experience.

### **NEWSLETTER & MOBILE APP**

During the school year, Legacy families can expect a weekly communication from the district including notifications of important activities and events.

The Legacy Prep mobile app provides easy access to the most frequently requested information and is a supplement to the school website. You can find the app in both the Android and Apple app stores under "Legacy Preparatory Academy".

### **SOCIAL MEDIA**

School social media accounts are managed and updated by school administration.

**Official Facebook Page:** Legacy Prep Social Media

**Instagram:** LPALIONS

### **COMPUTERS/INTERNET ACCESS**

The use of computers by our students is an important tool while learning at Legacy Prep. Our classroom teachers integrate a number of technology resources in their classrooms to support instruction. All staff working with children using computers carefully monitor internet and intranet access. The Legacy Preparatory Network Acceptable Use Policy and the Electronic Device Check Out Form are on the school's website.

Students and parents are required to read, understand, and sign an acknowledgement of agreement regarding safe use of devices before using computers or other devices at Legacy Prep. Families may obtain a copy of this agreement by contacting the front office.

### **CONCUSSION AND HEAD INJURIES**

Legacy Preparatory Academy has adopted an official policy, which can be found on the school website. All parents will be required to sign the [Concussion and Head Injury](#) Policy document prior to the start of each school year.

## CONFLICT RESOLUTION

At times, parents have concerns about how difficulties are handled in school. Please use the following procedures to ensure that concerns are addressed promptly and directly.

1. Talk to the teacher(s) directly involved with the concern. Most matters can be resolved with a parent/teacher discussion. While parents are welcome to volunteer during school, teachers should not be disturbed during school hours to address concerns or to resolve conflicts. Please [schedule an appointment](#) with your teacher to discuss your concerns. Teachers are at school until 3:25 PM on Mondays, Tuesdays, Thursday, and Fridays and until 4:00 PM on Wednesdays.
2. If a parent and teacher cannot resolve the concern, please arrange a time to speak to the building principal. Appointments with the building principal can be made by calling the front office.
3. If a parent, teacher, and principal cannot resolve the concern, the Principal will arrange a time to meet with the Executive Director(s) and parents.
4. If the school has not resolved the issue after meeting with the teacher, principal(s), and Executive Directors the Board of Directors should be contacted. Concerns addressed with the Board of Directors should be done in writing by emailing them at [board@legacyprep.org](mailto:board@legacyprep.org).

Matters that cannot be resolved in the first two steps are usually matters that involve school policy. Please refer to the Grievance Policy on the website for further information.

## CURRICULUM

Legacy Preparatory Academy follows all state standards and supplements with the Core Knowledge Sequence. We believe a grade-by-grade core of shared knowledge is necessary to provide a strong and equitable education. Schooling can provide children with a stable, clearly defined, and shared curriculum to help them build solid knowledge foundations for academic success, equity, and higher literacy.

## DISCIPLINE

Detailed information on the school's [Student Conduct and Discipline Policy](#) can be found on the school's website.

## DONATIONS

Please refer to the [Donation and Fundraising policy](#) for additional information

## DRESS CODE (UNIFORMS)

[Legacy Prep's Uniform Policy](#) was created with the goal of improving the classroom environment by:

- Helping students concentrate on their schoolwork.
- Removing distractions created by socioeconomic differences and modern fashion.
- Instilling discipline and self-respect.
- Building school spirit among students.
- Maintaining a healthy and positive school image in the community.
- Providing a visible symbol of commitment to the importance of school.

The [uniform chart](#) is available on the website and on the Legacy Prep mobile app for your reference at any time.

### SPIRIT WEAR

Legacy Prep sells school t-shirts, sweaters, and jackets. Spirit wear designs change every year. School spirit sweaters and jackets may be worn any school day over the appropriate uniform shirt. Spirit wear will be ordered annually in the fall.

### SPIRIT DAY

Every Wednesday is "spirit day." Participation in spirit day is optional. Students wanting to participate may wear a school t-shirt or sweatshirt. Bottoms must fit within the uniform

guidelines. The most up to date and complete information about Wednesday spirit day dress is available in the school's uniform chart.

### **DRESS DOWN DAYS**

"Dress Down" means that students may wear regular clothes to school that day, instead of the standard uniform:

#### **SAFE**

- No clothing with drug, alcohol, gang references, or skulls, Modesty rules apply at all times.
- Shorts, skorts, and skirts must follow hemline guidelines (no more than 2 inches above the knee), and undershirts must be worn under low-cut tops.

#### **ENGAGED**

- Clothing must fit appropriately, nothing overly tight or baggy.
- Shirts must cover shoulders and midriffs.

#### **RESPECTFUL**

- Nothing offensive or inappropriate to the LPA Code of Conduct.
- Clothing must be modest, clean, and in good repair (no holes in jeans).
- No hats or pajamas.

#### **RESPONSIBLE**

- Students understand the expectations of Dress Down Day and will call home if their attire does not meet these expectations

### **DRUG FREE SCHOOLS**

Students, staff, parents, and visitors are prohibited from use of tobacco products and other illegal and harmful substances on school grounds, in school buildings, and in school vehicles at all times. Tobacco products refer to all uses of tobacco for smoking or chewing and includes but not limited to; cigars, cigarettes, e-cigarettes, vaping devices, pipes, shredded tobacco, smokeless tobacco and snuff.

### **DUE PROCESS**

Due process is a legal right of students to be informed of rules, to be informed of any charges which may be made against them, and to ask for consideration of special circumstances. When students find themselves in the position of receiving disciplinary actions, they may not agree with the process. In this case, students have the right to appeal. All disciplinary decision will follow FERPA rules. Students may appeal a disciplinary decision in writing to the Co-Executive Director(s) within three days of the event. The Co-Executive Director(s) are the final level of appeal for any disciplinary decision involving restrictions of privileges, restitution, and disqualification of tests or assignments, of short-term suspensions (less than 10 days). Further appeals should follow the [Grievance Policy](#).

#### ***RIGHTS UNDER DUE PROCESS***

*All students are entitled to a free and appropriate education. If students find themselves in the unfortunate position of losing that right, they are entitled to due process. This means there are certain procedures, which school officials must follow prior to taking appropriate disciplinary action. There are also procedures that students must follow if they do not agree with the school's actions. While we hope students will never be in a situation where they need the protection of due process. If they do become involved in situations in which suspension or expulsion may result, both students and parents should be aware of due process rights.*

## **ELECTRONIC DEVICES**

Personal electronic devices (including but not limited to phones, cameras, smart watches, mp3 devices, iPods, gaming devices, etc) may not be used at any time on campus during school hours without permission from a staff member or administration. Any and all use of electronics in the restrooms or locker rooms is prohibited. At no time may an electronic device be utilized in a way that threatens, humiliates, harasses, or intimidates students, staff, or visitors, or in any way that violates local, state or federal laws. Staff and/or administration may confiscate an electronic device if used by the student at any time during the school day. If confiscated, items will be labeled and locked in the office. Upon confiscation, Legacy Prep will follow the Cell Phone/Electronic Device Contract. If a student refuses to relinquish their device upon request, additional consequences will be imposed.

## **ENROLLMENT FOR THE NEXT SCHOOL YEAR**

There will be three groups of students enrolling for the next school year. They include currently enrolled students, siblings of currently enrolled students that have not yet attended Legacy Prep and new students. You will receive notices on how to enroll for the next school year each December. Enrollment is fully digital and takes place online. The criteria for enrollment is as follows:

### **CURRENTLY ENROLLED**

Enrollment for the next school year for students already attending Legacy Prep is confirmed. If we do not receive the digital form(s) by the given date, your child(ren) may risk losing their position(s) for the upcoming school year.

### **SIBLINGS OF CURRENTLY ENROLLED STUDENTS**

While Legacy Prep cannot ensure enrollment of siblings currently enrolled, siblings are given a higher priority in the lottery.

### **NEW STUDENTS**

Those applying for enrollment with Legacy Preparatory Academy for the first time must complete the application process for the lottery by the deadline. These names will go through the lottery process for selection of a seat, all others will be waitlisted.

### **REGISTRATION**

Registration is completed online. It is the parent's responsibility to request a paper copy of the registration form if they do not have access to the internet. The office is happy to assist with this request. Registration must be completed within the timeframe given or the student will return to the lottery.

## **EMERGENCY PREPAREDNESS**

A preparedness response is the best method to ensure that the health and safety of students are safeguarded, any disruption to the education program is minimized, and students and employees are trained to respond to emergency situations. It is the parents' responsibility to maintain accurate emergency contacts in the school's SIS system.

Initial and refresher training will be provided to school staff in support of the plans and procedures annually. The plan will be validated by conducting emergency drills in accordance with state yearly requirements to identify areas for additional training, revise procedures and insure continued readiness.

Evacuation routes are displayed in each class room. Crisis Management and Emergency Response Plans are available in each classroom to provide immediate information and direction for all persons on the premises in case of emergency.

## **EXTRACURRICULAR ACTIVITIES**

The following fine arts activities and sports are available, but are subject to change based on coaching availability; Student Government, Ballroom Team, Dance Company, Debate Competitions, Co-ed Cross Country, Boys/Girls Basketball, Boys/Girls Soccer Boys/Girls Volleyball. Being a member of a sports team or a performing arts group or a school sponsored club at Legacy Prep is a privilege. Students who participate are expected to be outstanding citizens of the school and as such will abide by the following expectations.

### **MEDICAL RELEASE + FEES**

Participants are expected to complete all medical release forms and pay all associated fees within 2 weeks of making the final roster.

### **BEHAVIOR**

Participants are expected to show respect for all other players, advisors, coaches, parents and officials.

### **GRADE/CITIZENSHIP BENCHMARKS**

Grades and Citizenship will be checked on a weekly basis. If the grade or citizenship is not brought up 1 day before activity/event, then the student will not be eligible to participate. Refer to the participant contract for additional details on grade and citizenship requirements.

## **FIELD TRIPS**

Students will occasionally participate in educationally oriented and/or service learning field trips. Permission from parents is needed for participation in field trips. Permission forms will be provided with specific details about each field trip. The form must be signed by the parents and turned into the school. If the slip is not signed and returned by the due date, your child will not be able to participate.

If a parent does not want their child to ride the school assigned transportation to/from any field trip, they must check their child out of school and transport them to and from the field trip. Parents who chaperone field trips are not allowed to drive their child home if they rode the bus to the field trip.

## **FOOD DELIVERIES**

Legacy Preparatory Academy is a closed campus during the school day. For the safety and security of all students and staff, food deliveries for students from outside vendors (including but not limited to DoorDash, Uber Eats, Grubhub, or similar services) are not permitted during school hours. Allowing food deliveries disrupts the instructional environment and creates unnecessary safety concerns by introducing unauthorized visitors onto campus. Students are expected to remain in their assigned classes during the school day. If a student forgets a meal or has a specific food-related need, parents or guardians should contact the front office. The school can work with families to ensure student needs are addressed in a safe and appropriate manner.

## GRADING STANDARDS

Student academic achievement is the primary goal of Legacy Prep. We believe that when students are fluent in foundational knowledge of the major disciplines they can effectively express their knowledge and master higher-level skills. Therefore, the foundation of instruction will focus on mastery of fundamentals. Standards-based grading (SBC) aligns instruction, assessment, and grading to specific learning standards for what students are expected to know and do. Student grades reflect learning and achievement levels, rather than effort or work habits.

Legacy Prep families can access the most up-to-date information on their students' academic progress by accessing Aspire. Links and information are available on the school's website. Families may also reach out to the student's teacher for updates as needed.

### LEGACY GRADING SCALE

Students in grades K-9 will earn grades based on mastery using a 1-4 marking system. An explanation of the K-9 grading standards is included below. *The Junior High is currently on a traditional grading system and will be moving towards Mastery Based Grading over the next three years.*

### K-9 GRADING MASTERY DEFINITIONS

Using mastery based grading standards, our teachers are using the guide below to measure mastery of a standard within a given subject.

MASTERY MARK	ACADEMIC PROGRESS
4	<b>Exceeds Mastery</b> <ul style="list-style-type: none"><li>Consistently demonstrates concepts and skills of standard</li><li>Frequency of behavior, nearly all the time</li><li>Requires no support when demonstrating understanding</li><li>Demonstrates a thorough understanding of content taught</li><li>Makes no major errors or omissions when demonstrating concepts or process taught</li></ul>
3	<b>Mastery</b> <ul style="list-style-type: none"><li>Usually demonstrates concepts and skills of standards taught this quarter</li><li>Frequency of behavior, most of the time</li><li>Requires limited support when demonstrating understanding</li><li>Demonstrates a general understanding of content taught</li><li>Makes few major errors or omissions when demonstrating concepts or process taught</li></ul>
2	<b>Approaching Mastery</b> <ul style="list-style-type: none"><li>Sometimes demonstrates concepts and skills of standards taught this quarter</li><li>Frequency of behavior some of the time</li><li>Requires moderate support when demonstrating understanding</li><li>Demonstrates a partial understanding of content taught</li><li>Makes some errors or omissions when demonstrating concepts or process taught</li></ul>
1	<b>Limited Demonstration</b> <ul style="list-style-type: none"><li>Seldom demonstrates concepts and skills of standards taught this quarter</li><li>Frequency of behavior: seldom</li><li>Requires considerable support to demonstrating learning of concepts and skills</li><li>Demonstrates limited understanding of concepts, skills, and processes taught</li><li>Makes frequent major errors or omissions when demonstrating concepts or process taught</li></ul>

## SUBJECT CLASS CITIZENSHIP MARKS

All K-9 students earn a citizenship grade in subject classes. Citizenship grades are based upon attendance, behavior, work completion, and participation. Teachers will provide students and their parents/guardians with specifics regarding citizenship grading.

MASTERY MARK	CITIZENSHIP PROGRESS
H	<b>Honors</b> <ul style="list-style-type: none"> <li>• Consistently exceeds expectations in work completion, preparation, and consistently contributes to class discussion</li> <li>• Actively contributes to the learning experiences of their peers. Has kind and courteous interactions with peers and adults</li> <li>• Uses school devices, materials, and facilities appropriately</li> <li>• Consistently has materials for class and a charged computer</li> <li>• Is on time to class every day</li> </ul>
S	<b>Satisfactory</b> <ul style="list-style-type: none"> <li>• Consistently meets expectations in work completion and preparation, contributes to class discussions</li> <li>• Respects others, and contributes to building a positive community</li> <li>• Uses school devices, materials, and facilities appropriately</li> <li>• Has materials for class and a charged computer</li> <li>• No more than 2 tardies in a term</li> <li>• No more than 1 unexcused absence in a term</li> </ul>
N	<b>Needs Improvement</b> <ul style="list-style-type: none"> <li>• Inconsistently meets expectations: occasionally completes work on time</li> <li>• Not always prepared to learn</li> <li>• Sometimes off-task and/or disruptive</li> <li>• Occasionally contributes to class discussions</li> <li>• At times has kind and courteous interactions with peers and adults</li> <li>• Has two-three documented instances of school device, materials, and/or facilities misuse</li> <li>• At times has needed materials; computer is sometimes charged</li> <li>• No more than 3 tardies in a term</li> <li>• No more than 3 unexcused absences in a term</li> </ul>
U	<b>Unsatisfactory</b> <ul style="list-style-type: none"> <li>• Seldom meets expectations: work is habitually late, incomplete, or not submitted</li> <li>• Unprepared to learn</li> <li>• Does not participate in class discussions</li> <li>• Does not work well with others</li> <li>• Is often off-task and may be disruptive</li> <li>• Needs to be more respectful to peers and adults</li> <li>• Has three or more documented instances of school device, materials, and/or facilities misuse</li> <li>• Rarely has needed materials and/or a charged computer</li> <li>• Has 4 or more tardies or unexcused absences in a term</li> </ul>

## **GUM**

To maintain a clean and respectful learning environment, gum is not permitted on school grounds. Chewing gum can create unnecessary distractions in class, damage school property, and present cleanliness concerns. We ask that students and parents' partner with us in upholding this rule to ensure our campus remains welcoming and well cared for.

## **HOMEWORK**

20 minutes of nightly reading is a consistent expectation for all students K-9. Homework is practice or application of skills learned in class and should not need constant instruction from parents. Individual classroom teachers will decide what their homework requirement is. Teachers may assign some math problems for practice, or a project that may need to be finished at home. Parents who find that their child is spending an inordinate amount of time completing homework should reach out to their child's teacher(s) for clarification and support.

## **LATE PICK UP FEE**

All students must be picked up within 30 minutes of the end-of-day dismissal bell. To ensure the safety and supervision of all students, those who remain beyond this time frame will be subject to a late fee of \$15 per hour (or any portion thereof). We ask parents to plan accordingly so that pick-up is prompt and consistent.

## **LEARNING MANAGEMENT SYSTEMS: ASPIRE (SIS) & CANVAS**

[Aspire](#) is a program we use to keep track of attendance, report cards, and all school fees, including lunch account balances. Emergency contact information should be kept up to date within Aspire. There's a link for Aspire/SIS on the school website. Only one username and password is needed per family. If you need your child(s) student ID number or assistance resetting your password please contact the front office at 801-294-2801.

All teachers at Legacy Preparatory Academy use Canvas to post online content, interact with student work, and post grades. Here you will find important information regarding assignments and assessments. Check Canvas regularly to keep up to date with your child(s) grades and progress throughout the school year. From within Canvas, you can subscribe to an automated daily or weekly email that will give you an overview of your children's progress

## **LIBRARY**

Our school maintains a learning center providing a large selection of books and other materials. Your student will be offered the opportunity to check out books twice monthly. When library books and other materials are brought home, we would appreciate your cooperation in seeing they are well cared for and returned promptly. Students benefit from learning to responsibly care for and return books and materials from the library.

## **LOST AND FOUND**

Please take time to label items sent to school with your child's first and last name. All "lost and found" articles such as clothing, lunch boxes, backpacks, glasses, etc. are placed in the "lost and found" areas. Every effort is made to get students to check the "lost and found" area and claim their belongings. If your child is missing something you sent to school with them please feel free to come and look through the "lost and found" area. All items not claimed by the end of the month are donated to a local charity.

## LUNCH

Legacy Preparatory Academy is now part of the National School Lunch program. You may fund your student's lunch accounts using cash, e-check, or credit card through Aspire, our student management system. You may also come into the office and fund lunch accounts in person with cash or check.

A lunch menu will be emailed to parents and be available both online and on the app. There will be two entree choices daily, with a fresh fruit and vegetables/salad bar included as part of both lunch options. Students will choose their entree option in class shortly after school begins each day. Students will be charged for their lunch when they enter their 4 digit ID code in the lunch line.

The regular price for student/child lunches is \$2.75. The regular price for an adult lunch is \$4.00. Reduced price lunches are \$.40. If you would like to apply for Free and Reduced Lunches, the application is available on the [school's website](#). We only need one application per family.

Students who have not pre-purchased lunch, may bring a sack lunch from home. Please do not send pop, caffeinated beverages, or candy in your child's sack lunch. Leaving out pop and candy will help students perform better in the afternoon.

## MEDICAL INFORMATION

### INDIVIDUALIZED HEALTH CARE PLANS

It is vital that we be informed of health issues that affect our student's well-being while attending Legacy Prep. Legacy Prep does not have a nurse on staff, if your child's health condition requires a Health Care Plan, please contact the office.

### MEDICATION

If your child requires medication at school, there are specific guidelines that must be followed. Please refer to the [Administration of Medication Policy](#) on the school's website for additional details.

### ILLNESS

The health of our students is important. If your child is sick, keep him or her home; otherwise, your child will be expected to participate in all activities unless we have a physician's note. Keep your child home from school when he/she has a fever, has been on an antibiotic for less than 24 hours, the length of time identified by your doctor, etc. In instances where illnesses arise while a student is at school, students will come to the school office and contact their parent/guardians. Students who are ill (fever, vomiting, etc) must be picked up immediately from school. If a parent/guardian cannot be reached an emergency contact will be notified.

### HEAD LICE

Head lice sometimes occurs in schools. If we encounter a case, we will follow our internal procedures, remembering to protect the dignity and privacy of any child involved.

### INJURIES

Students are asked to report all accidents to the classroom teacher. Staff members are to report all serious accidents or injuries, including all head injuries, to the front office. If the injury is an emergency, 911 will be called and parents will be notified immediately. It is important that parents/guardians keep contact information current in Aspire. In the case of an emergency, the school will release the student's medical information to emergency personnel.

## MESSAGES FOR STUDENTS

In the event you have an emergency and need to get a message to your child, please call the office and we will get the information to your child. While students may bring a cell phone it must remain out of sight and in a backpack, bag, or locker and turned off during the school day (see [Electronic Resources Policy](#)). If a student needs to call home, they are not to use their personal cell phones/electronic devices, but rather call from the office if they are sick and need to go home.

## MONEY AND OTHER VALUABLES

Excessive amounts of money or valuable items such as Air Pods, phones, electronic gaming systems, etc. should not be brought to school. There is no place in the classroom to safeguard items of value. The school will not be responsible for items brought by your child to school that become lost, stolen, or damaged.

## PARENT AND FAMILY ENGAGEMENT

Legacy Prep recognizes that parents are their children's first and most influential teachers and that sustained family involvement in the education of their children contributes greatly to student achievement and a positive school environment. Administration shall work with staff to develop meaningful opportunities at all grade levels for families to be involved in school activities.

Legacy Prep has developed and distributed to families the school's [Parent and Family Engagement Policy](#). The policy describes the means for carrying out the Title I parental involvement requirements and can be accessed on the school's website.

## PARENT VOLUNTEERS

Legacy Prep is always in need of parent volunteers. The more volunteer support we have the more we can do for our school. Besides the things mentioned in the section below, look for a volunteer recruitment table at Back to School night. Notifications of upcoming volunteer opportunities will be sent out via email and may also be posted in the Legacy Preparatory Academy parents Facebook group. The majority of the school wide volunteer opportunities for the entire school year are listed and available for sign up on the schools website.

### **VOLUNTEER HOURS**

While no volunteer hours are required, volunteers are very important to keep our school running smoothly and to help give the students the best educational experience possible.

### **CLASSROOM MANAGERS**

Each elementary classroom has a classroom manager. Those interested in being a classroom manager will volunteer for their own child's teacher. Classroom managers will contact all classroom parents at the beginning of the school year to introduce themselves and ask for support with class activities and field trips. They will stay in contact with classroom parents throughout the year to communicate what help they will need in the classroom during school events and class parties.

### **SPORTS, CLUBS, EVENTS, AND SPECIAL PROJECTS**

Throughout the year there are opportunities to help with sports, school clubs, events, and special projects. Your students' coaches will let you know of sports volunteer opportunities. You can ask the sponsors of school clubs you and/or your students are interested in about opportunities to volunteer. Volunteer help is also needed for student activities, events, and special service projects.

## **PATRIOTIC, CIVIC, CHARACTER EDUCATION**

Legacy Preparatory Academy shall ensure that its patriot, civic, and character education programs are consistent with Utah Code § 53G-10-302, § 53G-10-304, § 53G-10-204, and R277-475-4 and -5. The Pledge of Allegiance to the flag shall be recited once at the beginning of each day in each classroom at the School. The Pledge of Allegiance shall be led by a student in the classroom, as assigned by the classroom teacher on a rotating basis. A notice informing students that they have the right to not participate in reciting the Pledge of Allegiance shall be posted in a conspicuous place. At least once per school year students shall be instructed that:

- Participation in the Pledge of Allegiance is voluntary and not compulsory;
- It is acceptable for an individual to choose not to participate in the Pledge of Allegiance for religious or other reasons;
- Students should show respect for individuals who participate and individuals who chose not to participate in the Pledge of Allegiance.

Teachers at the School shall strive to maintain an atmosphere among students in the classroom that is consistent with the principles described in Utah Code § 53G-10-304.

## **PHYSICAL EDUCATION**

Students are provided physical education instruction each week and are expected to participate unless they have an injury which prevents them from doing so. Students should wear clothing and shoes that are appropriate for physical activity on P.E. days. Junior High students are expected to dress in their P.E. uniform during class.

## **POSITIVE BEHAVIOR REINFORCEMENT**

Students will be recognized for following school rules and exhibiting behaviors in line with the Legacy Paideia. This recognition will happen in the classroom with their teachers and in common spaces with all staff and faculty.

- Coins are given by elementary instructors to students. Classes with the most coins each month will be "First Class" at the assembly and have their class picture displayed in the entry.
- Noble Lions/Principals 100 Club tickets will be issued to all students K-9 from staff observing students following school rules in common spaces. Students turn their ticket into the front office and pick a number on the Principals 100 Club chart. When a row is filled, numbers from that row will receive a prize or special opportunity.
- Dress Code tickets will be issued by staff each morning to reinforce students in appropriate dress code. Students turn their ticket into the front office and will be entered into a monthly prize drawing.
- Teachers and staff will notice and document those students demonstrating our Paideia values. Shout outs are given during announcements.
- NOBLE 9 Monthly Recognition: Staff and teachers will review monthly shout-outs and nominate 9 student stand-outs each month to be recognized at a special family breakfast. These students will receive a Noble 9 T-shirt and "pay it forward" Paideia bracelets to hand out to their peers the next month as they see them following the Paideia.

## **RECESS PARTICIPATION**

Please dress your child(ren) according to the weather. Students will continue to have outdoor recess throughout the winter and spring months as long as the temperature allows. Outdoor recess may be canceled due to extreme temperatures, heavy rain, hail, or severe storms. Students will be encouraged to go outside unless they have a parent/doctor's note excusing them from outdoor activities/recess.

## REUNIFICATION PLAN

In the event of an emergency evacuation of Legacy Preparatory Academy, parents will be notified and the school will follow its Parent and Student Reunification Plan.

- If it is safe to do so, the primary relocation center for students and staff after an evacuation of the school buildings will be a designated location on school grounds.
- If it is not safe to stay on school grounds, the secondary relocation center, weather permitting, is Mills Park at 1850 South 1200 West, Woods Cross.
- In inclement weather, the secondary relocation center is the Church of Jesus Christ of Latter-day Saints building located to the west of LPA at 1478 West 2175 South, Woods Cross, Utah.

In order to reunite with your student and have him/her released to you after an emergency evacuation, you will be required to fill out a reunification card, show proper identification, and be documented as an authorized individual to pick up the student.

Daycare buses will not operate during evacuations so please plan on picking up your children.

This process will take time once you arrive at the school, so please plan accordingly. Remember to be patient and understanding.

## SCHOOL FEES

Elementary schools do not charge fees for events and activities taking place during the school day. Fees may only be assessed for after school or extra-curricular activities. Items used during the regular school day may be brought from home on a voluntary basis, otherwise, they will be furnished by the school. Junior High fees are charged based on classes and activities.

The Legacy Preparatory Academy board reviews and updates school fees on an annual basis. A breakdown of [school fees and the school fees policy](#) is located on the schools' website. Payment for damage to school property is not considered a fee and will be assessed to any student who has caused the damage.

All school fees must be paid within the first 2 weeks of school or within the first 2 weeks of being selected for a sport team or fine arts performing group. Student athletes will be ineligible to participate in any after school activities and events until all fees are paid in full.

## SCHOOL HOURS

School business office hours are 7:45 AM to 3:25 PM. Students are expected to leave the building no later than 15 minutes after dismissal unless under the supervision of teachers, advisors, or parents. Meetings should be pre-arranged with teachers or administrators before or after school. Because staff members are engaged in the education of students during school hours, parents will be asked to schedule an appointment.

During the summer months, June and July, the business office will be open from 9:00 am – 2:00pm Mondays- Thursdays. The school is closed on all federal holidays.

## **SCHOOL SAFETY**

A prepared response plan is the best method to ensure that the health and safety of students is safeguarded, disruptions to the education program are minimized, and students and employees are trained to respond to emergency situations.

To prepare for such events, a school Crisis Management and Emergency Response Plan is maintained. A school safety committee will update the plan as needed. The committee will consist of administrators, teachers, parents, and community members. Government agencies vested with the responsibility of directing and coordinating emergency services on a local and state level may also be included on the committee.

### **EMERGENCY DRILLS**

Fire and disaster drills are conducted in accordance with state law in an effort to acquaint staff and students with the necessary actions required to guarantee maximum safety. Students are guided through drills and assigned specific areas of safety when a fire/disaster signal is given. Classroom safety kits are available in each classroom. Students are trained in evacuation, earthquake response, and emergency protocols.

### **EMERGENCY RELOCATION PLAN**

The school's emergency relocation plan is posted on the schools website. Please familiarize yourself with it. There are a few instances where an off-site location, other than Legacy Prep facilities, will need to be used during or after emergency situations. The designated, off-site alternate location is, Mills Park. Each class has been provided a map in their emergency folder to the park. Parents will pick their child(ren) up at that location if we need to evacuate to an off-site location. Our call out phone system is capable of contacting all parents/guardians in the event of an emergency. Please make sure you have your contact information correctly listed in Aspire.

### **EMERGENCY DISMISSAL**

In the event of an emergency dismissal, you will receive notification from our call out phone system in the form of a text and automated phone call. Parents/guardians will receive further instructions regarding the emergency dismissal procedures via email. Please make sure you have your contact information correctly listed in Aspire.

All communication from the school will come via the school's call out phone system, district emails, and official social media pages.

### **SAFE ROUTES TO SCHOOL**

Traveling to school from the North or Northeast, students should walk or bike from their residence to Mills Pathway located on 1900 South at approximately 1320 West or to the pathway entrance from 2050 South and 1300 West. Then travel on the pathway until reaching the northwest corner entrance to the school grounds.

Traveling to the school from the West and Northwest, students should walk or bike east from their residence to Mills Pathway located directly west of the school with entrances from 1350 W. at 2175 S., 2250 S., and 2350 S. Then travel on the pathway until reaching the northwest corner entrance to the school grounds.

### **INCLEMENT WEATHER**

Occasionally there are days when weather or other conditions necessitate either a late start or the closing of school. Should the occasion arise when weather or other conditions necessitate a late start, early dismissal, or school closure, announcements will be made through the call out system.

Should the need arise to have a late start, school will begin at 10:00 AM. School will dismiss at the regular time. Parents may always choose to keep their child(ren) home if they feel the conditions are unsafe to travel.

## **SCHOOL PICTURES**

School pictures will be taken each fall and spring, with a make-up/re-take day a few weeks later. All students are required to have their photo taken. Junior High students will receive a school ID, which is required for admittance to after-school activities.

## **SELLING ITEMS AT SCHOOL**

Students may not bring items to school to be sold, either to teachers or other students. Community bulletin boards are available in each building to advertise items for sale through organizations such as Boy Scouts, Girl Scouts, clubs, and other fundraising activities and must receive approval from administration before any poster or advertisement is hung.

## **SPORTS**

There are several sports teams available for students at Legacy Prep. Sports teams are available to students in grades 6-9. All student athletes are expected to adhere to the extracurricular activities contract provided by the school. Coaches will not supervise any students or siblings not on the team, therefore all siblings should be picked up at the end of the school day.

## **STUDENT-LED CONFERENCES**

Legacy Prep does student-led conferences which teach the students leadership skills and accountability. Student-led conferences are held twice per school year, in the fall and winter. Parents will sign up for a 15-minute conference time slot to meet with their student's homeroom/advisory teacher and review student progress, academic and citizenship goals. As needs arise, parents/guardians are encouraged to reach out to individual teachers via email or to schedule a time to meet.

## **STUDENT SURVEYS**

Legacy's mission is to promote intellectual and moral virtue for our students. Parents will be asked to opt in all students for surveys with SEL questions. Legacy Prep defines SEL questions as: "the process through which students acquire and effectively apply the knowledge, attitude, and skills necessary to:

- Understand and manage emotions;
- Set and achieve positive goals;
- Feel and show empathy for others
- Establish and maintain positive relationships;
- Make responsible decisions; and
- Self-advocate."

Opt in options will be given to parents during registration for all surveys for students. Data gathered from these surveys may be used to:

- Revise practices, policies, and training to eliminate harassment and discrimination
- Host outreach events or assemblies to inform students and parents.
- Develop interventions for students
- Receive feedback from students about their educational experience and their engagement with what and how they are learning.

## **TEACHER ASSIGNMENTS AND JH CLASS SCHEDULES**

Elementary teacher assignments and Jr. High schedules are available in Aspire (SIS) before school starts. The school will send out an email when assignments and class schedules are available to view.

## **TESTING**

All Legacy Prep students will participate in state mandated testing as well as in other school wide testing. Teachers and administrators will use data from all assessments to determine a student's individual instructional needs and to plan for instruction. Parents who wish to opt students out of eligible state required tests, must do so 24 hours prior to the first day of testing.

#### **TOYS AT SCHOOL**

Toys are a distraction and disrupt the real purpose of school. The teacher may take any item that is being used as a toy and return it at the end of the day. The school is not responsible for lost or damaged personal property.

#### **VISITING THE SCHOOL**

During school hours, all visitors must check in at the main office and register in the visitor management system to receive a badge, in order to be in compliance with state and federal laws.



# LEGACY | Preparatory Academy

Classical Education and Fine Arts

## SCHOOL LEARNING COMPACT

### Parent/Guardian Responsibilities

I want my child to achieve therefore I will:

- Make certain my child attends school regularly and on time with the benefit of enough rest and a good healthy breakfast.
- Attend Parent Teacher Conferences, monitor my child's grades online, and communicate with my child's teacher to ensure his/her academic success.
- Look through my child's planner each night, reviewing and signing his/her planner, assisting him/her with organization, and positively discussing his/ her homework
- Provide an environment in the home that enables my child to engage in scholarly pursuits on a daily basis by setting up a specific time in a quiet place with necessary tools and assistance to study and by being an example of a lifelong learner.
- Encourage positive attitudes toward school by speaking with good purpose about school.
- Support the school and staff in maintaining proper discipline.
- Willingly volunteer in my child's classroom and/or school activities.

### Student Responsibilities

I want to learn, therefore I will:

- Attend school regularly and on time.
- Complete assignments, homework and reading requirements.
- Bring my Learning Plan, homework, docket, and supplies to school each day.
- Work to the best of my ability.
- Be positive and work cooperatively with classmates, teachers and staff.
- Respect myself, other people, and my school.
- Follow all school rules.
- Accept responsibility for my actions.

### Teacher Responsibilities

It is important that my student achieve, therefore I will:

- Hold high expectations for all students and foster their innate curiosity and desire to learn.
- Enthusiastically provide high-quality instruction in a supportive and positive environment.
- Provide meaningful homework that reinforces skills and concepts taught in class and develops good study skills and habits.
- Explicitly teach each student in each setting what behaviors are expected and what behaviors are appropriate.
- Communicate regularly through the school website, Parent-Teacher Conferences, emails, newsletters, progress reports, etc.
- Provide opportunities for parents to assist in the classroom in meaningful ways and to observe classroom activities.

### Administrative Responsibilities

I support student achievement, therefore I will:

- Provide an equitable learning environment for all students.
- Invite all parents to share in enriching student education.
- Provide curriculum and instructional training that follows the classical education model.