



PARENT CONTRACT
&
TERMS AND CONDITIONS
HANDBOOK

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WELCOME TO LEGACY ACADEMY

PHILOSOPHY

- We are a Christian pro-family, and multicultural academy, inspired by the arts and music.
- We believe in children and the power they have in their hands.
- We believe in the positive influence the arts can have in the mind of the children and all the benefits they can contribute to a learning scenario.
- We encourage individualism, independence, and critical thinking.
- We challenged all students to succeed at a high level to prepare them for future success.
- We foster an environment where everyone is respected and valued equally.
- God and the family institution are our priority now and always.

MISSION

To educate, guide, and promote individual and spiritual growth in the children of our community, using the fine arts as a teaching strategy with the purpose to develop open and creative minds in our future generation.

MOTTO

Cultivating Creativity, Fostering Faith, Shaping Futures

VALUES

Education, Creativity, Social Impact, Individual Growth, Innovation, and Education

SCHOOL HOURS

8:15 AM- Gates are open for the students to come in and go to their classroom. No student is allowed in classrooms until this time.

8:25 AM- Student should be in their classroom ready to start the academic day

8:30 AM- Gates are closed. Classes starts at this time. All students arriving after this time must sign in at the main office with their parent's company.

9:00 AM- All students that are not at the school nor excused will be marked as absent.

3:05 PM- Students dismissal

3:20 PM- Students not picked up on time will be placed in After Care. The full After Care Fee will be charged.

3:00 PM-6:00 PM – After Care service. Students staying past 6:00 PM will be charged \$1.00 for every minute past 6:00 PM.

*Students arriving before 8:00 AM or staying after 3:15 PM must go to daycare. Students are not permitted to loiter about the school grounds or wait in the office before or after school hours. After the teachers leave at 3:50 PM, students will not be allowed to enter the classrooms for forgotten books, assignments, or any other reason.

1 **INTRODUCTION**

- 1.1 In this contract, you will find all the regulations and norms of LEGACY ACADEMY. Once you sign this contract, accept all these statements and certify that you clearly understand them.
- 1.2 The documents included in this contract are: Admissions, Fees, Educational Matters, Student Dress Code and Parent Dress Code, Behavior and Discipline, Discipline Policy, Safety and Privacy Protocols, Internet Use Norms and Rules, Parent Consent, Parent Commitments, and LEGACY ACADEMY Enrollment Agreement. After reading each section, you must sign representing yourself and your student(s).
- 1.3 **Variation:** These terms and conditions, rules, procedures, and fees listed are subject to change occasionally with or without prior notice.
- 1.4 **Changes:** LEGACY ACADEMY, like any other school, is likely to undergo several changes during the time your child is a student here. Please see *Section 10* for further details of the changes that may be made and the consultation and notice procedures that will apply.

2 **TERMINOLOGY**

- 2.1 **LA, School, We or Us:** means Legacy Academy as now or the future constituted (and any successor).
- 2.2 **Parent(s) or You:** means any person who has signed the acceptance form. The Parents are legally responsible, jointly and severally, for complying with their obligations under these terms and conditions. Fees payable by a third party (for example, an employer, grandparent, step-parent without Parental Responsibility, or third-party credit provider) will be subject to a separate agreement between the school, the parents, and the third party.
- 2.3 **Student, Pupil:** means the child named on the acceptance form.

3 **ADMISSIONS (must be signed with initials)**

- 3.1 Requirements for registration are listed below. A parent must accompany all students at registration and bring the proper documents.
- 3.2 The following list of items is needed for registration:

- _____ Parent Contract
- _____ Internet Use and Promotion
- _____ Dress Code Agreement Form
- _____ Photograph Video Release Permission Form
- _____ Proof of Residence

(copy of legal guardian's photo id, copy of a utilities bill (water or electricity), copy of lease agreement or mortgage bill or tax collector invoice)

- ____ Proof of Immunizations (Current)
- ____ Proof of Physical Exam (Within the Last 12 Months)
- ____ Copy of Student Social Security Card
- ____ Copy of Birth Certificate
- ____ Proof of Guardianship (If A Student Is Not Living with Parents)
- ____ Requests for Transcripts/ Cumulative Folder (Consent of Release)
- ____ Special Programs Information (Copy of IEP, 504, Or Gifted Plan) (If Applicable)
- ____ Contact & Emergency Information Card
- ____ Copy of Most Recent Report Card or Official Transcripts
- ____ Copy of Standardized Testing (If Applicable)
- ____ ESOL/ ELL, Literacy Folder, And Any Conduct/Discipline Actions (If Applicable)
- ____ Registration Fee, Seating Fee, Administrative Fee

3.4 **Disclosures:** The Parent or Legal Guardian must, as soon as possible, disclose to the school verbally and in writing:

- 3.4.1 any known medical condition, health problem, or allergy affecting the student;
- 3.4.2 any history of a learning difficulty on the part of the student or any member of the immediate family, and if so, with supporting documentation/records.
- 3.4.3 any disability, special education needs, or any behavioral, emotional or social difficulty on the part of the student; and if so with supporting documentation /records.
- 3.4.4 any family circumstances or court order which might affect the student's welfare, mood or social and academic performance; and if so with supporting documentation/records
- 3.4.5 any concern about the student's safety;
- 3.4.6 any change in the financial circumstances of the parents (including changes that can affect, in any way, the student's scholarship status)

 4 **FEES** (must be signed with initials)

- 4.1 **Fees:** may include alone or in combination any of the Registration Fee, Seating Fee, Administration fee, the Acceptance Deposit when applicable, tuition fees, fees for extra tuition, other extras such a clothing and equipment, photographs or other items ordered by the Parents or the Student or changes arising in respect of educational visits, or damage where the student alone or with others has caused willful loss or damage to school property or the property of any other person (fair wear and tear excluded), or bank charges arising from default in Fees payment or late payment charges if incurred.

- 4.2 **Payment of Fees:** The parents jointly and severally agree to pay the fees applicable to each Term/quarter directly to the school. Except where a separate agreement has been made between the parents and the school for the deferment of payment of fees, fees for each Term are due and payable as cleared funds before the commencement of the School Term to which they relate. If an item on the fees invoice is under query, the balance of that fees invoice must be paid.
- 4.2.1 **Payment of Fees by a third party:** An agreement with a third party (such as an employer, grandparent, step-parent without parental responsibility or third party credit provider) to pay the Fees or any other sum due to the School does not release the Parents from liability if the third party defaults and does not affect the operation of any other of these terms and conditions unless an express release has been given in writing, signed by the Bursar. The School reserves the right to refuse a payment from a third party.
- 4.3 **Refund or waiver:** Save where there is a legal liability under a court order or under the provisions of this agreement to make a refund fees will not be refunded or waived if:
- 4.3.1 the student is absent through illness; or
 - 4.3.2 a Term is shortened, a vacation extended; or
 - 4.3.3 the student is released home before or after public examinations or otherwise before the expected end of a Term; or
 - 4.3.4 the school is temporarily closed due to adverse weather conditions; or
 - 4.3.5 for any reason other than exceptionally and at the sole discretion of the Administration in a case of genuine hardship.
- 4.4 **Indemnity:** The parents shall indemnify the school against all losses, expenses (including legal expenses) and interest suffered or incurred by the school if the school is required to repay all or part of any sum paid to it by a third-party credit provider on behalf on the parents.
- 4.5 **Exclusion for non-payment:** The school reserves the right to exclude the student on three days' written notice if fees are overdue for payment. If the pupil is excluded for 28 days, they will be deemed withdrawn without notice according to *section 8.8* and any fees in the current term and tuition for the remainder of the academic year. The school may withhold any information, character references or property while Fees remain overdue
- 4.6 **Fee increases:** Fees are reviewed annually and are subject to increase from time to time. Although unlikely, we would need to make a change in fees during the school year, parents will be notified immediately and will not be expected to comply until the following term/quarter.
- 4.7 **Information about fees:** The parents consent to the school making inquiries of the student's previous schools for confirmation that all sums due and owing to such schools have been

paid. The parents also consent to the school informing any other school or educational establishment to which the student is to be transferred if any fees of this school are unpaid.

4.8 Admissions cost for LEGACY ACADEMY

4.8.1 Tuition and Enrollment Fees:

- Yearly Tuition: \$8,500.00 (\$2,125.00 per term)
- Enrollment: \$150.00
- Registration: \$175.00
- Administration Fee: \$100.00 (*not covered by Scholarship*)
- Reserve Seating Fee: \$150.00 (*not covered by Scholarship*)
- Books: \$450.00
- Testing: \$250.00
- Special Tutoring: \$2,000.00 up to \$8,000.00
- Graduation Fee for Kindergarten, 5th and 8th grade: \$100.00
- Transportation Fee: *to be determined as needed on a case by case basis.*

Note: The Administration and Reserve Seating Fees are NON-REFUNDABLE

5 EDUCATIONAL MATTERS (must be signed with initials)

5.1 **Provision of education:** The school will do all that is reasonable to provide an educational environment and teaching of a range, standard and quality which is suitable for each student and to provide education to at least the standard required by law in the particular circumstances. The school cannot guarantee that the student will achieve their desired examination results or that results will be sufficient to gain entry to other educational establishments. That all depends on each student's commitment.

5.2 **Curriculum:** We reserve the right to organize the curriculum and its delivery in a manner that the Head's Professional Judgement sees fit and is most appropriate to the school Community as a whole. Our policy on streaming, setting and class sizes may change from year to year and from time to time and will depend mainly on the mixture of abilities and aptitudes among the students. If the parents have specific requirements or concerns about any aspect of the student's education or progress, they should contact the student's teacher or Administration Staff as soon as possible.

5.3 Religion:

Students have the right to:

- study, examine, discuss, criticize or support religious ideas and institutions for their literary and historic qualities when presented objectively as part of a program of education;
- release time from school to observe religious holidays, which is an excused absence with written parental permission; practice their religion.

Students have the responsibility to:

- not endanger the physical health or safety of themselves or others or disrupt the educational process;
- develop tolerance and respect for the beliefs of others;

- inform school officials in writing through their parents about any religious practices or beliefs that may conflict with school rules or regulations;
- decide for themselves whether or not they wish to participate in any religious activity.

5.3.1 **Chapel Services:** Chapel services are held for all students during special chapel periods. Guest speakers, faculty, or students bring messages of significance. Classes enter quietly and are seated with no unnecessary talking. Bibles may be brought, but no other books. The attendance to these chapel services is mandatory. However, the school chapel service is not intended to be a substitute for the student's active participation in the service and activities of their own church.

5.4 **Learning difficulties:** The school shall do all that is reasonable to manage/accommodate a student with a learning difficulty, which is considered to be a "special educational need". The School's staff and teachers, however, are not qualified to make a medical diagnosis such as those commonly referred to as dyslexia, ADHD, or other learning conditions. It is important to note that LEGACY ACADEMY'S accommodations are not part of or a substitute for an IEP or the Special Education Program offered by the schools that comprise the Public Education system (Hillsborough County schools or others). LEGACY ACADEMY is a private educational institution whose primary focus is to achieve the maximum academic potential of each student. Therefore, if a student needs special accommodations we can offer to provide and facilitate within reason, a "Modification Plan" which can help lay out a plan for specific accommodations when needed. This goal can be best reached when we work as a team with parents, teachers, and health professionals. Please refer to *Section 5.5* of this contract.

5.5 **Information about Learning Difficulties:** Every parent shall notify the school upon registration/enrollment and at the time of medical diagnostic evaluation of any known learning difficulties/disabilities. Parents must provide any and all documentation in regard to any previous or new IEP or medical diagnosis for any learning difficulties/disabilities. The parent must provide the school with copies of all written reports and other relevant information. Upon receipt of all documentation, the school will consult with the teacher, the parent, and the student to determine if the school can meet the child's educational needs. If the school determines that it cannot meet the child's educational needs, the parent will be allowed to withdraw the student without being charged any additional fees. If the school determines that it can meet the student's needs, the school reserves the right to charge for any additional teaching if needed.

6 STUDENTS DRESS CODE (must be signed with initials)

Student appearance must be conservative, clean, neat, and modest to reflect the highest standards of a Christian school environment. The school administration reserves the right to interpret these guidelines and make changes during the school year. Students are expected to follow these guidelines and every student shall wear school uniform.

6.1 **Hair:**

Boys must have neatly trimmed hair. Hair must be above the ears, off the collar, and out of the eyes. No extreme hair coloring and hairstyles, including Mohawks, "Rayhawks," or custom designs on the scalp, are allowed for boys or girls. Any hair coloring must be considered a natural hair color. The administration reserves the right to determine the appropriateness of hair length and styles.

Facial Hair:

If worn, facial hair must be well manicured and maintained and not present a distraction in any way. Upper school boys must be clean-shaven each school day. Designs in the eyebrows are prohibited. The Administration reserves the right to determine the appropriateness of facial hair.

6.2 **Shoes:**

Students must wear clean, neat, and properly laced shoes (closed-in toes and heels). All shoes must be solid **black** with no designs. No sandals, flip-flops, heavy military-type boots or shoes with metal tips with non-marking soles, or shoes with lights or rollers may be worn. Athletic shoes are required for PE class.

6.3 **Socks:**

Socks must be worn at all times (Solid school approved colors-Black, white or navy).

6.4 **Shirts:**

Uniform shirts must be tucked in. Polo shirts must be purchased through the approved uniform vendor in the school colors with the school emblem embroidered on the front. These are the only shirts permitted to be worn in school except for assigned dress down days. If wearing an undershirt, it has to be white.

6.5 **Bottoms:**

VPK-5th grade: Navy Blue uniform-type bottoms. Shorts and long pants are allowed and **must be worn with a belt.**

6th-12th grade: Khaki uniform-type bottoms. Only long pants are allowed and **must be worn with a belt. Male students in this grade will need a navy long pant for their Gala Uniform used on Thursdays.**

NO RIPPED JEANS on "dress down" days will be allowed. All bottoms must be worn with a belt through the belt loops, worn at the waist, and in good repair. Girls are also permitted to wear shorts, skirts or skorts. SKIRTS, SHORTS OR SKORTS, MUST BE NO MORE THAN 2" ABOVE THE KNEE. All bottoms can be purchased through any vendor of choice. Pants cannot have multi-pockets other than the traditional pockets and should not have elastic on the waistband or ankles.

6.6 **Outwear:**

If additional clothing is needed in the buildings for warmth, it must be a Legacy-logo sweatshirt, zip-front hooded sweatshirt, pullover sweatshirt, or jacket (over the uniform) from Educational Outfitters. NO HOODIES ARE ALLOWED.

Cold-Weather Exceptions: Girls may wear leggings or tights under their skirts (solid white, cream, black, blue, or gray) that are ankle length or footed.

6.7 **Jewelry and Accessories:**

Boys and girls may wear gender-appropriate but not overstated, questionable, or anti-Christian jewelry. Boys are not permitted to wear any body-piercing jewelry, including earrings. Girls are limited to two earrings per ear lobe, and no other piercings are allowed. Any piercings deemed to be inappropriate or distracting according to the Administration, will be asked to be removed. The Administration reserves the right to determine the appropriateness of jewelry worn.

1. Girls' earrings should be conservative and should not be distracting. Dangles or hoops must be less than 1 inch.
2. Girls should not wear excessive makeup or any facial accessories, nor should they wear it in a distracting manner.
3. Hats or bandanas are not acceptable in the classroom.
4. A simple chain necklace is permitted, but large pendants are not permitted.
5. Bracelets must be simple and modest.

6.8 **Enforcement of Dress Code Policy:**

Students out of uniform will be given notices. After the third notice for uniform violations in a semester, parents will be called and required to bring the correct uniform to school before the child can return to class. Uniform compliance is necessary in order for students to be invited for continuing attendance.

6.9 **Formal Dress Code (Thursdays):**

Legacy Academy offers a Chapel Time for every grade on Thursdays. That specific day all students must wear their **Formal Uniform**. All girls should wear the uniform skirt assigned and boys (all grades) should wear navy blue long pants with a belt.

6.10 **Parents Dress Code in the Academy:**

A dress code has been established within our facilities. We are asking all parents to wear the appropriate clothing to drop off and pick up your children at school. This applies for ladies and gentlemen. The rules are the following:

- No shorts or pants too tight
- No short or low-cut dresses
- No clothing that reveals undergarments
- No tight-fitting, sleeveless, see-through, tank top or skimpy shirts
- No sleeping attires

We would appreciate it if you take this new regulation into consideration and help us make our school institution a place of respect, order and Christian values.

7 **SAFETY AND PRIVACY PROTOCOLS** (must be signed with initials)

7.1 **Confidentiality:** The Parents authorize the school override their own and the student's right to confidentiality, and to impart confidential information on a need-to-know basis where necessary to safeguard or promote the student's welfare or to avert a perceived risk of serious harm to the student or to another person at the school. In some cases, members of

staff may need to be informed of any particular vulnerability the student may have. The School reserves the right to monitor the student's use of:

- e-mails;
- the internet; and
- mobile electronic devices.

- 7.2 **Special Security Precautions:** The school needs to be aware of any matters that are relevant to the student's safety and security. The school must be notified in writing immediately of any court orders or situations of risk in relation to the student for whom any special safety precautions may be needed. PARENTS MAY BE EXCLUDED FROM THE SCHOOL PREMISES if the Administrative staff, acting in a proper manner, considers such exclusion to be in the best interest of the student and/or any other member of the School community.
- 7.3 **Communication:** Good communication is essential from students and parents. Parent accounts need to be individually set up with *My School Worx*. There, parents will have access to their child's academic and conduct information as well as communication with teachers. Agendas are also a good way to communicate. We welcome parents to come in and have meetings when needed however, we ask that those be scheduled in advance and that parents do not interrupt teachers during class time. LA reserves the right to escort or ask a parent or anyone to leave school premises if their behavior, words or actions are in any way aggressive and threatening. LA will NOT tolerate anyone with derogatory actions towards our teachers, staff or students.
- 7.4 **School Premises:** The school will do all that is reasonable to ensure that the student remains under its care during school hours, but we cannot accept responsibility for the student if he/she leaves school premises in breach of school rules and regulations. LA is not legally entitled to prevent a student 16 years of age and older from leaving school premises during school hours.
- 7.5 **Student's Property:** The student is responsible for the security and safe use of his/her personal property including but not limited to; money, mobile phones, keys, watches, computers, toys, etc., and for the property lent to them by the school.
- 7.6 **School's Property:** The school provides the necessary equipment for the students to have a complete and adequate academic environment. The parent will be financially responsible for any damages to school property caused by the student that parent represents.
- 7.7 **School's liability:** Unless negligent or guilty of some other wrongdoing causing injury, loss or damage, LA does not accept responsibility for accidental injuries, or losses caused to the student or the parents or for loss or damage to their property.
- 7.8 **Lunch:** In an effort to provide a healthy and hygienic atmosphere we do not allow students to share lunch/snack items. If you would like to send any edible items to your child's class, please consult in advance with your child's teacher to ensure that provisions for allergies and or diet restrictions are made.
- 7.9 **Use of Medications:** If for medical reasons, the student needs to receive prescribed medication, the parent must need to fill out the *Administration of Medication Form*. Otherwise,

the student will not be allowed to bring any medication to the school facilities. The parent will bring the medication in the prescription container with the date, dosage, name of drug, student's and physician's name. Please ask for the **LA Guideline for Administration of Medication**. LEGACY ACADEMY follows the statutes of the *Hillsborough County Public Schools* in relation with medication and other manners related to the health.

- 7.9.1 **Medication Dispense Authorization:** In order for the school to dispense medication to a student during school hours, the parent must sign the Medication Dispense Authorization form. Any and all medications to be dispensed to a student during school hours must be prescribed by a doctor under a continuing prescription. No medication will be dispensed that is not prescribed by a doctor for a one time or temporary use, such as cold medication, pain medication, antibiotics, etc.
- 7.10 **Cellphones and Internet Compatible Devices:** students' personal cell phones or I-pads with internet access will be confiscated and parents will need to personally pick them up at the school. NO STUDENT is allowed to bring any technology that has open internet access. Any access to information of violent, gory or sexual content is COMPLETELY PROHIBITED on school grounds. Violation to our internet rules will result in disciplinary actions including school expulsion. PLEASE SPEAK WITH YOUR CHILD AND MAKE SURE THEY UNDERSTAND THIS RULE.
- 7.11 **Transportation:** When students are being transported to school or school activities in vehicles provided by Legacy Academy, all of the school rules apply, including but not limited to conduct and dress code. Students who ride a bus to any school activity will be required to return by bus. The only exception is when a student receives permission from the faculty sponsor to return with their own parents. Students may not ride home with another family or student.
- 7.12 **Independent Walkers/ Bike Riders:** Independent walkers/bike riders are defined as students who are walking or riding their bike home after school without adult supervision. Independent walkers/bike riders are not supervised by school personnel after exiting the building at dismissal. All parents who are going to allow their child to walk home alone must have to fill out the "**Independent Walker Consent**" and submit to Administration. Parents should not have their students exit as independent walkers and walk to a car parked on the street. All students leaving by car should be picked up in the Car Rider Line. Teachers will not allow students to leave through the independent walker/bike rider door (front entrance) if they do not have appropriate identification tags. These procedures have been put in place for the safety of students and the efficiency of the dismissal process.
- 7.12.1 **Arrival procedures for independent walkers & bike riders:**
- Bike riders and students walking to school independently may enter through the front entrance.
- 7.12.2 **Dismissal procedures for independent walkers & bike riders:**
- **We must have a signed Consent Form on file in the office BEFORE** we can release any student to walk/ride home without being met by a parent.

- Parents must purchase a walker dismissal tag/identification. All independent walkers/bike riders must exit the designated door (front doors) at dismissal with the permission of the teachers in charge.

7.12.3 **Release:** Signing the “Independent Walker Consent”, the parent accepts and assumes all such risks and responsibilities for losses, costs, and damages the parent may incur as a result of the Independent walker request. The Parent release, discharge, and covenant not to sue LEGACY ACADEMY, its administrators, pastors, principals, directors, agents, officers, partners, teachers, volunteers and employees from any and all liability, claims, demands, losses or damages on my account caused or alleged to be caused in whole or in part by the negligence of the releasees or otherwise and the parent further agree that if, despite this release and waiver of liability, assumption of risk and indemnity agreement, he/she or anyone on his/her behalf, makes a claim against any of the releasees or demand responsibility in cases of damages or accident.

8 BEHAVIOR AND DISCIPLINE (must be signed with initials)

- 8.1 **Conduct and Attendance:** It is of utmost importance that demonstration of courtesy, integrity, good manners, good discipline and respect be shown for the needs of others. The parents warrant that the student will take a full part in the activities of the school, will attend each school day, will be punctual, will work hard, will be well-behaved and will comply with the school rules about the wearing of uniform and general.
- 8.2 **Attendance:** Florida State Law requires that a student attend school every day except for personal illness or other extenuating circumstances. **It is required by law that parents explain the cause of a student’s absence.** If your child is absent, you are required to notify the school via phone by **9:00am**. If we do not receive a call that your child is sick or that a family emergency has occurred, he or she will be marked unexcused.
- 8.3 **Absences:** We, as a private school, are adapting to the Hillsborough County Attendance Policy (5200,5230) as a part of our Terms and Conditions for the Attendance and Absences Protocols:

“REPORTING YOUR CHILD’S ABSENCE

It is the responsibility of the student’s parent or guardian to explain a student’s absence to the designated office in person or by telephone. Parents are expected to notify the school the day of the absence. Schools may require additional documentation upon a student’s return.

Parents must provide school personnel with accurate telephone contact numbers (home, cell, and work for parents or legal guardians) and ensure the number(s) are correct if there is a change during the school year. This information must be given on the Emergency Contact Card provided by the school at the beginning of the school year and updated as changes occur.

The school shall make an effort to contact the parent or guardian on the day of each absence. Records of telephone calls or parent contacts shall be retained by the school for future references.

Students in attendance for “meaningful instruction” during any part of the school day are counted present for the day. Additionally, attendance for students in grades 6-12 shall be recorded each period. To be considered present in any period, a student must be present for at least one-half of that period.

EXCUSED ABSENCES:

Examples include:

- An illness of the student or a medical or dental appointment; six (6) or more absences within a nine-week grading period, may require a doctor’s statement by school officials;
- An accident resulting in injury to the student;
- A death in the student’s immediate family;
- An observance of an established religious holiday. Documentation of the religious affiliation of the student may be required by school officials. If the religious holiday observance cannot be identified as a traditionally well-known day, school officials should require a note from the parent and a letter from the leader of the faith organization stating that the day, if celebrated, would result in an absence. If the letters are submitted, the absence should be excused and also recognized as an established Religious holiday that does not impact any attendance incentives;
- Pre-planned absence for a personal reason that is acceptable to the principal or designee. A parent must make the request in writing to the principal or designee at least three (3) days prior to the date of the absence. The parent will be notified of the decision. Vacations, other than on non-student days, must be pre-approved.
- A subpoena by a law enforcement agency or a required court appearance;
- An emergency for a reason acceptable to the principal/designee for an emergency such as:
 - ✓ severe weather conditions;
 - ✓ a major personal or family problem;
 - ✓ fire, flood, or other major damage to the home;
 - ✓ an accident on the way to school; or
 - ✓ a breakdown of the school bus (failure to pick up the student).

MAKE-UP WORK (HCPS Policy 5200)

Elementary Students: A student who has been absent and whose absence is excused is permitted to make up the work missed after returning to school. Parents should contact the school and request make-up work at least 24 hours in advance.

Secondary Students (Grades 6th -12th): A student who has been absent and whose absence is EXCUSED is permitted to make up the work missed, provided that the student makes arrangements with teachers within three days of the student’s return to school. The student is responsible for making these arrangements. Make-up work must be submitted within the deadline(s) set by the teacher(s).

ADDITIONAL SECONDARY ATTENDANCE INFORMATION (HCPS Policy 5200)

If students in grades 6th -12th are not in class at least one half of the class period shall be counted absent from that class. Students in grades 6th -12th in attendance for any part of the day are counted present for the day but shall be counted absent for any class missed.

UNEXCUSED ABSENCE SANCTIONS:

- A student suspended out of school shall receive a grade of “zero” for tests and/or graded work missed.
- A student who receives an unexcused absence may be allowed to make up tests and/or graded work missed during the absence at the discretion of the classroom teacher. Middle school students may receive, and high school students must receive a 10% deduction from the grade of the make-up assignments. The student is

responsible for making arrangements with the teacher within three days of their return to school. Make-up work must be submitted within the deadline(s) set by teacher(s).

- *Students found to be truant will be referred to Administration."*

8.4 **Tardy:** students' school day begins at **8:30am**. At **8:25am** your student SHOULD BE SEATED IN THEIR CLASSROOM READY TO BEGIN HIS/HER DAY. Help your student to be on time. Promptness is a responsible habit that students learn from adults around them. The back entrance (car line) will be closed at **8:30am**. Any student arriving after that time MUST PARK AND SIGN-IN THEIR CHILD AT THE MAIN FRONT ENTRANCE "LOBBY" AND WILL BE MARKED TARDY.

8.4.1. **Tardiness to Class:** According to the Hillsborough County Schools Policy, *"A student is tardy when the student arrives after the beginning of the school day or when they is not in his/her assigned seat or station when the tardy bell rings. A student's tardiness shall be excused when the reason given is acceptable to the principal or designee."*

8.4.2. **Consequences for tardiness in a grading period include:**
Tardies will not be considered an incident until the student had accrued four or more tardies within a grading period. (*see section 8.10*)

8.5 **School Rules:** This Handbook/ Parent Contract have all the rules and norms which apply in LA and the parents are requested to read these documents carefully with the student before they accept the offer of a place. In *Section 1.2* you will find a list of documents attached in this handbook.

8.6 **School Discipline:** The parents accept the authority of the Head and of other members of staff on the Head's behalf to take all reasonable disciplinary or preventive action necessary to safeguard and promote the welfare of the student and the school community as a whole. The school's disciplinary policy applies to all students when they are on school premises, or in the care of the school, or wearing school uniform, or otherwise representing or associated with the school.

8.7 **Sanctions:** The school document of *Discipline Policy* and sanctions is given to the parents at the beginning of the semester, attached with this handbook and forms related to the admission process. Those discipline policies may undergo reasonable change from time to time but will not authorize any form of unlawful activity. Sanctions may include a requirement to undertake menial but not degrading tasks on behalf of the school, detention for a reasonable period, withdrawal of privileges, suspension, or alternatively being removed or expelled.

8.7.1 **Detention:** It requires the student to report to a designated area of the school during a specified time on a school day (typically either recess or after school) and remain there for a specified period of time. The parents will be contacted if the student is detained as a disciplinary sanction.

8.7.2 **In-School Suspension:** In-school suspension (ISS) is an alternative setting that removes students from the classroom for a period of time, while still allowing students to attend school and complete their work. Generally, a

student assigned to in-school suspension spends the entire day in the designated ISS Room, completing work submitted in advance by the student's teachers, while being monitored by school staff.

- 8.7.3 **Out-of-School Suspension:** Out-of-School suspension (OSS) means that the Student is sent or released home for a limited period as either a disciplinary sanction or pending the outcome of an investigation.
- 8.7.4 **Expulsion:** means that the student is required to leave the school permanently.
- 8.8 **Withdrawal:** A student who wishes to withdraw from the school must report to the Administration office *in writing with a minimum of 30 days' notice*. Anyone who withdraws a student without the proper 30 days' notice and for any reasons other than reasonable medical reasons, deployment or a mandatory move, **will be responsible for any fees of the current term and tuition for the remainder of the academic year.** The *Student Withdrawal Form* must be signed by all of their teachers and required staff. These signatures indicate that the student is clear with reference to textbooks, library books, and any other school equipment that might have been in his or her possession and any outstanding balances.
- 8.8.1 The school reserves the right to withhold student records including grades, transcripts, report cards and all information related to the student in the event of balance owed. Additionally, we reserve the right to hold the scholarship until balance is paid.
- 8.8.2 Delinquent accounts with past due amounts are subject to be sent to collections and responsible party will be responsible for any additional fees.
- 8.9 **Removal in other circumstances:** The parents may be required to remove the Student permanently from the school. If a student is removed from the school pursuant to this section, they will be considered withdrawn without giving proper notice pursuant to *section 8.8* and will be responsible for any outstanding fees of the current term and tuition for the remainder of the academic year. A student will be removed permanently if after consultation with the parents and if appropriate the student, the administration is of the opinion that:
- 8.9.1 by the reason of the student's conduct, behavior or progress, the student is unwilling or unable to benefit sufficiently from the educational opportunities and/or the community life offered by the school; or
- 8.9.2 if the parents have treated the school or members of its staff unreasonably.
- 8.9.3 if the student violates the Discipline Policy Schedule to the extent that they get expelled pursuant to the sanctions in the Discipline Policy Schedule.

8.10 Discipline Policy Violations which entails Sanctions:

- Uniform Code Violation
- Gum
- Unauthorized Electronic Devices
- Tardies to class
- Skipping school
- Physical display of affection
- Disruptive behavior
- Lying, forgery, cheating
- Inappropriate use of internet
- Bullying / Cyber bullying
- Failure to serve Detention or ISS
- Driving/Parking Violations
- Weapons, Chemicals, Explosives or those that appear to be a weapon, even a “toy guns”
- Illegal Drugs
- Drugs, alcohol, tobacco or pornography
- Fighting, threatening harm
- Cursing, profanity, vulgarity, gestures, any kind of harassment
- Disrespect to teacher: arguing, failure to obey, cursing, etc.
- Theft, vandalism, etc.
- Plagiarism, copying work
- Leaving school without permission, and others.

The Sanctions for these Violations are detailed in the Discipline Policy Schedule.

9 PARENTAL CONSENT (must be signed with initials)

9.1 EMERGENCY CARE AND PICK-UP PERMISSION

In case of accident or serious illness, I request that the school contact me. If the school is unable to reach me, I authorize the school to ensure the student receives reasonable, adequate, and prompt medical attention within possibilities and resources at hand.

9.2 CHILD ACCESSABILITY IN THE CASES OF DIVORCE AND ESTRANGEMENT

(Note: This is to include information regarding parental and also non-spousal relationships (i.e., girlfriend/boyfriend of the child's parents).

In order to prevent unauthorized visit or pickup of my child at LA by a spouse/former spouse/non-spousal parent who has been legally forbidden to do so, I understand that I must provide the LA school office with all official, legal court documents (including, but not limited to, injunctions, restraining orders, etc.)stating the current disposition of parental/non-parental access to my child. I understand that all documents are to be submitted on or before the first day of the child's attendance to school. I also agree to provide updates regarding the status of all court orders (injunctions, restraining orders, etc.) should any such changes occur. *(A copy of each official document will be made by the school office staff to be kept on file).*

9.3 PERMISSION TO TRAVEL

By signing this Parental Consent (*Section 9*), I hereby give my permission for my child to be transported by school-approved transportation to and from sponsored activities.

9.4 **INTERNET USE AND PROMOTION**

9.4.1 **Student/Parent Agreement:**

As the parent or guardian for the aforementioned student, I do understand and agree to abide by the terms and conditions for use of the school-based computers and all network and internet systems. I further understand that violations of these term or conditions may cause my child to forfeit further use of the technology provided by the school.

9.4.2 I understand that this access is designed solely for educational purposes and the school has taken reasonable precautions to supervise usage. I also recognize it is possible for the school to restrict unsupervised access to all information or materials and I will not hold them responsible for material acquired on the network. I also accept full responsibility for supervision of my child or ward who may access resources of the school from outside of the school setting. I also understand that school computers are to be treated with care at all times and that disciplinary measures will be taken if student mistreats/misuses any computer and internet provided by the school.

9.4.3 **We, as a private school, are adapting the Hillsborough County Internet Policies as a part of our Terms and Conditions for the use of Internet:**

“HILLSBOROUGH COUNTY SCHOOL TELECOMMUNICATION SAFETY AND SERVICES (HCPS Policy 7540, 7540.01,7540.03, 7542)

The school district maintains an Internet content filter. All Internet access by all students must utilize this filter in order to restrict student access to material harmful to minors as defined in the Children’s Internet Protection Act (CIPA). Public school student use of telecommunication services, through district equipment or authorization, will be supervised. District procedures that comply with CIPA guidelines include technology protection measures that block or filter visual depictions that are obscene, include child pornography, or are harmful to minors. Unauthorized users of the Internet will be subject to disciplinary action. Email use by students is not allowed without specific instructional purposes and must be monitored at all times for appropriate content. This use requires prior approval by the Superintendent or designee to assure compliance with the Children’s Internet Protection Act (CIPA) and the Neighborhood Children’s Internet Protection Act (NCIPA). Unauthorized access, including so-called hacking or other unlawful activities, will result in disciplinary action including, but not limited to, cancellation of privileges. The district will make all reasonable efforts in selecting online programs that ensure the privacy and confidentiality of the student and comply with Family Educational Rights and Privacy Act (FERPA). FERPA requirements will be communicated annually to parents and students.”

9.5 **PHOTOGRAPHS, IMAGES AND VIDEOS**

By signing this Parental Consent (*section 9*) or agreeing to these terms and conditions the Parents' consent to the School obtaining and using photographs, images or videos of the student for:

9.5.1 use in the LA promotional material such as the brochure, website, or social media;

9.5.2 press and media purposes;

9.5.3 educational purposes as part of the curriculum or extra-curricular activities.

If the parent DO NOT WANT the student to appear in any of the LA Promotional Material, they must make sure the student knows this, also the parent must fill out the "PHOTOGRAPH AND VIDEO RELEASE PERMISSION FORM" and RETURN IT TO THE ADMINISTRATION AS SOON AS POSSIBLE.

9.6 **STATEMENT OF NON-DISCRIMINATORY POLICY**

The Academy is a mainstream day school for boys and girls aged from 4-18 years. The school has a Christian and biblical ethos and welcomes staff and children from many different ethnic groups, backgrounds and creeds. Human rights and freedoms are respected.

9.7 **STATEMENT OF FAITH**

I have read the "*Statement of Faith*" printed below and willing to have my child trained in accordance with it.

9.7.1 We believe the Bible is the only infallible and authoritative Word of God.

9.7.2 We believe there is one God, eternally existing in three persons: God the Father, God the Son, and God the Holy Spirit.

9.7.3 We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal future return to this earth in power and glory.

9.7.4 We believe that the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.

9.7.5 We believe the redemptive work of Christ on the cross provides healing of the human body.

9.7.6 We believe that the Baptism of the Holy Spirit is available to all believers.

9.7.7 We believe in the sanctifying power of the Holy Spirit and by whose indwelling, the Christian is enabled to live a holy life.

10 GENERAL CONTRACTUAL MATTERS

10.1 **Data Protection:** By signing the acceptance form or by agreeing to be bound by these terms and conditions the Parents on behalf of themselves and, so far as they are able, on behalf of the student consent to the processing by the school of personal information including:

10.1.1 financial information relating to the Parents;

10.1.2 sensitive personal information relating to the Parent and/or the student (address, date of birth, medical record, discipline record, school record and report, examination report, etc.)

The School holds information about you and your child including exam results, parent and guardian contact details, financial information and details of medical conditions. This information is kept manually in indexed filing systems. Where in the professional opinion of the Administration it is deemed necessary, we may share information with certain third parties. This record will be seen by other organizations which make searches about you regarding scholarship application, agreement of fees, credits, etc. Failure to supply information may result in a refusal of a scholarship or credit.

10.2 **Changes:** The school, as any other, is likely to undergo a number of changes during the period of this agreement. For example, there may be changes on the staff, and the premises, facilities and their use, in the curriculum and the size and composition of classes, and in the School rules and procedures, the disciplinary framework, and the length of School Terms. In addition, there may be the need to undertake a corporate reorganization exercise and/or a merger or change of ownership may be necessary. For these reasons, the benefit and burden of this agreement may be freely assigned to another party at the discretion of the School.

10.3 **Third Party Rights:** Only the School and the Parents are parties to this contract. Neither the student nor any third party is a party to this contract and shall not have any rights to enforce any term of it.

10.4 **Complaints:** A complaint about any matter of School policy or administration not involving an Expulsion or Removal of the Student must be redacted in the Student's Complaint's Form requested in the Administration Office. Every reasonable complaint shall receive fair and proper consideration and a timely response. Complaints will be turned over to the appropriate committee for resolution and taken to the Board of Directors if necessary. Please allow several weeks for resolution.

11 PARENT(S) COMMITMENTS

11.1 **I (We), the parent(s)/guardian(s) of the student named above, agree that:**

WHEREAS, in order to provide my (our) child with a unique educational opportunity;

WHEREAS, by choosing to enroll my (our) child at the LEGACY ACADEMY is a decision of my (our) personal choice and it is a privilege;

WHEREAS, my (our) desire to enroll my (our) child at the LEGACY ACADEMY is premised upon my (our) desire to become an active partner in the education of my (our) child:

NOW THEREFORE, In consideration of the foregoing;

As a parent of a student at Legacy Academy, my (our) commitment is to abide by the following resolutions:

- A. To recognize and embrace my role as a primary educator of my child.
- B. To participate in the parenting workshops as provided by the school.
- C. To attend parent/teacher conferences and any scheduled meetings with Legacy Academy staff as needed.
- D. To provide transportation to and from school for my child. I understand that if I am late picking up my child I could incur in extra charges. If my child is continually tardy, I understand that it may affect my child's grades and performance in school.
- E. To purchase uniforms for my child from Legacy Academy's Authorized Vendors and ensure that my child is wearing the approved uniform daily.
- F. To supply a lunch, either brown bagged or lunch box, each school day for my child.
- G. To be responsible for timely payment of any fees accrued to my account at the school.
- H. To participate and be involved in parent groups such as, PTO, School Improvement Committee, Fundraising Committee, etc. during each school year.
- I. To check my child's Agenda Book and Weekly Folder on a daily basis.
- J. To read information sent home by the school to keep parents informed of the academic topics to be introduced and studied in the classroom.
- K. To provide a suitable time and place within the home for homework.
- L. To limit television and video games and phone usage during the week and allow more time for reading, studying and family time.
- M. To check my child's homework every day.

N. To check my child's backpack every night and make sure he/she has everything he/she needs to success in the academic performance the next day.

O. To be aware of Student Academic Calendar and coordinate trips, vacations, and personal business to support my child's attendance on school days.

I (we) understand that my child can be dismissed from the school if the information provided on the application or registration material is false.

I (we) understand that by not fulfilling my contractual obligation to the School and to my (our) child, this may result in disciplinary actions such as my child staying after school, be suspended, and possibly losing the opportunity to recommit for the following school year and up to being withdrawn at the sole discretion of Legacy Academy's Governing Board.

12 LEGAL FEES AND EXPENSES.

Should Legacy Academy have to seek enforcement of any provision of this Agreement (including but not limited to payment for any and all services), the non-compliant Parent shall be responsible for paying Legacy Academy's attorney's fees, costs and all other expenses incurred to enforce this Agreement. Further, should a Parent bring an action against Legacy Academy regarding this Agreement, and that Parent is the non-prevailing party in the action, that Parent shall be responsible for paying Legacy Academy's attorney's fees, costs and other expenses incurred as a result.

Note: Please return this Parent Contract to Administration Office after initiated every single section and sign the Enrollment Agreement. A Copy of it will be provided after verification.

PARENT'S CONTRACT & TERMS AND CONDITIONS HANDBOOK

STUDENT NAME _____ DATE _____

I, _____, BY SIGNING THIS AGREEMENT I ASSURE THAT:
PARENT'S NAME (Please Print)

"I HAVE READ LA'S TERMS AND CONDITIONS AND I UNDERSTAND I AM IN AGREEMENT WITH THE POLICIES SET FORTH."

"I HAVE READ, UNDERSTOOD, AND SIGNED SECTIONS 1 TO 13 IN THIS PARENT CONTRACT HANDBOOK AND I AM COMMITTED TO FOLLOW AND RESPECT EACH STATUE AS MENTIONED HERE."

"I UNDERSTAND THAT THE VIOLATIONS OF ONE OF THESE STATUES, CAN AFFECT THE PERMANENCY OF MY CHILD IN LEGACY ACADEMY."

Please initial the sections below acknowledging you have received and read the Parent Contract/Handbook and agreement and return this page to Administration.

- _____ (1) INTRODUCTION
- _____ (2) TERMINOLOGY
- _____ (3) ADMISSIONS
- _____ (4) FEES
- _____ (5) EDUCATIONAL MATTERS
- _____ (6) STUDENTS DRESS CODE
- _____ (7) SAFETY AND PRIVACY PROTOCOLS
- _____ (8) BEHAVIOR AND DISCIPLINE
- _____ (9) PARENTAL CONSENT
- _____ (10) GENERAL CONTRACTUAL MATTERS
- _____ (11) PARENT(S) COMMITMENTS
- _____ (12) LEGAL FEES AND EXPENSES

PARENT'S PRINT NAME

PRINCIPAL OF LEGACY ACADEMY

PARENT'S SIGNATURE

DATE