

# Legacy Family Handbook

## 2008-2009

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# Welcome Notes

August 2008

Welcome back to Legacy Charter School!

We are excited as we begin a new year of learning and leading at Legacy. Our first years were outstanding and we want to take our school to another level of excellence in year four! **We remain committed to being a collaborative community that communicates openly, works diligently and cares deeply.** Together we will continue to build the trust, focus, and follow through to activate an outstanding school for every scholar.

This year our school community now includes 13 classrooms from Prekindergarten through 5<sup>th</sup> grade! I look forward to watching the development of new connections among our community as well as the deepening of old friendships. **This year let us take what is good to great, what is working to that which excels!**

We continue to refine and develop an extraordinary educational framework that challenges the intellect and engages the imagination of each child. Legacy prepares children to be life-long learners committed to academic achievement, personal integrity, and active participation in community. Legacy represents the highest expectations of each child, family member and teacher as we prepare children to be scholars on the path to college.

Our goals are ambitious and important. In order to provide an outstanding education for each scholar, we need your involvement and energy. Please participate actively and share your questions, concerns, and ideas as together we develop Legacy. This year we are dedicated to increasing the depth of family involvement in learning activities, workshops, and daily life at the school. **Please share your heart, mind and time as together we grow our dream school.**

May we continue a peaceful and productive school year as we each **embrace the opportunity and responsibility** to do all that we can so that our scholars soar!

Lisa Kenner  
Founding Principal

August 2008

Dear Parents,

It is with great excitement and anticipation that we begin the 4<sup>th</sup> school year for Legacy Charter School and I'd like to welcome new and returning families on behalf of both the Sonnenschein Nath & Rosenthal LLP law firm and the school board.

As many of you know by now, Legacy Charter School was founded by Sonnenschein. We started the process of forming the school about 3 years ago and, needless to say; it has taken a lot of work. We were only able to successfully make it to this point through the tireless efforts of Legacy's principal, Lisa Kenner and our teachers and staff, and through the tremendous help and support that we received from the school's advisory committee, the members of our school board, the community and our parents. We hope that you agree that everyone's efforts have paid off.

Sonnenschein continues to be committed to the success of Legacy and Legacy scholars and is involved in the school in numerous ways. We are involved financially, by making cash contributions to the school and by donating computers, furniture and other equipment. In addition, our attorneys and employees tutor and mentor Legacy scholars and provide additional support for the school when it is needed.

Our school board is dedicated to providing our scholars the best education possible and establishing after-school program and other programs that will benefit our scholars, parents and the North Lawndale community.

As parents and community members, you will also be playing a critical role in making Legacy a success. It is clear that a learning community where parents are active participants provides the best kind of educational and emotional environment for children and will allow them to be successful. This Family Handbook will provide you with information about Legacy that will help you in your job of providing the necessary parental support. In it, we describe Legacy's procedures as well as opportunities for parents to become involved in the school.

Thank you again for entrusting Legacy with the education of your child. We look forward to working with you to build an excellent school that enhances the education, lives and opportunities of North Lawndale's children.

Sincerely,

SONNENSCHN NATH & ROSENTHAL LLP

Errol L. Stone

# II. Our School

## School Contact Information

4217 West 18th Street  
Chicago, IL 60623  
p. 773.542.1640  
f. 773.542.1699  
[www.legacycharterschool.org](http://www.legacycharterschool.org)

## Faculty and Staff

(as of July 14, 2008)

### Principal

Lisa Kenner

### School Manager

Felicia Beard-Brown

### Dean of Academics

Delia Rico

### Administrative Assistants

Tiwana Hunter, Kristen Brady

### Special Education

Courtney Ehorn

### Social Work

Silvana Casas

### Security Team

Ronald Freeman, Jessica Benson

### Recreation Team

Crystal Fields, Elisa Dees  
W.T. Harris

### Afterschool Coordinator

Adrienne Procter

### Pre Kindergarten Team

Alice Williams, Kenecia Moore  
Melissa Kinyon, Shuna Price

### Kindergarten Team

Veronica Jackson, Schreece Jones  
Jessica Cohen, Anissia Washington

### First Grade Team

Katherine Hove, Shae Turner  
Margret Pilat, LaTonya Pleasant

### Second Grade Team

Liz Goss  
Robert Hauser  
Dimitri Hepburn

### Third Grade Team

Betsy Briskman  
Lara Levine  
Tavita Cook

### Fourth Grade

Daniel Parker  
LaDonna Turner

### Art Teacher

Cristie Bosch

### Music Teacher

William Brickey

# About Charter Schools

## **What is a charter school?**

A charter school is a public school that offers parents choice within the public education system. Charter schools operate with freedom from many of the regulations that apply to traditional public schools. The "charter" or performance contract details the school's mission, program, goals, students served, methods of assessment, and ways to measure success. Charter schools are accountable to their local school board or the Illinois State Board of Education to produce positive academic results and adhere to the charter contract. The basic concept of charter schools is that they exercise increased autonomy in return for this accountability. They are accountable for both academic results and fiscal practices to several groups: the sponsor that grants them, the parents - who choose them, and the public that funds them.

## **Do charter schools have admission policies?**

Under the law, charter schools must have a fair and open admissions process, conducting outreach and recruitment to all segments of the community they serve. When more students apply than can be accommodated, charters use a lottery to randomly determine which students are accepted.

## **What's the difference between charter schools and other public schools?**

Charter schools are schools of choice, meaning teachers and students choose them. They operate with freedom from many regulations that apply to traditional public schools. They generally offer teachers and students more authority to make decisions than most traditional public schools. Instead of being accountable for compliance with rules and regulations, they are accountable for academic results and for upholding their charter.

## **How are charter schools funded?**

As public schools, charters are not allowed to charge tuition, and they are funded according to enrollment. Charter schools are entitled to federal categorical funding for which their students are eligible, such as Title I and Special Education monies.



# Our Mission

Our mission is to create an outstanding center for teaching and learning for children and their families that will recognize and nurture the full potential of every child, provide a foundation for a college education, and educate our students to be creative and critical thinkers and responsible citizens in school, at home, and in the broader community.

## Our mission arises from our core beliefs that:

- A high quality education is a key to breaking the cycle of poverty and to empowering individuals to lead meaningful and constructive lives in the 21st Century.
- A high quality education will have the greatest impact if it starts at a very early age, embraces the individual learning styles of each child, and emphasizes personal, as well as academic, growth that focuses on the whole child.
- In the 21st Century, people with a college education will continue to have far more choices and opportunities; therefore elementary education should motivate and begin to prepare students for success in college.
- A high quality education must teach the foundations of a just society, ethics, and values that prepare and encourage students to participate in the global community with wisdom, understanding, and honesty.
- A high quality education must prepare students to be life-long learners and independent thinkers, who can apply knowledge from many disciplines to solve problems arising in an ever-changing world.
- The active support and participation of the child's family is critical to a high quality education; therefore, Legacy Charter School will provide resources to engage and educate the parents and family.



# Our Vision

Key features of Legacy are reflected in our vision of the school culture, students, teachers, families, curriculum, community and access to technology:

- **Culture:** Our collaborative learning community will create a culture of respect for all participants and a passion for learning as students, teachers, staff, and families work together to nurture each student's intellectual and social growth. Our high expectations for our students, teachers, staff, and families will be clearly communicated.
- **For Scholars:** We will create an environment that is socially, emotionally, and physically safe to nurture each child's confidence, self-esteem, and relationship to others. We will educate our students to recognize, understand, and communicate diverse perspectives, and be constructive leaders.
- **For Teachers:** Our teachers will be equipped with the skills, knowledge, and dispositions representative of the highest teaching standards. Our teachers must be deeply committed to every student's ability to achieve and to make a positive contribution to their families and community. There will be an intensive emphasis on on-going professional development, and our teachers will be active contributors to the professional educational community.
- **For Families:** We will expect families to be actively involved in the school and make a significant contribution to their children's education by supporting learning in school and reinforcing and continuing it at home. To support families in doing this, the school will provide (either directly or through educational alliances) adult education and other learning opportunities.
- **Curriculum:** The goal of our curriculum is to develop in each child enthusiasm for learning, independence, resilience, competence, and global awareness that will be the foundation for life-time achievement and for positive self-image. Our comprehensive, college-preparatory curriculum will be rigorous and reflect the highest national and state standards in each content area. Instruction will reflect current research, be strategic, and recognize a student's strengths, needs, and individual learning style.
- **Community:** We will partner with community service organizations to provide students and their families with access to necessary social services. We will expand our students' horizons through mentoring, field trips, community service, and other similar programs.
- **Technology:** We will creatively employ the best technology in support and furtherance of our goals, using technology to enhance the school's ability to respond to each child's individual needs, and broadening our students' worldview. We will also teach our students to understand and use technology.

# III. Calendar & Schedule

## Daily Schedule

### Morning Drop Off & Breakfast

Breakfast is served from 8:00-8:20am in the North cafeteria. Scholars who arrive after 8:20am will miss breakfast. Scholars are dismissed to class at 8:25 am. **Any scholar coming to school after 8:30am is considered tardy.**

**NO CHILDREN MAY BE DROPPED OFF BEFORE 7:50am.** Any child who is dropped off between 7:50 am-8:00 am must sit on the lobby steps under the supervision of our staff.

### Sample Daily Schedule

Each classroom has a different schedule that includes workshops, learning centers, classroom meetings, independent bathroom breaks and reflection time. These sample schedules include common experiences, although the sequence of sessions will be different in each classroom. **Every Friday dismissal is at 2:30pm.**

8:00 Breakfast  
8:30 Morning Meeting  
9:00 Word Study  
9:30 Readers Workshop  
10:30 Math Workshop  
11:00 Recess  
11:30 Lunch  
12:00 Writer's Workshop  
1:00 Social Studies or Science  
2:00 Specials (Art, Computers, Music)  
2:45 Math Workshop  
3:30 Dismissal

### Every Friday:

9:00-10:00 Legacy Circle ~ Please join us for the fun and learning!  
2:30 pm Dismissal for scholars

### Dismissal

Parents pick scholars up at their classrooms at 3:30 pm Monday-Thursday.  
Friday early dismissal is at 2:30 pm. Only adults on the authorized pick up list can sign children out of classes.

***\*There is a \$5 late fee for picking children up late. This is due by the next school day, paid to Mrs. Brown in the center office.***

# Legacy Calendar 2008-2009

\*Please see weekly Monday newsletter for scheduled family learning events and any changes!

## 1<sup>st</sup> Quarter

Monday, August 4<sup>th</sup>  
Friday, August 29<sup>th</sup>  
Monday, September 1<sup>st</sup>  
Friday, September 5<sup>th</sup>  
Thursday, September 18<sup>th</sup>  
Friday, October 3<sup>rd</sup>

*Scholar Intersession:*

## 2<sup>nd</sup> Quarter

Monday, October 13<sup>th</sup>  
Tuesday, October 14<sup>th</sup>  
Friday, October 17<sup>th</sup>  
Tuesday, November 11<sup>th</sup>  
Friday, November 21<sup>st</sup>  
Tuesday, November 25<sup>th</sup>  
Thursday & Friday, November 27<sup>th</sup> – 28<sup>th</sup>  
Friday, December 19<sup>th</sup>

*Scholar Intersession*

## 3<sup>rd</sup> Quarter

Monday, January 12<sup>th</sup>  
Monday, January 19<sup>th</sup>  
Friday, January 23<sup>rd</sup>  
Thursday, February 12<sup>th</sup>  
Monday, February 16<sup>th</sup>  
Friday, February 20<sup>th</sup>

Monday, March 2<sup>nd</sup>  
Tuesday, March 19<sup>th</sup>  
Friday, March 20<sup>th</sup>  
Friday, March 27<sup>th</sup>

*Scholar Intersession*

## 4<sup>th</sup> Quarter

Monday, April 13<sup>th</sup>  
Friday, April 17<sup>th</sup>  
Monday, May 25<sup>th</sup>  
Thursday, May 7<sup>th</sup>  
Thursday, May 14<sup>th</sup>  
Tuesday, June 2<sup>nd</sup>  
Wednesday, June 10<sup>th</sup>  
Friday, June 12<sup>th</sup>

## August 4<sup>th</sup> - October 3<sup>rd</sup>

1<sup>st</sup> quarter begins  
Goal Setting Sessions  
Labor Day (No Classes)  
Professional Development (No Classes)  
Family Learning Night  
1<sup>st</sup> quarter ends

*Monday, October 6<sup>th</sup> – Friday, October 10<sup>th</sup>*

## October 14<sup>th</sup> – December 19<sup>th</sup>

Columbus Day (No Classes)  
2<sup>nd</sup> Quarter Classes Begin  
Report Card Pick-Up  
Veteran's Day (No Classes)  
Professional Development (No Classes)  
Family Learning Night  
Thanksgiving (No Classes)  
Winter Wonderland Celebration/2<sup>nd</sup> quarter ends

*Monday, December 22<sup>nd</sup> – Friday, January 9<sup>th</sup>*

## January 12<sup>th</sup> – March 27<sup>th</sup>

3<sup>rd</sup> quarter begins  
Martin Luther King's Birthday (No Classes)  
Goal Setting Sessions/Report Card Pick-Up  
Lincoln's Birthday (No Classes)  
President's Day (No Classes)  
African American Legacy Celebration  
\*Half Day Classes  
Pulaski Day (No Classes)  
Family Learning Night  
Professional Development (No Classes)  
3<sup>rd</sup> quarter ends

*Monday, March 30<sup>th</sup> – Friday, April 10<sup>th</sup>*

## April 13<sup>th</sup> – June 12<sup>th</sup>

4<sup>th</sup> quarter begins  
Report Card Pick-Up  
Memorial Day (No Classes)  
Family Round Table  
Science Fair  
Spelling Bee  
End of the Year Ceremony  
4<sup>th</sup> quarter ends

# IV. Programs & Services

## Breakfast and Lunch Programs



During the first week of school, students will bring home an application for **Free** or **Reduced** Meals. The entire application must be completed and returned no **later than Thursday, September 4<sup>th</sup>**, in order to make the determination for free or reduced status and prepare a breakfast and lunch ticket for your child. Your child's status will determine your breakfast and lunch cost. Fees are to be paid monthly. See Mrs. Beard-Brown for more information.

	<u>Free</u>	<u>Reduced</u>	<u>Full price</u>
<b>Breakfast cost:</b>	.0	.30	1.50
<b>Lunch cost:</b>	.0	.40	1.85

Breakfast is served daily between 8:00-8:20 am in the North building cafeteria. Children who are not on time will not receive breakfast at school. Pre-Kindergarten and Kindergarten children will eat breakfast in their classroom after their arrival at 8:30 am.

Children will eat lunch with their class and may bring their lunch from home if they choose to do so. For the safety of your child, non-breakable containers are recommended. All scholars are encouraged to eat a nutritional and balanced lunch. Scholars may not bring candy, gum or soda pop for meals.

We will assume that a child can drink milk unless the school is given a note signed by the parent stating the medical reason why the child cannot drink milk. (This should be noted on their medical form). **Parents should also inform us of any other dietary restrictions their child must follow.**

## Snacks

Pre Kindergarten scholars will have a daily snack in their rooms. If birthday treats are brought to school, we ask that you bring enough for the entire class. Scholars may bring bottles of water to drink in the classroom. **Scholars may not bring junk food or gum.**

## After School Programs

The afterschool program operates Monday-Thursday 3:30-5:30pm. It is open to scholars in 1<sup>st</sup> -5<sup>th</sup> grades. It begins in late September and concludes in late May. The afterschool program offers extended arts, technology, and academic classes. See Ms. Procter for more information.

## Health Services

Legacy has the services of a Chicago Public Schools nurse, psychologist, and a speech pathologist, all on a part-time basis. Scholars' special needs requiring additional supports are provided on a case-by-case basis.

At the beginning of each school year a Medical Information Form is sent home for parents/guardians to update the medical status of their child(ren). **It is the responsibility of parents/guardians to keep the school informed of any changes in the medical condition or medication of their children.**

### Physical Exams

According to the School Code of Illinois, physical examinations are required of all students prior to entering Prekindergarten, Kindergarten, 5<sup>th</sup> grade, and students new to the public school system. Physical exams, signed and dated by the physician, within one calendar year of enrollment are accepted for the new school year. Forms are available in the office. **\*By law, children cannot be allowed to enroll and are excluded from school until this requirement is met.**

### Immunizations

Immunizations are a part of the physical examination. State of Illinois law requires that upon entrance into school, each student must show evidence of immunization to Diphtheria-Pertussis-Tetanus (DPT), Polio, Measles-Mumps-Rubella (MMR), and Hepatitis (Hib). It is essential that the month, day, and year of each immunization be recorded by the physician. According to state requirements, the fourth polio booster and the fifth DPT booster must be given after the fourth birthday.

The State has expanded its requirements regarding measles immunizations. Students enrolled in all grade levels are required to have two doses of measles vaccine. The school nurse monitors the health files for all students and will notify parents regarding immunizations that are needed.

If the physical condition of the child is such that any one or more of the immunizing agents should not be administered, the examining physician responsible for the health examination must note that fact on the examination form. Parents objecting to the physical exams and/or immunizations on religious grounds must submit a signed statement detailing the grounds for the objection.

### Dental Exams

Dental exams are required for all new enrollees, Pre-Kindergarten, Kindergarten, and 5<sup>th</sup> grade students. It is recommended that all children have a dental exam.

## Medical Exclusions

All students must have an up-to-date medical file with the appropriate immunizations for their age. Students who do not will be given notices of non-compliance. They may be excluded from school until they have proof of immunizations and/or medical examinations after October 15.

## Pediculosis (Lice), Dermatomycosis (Ring Worm), and/or Conjunctivitis (Pink eye)

These are highly contagious conditions and can be easily treated with special shampoos and/or ointments. **Children will be excluded from school until proof of treatment has been provided.**

## Medication

All children's medication of any type should be administered by a parent, preferably at home. In the event the doctor authorizes the child to return to school and states in writing that medication must be administered during school hours, then the following guidelines must be followed:

- No teacher can administer any form of medication.
- Prescription medicine must be in a container labeled by the pharmacy, which States the child's name, physician's name, the name of the medicine, the dosage to be given and the time to be administered.
- Medication must be stored in the front office. Children are not allowed to keep medicine in the classroom.
- Medication sent to school in Baggies, envelopes, and school lunch bags, etc., is not acceptable. It will be confiscated and returned to the parent only.
- A doctor's note and a written request from the parent requesting the medication be given during school hours must accompany the medication along with the reason for taking medication and the side effects. Children will be allowed to take their medication in the presence of authorized school personnel.

## Allergies

If your child has allergies, please alert the school. **All allergic conditions require medical documentation.** They may be noted by the physician on the medical form at the time of the examination.

## Asthma

Any child who has asthma must keep an inhaler or medication at school in the front office. In addition, your child's doctor must complete a note and asthma medication form that the front office will provide.

# Emergency Information

Emergencies and illnesses sometimes occur during the school day. When this happens, parents will be called immediately. If a parent cannot be contacted, the emergency form will be used to locate and call a designated adult. Therefore, it is crucial that the school be notified if address or phone number changes occur for either parents or emergency contacts. If we are unable to reach any of the numbers listed, we will contact the nearest hospital. The school procedures for emergency care are as follows:

**If your child has a minor accident, the following steps will be taken:**

- First aid will be administered according to school-approved procedures.
- If your child is all right s/he will be returned to class.
- We will contact the parent with a note or phone call.

**If your child cannot return to class because of illness or major injury, the following steps will be taken:**

- First aid will be administered according to school-approved procedures.
- You will be contacted and once arrangements have been made with you, your child will be allowed to leave the school with you or your designee.
- In the event that you cannot be reached, the emergency contact number will be called.
- If we are unable to make contact with you or the emergency contact person, your child will be kept in school; continued attempts to reach you or the emergency contact person will be made by school staff.

**If your child is in need of immediate medical attention, the following steps will be taken:**

- First aid will be given according to school-approved procedure.
- Transportation to a medical facility will be arranged for your child.
- You will be notified. If you cannot be reached, the emergency contact will be called.



# V. Policies & Procedures

## Parking, Drop-Off and Pick-Up

Parent parking is in the west parking lot of the North building.

Please drop students off at the main Legacy entrance on 18<sup>th</sup> street, ½ block west of Keeler. Parents should pull to the side of the road and park. **PLEASE DO NOT BLOCK THE STREET BY LEAVING YOUR CAR UNATTENDED WHILE YOU RUN IN!**

Pre-K scholars need to enter the Pre-K doors off of the playground. Pre-K students need to be signed in and out each day.

All scholars in Kindergarten-3<sup>rd</sup> grade must be escorted into the building and dropped off to the breakfast line or main lobby.

Please refrain from dropping scholars off across the street, or in the middle of the street. Drivers do not always see children in the street.

Scholars must be signed out at dismissal. Children will only be dismissed to parents or adults on the authorized pick up list.

## Arrival

Students are expected to arrive at the school no earlier than 7:50 am. Classes begin at 8:30am promptly. Any child arriving after 8:25am needs to go to the front office for a tardy slip.

## Attendance

Legacy students are required to come to school every day. Regular, consistent attendance is necessary for an effective learning experience. Because we are a small school, students and parents have a special responsibility to each other to come to school every day.

**If your child is sick, please keep him or her at home so as not to put other students at risk.** Medical and dental appointments should be scheduled during non-school hours if at all possible.

## Absences

There are only four acceptable reasons for a student to be absent. These are the reasons for an excused absences:

- Illness
- Death in the immediate family
- Family emergency
- Observance of a religious holiday

Scholars need to bring a note in to the front office in order to make the absence excused. Please notify the school as soon as possible if your child will be absent. Call **773.542.1640**.

The office opens at 7:45am, but messages may be left at any hour. Unexcused absences will be investigated. If a child has more than two unexcused absences during a marking period, the school will request a parent-administrator conference.

**When your child returns to school, parents are required BY LAW to write a note to the teacher explaining why your child was absent.** When your child returns, it is their responsibility to make up all assignments, projects and tests they might have missed. The school has the option to retain students after school if they exceed 15 excused or unexcused absences and are demonstrating below-grade level academic performance.

**Children may not leave the school unless they have been officially dismissed.**

## Unexcused Absences, a.k.a. Truancy

Students who do not return to school with a valid note (within 48 hours) explaining their absence will be marked “unexcused” or “truant.” A phone call is not enough! The school will take the following steps:

After 3 unexcused absences, the family will receive a letter and must meet with social worker.

After 7 unexcused absences, the family will receive a letter and must meet with the principal.

After 9 unexcused absences, a scholar is eligible for grade level retention and/or losing their seat in class.

## Tardiness

Any child arriving after 8:20 will miss breakfast. Any child arriving to class after 8:30 is considered tardy. If your child is tardy they must bring a note explaining why they are tardy and they must get a pass from the office to be admitted to their classroom. Three tardies are the equivalent of one absence and can result in truancy proceedings as explained above.

State law requires a note from a parent if a student is tardy to confirm that the parent knows their child is tardy and the school knows the child is not truant. A note must be provided on the same day the child is tardy. If a student has more than 5 unexcused tardies during any marking period, the school will request a parent-administrator conference.

## **Request for Early Dismissal**

If a child needs to be dismissed early, they should bring a note to the teacher stating the date, time and reason. A parent or designated adult must come to the school office to sign the child out. Students who leave before lunch will be marked absent for the whole day. If a student leaves after lunch he or she will be marked absent for one half-day. Students may not leave the school without permission from the office.

## **Dismissal**

Unless students are enrolled in an approved after school activity, they must leave the building by 3:30 pm. Once they leave the building they are not to return. Students who are not picked up by 3:40 pm will be sent to the north stairs. Families will be charged a \$5 late fee per fifteen minutes after the 15 minute grace period and may be responsible for supervision costs associated with tardy pick ups.

## **Things to Leave at Home**

Some items are distracting and should be left at home. Any of the items listed below, or are distracting or unsafe to the school community, will be confiscated and returned only to a parent. These items include:

- Radios and CD players
- Cell phones\*
- Beepers/pagers
- Electronic equipment and game
- Playing and trading cards
- Chewing gum or junk food
- Cash
- Toys (unless part of class activity)

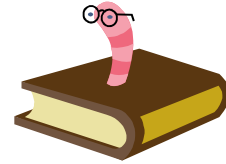
The school accepts no responsibility for the loss or damage to any of the above items if a student brings them into the school building.

## **\*Cell Phones**

Cell phones are only allowed with written permission from the administration.

## Books and Instructional Materials

Your child will use books, calculators, computers and a variety of instructional materials. Parents are responsible for the costs of lost, damaged, or destroyed materials. Teachers will distribute school supply lists (as well as wish lists!) so that each family can provide necessary items. **Most supplies will be pooled and shared with the entire class.**



## Dress Code

Legacy has a dress code. Students are expected to wear a Legacy shirt (which can be purchased from the school) or a **plain red or white shirt without any logos, designs or slogans**. Sweaters or sweatshirts must be red or white also. The other uniform piece will consist of khaki, or tan pants, shorts, skirts, or jumpers.

Scholars must wear closed toe shoes for safety. **Flip-flops and sandals are not acceptable.**

We request that all Pre Kindergarten and Kindergarten children have a change of clothing at the school in the case of accidents.

We rely on parents to help scholars dress appropriately:

- Clothing should be clean and follow the dress code.
- Long shirts must be tucked in. No logos or designs (other than Legacy) on shirts.
- Skirts, dresses and shorts should not be higher than two inches above the knee.
- Headgear of any kind may NOT be worn in the building – including sweatbands, caps and bandanas. Religious head gear may be worn and the school requests that a parent notify the administration with a note explaining if this is the case.
- Boys are not allowed to wear earrings. All scholars should refrain from expensive jewelry.
- No visible tattoos

Please make sure your child is dressed appropriately for the weather – especially during extremely hot and cold months. The school does not have air conditioning. Children are encouraged to bring water bottles. In cold months please make sure your child wears winter boots, head coverings, gloves/mittens, and coats as we have outdoor recess.

## Recess

Legacy scholars will have regular recess and outdoor activity on a daily basis, unless it is raining or extremely cold (below 35 degrees). Recess is healthy for children's physical and mental well being. Every scholar must participate in scheduled recess periods with her or his classmates before having lunch. Children with asthma or other medical reason to not go outside need a note on file in the front office.

## School Fees

Legacy collects an annual school fee to help cover costs of the program, including study trips, materials, and special events. School fees are paid to Mrs. Brown in the center office. **All fees are due before August 1 to complete enrollment. Scholars may only begin classes after fees are paid in full.** The Legacy Parent Council and Administration determined the fees for this year:

Family with 1 scholar	\$100
Family with 2 scholars	\$150
Family with 3 or more scholars	\$200

## Study Trips

Study trips are an important and regular part of the Legacy learning experience. Prior to each trip a letter will be sent with specifics about the trip and a permission slip. Written permission is required in order for your child to go on a field trip. Parents are welcome on trips as chaperones on a first come, first served basis. Only children attending the participating class may go on the field trip. Only enrolled scholars, staff, and parents or guardians may participate.

## Lost and Found

Parents are encouraged to mark scholars' belongings with their name. Items found at the school on or the grounds will be placed in a "Lost and Found" box in the office. Please remind your child to check the box for any missing items.

## Visiting the School

Parent visits for the purposes of observing and volunteering are WELCOME!!! Parent conferences with teachers or administration are available by appointment. Prior to visiting teachers and/or classrooms, all visitors must sign in at the front office and obtain a pass. Visitors are asked to respect the learning environment and make all efforts to refrain from interrupting classroom teaching and learning. We have an open door policy, and ask parents to understand that we will do the best we can to accommodate schedules. Nonetheless at times, parents might need to wait to visit or meet and your flexibility is important. Please ask your child's teacher the best way and time to reach them with questions or concerns.



## Volunteers

Legacy asks each family to contribute at least 4 hours of volunteer hours per school year. Please make sure to sign in on the Family Volunteer clipboard in the front office. Volunteering includes assisting with classroom activities and projects, tutoring, preparing materials, answering the phones, organizing supplies, calling parents to remind them of upcoming events, typing student publications, assisting with student performances, assisting with after school programs, helping to supervise hallways, the cafeteria and playground, and chaperoning on fieldtrips.

Official school volunteers must be at least 18 years old, complete information forms and a Background Investigation Authorization and Release Form. A TB test, which can be obtained free of charge from your local Health Department, is required.

For other ways to volunteer with Legacy, please suggest your idea or ask. We need you!

## Homelessness Resources

Chicago Public Schools shall provide an educational environment that treats all students with dignity and respect. Every CPS homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children and youth applies to all services, programs and activities made available by CPS.

A student is considered homeless if he or she is presently living:

- \* in a shelter
- \* sharing housing with relatives or others due to lack of housing
- \* in a motel/hotel, camping ground, or similar situation due to lack of alternative, adequate housing
- \* at a train or bus station, park, in a car, on in an abandoned building
- \* temporarily housed while awaiting DCFS foster care placement

Please see Ms. Casas, our social worker, or Ms. Hunter, our Homeless Education Program Team, with any questions. They can assist you with much more information and resources including school enrollment, support services, fee waivers, medical referrals and transportation. You can also call the CPS Homeless Education Program at 773-553-2242.

## Mandated Reporting - Abuse/Neglect

Faculty and staff are required to comply with the state child abuse and neglect laws and the mandatory reporting of any such suspicion. Any school official or employee who knows or has reasonable cause to suspect that a child has been subject to abuse or neglect, or who observes the child being subjected to condition or circumstances that would reasonably result in abuse or neglect, must immediately report or cause a report to be made to DCFS. The law defines neglect to include “educational neglect” where a parent does not provide the student with an education by failing to ensure the student’s attendance at school.

# VI. Academic Framework

## Our Beliefs

Our beliefs are powerful because they affect our words and actions. Here is what we believe:

### About Learning

Social emotional development and academic learning are integrated and vital.

All children can achieve at high levels when given the opportunity, support and tools.

Intelligence is grown. Such growth develops along a continuous cycle of setting goals, identifying strategies, putting forth effort, and receiving feedback and encouragement.

Each of us brings our entire life experience to school every day.

Caring relationships are the context for social growth and learning.

How we learn is as important as what we learn.

### About Legacy

As teachers and parents care, attempt, achieve, question, explore and grow, so will scholars.

Our high expectations apply to everyone at Legacy. Each member of the community offers important contributions.

Trust, joy, and humor are important ingredients in living and learning together.

Innovation requires risk-taking. It is important to share, reflect and support as we grow.

An individualized approach means fair is not the same as equal.

We have the opportunity and responsibility to build our ideal learning community. It takes time, effort, resilience, and continuous dialogue. Moreover, it is worth it!





## Educational Model

The goal of Legacy’s educational model is to develop in each child enthusiasm for learning, independence and competence, resilience and global awareness as the foundation for life-time achievement and positive self image. Our curriculum is rigorous and reflects the highest national and state standards in each content area. Instruction is strategic, reflects current research and recognizes each student’s strengths, needs and individual learning style. Our educational model is student-centered, language-based, and process-oriented.

**Grade level Curriculum Nights in August (days and times will be confirmed)** are mandatory and full of valuable information-curriculum and instruction, discipline policies, testing requirements, homework, and more about the team that will work closely with you and your scholar! Classroom teachers will lead these sessions with parents. Please stay tuned!

### Social Emotional

Legacy embraces the Responsive Classroom framework that helps children develop independence, awareness and management of emotions, empathy, cooperation and positive leadership. This shows in our community meetings, opportunities for scholar choice, problem solving sessions, and language we use to support scholar behavior. We also implement the Second Step personal development curriculum. It is important that as adults we share our diverse perspectives of what it takes to nurture independent, confident, responsible scholars. Goal setting sessions, Legacy Circle, family learning events, volunteering, and open communication allow for this important sharing.

### Literacy

Our literacy model focuses on developing children as communicators, thinkers, readers, and writers. It promotes language so children are encouraged to make statements, ask questions, elaborate on their ideas, explain their thoughts, and listen to others. We focus on balance in reading and writing. Classroom life includes whole group instruction, small group guided practice, one-to-one interactions, and independent learning. We use leveled reading books and authentic literature instead of basal textbooks found in so many other reading programs.

### Math Trailblazers

Legacy uses the Math Trailblazers framework to help scholars develop deep understanding of math and its application in everyday life. It is a different approach to math learning than traditional math curriculum that many of us experienced in school. We will organize family learning events to share this approach with our families so we all can support scholars’ growth as mathematical thinkers.

### Thematic Units: Social Studies and Science

Concepts such as identity, community, growth, balance, and justice will be themes for learning units. Teachers develop thematic units that will be explored in many ways, especially literature, science and social studies. Scholars will share their learning in school wide presentations. The Foss Science and STC curricula provide many hands on experiences for young scientists.

### Art and Music

Scholars will participate in special classes of art and music. These classes are not only fun, but also important as they help children see connections between themselves and the world around them. Legacy's schoolwide teachers collaborate with classroom teachers in thematic units.

### Technology

Scholars have the opportunity to use computers as word processors, for the Internet and to explore different software programs. This year we are piloting new software programs: Academy of Math and Reading, Jumpstart and Tuned into Reading.

## **Responsible Citizenship and Justice**

Legacy Charter School works to educate children for responsible citizenship in democratic society. We also strive to model and explore concepts of social justice, critical for building a more ethical society. During the first years, we focus on establishing a fair and collaborative environment where children and adults cooperate and learn to make good choices. Our school culture deals explicitly with issues of problem solving and responsibility.

We focus on fairness and rules, which evolves in concepts of justice and law. Scholars will set goals for themselves, the classroom, and the school and reflect on a daily basis. Legacy's commitment to responsible citizenship and social justice is best summarized by Aristotle, a philosopher who lived thousands of years ago:

**Let us do the right thing, in the right way, for the right reason.**

## **Assessment**

Our scholars in 3<sup>rd</sup> grade and higher take CPS' Learning First and Math benchmark assessments during the year and the ISAT at the end of the year. Scholars in all grades participate in the STEP assessment of reading, writing and thinking about words and reading. You will receive a report card after each quarter that shows your child's progress as well as their current performance level. **The report card includes narratives and standard checklists, but no letter grades.**

Our goal is for each child to meet and often exceed state and national standards while blossoming in confidence, resilience, and creativity. This requires time, hard work, reflection, collaboration and encouragement! We will share information with scholars and parents in goal setting sessions, report cards, and family learning events. It is so important that we work together so each child will succeed. **Report card pick-up and goal settings are mandatory participation events for both scholars and their guardians.**

## Homework

**Parents are asked to sign a homework reading log every night.** Homework is an opportunity for children to practice key ideas and skills outside of the classroom. Homework is an important part of the learning process – and an important opportunity for parents to support their children. It is the responsibility of parents to help children develop good learning habits.

Legacy teachers recommend that parents:

- Establish a quiet place for their child to work (no TV)
- Set a daily homework time
- Provide homework supplies (paper, pens, ruler, etc.)
- Provide help if your child is having difficulty
- Review the homework EACH NIGHT to make sure it is done.
- Sign the reading log each night
- Praise your child for working on their homework each night
- Contact the teacher if the assignment is unclear

Legacy scholars are expected to do their best on every endeavor. They will need help becoming independent learners and appropriate support and encouragement from parents is critical. Parents are asked to support their child's homework, but not complete the work for the scholar.

## Promotion and Retention Policy

Legacy teachers and administration will determine whether or not to promote each child by evaluating the following student information:

- Sampling of student work
- Core subject performance as measured by report cards & STEP
- Daily attendance
- Standardized test scores (if applicable)
- Social and emotional development; age as related to classmates
- Study and work habits

Final promotion/retention decisions at each grade level are based on all of these items and are made in the best interests of each child's present and future learning. Families will be consulted and informed of the decision process in the instance that a child will not be promoted. Remediation plans are developed in 3<sup>rd</sup> quarter for many children who may be eligible for grade level retention based on academic progress.

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## SMART IS SOMETHING WE GET

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Excerpts from the Efficacy Institute, Inc. website

The Efficacy Institute, Inc., is a not-for-profit agency of education reform focused on

maximizing academic achievement and building character development. Please check out their website, [www.efficacy.org](http://www.efficacy.org) for so much more information! Legacy believes in many of the same principles that characterize the Efficacy Institute's work.

## #1 “Proficiency: The True 21<sup>st</sup> Century Standard”

The demands of the global economy have raised the ante about what our young people must know and be able to do in order to function in the 21<sup>st</sup> century. For them to be successful, and for the country to continue to prosper, they must achieve Proficiency in their character development and the full range of academic knowledge and skills.

When it comes to academic skills, memorizing facts, dates and formulae is no longer enough; our young people must demonstrate competency over academic *knowledge and application skills*, that is, the ability to actually use that knowledge in the real world. This is Proficiency—the true 21<sup>st</sup> century standard.

Proficiency is not restricted to academic standards; it also includes character development. We want young people to be in positions to lead quality lives filled with meaning as well as accomplishment. We regard development of both intellect and character as keys to a quality life. Proficiency rules. It rules because it is required for living a quality life in the 21st century global economy.”

## # 2 “Get Young People to Work Hard”

The belief that “some have it and some don't” is a prison into which we put young people. When they find out that we believe they are not very smart, they stop working at learning.

Create classroom and community environments where young people respond to failure or difficulty with vigor. Teach them that their success depends on the level and quality of their **effort**.

**Adult practices** make the difference. When young people confront difficulty, never give any indication that you are judging their abilities. Instead, model excitement and determination about “figuring out what the problem is.”

## # 3 “Parents, Help Your Child Achieve Proficiency”

Seek a variety of opportunities for your child to “get smarter,” as well as engage in character, team building and leadership development opportunities.

### ***In Your Home***

Children are *natural* learners. They come into the world with an instinct to try things. Encourage that instinct—do nothing to harm it. *Never* call a child stupid, slow, dummy, or laugh at their mistakes. Don't compare one child to a sibling, cousin or friend.

On the positive side—make your home an environment where continuous learning and continuous improvement become a way of life. Teach your child that if they apply Effective Effort, they can learn anything. As you work with them and coach them, use each success to affirm the truth of the **effort/learning** connection.

### ***In School***

The sociologist, Reginald Clark, Ph.D., found in a study with families from a Chicago housing project that the parents, who introduced themselves to teachers and stayed in touch with the school during the year, had the most successful students. It didn't matter whether the family had a single parent, or two parents working together.

The key to school success is close working relationships among parents, educators and children themselves. Relationships count. Stay in close contact with school teachers, as well as the staff and volunteers who coordinate the out-of-school programs.

### ***Out In The World***

Three things you need to remember for engaging your children in the world, 1) exposure, 2) exposure and 3) exposure. Engage your child in new and different things, and during each experience *describe* what is taking place, *ask* your child related questions, as well as *answer* his/her questions. Some activities include, visits with friends, trips to museums and the library, walks in the park, and trips to the beach. All these outings build your child's sophistication and intelligence.”

\*These passages are quoted from the Efficacy Institute's website. It is their copyrighted info. Please visit this free website for more info and inspiration!

## **VII. Records & Registration**

### **Eligibility and Application**

Legacy Charter School, like all charter schools in Chicago, is open to any resident of the City of Chicago. Families must verify their residence in Chicago by providing a copy of their driver's license, or a utility bill with their correct and current address. There are no other admissions requirements.

Applications are available on an ongoing basis each year. If the number of applicants exceeds available spaces, admissions will be held by random public lottery in April. Preference is granted to siblings of Legacy scholars. Parents are informed of acceptance by the end of April. If places offered are not accepted, replacements are offered openings in order from the year's waiting list. Please note that the waiting list is not carried over between the years, but refreshes annually.

## Scholar Registration

A parent enrolling a scholar must present the following for each child:

- Proof of Chicago residence (utility bill in your name, lease or mortgage, license)
- An original birth certificate
- Child's social security number
- Proof of guardianship (when appropriate)
- Completed medical, immunization and dental forms
- A transfer from a previous school if enrolling in first grade or above
- Complete IEP or 504 documents (if a child has special needs)
- Any educational information such as past report cards, test scores, work samples

## Transfer Out

It is our sincere hope that all scholars continue with us until 8<sup>th</sup> grade graduation (and beyond)! However, if your family's plans change, the school should be notified at least two (2) days prior to a child's withdrawal by completing a school transfer form. No transfers will be processed prior to completion of the form; all textbooks, library books, and outstanding fees must be settled.



## Goal Setting Sessions and Report Cards

Parents and scholars are required to attend two goal setting sessions a year. These sessions (held in August and January) are used to communicate student performance benchmarks, establish student learning goals, and explain what is happening in the classroom. You will be asked to sign up for an

individual goal setting session time. **Parents must bring your scholar to these important sessions.** A parent may also request a conference with a teacher or the principal at any time.

Report cards will be issued four times each year. Parents are expected to come in and pick up reports cards in person. A copy of the report card must be signed and returned to the teacher.

## Student Records

Parents have the right to inspect all school records regarding their child. You can request changes to their child's record by submitting a request in writing. The letter becomes part of the scholar's file. The decision to change student records resides with the administrator, but can be appeal by parents.

## Contact Information and Family Emergencies

Parents should immediately notify the office in writing of any change of address, telephone number, or student Emergency Information. Any information concerning family illness, death, or change of martial status which parents feel should be shared with the child's teacher or the school will be held in professional confidence.

**In the unfortunate event of a family crisis that impacts guardianship or custody, the school needs any formal documents that inform us of whom to contact about a child's wellness, behavior support or academic achievement.** Our school social worker is available if a parent or guardian requests support or advocacy in difficult situations.



# VIII. Community & Safety

## CPS School Code

Legacy Charter School follows the Chicago Public Schools Uniform Discipline Code. Legacy Charter School expects all students and staff, as well as members of the school community, to actively uphold Legacy's commitment to creating a safe environment for everyone -- free from bullying, teasing, and harm.

## Legacy's Schoolwide Rules

Each scholar is expected to develop greater independence as a learner and member of the community. We will ensure that behavior expectations are clear and fair. It is very important that parents and teachers work together to help scholars follow school guidelines. In addition to specific rules and routines in place in the classroom, shared spaces, and events, we all follow these rules:

**Be Safe.  
Be Kind.  
Work Hard.**

## Scholar Culture

Scholars are expected to continue growing intellectually, emotionally, and socially. Like all adults, scholars have an important role in the community. Scholar expectations include:

<b>MIND:</b>	<b>Make good choices</b>	<b>HEART:</b>	<b>Help others</b>
	<b>Focus on learning</b>		<b>Care for self and others</b>
	<b>Think deeply</b>		<b>Fix problems</b>
	<b>Become more independent</b>		<b>Keep trying</b>
<b>WORDS:</b>	<b>Tools, not weapons</b>	<b>HAND:</b>	<b>Prepared with supplies</b>
	<b>Refrain from vulgarity/meanness</b>		<b>Help not hurt</b>
	<b>Listen before speak</b>		<b>Care for environment</b>
	<b>Read, write, speak</b>		<b>Respect others' space</b>

Scholars will be regularly celebrated for their growth at Legacy Circle, quarterly awards celebrations, newsletters, special events, and bulletin boards. Our young leaders will continue to have public opportunities to share doing the right thing, in the right way, for the right reason!

## Response to Problem Behaviors

### *Behavior that hurts learning: Green sheets*

**Interruptions to individual or group learning are not permitted, because learning is our shared work.** If a scholar makes choices that harm personal or others' learning, they will be redirected by the teacher. If this repeats or becomes more serious, a scholar will be asked to reflect

and complete a green sheet. This sheet requires a scholar to identify the cause and effect of bad choices, and how to repair the situation.

A scholar must bring home the green sheet, discuss with their parents, and get a parent signature in order to participate in classes the next day. If a scholar neglects to do so, parents will be called in the morning and the child will miss valuable learning time until the situation is resolved.

### ***Behavior that hurts the safety of others: Gold sheets***

It is not acceptable for anyone at Legacy to physically harm another person or part of the environment. If a child chooses to hit or strike another person, they will be immediately removed from learning environment and sent to the principal's office with a gold sheet. A gold sheet means that a child is not allowed back in the classroom without a family conference and possible other consequence. If a scholar receives a gold sheet, a parent will be notified right away.

Fighting is not tolerated at Legacy (even if "play fighting/wrestling" in any part of the school). Any such behavior will result in immediate removal from class and school suspension. We must teach our children alternatives to violence as we are raising positive leaders and building a safe, focused learning environment.

## **Emergency School Closing Due to Severe Weather**

Legacy Charter School will follow Chicago Public School's closing decisions. If Legacy needs to be cancelled or delay opening due to severe weather, the information will be broadcast by major radio stations beginning at 6:00am. Listen for possible closings or delayed openings rather than calling the school office. **If Mason's building is closed for severe weather, Legacy will be closed too.**

In the case of an emergency closing before the end of the school day, parents will be notified using the emergency contact information on file.

## **Fire and Disaster Drills**

Fire and emergency drills are conducted regularly for the safety of the school community. These drills familiarize students with the locations of the nearest exits, the procedure for evacuating the building and where to take cover in the building in case of an impending disaster, such as a tornado.

If an emergency requires us to leave the building: Pre-K classes go to the playground, classrooms near the north main door go to the sidewalk, and classes near the west exit gather in the parking lot. In the case of a disaster that requires us to take shelter, in the church directly across the street from our entrance, is our external safety site.

# **IX. Parents as Leaders**

## **Your Commitment**

At Legacy Charter School we know that every person in the learning community-child, family, staff has a unique and critical contribution to make to the wellness and achievement of scholars. Everyone's full participation is required so that the scholars succeed now and in the future. We need you! Each family needs to understand and agree to the Legacy Family Commitment that will be shared at Orientation. The commitment of our families is critical to our shared success.

## **Parent Council**

The Legacy Parent Council is an important organization that advises the school community on important priorities in our scholars' learning and school growth. The Parent Council also coordinates school-wide fundraising. Please share your ideas, questions, expertise, concerns, and leadership! The Parent Council meeting schedule will be determined before the year begins. Contact Ms. Pat Lard or Ms. Temeka Ollie for more details.

## **Legacy Circle**

Every Friday we have Legacy Circle from 9:00-9:50am. Please join us in this fun and fabulous schoolwide sharing of scholar ideas, talents, and guest speakers.

## **Monday Newsletters**

We send home a weekly newsletter each Monday. Please make sure to check your child's book bag for it because it includes important information! Extra copies are available in the front office.

## **Sharing Concerns: Communication Protocols**

If you are concerned about a decision or event at the school, you have many avenues to discuss and problem solve. There will be disagreements in any community, and it is important that we live and model the candor, decorum, and openness to different perspectives that we want our children to demonstrate. Inappropriate language, curse words, or threats are never appropriate for any of us to use in our learning environment. We agree to disagree respectfully. We focus on challenging the ideas, not the person with the opinions. The Parent Council can be an important forum for problem solving.

First bring the concern to the teacher or staff member involved in the situation in order to gather more information and share your perspective. Assumptions and miscommunications create the bulk of conflicts or issues. When possible, try to suggest a solution or alternative. If unable to solve a problem or misunderstanding with the specific party, the parent should bring the concern to the principal. We assume positive intentions of all adults in the school community as we collaborate.

## **Family Events: Learning and Leading**

This year Legacy is dedicated to involving each family more deeply! Please plan on participating with your scholar. We always need volunteers to help coordinate these events. The following list is included as a general guideline, although there will be additional important meetings.

# Legacy Family Events 2008-2009

\* Times subject to change. Please read each newsletter!

Family events are so important that some are required participation. Yes, mandatory events are in bold type below! Important learning happens for parents, children and faculty staff. **If a parent cannot bring the scholar, please find an adult in the family who can bring the scholar and learn information to share!** Look for announcements from Parent Council as well as weekly Monday newsletters for finalized dates and times of these and more family events.



So far our schedule includes...

Saturday, August 2 <sup>nd</sup>	Back to School BBQ	12 Noon to 2pm
Tuesday, August 12 <sup>th</sup> Wednesday, August 13 <sup>th</sup> Thursday, August 14 <sup>th</sup>	<b>Grade Level Curriculum Night:</b> Pre-Kindergarten & Kindergarten 1 <sup>st</sup> & 2 <sup>nd</sup> 3 <sup>rd</sup> -5 <sup>th</sup>	TBA
Thursday, September 18 <sup>th</sup>	<b>Family Literacy Night</b>	5:30 pm- 7:00 pm
Thursday, October 23 <sup>rd</sup>	Parent Round Tables	5:30 pm- 7:00 pm
Tuesday, November 25 <sup>th</sup>	<b>Family Math Night</b>	5:30 pm- 7:00 pm
Friday, December 19 <sup>th</sup>	Winter Wonderland	TBA
Friday, February 20 <sup>th</sup>	African American Celebration	9:00 am-11:00 am
Thursday, March 19 <sup>th</sup>	<b>Family Literacy Night</b>	5:30 pm- 7:00 pm
Thursday, May 7 <sup>th</sup>	Parent Round Tables	5:30 pm- 7:00 pm
Tuesday, May 14 <sup>th</sup>	Science Fair	TBA
Tuesday, June 2 <sup>nd</sup>	Spelling Bee	TBA

## Legacy Parent/Guardian Commitment

We, the Guardians of our Scholar \_\_\_\_\_ have chosen to become members of the Legacy Charter School family. We understand this is a special place for scholars to learn and grow. We know that it will take strong communication and hard work by our scholar, faculty & staff, and ourselves to make our dreams for our scholars come true! **It is important and we can do it!**

With this in mind, Legacy Charter School faculty & staff will always do our best to collaborate with you to help prepare your scholars for college graduation and success as positive leaders. This means:

- We will provide an outstanding curriculum in a supportive environment.
- We will model the behavior we expect from scholars.
- We will keep parents informed of your scholar's progress and needs.
- We will provide you with many ways to be involved in your scholar's education.
- We will make ourselves available and address questions or concerns in a timely manner.
- We will work hard, reflect deeply and improve our instruction to strengthen scholar learning.
- We will focus on building caring, respectful relationships with families, scholars, and colleagues.
- We will focus on doing the right thing, in the right way, for the right reason.

We, as Parents and Guardians, commit ourselves to being members of the Legacy Family and promise we will do all we can to support our scholar's academic achievement and behavior. So:

- We will make sure our scholar is on time every day, by 8:20 for breakfast and by 8:30 in the classroom for lessons.
- We will make arrangements so our scholar can remain in class until 3:30 Mon-Thurs and 2:30 Fridays, unless afterschool is in session- 5:30pm.
- We will complete all necessary forms and pay the fee in full to complete enrollment.
- We will make sure our scholar has enough sleep each night.
- We will limit our scholar's non-academic endeavors with the television, video games and any violent or sexually explicit multi-media.
- We will thoroughly check our scholar's homework and sign the reading log nightly.
- We will make sure our scholar is in school uniform daily.
- We will enforce the school rules so that the scholars know he/she must be obedient, independent and on task throughout the day.
- We will tell our scholars there is **NO** putting hands on another person in an unwelcoming way **for any reason**, and we will hold him/her accountable for this.
- If our child breaks the rules, we will support the logical consequences including green sheets, providing in-class support or transportation home.

- We understand that we, not the school, are ultimately responsible for the behavior and actions of our scholar. Therefore, we will continue to teach and reinforce the values and skills necessary to thrive in school all the way to college graduation!
- We understand that our scholar is unique, important, talented and worthy of all the work it will take from adults to support, guide, teach the path to college graduation.

We, as Parents and Guardians, will actively participate in our scholar's education:

- If our scholar will be absent, we will notify the school office by 8:30am and send a note upon our child's return to explain the absence.
- We will carefully read all papers that the school sends home to us.
- We will arrange our schedule so that we can attend goal setting sessions, report card pick up, family learning nights and other important events.
- We will complete parent satisfaction surveys.
- We will participate in school fundraising.
- We will support activities by participating in Legacy Circle, Parent Roundtable Discussions, Parent council meetings, study trips, volunteer opportunities.
- We will focus on doing the right thing, in the right way, for the right reason.

Legacy asks parents to take their commitment seriously. Failure to follow these promises will require a scholar-family-school meeting to review commitments and create a plan for improved follow through. Let us share the best of ourselves so that our scholars soar!

Parent Signature \_\_\_\_\_

Scholar Name \_\_\_\_\_ Grade \_\_\_\_\_

School Representative \_\_\_\_\_ Date \_\_\_\_\_

## Acknowledgement Form

### Legacy Charter School Family Handbook

2008-2009

I have read and understand this Family Handbook. I agree to comply with these policies and all of the policies required by Legacy.

I have reviewed the mission and philosophy and of Legacy with the understanding that these values are rooted in the decision making and philosophy of our school.

I understand that Legacy is a charter school; and therefore, a school of choice. I understand that attendance at this school requires compliance with school mission and policies.

I have reviewed the school calendar and noted family events. I understand that my participation in curriculum nights, goal setting sessions, report card pick up and family learning events is required and important.

I realize that the weekly Legacy newsletter contains changes to calendar, schedule and policy. I will read it at the beginning of every week to stay informed and aware of opportunities and any changes to Legacy policy and procedures.

Scholar Name \_\_\_\_\_ Grade \_\_\_\_\_

Scholar Name \_\_\_\_\_ Grade \_\_\_\_\_

Scholar Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_