



August, 2020

Dear Legacy Academy Parents and Guardians:

Welcome to a new, exciting, and very challenging school year. Unlike any other school year, Legacy has worked tirelessly and endlessly to develop an instructional program for the 2020/2021 school year that will meet the health safety needs as well as the academic and social/emotional needs of all of our students. We have spared no expense to ensure the health safety of all of our students as well as all of our staff members. We plan to make the **most of every minute** and capitalize on every opportunity to increase student learning, increase parent engagement and involvement, and maximally enhance every teaching avenue/medium to ensure that Legacy students are provided with the best possible education in the best possible environment (please thoroughly review the enclosed Legacy Re-engagement Plan following this letter).

As you know, the goal of Legacy Academy of Excellence is to become one of the finest schools in the nation. Legacy continues in its pursuit of excellence as an International Baccalaureate World School offering the Middle Years Program (MYP). We will also be pursuing authorization that will allow us to add on the Primary Years Program (PYP). This will broaden our scope and extend to more grades; ensuring that all Legacy Academy students benefit from a World Class; International instructional program. **We're not just any Public School. We're an International Baccalaureate World School!!!** The Pandemic will in no way hinder or interfere with these goals and pursuits.

This year's theme is "Unmasking Student Potential" through

- **Remote/Distance Learning**
- **Differentiation and Scaffolding**
- **Standards Based Instruction and Assessments**
- **Teaching At/Above Grade Level**

Legacy's authorization as an International World School fits in perfectly with this year's theme. An International Baccalaureate authorization is highly sought after because it is recognized and valued worldwide. It signifies a world class education; the development of students as world citizens that are global learners and global minded. We are confident that we can nurture and develop the scholar; the intellect that exists in all of our children and help them to become "Internationally Minded," highly successful global and humane citizens. **We can accomplish this either "remotely," or "in person."** There is no finer program of instruction or approach to learning that exists in the world. This authorization has significantly enhanced and expanded our efforts to

Thank you for allowing us to serve you and your children.



develop the scholar that exists in all of our students and they are indeed scholars with tremendous potential which Legacy Academy will always work tirelessly to develop and nurture.

For the 2020/2021 school year Legacy Academy of Excellence will continue to provide its diverse student body with a rigorous and supportive academic program, designed to prepare them for high degrees of success both academically and socially. This school year Legacy Academy will continue to expose students to more complex, multifaceted instruction to ensure that they are all accelerated and challenged based on their academic ability and capacity.

All Legacy Academy scholars will not only learn the basics, but they will experience early exposure to advanced skills, interdisciplinary instruction along with the global context. This will be accompanied by opportunities for real-life application of concepts and skills, individual and school wide community service activities, better understanding of, respect and identification with different cultures; gaining in depth insight into international issues and opportunities to consider, reflect on, and create possible solutions. Additionally, Legacy Academy scholars will learn how to embrace, respect, value, and appreciate cultural diversity.

Legacy has received extensive training in Pre-AP (pre – advanced placement) instruction and will be offering Pre-AP in English 1, Algebra 1 and Fine Arts for our 9th graders. Additionally, this year we have added Pre-AP Geometry and Pre-AP Fine Arts for our 10th graders. However, all of the tenets behind Pre-AP will be implemented in grades K-12. All students will be instructed at or above grade level with significant supports for those that demonstrate a need for additional assistance.

Please thoroughly review the entire Handbook with your child/ren and discuss the contents. As a sign of your intent to partner with Legacy, please be sure to sign and have your child sign the **Parent, Student and School Partnership Agreement** located at the back of the Handbook and send it back to school with your child/ren. A copy of the agreement will be returned to you.

Please know that Legacy Academy is honored and privileged to partner with you, our parents and guardians, to collaborate together to ensure that our students have a highly productive, successful and enjoyable school year. Thank you for allowing us to serve you and your children.

Sincerely,

Barbara Forte, Ph.D.
Executive Director

Thank you for allowing us to serve you and your children.



Mission and Vision

Mission

The mission of Legacy Academy of Excellence Charter School is to instill a lifelong passion for learning within all its students while ensuring that all learners, including those considered to be “at risk” regardless of economic and social background, succeed academically and become contributing citizens of a global society while fulfilling individual and school wide local community service projects. This will be accomplished by:

- I. Recognizing each child’s unique abilities and talents and using these assets as the foundation for academic development and individual growth. Instructional strategies and assessments of continuous progress will be tailored to help individual students grow and develop using standards that reflect excellence and require mastery.
- II. Employing a well-structured, rigorous K through 12th grade curriculum which Employs a comprehensive program of established best practices in learning and And teaching in order to develop and nurture within each child:
 - A) The competence; capacity and passion for lifelong learning;
 - B) Increased levels of academic performance and personal achievement required for success in the new millennium, including the ability to engage in critical and creative thinking and problem solving;
 - C) A balanced cultural perspective consistent with a diverse community and global economy, and;
 - D) A sense of self-worth based on achievement
- III. Requiring the accountability of staff, students, family, and community in the attainment of Legacy Charter School’s mission. For families, students and staff this includes commitment to the policies, procedures and rules of the Academy as evidenced by concurrence with a written accountability agreement.
- IV. Finally, it is the belief of the founders that systematic thinking coupled with the use of a systems model will allow the maintenance of effective connections among the various functions and operating elements. The founders subscribe to the systems model from Cordell and Waters (1993) which define the 3 domains of school systems:
 - Technical Domain
 - Standards
 - Curriculum
 - Instruction
 - Assessments
 - Personal Domain
 - Professional Development
 - Leadership & Supervision
 - Internal Communication
 - Climate and Culture



- Organizational Domain
 - External Environment
 - Stakeholders
 - Resource Allocation
 - Technology
 - Accountability

Aligning the elements of each domain into a coherent, functional system will operationalize the attainment of Legacy's mission, vision, and fundamental goals.

Vision

Legacy Academy of Excellence Charter School opened in the fall of 2009, serving approximately 250 Rockford students in grades K - 5. Legacy has expanded by a grade each year and now serves students in grades K through grade 12. Legacy provides a comprehensive program specifically designed to develop the whole child. The overarching goals of Legacy Academy of Excellence Charter School are to:

1. Demonstrate the heights of academic achievement that all students, including those considered to be "at risk" can routinely attain when Legacy Charter School's governance is combined with ambitious academic standards, comprehensive and ongoing staff training, and increased parent involvement
2. Offer Rockford families rich new choices in public education within the city
3. Create new professional settings for teachers where ongoing training and support is provided and success is defined by student achievement and parent satisfaction
4. Prepare students to think critically, argue effectively and use technology appropriately in education while developing a commitment to social and environmental causes
5. Educate students to live purposeful lives through self-reflection, self-direction and self-expression; fully recognizing the potential in themselves and others

Guiding Principles

Legacy Academy of Excellence Charter School will be founded and operated based on six guiding principles, principles that the founders call the 6 R's:

Rigor; Relevance; Respect; Relationships; Responsibility; Resilience.

Rigor—Legacy Academy of Excellence Charter School will provide a rigorous curriculum based on mastery of the foundational skills in reading, writing and math and then progressing to more advanced instruction and application of skills and concepts in all of the content areas. The climate and culture of Legacy will nurture and develop both staff and students to the degree that they will welcome intellectual growth.



Relevance-The most powerful sources for curriculum are the concerns of students about themselves and about social issues. At Legacy Academy we will make every effort to connect coursework to community, and to have students put theory into practice in the real world.

Respect-At Legacy Academy we will strive to teach students first to respect themselves. We will teach them that they each possess greatness and they were put here on earth to make a very unique contribution. We believe that when students respect and value themselves, then and only then will they be able to respect and value others.

Relationships-At Legacy Academy we will strive to develop a cohesive school community and extended family for every student. We will do this by fostering relationships within and beyond the four walls of our school building and always demonstrating the interconnectedness of every human being.

Responsibility-We want students at Legacy Academy to take responsibility for their actions at all times, understanding that they have the ability to control their destiny simply by the choices they do or do not make.

Resilience- Most importantly we want the students at Legacy Academy to know that failure is not an option when hard work prevails. We learn and grow from our failures and use them as information that will increase our knowledge and deepen our wisdom; thereby assuring that we will make better and more informed decisions.

Behavior Management Plan

INTRODUCTION

The faculty and staff at Legacy Academy of Excellence Charter School are dedicated to providing its students with the necessary skills to think critically, communicate effectively, and live with honor and dignity in an ever changing global society. Essential to this mission is the creation of a School Climate and Culture of Academic Excellence characterized by a strong work ethic that will ensure that all work is “**neat, complete and correct**” and that the behavior of all staff and students demonstrate kindness, self-discipline, orderliness, and respect.

The founders of Legacy Academy of Excellence Charter School firmly believe that all students have within them the capacity to be **scholars**. Our charge is to develop and nurture **scholarly** behavior in all of our students. The Discipline Code identifies those characteristics that are common to **scholars**; characteristics that result in **scholarly** behavior and exemplary academic performance along with the ability to communicate effectively.

Legacy Academy of Excellence Charter School’s Discipline Code is designed to guide the efforts of teachers and staff in creating a safe, orderly environment; a climate and



culture of excellence and to reinforce the primary mission of Legacy Academy of Excellence: rigorous academic learning.

The Discipline Code, clearly states all school-wide rules governing student academic and social behavior as well as the consequences for failing to meet the established standards of performance. The Discipline Code will serve as an agreement; a commitment made by parents, students, and staff that will ensure that all students are successful in meeting the academic and behavior standards of performance.

The Discipline Code identifies ten Character Virtues and the International Baccalaureate Learner Profile characteristics that will be at the center of Legacy Academy of Excellence Charter School's education curriculum and that will be cultivated with care and consistency. In addition, it describes the ways in which appropriate choices will be encouraged as well as the roles and responsibilities of students, parents, teachers, and faculty. The Discipline Code establishes a policy that promotes character education and discipline as an ongoing process; the means by which students will experience academic success. Alone, this Discipline Code will not ensure the desired student and staff behaviors, nor will it develop an individual's character, or guarantee their academic success. However, as part of a comprehensive school wide effort supported by all members of Legacy Academy's community, it will guide the process and significantly contribute to the accomplishment of the desired academic and behavior goals.

Faculty and staff will work continuously to achieve as much consistency and continuity as possible with regard to disciplinary matters, and they will be prepared to revise and adapt disciplinary procedures as necessary.

Embracing the principles outlined herein is a first and vital step toward creating the type of environment in which all children can thrive; a climate and culture of excellence. It will not only minimize physical harm and disruption among students; it will help establish among all members of Legacy Academy's community, the habits that characterize a civil, **scholarly** society. This is our Discipline Code, a blueprint for living and learning.

KEYS TO SUCCESS

Staff, students, and parents at Legacy Academy of Excellence Charter School will work collaboratively to help each student reach his or her full academic and social potential. Toward this end, staff will make every effort to keep students focused on the following ten Character Virtues that lead to **scholarly** behavior and performance in our school, the workplace, and society at large.

The Keys to Success (Randall Sprick) are critical **CHARACTER VIRTUES** that, when practiced daily, will result in scholarly behavior and exemplary academic performance. The Keys to Success will not be taught in isolation; they will be infused into all content areas and every aspect of Legacy Academy's day. If Legacy Academy students practice



the virtues in school and at home, they will become a way of life and result in high levels of academic and social success.

Responsibility: to fulfill one's obligation in a timely manner

To do one's part thoughtfully and promptly as a member of a family, school, and community is a character virtue worth cultivating. It teaches students to fulfill obligations and duties even when it is difficult to do so. Responsibility entails order--putting things back where they belong and stewardship--taking care of personal property and common spaces. It also includes doing one's work, including homework, neatly, completely, and in a timely fashion. Responsibility for common spaces means that vandalism, graffiti, or littering will not be tolerated at school.

Personal accountability is central to responsibility. In *The Book of Virtues*, William Bennett notes that "responsible persons are mature people who have taken charge of themselves and their conduct, who own their actions and own up to them--who answer for them."

In teaching responsibility, faculty and staff at Legacy Academy of Excellence will emphasize the importance of punctuality and personal accountability. By holding students accountable, staff will underscore a powerful twofold lesson: students' claims and actions matter, and their words and deeds--whether intentional or unintentional--have consequences.

Perseverance: to demonstrate "stick-to-it-ness"

"Slow and steady wins the race" is the moral of Aesop's fable of the tortoise and the hare. Of course, like other virtues, perseverance must be linked with worthy goals. Someone who persists in a pointless endeavor--or even worse a misguided or harmful one--achieves little, but knowing what should be done, without having the perseverance to accomplish it, will similarly result in failure. Thus developing the habit of perseverance is an important goal and one that is not always easy for students as well as for many adults.

Laziness or distractions sometimes get the better of all of us, and for young people, the allure of television, video games, and popular music is especially strong. Such distractions too often consume valuable time that might otherwise be devoted to school work. Perseverance helps students resist off task behaviors and stick to worthwhile tasks.

The faculty and staff at Legacy Academy will guide students in practicing perseverance on worthwhile tasks--most prominently schoolwork; ensuring that all class work and homework is "neat, complete and correct" along with learning proper behavior. Students will be taught to start tasks promptly and enthusiastically and finish them with attention to detail and pride in the final product. Hard work and consistency will be emphasized, and special attention will be paid to the gradual improvement that results from quiet and steady efforts from day to day.



As students get older they will develop the judgment to decide when to apply perseverance in other areas of life. Rarely do we fail for lack of knowledge about when to practice perseverance; far more often we fail for lacking the strength to persevere.

Respect: to treat others and oneself with courtesy and care

By teaching respect for others, faculty and staff at Legacy Academy of Excellence will help students learn what it means to care for all persons as individuals, regardless of race, religion, socioeconomic background, or disability. In the early grades, courtesy and sharing will be emphasized, and good manners will be taught. Courtesy denotes respect for others, and it is practiced by being polite toward everyone and considering seriously, the views of others.

In the later grades, staff will state explicitly that there is no place for vulgar or mean spirited language in Legacy Academy of Excellence Charter School's community. Instead, students will learn to communicate and debate constructively, to look people in the eyes when speaking to them, and to greet everyone with a smile or a warm handshake.

Students will be required to demonstrate respect by walking quietly in the halls, without pushing, shoving, or hitting others. Ultimately, practicing respect for others will enable students to avoid negative behaviors such as name-calling, teasing, and blaming.

By teaching respect and love for oneself, teachers and staff will help students learn what it means to care for one's physical self (e.g., personal hygiene).

Respecting and loving oneself also means taking care to develop one's character and drawing satisfaction from meeting high ethical and academic standards. Students who value themselves physically and ethically are more likely to make positive choices that promote good health and strong character.

Showing respect helps to support healthy relationships and obedience to rightful authority. When everyone demonstrates respect for themselves and others, a safe, clean and welcoming School environment is the result; a culture and climate of excellence.

Kindness: to care for others by offering help and showing gratitude

At Legacy Academy of Excellence, students will learn to be kind to one another: to include rather than exclude children on the playground, to cheer someone who is sad, and to treat others the way they would like to be treated. **Perhaps the greatest challenge in practicing kindness consistently is to grant forgiveness.** Grudges and ill will destroy the bonds of trust in our friendships and communities, and they will not be allowed to flourish at Legacy Academy of Excellence.

To be kind means to be willing to apologize for our own mistakes and to **forgive the mistakes of others.** Students will learn that kindness can prevent personal conflicts and forgiveness can resolve them.



Truth: to be sincere in character, words, and deeds

To live by the truth to be sincere in character--means to seek objective understanding, to recognize falsehood, to learn from mistakes, and to seek wisdom. At Legacy Academy of Excellence Charter School, students will learn to lead lives of integrity by telling and seeking the truth. Students will be encouraged to practice honesty---sincerity in words and deeds--by saying what they mean, meaning what they say, keeping their promises to others, and setting realistic goals for themselves.

Honesty also includes never manipulating others for personal benefit. Intellectual honesty will be fostered by teaching thoughtful reflection--the ability to think logically, consider reliable evidence, and make informed judgments rather than hasty conclusions based on opinion, impulse, or prejudice. Cheating and lying will not be tolerated at Legacy Academy of Excellence.

Citizenship: to fulfill one's responsibilities to country and community, including respecting and honoring the laws.

Citizenship at Legacy Academy of Excellence Charter School will help to develop School spirit and promote responsibility to the community. Citizenship also includes patriotism--loyalty to our country and its democratic principles--an ideal essential to the flourishing of our society. Students will be encouraged to demonstrate patriotism by reciting the Pledge of Allegiance with respect, recognizing national heroes and their contribution, understanding our political institutions and current affairs, and developing a deep appreciation for our civic and cultural traditions.

Courage: to act bravely and honorably when there is risk involved

Students will learn that it takes courage to tell the truth, to accept the consequences of off task behavior, and to participate in games in which they may not excel. At the same time, students will learn to be prudent and avoid risks that are reckless or potentially harmful. Careful distinctions will be drawn between rational and irrational fears to help students overcome the latter and deal with the former.

Self-discipline: to manage one's time and energies wisely

Students at Legacy Academy of Excellence will learn that there is a time for work and a time for play, and that they may not always get what they want in the time or place that they want it.

Faculty and staff will cultivate patience as part of the development of self-discipline, which is important, both as a virtue in itself and as a virtue that helps us in carrying our other virtues. For example, sometimes it takes self-discipline to demonstrate perseverance. The individual who possesses self discipline has developed the ability to manage his or her temper, appetites and urges, habits of work, and habits that show consideration of others. Students will be taught that being self-indulgent or demonstrating a lack of self-control can have negative consequences for themselves and others.



Fairness: to use the concept of equality in making sound decisions

At Legacy Academy of Excellence Charter School, students will learn to "play by the rules," not for the rules' sake alone but because to do so is fair and just. Prior to beginning a game or activity, for example, students may ensure fairness by establishing an agreement among all participants concerning the rules. Students will be taught the value of what is just and to discern what is not.

True friendship: to select and to be true friends

Faculty and staff at Legacy Academy of Excellence will help students distinguish between three types of relationships often described as friendships: friendships based on leisure (i.e. "fun"); friendships based on usefulness (for example, in business); and friendships based on virtue (e.g., those which -in addition to being fun and perhaps useful-are also built on shared goals, with the individuals committed to each other's welfare).

A true friend is defined as someone who will always try, for your sake, to do what he or she believes is good for you. Students will be encouraged to develop true friendships, the most rewarding type, with those who share sound values and live by them. They will learn that the characteristics of true friendship include loyalty and dependability, and that true friends demonstrate other virtues such as good sense of humor, intellectual curiosity, and kindness. Students will be taught that deceptions, manipulation, and insensitivity are not signs of true friendship.

In addition to the 10 Character Virtues, Legacy Academy will also incorporate the IB Learner Profile behaviors into daily instruction, events, and activities:

IB LEARNER PROFILE:

Inquirers:

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable:

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues that have local and global significance.

Thinkers:

We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

**Communicators:**

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled:

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-Minded:

We critically appreciate our own culture and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring:

We show empathy, compassion, and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-Takers:

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced:

We understand the importance of balancing different aspects of our lives-intellectual, physical, and emotional -to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective:

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

HABITS OF MIND

When our students have fully incorporated both the Character Virtues and the IB Learner Profile into their daily lives it will be manifested in their behaviors. They will have developed strong "Habits of Mind," problem solving, life related skills, necessary to effectively operate in society and promote strategic reasoning, insightfulness, perseverance, creativity and craftsmanship (Arthur L. Costa and Bena Kallic, Habits of Mind: A Developmental Series, 2000):

Persisting:

Sticking to the task at hand; Follow through to completion; can and do remain focused.

**Managing Impulsivity:**

Take time to consider options; think before speaking or acting; remain calm when stressed or challenged; thoughtful and considerate of others; proceed carefully.

Listening with Understanding and Empathy:

Pay attention to and do not dismiss another person's thoughts, feelings and ideas; seek to put myself in the other person's shoes; tell others when I can relate to what they are expressing; hold thoughts at a distance in order to respect another person's point of view and feelings.

Thinking Flexibly:

Able to change perspective; consider the input of others; generate alternatives; weigh options.

Thinking about Thinking (Metacognition):

Being aware of our own thoughts, feelings, intentions and actions; knowing what I do and say affects others; willing to consider the impact of choices on myself and others.

Striving for Accuracy:

Check for errors; measure at least twice; nurture a desire for exactness, fidelity & craftsmanship.

Questioning and Posing Problems:

Ask myself, "How do I know?" Develop a questioning attitude, consider what information is needed, choose strategies to get that information and consider the obstacles...

Applying Past Knowledge to New Situations:

Use what is learned; consider prior knowledge and experience; apply knowledge beyond the situation in which it was learned.

Thinking and Communicating with Clarity and Precision:

Strive to be clear when speaking and writing; strive to be accurate when speaking and writing; avoid generalizations, distortions, minimizations and deletions when speaking and writing.

Gathering Data through all Senses:

Stop to observe what I see; listen to what I hear, take note of what I smell; taste what I am eating; feel what I am touching.

Creating, Imagining, Innovating:

Think about how something might be done differently from the "norm"; propose new ideas; strive for originality; consider novel suggestions others might make.



Responding with Wonderment and Awe:

Be intrigued by the world's beauty, nature's power and vastness for the universe; have regard for what is awe-inspiring and can touch our hearts; open to the little and big surprises in life that I see in others and myself.

Taking Responsible Risks:

Be willing to try something new and different; consider doing things that are safe and sane even though new to me; face my fear of making mistakes or of coming up short and not letting this stop me.

Finding Humor:

Be willing to laugh appropriately; look for the whimsical, absurd, ironic and unexpected in life; laugh at myself when I can.

Thinking Interdependently:

Be willing to work with others and welcome their input and perspective; abide by decisions the work group makes even if I disagree somewhat; willing to learn from others in reciprocal situations.

Remaining Open to Continuous Learning:

Open to new experiences to learn from; proud and humble enough to admit when I don't know; welcome new information on all subjects.

All students and staff must stand during the school pledges. Students and staff are not required to say the Pledge of Allegiance due to personal religious beliefs but they must stand during the Pledge of Allegiance as a sign of respect. Additionally, students and staff must recite the Character Virtue Pledge and the IB Learner Profile Pledge as these are virtues and traits that we expect the students and staff to demonstrate.

ROLES AND RESPONSIBILITIES

Each member of Legacy Academy of Excellence Charter School's community has a role to play in creating a school culture and climate of excellence; a safe, orderly environment that is conducive to accelerated learning. The various roles and responsibilities are as follows:

Classroom Teachers and Instructional Assistants

The classroom teacher at Legacy Academy of Excellence Charter School is the center of the character education and discipline policy. Teachers will continually emphasize to both students and parents the importance of the Keys to Success. The Character Virtues will be established as guidelines for each classroom, and students will be encouraged to live by the ten Character Virtues; teachers will underscore expectations for students' behavior by relating student actions to the Virtues and to **scholarly** behavior and academic success. In this way, teachers will focus on teaching and encouraging appropriate conduct, rather than just trying to "control" behavior. Additionally,



teachers will help students understand the importance of practicing the Character Virtues and how critical they are to academic success.

Students will be taught to act responsibly in each type of classroom activity, and these lessons will be reinforced throughout the year as necessary.

Teachers will strive to interact frequently with each student when the student is behaving appropriately. When off task behaviors occur, teachers will calmly and consistently implement mild classroom "consequences," corrective actions taken in response to off task behavior, in such instances as teaching opportunities. The focus of interaction with each student will continue to be primarily positive, with a **ratio of at least (four) positive interactions to every (one) correction. Students will be taught to reflect on their behavior and academic performance and how to make good decisions in their own best interest.**

Though these principles will serve as useful guides, each teacher, student, and situation is unique. **Teachers will use professional discretion to select the specific procedures that fit individual students' needs and particular situations.** Teachers will work in collaboration with other staff and parents to solve problems that are chronic or severe.

Techniques that may be used by teachers in dealing with minor behavior problems as well as procedures for responding to chronic misbehavior are described under "encouraging appropriate conduct." See page 18

School Director

The role of Legacy Academy of Excellence Administrator is to guide staff and students in their efforts to ensure student success--the central mission of Legacy Academy of Excellence Charter School.

The Administrator will have a thorough working knowledge of the Discipline Code, and when necessary will assist staff in implementing classroom and school-wide management procedures. Legacy Academy of Excellence Charter School Administrator will provide training and continued support to teachers as they strive to teach students to follow the Keys to Success and all School rules.

The **Dean of Students** will assist staff in responding to severe misbehavior, such as insubordination and physically dangerous and/or illegal acts, as well as any chronic or recurring problems that hinder instruction. In certain cases, the Dean of Students will initiate time-out periods, parent conferences, in-school suspensions, out of school suspensions, or other severe consequences. The Dean of Students may also contact the appropriate law enforcement authorities, depending on the nature of the infraction. If the Dean of Students is unavailable to assist with a crisis situation, the school secretary/office manager will direct referrals to another designated staff member.



Support Staff

Legacy Academy's staff includes special education teachers, a nurse/Health Services Coordinator (HSC), and other support personnel to assist with instruction and help meet students' special needs.

A Health Services Coordinator will be available to faculty, staff, and students for consultation on such matters as personal hygiene, nutrition, substance abuse, depression, child abuse, or neglect. The Health Services Coordinator (HSC) will also provide medical care for students who are ill or injured. When the HSC is not on school grounds, designated staff will assist students in need and will determine whether parents should be contacted and the student sent home.

Legacy Academy of Excellence has the services of full-time special education teachers to address the needs of students with learning disabilities. The **Special Education Coordinator** will work in conjunction with Legacy Academy's School Director to oversee the development of Individual Education Plans (IEP's), the special education referral process, and staff development related to students with special needs.

Other Staff

All staff including clerical staff, custodians, security, and food service personnel have an equal part to play in teaching the ten Character Virtues, the IB Learner Profile and Habits of Mind. Legacy Academy of Excellence Charter School's guidelines for promoting a safe and orderly environment requires that all students and staff exhibit mutual respect and cooperation. Through positive interactions with students, staff members will encourage the practice of good character. Each staff member will be knowledgeable of the Keys to Success rules, the IB Learner Profile, and Habits of Mind along with the procedures for school-wide areas, and each will be prepared to implement the disciplinary procedures outlined in the Discipline Code.

Administrative Team

The Administrative Team is composed of Legacy Academy's Executive Director, the Assistant Executive Director, the Facility Manager, and the Business Manager. The Administrative Team focuses on management and review of academic progress, curriculum development and modifications, classroom management, facilities management and fiduciary responsibilities.

Students

Students at Legacy Academy of Excellence Charter School will take pride in their efforts to follow the Discipline Code. In the classroom, students will follow the teacher's rules for group instruction, which will be articulated for each activity. Legacy Academy students will behave in a **scholarly** manner at all times; applying the Character Virtues, the IB Learner Profile, and the Habits of Mind with fidelity; resulting in exemplary behavior and exemplary academic performance; work that is "**neat, complete and**



correct". Legacy students must respect and follow the directives of any and all Legacy staff members; not just their teachers.

Parents

Parents of Legacy Academy of Excellence Charter School will be encouraged to participate fully in the education of their children. The support and cooperation of parents is vital to helping each student reach his or her full social and academic potential.

First and foremost, parents are expected to support the academic learning of their children by maintaining high expectations for both the students and the School. Additionally, parents are expected to fully support the behavior guidelines along with the established uniform dress code.

The major role of parents is to demonstrate consistent interest in their children's progress and support for the children's best efforts. Parental support provides an enormous incentive for children to strive for excellence; to think and behave **scholarly**. Parents will be kept informed of students' efforts through conferences, progress reports, report cards, phone calls, e-mails, and notes.

Parents will be asked to help teach their children specific skills, such as remembering homework; making sure that it is "**neat, complete and correct**," learning to be more independent or managing anger in a mature way. If parents are asked to assist staff, specific information will be provided on ways to help the student. If there is a severe or recurring problem, parents will be asked to help staff teach the student an alternative set of behaviors. In such cases, it is important to recognize that teaching a student to behave appropriately, as a contributing member of Legacy Academy of Excellence Charter School's community will enable him or her to succeed in school.

It is absolutely vital that all Legacy Academy parents and guardians fully support and assist in the development and nurturing of the Character Virtues, the IB Learner Profile and the Habits of Mind in their children. By working together, parents and staff can help the student acquire the skills that will increase opportunities for success throughout life.

Failure to comply with the specifics of Legacy Academy of Excellence Charter School's Behavior Plan may result in a student's removal from class, suspension or (in extreme cases) expulsion.

Parents who have concerns about their child's adjustment to Legacy Academy of Excellence or any aspect of the School's program and policies will be asked to discuss their concerns first with their child's teacher.

Every teacher at Legacy Academy of Excellence will be prepared to work with parents and will respond to parental concerns appropriately and expeditiously. Legacy



Academy's Administrators will also be available if there are issues that exceed the scope of a parent-teacher conference.

The Discipline Code will be sent home with students each fall. Students and parents will be asked to discuss the Discipline Code together and to sign a form indicating that they understand and agree to Legacy Academy of Excellence Charter School's rules and expectations (the **Parent, Student and School Partnership Agreement**). The Discipline Code will thus serve as a contract/agreement between students, parents, and school staff; involving parents at the most fundamental level in their children's character development. Teachers will contact those parents who do not sign and return the signature portion of the agreement indicating their receipt and strong commitment to supporting and assisting with the implementation of the Discipline Code.

Because Parent participation and support are so critical to the success of our students we depend heavily on them doing the following:

- **Fully participate and attend all school events and activities during the school day and all evening events**
- **Review, sign, and return the Student Planners daily**
- **Review, sign and return the weekly Missing Report Forms**
- **Review, sign, and return Progress Reports and Report Cards**
- **Provide accurate contact information and provide updates/changes immediately**
- **Be available to meet with School Staff when needed**
- **Allow 24 hours notice for conferences or classroom visits/observations (please note that during classroom visits/observations teachers are not available to discuss issues. During observations/classroom visits teachers must focus exclusively on instruction and the students.**

Encouraging Appropriate Conduct and Acknowledging Appropriate Behavior: Positive Interactions and Positive Feedback

At Legacy Academy of Excellence Charter School, students will be encouraged to make appropriate choices regarding their personal conduct and academic performance. Following are the chief means by which faculty and staff will ensure order and support the development of positive **scholarly** behavior at Legacy Academy of Excellence Charter School.

Daily interactions between staff and students provide the best opportunities for encouraging **appropriate behavior** and promoting the development of good and **scholarly** habits. Staff at Legacy Academy of Excellence will strive to interact with students in a cordial, respectful and supportive manner at all times.

Positive interactions will include greeting students, talking to students, making eye contact, smiling, and overtly praising students **when such accolades are deserved**. When praising students, staff will attempt to provide them with specific information



about which behaviors are contributing to success. For example, a staff member might say, "Alicia, you have been very responsible in remembering to bring your homework on the day it is due, you put forth great effort to ensure that it was **neat, complete and correct.**"

Students of the Month Awards

At the end of each month, teachers will grant Student of the Month Awards to acknowledge and reward students for demonstrating exceptionally responsible behavior, trying their best, cooperating, or showing respect; making sure that 100% of their daily assignments and homework are **neat, complete and correct; students who exemplify the Character Virtues, the IB Learner Profile, and the Habits of Mind.**

Award-winning students will receive special certificates and/or "**decision dollars.**" All students who have shown exemplary behavior and academic performance throughout the month from each classroom will be chosen as Students of the Month. The names and pictures of the Students of the Month winners will be displayed on a prominent "**Students of the Month**" bulletin board or location, along with the dates of the awards.

At all times teachers will use their discretion in implementing the Academic and Behavior Management System based on the behavior of individual students. Some behaviors may require that modifications be made in implementing the System.

Correcting Off Task Behaviors:

It is expected that all of the students at Legacy Academy of Excellence Charter School will strive to meet the expectations of responsibility and self-discipline outlined herein. It is also understood however, that no single set of procedures will be effective in helping every student develop the skills and attitudes necessary for success. Therefore, a series of interventions will be designed for students who have not met Legacy Academy's performance standards.

As teachers and faculty adapt disciplinary and academic procedures to meet individual needs, the focus will remain positive and an emphasis will be placed on the continuing need for calm, thoughtful and consistent consequences. Students will learn to make good decisions and to choose good options that are in their own best interest both behaviorally and academically.

Behavior

Students, who engage in any type of off task behavior, whether minor or severe, will be required to make amends and/or restore the situation. Restitution may involve an apology; school service; or fixing, replacing, and/or paying for damage caused. A school Administrator or teacher will determine the type of restitution required for a particular infraction. The restitution assignment will be communicated to the student's parents prior to his or her completion of the task when possible. In all cases, parents will be informed of the child's off task behavior and/or failure to meet the academic standards set by the teacher.



Most off task behaviors will be handled with discussion or the use of mild consequences. However, severe misbehavior will be met swiftly with equally severe consequences. Such behavior is defined as belonging to at least one of the following categories.

- Insubordinate behavior
- Physically dangerous behavior
- Illegal behavior (drugs, alcohol, vaping paraphernalia, weapons, tobacco products, prescription drugs, over-the-counter medications, etc.)
- Disruptive Behavior (behavior that disrupts instruction and learning)

Insubordinate behavior is the direct refusal to comply with a staff member's reasonable instruction within a specified period of time. In such cases, the staff member involved will first explain to the student why his or her actions are inappropriate and will issue a mild consequence for the offense. If the student continues to disregard the staff member's instruction the parent/guardian will be contacted and the incident will be reported to the Dean of Students. Instances of prolonged or extreme insubordination may result in the removal from class and the proper authorities being called.

Insubordination is a breakdown in communication. When a student has been referred to LARR for this offense, Legacy's Dean of Students will arrange a conference between the student, the staff member involved, and possibly the student's parent or guardian. The purpose of the conference will be to establish a plan that will help the student communicate in a more appropriate manner.

In cases of **physically dangerous behavior**: fighting, assault, physical intimidation, staff will firmly inform the student to stop the physical altercation. If the student does not respond, staff will call for security for assistance. **It should be noted that when students do not respond to security or school administration the police will be called and charges filed.**

Legacy staff members are not allowed to take action that could be physically dangerous; in such cases, another student will be sent immediately for assistance. **However, staff members are responsible for closely monitoring students to ensure that physical conflicts are minimized/avoided.** The Dean of Students/School Administrator will notify parents and make all decisions regarding whether to contact the appropriate law enforcement authorities.

If a staff member is aware that a student has been or is engaged in **illegal activity**, the staff member will refer the case to LARR. The Dean of Students will notify the student's parent or guardian and make all decisions regarding whether to contact the appropriate law enforcement authorities.



It should be noted that Legacy Academy will exercise its right and authority to randomly search lockers, desks, book bags or other personal effects or items owned by students without notice or consent of the student. Students have no expectation of privacy in these areas.

If a search produces evidence that the student has violated or is violating either the law or school policies, evidence may be seized and impounded by school authorities and disciplinary action may be taken. When appropriate evidence may be transferred to law enforcement authorities.

In- Classroom Behavior Management Steps

Faculty, staff, and School leaders will adhere to the following procedures when imposing an exclusionary timeout intervention. No student shall ever be unsupervised during a timeout situation.

1. Upon the behavioral infraction, the student will be sent on a 5-10 minute timeout away from the instructional setting but still within the classroom and be given an opportunity to self-correct and/or reflect and then rejoin the class. This will not be treated as a consequence. It is an effort to support the student and get him/her back on track.

While in the reflection area, a student can choose to sit quietly, draw, journal, read or complete a reflection sheet.

2. If the behavior has not been corrected through opportunities to go to the timeout area it will become necessary to employ consequences that may include the following:
 - a. Loss of PBIS points
 - b. Lunch detention
 - c. Call home
 - d. LARR referral
 - e. In-school suspension
 - f. Out-of-school suspension

LARR Referral (Legacy's Accommodations and Reflection Room)

Referrals to LARR will be made only in response to severe or re-occurring behavior problems. Reserving LARR referrals for such cases will help combat the notion that being sent to LARR is "no big deal."

When making an office referral, the referring staff member will complete a LARR Referral Form as soon as possible after the infraction. Legacy Academy's Dean of Students will keep records on all LARR referrals. LARR referrals must be sent immediately. If a referral is not received within 10 minutes the student may be returned to classes.



Students who are in LARR must be given work that is directly related to class instruction. The work must be sufficient to last for the duration of the time the student is in LARR. Students in LARR are allowed to complete and/or make up any missing assignments.

In-School Suspensions

At Legacy Academy exclusionary timeouts will be used for students who need a neutral environment to help manage their own behavior, or to cool down or reflect on off task behavior. Such timeouts involve moving the student from the instructional setting to a supervised area.

In-School Suspensions will be determined by the DEAN OF STUDENTS after reviewing the referral by the classroom teacher. If an in-school suspension is decided upon, students will then meet with the Dean of Students. Parents are contacted when their child has been given an in-school suspension.

While spending time in LARR students will be required work on their classwork. They must complete and submit all classroom assignments and they will be given the same amount of time to complete the assignments as the students in class. Full credit will be awarded for assignments that are complete, correct and submitted on time. They will also be provided with any assistance for further clarification for any and all assignments that they are given while serving in-school suspensions. Additionally, Special Needs students will receive all services as indicated in their IEP/504 plans while serving in-school suspensions.

Out of School Suspensions

In response to cases of severe misbehavior where all other interventions have failed (insubordinate behavior, physically dangerous behavior, illegal behavior and/or disruptive behavior), the Dean of Students may suspend or temporarily remove the student from school for up to ten calendar days. Suspensions will be regarded as a serious consequence and students will be removed immediately. **In cases where out of school suspensions are necessary, parents are expected/required to pick their child up immediately.** If there are extenuating circumstances preventing immediate removal from Legacy's grounds, the Dean of Students will assume full responsibility for the student until he or she is removed. The student's parents will be required to meet with the Dean of Students and any staff members involved in the suspension prior to the student's return. A suspended student must make up all missed work and he/she will receive full credit. Suspended students will not be allowed to be on Legacy's grounds or to attend any school-related functions at any time during the suspension. In addition, the student may be required to complete homework related to the disciplinary infraction.

Students who are serving out of school suspensions will be allowed to submit all missed work/assignments and receive full credit for work that has been completed, is correct and has been submitted on time.



Expulsion

Expulsion is defined as the removal of the right and obligation of a student to attend Legacy Academy of Excellence Charter School under the conditions set by Legacy Academy's Board of Directors. Legacy's Executive Director will have final authority in recommending the expulsion of a student to the Board. A student who engages in gross disobedience or misconduct; who brings a dangerous weapon to School or uses an instrument/object in school in any way that makes another student or staff member feel threatened, may be subject to an expulsion hearing before the Board of Directors. Any expelled student will not be permitted on school grounds or at any school-related functions for the duration of his or her expulsion. The board may expel a student for a definite time not to exceed 2 calendar years as determined on a case by case basis. If the expulsion is for a limited time, such as a year, the expelled student may not attend another Illinois public school during this period.

The tables on the attached pages (**attachment A - Legacy Academy's Discipline Code**) outline the specific procedures that will be applied in response to severe misbehavior. Each of the consequences listed for the various offenses may be imposed.

Responsibilities in Common Areas

Legacy Academy of Excellence Charter School's common areas include the hallways, rest rooms, the multipurpose room (gymnasium), and the media center (**The Dr. J. Forte Media/Resource Room**). Because students from every grade and class will be using these areas under the supervision of various faculty and staff, it is important to establish rules and expectations that are commonly understood and consistently applied.

With such rules in place, staff can focus on encouraging, acknowledging and rewarding appropriate behavior among students rather than correcting behavior. Staff will continuously encourage appropriate behavior in Legacy's common areas through positive, cordial, and professional interactions with students. Verbal praise will be used to recognize students who exercise courtesy, safety, and respect.

Legacy Academy of Excellence Charter School's Administrative Team will visit classrooms or use the school wide intercom system to compliment appropriate, desired behavior in common areas or, when students demonstrate appropriate behavior during lunch periods.

Following are Legacy Academy's goals for student conduct in each of the common areas:

Hallways: The hallways of Legacy Academy will be a safe and quiet environment where people interact with courtesy and respect using soft (inside voices). Other than passing periods, students must have a pass in the hallways.



Restrooms: The restrooms at Legacy Academy of Excellence will be clean and safe. Students will be sure to leave them clean and free of any debris. Students are to use the washrooms quickly and quietly; being sure to wash their hands when finished.

Meals: Breakfasts and lunches at Legacy Academy of Excellence will be enjoyed in a safe, clean, and friendly environment where people interact with courtesy, manners, and respect; by listening, speaking, participating, according to directions given by the staff members on duty. Students are expected to clean up after themselves.

Before and After School: Students will arrive at and depart from Legacy Academy in a safe and orderly manner always following the directions of Legacy staff **(the first time)**.

Please note that Legacy has installed a video monitoring system in public/common areas of the school. This system has been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on video tape these recordings may be used as a basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Positive Behavioral Interventions and Supports (PBIS) Grades K-12:

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. PBIS provides an operational framework for achieving these outcomes. More importantly, PBIS is **NOT** a curriculum, intervention, or practice, but **IS** a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students. When implemented with fidelity, PBIS will reflect **decreases** in: discipline referrals, suspensions, detentions, and disruptive classroom behavior. PBIS (when implemented with fidelity) will reflect **increases** in academic performance, on-task behavior, and parent/student/staff satisfaction.

Please look for Legacy's PBIS Matrix which will fully explain the point system and the criteria for maintaining points earned. Students will lose PBIS points for unexcused absences, tardies, uniform violations, behavior, and academic infractions. **Please note that students who do not maintain at least 88% of their PBIS points, maintain 96% attendance, have no missing work, and maintain current registration fee payments, will be excluded from all recreational activities, field trips, celebrations, etc.**

Rewards and Consequences

Legacy has put many incentives in place to acknowledge students' efforts to comply with all academic and behavior performance standards. We feel that it is critical that excellence and sincere efforts should always be acknowledged, honored and rewarded.



It should be noted that when students' behavior/conduct fails to meet the performance criteria established there will be consequences. All consequences are determined based on individual incidents.

Curriculum and Instruction

Curriculum and Instructional Design

At the heart of Legacy Academy of Excellence Charter School is a highly structured curriculum that sets high expectations and provides individualized monitoring to assist students in attaining ambitious goals for achievement.

Legacy provides a strong academic foundation for students that will prepare them for the demands of future college and careers.

Direct Instruction in Elementary Reading and Language Arts

Direct Instruction (DI) is a curriculum and teaching methodology specifically designed to teach sophisticated strategies in reading and language development.

The lessons are presented in a structured sequence, with each building on concepts and skills developed previously in the series. Parents are encouraged to contact their children's teachers for detailed information about the skills and knowledge taught at each level of the various DI programs. Direct Instruction has been proven to yield strong results with all types of students, including academically advanced children, traditionally average performers and those with special needs.

To ensure that all students are successful, every child is assessed during the first week of school. Instructional groupings are created based on students' demonstrated competency in these areas. Students who are performing below target receive instruction that ensures they will fill any learning gaps quickly and then accelerate. Likewise, students who are advanced in a particular subject will receive instruction at a level and pace that provides a challenge.

Legacy's Mathematics Program

Students will develop math skills through carefully structured and sequenced math curriculums that are closely aligned with Common Core State Standards. As with Legacy's Reading and Language Arts programs, students will be taught to mastery and provided with multiple opportunities to practice. Additionally, when students demonstrate that they are ready and have the capacity for more complex work it will be provided to them. Students will be taught to apply mathematical skills to real-life situations.

Throughout our mathematics program, students will experience extended projects that will enhance and accelerate their learning. Similar to language arts instruction, basic math skills and algorithms will be mastered so that students can concentrate on



complex applications and problem solving. In the middle and high school years, students build on this powerful foundation to attain mastery over a more advanced mathematics curriculum.

Homework

Your child will be given homework assignments regularly which include minimally:

K - 2 nd	Reading Comprehension - Hand Writing - Math Foundational Skills
3 rd - 5 th	Reading Comprehension - Writing - Math Foundational Skills
6 th - 12 th	Reading Comprehension - Writing - Math Foundational Skills

Each student is responsible for completing his or her assignments and turning them in on time. All completed assignments must be “**neat, complete and correct**”. **Homework assignments will be sent home via a daily planner that is signed by the teacher. Parents should sign off on the planner and the actual homework assignment to indicate that they have seen and reviewed the assignment to make sure that it is “neat, complete and correct”. If your child does not have daily homework, please contact your child’s teacher immediately.**

Following are some suggestions for ways you can help your child gain the most from his or her homework experience:

- Make homework rules together with your child. Decide when it will be done, where it will be done, and what will happen if it is not completed.
- Provide a quiet place for your child to do homework, such as a desk in his or her room or the kitchen table. Make sure there is significant light and that distractions are limited.
- Show an interest in your child's homework and ask him or her about it each night.
- Give your child a healthy snack before he or she begins homework. This should help with concentration.
- Give your child a short break from his or her work if needed (3-5 minutes).
- Encourage your child to work independently. Assist him or her if needed.
- Give your child positive words of encouragement, such as, "I'm proud of you," or "I knew you could do this all by yourself."

Please feel free to contact your child's classroom teacher if you have any questions about homework.

Missing Work Report

At the end of each week, Legacy teachers will send a missing work report home with students. This report will indicate all missing work for the week along with PBIS points which give an indication of students’ behavior. Please note that you should look for this report each week even if your child is not missing any work for the week. **Please sign and return the report the next school day to indicate that you have reviewed the report. If your child does not bring home a report for the week, please contact his/her teacher.**



Grading Scale

Legacy Academy's standard of performance requires that all students must demonstrate mastery with at least 80% accuracy. Any grades received that are less than 80% or a letter grade of C are considered to be failing and if continued may be grounds for retention. Grading for students in grades 6-10 will be a combination of traditional grading scale and IB criterion based assessments

Traditional Grading Scale - Grades K-5 and 11/12

- 93 - 100 = A
- 85 - 92 = B
- 80 - 84 = C
- 70 - 79 = D
- 0 - 69 = F

MYP Grades 6-10

MYP Grade	Subject Boundary	Descriptor
1	1-5	Produces work of very limited quality. Conveys many significant misunderstandings or lacks understanding of most concepts and contexts. Very rarely demonstrates critical or creative thinking. Very inflexible, rarely using knowledge or skills
2	6-9	Produces work of limited quality. Expresses misunderstandings or significant gaps in understanding for many concepts and contexts. Infrequently demonstrates critical or creative thinking. Generally inflexible in the use of knowledge and skills, infrequently applying knowledge and skills.
3	10-14	Produces work of an acceptable quality. Communicates basic understanding of many concepts and contexts, with occasionally significant misunderstandings or gaps. Begins to demonstrate some basic critical and creative thinking. Is often inflexible in the use of knowledge and skills, requiring support even in familiar classroom situations.
4	15-18	Produces good-quality work. Communicates basic understanding of most concepts and contexts with few misunderstandings and minor gaps. Often demonstrates basic critical and creative thinking. Uses knowledge and skills with some flexibility in familiar classroom situations, but requires support in unfamiliar situations.
5	19-23	Produces generally high-quality work. Communicates secure understanding of concepts and contexts. Demonstrates critical and creative thinking, sometimes with sophistication. Uses knowledge and skills in familiar classroom and real-world situations and, with support, some unfamiliar real-world situations.
6	24-27	Produces high-quality, occasionally innovative work. Communicates extensive understanding of concepts and contexts. Demonstrates critical and creative thinking, frequently with sophistication. Uses knowledge and skills in familiar and unfamiliar classroom and real-world situations, often with independence.
7	28-32	Produces high-quality, frequently innovative work. Communicates comprehensive, nuanced understanding of concepts and contexts. Consistently demonstrates sophisticated critical and creative thinking. Frequently transfers knowledge and skills with independence and expertise in a variety of complex classroom and real-world situations



Field Trips

Field trips may be planned throughout the year for various academic enrichment and extracurricular purposes. Parents will receive advance notice of all such trips. A permission slip must be signed by the student's parent/guardian and submitted by the due date in order for the student to participate in a field trip. Students without signed permission slips will remain at Legacy Academy in another class. Participating students will be provided with a bag lunch. **Students must meet PBIS, attendance, missing work, and registration fee criteria to be eligible for field trip participation. Please be advised that field trip fees are non-refundable.**

Parents may be needed to serve as chaperones on class field trips and parents are encouraged to volunteer when possible. The primary responsibility of a chaperone is to ensure appropriate supervision for students. Parent chaperones are asked to take this responsibility seriously and to remain vigilant and attentive to the students' needs throughout the trip. Chaperones cannot bring anyone with them including small children.

Student Conduct

Legacy Academy of Excellence Charter School recognizes that effective instruction requires an orderly environment focused on learning, and that schools have an important role to play in supporting parents' efforts to teach basic values to their children. Legacy Academy's Discipline Code clearly defines expectations for student conduct, focusing on the Character Virtues, the IB Learner Profile and the Habits of Mind; virtues that are the cornerstone of Legacy's character education curriculum.

Students are encouraged to model the virtues in their every action and thereby to develop the Habits of Mind that characterize **scholarly** behavior and exemplary academic performance.

Parents and guardians can help support students by talking about the Character Virtues, the IB Learner Profile, and Habits of Mind and encouraging students to apply them at home. A complete copy of the Discipline Code is provided in Section II of this booklet. Please read the Discipline Code thoroughly, discuss it with your child/ren. Please be sure to sign and have your child sign the **Parent, Student and School Partnership Agreement** and return it to your child's homeroom teacher. Your signatures will indicate that both you and your child/ren fully understand and agree with Legacy Academy's rules and expectations and that you will uphold them. The Discipline Code will thus serve as a contract between students, parents, and school staff with parents functioning at the most fundamental level in their child's academic character development.

Classroom/Advisory teachers will make appointments to discuss the Discipline Code with any parents who do not return the signed copy of the **Parent, Student and School Partnership Agreement** indicating their understanding and full support of the



Discipline Code. In addition to the expectations described in the Discipline Code, the following rules apply in every classroom:

- Follow directions the first time they are given.
- Be in the learning position at appropriate times (seated with feet flat on the floor and hands folded on top of the desk).
- Keep hands, feet, and objects to yourself.
- Get attention the right way.
- Transition quietly and quickly.
- Be prepared for each class.
- Ask questions the right way.
- Respect yourself and others at all times
- Be courteous, kind, and caring

Helping your child to meet these expectations will facilitate the creation of a safe and orderly learning environment and a climate and culture of excellence that supports the Character Virtues, the IB Learner Profile, and the Habits of Mind.

Parent Involvement and Volunteering

Parents are encouraged to participate in school-related activities, including those pertaining to curriculum and instruction, such as tutoring and storytelling. Volunteers may also be involved in assisting with school events. In addition, parents are encouraged to contribute their time and talent to organizing extracurricular activities and community outreach projects. Volunteers who desire to tutor are required to participate in and successfully complete 20 hours of training.

All volunteers must complete an Volunteer Application, submit to a Background Check, complete a Background Questionnaire and pass a TB test. Volunteers will receive structured training conducted by Legacy's Dean of Students, Instructional Facilitators, and Special Education/ELL Coordinator, and must follow all policies and procedures defined by Legacy Academy of Excellence. If a volunteer displays a behavior that is not in keeping with Legacy Academy of Excellence policies; Legacy Academy reserves the right to relieve the volunteer of his or her responsibilities at any time.

Parent Conferences

Formal parent/teacher conferences are scheduled twice a year to facilitate open communication between parents and teachers regarding students' progress. Refer to Legacy Academy of Excellence Charter School's calendar for specific dates.

Legacy Academy of Excellence Charter School maintains an open door policy, and parents must schedule visits to their child's classroom to see him/her in action.

However, it is critical that parents understand that during classroom visits, no conversations or conferences are to be held with the teachers. Whenever there are students in the classroom, they must have the teacher's undivided attention. Informal conferences or conversations must be scheduled with teachers and/or School leaders.



Progress Reports

Every 5 weeks, students will receive a progress report/report card. This report will indicate your students' academic performance and progress. If your child is not meeting the academic standards, this report will serve as an indication which will provide you with an opportunity to intervene, meet with your child's teacher and develop a plan to assist your child with improving his/her academic performance.

Report Cards

At the end of each (10 week) grading period, parents will receive report cards with cumulative data on their children's performance and progress. Students who are at risk of being retained will receive a failure notice with their report card no later than March of that school year.

Textbooks/Online Courses and Supplies

Textbooks and instructional materials are furnished by Legacy Academy and remain the School's property. Parents will be required to reimburse Legacy Academy of Excellence Charter School for lost or damaged books, before new books are issued. Legacy will assume the cost of online courses. However, if a student does not pass the course and is in need of credit recovery, the course must be paid for by the students/parent. Report cards and/or progress reports will be held if damaged or lost books/supplies, etc. have not been paid for. Additionally, students will be prohibited from participating in special events, etc. Students are asked to furnish some of their own supplies. These lists are provided in the Registration Packets. **Note: If possible, please label each item with your child's name.**

Technology Support and Instruction

All Legacy students will have access to educational technology support. This is a very important and beneficial enhancement to Legacy's instructional program. To access the technology all students must complete a technology agreement which is signed by both the student and parent. The Technology Agreement lists specific guidelines for the appropriate and safe use of the technology. Legacy's technology has monitoring systems in place to ensure proper usage and to alert staff members of any misuse. If it is determined that a student has misused or violated the Technology Agreement, their use of technology will be suspended or revoked depending on the severity of the misuse or damage, which may impact their grade. Additionally, students will be required to pay for any physical damage to technology equipment assigned to them.

School Back Packs

All Legacy Academy students must have a backpack. Backpacks can be purchased at Legacy Academy through the main office staff. **Students are not allowed to carry backpacks or purses of any kind throughout the school day.** All back packs and personal items must be kept in lockers.



School and Gym (P.E.) Locks

All Legacy students in grades 6-12 will be assigned a locker along with a lock. They will also be provided with a lock for gym. **Locks for school and gym are mandatory.** To replace a lost lock, students must pay \$5.00. Students are not allowed to use their own locks. Personal locks used on regular school and gym lockers will be cut off. Only school issued locks may be used on regular lockers. Additionally, students are not allowed to share lockers or locker combinations. Students will only be allowed to access their individual locker that is assigned to them. Periodically, lockers will be inspected. Students are to store school materials or other school related items only. At no time are students allowed to bring inappropriate or illegal objects to store in their lockers. **Please note that all cell phones, book bags, and purses must be left in lockers. Students will not be allowed to carry these items with them during the school day. Legacy will not be responsible for any lost or theft of unsecured items.**

School Uniform

To help create an environment conducive to learning, students at Legacy Academy of Excellence Charter School are required to wear modest uniforms. This policy is designed to permit students to focus their attention on academics and on those aspects of their personalities that are truly important.

Uniform tops and bottoms may be purchased through local department stores.

Boys may wear short (knee length) or long khaki pants, and girls may wear long or short khaki pants, knee-length skirts, skorts, or jumpers. Floor length skirts and baggy or wide-legged pants are not permitted. **Denim and corduroy are not allowed.**

Attire	Kindergarten - 8 th Grade		9 th thru 12 th Grade	
	Boys	Girls	Young Men	Young Women
Tops	Navy blue short or long sleeved knit polo shirts. Navy blue cardigan sweaters may also be worn in cool weather. Shirts must always be tucked in and clean		Maroon (burgundy) short or long sleeved knit polo shirts. Maroon or Navy blue cardigan sweaters may also be worn in cool weather. Shirts must always be tucked in and clean	
	Hoodies are not permitted.			
Bottoms	Boys may wear long or short Khaki (beige) pants. <u>Shorts must be at least knee length or longer.</u>	Girls may wear long or short khaki (beige) pants, skorts, skirts, or jumpers. <u>Short pants and skorts must be at least knee length or longer.</u>	Young men may wear long or short Khaki (beige) pants. <u>Short pants must be at least knee length or longer.</u>	Young women may wear long or short khaki (beige) pants, skirts, or jumpers. <u>Short pants must be at least knee length or longer.</u>
	Floor length skirts, miniskirts, short shorts, baggy pants, cargo pants, wide-legged pants, or "skinny" pants are not permitted. No leggings or jeggings are permitted. No frayed or cut off pants are permitted.			



Shoes	Students are required to wear black, brown, or navy closed toe dress shoes without logos, stripes, or designs of any kind. Athletic shoes can only be worn during Physical Education classes . Athletic, high-heeled shoes, boots and open-toe sandals are not permitted. Dress shoes must be leather or leather look. No canvas or cloth shoes.
Socks and Belts	Students may wear khaki (beige), navy blue, brown, black, maroon (9 th - 12 th graders only) crew, ribbed, or knee-high socks without stripes, logos, or designs. If there are belt loops on their clothing, students must wear belts. Belts may be navy blue, black, brown, or maroon (9 th thru 12 th grade only); without logos or designs.
School ID's and Lanyards	Students in grades 6-12 must wear their school ID's on a lanyard around their neck at all times. ID's and lanyards are provided by Legacy Academy. The replacement costs for a school ID and/or Lanyard is \$5.00. Replacements must be paid for by the student.

Jewelry

Students may not wear anything around their necks except their school issued ID'. Girls may wear simple earrings that do not hang from the ear. **No Legacy Academy students may wear any facial piercings.**

Boys are not allowed to wear any type of earrings.

Make-up, including nail polish, is not permitted in the elementary or middle schools; grades K-8. Girls in 9th thru 12th grade may wear **light** makeup and nail polish.

No Legacy Academy students may wear any visible tattoos, facial piercings, or body art; permanent or temporary.

Hair

Students must keep their hair neat and out of their eyes. Students may not color their hair or wear drastic styles e.g., Mohawks, hair shaved to show letters, numbers, or designs of any kind. Braided and beaded hair is acceptable.

Legacy Academy of Excellence Administrator reserves the right to make changes to the uniform guidelines. Color and style of the uniforms will not be altered, however, provisions for jewelry and hair are subject to change.

To ensure that Legacy Academy of Excellence Charter School's uniform policy has its desired effect, it will be implemented consistently and with fidelity. School leaders, faculty, and staff will respond immediately to violations of the policy.

Each time a student is out of uniform they will lose PBIS points and get a uniform violation notice. A third violation will result in a lunch detention, loss of PBIS points, and a call home. Chronic uniform violations will result in a parent conference.

Failure to adhere to the Uniform Dress Code will result in loss of PBIS points; possibly resulting in ineligibility to participate in special school events.



Parents are encouraged to donate uniforms that no longer fit their children. It will be greatly appreciated.

Attendance

For students to grow both academically and socially, it is critical that they be in attendance each day and arrive at school on time. Generally, students with perfect attendance demonstrate consistent academic and social growth. **We strongly urge Legacy Academy parents and guardians to make every effort to get their children to school each day; on time.** This will ensure that students do not miss any instruction and have every opportunity to show significant and consistent academic and social growth. To encourage and motivate students to attain perfect attendance there are school wide and classroom rewards.

Perfect attendance means no absences, no tardies and no early dismissals.

Punctuality

Instruction at Legacy Academy of Excellence Charter School begins promptly at 8:45 a.m. for K – 5 and 8:30am for 6th thru 12th, and it is critical that all students be prepared to begin at the designated time. A student who is late misses valuable instructional time, and conveys an unacceptable lack of regard for Legacy Academy of Excellence Charter School's rules and policies.

Any student who arrives after their designated time must report to the School's main office with their parent/guardian before proceeding to the classroom. The student will be considered tardy and the incident will be recorded. If a student is tardy four times, the problem will be regarded as chronic, and will be reported to the Dean of Students and the School Director.

It should be noted that students with tardies or early dismissals cannot earn perfect attendance recognition and will lose PBIS points.

Absences

Parents must contact Legacy Academy of Excellence office by phone whenever a child is going to be absent, and send a **written** excuse to the teacher when the child returns to school. The following reasons are sufficient cause for an excused absence:

- Illness
- Death in the immediately family (parents/guardians/grandparents/siblings)
- Family emergencies
- Observance of religious holidays

If a written explanation is not received within one school day of the absence, the absence will be regarded as unexcused. **Excessive unexcused absences will be reported to the appropriate legal authorities and can negatively impact student grades and possibly result in retention.** Parents are reminded that it is their legal obligation to make certain their children are in school and on time.



Homebound Care

In the event that extraordinary circumstances require that a student be absent from school for an extended period of time, an **Authorized Absence Plan** may be developed jointly by the teacher, the School Director or designee, and the student's parent or legal guardian. The plan will define the length of the absence and the means by which the student will make-up the work he or she will miss. The plan must be approved and signed by the Executive Director.

Early Dismissal

If it is necessary for a student to be dismissed from School before the end of the school day, parents must notify the main office by 2:00 p.m. In such cases, parents must inform Legacy Academy of Excellence of the specific time that the child will be picked-up. Only parents / guardians will be allowed to pick up students for an early dismissal. Adults who are listed in Legacy's records as being authorized will only be allowed to take students if Legacy receives written notice from the parent or legal guardian. **Early dismissals and/or transportation changes must be made in writing by the parent/legal guardian. Requests made by phone will not be honored.**

It should be noted that students with early dismissals cannot earn perfect attendance recognition and excessive early dismissals may negatively impact grades and possibly result in retentions.

Admission, Re-enrollment and Transfers

Admission

Legacy Academy of Excellence Charter School is open to all children, on a space-available basis within each grade. Legacy Academy of Excellence does not discriminate on the basis of intellectual or athletic ability, measures of achievement or aptitude, disability, proficiency in English, or any other basis prohibited by law.

There are no admission requirements, and no tests of any sort are given to determine whether or not admission is granted, although tests are used to determine group placement once students are enrolled. Once all available slots are filled, applicants will be placed on the wait list. Students will be admitted from the waitlist, as space becomes available, in the order that the application was filed. Preference is given to siblings of admitted students.

Students enrolling in grades 9-12 will be initially placed in a freshman advisory until their credits/transcripts can be obtained and verified through the previous school of attendance.

Re-enrollment

To secure your child's place at Legacy Academy of Excellence Charter School for the next school year, you must officially re-enroll him or her. In March, re-enrollment packets will be sent home along with the spring deadline for re-enrollment. Students



whose re-enrollment packets are received after the deadline will be added to the waitlist and admitted on a space-available basis.

Transfers

Legacy Academy of Excellence asks that, whenever possible, parents provide at least two weeks notice if a student must transfer from Legacy Academy for any reason. Such notice will allow the School to process the necessary transfer paperwork, including having the student's records transferred. It will also enable Legacy Academy sufficient time to fill the vacant seat with another student from the wait list.

Student Records and Confidentiality

Every student is required to complete and submit the following as part of the registration process (all forms are available in the necessary language translation, upon request):

- **Proof of child's age** (birth certificate)
- **Proof of residency**
- **Registration Forms (Legacy and RPS Forms):** These are used to record all basic information about the student and the family including home, work, and emergency telephone numbers. It is extremely important that a parent or guardian sign this form.
- **Medical Forms:** This set of forms, which must be submitted for all students within the first 30 days of attendance, includes immunization schedules; family medical information, the child's medical history, including allergies
- **Medication Permission Form:** This will permit Legacy to dispense specified medication to a student, as necessary. Children entering Kindergarten should have documentation that lead poisoning has been addressed by a health care provider.
- All Children must be current in their **immunization schedule**, specifically DTP (4-6 years); polio (4-6 years); Hepatitis B (11-12 years); Measles, mumps and Rubella (11-12 years); and Chicken Pox (11-12 years), Tdap (15-16 years). If you have any questions, please contact your physician.
- **Record Release.** This form gives Legacy Academy of Excellence permission to obtain all records pertaining to a given student from his or her previous school. This form must be completed and should include the telephone number and address of the previous school, as well as the signature of a parent or legal guardian.

It is critical that the School be notified immediately of any changes in a student's name, address, phone number, custodial parent, or any other information provided at the time of registration. Such changes should be communicated in writing and addressed to Legacy Academy of Excellence Charter School's main office.



Legacy Academy of Excellence Charter School is dedicated to complying with the Family Educational Rights and Privacy Act (FERPA). Information regarding a student's progress will be shared only with parents or guardians, designated members of Legacy's faculty and staff, the appropriate staff at CompEd Charter School Network, and any professional consultant retained for the purpose of measuring and /or improving instructional quality. When information regarding student performance is made public, it will be presented in such a way as to avoid the identification of specific, individual students.

Legacy Academy of Excellence will not provide name, phone, or address lists to parents wishing to organize with other parents/guardians of students at Legacy Academy of Excellence Charter School. Parents must find alternative ways to acquire such information, such as circulating forms at parent events or meetings of the Parent Advisory Committee.

Occasionally, Legacy Academy may attract media attention. If for any reason you do not wish to have your child photographed, videotaped, or otherwise contacted by the media, please inform the School immediately.

Breakfast and Lunch

Legacy Academy of Excellence Charter School's commitment to offering children a superior education extends to the meals that are provided for students. Legacy Academy of Excellence aspires to the highest possible quality in its breakfast and lunch program and is dedicated to meeting high standards of nutrition, taste, attractiveness, and accurate delivery. Legacy Academy contracts with an independent food service company. Because Legacy is CEP approved, breakfast and lunch are provided at no cost to the students.

Students are prohibited from sharing food with other students to minimize the spread of viruses and the risk of allergic reactions. Students will be directed to practice etiquette and "clean-up" skills during all mealtimes.

Health Services

Students' health and safety is Legacy's foremost responsibility. The following information describes the precautions taken to protect the well being of all students. **If your child has any specific health, safety, or security needs, please inform the School so that appropriate accommodations can be made.**

Health Services Coordinator (HSC)

Legacy Academy of Excellence Charter School employs a full time HSC to assist students who are ill or injured. Parents will be notified whenever a student has been referred to the School's Health Services Office.

Parents or students may also consult with the HSC on matters related to hygiene, nutrition, substance abuse, depression, child abuse or neglect, or other medical/health issues of concern.

Thank you for allowing us to serve you and your children.



Medication

Legacy Academy's HSC and the student's teacher must be informed of any prescription medication that is required to be taken at school. To supervise the dispensing of medication, the School must receive a written order from the student's doctor and a permission slip from the student's parent. All medication should be brought to the nurse **in its original prescription container labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage.** Please note that students are not allowed to bring medications, including over the counter medications to school. Any medications in a student's possession will be confiscated.

Accidents

Legacy Academy's HSC or trained staff member will administer initial treatment of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, and an Accident/Incident Report will be kept in the student's permanent file. In such cases, it is especially crucial that Legacy has current telephone numbers for students' parents and for emergency contacts in the event that a parent/guardian is unavailable. **Please be vigilant in keeping the School's records for your child up-to-date.**

Visitor Identification

To help insure a safe and secure learning environment for your children, all visitors to Legacy are required to go to the main office and sign-in. Visitors will be given a visitor's pass. Faculty and staff have been instructed to escort anyone not having a pass immediately to the main office for identification.

Fire Drills/Evacuation

Legacy Academy of Excellence will have at least three fire drills annually within School hours. Specific signals and procedures have been established for all types of disaster drills and safety areas have been designated. Teachers are equipped with instructions, and all drills will be practiced with students on a regular basis.

Please note that if a student pulls the fire alarm or calls 911 the parent/guardian will be charged for the false alarm.

Student Arrival and Departure

Certain faculty and staff members will greet buses in the morning and dismiss the children in the afternoon, ensuring that each student boards the appropriate bus in a safe orderly fashion.

It is the School's strong recommendation that no child be allowed to leave a bus without an adult guardian to meet the child at their bus stop. Parents or guardians should wait for the child on the right side of the bus, so the student will not be required to cross in front of or behind the bus.



Regular Car Riders

Regular car riders are students whose parents pick them up every day. Parents who are picking up students must pick them up in the circle drive. Only the parent/legal guardians will be allowed to pick students up. If someone other than the Legal Guardian is to pick up a student, they must be listed as an emergency contact and we must have a written note from the legal guardian indicating who will be picking up the student. Changes cannot be made by phone. We must have a written notice. Parents or emergency contacts will need to have photo ID's and be prepared to sign for the student/s they are picking up.

Unscheduled Car Riders

Unscheduled car riders are students who normally ride the bus. Parents are required to send written notification when they are planning to pick up students who normally ride the bus. Written notices must be received no later than 2:00 p.m. of the day that the students will be picked up.

In the event that a student needs to be picked up and a note has not been received, the parent/guardian must report to the main office to sign out the student/s no later than 3:30 p.m. on the day the student will be picked up. Students will only be released to parents, legal guardians, or documented emergency contacts. **Once students have boarded the school bus, they will not be removed. No exceptions will be made.**

Safe Bus Riding

Students at Legacy Academy are expected to conduct themselves according to the Discipline Code and to practice such virtues as respect, responsibility, and kindness, in all School settings-including on the bus. Following are Legacy Academy of Excellence Charter School's rules for appropriate behavior on the bus. These rules are essential, not only for developing good character, but also for ensuring students' safety.

Students are to wait for and board the bus in an orderly fashion. The following rules are posted in the front and the back of each bus, and students are expected to abide by them at all times:

- Sit up straight.
- Have quiet, friendly conversations.
- When the bus is stopped, voices are off and bodies don't move.
- Do not move or get off the bus until the driver says, "Unload."
- Follow all directions the first time given.

If a student breaks a rule on the bus, the driver will notify the Dean of Students or the designee, and swift action will be taken. Serious misbehavior may lead to the suspension of bus riding privileges. Parents with specific complaints about the bus service should notify Rockford Public Schools Transportation Department.



A video and audio monitoring system is in use on all school buses. This system has been put in place to protect students and staff. If a discipline problem is captured on audio or video tape these recordings will be used as the basis for imposing student discipline. If criminal actions are recorded a copy of the tape may be provided to law enforcement personnel.

Solicitation

Solicitation of/or by, any student, parent, or staff member on School property for any cause except those authorized is strictly prohibited.

Money and Other Valuable Property

Students are encouraged to leave all money and other valuable property at home. The School assumes no responsibility for the loss or theft of such articles.

Candy, Gum, Soda, and Toys

Students may not bring candy, gum, soda, toys, or other non-school related items to school. The student assumes full responsibility for any items brought from home. Toy weapons are strictly prohibited, and no headphones, radios, games, virtual pets, etc., are allowed. Please be advised that fidget spinners are considered to be toys and are not allowed on school grounds.

Please note that if any of the above items are visible, they will be confiscated.

Cell Phone and Social Media

Legacy students are not allowed to carry, display or use cell phones or other mobile devices on school grounds. All cell phones and/or electronic devices and smart watches must be kept in lockers. If any student is carrying any of these devices, it will be confiscated and held until a parent or legal guardian picks it up.

Additionally, Legacy students are not allowed to access any form of social media during school hours, on school property, or on school devices. Legacy cannot and will not assume responsibility for what students post on social media when they are not on school grounds. Parents/guardians are strongly encouraged to closely monitor their child/children's cell phone and social media use.



Legacy Academy of Excellence Charter School
Parent, Student and School Partnership Agreement/Contract

The success of Legacy Academy of Excellence Charter School's Discipline Code depends on the support of each member of the School community. Working together, faculty and staff, parents, and students can promote academic achievement, good character, and ensure the success of students at School and throughout life.

On behalf of the administration, management, faculty, and staff of Legacy Academy of Excellence Charter School, I pledge to fulfill the responsibilities and uphold the expectations outlined in the Discipline Code.
Barbara Forte, Ph.D., Co-Founder and CEO

Your signature in the appropriate space below will indicate your commitment to helping fulfill Legacy Academy's primary mission ----developing productive members of a global society through rigorous academic learning, college and career readiness coupled with appropriate application of the Character Virtues.

As the parent of: _____ in room _____, I pledge:

- to maintain high expectations (academic and social) for my child and the School
- to demonstrate consistent interest in my child's progress at School by:
 - o attending parent meetings
 - o regularly reviewing my child's progress reports
 - o providing a quiet place for my child to do homework assignments and checking to make sure that the work is "neat, complete and correct"
- to support all school rules
- to speak positively about the school and school policies; even those policies that I do not agree with
- to support and model the ten Character Virtues described in the Discipline Code
- to support and work with Legacy Academy staff to promote my child's academic and social

I/We have received the Parent/Student Handbook/Discipline Code and support the rules and expectations outlined herein.

Signed: _____ Date: _____

Parent Signature

_____ Date: _____

Parent Signature

As a student at Legacy Academy of Excellence Charter School, I pledge:

- | | |
|---|---|
| <input type="checkbox"/> to be responsible | <input type="checkbox"/> to show courage |
| <input type="checkbox"/> to persevere | <input type="checkbox"/> to exercise self-discipline |
| <input type="checkbox"/> to respect myself and others | <input type="checkbox"/> to be fair |
| <input type="checkbox"/> to be kind | <input type="checkbox"/> to be a good citizen |
| <input type="checkbox"/> to value true friends | <input type="checkbox"/> to accept and learn from the |
| <input type="checkbox"/> to tell and seek the truth | consequences from off task behavior |

Signed: _____ Date: _____

Student Signature

Please return your signed agreement/contract to your child's teacher.