

# Student/Parent Handbook

2024-2025



# LEGACY ACADEMY

*Romans 8:28 - So we are convinced that every detail of our lives is continually woven together for good, for we are his lovers who have been called to fulfill his designed purpose.*

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## Who We Are:

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Legacy Academy is a K-12 independent school located in Theodore, AL. We are a ministry of The Homestead Mobile, a kingdom family rooted in beloved identity. We believe every student is perfectly unique, and our aim is to foster a culture that gives them permission to become exactly who Yahweh has designed them to be. Our number one priority is and will always be to host the presence of Yahweh and to continually posture our hearts towards honoring His habitation with us. We exist to raise up a generation of first worshipers completely obsessed with reciprocating their love back onto the One who constantly lavishes His love upon us. Through education, chapel services, morning worship, and additional activities, our staff and volunteers will continually reinforce each student's beloved righteousness, as we fully believe that they are ones dearly loved by Yahweh, gifted with perfect righteousness by way of the finished work of the cross.

*2 Corinthians 3:18 - We can all draw close to him with the veil removed from our faces. And with no veil we all become like mirrors who brightly reflect the glory of the Lord Jesus. We are being transfigured into his very image as we move from one brighter level of glory to another. And this glorious transfiguration comes from the Lord, who is the Spirit.*

*2 Corinthians 5:21 - For God made the only one who did not know sin to become sin for us, so that we might become the righteousness of God through our union with him.*

*John 17:23 - For the very glory you have given to me I have given them so that they will be joined together as one and experience the same unity that we enjoy. You live fully in me and now I live fully in them so that they will experience perfect unity, and the world will be convinced that you have sent me, for they will see that you love each one of them with the same passionate love that you have for me.*

*Luke 2:52 - And Jesus increased in wisdom and stature, and in favor with God and man.*

*John 13:35 - Your love for one another will prove to the world that you are my disciples.*

## **Education Philosophy:**

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We value the ability for each student to receive a strong education in a safe and supportive classroom setting. Our educational model allows our students to gain the knowledge necessary to launch into many possibilities after graduating from Legacy Academy, whether in continuing education, exploring entrepreneurship, or entering the workforce.

Our purpose is to nurture a love for learning in our students and to help them understand their learning styles and strengths, thereby equipping them with the skills to be successful, self-directed learners.

## **Student Conduct:**

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It is not our aim for our school to be governed by a lengthy list of rules and regulations, however we do believe our students should be held to a high standard of conduct. Each student is a beloved son and daughter of Yahweh, which makes them part of a royal family, and royalty is expressed most authentically through noble character. Our desire as a staff is to see each student elevate their actions and behaviors to match their identity. This does mean that at times we will have to handle certain actions correctively, and in those instances our staff will communicate with the parents/guardians to inform them of the situation, how it was handled, and how we can partner together to see the student avoid those behaviors in the future. If certain negative behaviors and actions become habitual or ongoing, our staff will coordinate a meeting with the parents/guardians to discuss further action and any potential plans of suspension or expulsion moving forward. We believe that it is an honor to attend Legacy Academy, and it is our goal to see each student and parent match that level of honor in their hearts and through the way they carry themselves and treat those around them.

### We believe each student should:

1. Honor the school staff as well as their fellow students with their speech and their actions.
2. Take ownership of the order and cleanliness of the spaces they occupy.
3. Adhere to the dress code as defined by this handbook and instructed by the school staff.
4. Speak life over themselves and their peers.
5. Take initiative in making the most out of their educational opportunities.
6. Employ critical thinking skills as a self-directed learner.
7. Engage in every opportunity to participate in worship and chapel services.

8. Be punctual.
9. Honor the instructions given to them by their teachers, principal, and church staff.
10. Refrain from any romantic displays of affection.
11. Refrain from possessing inappropriate or harmful items on campus (weapons, drugs, alcohol, vapes, etc.)
12. Refrain from cheating, sharing answers, plagiarizing or using any unfair advantage (including Artificial Intelligence) to complete assignments, quizzes, or tests.

Instances (including but not limited to) that may result in immediate disciplinary action including suspension or expulsion at the discretion of the Legacy Academy staff:

1. Imposing or threatening harm to another student by any means of violence.
2. Possessing or threatening to possess a weapon or harmful item on school property.
3. Possessing or distributing any drugs, alcohol, or other illegal substances.
4. Engaging in and/or exposing other students to any inappropriate use of electronic devices including pornography, inappropriate or threatening messages, or sharing personal/private information of a fellow student or staff member.
5. Utilizing any form of Artificial Intelligence or internet search to gain an unfair advantage in completing an assignment, essay, project, quiz, or test.

## **Electronics Policy:**

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### Laptops & Tablets

Laptops and tablets are utilized in the classroom for the 7th-12th grade levels. These devices should only be used for educational purposes. No gaming, streaming, or other forms of entertainment should be engaged in unless specific permission has been given by the teacher. A student's laptop or tablet should NEVER be used to access any chat rooms, social media platforms, or any website containing inappropriate content.

### AI Policy

The use of artificial intelligence (AI) for the completion of assignments, including but not limited to essays, projects, and any academic work submitted for assessment, is strictly prohibited. Students are expected to complete their assignments using their own intellect, knowledge, and skills.

## **Prohibited Activities:**

- Using AI tools or software to generate essays, reports, or any other form of written or creative work that is to be submitted as a student's own work.
- Employing AI to paraphrase or rewrite existing content without substantial input and transformation by the student.
- Utilizing AI to solve problems, analyze data, or perform calculations that are part of the assignment requirements.

**Consequences of Violation:** Violations of this policy will be taken seriously and may result in disciplinary action, which could include but is not limited to:

- Receiving a failing grade for the assignment.
- Requiring the student to redo the assignment under supervision.
- Imposing additional academic penalties as deemed appropriate by school administration.
- Suspension or expulsion at the discretion of the Legacy Academy staff.

## Cell Phones

Cell phones may be brought to school, but each student will be required to turn their phone in to their teacher when they arrive in the classroom for the teacher to keep in the teacher's possession during the day. Cell phones should remain on silent (no ringer or vibration) and may not be used at any point during the day unless specific permission is given by the teacher.

## **School Calendar:**

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9/3/24: 1<sup>st</sup> day of school

10/24/24: End of 1<sup>st</sup> Quarter

10/28/24 - 10/29/24: Fall Break

11/25/24 – 11/28/24: Thanksgiving Break

12/19/24: Last Day Before Christmas Break

1/13/25 : Return from Christmas Break

1/16/25: End of 2<sup>nd</sup> Quarter

3/3/25 - 3/4/25: Mardi Gras

3/13/25: End of 3<sup>rd</sup> Quarter

4/14/25 – 4/17/25: Spring Break

5/21/25 – Last Day of School

5/22/25 - Graduation Ceremony

## **Daily Schedule:**

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Our school days are Monday - Thursday from 8:28 AM - 2:28 PM. Doors will open for drop off at 8:00 AM.

## **Tuition Payments:**

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Registration Fee: \$350 per student

Tuition: \$4,000 per student (annual)

### Tuition Payment Options:

1) One-Time Full Payment (Due before Sept. 5th)

2) 10 Monthly Payments \$400 per student (1st payment due Sept. 5th - Final Payment June 5th)

### Student Discount:

4th Child or more - 5% discount (discount applied to 4th student and beyond)

Cash Not Accepted. Checks made payable to LEGACY ACADEMY. Online payment option available - required to cover transaction fee.

## Late Payments:

If a payment is missed the family will have 24 hours to contact Legacy Academy to rectify payment. If we are not contacted within 24 hours and a solution has not been made, a \$50 late fee will be added to the balance owed PER STUDENT. If payment is not resolved within 30 days, Legacy Academy reserves the right to suspend your student(s) from attending school and any transcripts, records, etc. will not be released to you or any other academic institution and will be withheld until balance is satisfied.

By signing our financial agreement you agree to pay the full year of tuition. If you select to make monthly payments, you are required to pay all 10 monthly payments regardless of whether you attend for the full year unless otherwise released from this obligation by the leadership of Legacy Academy. If your child is suspended or expelled from school for any reason, you will still be required to satisfy the full year of tuition.

## **Dress Code:**

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### BOYS

**Tops:** *Polo style shirts, short sleeve or long sleeve, either navy blue, light blue, or white in color. Polo's must be solid color and may be fabric or performance (dri-fit) material. A small logo on the sleeve or chest is permitted.*

**Bottoms:** *Khaki uniform style pants or shorts (gray bottoms are permitted if your student still has them from previous school years). Shorts must be no shorter than fingertip length (at least mid-thigh). Athletic shorts or pants are not allowed.*

**Shoes:** *Closed toe casual or athletic shoes of your choosing. Leather or suede sandals and clogs are allowed. No crocs or flip-flops are allowed.*

**Outerwear:** *Sweatshirts and hoodies are permitted, but they must be ordered from our Legacy Academy merch store (website coming soon) or be solid navy, gray, or white in color with no visible logos or graphics. Jackets and knit sweaters are permitted as long as they are solid in color (preferably neutral colors or colors that already exist in our uniform dress code - bright or neon colors are not allowed).*

**Hats:** *Only hats purchased from the Legacy Academy merch store may be worn.*

## GIRLS

**Tops:** *Polo style shirts, short sleeve or long sleeve, either navy blue, light blue, or white in color. Polo's must be solid color and may be fabric or performance (dri-fit) material. A small logo on the sleeve or chest is permitted.*

**Bottoms:** *Khaki uniform style pants or skirts with built-in shorts (gray pants or skirts are permitted if your student still has them from previous school years). Leggings that are black, navy, or gray in color may be worn under the skirts on cold days. Skirts must be no shorter than fingertip length (at least mid-thigh). Tennis skirts or athletic skirts are not allowed.*

**Shoes:** *Closed toe casual or athletic shoes of your choosing. Leather or suede sandals and clogs are allowed. No crocs or flip-flops are allowed.*

**Outerwear:** *Sweatshirts and hoodies are permitted, but they must be ordered from our Legacy Academy merch store (website coming soon) or be solid navy, gray, or white in color with no visible logos or graphics. Jackets, cardigans, and knit sweaters are permitted as long as they are solid in color (preferably neutral colors or colors that already exist in our uniform dress code - bright or neon colors are not allowed).*

**Hats:** *Only hats purchased from the Legacy Academy merch store may be worn.*

*\*Girls in grades K - 4th may wear "all in one" navy blue or light blue "polo-style" dresses.*

## FREE DRESS

Dress code for free dress days should follow these general guidelines:

1. No clothing should show undergarments.
2. No clothing with inappropriate symbols, messages, or language.
3. Shirts may not be worn tightly (this will be at the discretion of the school staff).
4. Leggings are permitted as long as it is paired with a top long enough to cover the backside (this pertains to biker shorts as well).
5. No halter tops, tank tops, bare midriffs or off the shoulder tops
6. Shorts are permitted with at least a 5" inseam for both boys and girls and no excessive tightness. If you wear running shorts, you will need to have biker shorts underneath.



- Hats of the student's choice are allowed as long as there are no inappropriate symbols, messages, or language.

### DRESS CODE VIOLATIONS

Minor dress code violations (as deemed by the school staff) will result in a notification being sent to the parent and will be expected to be corrected moving forward. Major dress code violations will result in the parent being notified, and the parent will be required to bring the student clothing that complies with the dress code. If the student in violation drives their own vehicle to school, the parent may give permission for their student to drive home and return to school with the correct clothing for the day.

Multiple dress code violations may result in a mandatory meeting between the principal and the parent/guardian as well as the student to discuss the importance of following the dress code as well as any potential plans of corrective actions moving forward.

### **Ignitia Progress Requirements:**

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Students in the 7th-12th grade working in Ignitia curriculum are expected to maintain their progress in order to keep pace with the academic calendar. At any given time throughout the school year, these students should have their progress within +/- 10% of the progress of the school calendar. For example, at the end of the 2nd quarter, students should be within +/- 10% of being 50% complete in each of their courses.

Outside of any special circumstances approved by Legacy Academy staff, any student that falls below the progress requirements will not be allowed to participate in any special activities and may be required to work during break times until their progress reaches an acceptable level.

Parents are given access to the Ignitia Parent Portal in order to be able to see their student's progress throughout the year and are expected to be involved in their student's academic journey.

## Transportation and Parking:

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Transportation to and from school is the responsibility of each family. If students will be dropped off and picked up, we ask that the parents/guardians adhere closely to the instructions given below.

Students who drive to school should park their vehicles in the gravel parking lot with their cars pulled up to and facing the driveway. Instructions are given below for student drivers.

**IMPORTANT:** For the safety of our students, we ask that parents and students drive **SLOWLY** and **CAUTIOUSLY** while on campus as there will be many more vehicles entering and exiting the facility than in previous years. Students will not be allowed to exit the facility unless they are dismissed by a staff member directly to a vehicle.

### DROP OFF:

Our doors will open at 8:00 AM for student drop off. Parents will enter the parking lot from the first entrance and drive around the building to drop their students off at the front door. Doors will lock promptly at 8:35.

### PICK UP:

Pickup will begin at 2:28 PM each afternoon. Parents will enter the parking lot of the building from the first entrance and drive around the building to pick up their student at the front of the building where there will be pickup stations, each with a designated teacher. Each parent will need to place a car tag with their last name on the front right corner of their dashboard so that our staff can have the students begin to line up and be ready for their turn to be picked up. Parents may not park and have their students walk out to their vehicles. Students will only be allowed to exit the building once their parent's vehicle has arrived at one of the pickup stations.

\*If the pickup line exceeds the capacity of the main parking lot as cars begin to line up for dismissal, our procedure will be as follows. Parents will drive down the driveway to the second entrance of the gravel parking lot and drive through the gravel parking lot and form a line beginning at the first entrance of the gravel parking lot facing the main parking lot. Once cars in the main parking lot begin to advance around the building, parents in the gravel parking lot can cross the driveway into the main parking lot. Please be patient and allow cars to exit the parking lot before advancing across.

## STUDENT DRIVERS:

Students who drive themselves and their siblings to school should park their vehicle in the gravel parking lot facing the building.

For afternoon dismissal, our staff will allow those students to exit the building and have them go directly to their vehicles.

No other students will be allowed to exit the building - ONLY student drivers and their siblings.

## **Absences & Tardies:**

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If a student will be absent, the parent will need to email their student's teacher as soon as possible. If the teacher is not notified, and the student is not present by 9:00 AM, a member of our staff will reach out to the parents/guardians in effort to confirm the well-being of the student.

If a student has more than 2 unreported absences, the student and parents/guardians may be required to attend a meeting with the principal to discuss the importance of attendance and reporting absences as well as any potential plans of corrective actions moving forward.

Doors to the school will lock promptly at 8:35 AM, and students arriving after 8:35 AM will be considered tardy.

If a student exceeds 3 tardies in a quarter, a \$10 fee will be imposed for every additional tardy during the remainder of that quarter. This will be applied on a per student basis.

Morning worship and chapel services ARE NOT optional. They are part of our school day and should not be treated as an extended time for arrival.

## **Check-in/Check-out Procedures:**

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Any student arriving after 8:35 AM or leaving prior to 2:28 PM will need to formally check-in or check-out. The parent or student driver will need to sign the check-in/check-out sheet in the principal's office so that their attendance can be documented.

## **Lunches:**

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Students will bring their own lunch to school. Utensils, bowls, plates, etc. will need to be sent with the student's lunch. The school will not provide these items on days where students bring their lunch.

On Mondays and Wednesdays, parents will have the option to purchase lunches through the school. The order must be placed by Wednesday of the preceding week. Plates and napkins will be provided on these days.

## **P.E.:**

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Students in grades 3-12 will have P.E. on Monday and Thursday. They will be participating in various athletic activities, so the following dress code should be followed:

1. Legacy Academy PE shirts are required and will be available to order through the school. PE shirts from the previous school year are permitted.
2. Athletic shorts of your choosing may be worn as long as they are an appropriate (mid-thigh) length and fit.
3. Biker shorts may not be worn unless athletic shorts are worn over them.
4. Athletic shoes must be worn for all PE activities. No specific color or style is required. Socks must be worn with their shoes - bare feet are not permitted.

## **Contact Information:**

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[www.legacyacademymobile.com](http://www.legacyacademymobile.com)

[info@legacyacademymobile.com](mailto:info@legacyacademymobile.com)

<https://www.facebook.com/legacyacademymobile>

## **Handbook Updates:**

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There may be instances that necessitates certain revisions be made to the handbook. In this case, the most recent version of the handbook will always be published on our website. The most updated version will always supersede any previous versions that

were published. It is the responsibility of all parents, guardians, and students to refer to and comply with the latest edition of the handbook for updated policies, procedures, and guidelines pertaining to Legacy Academy.