



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025

Philosophy

Legacy School offers a nonsectarian, private school setting for parents looking for high academic standards, small class sizes, and exceptional teaching. Legacy School's distinct educational approach delivers the highest quality of education through literacy-based, differentiated instruction; thus, giving students the best opportunities to achieve curriculum standards. Legacy's inviting, safe, student-centered environment caters to the individual educational needs of each student.

School Times

CLASS	CLASS HOURS	CLASSROOM DOORS OPEN
K-5 TH Grades <i>2025-2026 school year = 1,065.5 instructional hours</i>	8:30am-3:30pm	8:15-8:30am
AM M-F Jr Kindergarten classes	8:15-11:30am	8:10-8:15am
AM M-F Pre-Kindergarten	8:45-11:30am	8:35-8:40am
AM MWF Pre-Kindergarten	9:00-11:45am	8:55-9:00am
AM T/Th Preschool	9:00-11:15am	9:05-9:10am
PM MWF Pre-Kindergarten PM M-F Enrichment Classes	12:30-3:15pm	12:25-12:30pm
Before/After School Care	7:00-9:00am 3:15-5:30pm	

Parking Lot Valet Protocols

Legacy School uses a valet system for all PreK-5th Grade students during drop off and pick up. Preschool students do not follow this protocol.

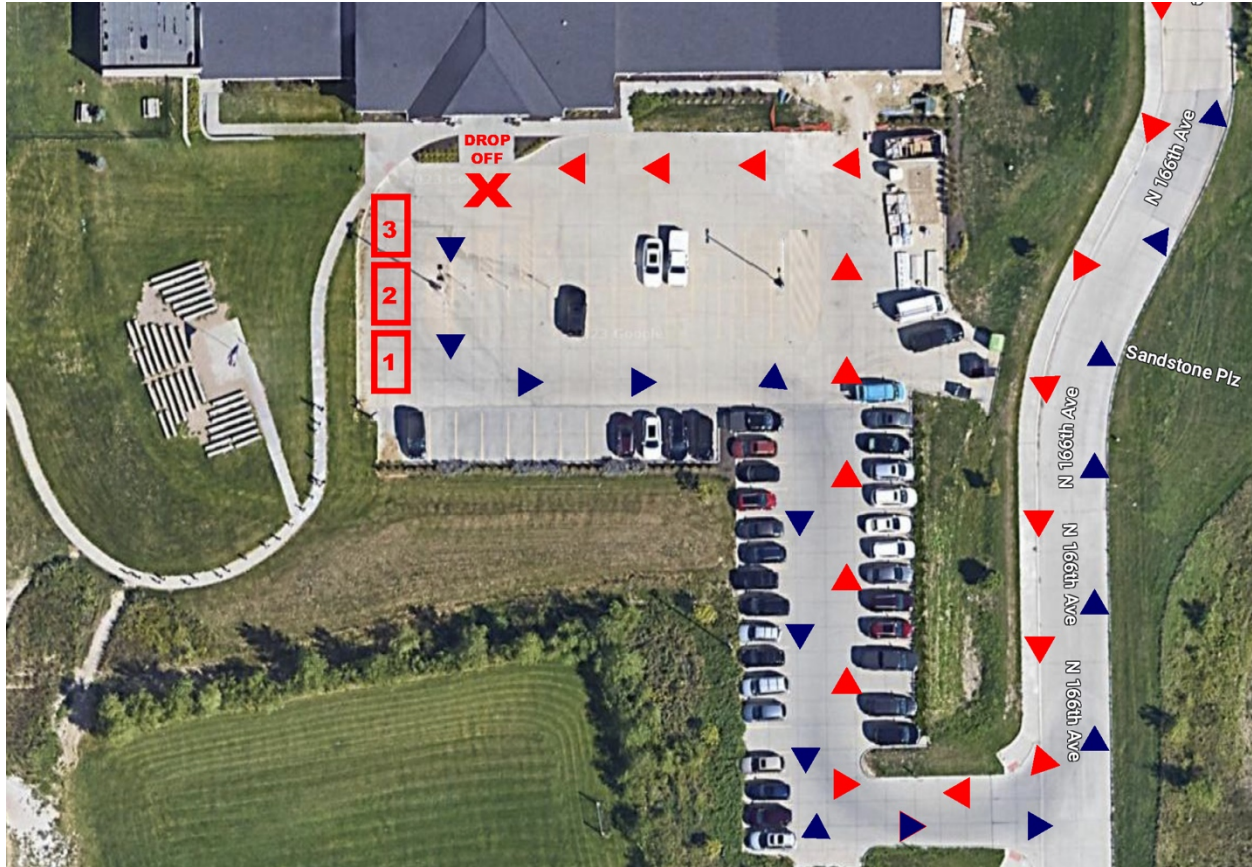
Arrival: Parents enter the parking lot in a counterclockwise procession and remain in their vehicle. Staff are positioned at the front doors to greet students. If a student needs assistance at drop-off, parents must pull forward and park at a numbered spot along the curb or pull into a parking stall, as to not impede the flow of drop-off traffic. At no time should a parent park in the drop off lane and get out of their car.

Dismissal: Parents enter the parking lot in a counterclockwise procession and remain in their vehicle. Student names are clearly labeled, facing out the passenger window. Staff members are positioned outside with walkie-talkies to call each student from their classroom to their car. School staff inside the building monitor students walking down the hallway, to the front doors. If a child needs assistance getting in a car, parents must pull around the curb to a numbered slot or into a parking stall. At no time should a parent "park" in the pick-up line and get out of their car. Parents do not enter the school building during "pick-up" times.



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025



Class Arrival Times

Pre-Kindergarten & Jr-Kindergarten classes: During the first week of school, Early Childhood students are brought into the school building and have an adult wait with them until the teacher greets them at the classroom door. After the first week, Early Childhood students have the option of entering the school building independently through the main doors, using the school's parking lot valet protocols (see previous) or have a parent walk them into the building. Student supervision in hallways does not begin until 8:10am for Jr-K and 8:35am for M-F Pre-K. Students are not to arrive before that time, unless enrolled in the before care program.

Elementary classes: During the first week of school, Elementary students may be brought into the building by a parent through the main doors. Students also have the choice to enter the building independently through the main doors no earlier than 8:15 am, beginning with the first day of school. After the first week of school. Elementary students must be dropped off using the valet drop off protocols. Elementary parents do not walk students to their classroom after the first week of school. Student supervision in hallways does not begin until 8:15am. Students are not to arrive before that time, unless enrolled in the before care program.

Preschool class: Preschool parents must park and escort their student into the school building all school year.



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025

Class Dismissal Times

PreK-5th Grade students: Dismissal operates through Legacy School's parking lot valet protocols (see previous). Parents (except for 3-year-old preschool parents) do not enter the school building during dismissal.

There are staggered dismissal times to avoid congestion in the pick-up lanes. Elementary parents cannot enter the pick-up line until 3:20 to allow Pre-K and Enrichment students to complete their dismissal easily.

If a student has an appointment shortly after dismissal, parents may arrive earlier than usual to accommodate this. Parents are asked to call ahead; that way, the office can have your child ready for an early pick-up time.

Preschool students: These students are dismissed inside the school building, one by one, to their parents. Preschool parents must park and walk into the school to pick up their child.

Late Policy

Parents must be on time to pick up students. Legacy School understands there are times when the unexpected occurs but ask parents to please call the school if a student must be picked up late. A late fee of \$5.00 will be assessed if a parent is more than five minutes late. After that, every five minutes will incur an additional \$10.00. Late fees are applied if late picking up after school or at the end of After Care.

Attendance

Parents must call Legacy School at 402-884-2242 by 9:00 am when a student is absent. An ELEMENTARY student who has had ten or more absences during a semester may be asked to meet with Legacy School administration. A plan will be developed to address barriers and improve attendance. If the plan is not successful, and/or the absences are not improved, then the matter may be referred to the County Attorney's Office. Time accumulated from tardies will count towards an absence.

Snow Days

When major area school districts close due to inclement weather, Legacy School is automatically closed. This includes Legacy's Extended Care Program. If major districts close due to cold conditions, Legacy School typically remains open, as the school does not transport students on busses. If the cold closing is mixed with inclement winter weather or poor driving conditions, Legacy School will use best judgement when deciding to stay open or close. The safety of students, families, and staff is our number one priority during inclement weather. Closing communications are sent to parents via text, phone calls, email, social media and news stations.



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025

Extended Care

Legacy School's Extended Care is open before the school day begins, after the school day ends, and during most non-school days. Before Care opens at 7:00 am. After School Care closes promptly at 5:30 pm. Please note, Extended Care is not a drop-in program. Students must be enrolled in the Extended Care program to attend non-school/Extended Care days. Parents must sign their child up for these days ahead of time for the Extended Care director to provide proper staffing. Sign-ups will be emailed to parents, one month at a time. Parents are only to sign their child up for the days they usually attend the Extended Care program. For example, a student who is enrolled in Before/After Care on Mondays only cannot enroll for a Wednesday Extended Care Day. Each family enrolled in the Extended Care Program will receive a DHHS handbook.

Arrival: During Before Care hours, parents have the option of walking their child into the school building through the main doors or using the school's parking lot valet protocols (see previous).

Pick up: After Care pick-up operates through Legacy's parking lot valet system for all After Care students (see previous). Parents do not enter the school building during After Care hours.

Clothing

Legacy School's students are required to wear the approved school uniform every day. Legacy's uniform includes an embroidered shirt, khaki bottoms, skirts, jumpers, etc. Legacy designates the last day of your child's school week (Thursday for T/Th Preschool and Friday for all other classes) as "Spirit Day." Students may wear bottoms of their choice and a Legacy School spirit top on "Spirit Day." Uniforms are purchased online through "French Toast." (Spirit T-shirts and sweatshirts are available at Legacy School or a third party – not through French Toast). <https://www.frenchtoast.com/schoolbox/Schools/legacy-school-QS5RPKB>

Tennis shoes or rubber-soled closed-toed shoes are required to be worn each day for safety and freedom of movement. Students are not allowed to come to school in cowboy boots, open-toed shoes or flip-flops. If your child chooses to wear Crocs to school, they must bring a pair of tennis shoes for gym so they can fully participate in class.

Girls are urged to wear shorts, pants, or tights under dresses or skirts. Students go outside to learn and play every day. During the winter months, students should have a winter coat, hat, gloves, boots, and snow pants (if the ground is covered with snow). These items may be kept in their lockers. Parents are strongly encouraged to label all items students bring to school. Legacy's lost & found is in the vestibule.

Uniform Exchange Shop



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025

Legacy School provides a place for parents to donate, sell, and purchase gently used uniforms. Parents may shop the Uniform Exchange Shop in the school's vestibule anytime. If selling items, please attach an envelope to each item with the price, your name, and a contact (phone or email). If purchasing items, simply place cash in the envelope and hand it to the office staff. The school will contact the seller to let them know they have sold an item. If donating items, they may be placed in the "shop" as they are. Legacy parents also post gently used uniforms through the Legacy School Facebook parent page titled: Legacy School Parent Page

Communication

Parents and teachers are partners in a child's education, and communication is the key to that partnership. Besides verbal communication, teachers appreciate written or emailed messages whenever possible so that their full minds may remember any parent requests, as arrival and dismissal times can be quite chaotic. If parents have a concern or question at any time, they are encouraged to call or message the teacher as opposed to discussing at the classroom door. Some issues are better discussed in private.

Each teacher at Legacy School maintains a "SchoolStatus" account as a communication tool. At the start of the school year, teachers send out invitations for parents to join their "School Connect" application. Only parents who have a child enrolled in the class will be able to view the classroom page. If needing a "SchoolStatus" invitation, please contact your child's teacher.

Every Legacy School family has a school portal login/password in Sycamore, which was created during the enrollment process. Online and through the web-based app, Sycamore is a great place to view tuition statements, access the family directory for students enrolled, view the lunchroom menu, and more. The front desk at Legacy School can help parents with questions regarding login information.

Classroom teachers send out weekly newsletters to parents. Legacy's Communication Director also sends out a weekly school-wide newsletter. These are two GREAT ways to keep up to date with events that relate to Legacy students.

***Regarding SMS text messages – All Legacy School families have been automatically signed up to receive SMS text messages. If you would like to opt-out of school text notifications, please call the school.

Field Trips

Early Childhood students do not leave the campus for field trips but experience in-house field trips brought to the school.

Elementary students participate in field trips away from the school building and in-house field trips during the school year. Before any field trip, a permission slip is sent home to be signed by the parent/guardian and returned to school.



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025

Parent Advisory Board (PAB)

Legacy School's PAB is a 501c3 non-profit board made up of parents and staff. The board's purpose is to raise funds to provide student scholarships and classroom grants. Commitment to the PAB includes four meetings per school year, email communication, and coordinating fundraising events. Parents and staff are nominated to sit on Legacy School's Parent Advisory Board. Voting for board membership takes place in April of each year.

Camp Legacy

Camp Legacy is held during summer and winter breaks. Elementary age campers may attend Camp Legacy's Upper Camp (9:00 am-3:30 pm) for a true outdoor summer day camp experience. Early Childhood campers (ages 4 & 5) may attend a full day of camp (9:15 am-3:00 pm). Before and After Camp Care is available. Before Camp Care opens at 7:30 am. After Care closes promptly at 5:00 pm.

Camp Legacy's directors plan daily camp activities including, a flag-raising ceremony, arts & crafts, camp songs & skits, sports, team building, nature, cooking, and more! Upper Camp facilities also include two pools, archery range, human foosball, obstacle course, zipline, sand volleyball, baseball field, soccer field, gym, and camp canteen. Camp Legacy registration is held in January/February of each year and is not exclusive to current Legacy School students, with the exception of Lower Camp. New elementary aged campers are welcome each summer. Campers may attend Camp Legacy for just one week, several weeks, or the entire summer. For more information on either Lower Camp or Upper Camp, visit <https://www.camplegacyomaha.com/>



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025

HEALTH & SAFETY

Health Regulations

All Legacy staff members are certified in CPR and First Aid. If a child should become sick, need medical care, or have an accidental injury, Legacy School directly contacts the parent first. If a parent cannot be reached or is unable to pick up a child, the student's emergency contact will be called. It is imperative that Legacy School is kept up to date on any contact information changes students may have throughout the school year.

Following any surgical or medical procedure, Legacy School must have a doctor's release before a student's return to school. Class time is filled with engaging learning activities from start to finish, so a child who needs to rest during the days following surgery must stay home until he/she is ready to return to the learning environment.

Students who become ill during the day are sent to the health office, and a parent is contacted. Legacy School exclusions are required by law through Chapter 3, Title 173 of Nebraska's School Health & Communicable Disease Control Standards.

Nebraska Department of Health School Exclusion for Contagious Illnesses

Contagious Illness:	Excluded From School:
Rash	Until treated with meds for 24 hours or physician approves return
Fever (100.4+)	Fever free for 24 hours, without the use of fever-reducing medication
Vomit/Diarrhea	24 hours after the last vomit or diarrhea episode, including episodes at home
Fifth Disease	24 hours fever free without the use of fever-reducing medication and malaise free
Hand, Foot & Mouth	24 hours fever free, without the use of fever-reducing medication
Lice	1 day after treatment/no visible nits
Pink Eye	Until treated by a doctor and eyes are clear
Chicken Pox	7 days from onset and physician approves return
Tuberculosis	Until treated by a doctor, symptoms fully resolved, and physician approves return
Meningitis	Until treated by a doctor, symptoms fully resolved, and physician approves return
Impetigo	Until treated by a doctor, symptoms fully resolved, and physician approves return
Scabies	Until treated by a doctor, symptoms fully resolved, and physician approves return
Hepatitis	7 days from onset and physician approves return
Scarlet Fever	7 days from onset or 24 hours after antibiotics and physician approves return
Mumps	5 days from onset of neck swelling and physician approves return
Rubella ***	4 days after onset of rash and physician approves return
Diphtheria ***	Until treated by a doctor, who approves return



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025

Whooping Cough ***	5 days from onset and physician approves return
Measles ***	7 days from onset and physician approves return

*****Schools are required to immediately report all cases of Rubella, Diphtheria, Whooping Cough and Measles to state health department.**

Physical Exam/Visual Evaluation: Kindergarten and out-of-state transfer students are required to have a physical exam, visual evaluation, and proof of immunizations, (or notarized religious or physician signed medical waiver), per Nebraska state mandate, before school enrollment.

Nebraska School Immunization Rules and Regulations (State Law) require a student be immunized before attending preschool. Legacy School requires record of immunization or notarized religious or physician signed medical waiver be turned in for all students no later than Back to School Night.

Please note that Nebraska health statutes prohibit schools from providing over-the-counter medication to students in need. All non-prescription medications must be brought from home in the original container, with a medication administration permission form filled out. Long-term medication (longer than two weeks), prescription and non-prescription, require both the parent/guardian's and the doctor's written permission.

When a student must take medication during school hours, the following procedure is to be followed:

All medication is to be brought to the main office in its original container. Parents are required to conduct an exact count of any controlled medication and present it to the school along with the medication. Upon medication arrival at school, the health office will also conduct a count of the medication. The medication count must match the count by the parent/guardian. The parent/guardian will be contacted to conduct a medication count if a count is not provided or if a discrepancy in the count occurs.

Prescription medication must include the original label with the student's name, physician's name, date, and directions to be followed. Non-prescription medications should be brought to school in the original container.

All medications will be stored in the Health Office. Students should not keep medication on them, in their locker, or in their backpack. Medication will be used by the student in the presence of a trained staff member. A record of daily dispensation will be maintained.

Diabetes and Asthma/Anaphylaxis

An action plan filled out by a physician must be on file at the school. Long-term medication, prescription and non-prescription, require both the parent/guardian's and the doctor's written permission.



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025

Toilet Training Requirement

All students enrolled at Legacy School, including preschool students, must be fully potty trained and be able to use the restroom independently. A child who is considered “independently potty trained” does not wear diapers or pull-ups and can verbalize needs before they must use the bathroom. They can postpone using the bathroom when it is necessary to wait until getting to a restroom. The child is able to take down and pull back up their own clothing, can wipe themselves after toilet use, and can get themselves on/off the toilet independently.

Mandatory Reporters

According to Nebraska law, all staff that works in a school environment are considered “Mandatory Reporters” for child abuse and neglect. Mandated reporters are people who “have reasonable cause to believe that a child has been subjected to child abuse or neglect or observes such child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect.” All Legacy School staff members are mandatory reporters.



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025

MEALS, SNACKS, AND SPECIAL OCCASSIONS

Lunch/Breakfast

Breakfast and lunch are served in the cafeteria at Legacy School every day. Breakfast is served promptly at 8:00am to students that are enrolled in the Before Care program and signed up to attend breakfast. For lunch, students may bring a lunch from home or purchase a school lunch. Refrigeration of individual lunches is unavailable. Peanut butter/peanuts are not allowed in ANY student lunch due to airborne allergies. School meals must be pre-ordered through Sycamore. Cafeteria payments may be made through Sycamore or by cash/check in the front office. Menus are available online through Sycamore as well. The deadline to pre-order meals is the 20th of the month prior. For example, November meal orders must be made no later than October 20th. By using a pre-order system, food waste is kept to a minimum, which helps keep the cost of meals low for parents. To pre-order meals each month, log into your Sycamore account. Go to: MY ACCOUNT: CAFETERIA/ORDERS/MEAL ORDER(TAB). Then, enter the quantity of meals to be ordered, select which meal(s) from drop down menu and update when complete. Click on the green MAKE PAYMENT button to apply meal payment.

Snacks

Early Childhood: Each student takes turns bringing in snacks for his/her class. This tends to be a special event for the students. Being a “Snack Helper” gives each child a sense of sharing and a time to feel special as he/she helps the teacher prepare for snack time. During a child’s snack week, he/she brings snacks every day of class. So, MWF students bring snacks MWF, and so forth. Before a child's week, a “snack bag” is sent home with directions and the number of snacks to bring. Nebraska State Department of Health requires all snacks brought in by parents to be store-bought and not prepared at home. Please note - Legacy is a peanut-free school. Read labels carefully to ensure no peanut products are sent.

Elementary: Students are to bring their own snack to school each day. Every elementary classroom has snack time each day. Suggested healthy snacks: fruit cups, crackers, low-fat cheese, dry cereal, applesauce, dried fruits, pretzels, bagels, rice cakes, etc. Please note - Legacy is a peanut-free school. Read labels carefully to ensure no peanut products are sent.

****Parents are required to let the school know if a child has a food allergy. Children with severe food allergies are to bring their own snacks from home. All students are to refrain from bringing snacks/food with peanut butter/peanuts. The school asks parents to please read food labels carefully.**

Birthdays

Birthdays are a special time of celebration! Parents are welcome to bring in a student treat on or around the child’s birthday. Legacy School discourages birthday party invitations sent home with friends while at school. Uninvited guests understandably feel left out and hurt.



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025

TECHNOLOGY

Cell Phones/Smartwatches

Legacy School understands some parents supply their children with cell phones and/or smart watches during the school day. If sending a child to school with either of these, parents and students must adhere to the following:

1. Cell phones must remain turned off and stowed away during the school day including breakfast, lunch, and recess.
2. Smart watches must be turned to silent mode during the school day.
3. Cell phones and smartwatches that are being used to make calls, texts (to parents or friends) or to play games during the day will be confiscated and returned to students at the end of the day. This includes, but is not limited to, lunch, recess, bathroom breaks, fieldtrips, etc.
4. Students are not allowed to call, text, or message family members or friends during the school day. If students need to reach a member of their family, they must use the phone in the main office.
5. Parents can help the school enforce this policy by not texting or calling their children or answering their calls during the school day. If a parent needs to get a message to a student, a phone call through the main school office is the best means to communicate.
6. Students may not photograph or take videos of any staff members or other students in or out of the building.
7. Legacy School and its staff are not responsible for lost, stolen or broken cell phones or smart watches. If a parent opts to send either of these items to school with their child, it is assumed the student takes full responsibility for keeping their property safe.

Student Technology

Elementary classrooms are equipped with secured iPads, Smartboards, Elmo Projectors, and other similar items. Any student using an electronic device in any way other than an educational activity, as directed by staff, will lose their privileges for a time to be determined based on the incident. Legacy School has cyber-security technology and firewalls to ensure student and staff protection during internet usage.



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025

BEHAVIOR MANAGEMENT

Classroom Management

Legacy School uses a proactive approach when guiding students in their social and emotional skills. Small class size and positive engagement allow for minimal distraction at Legacy School. One of Legacy School's primary functions is to ensure the safety and well-being of its students and staff. Legacy School has zero-tolerance for aggressive/abusive behavior. We are dedicated to protecting our teachers' rights and the rights of other students to have a fair, safe, educational setting. A discipline that is shaming or insulting is never tolerated. Legacy School classrooms are positive learning environments where a child feels safe under all circumstances. There are three occasions when it is necessary for school staff to take immediate steps to assist a student in managing their behavior:

The "3 OFFENSES" are:

When a student becomes physically or verbally aggressive.

When a student exhibits behavior which are disrespectful to staff, peers and/or school property.

When a student consistently interrupts the functionality of the class.

All instances are thoroughly investigated by staff/administration. Investigation may include, consulting student/s, parents, and/or staff, as deemed necessary. Three methods will be used in implementing the Behavior Action Plan. Those methods are: In School Suspension (ISS), Out of School Suspension (OSS), and Expulsion.

ISS

All schoolwork will be completed in an isolated area of the office, as the student is supervised by the office staff. The student's teacher will provide classwork. Length of ISS: 1-3 days, as determined.

OSS

Determined after previously serving time in ISS and/or severity of the event, at the discretion of administration, a student is suspended from coming to school. Length of OSS: 1-3 days, as determined.

Expulsion

If temporary removal of the student does not deter behavior and/or they display clear and present danger to themselves, staff, or other students, an expulsion from Legacy School must immediately occur.

Administration is delegated full authority to take appropriate action to implement the Student Behavior Action Plan.



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025

Behavior Action Plan

1st Notification- In-house school suspension and behavior action plan started today.

2nd Notification- Phone conference held between Legacy Administration & parent. Immediate pick up is required for the student.

3rd Notification- Phone conference held between Legacy Administration & parent. Immediate pick up is required, and the student is suspended for 1 school day. Suspension begins on _____ (date). Student may return to school on _____ (date). Parents are encouraged to seek assistance from behavior specialist.

4th Notification- Legacy Administration will contact parent and immediate pick up is required. The student is suspended for 2 school days. Suspension begins on _____ (date). Student may return to school on _____ (date). Prior to the return date, parents are required to schedule a meeting with administrator and teacher.

5th Notification- Legacy Administration will contact parent and immediate pick up is required. The student is suspended from school until a special needs teaching assistant is hired. The payroll for the special needs teaching assistant will be funded solely by the parent. Suspension date begins on _____ (date).

6th Notification- Legacy Administration will contact parent and immediate pick up is required. Student is expelled from Legacy School with expulsion beginning on _____ (date).

Bullying

Bullying is a distinctive pattern of repeatedly and deliberately harming and humiliating others. The intentional, continuous targeting of others is what differentiates bullying from typical teasing or aggression in children. Bullying is a very specific type of aggressive behavior. Bullying can be physical, emotional, or cyber. Legacy School administration investigates all claims of bullying and has the right to determine if a situation is considered bullying or not. If Legacy School administration determines bullying has occurred, the Student Behavior Action Plan will be implemented.

Legacy School staff actively work with students teaching basics about manners, friendships, and social/emotional skills. The tools students receive prevent negative bullying behavior and empower students to better deal with situations in any social setting.

Legacy “Paws-itives”

Legacy’s school-wide “Paws-itives” program provides opportunities for students to focus on and experience positive behaviors based on situations that occur in everyday life. Legacy School believes in developing manners that go beyond “Please” and “Thank you”. Through modeling



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025

and practice, students at Legacy School learn about 9 positive behaviors, focusing on a different manner each month (see below). As students exhibit positive manners during the school day, a “paws-itive” slip is given out. The student brings their “paws-itive” slip to the office to place in a bin. Every Friday, slips are drawn, and students come down to the office to choose from a variety of prizes, as well as have their slip placed in a new bin for the monthly drawing. Monthly rewards include parties with the principal. Through positive reinforcement, student behavior is managed in a proactive manner.

Legacy School Paws-itives:

SEPTEMBER	Being Polite
OCTOBER	Following Directions
NOVEMBER	Giving Personal Space
DECEMBER	Greeting Others
JANUARY	Staying Positive
FEBRUARY	Being a Good Sport
MARCH	Listening to Others
APRIL	Managing Anger
MAY	Apologizing For Hurting Someone



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025

LEGACY SCHOOL'S CRISIS PLAN

DOORS & WINDOWS:

Exterior doors of all buildings on campus area always locked. This includes the school and schoolhouse. The front doors of the school are staffed and have a call button for admittance. East & West end locked doors have alarms that sound when propped open. All classroom doors and windows have the ability to be locked. Security film has been applied to all windows.

CAMPUS SAFETY:

When a class goes anywhere on the campus, a staff member takes a walkie talkie.

STAFF RESPONSIBILITY:

All staff members must be CPR/First Aid certified.

PARENTS/VISITORS:

All parents/visitors must sign in at the office and wear a "VISITOR" badge when in the school building during the school day. Visitors are not allowed to be inside the school building during before/after care hours. Visitors are not allowed to be on the property, unless escorted by a Legacy staff member. Parents/visitors inside the building are asked to refrain from opening the front doors to allow another parent/visitor into the building. Admittance into the school must be through the front office so that Legacy staff are aware of who is always inside the building.

EMERGENCY PROCEDURES:

Legacy School's crisis plan includes the Standard Response Protocol (SRP). SRP is based on five actions (HOLD, SECURE, LOCKDOWN, EVACUATE AND SHELTER). In the event of an emergency, the action and appropriate direction will be announced 3 times on the intercom and on walkie talkies. Any and all staff members have the right to call an SRP action at any time warranted. Once an SRP action is initiated, the school's Crisis Team is activated.

All employees at Legacy School participate in Standard Response Protocol and scenario training upon hiring, with follow-up safety training each year thereafter. Parents are notified every time an SRP action has occurred. SRP drills are held periodically throughout the school year.

Hold: "In your room or area. Clear the halls."

Secure: "Get inside. Lock outside doors."

Lockdown: "Locks, lights, out of sight."

Evacuate: "To the announced location."

Shelter: "Hazard and safety strategy."



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025

****During any type of crisis, staff are to bring the emergency bag located in each classroom and class list.**

A **HOLD** Action is called when there is a situation that requires students and staff to remain in their classrooms or stay out of an access area due to a medical situation or other event. Students and teachers are to shut classroom doors and remain in their room or area (cafeteria, gym, outside) until the “all-clear” is announced, even if there is a scheduled class change. Students and staff outside of the building should remain outside unless the Crisis Team directs otherwise. Prior to closing the classroom door, teachers should sweep the hallway for nearby students. Teachers then take attendance and conduct classroom activities as usual.

A **SECURE** Action is called when there is a threat or hazard outside of the school building. Whether it’s due to criminal activity in the surrounding neighborhood, or a dangerous animal on the property, the Secure Action brings people into the closest secured building (school or school house). When possible, classroom activities continue uninterrupted. Depending on the condition, students and staff dismissal may be delayed until the area is safe.

A **LOCKDOWN** Action is called when there is a threat or hazard inside the school building. From parental custody disputes to intruders to an active assailant, Lockdown uses classroom and school security actions to protect students and staff from the threat. The Lockdown Action demands locking individual classroom doors, offices, and other securable areas, moving occupants out of the line of sight of corridor windows, turning off lights to make the room seem unoccupied, and having occupants maintain silence.

During a lockdown, staff have the option to “run”, “hide” or “fight” at any time. “Run” would be to evacuate, if possible. All classrooms at Legacy School have large windows that open, if needing to escape out of. “Hide” would be to lockdown, using the above protocols. “Fight” would be as a last resort to take action to disrupt or incapacitate an intruder.

An **EVACUATE** Action is called when there is a need to move people from one location to another for safety reasons. An offsite evacuation may be necessary when it’s no longer safe to stay in the building such as a gas leak or bomb threat.

A **SHELTER** Action is called when specific protective actions are needed based on a threat or hazard, including tornadoes, hazardous materials situations, or other local threats.

FIRE

Legacy School has three easily accessible exits. Classes exit the building and meet at the far end of the parking lot. If a real fire is present, students are escorted to Anchor Pointe Elementary.

TORNADO

Legacy School’s tornado shelter is in the gymnasium, which is built into the hill, has concrete walls, ceiling, floor, and FEMA rated doors. An emergency fresh air system is in the shelter. If a tornado warning is issued by the National Weather Service and sirens are sounded, all students



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025

and staff will take cover in the storm shelter. Students and staff are not allowed to leave the building, and parents cannot come to pick up a student until the warning is over. Tornado drills are held throughout the school year.

EMERGENCY EVACUATION

In event an emergency evacuation is needed, i.e., gas leak, students will be escorted to Anchor Pointe Elementary.

Custodial Conflict

If one parent requests Legacy School to keep the other parent from interacting with their child (family activities, dismissal pick up, conferences, etc), there must be court paperwork on file at Legacy School that shows such an action. Legacy School cannot legally keep a parent from their child without documentation of a court action.

Drug/Alcohol Impairment

If a staff member suspects drug or alcohol impairment of an adult/caregiver, an administrator is notified immediately to assess the situation and determine what action will need to be taken.

Weapons

Concealed weapons are strictly prohibited on and around Legacy School. If a weapon is found, staff are to move children away and notify an administrator immediately. The administrator will assess the situation and determine what action will need to be taken.



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025

TUITION POLICY

Legacy School tuition is paid through electronic funds transfer. ACH paperwork is filled out at Back to School Night. All families must have current ACH authorization paperwork on file at the school. Parents have four options in setting up tuition payments:

Yearly payment (Made the first week of school)

Semester payments (1st payment made the first week of school; 2nd payment made in January)

Monthly payments (Made the 1st business day of each month)

Weekly payments (Made each Friday)

Tuition payments are not altered due to illness, vacation, days off, weather, pandemic quarantine, holidays, or other unforeseen circumstances. A written two-week notice is required before changing a student's class schedule or terminating a child's enrollment. Payment will be required for the two weeks after notice is given. Any changes made to a student's schedule after March 1st will require full payment before the change may be granted.

Tuition Information: 2025-2026

ELEMENTARY // Kindergarten - 5th Grade		
Full School Day Monday-Friday from 8:30-3:30 Tuition: \$1050/month	Add On Before Or After Care:	5 Days: \$60/week 4 Days: \$54/week 3 Days: \$45/week 2 Days: \$38/week 1 Day: \$23/week
JUNIOR KINDERGARTEN // Must Be 5 Years Old By November 15th		
AM Class Only Monday-Friday from 8:15-11:30 Tuition: \$569/month	Full School Day AM Jr-K & PM Enrichment from 8:15-3:15 Tuition: \$1085/month	Extended Full School Day AM Jr-K, PM Enrichment, & Daily Before/After Care from 7:00-5:30 Tuition: \$1533.34/month
Add Before Care: \$12/day		Add After Care: \$19/day
PRE-KINDERGARTEN // Must Be 4 Years Old By October 15th		
Monday Through Friday Class Only from 8:45-11:30 \$569/month	Morning: Monday, Wednesday, Friday Class Only from 9:00-11:45 \$407/month	Afternoon: Monday, Wednesday, Friday Class Only from 12:30-3:15 \$393/month
Full Day from 8:45-3:15 AM Pre-K & PM Enrichment \$1085/month	Full Day from 9:00-3:15 AM Pre-K & PM Enrichment \$800/month	
Extended Day from 7:00-5:30 AM Pre-K, PM Enrichment & Daily Before/After Care \$1533.34/month	Extended Day from 7:00-5:30 AM Pre-K, PM Enrichment & MWF Before/After Care \$1137.78/month	
Add Before Care: \$12/day		Add After Care: \$19/day
ADD ON ENRICHMENT FOR PRE-K AND JR-K // Must Be 4 Years Old By October 15th		
Every Day from 12:30-3:15 \$516/month	Monday, Wednesday, Friday from 12:30-3:15 \$393/month	Tuesday, Thursday from 12:30-3:15 \$311/month
Add After Care: \$19/day		
PRE-SCHOOL // Must Be 3 Years Old By October 15th & Potty Trained		
AM Class from 9:00-11:15 Tuition: \$311/month		

SECURITY FEE: At the start of each school year, a \$150/family security fee is collected. This covers the ongoing security upkeep and improvements the school is undertaking, including cameras, secured entries, and more.

Starting with the 2025-26 school year, a non-refundable \$500 class commitment deposit (that will be applied toward your 2025-26 tuition) will be due in July. This is to ensure students are committed to joining Legacy for the school year, and if they are not, it will allow us time to invite those on the waitlist to take their place.

Tuition is calculated on a 9-month school year. Families have the choice of paying tuition through weekly, monthly, semester, or yearly payments. Tuition payments are not altered due to illness, vacation, days off, weather, holidays, or other unforeseen circumstances. Families with multiple children enrolled will receive a sibling discount: 10% off 2nd child enrolled and 20% off 3rd (and more) enrolled.



LEGACY SCHOOL PARENT HANDBOOK 2025-26

Revised February 26, 2025

Legacy School

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