



# Hampden DuBose Academy

& Legacy High School

*"Discovering Your Place in God's Kingdom"*

2011 - 2012

Parent - Student Handbook

Legacy High School

*"The fear of the Lord is the beginning of knowledge" Proverbs 1:7*

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# Contents

- I. Introduction ..... 4
  - History ..... 4
  - Mission Statement ..... 4
  - Statement of Faith..... 6
  - Spiritual Distinctives ..... 7
- II. Policies and Procedures ..... 12
  - School Hours..... 12
  - Arrival/Departure ..... 12
  - Traffic Courtesy ..... 12
  - Attendance ..... 12
  - Perfect Attendance..... 13
  - Signing In/Out..... 13
  - Before/After Care ..... 13
  - Messages ..... 13
  - Tuition..... 14
  - Withdrawal..... 14
  - Progress Reports/Report Cards..... 14
  - Grading Scale..... 14
  - Academic Recognition ..... 14
  - Homework ..... 15
  - Makeup work..... 15
  - Graduation Policy ..... 15
  - Commencement ..... 15
  - Books ..... 15
  - Chapel..... 15
  - Physical Education..... **Error! Bookmark not defined.**
  - Field Trips ..... 15
  - Lunches and Snacks ..... 16
  - Gum ..... 16

Sales..... 16

Cell Phones ..... 16

III. Dress Code ..... 17

    Dress Policy General Rules ..... 17

IV. Safety Rules ..... 19

    Playground rules..... 19

V. Health and Safety Guidelines ..... 21

    Illness..... 21

    Family Information ..... 21

    Medical Policies ..... 21

    Safety Drills..... 21

    Lice..... 21

VI. Library Rules ..... 22

    Rules for use of the library ..... 22

V. Notebooks ..... 23

VI. Pledges ..... 23

    Salute to the Bible ..... 23

    Salute to the Christian Flag..... 23

    Salute to the American Flag ..... 23

VII. Student Code of Conduct ..... 24

    Introduction..... 24

    Section I Student Responsibilities While Attending Legacy ..... 24

        Student Speech / Expression..... 24

        Grades ..... 24

        Privacy and Property ..... 24

        Student Dress ..... 24

    Section II Student Discipline ..... 25

# I. Introduction

## History

Hampden DuBose Academy was founded in 1934 in Columbia, South Carolina. Dr. and Mrs. Pierre Wilds DuBose envisioned a school that would train and nurture young people in the “fear and admonition of the Lord.” They sought to train Christian leaders in every area of the students’ lives - spiritually, academically, physically, and socially.

A year later, the boarding school was moved to Orlando, Florida, where it remained until 1943. At that time the Lord miraculously provided an ideal setting for this “educating for eternity” in the form of the Laughlin Estate in Zellwood, Florida. It continued until 1980, when the boarding school was closed and a day school opened based upon the same spiritual principles and high academic standards.

The day school began with kindergarten through eighth grade. A pre-school was established in 1994. In 1997, Legacy High School was founded as a ministry of Hampden DuBose Academy to bring high school education back to our campus once again. Currently, the school serves children in kindergarten through grade 12.

The goal of Hampden DuBose Academy is realized as God continues to shape and design an instrument of spiritual and moral leadership and academic excellence.

## Mission Statement

Hampden DuBose Academy’s mission is to help young people develop in the ways and knowledge of the Lord Jesus Christ, lead students in the pursuit of academic excellence, and promote the development of knowledge, wisdom, understanding, and clear Biblical thinking.

## Philosophy

The purpose of HDA is to train and help young people develop in the ways and knowledge of the Lord Jesus Christ, to lead them to have a personal relationship with Him as Savior, and to have Him abide in them as the living Lord.

HDA recognizes Jesus Christ as its foundation for being. Jesus Christ is the source of all truth and one must know Christ before knowing truth. The Bible is man’s source for discovering truth and is the revelation of God to man. From Scripture we obtain knowledge about children and the teachers obtain direction, discernment, and insight into instruction with God’s perspective.

HDA is committed to the pursuit of academic excellence and is designed to promote the development of knowledge, wisdom, understanding, and clear Biblical thinking.

HDA recognizes and stresses the importance of a strong emphasis on the basics in English and math. A thorough comprehension and command of all the fundamental processes used in communication through reading, writing, speaking, listening, and mathematics are stressed.

Athletics and social programs are a means to develop character and God-given talents. Regular physical education classes provide for the development and maintenance of physical fitness. Musical and social programs provide for development in the arts.

The school believes that it is God’s command for parents to be responsible for the education of their children. The school may accept delegated responsibility from parents. For Christians, this education must be biblical:

- All subjects have their origin and purpose in God.
- Learning takes place first internally and is then expressed externally.
- A view of who God is, who man is, and how man relates to and is governed by God, shapes every aspect of life, including school.

When parents are conscientious in the training of their children’s character in the Christian home, the school, as well as the local church, the community, and the nation as a whole will benefit from an overflow of blessings.

When the parents and the school do not work in tandem in their child’s training philosophy and methods, the chance of conflict between the school and home is high. Thus, parents need to be well aware of a school’s philosophy and methodology when selecting an educational institution so that they can support and work together whole-heartedly.

HDA admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## Statement of Faith

- We *believe* the Bible is the inspired, inerrant, and infallible Word of God. Therefore, it is our sole norm of faith and practice.
- We *believe* that God is spirit, infinite, personal, eternal, and unchangeable in His being, wisdom, power, holiness, justice, grace, goodness, and truth.
- We *believe* that Jesus Christ was conceived of the Holy Spirit, born of a virgin, lived a sinless life, and died on the cross to pay the penalty for our sins.
- We *believe* Jesus was physically resurrected to purchase a place in Heaven for us, which He offers as a free gift, providing the only way of salvation for all men.
- We *believe* in the Trinity consisting of three persons - Father, Son, and Holy Spirit- in one God.
- We *believe* that God created man in His own image and in a state of innocence, but that through temptation man willfully transgressed. As a result, all human beings are born with a sinful nature and the wages of this sin is death.
- We *believe* in the church, the body of Christ, whose mission is to preach the gospel to all the world.
- We *believe* that a true believer is secure in Christ forever and is called to live a holy life.
- We *believe* that the ordinances of the church are important and vary from one denomination to another. We respect the right of personal differences in observation.
- We *believe* in the imminent return of our Lord Jesus Christ.
- We *believe* that those who are believers shall be forever in the presence of God and those who have rejected Christ will be separated from God forever.

In addition to these important beliefs, we *believe* that God has given the parents and the home the responsibility to bring up their children in the nurture and admonition of the Lord. We *believe* that a consistent and whole education will occur when home, church, and school work closely together and are in agreement on the basic concept of life.

## Spiritual Distinctives

- Legacy High School recognizes there are theological differences between genuinely Christian churches. We pledge the following commitment.
- LHS is committed to endeavoring to keep the unity of the Spirit in the bond of peace (Eph. 4:3). We are committed to “Children obey your parents in the Lord” (Eph. 6:1) and “Obey your leaders and submit to them for they watch over your souls” (Heb. 13:12).
- LHS pledges that we will not attempt to proselytize your children (not attempt to build up any one church’s attendance). It is the school board’s desire to provide the highest quality education and to foster an atmosphere for unity while allowing for diversity. It is not the policy of the school to indoctrinate or to encourage one type of theology/methodology over another. Every effort will be made to encourage loyalty to God, parents, and the local church, as well as personal thinking and self government.
- Our teachers will accept and practice the truth that all believers are in the process of growing in their knowledge of the Scriptures and are to be engaged in helping each other grow. Such a growth process assumes differences at any given time in understanding terminology, emphasis and/or practice in matters non-essential to salvation through Jesus Christ.

Our teachers are to comply with this philosophy; and in the areas where differences exist, the following procedures will be observed:

- The teacher will acknowledge that the issue has different sides and not attempt to teach, instruct or indoctrinate one side over the other.
- The teacher may share his/her personal views or the views of his/her church while also stating these views may not be held by other churches. In no way should remarks be made that a person is less of a Christian by holding or not holding to this view.
- The teacher will encourage students to consult both their parents and pastors concerning their personal and church’s stand on the issue in question.
- The teacher can ask for volunteers to present different views in order to give the class an understanding on the complexity of the issue.

We pledge to promote the unity of the body of Christ. We pledge we will do the utmost to foster the honor and respect of parents and submission to your spiritual oversight. We invite you to call us if at any time you have reason to think we are not keeping our commitment to you.

## The Holy Spirit

- We have previously acknowledged the person and work of the Holy Spirit in our Statement of Faith.
- Furthermore we acknowledge that there exist varying views concerning the activity of the Holy Spirit in the life of a believer. It is clear in Scripture that every believer is “born again” by the Spirit (John 3:5-6), and that the Spirit indwells the life of the believer (Romans 8:9-11, 16, 23), and that the command has been given for the believer to be filled with the Holy Spirit (Eph. 5:18). Differences exist within the church in the area of interpretation, definition, and methodology. These areas should in no way divide the body of Christ, but cause it to seek more fully for personal and corporate expressions of faith.
- We call faculty, teachers, parents, and students to exercise the fruit of the Spirit (Gal. 5:22-23) in respecting one another’s privilege, right, and responsibility in serving God to the utmost.

## Eschatology

- The study of eschatology, or last things (end times), is a complex study. Many views about the timing of Christ’s return exist.
- We hold that Christ will return to the church. As we study the Word of God the last days will become clearer.
- We will not attempt to indoctrinate any one view, but will challenge our students to further seek an understanding of the Scriptures, traditional views, and their pastor’s and parents’ views.

## Abortion, Euthanasia, and Infanticide

- Believing that life begins at conception, our teachers will advocate the sanctity of life position that prohibits the taking of a human life in any case except capital punishment, self-defense, and/or just war.
- The quality of life ethic so prevalent today is unbiblical and will not be supported.
- Notwithstanding the above, we acknowledge that questions in specific cases of medical ethica may be extremely complex in our high tech society.
- Teachers will be free to discuss these issues, but only in the context of respect for the position of parents, students, and other church leaders.

## Alcohol

- We believe Scripture clearly teaches that drunkenness is sin and that our bodies, as the temple of the Holy Spirit, are to be properly taken care of by avoiding the abuse of alcoholic beverages or any other substance.
- We believe the orthodox church has had divided opinions as to the scriptural use of alcohol in moderation.
- We believe the Scripture clearly teaches that we are to obey the lawful authority of the state which, in this issue, has ruled the use of alcohol by minors illegal. We will prohibit the use of alcohol by our students on the basis of its illegality.
- Our teachers will be free to share their opinions as to the use of alcohol in moderation by adults, but only in the context of respect for the opinion of the student's parents and church leaders. Our teachers will set forth the spiritual, physical, mental, and socio-economic dangers associated with the use of alcohol and other drugs and offer the practical wisdom of abstinence.
- Students will be referred to their parents and church leaders for guidance on problematic texts that lead to varied opinions.
- The use of alcoholic beverages on school property or at school functions will be prohibited.

## Marriage, Divorce, Remarriage

- God has ordained marriage for the mutual help of husband and wife; for the increase of mankind with legitimate children and of the Church with a holy see for the preventing of uncleanness and as a picture of the mystical union of Christ and the Church.
- Marriage is to be with one man and one woman. Alternate lifestyles advocated today such as group marriage, homosexual marriages or bigamy are unscriptural.
- While it is lawful for all sorts of people to marry, it is the duty of Christians to marry only in the Lord. Neither should such as are godly be unequally yoked with such who are notoriously wicked in their life or maintain damnable heresies, nor within degrees of consanguinity or affinity forbidden by the Word.
- Marriage is a covenant made before the Lord which must not be torn asunder for any causes other than sexual immorality or willful desertion as can no way be remedied by the church or civil magistrate. In the case of such divorce, a public and orderly course of proceeding is to be observed and a divorce decree issued.

- Inasmuch as God has permitted divorce in these two cases, considering the departed spouse as dead and, inasmuch as Paul encourages younger widows to remarry, it appears that remarriage is permissible in these cases.
- Scripture is silent on the case of a divorcee who subsequently comes to faith in Christ. Out of the extension of the grace that “all things become new” in Christ one might allow remarriage to a believer.
- Inside the marriage covenant God has ordained the mutual assistance of each spouse and yet the husband is to be the head of the wife as Christ is the head of the Church giving himself for his wife to present her faultless and blameless before God and the wife to be submissive to her husband as the Church to Christ.

## Music

- The gospel has put a “new song,” a “melody,” in our hearts and given us reason, as well as the charge, to teach and admonish one another in psalms and hymns and spiritual songs. Further, the Lord has commanded us to praise Him with instruments. Our students will be encouraged to glorify and enjoy the Lord through the use of music.
- We acknowledge there are several factors that enter into deciding what is an appropriate use of music - instruments, styles, lyrics, etc. Inasmuch as the Psalms speak of instruments used to the praise of the Lord and that are not necessarily accompanied by lyrics; we will encourage the development of the instrumental arts. Further, since Scripture does not limit the instruments used, we will not limit the possibilities of instrumentation.
- We acknowledge that Scripture does not contain specific guidance as to many of the elements of the music itself; for instance, there are no tunes, scales, rhythms, time signatures, voices, or harmonies. Thus we must allow for cultural and personal liberty as to style of music be it classical, pop, country, rock, jazz, etc.
- We acknowledge that lyrics, not matter the musical style, must clearly reflect a Biblical worldview or theme in a clearly Biblical application as it is to glorify god and edify His people. Thus, Christian music, for example, may deal with the struggles of our Christian walk, as well as the exaltations of the full glory of our heavenly Father. Also, the lyrics must be clearly audible and understandable.
- We acknowledge that much of our culture’s music, no less than any other area of life, does not reflect a Biblical worldview; nor does it foster a walk worthy of our high calling in Christ. Such music should not be part of our students’ lifestyle, no matter the musical style be it rock, country, or classical. We will assist our students in evaluating this area of life and discourage that which does not honor the Lord.

- Music is a sensitive issue with our students and many of their parents. Our teachers must be careful not to impose non-Biblical positions on them. Our teachers will have the freedom to share their own personal application but only in a context of respect for the students' parents and their churches' position. The students will be encouraged to discuss this issue with their parents and their church leaderstogether and are in agreement on the basic concept of life.

## II. Policies and Procedures

### School Hours

The first bell rings at 7:55, but the school day begins at 8:00 AM for all students and ends at 3:00 PM. Friday is an early release day and it concludes at 12:00 PM. Parents may deliver their children to the drop-off and pick-up area between 7:30 AM and 8:00 AM.

### Arrival/Departure

Parents are to drop off and pick up their children at the school entrance. Please do not drive to the classroom. Students are not watching out for vehicles in these areas. Pick-up time is 3:00 PM (12:00 PM on Friday). Students must be picked up within 15 minutes of the designated time or they will be taken to aftercare.

### Traffic Courtesy

Traffic flow for arrival and departure follows the circular drive near the school office. Parents should be courteous to others by pulling into the parking area if they intend to leave their car for even a few minutes. Blocking a lane to converse with faculty or other parents should be avoided in a spirit of thoughtfulness.

### Attendance

Each parent or guardian of a child within compulsory attendance age is responsible for the child's attendance. The parent may either call the school office on the morning of the absence or send in a note when the child returns to school. On the day the student returns to school, (s)he must obtain a pass from the office before he will be admitted to class. A written note must include the following information:

- Student's full name
- Date of the absence
- Reason for the absence
- Telephone number where parent/guardian may be reached
- Parent/guardian signature and date.

An absence will be excused in the following situations as prescribed by Florida Statutes and reflected in stated policy of the local public school board:

- Illness, injury or other insurmountable condition
- Illness or death of a member of the student's immediate family
- Recognized (or established) religious holidays and religious instruction
- Medical appointments

- Participation in an approved activity or class of instruction held at another school site prearranged absences of educational value with the administration's prior approval (Pre-arranged absence forms are available in the school office and must be completed by the parent prior to the absence and in sufficient time for administrative approval.)
- Head lice infestation, up to four (4) days during the school year
- Catastrophic disasters that significantly impact the life of the student (such as loss of residence from natural disaster).
- Twelve absences are allowed per year, (four per trimester).

### **Perfect Attendance**

Students with perfect attendance will be presented with perfect attendance certificates at the end of each semester. The Joy Meadows Award is given at the end of the school year for year-long perfect attendance. To qualify for this award, students shall have been present every school day.

### **Tardiness**

Students are considered tardy after 8:00 AM. Students arriving late must sign-in at the school office before going to class. Teachers may assign consequences for excessive tardiness at their discretion. Excessive tardiness will be referred to the administrator.

### **Signing In/Out**

Students must have permission from his/her parent and the administration to leave campus during school hours. Parents must sign the child out in the school office. No child will be released to an adult without proper identification.

### **Before/After Care**

Students who arrive early should report to the school office area. All students are supervised and dismissed to class at 7:50am. Morning care is from 7:30AM – 7:50AM. Please do not leave your child without supervision present.

Parents must make arrangements with the office staff for after school care.

Students who are on campus after dismissal are sent to the After Care program. A separate flyer details information regarding after care.

### **Messages**

When necessary, a parent may call the school office with messages for their child. If the message involves a change in transportation arrangements, the parent will be asked for proper identification of the person who will be picking up the student. In addition, the person picking up the child must provide identification.

## **Tuition**

Tuition is divided into equal payments and is payable in a 12 month plan (June- May) or a 10 month plan (August- May). All payments are due on the first day of the month. A \$25 late fee per student is assessed for all accounts paid later than the 10<sup>th</sup> day of the month. A \$30 fee will be assessed for any returned checks. All academic records will be withheld until all monies are paid and the account balance is zero. If at any point the account is turned over to a collection agency or requires legal action, the parent agrees to pay all costs incurred. This agreement carries over from year to year.

## **Withdrawal**

If it becomes necessary for a student to withdraw from the school, parents are asked to notify the school as soon as possible and to complete all withdrawal paperwork. All textbooks remain the property of the school. Tuition will be required through the end of the month of withdrawal.

## **Progress Reports/Report Cards**

HDA has transitioned to trimesters, which means report cards will be sent at the end of every twelve weeks of school. Progress reports will be sent after six weeks within each trimester. Since parents receive grades daily / weekly through InfoDirect, these progress reports will be tools to better help the student's strengths and / or weaknesses and indicate a path for improvement. The yearly average is the average of the three trimesters.

## **Grading Scale**

High School Students are graded as follows:

**A-90-100**

**B-80-89**

**C-70-79**

**D-60-69**

**F-59 and below**

## **Academic Recognition**

The Honor Roll and Principal's List are awarded to those students who achieve a certain level of academic excellence. In grades 1<sup>st</sup> through 8<sup>th</sup> the awards are based upon grades in all subjects, except PE, handwriting, band, music, and art. The Honor Roll award will be given to those students who have all "A's" and "B's" for the trimester average. The Principal's List will honor those students who have all "A's" for the trimester average. Awards will be given at the end of the year.

## **Homework**

Students keep a homework planner for recording assignments. Parents are to sign off on the planner as directed by grade level teachers. In general students can expect to have about in ten minutes work in first grade, twenty in second, and thirty in third. Upper elementary through middle school can expect homework from forty-five minutes to one and a half hours.

## **Makeup work**

Teachers will provide students the opportunity to make up missed work for absences, but the initiative for acquiring assignments and completing the make-up work rests with the parent/student. The time limit for completion of make-up work is equal to the number of days absent. Previously assigned work is due the day of return. Exceptions to this policy because of unexpected extended excused absences may be granted by the administration.

## **Graduation Policy**

Current Graduation overviews will be provided the students at the beginning of every year.

## **Commencement**

Every student is required to attend the end of the year commencement ceremony.

## **Books**

Some books are consumable and may be taken home with the child at the end of the year. All other books are the property of the school and the student is renting the book for the year. Students shall not mark or deface the book in any way. Damages will result in appropriate charges being assessed. Students shall provide book covers for their books during the year. Any book that is missing for more than three class sessions will be replaced with a new one and the student will be charged for the cost of the new book.

## **Chapel**

Chapels are held on a regular basis and are required for all full-time students. These services are under the direction of the staff and include guest speakers and student leadership teams. In addition, Bible classes are taught regularly at each grade level.

## **Field Trips**

Students are provided opportunities to attend field trips that enrich and compliment the school's instructional program. Parents will be provided with information concerning each field trip and the teacher will work with them to determine the number of chaperones necessary to make for a successful day. Field trips are to be paid for in advance and no refunds will be given.

## Lunches and Snacks

Lunches are available for purchase Monday through Thursday. Pay ahead by the day, week, or month. The menu may be viewed on InfoDirect . A lunch count is taken first thing each morning. If a student arrives late and intends to order lunch, notify the school office by 9:00 a.m. Healthful snacks and plenty of water are encouraged. Elementary teachers will give more specific direction.

## Gum

Chewing gum is not allowed on campus or at school programs in which the student is participating.

## Sales

All items of any type must have administrative approval before they can be sold on campus. Since Sunday is the Lord's Day, no sales benefiting the school will be held on Sunday.

## Cell Phones

If an elementary student must carry a cell phone, it must remain OFF in the student's back pack during school hours. We strongly urge elementary students to leave cell phones at home. If lost, damaged, etc. it is not the school's responsibility to repair or replace. Middle school students will turn cell phones in to the office, if brought to school, where they will remain until the end of the school day. If parents need to get a message to their child, please call the school office. No cell phone calls/texts are to be made or received during school hours.

***Note: The administration reserves the right to modify, change, adapt, or replace any and all policies and procedures without prior notification to parents or students.***

### III. Dress Code

The dress code at Hampden DuBose Academy lends support to our position that learning and academic pursuits should be taken seriously and, therefore, treated with respect and dignity. The dress code reflects Christian ideals of modesty and encourages a sense of attentiveness to the important matter of learning. Colossians 3:2, Romans 12:2.

Classroom teachers deal with daily questions regarding dress. Every effort will be made to help students follow the set standards in spirit and in deed.

The administration reserves the right to interpret the dress guidelines. The administrator shall determine when a student's personal hygiene, appearance, or dress is such that it disrupts or interferes with the educational and spiritual process or endangers the health and safety of the student or others.

#### Dress Policy General Rules

- Students must wear shoes at all times on campus or at school-sponsored activities. Because of the nature of our campus, athletic shoes are advised for everyday school dress. Athletic shoes are required for all PE classes and athletic events. Flip-flops, sandals, string shoes, platform shoes, wheeled shoes, combat boots, or any shoes deemed inappropriate are prohibited.
- Skin-tight clothing is not allowed for any event. This includes tank tops, bike pants, tights, leotards, and leggings. Midriffs should not be exposed at any time on campus or at a school sponsored event.
- Students are not to wear decorations, symbols, mottoes, or designs imprinted (permanent or temporarily) attached to the body. Tattoos (whether seen or covered) are not allowed.
- Articles of clothing may not advertise commodities such as alcoholic beverages, drugs, tobacco, or display symbols or wording that have sexual connotation, gang reference, profane language, or any idea subject to an interpretation inconsistent with Biblical principles.
- Hair may not be dyed unnatural colors. Hair should be kept combed neatly and well groomed for the style.

- Jewelry should be modest and appropriate for school; a simple necklace or bracelet is allowed. Piercing, other than girls' ears, is not allowed. Boys are not allowed to have piercings of any kind.
- Adequate undergarments must be worn.
- Makeup, if worn, will be light and follow the traditional applications. High fashion fad applications will not be permitted.

***The school administration makes the final decision on the appropriateness of a student's dress***

## IV. Safety Rules

- Students are to be under supervision at all times-- including lunch time, breaks, before and after school. If at any time a student finds himself without supervision, he/she must seek supervision immediately. Students should always be sure their teacher knows where they are.
- Permission to go to the office must be obtained from the teacher.
- Students are not to tip chairs nor sit on desktops or folding tables.
- Students are not allowed to bring electronic games, radios, CD/DVD players, iPods, or any other related items without written approval from the administration.
- Weapons, potential weapons, or any harmful items of any kind (matches, chemicals, etc.) are forbidden on campus.
- Do not throw objects of any kind unless directed by a teacher or coach.
- Students are not to sling backpacks, lunch boxes, or other items that could harm another person.
- There is to be no physical contact between students unless directed by a teacher or coach. Students are not to engage in shoving, pushing, or rough housing with others.

### Playground rules

#### Swings

- Always watch out for students on all sides so as not to hit anyone.
- Do not jump out of moving swings.
- No standing in swings
- No shortening of chains by flipping swings over the top or over the swings themselves.

#### Monkey bars

- Only one at a time may go across bars—one way traffic.
- No climbing on top of bars.
- Only one person at a time should be on the ladder.
- The person on the bars has right of way to those jumping from the fort to the ground on the side with the bars.

#### Tubes

- Tubes are for rolling or crawling through.

#### Fence

- No climbing or hanging on the fence.

#### Running

- Do not run on sidewalks or colonnades.

**Sticks**

- Leave sticks on the ground or in the trees unless given special permission to gather them.
- Playing with sticks is not allowed.

**Trees**

- Climbing is allowed.
- Climb only as high as twice your height.
- A staff member must be supervising.

**Insects**

- Enjoy catching insects for observation.
- Be sure to release them at the end of the day, unless collecting for a school project.
- Beware of all caterpillars as they may sting.

**Bathroom rules**

- No sitting or standing on the railings to the bathroom.
- No running on the walkway ramp entrance.
- Inside the restroom, there should be no running, climbing, or playing around.
- Do not turn lights off. Keep outside door shut.
- Always use good manners and practice good stewardship with supplies.

**Bus rules**

- Two people permitted per seat. All riders face the front of the bus.
- Riders must remain seated.
- Aisles must remain clear.
- All items are stowed under or in seats.
- Respect others. Please do not put feet in the back of the seat ahead, etc.
- No gum chewing, eating, or drinking on the bus.
- Cell phones should not be in use.
- Keep volume low (inside voices).
- When the driver raises his/her hand, students must be quiet so the driver can ensure it is safe to proceed (crossing RR tracks, listening for emergency vehicles, etc.).
- Nothing exits through the windows.

**Boundaries are to be observed at all times**

- Students are to stay in designated playground areas.
- A staff member must be near enough the area so as to be seen and heard when calling.
- Do not enter the wooded areas around the perimeter of the property.
- Do not cross roads unless directed by a teacher, coach, or other responsible adult.

## **V. Health and Safety Guidelines**

### **Illness**

When a student becomes ill or injured, and/or when it is determined the student must go home, parents will be notified. Because first aid equipment is limited, parents are asked to come promptly when notified. If someone other than a parent comes for the student, the parents should notify the school and also see that the person has identification to show the staff.

### **Family Information**

Parents are asked to furnish the school with current names and telephone numbers of all persons permitted to care for their child(ren). Please update the names and numbers as changes are made so that the school may contact the appropriate person(s) when necessary.

### **Medical Policies**

Students with a communicable disease may not attend school until they have clearance from a medical doctor.

### **Safety Drills**

Fire and tornado drills regulated by the city, county, and state are practiced and reviewed monthly. When the alarm sounds for a fire drill, students file out in line to the field where they wait in an orderly manner for an all clear signal. Teachers have in hand a list of students in their care. For tornado drills, students gather in the designated safe room where they sit on the floor and place their head down when directed.

### **Lice**

The school will check for head lice on a regular basis. Students are required to be nit and egg free. Students will be sent home if eggs or nits are observed, even though they may have been treated. Students who are sent home must return to the school office for a re-check before entering the classroom.

## VI. Library Rules

HDA houses a fine library for its students. In addition, teacher research materials are available in a designated area. All students are entitled to use the library, and children in first grade and above may check out books. Our librarian can give guidance in selecting quality books for enriching the student's life.

### Rules for use of the library

- Reference materials, such as dictionaries and encyclopedias are to be used only in the library.
- Books may be kept for one week for 1<sup>st</sup> through 3<sup>rd</sup> students and two weeks for 4<sup>th</sup> through 8<sup>th</sup>. These books may be renewed once for the same period unless someone has placed a request on the book.
- Magazines and other periodicals may be checked out over night only.
- A fine of \$0.10 is charged for each day a book is not returned according to the above rule. No book will be issued to any student incurring a fine until the fine has been paid.
- All damage to books, beyond reasonable wear, and all lost books, are the responsibility of the student who checked out the book and must be paid for according to the amount determined by the librarian.
- Each borrower is held responsible for all books withdrawn in his/her name, and for all fines.
- No materials may be taken out of the library without being properly checked out.

If a student claims that a book has been returned, but the library staff cannot find it, the procedures are as follows:

- The student is responsible for checking the shelves for the book.
- If the book is not found, the book will be classified as "claims returned" for no more than 90 days.
- After 90 days the book is lost and a fine will be assessed.

## V. Notebooks

Historically, notebooks have been used by generations of scholars, scientists, authors, musicians, etc. as a tool for study and record keeping. During the foundational years of our nation, they were widely used as a tool for researching, reasoning, and recording. Our desire in the implementation of the notebook is to restore both the scholarship and character of the founding generation.

Parents may review the notebook at any time. As notebooks are used properly, students develop character traits of neatness, orderliness, accuracy, patience, steadfastness, respect for personal property, and value for productivity. Teachers and students are challenged to research, reason, and keep a permanent record of what is taught.

(This section was adapted from a paper prepared by Ruth J. Smith, Pilgrim Institute. Used by permission.)

## VI. Pledges

In honor and gratitude for the Holy Bible, Jesus Christ, and our country, students learn to correctly pledge the Bible and flags. The leader of the pledges directs the class/audience with the following calls:

- “Attention” (hands by side)
- “Salute” (right hand over heart)
- “Pledge” (say pledge)

### Salute to the Bible

*I pledge allegiance to the Bible, God’s Holy Word.  
I will make it a lamp unto my feet and a light unto my path;  
I will hide its words in my heart,  
That I might not sin against God.*

### Salute to the Christian Flag

*I pledge allegiance to the Christian flag  
And to the Savior for whose Kingdom it stands:  
One Savior, crucified, risen, and coming again  
With life and liberty to all who believe.*

### Salute to the American Flag

*I pledge allegiance to the flag  
Of the United States of America  
And to the republic for which it stands,  
One nation under God,  
Indivisible, with liberty and justice for all.*

## VII. Student Code of Conduct

### Introduction

Each student at Legacy High School will receive a Code of Student Conduct. This code is used to govern the conduct and discipline of students at our school. Each student is expected to obey school rules while on school grounds, while being transported to and / or from school; during school-sponsored events, field trips, athletic functions, and similar activities.

Students are also to obey the laws of the state both on and off campus. Those who violate the law will be dismissed from their current year of school.

### Section I Student Responsibilities While Attending Legacy High

#### Student Speech / Expression

- Respect others rights to express their views.
- Respect the religious beliefs of others.
- Behave respectfully during patriotic observances.

#### Grades

- Learn about grading standards and policies.
- Meet academic standards in line with ability and make every effort to improve unsatisfactory work.
- Follow the rules of responsible journalism under the guidance of an advisor, including seeking complete information about topics and refrain from publishing libelous and obscene material.

#### Privacy and Property

- Respect others property.
- Refrain from harassment of any kind.
- Keep materials prohibited by law or school policy away from school property and activities.
- Administration and staff have the authority to search students' lockers and book bags if there is reason to believe a student is in violation of this policy.

#### Student Dress

Adhere to the standards of appropriate dress, modesty, and good grooming.

## Section II Student Discipline

### Intervention

Actions taken when a student violates a rule or policy are called interventions.

### Detention

A student may be detained for disciplinary reasons for one hour after school upon notification of the student's parent(s) or legal guardian.

### Probation

This is an intervention for a period of time in which the student must follow administrative directions in order to retain privileges. A student placed on probation may be required to attend counseling as directed by the principal. The parents/guardians are to be notified of this requirement in writing. Cost will be paid by the parents.

### School Locker Search

Lockers are the property of the school. The school has the right to inspect lockers in order to protect the health, safety, and welfare of the students. Lockers may be opened by school authorities at any time without notice or consent and without the student's knowledge or presence if school personnel have reasonable suspicion.

### Student Search and Seizure

If there is reasonable suspicion that a student possesses contraband or stolen property, the school administrator and/or designee may search the student's person or belongings. If the student refuses, the school administrator may call law enforcement and/or the student's parents. No strip searches of students by school staff are allowed.

### “Zero Tolerance”

The school views disruptive and criminal acts, and those which may affect the health, safety, and welfare of those on school property, school sponsored transportation, or during a school sponsored activity, as extremely serious in nature.

Students will be expelled for:

- Homicide
- Sexual Battery,
- Armed Robbery
- Aggravated Battery
- Battery
- Kidnapping
- Arson
- Possession, use, or sale of any firearm

- Possession, use, or sale of an explosive device
- Breaking and entering
- Disruption which substantially disrupts school or school function
- False fire alarm or calls
- Distribution, possession, or use of alcohol/tobacco products or illegal drugs
- Property damage
- Sexual offenses
- Trespassing after a warning
- Vandalism

**Expulsion:**

The removal of the student from Legacy High School.

**Infractions: Level I**

- Attendance rules violation
- Cheating / plagiarism
- Defacing or failure to account for materials
- Disorderly conduct
- Disrespect for others
- Lack of classroom preparation
- Profane, obscene, or abusive language / materials
- Tardiness
- Vehicle violation

***Interventions: Level I***

- *Confiscation of unauthorized materials / objects / contraband*
- *Detention*
- *Loss of privileges*
- *Special work assignments / work detail*
- *Verbal reprimand*
- *Parental contact*
- *Suspension from school*

**Infractions: Level II**

- Careless / malicious action (which results in the injury of a person)
- Defiance of authority / willful disobedience (verbal and non verbal refusal to comply with school rules or direction from school staff, or disrespect of school personnel on or off campus)
- Fighting / assault
- Misdemeanor (gambling, vandalism, theft, forgery, extortion, etc.)
- Possession of fireworks
- Possession or use of tobacco or tobacco products
- Serious or repeated Level I infractions
- Sexual offenses
- Unauthorized assembly, publications, petitions, electronic messages
- Possession of alcohol or drugs
- False fire alarm
- Gang related activity
- Breaking and entering
- Battery
- Felony

***Interventions: Level II***

- *Confiscation of unauthorized materials / objects / contraband*
- *Contact of proper legal authorities*
- *Contact of parents*
- *Probation*
- *Expulsion from school*