

# **LEGACY CHARTER SCHOOL FAMILY HANDBOOK**

**(REV. 8/2025)**



# **LEGACY**

The Legacy Family Handbook is a tool provided for families to reference important policies and procedures needed throughout the school year. In addition, this handbook outlines our standards for academic success and our foundation for maintaining positive relationships with families.

These policies are subject to change at the discretion of Legacy Charter School.



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## WELCOME

Dear Legacy Parents, Families, and Friends,

We, the whole Legacy community – parents and guardians, scholars, teachers, our principal, the Executive Director, volunteers and supporters, and the board of directors– are here, united in one purpose: to provide the best possible education for scholars. As parents and community members, you play a critical role in creating a successful Legacy experience for your scholar. Children receive the best kind of educational and emotional support in a learning community where families actively participate. This is the environment where Legacy scholars will thrive. Thank you for making sure you are an active participant in your child's academic experience this school year. Let's work as a team to exceed expectations!

Sincerely,  
Andrell Holloway  
*Chairperson, Legacy Charter School Board of Directors*

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\* The Board meetings' agenda and minutes are posted on the website and the front office. All meeting days and times will be posted 48 hours in advance. The Governing Board meetings are open to the public, and all Legacy Charter School parents and guardians are invited to attend open session meetings.

## Message from the Executive Director, Ms. Liz Goss

### Welcome to a NEW School Year at Legacy Charter School!

**We could not be more excited for our next school year.** As we enter our 21st year as a school, we are committed to building a stronger school and know we will do it together!

We always remain committed to Legacy Love, which means three things:

- Strong relationships
- High expectations and high supports
- Collective responsibility

We are also welcoming back our Senior Leadership Team members:

- Ms. Sheila Foster, Principal
- Ms. Tamala Daniels, Director of Operations
- Ms. Yvette Warren, Director of Development

Our goal is to grow scholars. We plan for each scholar to have their dream college or career plan become a reality and this will require them to graduate from a college-prep high school. In order to make that a reality, we have developed a curriculum that challenges all and have created a positive learning environment where each scholar feels safe and like they belong. We know our world needs deep creative, critical thinking and we are committed to preparing our scholars for a world that we cannot even imagine.

Our goals are ambitious and important. In order to provide an outstanding education for each scholar, we need your involvement, expertise, and energy! Please participate actively and share your questions, concerns, and ideas as together we develop Legacy. Come to report card conferences, goal setting, sporting events, open houses, Parent Council meetings, and Community Nights. Ask questions and offer ideas. Remember attendance counts - every minute at Legacy is purposeful and we need scholars to be at school to actively participate in all learning activities.

Here's to a wonderful school year in which our collaboration ensures that our scholars get the education they deserve.

Legacy Love,

Liz Goss  
Executive Director  
[liz.goss@legacycharterschool.org](mailto:liz.goss@legacycharterschool.org)  
773-542-1640 ext. 1117

## Message from the Principal, Ms. Sheila E. Foster, M.Ed

Dear Legacy Charter School Community,

It is a privilege to introduce myself as the principal of Legacy Charter School! I am inspired and prepared to carry the charge as school leader in growing scholars, developing teachers, and serving families in our community.

The 2025-2026 school year marks my 19th year in education. Before becoming principal, I served as a classroom teacher, teacher-leader, instructional leader, Robotics Club founder, education consultant, volleyball and cheer coach, and mentor to many scholars and adults. The roots of my service stem from Chicago's westside, where I was born and raised, and my work has impacted scholars and educators globally in Cambodia, Ghana, Finland, and Estonia to name a few.

Since graduating with a bachelor's degree in Elementary Education from the University of Illinois at Urbana-Champaign and earning a master's degree in Curriculum & Instruction from Concordia University-Chicago, educating our youth has been a true honor! I am completing a fellowship through Surge Institute's Black Principals Network as a member of The Leadership Collaborative, cohort 25. I'm proud to announce that I also will begin another fellowship to obtain my principal certification through Clark Atlanta University's partnership with New Leaders this fall. I believe the best leaders are those who continue to sharpen their expertise to contribute maximum impact in our education system for scholars who deserve the best!

I firmly believe every child can **and** will excel thanks to Legacy's partnership with families for seamless learning between home and school. Our shared commitment as the 'home-team' and the 'school-team' will produce confident scholars who will use their knowledge and power for good in their own lives, within their community, and beyond!

This means we must remain aligned in **MISSION**, knowing it is **POSSIBLE** to meet our strategic planning goals this school year:

1. All scholars' scores will grow a year or more in Reading.
2. All scholars' scores will grow a year or more in Math.
3. All scholars will meet or exceed our attendance goal of 94%.

Together, we will make it happen! There will be many opportunities to meet and celebrate our progress, so stay connected by planning to attend parent events and meetings in each trimester.

In closing, please know your partnership is vital to me. There is no need too great and no issue too small that we cannot tackle **together**. I welcome solution-oriented, positive dialogue that keeps scholars the core focus of our work and plans. Teamwork really does make our dream work, so let's have a great year **ON PURPOSE** and **IN PURPOSE**!

Legacy Love,

Ms. Sheila E. Foster, M.Ed.

Principal

[sheila.foster@legacycharterschool.org](mailto:sheila.foster@legacycharterschool.org)

773.542.1640 x1138

## Our Mission

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

## Our Vision

- **For Scholars:** We will create an environment that is socially, emotionally, and physically safe to nurture each child's confidence, self-esteem, and relationship with others. We will educate our students to recognize, understand, and communicate diverse perspectives, and be constructive leaders.
- **For Teachers:** Our teachers will be equipped with the skills, knowledge, and dispositions representative of the highest teaching standards. Our teachers must be deeply committed to every scholar's ability to achieve and make a positive contribution to their families and community.
- **For Families:** We will expect families to be actively involved in the school and make a significant contribution to their children's education by supporting learning in school and reinforcing and continuing it at home. To support families in doing this, the school will provide (either directly or through educational alliances) adult education and other learning opportunities.



# SCHOOL OVERVIEW

## Contact Information

**Address:** 3318 W Ogden Avenue, Chicago, Illinois 60623

**Phone number:** 773.542.1640

**Fax number:** 773.542.1699

**Website:** [www.legacycharterchicago.org](http://www.legacycharterchicago.org)

**Facebook:** <https://www.facebook.com/LegacyCharterSchoolChicago/>

The main office is open from 8:00 am until 4:00 pm Monday through Friday.

## Eligibility and Application

Legacy Charter School, like all charter schools in Chicago, is open to any resident of the City of Chicago. Families must verify their residence in Chicago by providing a copy of their driver's license, or a utility bill with their correct and current address. There are no other admissions requirements. Applications are available on an ongoing basis each year. If the number of applicants exceeds the available spaces, admissions will be held by random public lottery at the end of February. Preference is granted to siblings of Legacy scholars. Parents are informed of acceptance in March. If places offered are not accepted, replacements are offered openings in order from the year's waiting list. Please note that the waiting list is not carried over between the years but refreshes annually.

Legacy is partnering with Carole Robertson Center for Learning to provide a 4-year-old Pre-K program. Enrollment is coordinated through the Carole Robinson Learning Center 3701 West Ogden Avenue Chicago, Illinois 60623 Phone: 773-522-8400).

## Daily Schedule

### Arrival

The building opens at 8:00 am. **Please do not drop off your scholar before 8:00 am.** Please follow these protocols to ensure scholar safety. We are not able to provide supervision for scholars before 8:00 am. This is enforced to guarantee scholar safety.

| Drop and Go   | Parking   | Entrance  | Escorting Scholars   |
|---|---|---|--|
| Please pull up to the front of the school and drop your scholar off.<br><br>Be sure to not block traffic. | If you need to come into the building, you may park in front or on the sides of the school.<br><br><b>Do not park where cones are placed. Do not park in the staff parking lot.</b> | All scholars/families must enter the building using the main entrance on Ogden.<br><br><b>Do not use the rear staff entrance.</b> | Families <b>cannot</b> escort scholars to classrooms in the morning. |

|  |  |
|--|--|
| <b>Main entrance doors open</b>  | 8:00 am  |
| <b>Breakfast</b><br>Kindergartern and 1st grade scholars eat in the cafeteria <ul style="list-style-type: none"> <li>● 2-8 graders retrieve their breakfast and proceed to their Homerooms to eat</li> </ul> | 8:00-8:25 am   |
| Class begins   | 8:30 am<br>*After 8:30 am, scholars are considered late and must report to the main office for a tardy slip. |

## Dismissal

No early dismissals will be permitted after 3:00 pm (M-Th) and 1:00 pm (F) due to end-of-day procedures.

|                           |  |
|---------------------------|--|
| Monday-Thursday dismissal | 3:25 pm <b>(LS)</b><br>3:30 pm <b>(MS)</b> |
| Friday dismissal          | 1:25 pm <b>(LS)</b><br>1:30 pm <b>(MS)</b> |

| Pre-K   | K-3rd  | 4th                 | 5th-8th  |
|---|--|---------------------|--|
| -Enter on Ogden (Main Entrance)<br><br>-Carole Robertson staff will bring the scholar to the front door. Caregiver who signs out scholar, must be at least 16 years of age. | -Dismissed from Gym<br><br>-Caregiver Enter gym on the corner of Ogden and Christiana<br><br>-Scholars must be signed out<br><br>-Exit through the opposite door | -Dismissed from Gym | -Dismissed with homeroom teacher from Spaulding or Ogden entrance.<br><br>-Scholars picking up siblings must enter the gym inside and exit the north gym doors.<br><br>-Walkers and Bus riders should use the crosswalk at Ogden and Homan to safely cross the street. |

# Overview of the LCS Academic Program

## Purpose of the Legacy Curriculum

The purpose of our curriculum is to develop in each child enthusiasm for learning, independence, resilience, competence, and global awareness that will be the foundation for life-time achievement and for positive self-image. Our comprehensive, college-preparatory curriculum is rigorous and reflects the highest national and state standards in each content area. Instruction reflects current research, is strategic, and recognizes a scholar's strengths, needs, and individual learning style. To this end, Legacy values teacher input and design, creativity, and the inclusion of a wide variety of relevant and engaging resources as an integral component of our curricula.

Legacy Charter School's four core curricular areas consists of:

- Mathematics
- Science
- ELA/Language Arts
- Social Sciences

SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop healthy identities, manage emotions and achieve personal and collective goals, feel, and show empathy for others, establish, and maintain supportive relationships, and make responsible and caring decisions (CASEL, 2023). Consequently, our environment is socially, emotionally, and physically safe to nurture each child's confidence, self-esteem, and relationship to others. We educate our scholars to recognize, understand, and communicate diverse perspectives, and be constructive leaders.

Legacy Charter School's Social Emotional Curriculum is comprised of:

- Physical Education/Health
- Art
- Music
- Responsive Classroom
- Middle School Advisory

## Assessments

- **Course Assessments** - All teachers will assess scholar progress and mastery of skills through a variety of assessment tools, including homework, projects, quizzes, and tests. Depending on the content and nature of the particular class, teachers may also use other assessment tools, such as labs, journals, binder/notebook checks, essays, research papers, projects, and class participation. Each teacher will provide scholars with a syllabus or written explanation of how their performance will be assessed.
- **Benchmark Assessment System (BAS) (K-8)** - The BAS is used to determine independent and instructional reading levels and growth in reading over time. The Assessment is given 3 times a year

- **Illinois Assessment of Readiness (IAR)** (Grades 3-8) - The Illinois Assessment of Readiness (IAR) assesses progress of students in grades 3-8 in meeting the Illinois Learning Standards in English language arts and mathematics.
- **Illinois Science Assessment (ISA) (Grades 5,8)** - The Illinois Science tests are designed to measure performance against rigorous science standards. The tests require students to apply their science skills to answering questions. These skills are necessary in order for students to be successful in the real world. The ISA is given once a year.
- **IXL Diagnostic (K-8)** - IXL's Diagnostic is a flexible tool that reveals exactly what students know and helps you take actionable steps to foster growth at every level. The IXL Diagnostic is given 3 times a year.
- **Social Emotional Surveys (Grades K-8)** This is a local assessment/survey given to all students K-12 to aid schools and students in learning more about Social and Emotional Learning characteristics of themselves and the school environment. The SEL Survey may be given twice a year.

## Homework

Homework is an opportunity for children to practice key ideas and skills outside of the classroom. While it is a critical part of the learning process, it also is an important opportunity for parents to support scholars. It is the responsibility of families to help children develop good learning habits. Classroom teachers will provide their homework policy and expectations at the Back to School Fest and in their newsletters.

## Make-Up Work

### ● Making-Up Work Following Scholar Absence

Upon their return from an absence, it is the scholar's responsibility to inquire about any missed assignments or tests. Scholars are given at least the number of days equal to the number of days they were absent to complete and turn in all missed assignments pursuant to the teacher's instruction and timeline. If assignments are returned within the time specified by the teacher, Scholars may earn full credit for the missed assignments. If the assignments are not returned within a reasonable time as specified by the teacher, Scholars will be subject to the "Late Work" policy (see below). In the event a Scholar is absent for an extended period of time, parents/guardians are again encouraged to obtain assignments from teachers if scholars are able to complete assignments during their absence. Parents/Guardians should notify Legacy Charter School as far in advance as possible if they expect make-up work to be provided or sent home for an absent Scholar.

### ● Late Work Policy

If scholars fail to turn in homework assignments by the due date for reasons other than an excused absence, they will have 24-hours to make up the assignments upon their return. However, the scholar's grade on that assignment will be marked down to the next lowest grade. Failure to complete the assignments within the 24-hour period will result in the scholar receiving an "F" on the assignment.

*\*Rationale: Homework is assigned to assist Scholars with understanding the concepts currently being taught by the teacher. It is not in the Scholars' best interest to develop a habit of turning in homework after the teacher has moved on to another topic, simply to*

*raise their grade. Scholars must complete assignments on time as part of their growth and development.*

*\*Major assignments (projects, research papers) may be made up, at the discretion of the instructor, at any time during the grading period.*

- **Test Retakes**

Scholars may be allowed to retake tests based on the course rules outlined by the teacher. However, Scholars will not be able to make-up any first trimester tests during the second trimester to improve their first trimester grade.

## **Summer School**

Summer School offerings will be determined in the Spring Trimester based upon anticipated need. At minimum, Legacy Charter School will allow scholars to participate in course recovery during the summer that may happen in a traditional summer school program. If Legacy Charter School offers summer courses for remediation or for enrichment, those courses will be determined each year and posted prior to summer session.

## **Honor Roll (K-8th)**

|                        |  |
|------------------------|--|
| <b>Honor Roll</b>      | <b>Grades:</b> A's and B's or E's and M's<br><b>Scholar Culture:</b> all 'Outstanding' or 'Satisfactory' only (No N's)                 |
| <b>High Honor Roll</b> | <b>Grades:</b> A's only or more than 1 E in core subjects<br><b>Scholar Culture:</b> all 'Outstanding' or 'Satisfactory' only (No N's) |

## **Grading Scale (3<sup>rd</sup>- 8<sup>th</sup> Grade)**

|             |            |            |            |                  |
|-------------|------------|------------|------------|------------------|
| A+ (97–100) | B+ (87–89) | C+ (77–79) | D+ (67–69) | F (62 and below) |
| A (93–96)   | B (83–86)  | C (73–76)  | D (65–66)  |                  |
| A- (90–92)  | B- (80–82) | C- (70–72) | D- (63–64) |                  |

## **Promotion and Retention Policy**

When finalizing promotion and retention decisions each spring, we look carefully at a child's **attendance** and **academic performance** and also consider each child's **social-emotional development** and demonstration of **scholar culture**. Families will be notified throughout the year if their child is at-risk for retention.

### **1. Attendance:**

Families will receive attendance warning letters after 5 absences. After 10 absences, they will receive a 10 day letter and may be required to attend an Attendance meeting. Attendance can be a factor considered in retention decisions.

### **2. Grade Level Academic Performance:**

Success in college-preparatory high schools means scholars need to meet or exceed grade-level standards or be making considerable progress towards achieving grade-level standards. Scholars must be meeting, exceeding, or making considerable progress towards grade-level achievement to be in full standing for grade-level promotion at all grade levels Kindergarten to 8<sup>th</sup> grade.

Below grade-level achievement in multiple measures are grounds for grade-level retention:

- report cards and progress reports
- interim assessments; BAS and/or CPS Benchmarks
- IAR

### **3. Social-Emotional Development:**

Social-emotional development is a foundation of success in school, work, college, and life.

In promotion decisions, Legacy also considers these factors:

- scholar's age
- interpersonal and collaborative skills
- self-efficacy and initiative
- self-management

### **4. Scholar Culture Demonstration:**

In order to be successful in future educational and professional situations, scholars need to develop and use positive academic habits and proactive strategies.

In promotion decisions, Legacy also considers these factors:

- scholar behavior and independence
- work and study habits

## **Graduation Criteria**

Legacy holds graduation for 8<sup>th</sup> graders annually. Scholars and parents will receive detailed information regarding academic, attendance, community service, and scholar culture requirements for graduation. We provide high school counseling services to support our scholars and families in making informed choices and creating the college-prep high school pipeline, which is central to our mission.

Please note that each year Legacy holds grade-level awards ceremonies which celebrate the achievements of scholars collectively and individually. Legacy does NOT hold a Kindergarten graduation ceremony, as we define graduation as matriculating to high school from elementary school.

## SERVICES

### Counseling

Legacy provides scholars with a full-time social worker with focused expertise in counseling services for youth. We also partner with outside counseling services to provide small group and 1:1 on-site free counseling. If you want to learn more, please reach out to our social worker.

### Health

Legacy has the services of a nurse, psychologist, occupational therapist, and a speech pathologist, all on a part-time basis. Scholars with special needs requiring additional supports are provided on a case-by-case basis. Our case manager helps coordinate these services.

### Homelessness Resources (STLS)

Chicago Public Schools shall provide an educational environment that treats all students with dignity and respect. Every CPS homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children and youth applies to all services, programs, and activities made available by CPS. The program is called STLS (Students in Temporary Living Situations) and is coordinated by our school social worker.

A student is considered homeless if he or she is present:

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

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

### Learning Partnerships

Throughout the year, Legacy is delighted to partner with several organizations that offer expanded learning and personal development opportunities for our scholars at various levels. Partnerships include NL READS, which provides tutors, professional development for teachers, and counseling services. Counseling and mental health services are provided from community mental health providers I AM ABLE and JPA, etc. Our partnership list grows each year!

### Multi-Tiered System of Supports (MTSS)

Multi-Tiered System of Supports (MTSS) is the framework used to meet the needs of every scholar. An MTSS Program helps increase the quality of the educational experience for ALL scholars. The framework includes effective core academic and behavioral supports. Therefore, if your child is having significant learning or behavior challenges and has not been previously identified as having a specific disability, he or she will receive support and interventions through our MTSS Program. During the full MTSS process, a small percentage of

children eventually demonstrate the need for a Full Evaluation from Legacy-CPS special education team. Legacy staff and the scholar's family convene, and a scholar may have an IEP, or a 504-plan developed. The parent of any scholar receiving tier 2 or 3 MTSS interventions will be notified and invited to share questions, suggestions, concerns, and ideas. MTSS is a general education initiative designed to prevent children from falling behind by receiving specific interventions for academic and behavioral challenges. This also ensures that only children with actual learning disabilities are referred to specialized services. Please feel free to ask your scholar's teachers any questions.

### **Specialized Services**

All scholars who are English Language Learners and/or Diverse Learners have access to the full academic program, co-curricular, and extracurricular activities. Legacy offers educational services for children with IEPs. Our Special Education faculty work closely with children identified as having special needs, as well as their families and general education teachers. Our case manager helps to coordinate the services through CPS and shares information with families. If your child has been identified at a previous setting as requiring services through a 504 or IEP, please make sure we have complete records right away. Legacy is committed to providing the Least Restrictive Environment and maximum support for any scholars identified as requiring specialized services. We follow CPS's procedural safeguards for discipline of students with disabilities and impairments. The policy is linked below:

[CPS Procedural Safeguards for Discipline of Students with Disabilities and Impairments](#)

Legacy also offers education services for scholars who are English Language Learners. We administer the ACCESS (Assessing Comprehension and Communication in English State-to-State for English Language Learners) to assess the English language proficiency of all identified ELL students in the five content areas of the standards and to closely monitor the performance indicators of the four language domains (listening, speaking, reading, and writing). Legacy will provide an alignment of the English Language Proficiency Standards for English Language Learners. Legacy will make every effort to ensure that school information is communicated to families in their native language, as well as make sure that aspects of the EL students' original country and culture are recognized and celebrated and that full special education services are afforded to these scholars and their families. For all curriculum, assessments, evaluations, and support DL/EL Scholars will receive appropriate accommodations and modifications relevant to their disability and language proficiency.

## **POLICIES & PROCEDURES**

### **Attendance**

In compliance with state law 105ILCS 5, Article 26: Pupils, Compulsory Attendance, any child between the ages of six and seventeen are required to attend a public, private, or charter school unless the child graduates before his/her eighteenth birthday. All children enrolled in school are subject to the Compulsory School Attendance Law.



Every minute counts! Our School Wide Goal is 94% attendance. This means the average scholar will miss less than 8 days each school year.

Strong attendance leads to strong academic performance and strong relationships at school. Legacy teachers are ready for scholars everyday; we need them to be present.

### **Chronic Absenteeism**

The state of Illinois defines a student as Chronically Absent if they miss 18 or more days of school in the entire school year. It does not differentiate between excused and unexcused absences - **all absences count toward the 18 day count.**

In 2024-2025, 27% of Legacy scholars were chronically absent. We want to reduce that number to under 10% and need your partnership. Scholars cannot learn if they are not present.

### **Absences**

Students' absences are considered as excused absences when they take place for one of the following reasons (**note:** all absences count toward chronically truant):

- Student illness
- Observance of a religious holiday
- Death in the immediate family
- Family emergency
- Circumstances which cause reasonable concern to the parent for their child's safety or health (must be approved by the principal)
- Other situations beyond the control of the student (as determined by principal)

To receive an excused absence, it is the family's responsibility to provide a note to the Main Office within two days of the scholar's return. This will help our attendance records to remain accurate. **If you call the school, you will still need to bring a note, or email Ms. Keisha Lance at [keisha.lance@legacycharterschool.org](mailto:keisha.lance@legacycharterschool.org) to excuse your scholar's absence(s).**

### **Unexcused Absences (Truancy)**

Scholars who do not return to school with a valid note or email (within 48 hours) explaining their absence will be marked "unexcused" or "truant." **Again, a phone call only is not sufficient to excuse any absence(s).**

- **After 5** excused or unexcused absences, the family will receive a letter notifying them of their scholar's absence. .
- **After 10** excused or unexcused absences, the family will receive a letter and must meet with a school representative.
- **After 10** unexcused absences, a scholar may be eligible for grade-level retention.

We view truancy as a symptom of social and emotional issues that we can help families address. Absenteeism can occur for many reasons, and some reasons are outside of the student's control. We will work with families to provide support and resources that can remove obstacles to school attendance. Reach out to Ms. Lance or your scholar's teacher if you need assistance.

### **Tardiness**

Scholars must be IN CLASS by 8:30 am. If they are not, they will be considered tardy. This means they need to arrive at school by 8:20 to ensure that they are in class. Getting to school by 8:20 A.M. ensures your child the opportunity to prepare for the day. Scholars arriving late to class miss out on the teacher's directions and instructions. It is equally important that scholars be at school for the entire day so as not to miss instruction.

*Scholars that are chronically tardy may receive one or a combination of the following consequences:*

- A warning
- Mandatory Parent Meetings and attendance plan created.
- Scholars may not be permitted to attend extra-curricular activities such as dances, sporting events, etc.

### **Why is it important to be at school everyday, on time?**

Studies conducted by the U.S. Department of Education on attendance, show that school attendance is a major factor when it comes to school success and scholar behavior.

**Academics and Achievement:** *Scholars who are frequently tardy have lower GPAs, lower scores on standardized assessments, and lower graduation rates. Chronic tardiness in elementary and middle school is also linked to failure in high school.*

**Behavior Problems:** *Tardiness and absenteeism cause scholars to feel disconnected from school, leading to behavior problems and dropouts.*

**Job Performance:** *Scholars who are frequently tardy to school or are absent are also more apt to be fired from a job for showing up late.*

**Effect on Others:** *When scholars are tardy or absent, they negatively impact their teachers and other scholars. Teachers are forced to restructure their lessons or reteach missed material.*

### **Early Dismissal**

If a child needs to be dismissed early, a parent or designated adult must come to the school office to sign the child out and obtain an early dismissal form. We will not remove scholars from class until you come into the building to sign them out.

**For scholar safety, there are no early dismissals  
after 3:00 pm (Mon.-Thurs.) and after 1:00 pm (Fri.).**

## **Late Pickup**

Scholars must be picked up by 3:40 pm, Monday through Thursday, and by 1:40 pm on Friday. We do not have staff that can supervise scholars after school hours. If a child remains on campus past 3:40 pm, the school will make repeated calls to a parent/guardian and emergency contacts.

\* At 4:30 pm (Mon.-Thurs.) and 2:30 pm (Fri.), Legacy will call the District 10 Chicago Police Department 3315 West Ogden Avenue Chicago, IL 60623 to pick up the scholar. You may call 312-747-7511 to retrieve your scholar.

## **Health and Wellness**

### **Dental/School-Based Oral Health**

Kindergarten Scholars are required to have a dental examination by a dentist before entry to Kindergarten.

### **Physicals**

According to the School Code of Illinois, physical examinations are required of all students prior to entering Pre-kindergarten, Kindergarten, 6th grade, and students new to the public school system. Physical exams, signed and dated by the physician, within one calendar year of enrollment, are accepted.

### **Illness/Injuries**

If your scholar becomes ill at school, we will call you. If you cannot be reached, we will call the emergency contact person. Please ensure all contact and emergency contact information is current.

Scholars should stay at home and consult a doctor if they have anything that is contagious, unexplained rash, fever of 101 degrees or higher, or red eyes with discharge.

### **First Aid**

In the case of an accident at school, first aid will be administered. We will call the parents. If your child is able to return to class, s/he will be returned to class along with a note for the parent from the Main Office.

In the case of a serious medical emergency, we will call the parent or emergency contact person. If necessary, we will call 911 and your scholar may be taken to the nearest hospital.

## **Medical Information**

### **Medication**

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

- No teacher can administer any form of medication.
- Prescription medicine must be in a container labeled by the pharmacy, which states the child's name, physician's name, the name of the medicine, the dosage to be given and the time to be administered.
- Medication must be stored in the Main Office. Children are not allowed to keep medicine in the classroom, desk, locker, book bag, purse, or person. There are no exceptions to this rule.

- Medication sent to school in baggies, envelopes, school lunch bags, etc., **is not acceptable**. It will be confiscated and returned to the parent only.
- A doctor's note and a written request from the parent requesting the medication be given during school hours must accompany the medication along with the reason
- for taking the medication and the side effects. Children will be allowed to take their medication in the presence of authorized school personnel.
- Medication for allergies, EpiPens and asthma require physician's reports to be on file at school prior to the scholar being allowed to bring and use their medication at school. The report should be completed before the first day of school.

### Allergies

If your child has allergies, please alert the school by the first day of school. **All allergic conditions require medical documentation including the use of EpiPens.** They may be noted by the physician on the medical form at the time of the examination. The Main Office will provide you with a packet of required forms to give to your doctor.

### Asthma

Any child who has asthma must keep an inhaler or medication at school with the designated on-site medication coordinator. 5th-8th Grade Scholars may keep their asthma pumps with them. In addition, your child's doctor must complete an asthma action plan, a physician's report, and a physician's request for a student to carry an inhaler on personal form. The parent must sign and submit the authorization of self-administration of the medication form.

### Medical Exclusions

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

## Healthy Schools Initiative (<https://www.cdc.gov/healthyschools/nutrition/schoolnutrition.htm>)

A healthy school nutrition environment provides students with nutritious and appealing foods and beverages, consistent and accurate messages about good nutrition, and ways to learn about and practice healthy eating throughout the time children spend on school grounds—including [before- and after-school](#).

To learn about the benefits of healthy eating and diet and academic performance visit [Childhood Nutrition Facts](#). Additionally, to learn more about how schools can address energy drink consumption and other energy drinks facts, visit our [energy drinks page](#). For information on how school nutrition policies and practices can support the social and emotional climate (SEC) in schools and social and emotional learning (SEL), visit [School Nutrition and the Social and Emotional Climate and Learning](#).

### Birthday Celebrations

As part of the Healthy Schools Initiative, **we do not allow cupcakes or other treats to be brought in for any celebrations.** If you would like to provide a small treat bag that includes pencils, stickers, etc. for scholars in your child's class, you may. Please be sure to create 26 treat bags and send them to school with your scholar. **NO items with peanuts are allowed.**

## Foods from Home

We are all striving for healthier eating habits.

| Acceptable                                | Unacceptable   |
|---|--|
| Full lunch w/chips (no hot chips allowed) | Plastic bags with junk food (i.e.: gum, cookies, candy, <b>hot chips</b> ) |
| Clear plastic water bottles               | Glass bottles  |
| Plastic juice bottles                     | Food delivery/drop off from restaurants                                    |
| Juice boxes and pouches                   | Food that needs to be microwaved   |

\*Scholars need to bring a full lunch.

## Recess

- K-5th: Mon-Thurs. (Weather permitting, above 35 degrees)
- 6th-8th: Movement during Advisory classes, Brain Breaks, Recess when permitted

**Note: Scholars with medical conditions that prevent recess or outdoor activity participation must have a note on file in the front office.**

## Responsible Digital Citizenship Policy (LS)

Digital citizenship aims for respectful, informed, and responsible use of technology systems. The use of instructional technology empowers learners of today to be global citizen leaders of tomorrow. Digital citizenship is a shared responsibility between students, parents, and the school.

### As a Legacy Lower School Scholar I will:

- Never give out private information, such as my last name, my address, my password, my telephone number, or my parents' work addresses or telephone numbers on the internet.
- Never give out the address or telephone number of my school on the internet without first asking an adult's permission.
- Understand which sites I can visit, and which ones are off-limits.
- Tell an adult right away if something comes up on the screen that makes me feel uncomfortable or that I know is wrong.
- Never agree to meet in person with anyone I meet online.
- Never email a person or post any pictures of myself or my classmates without an adult's permission.
- Tell an adult if I get an inappropriate email (Facebook/WhatsApp...) Message from anyone.
- Remember that going online on the internet is like going out in public, so all the safety rules I already know apply here as well.
- Never download from unknown sources or websites I don't trust (i.e. pictures, freeware, shareware, or tests)
- Not fight, swear, or gossip in email, instant messages, or social media, and I will report online behavior that is wrong (dangerous), inappropriate or criminal in nature, and I will not respond to inflammatory, obscene, or insulting messages

- Know that plagiarism is considered cheating and pirating music, movies, and games is stealing. I will cite all my sources.
- Never open email attachments from an unknown person or company; nor respond to spam or junk mail.
- Don't lie about my age to join any website. I understand that the rules are designed to help keep me safe.
- Be a responsible citizen and will not do anything that hurts others (swearing, insulting, making fun of someone, or engaging in inappropriate discussions/acts in group chats).
- Know the internet is a useful tool, and I will always use it responsibly. I will follow these same rules when I am at home, in school, at the library, or at a friend's house. I know there are consequences for not following these rules (i.e. Loss of technology privilege)

## **Responsible Digital Citizenship Policy (MS)**

Digital citizenship aims for respectful, informed, and responsible use of technology systems. The use of instructional technology empowers learners of today to be global citizen leaders of tomorrow. Digital citizenship is a shared responsibility between students, parents, and the school. As a Legacy Middle School Scholar I will:

- Always use strong passwords and change them regularly. Strong passwords contain numbers, capital, and small letters and/or symbols. I will not share passwords with anyone – even best friends – other than parent(s).
- Log in using only my own username and password, and I will never log in as someone else.
- Immediately show parents or a responsible adult any text messages or other contacts from strangers.
- Treat digital harassment as unacceptable at any time, and I will consult a trusted adult to work out a solution together or get help when someone is mean, insulting, or obscene online or who makes me, or others feel uncomfortable.
- Be a good online citizen and not do anything that hurts others, defames the school and any member of the school community, or is against the law.
- Not fight, swear, or gossip in email, instant messages, or social media, and I will report online behavior that is wrong (dangerous), inappropriate or criminal in nature, and I will not respond to inflammatory, obscene, or insulting messages.
- Not give out personal identifying information such as name, address, date of birth, school name, and/or phone number on a website or to people I meet online.
- Never download pictures, freeware, shareware, tests, or files from unknown sources or websites.
- Be a responsible citizen and will not do anything that hurts others (swearing, insulting,
- Consider downloading illegal music, movies, and games.
- Never open email attachments from an unknown person or company; nor respond to spam, junk mail, or emails asking for my password. I will not follow unknown links to making fun of someone, or engaging in inappropriate discussions/acts in group chats).
- Consider plagiarism cheating. websites through email or click on pop-ups.

## Cell Phones & Electronics

Please **do not** send your scholar to school with a cell phone, unless absolutely necessary. We are not responsible for lost, stolen, broken, or damaged phones. They should not bring any electronic devices to school including but not limited to cell phones, iPads, tablets, iPhones, etc. Cell phones should be turned off when they enter the building and placed in their book bag. 5th-8th Grade Middle School Scholars must turn their cell phones into the cell phone box upon entry into the school. Cell Phones will be locked for the duration of the day. If they are seen or heard in the building, they will be confiscated and given to the Culture & Climate Team with subsequent consequences.

The following protocols apply to all cell phones, smart watches, and any non-school issued devices:

- **All K-8 scholars:**
  - Turn off phones/devices BEFORE entering the school building.
- **K-4th grades:**
  - We recommend they do not bring phones/devices to school. If they do, devices must remain in their zipped backpack until after they leave the building.
- **5th-8th grades:**
  - Place cell phones in the assigned homeroom phone box in the gym upon arrival each morning. The boxes will be delivered to each homeroom where they will be securely stored for the day.
- **All non-school issued devices:**
  - should not be seen or heard inside the building between 8:00 am-3:45 pm.
  - that are seen or heard during the school day will be confiscated by a Legacy staff member.

If a scholar refuses to give the staff member the device, the scholar will be given a Behavior Referral with the following consequences:

- **Infraction 1:** The device will be confiscated, and the parent/guardian must pick up the device.
- **Infraction 2:** The device will be confiscated, a parent/guardian must pick up the device, and the parent/guardian will need to attend a mandatory parent meeting.
- **Infraction 3:** The device will be confiscated, a parent/guardian must pick up the device, and the scholar will lose their device privileges on campus for the remainder of the trimester.

## Scholar Registration

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

- An original birth certificate
- Proof of Chicago Residency
- Proof of guardianship (when appropriate)
- Completed medical, immunization, and dental forms
- A transfer from a previous school if enrolling in first grade or above

## Scholar Records

Parents have the right to inspect all school records regarding their child per the Federal Education Rights to Privacy Act (FERPA). You can request changes to your child's record by submitting a request in writing. The letter becomes part of the scholar's file. The decision to change student records resides with the administrator but can be appealed by parents.

## Contact Information and Family Emergencies

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

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

## Letter of Intent

All families interested in returning to Legacy Charter School for the following school year must complete, sign and submit two forms: the Letter of Intent and the Parent Commitment form. Forms must be signed and submitted to the front office by close of business on the designated date (parents will be informed of the deadline when Letter of Intent forms are made available). Parents cannot submit letters by email, fax, or mail.

Only those families who return the forms by the deadline will be added to the enrollment list for the following school year. Parents who indicate they are not returning should also submit a signed Transfer form. Forms will be made available each January. Forms will be e-mailed to parents at the address provided and will be available on the Legacy Charter School website. It is a parent's responsibility to make sure that they have or obtain a Letter of Intent form from Legacy Charter School when they are made available in January.

## Re-Enrollment

All families who indicate they are returning to Legacy Charter School by completing and submitting the Letter of Intent and Parent Commitment Forms must also submit "Re-enrollment Packet" documents by close of business on the designated date. Parents will be informed of the deadline when Re-enrollment documents are made available.



### **Sibling Enrollment**

Legacy Charter School gives preference to siblings of already enrolled Scholars. However, parents must still fill out an application by the deadline, and note that the applying scholar is a sibling, in order to guarantee the sibling's admission to Legacy Charter School. If the grade level is full, siblings will be at the top of the waitlist. If the application is turned in after the deadline, the sibling will be placed on the waiting list. Parents should indicate on the Letter of Intent form that they also intend to enroll a sibling of a current Scholar.

### **Withdrawal from Legacy Charter School**

Families not returning to Legacy Charter School must formally fill out the Legacy Charter School Transfer Form in order to have Scholar records transferred to the new school. Legacy Charter School will prepare Withdrawal packets for the following families:

1. Families who indicate at any time that their Scholar is not returning to Legacy Charter School
2. Families who indicate they are not returning to Legacy Charter School on the Letter of Intent. Families will be expected to return a signed withdrawal form with the Letter of Intent
3. Families of Scholars who unexpectedly do not show up for the first two weeks of school

*\*Note: If the new school is not known, Legacy Charter School will hold Scholar records until the family verifies the school the Scholar will be attending.*

### **Frequently Asked Questions About Scholar Academic Progress And Promotion:**

#### **What if my child is struggling?**

Legacy is committed to identifying scholars who may be struggling in one or more of these areas quickly and will design supports and interventions on an individualized basis through the process of MTSS (Multi-Tiered System of Supports). You will receive 3 report cards and 3 progress reports. This frequency of information is designed to keep you and your scholar informed of progress.

#### **What is my responsibility as a parent?**

School-home collaboration is a vital part of success for every scholar, and most importantly for vulnerable learners. Monitoring daily homework, discussing reading logs and active school involvement are so vital. Grade 5-8 families will receive a sign-in to our online system for recording grades, called PowerSchool, and will be able to check on their scholar's progress using this tool. Please communicate regularly with your child's teachers, attend every curriculum and academic family night, and participate in goal-setting sessions and report card conferences. Legacy offers resources at these events so a family can better support a struggling scholar; therefore we need you to participate and to ask questions! Please also share relevant information so we can better understand your child as a learner.

#### **What if my child has a disability?**

Scholars with disabilities receiving special education and related services under an Individualized Education Program (IEP) are expected to meet the same promotion criteria as their non-disabled peers unless the IEP modifies the promotion criteria in whole or in part.

For questions regarding promotion criteria for scholars with disabilities, please speak to our case manager.

### **Who makes the final decision on promotion or retention?**

While we are all united in each child's success and progress, ultimately it is the decision of Legacy whether a scholar is promoted or retained. Please note that if a child transfers to another school or district, the retention is maintained.

## **SCHOLAR LIFE**

Our collaborative learning community creates a culture of respect for all participants and a passion for learning as scholars, teachers, staff, and families work together to nurture each scholar's intellectual and social growth. Our high expectations for our scholars, teachers, staff, and families are clearly communicated. Our environment is socially, emotionally, and physically safe to nurture each child's confidence, self-esteem, and relationship to others. We educate our scholars to recognize, understand, and communicate diverse perspectives, and be constructive leaders.

### **Legacy Anchor's - School Wide Expectations**

|  |  |  |   |
|--|--|--|---|
| <b>Hands</b>   | <ul style="list-style-type: none"> <li>● Uses hands for helping not hurting</li> <li>● Completes work with quality</li> <li>● Keeps trying</li> <li>● Takes Care of the Legacy Community and environment</li> </ul>  |  |   |
| <b>Heart</b>   | <ul style="list-style-type: none"> <li>● Is caring and kind</li> <li>● Cares about the Legacy Community</li> <li>● Shows Legacy Love</li> <li>● Helps doesn't hurt</li> </ul>  |  |   |
| <b>Mind</b>  | <table> <tr> <td> <ul style="list-style-type: none"> <li>● Growth Mindset</li> <li>● Social Change Agent Leader</li> <li>● Is Prepared</li> <li>● Creates New Ideas</li> <li>● Self-Regulates</li> <li>● Problem Solves</li> </ul> </td><td> <ul style="list-style-type: none"> <li>● Lifelong Learner</li> <li>● Focuses on learning</li> <li>● Ask questions</li> <li>● Ask questions</li> <li>● Makes Good Choices</li> </ul> </td></tr> </table> | <ul style="list-style-type: none"> <li>● Growth Mindset</li> <li>● Social Change Agent Leader</li> <li>● Is Prepared</li> <li>● Creates New Ideas</li> <li>● Self-Regulates</li> <li>● Problem Solves</li> </ul> | <ul style="list-style-type: none"> <li>● Lifelong Learner</li> <li>● Focuses on learning</li> <li>● Ask questions</li> <li>● Ask questions</li> <li>● Makes Good Choices</li> </ul> |
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| <b>Words</b>   | <ul style="list-style-type: none"> <li>● Uses words as tools, not weapons</li> <li>● Uses kind and appropriate words</li> <li>● Avoids putting others down</li> <li>● Speaks with meaningful thoughts</li> </ul>   |  |   |

## School Fees

Fees should be paid to the Front Office.

|   |                                      |
|---|--------------------------------------|
| K-4 Enrollment  | \$25                                 |
| 5-8 Enrollment Fee  | \$25                                 |
| Technology Usage  | \$25 <b>(LS)</b><br>\$50 <b>(MS)</b> |
| Classroom Activity Fee (Including but not limited to Study Trips, Celebrations, etc.)                               | Various                              |
| 8th-grade Graduation<br>(Cap, Gown, Tassel, (1) Scholar Luncheon Ticket, Autograph Book, And Commencement Ceremony) | \$200                                |
| 8th Grade Luncheon  | TBA                                  |
| 8th grade Trip  | *\$1250                              |
| Athletic/Sports Scholar Athletes (Only)   | \$25.00                              |

## Athletics and Extracurricular Activities (Clubhouse)

Legacy Charter School scholars have a range of extra-curricular activities that they can choose from that occur on various days throughout the school year. Legacy Charter School offers a wide variety of athletic programs to participate in (see Athletic Handbook or Legacy Charter School website), clubs and activities . For all athletic programs, please inquire with the Athletic Director. For other clubs and activities please inquire with the club sponsor. Start and end times for practice will vary by activity. For times concerning any athletic program please see the Athletic Director, Mr. Troy Brown.

## Student Code of Conduct

Legacy Charter School follows the Chicago Public Schools Student Code of Conduct, which can be accessed here: [Student Code of Conduct | Chicago Public Schools](#)

We encourage every family to carefully review the Student Code of Conduct with their scholars as it sets out clear expectations for scholar behavior.

We expect all scholars and staff, as well as members of the school community, to actively uphold Legacy's commitment to creating a safe environment for everyone -- free from bullying, teasing, bias-based behaviors, and harm.

Bullying and Bias-based behaviors are prohibited and are considered a violation of the CPS Student Code of Conduct and subject to discipline:

- 1) during any school-sponsored or school-sanctioned program or activity;
- 2) in school, on school property, on school buses or other Board-provided transportation, and at designated locations for students to wait for buses and other school provided transportation (“bus stops”);
- 3) through the transmission of information from a CPS or Legacy computer or computer network, or other electronic school equipment;
- 4) when communicated through any electronic technology or personal electronic device while on school property, on school buses or other Board or school-provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities;
- 5) when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with intent to carry them out during any school-related or sponsored program or activity or on Board or school provided transportation;
- 6) when it is a Student Code of Conduct (SCC) Group 5 or 6 behavior that occurs off campus but most seriously disrupts any student’s education.

Our responsive classroom framework also reflects restorative practices, which help children learn to take responsibility for actions, solve problems, and make amends in the community. This philosophy informs our implementation of the CPS Student Code of Conduct (SCC).

Serious Violations of the SCC:

- Fighting
- Threatening or Aggressive behavior toward others (this includes online threats and other online behavior that seriously interrupts the education process)
- Possession of Drugs/Alcohol including but not limited to:
  - Vape Pen
  - Edibles
  - Look alike
- Bringing a weapon or look-alike weapon
- Profanity
- Bullying (this includes cyber bullying)
- Skipping Class
- Insubordination with staff
- Plagiarism

# Dress Code

## Lower School (K-4th):

- Shirts:
  - Solid royal blue polo (short/long-sleeved)
    - No logos/designs or additional colors (Only the Legacy logo is allowed)
- Pants/shorts/skirts:
  - Khaki (No rips or designs)
  - Decent length (knee length)
- Belts (optional):
  - Black or brown
- Crewneck Sweatshirts or Sweaters:
  - Solid royal blue or solid White
    - No logos/designs or additional colors
- Shoes:
  - Closed-toe shoes only
    - No Crocs or slides of any kind

## Middle School (5th-8th):

- Shirts:
  - Solid black polo (short/long-sleeved)
    - No logos/designs or additional colors
- Pants/shorts/skirts:
  - Khaki (No rips or designs)
  - Decent length (knee length)
- Crewneck Sweatshirts or Sweaters (no hoods):
  - Solid black only
    - No logos/designs or additional colors
- Shoes:
  - Closed-toe shoes only
    - No Crocs or slides of any kind
- Bags
  - All bags must be stored in the scholar's locker for the entire day unless permission is granted by administration.

**Note:** Absolutely NO hoodies can be worn during the school day. Scholars may wear solid-color sweatshirts or sweaters in the approved color.

Scholars may not wear the following:

- Flip-flops or sandals
- Logos or designs
- Headgear (Religious only with a note)
- Visible tattoos

Scholars may dress down on Fridays (only when approved by administration). Dress Down expectations include no ripped jeans and school-appropriate attire.

## Items to Leave at Home

Some items are distracting and should be left at home. Please check your scholar's bookbag each day before they come to school. Any of the items listed below, or are distracting or unsafe to the school community, will be confiscated and returned only to a parent. These items include:

- Anything that could be used as a weapon or believed to be a weapon: a knife, taser, toy gun, bb gun, etc. These will result in a referral and possible suspension or expulsion.
- Cell phones (see procedures and policies)
- Electronic equipment and games
- Playing and trading cards
- Chewing gum or junk food
- Cash over \$5 (communicate to your scholar's teacher about picture day(s) & book fairs)
- Toys (unless part of class activity)
- Sports equipment (footballs, basketballs, etc.)
- Perfumes and colognes
- Hair Products including but not limited to hair combs, picks, etc.

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

## Study Trips

Study trips are an important and regular part of the Legacy learning experience. Some teachers will plan virtual study trips, but many will be exploring the amazing resources Chicago has to offer.

Only enrolled scholars, staff, and parents or guardians may participate.

A signed permission slip for students and chaperones must be returned to the teacher on the due date. Prior to each trip, a letter will be sent with specifics about the trip, including the study trip fee and a permission slip.

Parents are welcome on trips as chaperones on a first-come, first-served basis.

If a scholar has been struggling with conduct as a Legacy scholar and presents a safety concern, the teacher may request, 7 days before the trip/activities, that a parent chaperone accompany the child on the study trip. If the parent or guardian is not able to accompany their child on the study trip, the staff and parent will discuss alternative options for the scholar. The parent must pay for personal fees associated with the trip.

Family members who are selected to be a chaperone must sign in upon entering the building. Chaperones must be 18 years or older to attend study trips. Selected chaperones who are unable to attend and want to send someone else in their place must inform the teacher at least 2 days prior to the trip.

## Community Service Learning

The Legacy Community Service-Learning program grew out of the recognition that service to the school and to the community provides a valuable learning experience for young people. A service experience fosters responsibility, encourages compassion for others, and instills a desire to participate in society as active citizens.

The goal of the program is two-fold, consisting of a service and an educational component. The 'service' goals include engaging youth with persons of all ages and providing needed hands to school personnel and community agencies. The 'learning' goals include increasing student awareness of social and political issues, enabling them to explore areas of career interest, and cultivating personal growth as they develop reliability, maturity, promptness, sensitivity, and the recognition that they can be effective.

### **8th Grade - Must Complete 20 Service-Learning Hours for promotion**

Community Service-Learning Guidelines:

Ideally, service projects move students into the community to:

- Provide a real benefit to the community enhance student learning
- Develop student civic engagement skills
- Expose students to community issues and organizations
- Expand student career choices.

The following examples demonstrate what can and what cannot qualify for Community Service-Learning Credit:

**APPROVED:** All community service should be performed for a non-profit organization (school, church, etc.).

**NOT APPROVED:** For Profit Agency (Bank, Grocery stores, Restaurants, Clothing stores)

Getting Started:

Step 1: Decide what type of activity you would like to do.

Step 2: Contact the agency and apply/volunteer to serve.

Step 3: Take form to the prospective supervisor and complete with appropriate signatures.

Step 4: Return the "Community Service Form" to the Dean of Culture & Climate after completion of service rendered.

## **FAMILY INVOLVEMENT**

### **Classroom Visit Expectations**

Parents are encouraged to visit their scholar's class(es) after making an appointment with their scholar's teachers and with the following guidelines being observed. Please remember that instruction is our priority. If you would like, you may bring paper and a pen/pencil to take notes. The teacher should not be disturbed by these materials. The instruction and safety of our scholars are our priorities.

- First, an appointment is made with the teacher for a visit.
- Upon arrival at the school, check in at the office and security desk to obtain a visitor's badge. If possible, someone will escort you to the classroom.
- The maximum amount of time one can observe is 60 minutes unless extra time is granted by the administration.
- Whenever possible, the parent should plan to arrive at the beginning of the class. If arrival is after the class has begun, the entrance to the room should be as quiet as possible.
- The parent is to sit where the teacher directs him/her.
- Parents are to be silent observers while in the classroom.

- Since the teacher has the responsibility of all scholars, the only interactions that should take place are between scholars and teachers.
- The teacher is working and cannot interact with you or answer your questions; please write down all the questions that you have and discuss them with the teachers at a later scheduled time
- Scholars can be easily distracted at times so we respectfully ask that cell phones be completely turned off; they should never be visible in class
- Classroom visitors have to abide by all school-wide rules; therefore there cannot be any gum chewing; we are always setting an example for our scholars
- After the observation, return the visitor's badge to the security desk.

**NOTE:** If the parent does not follow the above procedures, he/she may be asked to leave.

### **Consequences for Violating Family Expectations**

Legacy prioritizes the safety of all members of the Legacy school community. If a family member does not follow the school wide expectations, he/she may be asked to leave. The Principal can exercise the ability to restrict access to the school grounds if a family member is in violation of our community expectations. We will not tolerate threats of violence, cursing at staff, or other harmful acts occurring in the school building, on Legacy property, or at Legacy-sponsored events.

### **Sharing Concerns: Communication Protocol**

If you are concerned about a decision or event at the school, you have many avenues to discuss and problem-solve. There will be disagreements in any community, and it is important that we live and model the candor, decorum, and openness to different perspectives that we want our children to demonstrate. Of course, inappropriate language, curse words, or threats are never appropriate for any of us to use in our learning environment. Bullying by children or adults is not permitted. We assume positive intentions of all adults in the school community as we collaborate.

#### **Step 1: Teacher or Staff Member First**

We encourage parents to speak directly with staff members to resolve concerns. Please call to speak with the teacher or staff member.

#### **Step 2: Notify School Staff of the Issue**

If you are unable to resolve your concern after speaking with the teacher or staff member:

If it is an academic concern, contact the Dean of Academics.

If it is a behavior concern, contact the Dean of Climate and Culture.

#### **Step 3: Notify the Principal**

If you are unable to successfully resolve your concern after speaking with the involved staff member and the Dean, please request a meeting with the Principal. Be sure to provide a brief summary of your concern as well as your availability for a phone call or an in-person meeting. Within 48 hours, the Principal will return your call or schedule a meeting time.

#### **Step 4: Notify the Executive Director**

If your meeting with the Principal did not resolve your concern, you may contact the Executive Director.



### **Step 5: Notify the Board Chair**

In the event you are unable to resolve your concern after following the procedure above, please contact our Board Chair. You can contact the main office for contact information.

### **Step 6: Contact the Office of Innovation and Incubation**

If your questions or concerns are not adequately resolved by school leadership or the Board Chair, please contact the Office of Innovation and Incubation at 773-553-1530.

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

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

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

Family events are detailed in the calendar and finalized in the first two weeks of school. They will include the **Back to School Night, New Family Orientations, Curriculum Meetings, Report Card and Goal Setting Conferences**, and **Family Learning Nights**. We hope to see you!

**Open House** is **mandatory** for families because it offers important information about curriculum, instruction, discipline policies, testing requirements, homework, and more about the team that will work closely with you and your scholar! Classroom teachers will lead these sessions with families

### **Legacy Circle**

Please join us in this fun and fabulous school-wide sharing of scholars' ideas, talents, public speaking as well as guest speakers. School-wide Legacy Circle occurs on designated Fridays at 12:15 pm. Sometimes there will be special Legacy Circles in the morning, so please read all school emails/notes home for more information.

## **Parent Council & Parent Leaders**

The Legacy Parent Council is an important organization that advises the school community on important priorities in our scholars' learning and school growth. The Parent Council also coordinates school-wide fundraising. Officers are elected bi-annually in the early Fall. The Parent Council meets regularly and the 2025F - 2026 schedule will be shared with all families. Every parent is considered a Parent Leader by virtue of being a part of the learning community. As a Legacy parent, please share your ideas, questions, expertise, concerns, and leadership in school-wide parent meetings and every day!

## **Legacy's Family Newsletter**

We email a newsletter (biweekly or monthly) to keep families informed of important events and announcements. Families must provide their email address to be signed up to receive our newsletter to stay current, engaged, and informed! Teachers also will send home regular communication and a monthly newsletter.

## **Parent Volunteers**

All Legacy Charter School families are expected to be actively involved during the school year. There are several areas in which parents can be helpful to the school staff including, but not limited to:

- Tutors
- Fundraising
- Field Trip Chaperones
- Special events (Fall Festival Parades, school dances, etc.)

If you want to volunteer in a teacher's classroom, please contact the Dean of Culture and Climate and that particular teacher.

## **Your Commitment**

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

## **Volunteer Policy and Procedures**

Legacy follows CPS' Volunteer Policy. All parents, family members, or community members who desire to volunteer during school hours must be approved by the administration and may require an approved background check. You must submit your request in writing and give at least 48 hours notice. Please note, you cannot plan to be on-site during school hours without prior approval from the Dean(s) of Culture & Climate. Please reach out to Ms. Kim Akons, Office Manager, at [kim.akons@legacycharterschool.org](mailto:kim.akons@legacycharterschool.org) with any questions.

## **SCHOLAR SAFETY**

### **School Closing**

Legacy Charter School will follow Chicago Public Schools' closing decisions. If Legacy needs to be canceled or delayed opening due to severe weather, the information will be broadcast by major radio stations beginning at 6:00 am. Listen for possible closings or delayed openings rather than calling the school office. We will also notify families via email, text, and robocall.

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

### **Fire, Disaster, and Safety Drills**

Drills are conducted regularly for the safety of the school community. We value the importance of scholars' safety. These drills familiarize students with the locations of the nearest exits, the procedure for evacuating the building, and where to take cover in the building in case of an impending disaster, such as a tornado. We also will complete bus evacuation drills and lockdown drills. PLEASE NOTE: Legacy Charter School will not release scholars in case of a Drill or Lockdown until the *All-Clear* signal is given by the Administration.

### **Mandated Reporting - Abuse/Neglect**

Faculty and staff are required to comply with the state child abuse and neglect laws and the mandatory reporting of any such suspicion. Any school official or employee who knows or has reasonable cause to suspect that a child has been subject to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect must immediately report to DCFS. The number for reporting any suspected abuse is 1-800-25-ABUSE.

## Legacy Parent Commitment

Legacy Charter School's faculty & staff will always do their best to collaborate with you to help prepare your scholars for college graduation and success as positive leaders. This means:

- We will prioritize the safety and well-being (physical, social, and emotional) of children & adults.
- We will hold ourselves and others accountable for following school policies.
- We will provide an outstanding curriculum in a supportive environment.
- We will keep parents informed of your scholar's progress and needs.
- We will provide families with many ways to be involved in your scholar's education.
- We will make ourselves available to address questions or concerns promptly.

We, Parents/Guardians, commit ourselves to be members of the Legacy Family and promise to do all we can to support our scholar's academic achievement and behavior. This means:

- We will commit to our child being present (on-time) and prepared for school every school day.
- We will monitor and limit our scholar's non-academic interactions with social media.
- We will make sure our scholar is in a clean school uniform daily and we will ask for resources or support if we need them.
- We will not tolerate any profanity or BULLYING, online or in person.
- If our child breaks the rules, we will support logical consequences and partner with the teachers and the Behavior Team.
- We understand that we, not the school, are ultimately responsible for the behavior and actions of our scholars. Therefore, we will continue to teach and reinforce the values and skills necessary to thrive.
- We will arrange our schedule so that we can attend goal-setting sessions, report card pick-up, family learning nights, and other important events.
- We will support activities by participating in Legacy Circle, School-wide Parent meetings, study trips, and volunteer opportunities.
- We will follow problem-solving protocols and address any issues professionally and with positive assumptions.
- We will model appropriate behavior at school and use non-threatening and school-appropriate language at all times on school grounds.
- We will celebrate our child's progress and achievement!

### I understand the following policies:

- Scheduling Parent Appointments
- Parent Communication Protocols
- Legacy Behavior Expectations
- Understand How To Communicate Bullying Concerns
  - Scholars and families can and should report any bullying concerns to the Dean of Culture and Climate or to the Principal.
- Cell Phone Policy
- Uniform/Dress Down Policy
- Lunch Expectations

I understand that my participation in goal-setting sessions, report card pick up and family learning events is required and important.

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

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

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

## Acknowledgement Form

### Legacy Charter School Family Handbook 2025 - 2026

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

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

I understand that Legacy is a charter school; and therefore, a school of choice. I understand that attending Legacy means supporting the school's mission and following the policies.

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

I realize that the weekly Monday Memo contains changes to the calendar, schedule, and policy. I will read it to stay informed and aware of opportunities and any changes to Legacy policy and procedures.

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

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

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

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

Parent/Guardian Name (Print) \_\_\_\_\_

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

Date \_\_\_\_\_