



## Family Handbook 2025-2026

Welcome The Legacy School!

This handbook has been prepared to introduce you to the policies and procedures at Legacy School. After reviewing the handbook, please let us know if you have any questions. We are privileged to teach your child, and we welcome you to our school community.

The Legacy School, Inc.  
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410.549.1717  
[www.legacyschoolmd.org](http://www.legacyschoolmd.org)

### **The Legacy School—Mission/Purpose Statement**

The Legacy School is designed to meet the educational needs of children with language-based learning differences (dyslexia, dysgraphia, and language processing difficulties) in grades 1 through 8. Legacy School's purpose is to respond to the population of intelligent children who need a structured, systematic and multi-sensory approach in order to learn how to read and write.

Our students are children of average to superior intelligence who require innovative, multi-sensory teaching methods to remediate their learning weaknesses. Every student at Legacy School, who is below grade level in reading, receives daily one-to-one tutoring. In this tutoring period, students receive instruction according to an individualized plan that is carefully constructed and implemented to remediate each student's weaknesses. It is our goal that every student receives remedial services designed to prepare our students to re-enter or enter a more mainstreamed, traditional school setting.

While tutoring is the cornerstone of our program, we also teach from comprehensive curricula, covering all core academic areas. Our students receive literature, writing, math, science and social studies instruction. Our three-to-one student/teacher ratio allows us to truly know and celebrate the uniqueness of each child, and each student at Legacy moves through our curriculum at their own pace. Our curriculum is fluid, allowing for mastery of skills and concepts, so that our students acquire a firm foundation. The principles of the Orton-Gillingham methodology are embraced by our faculty and utilized in all classes.

Legacy School's philosophy is to meet the needs of the whole child, which includes enhancing their individual strengths. Therefore, children have opportunities to develop and enjoy areas of strength during art, music, and physical education classes. Instruction across curricular areas is integrated when possible. We are committed to creating a rich and nurturing environment where children can experience the success and joy of learning.

### **Diversity Statement**

Legacy School admits students of any race, color, creed, gender, religion, national or ethnic origin to all rights, and provides equal access, privileges, programs, and activities. It does not discriminate on the basis of race, color, creed, gender, religion, national or ethnic origin in administration of its admission policies, educational policies, or other school-administered programs.

## **SCHOOL HOURS and SCHEDULE**

- **School Hours**

7:50 am - 3:00 pm Monday-Thursday

7:50 am - 2:00 pm Friday

### **Arrival/Drop Off**

Please drop your child off in the carpool circle. All students attending Legacy School are old enough to enter the building on their own. If they need to be walked to another building for homeroom, a teacher or a teacher's aid will meet them at the circle and walk them over.

They should carry their own backpacks, lunches, and place them in their cubby area themselves. This is very important for their independence. If you need to enter the building, please drop your child off in the carpool first, park in one of our parking lots and enter.

**Please do not park in the circle or block the driveway of 107 for any reason.**

### **Early Arrival**

Attendance will be taken at 8:10 am. Students may arrive at 7:45 am free of charge, and wait outside with any adults on duty to get to classrooms.

### **Front Desk**

Legacy is a small school, and the front of the school is used for a variety of purposes including: library book selection, health matters, meetings, disciplinary conversations and collecting payments. We ask that parents refrain from socializing in the front area, unless necessary for child pick-up, or unless the parent is waiting for their child.

### **Homeroom**

Homeroom time begins at 8:10 am, and is an essential part of your child's day. It is at this time where any changes to daily routines are discussed and special announcements about the week are made.

### **Fridays**

Fridays are a little different at Legacy, especially as we make our way towards Friday afternoons. The school day ends at 1:50 pm; we have a casual dress code allowing students to wear jeans. We ask that you pick them up as close to 2:00 pm as possible as teachers are not contracted to be on campus past 2:05 pm, and if they wind up staying, it is a cost to the school. Therefore, if a student remains on campus after 2:05 pm (even for one minute), parents will be charged a \$45.00 late fee, and then additional \$1.00 for every 1-minute they are late thereafter.

### **Homework Club**

Homework club is offered Monday-Thursday from 3:05-4:00 pm. Homework club begins at 3:05 pm. Any student who remains in the building after 3:05 pm will be seated in the homework club, and the family will be billed accordingly. Students participating in the homework club will have a structured study hall until 4:00 pm, where they will work on homework, long-term projects or free reading. The fee for the homework club is \$15.00 per

day and is charged to your monthly invoice. We ask that you pick your child up timely. Homework club ends at 4:00 pm, and we provide a 5-minute grace period for families to pick up their child. We ask that you pick them up as close to 4:00 pm as possible as teachers are not contracted to be on campus past 4:05 pm, and if they wind up staying, it is a cost to the school. Therefore, if a student remains on campus after 4:05 pm (even for one minute), parents will be charged a \$45.00 late fee and then additional \$1.00 for every 1-minute they are late thereafter.

### **Field Trips**

Field trips are chosen for their educational value and relevance to the curriculum. Parents will be provided detailed information on each upcoming trip, including any fees that may be required. Each student must return the signed permission slip to be able to go on the trip. All trips will include adequate adult supervision. All students are expected to wear a Legacy polo shirt on field trips. This helps teachers and chaperones quickly identify Legacy School students.

### **Visitation Policy**

Visits from parents are welcome at Legacy but must be requested at least a full day ahead of time. Upon arriving, please retrieve a visitor's badge. Parents and Guardians are welcome but family pets are not allowed as they may disrupt school procedures.

### **Dismissal**

The school day ends at 2:50 pm on Monday through Thursday. Parents need to pick up their child promptly. If your child is in the building at 3:05 pm, your child will be sent to the homework club and you will be billed accordingly. **Please note that school ends at 1:50 pm on Fridays and there is no homework club.**

Safety is of the utmost importance during dismissal, please pay attention to directions of the administrators and teachers during dismissal. There is always a concern about too many cars piling up on Klees Mill Road during carpool times. We have a "No Cars on the Road" policy. This means if you cannot **fully** pull onto Terrapin Drive, you must wait at either Highs or Tira Court and circle back to Legacy, taking care to pull fully onto Terrapin Drive.

### **Leaving Early**

Students leaving school before the regular dismissal time must bring a note, call the school and/or email the front desk stating the reason for leaving early and the time they will be picked up as well as who will be picking them up. Please make your communication to the front office before 2:30 pm Monday-Thursday and 1:30 pm on Fridays. We cannot guarantee that if called after the times listed that those responsible for arranging your child's transportation will receive the message in a timely manner.

**Child Transportation Change**

Parents must notify the school when their child will be going home with another student, or if there will be any other change in the usual dismissal routine. If the person who will be transporting the child is on the list of authorized drivers on the Student Emergency Information form, written notification is not mandatory; a phone call from the parent is sufficient. This information is collected at the beginning of the school year. If information changes from year to year, parents are responsible for making those updates.

**Cancellation of School Due to Inclement Weather**

In the case of inclement weather, Legacy School will follow Carroll County Public School closings. If Carroll County Schools are closed, we will be closed. If Carroll County Schools are opening one hour late, we will be open one hour late. If Carroll County Schools close before the regular dismissal time due to inclement weather, we will also close early. We will communicate with you via email by 6am. Moreover, we will also use the Remind App for emergency closures.

**Bus Information**

The Legacy School Inc. has contracted with American Limousine, to provide transportation to and from the School, from and to Baltimore County & Howard County. The bus stops are as follows:

- 1) Meadowood Park: Pick Up: 7:00 am Drop Off: 3:35 pm
- 2) Lotte Shopping Center: Pick Up: 7:25 am Drop Off: 3:55 pm (traffic depending)

**\*\*On Fridays, the bus will arrive at each respective bus stop an hour earlier.**

The cost for two way bus service is \$300 per month for 10 months. The cost for one-way bus service is \$195 per month for ten months. Bus may be used on a “drop in” basis, but you must fill out the proper paperwork and pay a \$35.00 fee per drop-in time. Students who ordinarily do not ride the bus, but are going home with a bus rider, must have permission to ride on the bus.

There is a 3 minute grace period in the mornings at each respective stop. This means that the driver will wait until 7:03 at Meadowood and 7:28 at Lotte for any late arrivals. However, they are not permitted to stay past that time. In the afternoon, if a parent is late to Meadowood past the three minute grace period, the bus will proceed to the next stop. If a parent is late to Lotte Plaza after the grace period, they will be charged a base of \$45 and then \$1 per minute until they arrive. If Legacy staff cannot get in touch with a caregiver, the bus will return to Legacy and there will be an additional \$250 fee.

Parents who are 90 days past due in paying for their bus account will be asked to cease using bus services.

## Bus Where App

If a student rides the bus, parents must download the Bus Where app. This is a tracking software that allows the school and parents to track the school bus during the daily route. Parents/caregivers can monitor the approximate location and estimated times of arrival of the bus.

## Attendance

Daily attendance is vital to the achievement of our educational goals. We encourage parents to avoid trips and appointments that cause the student to miss school. Children with learning differences need consistency, especially children who have problems with transition, self-discipline, or anxiety. Children with specific language-based difficulties benefit from the daily reinforcement of skills. Interruption of the established routine usually results in loss of continuity and momentum, and requires time to re-establish the routine and the students' investment level. Absences also place a burden on the teachers who are responsible for the child's progress and who are conscientious about implementing the educational program.

*Under **Maryland** law, a **truant** student is one who is "unlawfully absent" from school for more than: 8 days in any quarter, 15 days in any semester, OR. 20 days in a school year. Students enrolled in Legacy are considered lawfully absent from school, including absence for any portion of the day, only under the following conditions:*

- *Death in the immediate family*
- *Illness of the student. The principal or a pupil personnel worker shall require a physician's certificate from the parent or guardians of a student reported sick over 3 continuous days*
- *Court summons*
- *Hazardous weather conditions*
- *Observance of a religious holiday*
- *State emergency*
- *Suspension*
- *Other emergency or set of circumstances which, in the judgment of the Head of School, constitutes a good and sufficient cause for absence from school.*

*Please note that vacations are not considered excused absences.*

## Absence, Tardiness

Attendance is taken each morning during homeroom. Any student arriving after 8:10 am is considered tardy. When a student is going to be late, **parents must pull up to the main door and sign in their child and provide a reason for being late**. Please provide us with advance notice of any absence or late arrival on or before the date of absence. Please fill out the [Attendance & Transportation Form](#). We will not accept attendance changes after one week of the date.

### **Make-up Work Policy**

Much of our instruction is hands-on, project-based and difficult to recreate. If your child misses school, and you would like to receive make-up work, please contact your child's teachers directly. The teachers will provide you with missed work. While we are happy to provide this service, please be aware that it does require extra work for the teachers. If your child is too ill to complete the assignments during the absence, please reach out letting us know. Otherwise, the incomplete work will count as a missed homework assignment and be subject to the consequences as outlined in our homework policy. Students will have one week to complete their make-up work after returning to school.

### **Students Absent Over 7 Days in a Trimester**

After 7 unexcused absences in one trimester, no make-up work will be sent home. Students will need to have their classes reevaluated to see if they still test into them or if their classes need to be moved around to accommodate their chronic absenteeism. For students who receive letter grades, the highest possible letter grade that student can receive is a C in any class if they exceed 7 unexcused absences or tardies.

### **Tutoring**

Tutors are chosen carefully for each child, taking into consideration personality styles of all involved. Sometimes, it is in the child's best interest to keep the same tutor for 2 years in a row. Many times, especially for children who are new to Legacy, they form a very strong bond with their first tutor, and while this is an important relationship, we also recognize that it is equally as important for the child to adapt to different tutors and different expectations. Therefore, we keep the tutoring relationship at a 2 year minimum. Unless we think there are extenuating circumstances, your child will not keep the same Legacy tutor for more than 2 years in a row.

### **Homework and Grading**

Legacy faculty is responsible in ascertaining that students fully understand their homework assignments and that parents know what is expected of their child. Our school is not homework-driven, and we assign homework as practice, in order to reinforce mastered skills. This should contribute to a home/extracurricular/school balance for your child. Nonetheless, we expect assignments to be completed timely. When our students experience regular success with homework, this builds their independent work habits, which are essential for success after Legacy. The most common adjustment after a student leaves Legacy is adjusting to more rigorous homework standards.

- 1 missed homework assignment: you will receive an email that your child missed a homework assignment. The 1st missed homework assignment is a warning.
- 2 missed homework assignments in the same class: you will receive an email that your child missed their second homework assignment. Your child will receive a lunch or recess detention.

- 3 missed homework assignments in the same class: You will receive an email that your child missed their third missed homework assignment. Your child will receive a 30 minute in-school detention.
- 4 missed homework assignments in the same class: You will receive an email that your child missed their fourth missed homework assignment. Your child will receive a 45 minute in-school detention.
- 5+ missed homework assignments in the same class: You will receive an email that your child missed their fifth missed homework assignment. Your child will receive a 45 minute **after-school** detention. Ms. Kelly will coordinate with the parents to schedule the detention.

Please review the above policy with your child. Parents are encouraged to write any comments, questions, concerns they have regarding any assignment to their child's teacher. Instituting a consequence for missed homework assignments is in alignment with our discipline policy based on 'natural consequences'.

### **Report Cards**

The Legacy School academic year is divided into three trimesters that end in November, February, and June. Report cards for all students are emailed shortly after the end of a marking period. Children in our Rotations program receive grades, and it is based on tests/quizzes, classwork, and class behavior/participation. The report cards are emailed via a 'live link' and parents must download and/or print the report cards within two weeks after receipt.

### **Skills Classes**

Classes that fall into the skills category (Math, Writing, and Tutoring) are fluid. Your child's ability to master the objectives presented dictates the speed of the class. Objectives are presented in a sequential, systematic order to help your child to attain grade level mastery. In addition to our grading system, your child's team of Legacy teachers will outline goals for your child, and these goals will be shared during parent conferences. We will start developing goals and treatment plans in October for each student and we will measure your child's progress on midyear and end of year benchmarking.

### **Language Support Classroom**

Our Language Support classroom is for children who struggle significantly with receptive language. Extra speech-language support is offered throughout the child's day and woven throughout all content. All students receive speech-language therapy in addition to their core classes, and an emphasis is placed on conceptualizing basic language.

## **OTHER METHODS OF ASSESSING PROGRESS**

### **Benchmarking**



At Legacy, all children are benchmarked in reading, writing, and mathematics. This is a series of in-house assessments, all which gather data about your child's instructional level. We use benchmarking results to monitor learning and make instructional decisions. As teachers we want to know what is preventing your child from reaching their full potential. Every Legacy child will have their own unique pattern of gaps in their learning. It is these gaps that are preventing them from reaching their full potential. It is our job to fill the gaps. In doing so, we have not forgotten their potential; it is our job to make their potential easier for them to access.

We benchmark in September, January and May. The following classes are benchmarked: tutoring, writing and math. We share the results of this benchmarking at parent conferences. Benchmarking materials and results are kept at school, and parents are welcome to see the results at any time.

### **Optional testing in May with Jennifer Wheat, M.Ed.**

Often parents want a standardized or grade-level comparison for their child. We offer this option every May, where we contract with an outside educational consultant to assess student progress. This testing is optional and an extra fee is charged, should you elect to participate in standardized testing. This is a good way to monitor progress and compare your child to a norm-referenced group.

### **Health and Wellness**

Legacy provides two trained medical technicians on faculty but does not have a full-time nurse on staff. In compliance with state regulations, our part-time/designated nurse comes into the school on a limited basis to oversee all medical records and medical issues. Guardians must provide Legacy Administration with all medical (physical and mental) information for their child via the appropriate forms at the start of school. Guardians are responsible for keeping this information up to date as it may change.

### **Immunizations**

The State Department of Health requires all children to be properly immunized to enter or remain in school. ***Parents are responsible to see that this information is on file in the school by the first week of school, and they need to be updated prior to 2nd and 7th grade.***

### **Medication**

- **ALL MEDICATIONS** (prescription and over-the-counter), must have a Doctor's Order and Parent Permission for the medication to be administered in school. We must receive over-the-counter medicine in a newly sealed container. A Maryland State School Medication Administration Authorization Form will need to be filled out and signed by the physician indicating the exact time, quantity and duration of the medication is to be administered and if there are any side effects. Medication Consent forms are available at the front desk or online.

**The following are Medications that need a consent form filled out by your doctor:**

- Any Prescription Medications
- Asthma Inhaler
- Nebulizer
- Tylenol
- Ibuprofen
- Advil
- Motrin
- Pepto Bismol
- Cough Drops that contain menthol
- Tums
- Benadryl
- Eye Drops
- Nasal Spray
- Herbal Medications
- Probiotics
- Vitamins
- Lactaid
- Neosporin

● **Parents or legal guardians** must bring the medication into the school office in the pharmacy labeled container. Also, this policy would apply when picking up the student's medications by the last day of school. All medication must be taken to or picked up from administration by the parent with the proper form signed in person.

● School personnel will administer the medicine according to the doctor's instructions. **Students will not take medication without supervision. All medication will be secured in a safe.** As per Maryland Regulations (COMAR)

● Students may not carry medication around school, with the exception of inhalers, Epi-pens and Lactaid. A physician's permission must be on file in order for the student to self-administer any medication.

### **Student Health Guidelines**

● Any student that uses the following language will be taken seriously and followed up with a parental call and you will likely be asked to pick your child up from school to follow up with a doctor "I hit my head" "I can't see" "I can't breathe" "There is something in my eye"

● If your child was diagnosed with strep throat or pink eye (conjunctivitis), they must be on antibiotics for 24 hours from receiving the 1st dose of the antibiotics prior to returning to school.

● A parent must send a note for any student who needs to be excused from Physical Education for one or two days. A doctor's note is required to excuse a student from P.E. for more than two days after an illness or injury. The doctor's note should indicate any physical restrictions and the date for return to normal activity.

● Early Dismissal due to illness: Parents will be called and the child will be sent home immediately for the following medical situations:

- Pink Eye
- Lice
- Possible Broken Bone
- Any Type of Eye Injury
- Nosebleeds that last more than 20 minutes that consist of a lot of blood loss
- Seizure
- Asthma Attack that cannot be controlled after inhaler is administered
- Chicken Pox
- Allergic Reaction that requires Benadryl and/or Epi-Pen
- Fever
- Diarrhea
- Vomiting
- Dizziness that consists of not being able to walk or function
- Any gasping for air or indication that breathing is problematic

### **Acute Illness**

The Legacy School has set standards through Carroll County, MD regarding when to send a child home from school for illness. If your child is diagnosed with strep, exhibits vomiting, diarrhea, or a **fever** they **must** be sent home. In addition, he/she **cannot** return to school the next day. The student must be fever free for 24 hours before returning to school **without the use of medication**. This is very important.

For instance, if your son or daughter has a temperature because you have given Tylenol to bring the temperature down, you must start counting the 24 hours **after** the Tylenol has worn off, 4-6 hours later. Obviously this policy will result in more children missing multiple days from school if they are sent home with a fever. However, we believe it will help to prevent the spread of disease. We are strongly enforcing this standard at Legacy. In fact, if your child arrives at school the next day after being sent home the day before with a fever, we will notify you to pick up your child immediately.

Students who were sent home from school due to vomiting or diarrhea must also stay home for 24 hours AFTER the vomiting or diarrhea has ceased. This allows the virus to completely leave the system, and helps to prevent contamination to other students. Many students may have episodes of vomiting, and then “feel better”. However, gastrointestinal illnesses often recur in cycles, and it is better to wait the full 24 hours before returning to usual activities.

### **Dress Code**

We want our students’ dress to reflect pride in self and school, and so we ask that Legacy students be dressed presentably during the school day, conforming to the school’s dress

code guidelines. If a child shows up to school out of dress code, appropriate items will be selected from the school store for your child and you will be billed accordingly.

*Hats (including a sweatshirt hood), and sunglasses are not allowed to be worn inside the school building.*

Pants, shorts, skirts, and skorts in khaki or navy blue. Leggings are allowed under skirts.

Collared shirts, such as polo shirts or turtlenecks, in navy blue, cobalt blue, white and yellow/gold. ***Only a Legacy sweatshirts or Legacy logo sweaters are allowed to be worn.***

Each student must have ***one Legacy embroidered polo shirt*** for field trips, picture day and other special days around campus.

Sensible, closed-toe shoes; sneakers are required for physical education class. Crocs and slip-on shoes are not allowed for gym class. We encourage students to leave sneakers here if they prefer to wear other shoes during the day.

### **Friday Dress Code**

***The only sweatshirt that can be worn is a Legacy sweatshirt!***

Students may wear jeans, leggings, Legacy sweatpants or Legacy mesh shorts, all available online at Lands' End. Jeans may not have holes in them.

Legacy t-shirts or solid color t-shirts in blue, white or yellow may be worn. Graphic t-shirts are NOT permitted. Closed-toe sneakers are the only permissible shoes.

### **Outdoor Clothing**

All students are encouraged to go outside during breaks and recess, and they need to be prepared for all weather.

### **Lost and Found**

It is helpful if all clothing, backpacks, lunch boxes, and supplies are clearly marked with the student's name, so that misplaced items may be easily returned to their owner. Parents should check our lost and found if they are missing anything. Articles that are unclaimed at the end of the year will be donated to charity.

### **Spirit Shop**

Legacy offers a Gently Used Clothing Spirit Shop. Hours are drop-in appointments or open when advertised. Clothing items are all gently-used, in good/like new condition and are donated from Legacy families. Parents can stop in or make an appointment to shop for their child and must be able to pay in cash. Items are \$5.00 a piece.

### **FOOD**

## **Lunch**

We suggest that you provide a packed lunch as we do not have a cafeteria. Children who tell us they came to school without lunch will be provided an emergency lunch, and we bill the family \$5.00. When your child tells us they do not have lunch, we believe them. Please let us know if you do not wish for us to provide an emergency lunch to your child.

## **Snacks**

Our daily schedule includes a morning break, and we recommend that the students eat a snack at this time. There are snacks offered for sale at the school at \$1.00 per item. Children must pay cash for snacks. We will not monitor which snacks your child purchases, nor will we monitor which days your child is allowed to have snacks (e.g. We will not monitor a child who only has permission to buy snacks on Mondays).

## **Water**

We encourage students to stay hydrated throughout the day. However we do not supply cups that will be thrown out. We encourage students to bring their own water bottles to school every day. If your child is thirsty and requests water but does not have a water bottle, they may purchase a Legacy water bottle from the school. They can keep this water bottle at the school, and we will bill you accordingly for the tumbler/water bottle. Only water is allowed in the classroom during instruction. Students may bring a different drink for lunch.

## **Gum**

Gum is not allowed in the school building. Students may chew gum outside during breaks.

## **Allergies or Specific Food Requirements**

**The Legacy School is NUT-FREE. We do not allow any food items in the building that contain or are made with peanuts, tree-nuts, or any other nut products. This policy is in effect for the safety of all of our faculty and students with severe, life-threatening allergies.**

Several Legacy students, each year, have a variety of allergies (gluten, dairy, tree nuts, eggs).

**Allergies and food specifications must be brought to the attention of the Administration.** If there are particular snacks or treats that your child cannot have or you would prefer them to have please notify us in writing on your child's health forms.

## **Birthday Celebrations**

To celebrate our students' birthdays, parents are welcome to join their child for lunch. For safety reasons, we ask that you abstain from bringing siblings to lunch. If parents would like to bring in treats for all the children, the treats will need to be non-edible and brought to the front desk in the morning at drop off (not the classroom). Stickers, erasers, pencils, or other non-food items are acceptable for treats. We want to be mindful with the increase of

life threatening food allergies. Students may not bring food to school to be shared with other students. We appreciate your help in keeping our students safe and healthy.

## **SUPPLIES**

### **Supplies, Textbooks and Workbooks**

Some student supplies will be purchased by the school and distributed to the students at the beginning of the school year. Parents will receive an Amazon link prior to the start of school with their child's school supply list. Items should be sent to the school and will be distributed across your child's class.

### **Technological Items from Home**

There is absolutely no reason a student needs a cell phone or an iPhone/Smart Watch at school. However, if you permit your child to carry a phone, or wear a watch and feel it is essential for safety reasons, please understand that cell phones must be kept in backpacks, and watches must have notifications turned off. If a student has a watch or cell phone out during the school day, it will be confiscated, and they will lose their privilege to carry the device while they are on school property. There are no warnings in this regard; the consequence of losing phone privileges is immediate, so please review this policy with your child. Similarly, the only laptops allowed to be used at school are school-issued laptops.

### **School Communication**

We encourage open communication between our families, faculty and staff. If a parent has a concern, the first line of communication is directly to the teacher or administrator responsible for the concern. If a parent wishes to speak to an individual teacher or administrator, they may call the school or email the teacher directly.

It is our observation that children do best when the school and the parents have a constructive working relationship. However, there are times when the school and the parent may have a different perspective on issues regarding their child. The most effective way to instill the values of responsibility, respect and open communication in our students is to model them amongst us. Therefore, it is essential that parents and teachers treat one another with respect, kindness, honesty and open communication. Legacy is committed to treating both parents and students with the utmost respect and to documenting and demonstrating their child's progress while discussing concerns in a constructive manner. We ask for the same treatment in return. Please also keep in mind, Legacy teachers are engaged in direct instruction with students at all times. It is rare that a teacher has the time to check email during school hours, so we ask that you allow 36 hours for a teacher to get back to you.

### **Parent/Teacher Conferences**

Parent/teacher conferences play a vital role in each student's education by providing an opportunity for parents and teachers to communicate and collaborate. **Legacy's methodologies are developmental and systematic, and often their presentation is foreign to families who come from a more traditional school setting.** Conferences

provide a time to review the student's progress, discuss areas of concern, and answer parent questions. We have scheduled conference times to meet with all families twice each year, in November & March. We encourage parents to attend on these dates. If a family cannot make these dates, please email the school and we will provide you with another time.

### **Written Communication**

Information for parents is sent home with students in their take-home folders, through email and e-mailed weekly via Legacy's Friday Flyer. Parents should check this folder and read the Friday Flyer for important announcements.

Each student also has a tutoring folder. Tutors write oral reading homework assignments and place oral reading materials in this notebook. Parents should listen to their child read out loud, record the amount of time your child spent reading, and initial the assignment sheet. Each sheet has an area for comments, and messages between parents and tutors should be written here, rather than in the assignment book/communication log.

### **Student Records**

A cumulative record is maintained for each student at Legacy School. The record is of importance to the family, to Legacy School, and may also be required by other schools if a student transfers. All student records are kept confidential and are only available to appropriate faculty and staff. Written permission from the parents is required before they can be shared with anyone outside of Legacy School.

### **Forms for Outside Professionals**

The Legacy School receives many requests for form completion. There are form completion requests for: neuropsych evaluations, IEP development, medication management and transitions to other schools. The Legacy School needs a minimum of a 2 week turnaround time to complete forms. We will do our best to get them completed as soon as we can. Forms are delivered back directly to the medical provider, school, or evaluator. If your evaluator is not listed on the forms, please provide that information to the school. All forms must be emailed to [legacyforms@legacyschoolmd.org](mailto:legacyforms@legacyschoolmd.org)

**This policy outlines the appropriate channels and circumstances for parent-administration contact outside of regular school hours. Our aim is to ensure effective communication while respecting the personal time of our dedicated administrative staff.**

### **After-Hours Communication Policy**

For the safety and well-being of our students and the efficient operation of the school, administrative staff will only respond to communications outside of regular school hours (7:30 AM to 3:30 PM, Monday through Friday) in the event of a genuine emergency. What constitutes an emergency?

An emergency is defined as an unforeseen circumstance that poses an immediate threat to

the safety, health, or well-being of a student or the school community, or requires urgent administrative attention to prevent significant disruption to school operations. Examples include, but are not limited to:

- Serious injury or medical emergency involving a student at a school-sponsored event.
- Situations threatening the physical safety of students or staff.
- Urgent matters related to school property that require immediate attention (e.g., significant damage, security breach).
- Crisis situations impacting the entire school community.

## **Mailing**

### **Records Release Forms**

Some release forms require us to mail multiple pages of documentation. We mail them certified to make sure they arrived securely to their intended location. If that is the case for your child, the cost of the certified mailing will be added to your account.

### **Character Education**

At Legacy we teach children character values. Patience, kindness, honesty, respect, effective communication and hard work are infused into all aspects of student life. Academic competence is developed within the context of building personal character. We facilitate the development of these character values in daily social interactions, classroom activities, and a directly taught social skills curriculum. Our character education is an essential part of our program and is central to the development of each child. We believe strongly in empowering our students. We encourage them to apply self-advocacy strategies that include: asking questions, asking for repetition, and indicating what they need to facilitate their academic success. At Legacy, we look at the whole child, and we help each child build a solid foundation of academic skills, self-awareness and social and emotional well-being.

### **Gender Identity**

When a student at Legacy expresses the desire to the school community to identify as an alternate-preferred gender and/or preferred pronouns, Legacy will notify the child's parents to let them know. We will recommend that you contact a clinician or therapist who specializes in this area. Once you do that, Legacy will collaborate and take direction from that clinician. Legacy's job is to teach your child, and in order to accomplish that, we must provide an emotionally safe environment. We will not push your child in any direction, and we will respond in an emotionally safe way, taking our cues from the child as we aim to make this environment as comfortable as possible.

### **Response to Statements of Suicidal Threats and Self-Harm**

At Legacy, we take threats of harm to self or others very seriously. This helps keep your child safe. If a child makes a threat to his or herself, including statements like "I wish I were



dead" or "I do not want to live" or a threat to physically harm another child, the student will meet with the School Counselor immediately and the parent will be notified. A student will not be left alone at any point once they have stated that they want to harm themselves or others.

- School Counselor will meet with the student and assess the situation
- Parent will be contacted by the School Counselor
- If the student's risk to self-harm is high or if repeated self-harm threats have been made, the parent will pick up their student within an hour of being called.
- Parent will sign the Suicidal Record of Notification form and resources will be given to parent
- Parents will sign a waiver explaining the student cannot come back to school until they are evaluated by a medical doctor or their treating therapist/psychiatrist and states that they are not a threat to themselves or others
- Parent will be asked to seek mental health counseling for the student, and we will require notification that the counselor is aware of self-harm statements
- Parent will communicate with the School Counselor on the return date of the student
- School Counselor will work with staff to establish a protocol for when the student returns to school

## **DISCIPLINE PROCEDURES**

At Legacy, we approach discipline issues as an opportunity to learn and grow. We understand children with language-based disabilities need help in understanding and expressing frustration. With this in mind, our discipline policy is as follows:

**Proper Instruction-** Teachers deliver individualized instruction using methods, which keep the students engaged as active learners, thus limiting discipline problems. Teachers are also responsible for implementing our Legacy values, utilizing a variety of strategies such as positive reinforcement, strategic arrangement of seating, and teaching to the child's learning style.

**Our "Keep your hands to yourself" Rule:** Legacy students are consistently reminded to refrain from putting their hands on other students even in a joking manner. Often what seems fun at first, can turn into a more problematic situation. Putting your hands on another Legacy student is considered "unsafe" behavior. If a Legacy student is seen putting their hands on another student, they will be sent to see the Dean of Students. The Dean of Students will have them sit out of classes until they are safe enough to rejoin the community. You will receive an email should this occur.

**Administrative Involvement-** When students are still struggling with a pattern of behavior and the classroom teacher finds the behavior takes away from the instruction of other students, administrative involvement occurs. Students will meet with the administrator to discuss the problem. Techniques such as natural and logical consequences are used to help the student understand and change their behavior. The administration and teachers will

also engage in a meeting to brainstorm ideas to help the student. Behavior plans will be implemented at this level and parents are notified.

**Behaviors Warranting Suspension-** There are behaviors, which Legacy will not accept. We have an obligation to keep the students at Legacy safe both emotionally and physically. Therefore, behaviors such as hitting, spitting, threatening and bullying will result in immediate suspension. Any behavior, even if not listed above, that threatens the community's physical or emotional safety will result in a suspension. Suspension may be long term, short term, or it may take place at school. Parents will be notified if this should occur.

**Bullying** is a pattern or behavior when a person repeatedly uses power in an intentional manner, including verbal, physical, or written conduct or intentional electronic communication against one or more students.

**Cyberbullying** – is the use of electronic communication to harm or harass others in a deliberate, repeated, and hostile manner.

**Harassment** – includes actual or perceived negative actions that offend, ridicule, or demean another individual with regard to race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, physical or mental ability, or disability.

**Intimidation** – subjecting an individual to intentional action that seriously threatens and induces a sense of fear and/or inferiority. Conduct that is of a sexual nature is generally thought to mean actions, language or visual materials which specifically refer to, portray or involve sexual activity or language. Conduct of a sexual nature may include overt sexual solicitations, inappropriate touching, sexual jokes, and inquiries about a person's sex life. Sexual harassment is the broader term that encompasses conduct of a sexual nature such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature. Sexual harassment also includes acts that are not overtly sexual but rather are directed at individuals based on their gender such as profanity or rude behavior that is gender-specific. If you are a student, the parent/guardian of a student, a close adult relative of a student, or a school staff member and wish to report an incident of alleged bullying, harassment, or intimidation, complete our "Suspected Bullying" form and return it to the principal at the alleged student victim's school. You may contact the school for additional information or assistance at any time.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength,

access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.

- Repetition: Bullying behaviors happen more than once.
- Bullying often involves teasing, taunting, taking a child's belongings and threatening to cause physical or emotional harm. Legacy also considers purposefully leaving other children out, and telling children not to be friends with other children a form of relational bullying.

A child exhibiting bullying behaviors as described above will be suspended. If a parent is aware of any of these behaviors, we ask that you report it to the administration immediately and fill out a form describing the events that have occurred. Any report of bullying will be taken seriously and investigated by the administration. Parents will be notified of the results of the administration's investigation in writing and a follow-up plan will be put into place.

## **ADDITIONAL SERVICES:**

### **Field Trips**

Students attend around 3 field trips a year to enhance learning and provide for an off campus experience. Children who have serious medical conditions such as Type-1 diabetes, severe allergies, or have a seizure disorder must have a parent on the field trip. All other chaperones are selected according to need. If you wish to chaperone and are not selected to do so, you may attend the field trip by driving to the location and purchasing a ticket for entry. All students are expected to wear their Legacy polo on field trips.

### **Speech classes**

Legacy offers individual speech and language treatment for Legacy students whose articulation delays, poor word retrieval, and language weaknesses need additional 1:1 attention above and beyond what is offered in our daily program. If we see that a child requires extra speech/language services above our curriculum, we will recommend that to you. Speech sessions cost \$115 per individual session, or \$80 for a group session, and your child will be pulled out of one of their classes for this service. Children are never pulled out of: tutoring, math or writing. If a family is 90 days past due on tuition, speech services will be eliminated for the year.

### **Summer Camp Terrapin**

Our summer program combines traditional summertime activities of swimming and outdoor play, with an individualized learning and tutoring program for students. The summer program is 3 weeks long.

### **Summer Tutoring**

Teachers tutor out of The Legacy building all summer long, and they may be contacted via email for their availability. Billing for tutoring is done through the school. Tutoring sessions

are \$80 per 45 minute session. We require 24 hours notice to cancel a tutoring session—otherwise the family will be billed for the session.

## **PAYMENT**

Tuition and Incidental Billing is collected via our FACTS system. The incidental account (bus, speech, snacks) is sent out directly through the school. Payments are due 30 days after receiving your incidental invoice. You can pay by cash, check or credit card. When your incidental account is 60 days past due, the School will put your account on hold, and an agreement for payment must be worked out and adhered to. When an account is placed on hold it affects your ability to access report cards, parent teacher conferences and test scores. When incidental accounts are 90 days past due, your child's extra school services will be automatically canceled unless an agreement has been worked out (and adhered to) with the School's business manager. Please refer to your Enrollment Agreement for further details regarding payment.

## **INCIDENTAL BILLING CHARGES**

All incidental billing is done through FACTS. Online payment and auto-pay options are available. EVERY LEGACY FAMILY must be registered through FACTS. Charges for homework club, forgotten lunches, field trips, dress code revisions, speech/language services and other incidentals will be assessed on the 30<sup>th</sup> of each month and billed through your FACTS account. You will receive your bill for these incidental charges, via email from FACTS. Please note: invoices are due within 30 days, or a late fee gets automatically assessed. It is strongly advised that families consider choosing a date within those 30 days to make payments. Any balance that remains unpaid after the due date of each invoice will be automatically assessed a \$35.00 late fee.

Homework Club	\$15.00 per day (M-TH) Additional \$1 per minute thereafter.
Emergency Lunch	\$5 per lunch
Speech/Language Therapy	\$115.00 per individual session \$80.00 group session
After School Clubs	TBD-based on club type and frequency.
Drop-In Bus	\$35.00 per drop-in time
Tutoring after school	\$80.00 per 45 minutes (at the school)
Field Trips	TBD
Late pick-up	\$45.00 (after 4:05 M-TH), and (after 2:05) on Fridays. Additional \$1 per minute thereafter.
Out of Dress Code clothing replacements	\$5.00 per item

Duplicate textbooks or workbooks	TBD
Snacks/Drinks	\$1 per snack and \$1 per drink (CASH ONLY)
Water bottle replacements (tumbler)	Legacy no longer has spare paper cups. If your child does not have a water bottle and wants water, they may purchase a tumbler.

### **IEP/Advocacy Meetings**

We are happy to provide families with updated data via email or phone, which parents can take to meetings free of charge.

### **Conference Calls with an Attorney**

This is not included in Legacy's tuition; please see Jamie for more details.

### **Administrative Fee**

A one time fee of \$2,600.00 will be charged to your account anytime the county contacts the school and requires extra work be done on behalf of your child. This includes observations, attendance sheets, explanation of data, updated goals and objectives and transportation forms. This is automatically charged to the county when students are county-funded with direct pay to the School.

### **Subpoena Fee**

Many families may choose to go through with due process in an attempt to get a county to pay for their Legacy Education. If documents pertaining to your child are subpoenaed by either the county or the parent, a flat \$250 fee will be assessed to your account. Additionally, the party issuing the subpoena will be charged \$.50 per page scanned to fulfill the subpoena request.

Once Legacy receives a subpoena for your child's records, we will preserve all of the referenced documents, but we will wait 2 weeks before we begin to fulfill the requirements of the subpoena. Please keep in mind that if your case settles, we need to know. Subpoenas put a tremendous strain on the school. Once we begin to fulfill the requirements of the subpoena, we send it off.

### **TRANSITIONING OUT OF LEGACY**

We understand that Legacy is sometimes a "temporary stop" in your child's educational journey, and we wish to support your child as they transition elsewhere. To set your child up for the most successful transition out of Legacy, it is in your child's best interest to notify the administration of your decision. Sometimes, we will make modifications to our curriculum to help better prepare the child. We can help you prepare for updated testing and make school recommendations as well as provide families with extra services, such as support with standardized testing and valuable insight.

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Thank you for taking the time to read through this handbook. Please review appropriate policies with your child, and feel free to contact us if you have any questions.